

Evaluator Information Legal name only — NO nicknames.

Legal Name: _____
Last First Middle

NFPA Standard and Level: _____ Date of evaluation: _____
MM/DD/YYYY

Email: _____ Contact Number: _____

Testing host: _____

Evaluator Procedures

- Read and follow the procedures listed before, during and after the evaluations.
- All candidates **MUST** complete evaluations on the same day.
- All evaluations and assessment material are subject to audit by Alberta Municipal Affairs.

Upon Receiving This Document

- Ensure you have the correct number of Skill Evaluation Packages. If there are any issues, contact ma.certexam@gov.ab.ca.
- Check to make sure that no more than two evaluations are scheduled for the same day. If so, ensure that there is a break of at least 30 minutes between evaluations.
- Check with the testing host and instructor regarding accommodations that might be required by any candidates.
- Ensure you have the tools, equipment, PPE, facilities, and other necessary resources for the evaluation.
- Check that facilities meet the requirements regarding COVID-19 safety precautions as outlined by the Chief Medical Officer of Alberta
- Check the facilities where the evaluations will take place to ensure it is a safe and healthy environment (e.g., temperature, air quality, lighting, space). Refer to *NFPA 1403 Live Fire Training Evolutions*, *Occupational Health and Safety Act, Regulation and Code*, and any local regulations, resolutions, municipal bylaws, and provincial and/or federal legislation.

Before the Evaluation Begins

- Have candidates sign the Final Result page **BEFORE** the evaluation begins.
- Have candidates sign the Evaluation Sign-in sheet **BEFORE** the evaluation begins.
- Provide time for candidates to use the washroom facilities.
- All personal electronic data storage devices, are prohibited in the evaluation area. These include, but are not limited to, USB keys, cell phones, electronic diaries, recording or filming devices, cameras and fitness devices.
- Other prohibited items in the evaluation area include:
 - computers, tablets and iPads
 - books, notebooks, post-its and reference material
 - watches, smart watches and fitness trackers
 - computer bags, purses, briefcases, backpacks
 - personal belongings including coats, gloves, hats or other articles of clothing
- The following items are permitted in the evaluation area:
 - masks, hand sanitizer, alcohol wipes, face shields
- Check the government-issued ID of all candidates and match legal names to the list provided by the testing host. Contact the testing host immediately if there is a discrepancy in the number of candidates.
- Read the Evaluation Rules to the candidate(s) and address any questions or concerns before the evaluation begins.

The personal information collected through the Application for Fire Rescue Certification form is for the purpose of the fire rescue certification and accreditation program of the Government of Alberta. This collection is authorized by section 33 (c) of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact the Manager, Certification at 780-422-8021, by email at ma.certexam@gov.ab.ca or mail to 16th Floor, Commerce Place, 10155 – 102nd Street, Edmonton, AB, T5J 4L4.

During the Evaluation

- Complete a Skills Evaluation Package for each candidate.
- Treat all candidates in accordance with the *Canadian Charter of Rights and Freedoms* and the *Alberta Human Rights Act*.
- Remain objective when dealing with candidates. Do not show preferential treatment or place any individual or group at a disadvantage.
- Stay with the candidate(s) at all times.
- No unauthorized person(s) can enter the testing area.
- Ensure that unevaluated candidates cannot communicate with evaluated candidates or observe evaluations.
- Each candidate must be evaluated as an individual, even when working within a team.
- If the student cannot demonstrate the skill without coaching, it will be marked as "fail."
- Candidates failing a specific skill will be given a second attempt at the end of the session once all candidates have completed their evaluations.
- Do not provide assistance or coaching to candidates regarding the skills they are demonstrating, except when their safety or the safety of others is at risk.
- If there is a safety concern, stop the evaluation immediately to address it.
- Candidates cannot leave the testing area except at a scheduled break. If they do, they will fail.
- Document the actions of any student who violates the Evaluation Rules and send to ma.certexam@gov.ab.ca.

After the Evaluation

- Make a note of any candidates who fail the evaluation.
- Complete and return all Skills Evaluation Packages, the Evaluation Sign-in sheet, and the Evaluator Agreement (this document) to the Government of Alberta.
- **DO NOT** inform the testing host or the candidate(s) of their results. The Government of Alberta will deliver the results.

DECLARATION Legal name only — NO nicknames

I have complied with all of the evaluation procedures listed in this agreement and confirm that I have read these procedures before the start of the evaluation. I confirm that I have ensured the safety of all candidates and have treated all candidates fairly and with respect in accordance with the *Canadian Charter of Rights and Freedoms* and the *Alberta Human Rights Act*. I understand that all evaluations and assessment material are subject to audit by Alberta Municipal Affairs and failure to follow these procedures may result in suspension of privileges as an evaluator for the Government of Alberta.

Signature: _____ Date: _____

The evaluator must read the following rules to the candidate(s) BEFORE beginning the evaluation.

Infractions of the evaluation rules will not be tolerated. If you violate these rules, you will be required to leave the evaluation area and will not be allowed to complete the evaluation.

- The grading system is Pass or Fail.
- You must pass all skills listed on the Skills Sheets to pass the evaluation.
- All personal electronic data storage devices are prohibited in the evaluation area. These include, but are not limited to, USB keys, cell phones, electronic diaries, recording or filming devices, cameras and fitness devices.
- Other prohibited items in the examination area include:
 - computers, tablets and iPads
 - books, notebooks, post-its and reference material
 - watches, smart watches and fitness trackers
 - computer bags, purses, briefcases, backpacks
 - personal belongings including coats, gloves, hats or other articles of clothing
- You will not be able to leave the evaluation area once the evaluation has started. If you do, you will not be allowed to continue.
- You must not communicate with others while you are being evaluated, except where it is part of the task under evaluation. You must not coach other candidates while they are being evaluated.
- No candidate is allowed to watch or listen to the evaluations of other candidates, unless completing a team or partner task.
- Do not ask the evaluator to coach you.
- If you cannot complete the skill without coaching, it will be marked as “fail”.
- If you are unable to complete the skill on your first attempt, you will be given a second attempt at the end of the session once all candidates have completed their evaluations.
- If at any time you feel that it is unsafe for you to demonstrate a skill, or if you have any other safety concerns, inform the evaluator immediately.
- Once you have completed a skill, inform the evaluator.