

EVALUATOR PROCEDURES AND AGREEMENT

Lakeland College complies with the Freedom of Information and Protection of Privacy Act of Alberta. Information collected on this form is used in the normal course of college operations in accordance with this legislation. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator.

Evaluator Procedures

1. The purpose of an evaluation is to ensure the student can demonstrate to the evaluator that he has mastered the required practical skill and will be competent in performing his duties.
 - a. The evaluator is responsible for organizing the setup of the equipment, resources, PPE, facilities / work areas, manpower, and other resources required to complete the evaluation
 - b. The evaluator can utilize the course instructor(s) to assist with skills evaluation / scenario set up
 - c. The evaluator will ensure compliance with all environmental and safety practices
2. The evaluator, with the instructor (if applicable), will plan the evaluation while determining the duration and the number of evaluators required. It is recommended to have 1 evaluator to 12 students.
3. The evaluator will provide clear and concise direction for the student(s) to perform the skill safely and efficiently.
 - a. The evaluator may correct safety issues, if needed
4. For the particular skills that are to be examined, the evaluator will measure the candidate's performance against the appropriate "actions" listed for that skill and assign a rating for it with minimum latitude for interpretation.
 - a. The rating system used on the Practical Skills Checklist will be a **P** (Pass) or **F** (Fail)
5. 100% of all demonstrable skills (including the critical skills) of a course must be successfully completed for a student to achieve a "**P**" in the Evaluator Practical Skills.
6. Where specific skills are testing under evaluation conditions, students failing specific skill(s) will be given one additional opportunity to successfully complete the practical examination component.
 - a. If the student fails a skill, it is marked as an "**F**"
 - b. The failure is documented on the student's skill sheet and the scenario can proceed unless safety is an issue
 - c. After the evaluation is completed, the evaluator will inform the student what skill(s) they have failed and they have the opportunity to redo that skill(s) within three hours. This will allow the student time to prepare for their second and final attempt
 - d. The instructor(s) can provide remedial training to the student before they are evaluated again
 - e. The student is tested on the same skill after the original evaluation is complete
 - f. If the student does not pass his second attempt an "**F**" is assigned
7. In the event that students are deemed not able to safely participate in the practical skills evaluation, the evaluator may postpone the evaluation for no more than three hours or in extreme cases may cancel the evaluation.
 - a. Such events include intoxication or extreme lack of preparedness
 - b. The evaluator will justify his decision on the Evaluator Practical Skills
8. The evaluator will ensure that all fields (name, date, course number and pass and fail) for each document in the evaluation package will be completed accurately.
 - a. The evaluation package will not be processed until all information is complete
9. Upon completion of the evaluation, the evaluator will complete all necessary documentation and return it prepaid by a traceable method of shipping. The evaluation package must include the following:
 - a. Class List (if applicable)
 - b. Student Registration
 - c. Exam Feedback (optional)
 - d. Instructor Procedures and Agreement (if applicable)
 - e. Evaluator Procedures and Agreement
 - f. Assignments (if applicable)
10. If the evaluator is unable to return the documentation on the same day, the package should be locked in a secure location until ready to be shipped.
11. If the evaluator has any questions, contact the Emergency Training Centre for clarification.

DECLARATION

THE EMERGENCY TRAINING CENTRE HAS THE RIGHT TO AUDIT AN EXAMINATION IN PROGRESS WITHOUT PRIOR NOTICE.

I agree to comply with all practical skills evaluation procedures as specified by the Emergency Training Centre during the evaluation of the practical skills.

Applicant's Signature

Date