



FIRE PROTECTION BUREAU SENIOR EVALUATOR RATING SHEET

Evaluation Sheet: Class Exercise

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

WSP CERTIFIED SENIOR EVALUATOR	TASK: Perform according to state policy and procedures as a Senior Evaluator in a classroom instructing evaluator candidates.				
PERFORMANCE OUTCOME: The candidate will successfully perform as a Senior Evaluator, instructing new evaluators					
CONDITIONS: Given an instruction manual for instructor and candidates and a manual of Fire Protection Bureau policies and procedures, forms, scripts, etc.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Properly instruct candidates in the overall evaluation process according to the provided lesson plan, including proper preparation, presentation, application, and evaluation				
2.	Appropriately explain the role of the evaluator in safety and the “three stop safety” rule				
3.	Give clear explanations to evaluators regarding evaluator responsibilities (i.e., no coaching, re-test process, appeal referral, arbitration, etc.)				
4.	Explain how to properly complete an evaluation form, including defensible comments and the importance of re-tests performed by another evaluator				
5.	Explain “no coaching” concept to candidates and guidelines				
6.	Explain site management and test security at the site and the duties of the test site manager				
7.	Explain setup and rehearsal to candidates				
8.	Assist candidates in performing rehearsal in class				
9.	Evaluate candidates on ability to perform as evaluators and make proper recommendations				
RETEST APPROVED BY:			RETEST EVALUATOR:		

Comments: _____

TCO's Name (Print) **Signature** **Senior Evaluator's Signature**

TCO Contact Number **Date**