



# Practical Proctor Check List

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AHJ: \_\_\_\_\_ Test Date: \_\_\_\_\_

AHJ contact person: \_\_\_\_\_ Phone # \_\_\_\_\_

AHJ contact person email address: \_\_\_\_\_

AHJ affiliation number: \_\_\_\_\_

Test Location: Facility name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Lead Proctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Lead Proctor email address: \_\_\_\_\_

Assistant Proctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Assistant Proctor email address: \_\_\_\_\_

Additional information:

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No.	Task	Completed	Date completed
1.	Complete the front page of this form. Document any pertinent information needed to help prepare the candidate or examination site for practice and testing.		
2.	Lead Proctor can assist the AHJ with locating an assistant proctor if needed.		
3.	Ensure that the AHJ has ordered the practical exam a minimum of 30 days prior to the test date.		
4.	Inform the AHJ that they must supply each certification candidate with a complete set of JPR's for the given practical test at least 30 days prior the actual test date. In lieu of paper copies of the JPR's the AHJ can opt to provide the candidate with the DFPC website <a href="http://www.colorado.gov/DFPC">www.colorado.gov/DFPC</a> including instructions on how to find the appropriate JPR's with-in the website.		
5.	Inform the AHJ that a minimum of 30 days prior to the test date must be available for the certification candidate to practice the JPR's.		
6.	For DO, DOP, or DOA practice and testing the AHJ must set up the driving course JPR's 5 thru 8 to the appropriate dimensions as listed with-in the JPR's for the actual apparatus that will be used on test day. If the apparatus will physically not fit or turn with-in the JPR's parameters as listed, the AHJ must contact the Lead Proctor for guidance. If any special accommodations need to be made ensure the candidates practice using the parameters agreed upon by the AHJ and the Lead Proctor.		
7.	Inform the AHJ that the candidates must practice and be prepared to perform all of the JPR's.		
8.	A minimum of three days prior to test day the Lead proctor will receive the randomly selected JPR's from the DFPC. At this time the Lead Proctor will inform the AHJ of the equipment needs for test day. The Lead Proctor <b>must not</b> inform the AHJ which JPR's have been selected.		
9.	If the Lead Proctor has not received (via email) the randomly selected JPR's with-in 72 hours of the test day contact the DFPC immediately.		
10.	Ensure that the driving track, pump sites, apparatus, structures, ladders, saws, SCBA's etc. required of the test candidates JPR's meet the requirements of the assigned JPR's.		
11.	On test day ensure the test candidate shows a valid Colorado Driver's License for proper identification.		
12.	Ensure that one of the participating proctors reads the "Candidate Briefing", "General Driving Rules" and/or any other safety related materials to the each candidate prior to the start of the examination.		
13.	Ensure that the test candidate knows the proper JPR station sequence and/or track layout for the driving course for the given certification test.		
14.	Ensure that all safety precautions are in place and strictly adhered to, i.e. AHJ supplied spotters, marking of any hazards, properly working equipment, removal of any unneeded personnel from the test site, etc.		
15.	Ensure that all successive test candidates are removed and out of view of the test site.		
16.	Using the "Candidate Check Sheet" record pertinent test candidate information while the test is in progress.		
17.	Confirm test candidate progress with assistant proctor.		
18.	Discuss test results with test candidate, inform him/her of pass/fail and if a retake is needed.		
19.	Use a different proctor to evaluate any retake, if applicable.		
20.	With-in 24 hours complete the "Practical Results form" excel spreadsheet. Email this spread sheet, the Proctor Affidavit, and the Facilities Form to the DFPC as per the instructions supplied to the Lead Proctor. Keep a copy of these documents for yourself.		
21.	Enter test information onto the Proctor Log sheet.		
22.	Give a copy of the "practical exam check sheet" to the AHJ and the assistant proctor as well as keeping one for yourself.		