



FIRE PROTECTION BUREAU

SENIOR EVALUATOR RATING SHEET

The purpose of this form is for on-going evaluation of a certified Senior Evaluator by the Test Control Officer.

Sr. Evaluator Name: _____ Phone: _____ Exam Level: _____

E-mail: _____ Mailing Address: _____

Department: _____ Region: _____ Location : _____

Have you been issued a Senior Evaluator Certificate and Manual? Yes No

Check Each Factor As follows		Needs Improvement	Satisfactory Performance	Commendable Performance
1.	Enforce test policy and procedures, manage overall evaluation process including set up and rehearsal.			
2.	Assist TCO 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.			

Comments: _____

TCO's Name (print) Signature

Sr. Evaluator's Signature

TCO Contact Number

Date