

Electronic Exam: Tester Instructions

As the Certification tester of this exam, **YOU** are representing the Utah Fire Service Certification Council. You are required to follow the Tester Instructions, complete and check off each step listed, and **sign the back of this form.**

You are responsible for test security. All examination documents and materials must either remain locked in a secured place or in your possession at **all** times (i.e., returned scratch paper, etc.). Failure to do so is a violation of policy.

Read the Tester Instructions and follow them as they are written and administer the exam as instructed.

When the exam has been completed, materials have all been returned, and all paperwork has been completed, use the “Return Shipping Label” to return examination materials to the Certification Office. Attach “To Be Opened by Certification Office Staff Only” seal to the box or envelope. Drop it off at the post office.

1. Complete the “Room setup” (see the second page of these instructions).
2. Complete the “Check-in procedures”.
3. Complete the “Pre-exam” procedures. Instruct all the candidates about the testing procedures below.

TESTING PROCEDURES

Read the following instructions to the candidates after Check-in procedures are complete.

- The _____ examination has _____ questions.
- You have _____ minutes to complete the exam.
- Each iPad has a link to the exam website. For computers, open Chrome and close all browsers.
- You will be given the URL address: <https://ondemand.questionmark.com/home/406192/>
- You will be given a user name and password to log in to the test website. (To be returned in test box)
- Don't begin until I give you permission to click the **arrow button** – to begin the exam process.
- You may follow the Login Instructions handout and the Candidate Online Exam Info sheet.
- You will be given an electronic “Candidate Agreement Form” and “Testing, Appeals, and Cheating” notice to read, understand, and then you select “Yes” or “No” before the exam can proceed. Electronically type your Full legal name and birthdate in the box provided.
- You may review your questions and answers (toggle back and forth) before you submit them.
- You must view each question, before the exam will allow you to submit.
- If a bathroom break is needed, raise your hand and wait for the tester to acknowledge. The examination time will not stop for a break. Candidates sign the “Restroom Break Record”, testers record the time in and out of the exam room, and candidates initial upon their return. Candidates may go one at a time, with no talking during the break. If you leave without approval, your exam is invalid.
- If you electronically click off the online test website, your exam is invalid.
- Communicating/talking to other candidates is prohibited while taking the exam.
- You will receive your results immediately after you submit your exam.
- You will also receive an electronic “Coaching Report” to the email noted on the examination request form. This will include your results and feedback on the questions answered incorrectly, with the NFPA references that correlate to those questions you answered.

4. Complete the “Taking the exam” procedures.
5. Complete the “Once the exam is complete” procedures.
6. Testers may now sign this form.
7. To help improve our testing processes, additional suggestions, comments, or concerns may be written below:

Electronic Exam: Tester Instructions

1. Room setup

- Ensure adequate spacing for candidates and room security.
- Ensure proper lighting and ventilation.
- Verify internet access, tablets, and/or computers are functioning correctly.
- Candidates will wait to be assigned seats.

2. Check-in procedures

- Verify each candidate's driver's license (compare photo and check if 18 years or older).
- Candidates must sign the Online Testing Check-out/ Check-in form with their full legal name.
- Candidates will check-out a scratch paper or white board, a pencil/marker, book (i.e., ERG, etc.), assigned iPad as needed for exams requiring it.
- Candidates will be given an assigned iPad (after checkout) or assigned a computer.
- Candidates will be assigned seats to ensure appropriate distancing during testing.
- Verify all personal items are turned off and/or put away (electronics, phone, watches, books, bags/purse, food, water bottles, etc.).
- Check the candidates' glasses (remove watches, turn hats, etc.).

3. Pre-exam

- Testers will instruct all the candidates about the TESTING PROCEDURES (page one box).**
- Testers will open the sealed envelope with the candidate's username and password.
- Testers will give each candidate their user name/password, Login Instructions, and the Candidate Online Exam Info document to login and launch the website.
- Testers will give permission to candidates to click the arrow button, and begin the exam process.
- Candidates read the online "Candidate Agreement Form" and TAC sheet.
 - If the candidate selected "No", complete the "Once the exam is complete" process below. Afterward, they can reschedule the exam for another day.
 - Candidates who selected "Yes", automatically proceed to the exam.

4. Taking the exam

- Testers will remain in the room at all times.
- Testers will monitor the exam room by physically walking behind and in front of each candidate continuously, looking at their browsers and other screen changes.
- If a bathroom break is needed, candidates must raise their hand and wait for the tester to acknowledge them. The examination time will not stop for a break. Testers will record the time in and out of the exam room. Candidates may go one at a time, with no talking during the break.
- If a candidate physically leaves the test site without tester approval, their exam is invalid.
- If a candidate electronically clicks off the online test website, their exam is invalid.
- Communicating/talking to other candidates is prohibited while taking the exam.

5. Once the exam is complete

- The "Online Exam Challenge Questions" form will be completed by each candidate as needed.
- Candidates will check in their assigned tablets, computers, approved books (ERG, etc.), scratch paper/white board, and pencil/marker by signing the "Online Testing Check-Out/Check-In" form.
- Testers will verify all items have been collected by initialing the form.
- Candidates will be asked to leave the exam room and collect all their personal items.
- Testers will wipe down all tablets with cleaning wipes and organize returned items.
- Testers will follow all instructions.

As a tester, I have followed the above guidelines in proctoring this examination and maintained the security and integrity of the testing process.

Signature: _____ Date: _____