



# INTERIM PROCEDURES

## Alternate Psychomotor Skill Evaluation

Updated: February 2021

### Procedure Changes

- Edition:** May 2020 edition of the State Fire Training Procedures Manual
- Effective Date:** August 1, 2020
- Section Change:** Add Section 11.6: ALTERNATE PSYCHOMOTOR SKILL EVALUATION
- Justification:** SFT has modified the ALA and ARTPs notification process for the random psychomotor skills for the Fire Fighter 1 and 2 certification exams. Also, this Interim procedure provides SFTs intent on requiring all testing candidates to complete random skills on the same day. Finally, most ARTP and ALAs deliver Fire Control 3, Fire Control 4, and Vehicle Extrication FSTEP courses within their Fire Fighter 1 and 2 academies. These FSTEP courses require specialized props. This interim procedure will allow ARTP and ALAs to evaluate eligible Fire Fighter 1 and 2 psychomotor skills at the conclusion of the FSTEP course instead of the end of the training module.
- SFT Contact:** [Contact SFT Staff](#) assigned to Instructor Registration.
- Note:** *All new text appears in underline. All deleted text appears in ~~strikeout~~*

## 11.6: PSYCHOMOTOR SKILLS EXAM

### 11.6.2: PSYCHOMOTOR SKILL SELECTION

- A. ~~SFT will randomly select the psychomotor skills to be included in an approved psychomotor skills exam a minimum of three weeks before the start of a scheduled psychomotor skills exam.~~ SFT will randomly select the psychomotor skills to be included in an approved Psychomotor Skills Exam.
- B. SFT will send a Psychomotor Skills Exam Summary Sheet to the registered Lead Evaluator by email at the time of approval for the Certification Examination.
1. These skills shall remain secured and confidential under the Registered Lead Evaluator(s) supervision until a minimum of three (3) weeks before the start of the scheduled Psychomotor Skills Exam module.
- C. Three (3) weeks before the start of the scheduled Psychomotor Skills Exam module, the Registered Lead Evaluator may begin consulting with the testing site staff regarding the planning and logistics of the randomly selected skills for the Exam.



# INTERIM PROCEDURES

## Alternate Psychomotor Skill Evaluation

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1. To maintain exam security, no staff involved with the ongoing training shall be privy to the randomly selected psychomotor skills at any time prior to the day of the Certification Exam.

C.D. An ARTP or ALA may request a different individual random psychomotor skill if the ARTP or ALA can demonstrate that an assigned psychomotor skill is not practicable.

1. The registered Lead Evaluator shall make this request to State Fire Training in writing.
2. The request shall include the rationale as to why the psychomotor skill is not practicable.
3. In the event an alternate psychomotor skill is assigned, State Fire Training shall issue a new Psychomotor Skills Exam Summary Sheet to the registered Lead Evaluator.

### 11.6.3: PROCTORING PSYCHOMOTOR SKILLS EXAMS

#### 11.6.3.2: Exam Security

- A. The registered Lead Evaluator shall be directly responsible for ensuring the security and safety of all candidates during all psychomotor skills exam.
- B. The registered Lead Evaluator shall ensure that candidates are properly staged and that no materials other than those issued for the exam are in the staging area.
- C. The registered Lead Evaluator shall ensure that all waiting candidates are staged in an area from which active psychomotor skills evaluation may not be viewed.
- D. A monitor shall be stationed in the staging area to ensure that candidates do not discuss any component of the exam or access exam-related materials.
- E. In the event of a suspected breach in exam security, the registered Lead Evaluator shall have the authority to confiscate the alleged violator's exam materials and terminate his or her exam.
- F. The Registered Lead Evaluator shall ensure that all candidates complete the randomly selected psychomotor skills on the same day. If a randomly selected psychomotor skill is not completed by all candidates on the first day of testing, then the candidates who completed it will be required to complete a different randomly selected psychomotor skill.
  1. The Registered Lead Evaluator shall contact SFT immediately to obtain a new randomly selected psychomotor skill.



# INTERIM PROCEDURES

## Alternate Psychomotor Skill Evaluation

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### **11.6.5: ALTERNATE PSYCHOMOTOR SKILL EVALUATION**

- A. Psychomotor Skills Exams are to be conducted at the end of the training for the module being tested. SFT allows select psychomotor skills to be tested outside of the normal Psychomotor Skills Exam using alternate psychomotor skill evaluation.
- B. Psychomotor skills eligible for alternate psychomotor skill evaluation are listed in the Psychomotor Exam Skills Summary Sheet and must be associated with a registered Fire Service Training and Education Program (FSTEP) course.
- C. All candidates testing in the Psychomotor Skills Exam must have taken the FSTEP course and completed the alternate psychomotor skill evaluation.
- D. Skills being tested using the alternate psychomotor skill evaluation do not have to be retested during the psychomotor skills exam.
- E. If an ALA or ARTP does not use the alternate psychomotor skill evaluation, and the skill is selected as a random psychomotor skill or selected as a random for a skills retake (New Psychomotor Skills / Different Day) the ARTP or ALA will have to test that skill during the Psychomotor Skills Exams conducted at the end of the training.

#### **11.6.5.1: Personnel**

- A. The Registered Primary Instructor for the FSTEP course cannot act in the capacity as the Registered Lead Evaluator or Registered Psychomotor Skills Evaluator for the alternate psychomotor skill evaluation.
- B. Assistant Instructors and Skill Coaches for the FSTEP course cannot act in the capacity as a Registered Psychomotor Skills Evaluator for any candidates that they taught the skills to, or assisted, the student with psychomotor practice for skill's mastery.

#### **11.6.5.2: Certification Exam Administration**

- A. The Psychomotor Skills Exam shall be delivered in accordance with Chapter 11.
- B. At the conclusion of the FSTEP course, the Registered Primary Instructor shall notify the students that this is the conclusion of training and that the psychomotor exam is about to begin. The Registered Primary Instructor will then introduce the Registered Lead Evaluator to the candidates.