# ALABAMA FIRE COLLEGE
## Computer-Based Exam Administration Report

<table>
<thead>
<tr>
<th>Proctor Name (print)</th>
<th>Test Date</th>
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</thead>
<tbody>
<tr>
<td>Certification Level(s)</td>
<td>Course/Test Location</td>
</tr>
<tr>
<td>START Time</td>
<td>END Time (list all)</td>
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## EXAM ADMINISTRATION CHECKLIST

### Proctor Responsibilities

1. **Safety and security are top priorities!**

   - Ensure that no cell phones/electronic communication devices are brought into the exam room by examinees.
   - Verify documents provided in the exam package; Maintain strict control of all exam materials.
   - Confirm candidate’s testing eligibility (note student show/no shows, etc.).
   - Verify student identity by positive photo ID; Student Sign In using Sign-In Roster.
   - Provide each student with their Student Help Sheet; maintain student confidentiality (Student ID, passwords, etc.).
   - Administer Course Survey (paper-based or web-based form, if applicable).
   - Ensure that there is adequate space between test takers and that the environment is conducive to testing (adequate lighting and ventilation, distraction free).
   - Read exam instructions.
   - Monitor candidate login, walk room to assist until all candidates are successfully logged into the survey and the exam. **VERIFY THAT EACH STUDENT HAS LOGGED INTO THE EXAM; monitor that ONLY the exam is open at any time.**
   - Monitor for cheating of any type. Suspected candidates must be dismissed. See Instructions for more information regarding reporting instances of cheating.
   - Actively monitor candidates during the entire duration of exam by periodically walking the room.
   - Instruct students to initial and update Student Info Sheet (name, address, EMAIL, initial form, etc) to be completed after the exam.
   - Remind students of timeframe of test results notification and certification (extra processing time is required for grading of projects); Direct students to email CERTIFICATION@ALABAMAFIRECOLLEGE.ORG, if test results are not received (results emailed approx. 7-10 business days from date of exam) or have further questions. **VERIFY THAT EACH STUDENT HAS FINISHED & EXITED THE LXR PROGRAM**
   - Collect appropriate skills paperwork, projects, etc. from Instructor/Course Coordinator. (Check for student & evaluator signatures, end of subject grades (minimum 70%), etc.), legibility; clear up issues with Inst/Course Coordinator.
   - Collect ALL exam paperwork, Student Help Sheets, etc.

### Proctor Notes

#### Student Test Item Questions

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<thead>
<tr>
<th>Test Item #</th>
<th>Explanation of issue with Test Item</th>
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I hereby attest that all Alabama Fire College policies were upheld in the administering of this cognitive exam.

Proctor Signature | Date

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Should you have questions regarding this form, please contact: Alabama Fire College – Certification Unit – 205.391.3745 or 205.343.7402 or by email at certification@alabamafirecollege.org. Hours of operation are M-F, 8-5 CST

Revised 07/26/17