



Colorado Metropolitan Certification Board

Written Test Procedures

It is the responsibility of the evaluator to ensure that every candidate understands the instructions for the written test and that candidates follow all guidelines. Instructions in red are to be read aloud to the candidates.

Arranging the Test Facility

Review all related CMCB policy for conducting written test.

Evaluator shall arrive at least one (1) one hour prior to scheduled start of written test to prepare the testing area, and should complete the preparations at least (30) thirty minutes prior to test.

Arrange desk, tables and chairs in a manner to ensure test security such as adequate spacing between chairs and rows if at all possible. Ensure room is well lit, temperature is adequate and the room is quiet. Post signs, if needed, directing candidates to the room and mark the entrance to the test room.

Prepare test booklets and answer sheets for distribution.

Prepare registration roster for check-in.

- Check candidates against the roster and mark down any no-shows.
- Have candidates verify their address and birth date, and note corrections on the roster.
- Have adequate supply of scratch paper and #2 pencils. A pencil sharpener may be needed as well.

Make sure candidates have a method to keep track of time such as a clock in the room or posting time at intervals on the white board or flip chart.

Test Instructions

(To be read to the candidates)

Welcome, candidates, to the CMCB _____ written certification test. (Firefighter I or II, Hazardous Materials Awareness/Operational, Hazardous Materials Technician, Driver Operator Aerial and/or Driver Operator Pumper, Fire Instructor I, Fire Officer I or II, Certified Evaluator)

All personal items should be placed under your desk. The only items you may have on your desk will be a #2 pencil, erasers, and a spill proof drinking container.

Calculators will not be permitted for this examination (unless prior approval has been granted for all candidates).

The following violations or problems may be grounds for candidate dismissal or suspension from the certification process:

- 1) Knowingly misrepresenting information on an application for certification.
- 2) Attempting to cheat on any portion of the certification process.
- 3) Allowing other candidates to cheat or provide false information without reporting the incident to the managing evaluator.
- 4) Disturbing others during the evaluation process.
- 5) Giving or receiving help during the examination. Any candidate caught cheating will be immediately removed from the evaluation process and will fail the examination.

Do you understand the violations as I have read them? Are there any questions?

Test booklets, Scantron sheets, appeal forms, and scratch paper, and pencils should be distributed at this time. Driver Operator test candidates will have two separate test booklets, one for Pumper and one for Aerial. Students should be advised: **Leave test booklets closed until you have been instructed to open them.**

Use a Scantron form to demonstrate step by step, how to fill it out correctly. Be sure to have the Driver Operator test candidates fill out a separate Scantron form for both Pumper and Aerial. **All answers to this test must be completed on the Scantron (answer) sheet. It is crucial that the Scantron form be filled out correctly.**

On the front of the form:

- Test: Copy the exact test name from the front of the test booklet
- Class: The name of the certification i.e. FF1, D/O, etc.
- Instructor: The name of the test evaluator
- Name: The candidate's printed name
- Signature: The candidate's signature
- Date: The test date
- Read Carefully: Please review the directions on how to correctly fill out the Scantron form.
- ID Number: Right justify ID #, leaving any blank spaces open on the left and fill in corresponding bubbles.
- Version: Insert the exact version number from the front of the test booklet and fill in the corresponding bubble.
- When told to begin, test answers will all be completed in Section 1 on the front. Please note that if a question is true or false, choice A is True and choice B is False.

On the back of the form:

- The only markings on the back of the form should be your name - last name first, space, first name and fill in the corresponding bubbles.
- DO NOT fill in the ID number on the back of the form

Precautions:

- Fill in answer sheet bubbles fully and completely.
- If you need to change an answer, be sure to erase the old mark thoroughly.
- Be sure that any stray marks are erased before turning in the sheet.
- Any questions not answered on the Scantron will be counted wrong.
- Questions marked with two answers or more on the Scantron will be counted as wrong.

Are there any questions?

Use a Written/Practical Appeal Form to demonstrate step by step, how to fill it out correctly. Be sure to have test candidates fill out a Written/Practical Appeal Form for each test. You may appeal, in writing, specific aspects of the test or testing process. Written test question appeals must be completed during this test session on the Written Appeals Form and submitted to your Proctor. Test Result appeals must be completed using the Written Appeals Form. The appeal must be submitted to the respective Training Chief within 24 hours of receiving your test results.

Appeal forms must be filled out correctly or they will be disregarded.

- At the top of the form, fill in the information that corresponds with the Scantron form.
- "Agency" is the Department being tested.
- Make sure to include the test Version with the test Name.
- Appeals must include a question number, list the answer choices, and include a reason why the question is being appealed.
- Stating that a question is bogus, is not sufficient.
- Stating that you don't remember reading the material covered in a question is not sufficient.
- The reason given on the appeal should clearly explain why the candidate is appealing the question.
- Print and sign your name.

Are there any questions?

Identify the number of questions on the exam (FF1/FF2 – 100; HazMat Awareness - 20; HazMat Operations – 30; HazMat Technician – 100, DO – (Pumper – 50 and Aerial - 50); F11 – 50; FOI/FOII – 100; CE – 30): **There are _____ questions to this exam. You have _____ minutes/hours to complete the exam. No questions can be answered during the test. Incomplete questions and answers will be removed from the test upon grading.**

Candidates will remain seated unless excused by the evaluator. Only (1) one person may leave the room at a time before they have completed the test. Provide direction to the location of the restrooms. Those candidates finishing before the allotted time may leave the area after turning in the test booklet, answer sheet (Scantron form), appeal form, scrap paper, borrowed pencils and erasers.

Are there any last questions before you begin? Post the beginning and ending times on the white board or flipchart. The time is now _____, you have until _____. You may begin.

Post Test

Review Scantron and Appeal forms as they are turned in, to ensure they have been completed in the proper format.

Collect all test booklets, appeal forms, answer sheets, pencils, and scrap paper, etc.

Give test booklets to Training Chief from the requesting agency for destruction.

Make copy of answer sheets and give to the Training Chief of requesting agency, if mailing answer sheets to CMCB Director. This will help ensure that the answer sheets are not lost.

Return all answer sheets and questionnaire forms to the CMCB Director **immediately** either in person or by next day **express mail**.