



# FIRE PROTECTION BUREAU

## SENIOR EVALUATOR RATING SHEET

**Evaluation Sheet: Field Exercise**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Last 4 digits of SS#:** \_\_\_\_\_

<b>WSP CERTIFIED SENIOR EVALUATOR</b>	<b>TASK:</b> Perform according to state policy and procedures as a Senior Evaluator at a State Certification Exam.				
<b>PERFORMANCE OUTCOME:</b> The candidate will successfully perform as a Senior Evaluator at a state certification exam.					
<b>CONDITIONS:</b> Given a manual of policies and procedures, forms, scenarios, etc.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Enforce test policy and procedures; manage overall evaluation process including setup and rehearsal				
2.	Assist Test Control Officer in garnering qualified third party evaluators in sufficient numbers as required				
3.	Demonstrate clear expectations to evaluators regarding responsibilities (i.e., no coaching, re-test process, safety failures, etc.)				
4.	Ensure evaluations are properly completed and re-tests are performed by another evaluator				
5.	Explain options to candidates relating to re-tests, arbitration, on-site appeals, and appeal process				
6.	Evaluate all evaluators according to policy				
7.	Properly refer arbitrations during testing to Test Control Officer (if applicable)				
8.	Ensure evaluators maintain safety during evaluations				
<b>RETEST APPROVED BY:</b>			<b>RETEST EVALUATOR:</b>		

**Comments:** \_\_\_\_\_

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

\_\_\_\_\_  
**TCO Contact Number**                      **Date**