# Fire and Emergency Services

# Instructor I

Skill Sheets



The following skills sheets are meant to be printed double-sided. This allows the candidate to view the instructions and description without viewing the steps. (REVISED 06/2024)

*Evaluators are the FST on-site representative for IFSAC skills exams and are responsible for evaluating a candidate’s ability to perform specific skills in a structured testing situation. In rare occasions where enough evaluators are not available, FST may approve an evaluator who participated in the training process, as long as they do not evaluate the subject(s) they taught. Evaluators will only notify candidates of pass/fail status of a skill station if the candidate asks. All discussions between evaluators and the candidate about skill evaluations and scoring must be conducted after the candidate has completed the skill testing station, and in a location that will provide privacy from other candidates to ensure confidentiality. Evaluators complete the testing station skills sheets for each candidate and include any comments concerning the testing of the candidate and sign the skill sheet to affirm passing or failing of the skill by the candidate. Evaluators refer any problems or questions that develop during the testing process to the Lead Evaluator.*

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## Fire and Emergency Services Instructor I

### Training Records & Report Forms

#### Skill Sheet 1

|  |  |
| --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.2.5 | **Task:** Complete training records and report forms. |
| **Performance outcome:** The candidate will complete training records and reports, given policies and procedures, so that required reports are accurate and submitted in accordance with procedures. | |
| **Conditions:** Given policies and procedures, forms, and conditions, the candidate shall demonstrate the ability to: | |

## Fire and Emergency Services Instructor I

### Training Records & Report Forms

#### Skill Sheet 1

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.2.5 | | **Task:** Complete training records and report forms. | | | | |
| **Performance outcome:** The candidate will complete training records and reports, given policies and procedures, so that required reports are accurate and submitted in accordance with procedures. | | | | | | |
| **Conditions:** Given policies and procedures, forms, and conditions, the candidate shall demonstrate the ability to: | | | | | | |
| **NO.** | **TASK STEPS** | | **FIRST TEST** | | **RETEST** | |
|  |  | | **PASS FAIL** | | **PASS FAIL** | |
| 1. | Review policies and procedures for reporting results and processing records and reports | |  |  |  |  |
| 2. | Alphabetize student documents | |  |  |  |  |
| 3. | Transfer student information onto correct form | |  |  |  |  |
| 4. | Transfer information legibly and accurately complete all training documentation | |  |  |  |  |
| 5. | Use basic report writing techniques | |  |  |  |  |
| 6. | Complete records and report any unusual circumstances | |  |  |  |  |
|  | **Did candidate perform the skill swiftly, safely, and with competence?** | |  |  |  |  |

Evaluator/candidate comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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⬜ I acknowledge NOT passing this skill station.

Candidate’s signature

## Fire and Emergency Services Instructor I

### Assemble Course Materials

#### Skill Sheet 2

|  |  |
| --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.2.2 | **Task:** Assemble and review instructional materials. |
| **Performance outcome:** The candidate will assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained. | |
| **Conditions:** Given a specific topic, target audience, and learning environment, the candidate shall demonstrate the ability to: | |

## Fire and Emergency Services Instructor I

### Assemble Course Materials

#### Skill Sheet 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.2.2 | | **Task:** Assemble and review instructional materials. | | | | |
| **Performance outcome:** The candidate will assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained. | | | | | | |
| **Conditions:** Given a specific topic, target audience, and learning environment, the candidate shall demonstrate the ability to: | | | | | | |
| **NO.** | **TASK STEPS** | | **FIRST TEST** | | **RETEST** | |
|  |  | | **PASS FAIL** | | **PASS FAIL** | |
| 1. | Assemble projectable and non-projectable instructional supplies | |  |  |  |  |
| 2. | Evaluate equipment and local conditions to identify the need for additional resources | |  |  |  |  |
| 3. | Evaluate facility for suitability | |  |  |  |  |
| 4. | Identify limitations to lesson delivery and make appropriate adjustments | |  |  |  |  |
| 5. | Route, file, and/or forward report in accordance with policy and local agency criteria | |  |  |  |  |
|  | **Did candidate perform the skill swiftly, safely, and with competence?** | |  |  |  |  |

Evaluator/candidate comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Fire and Emergency Services Instructor I

### Adapt a Lesson Plan and Review Instructional Materials

Skill Sheet 3

|  |  |
| --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.3.2,4.3.3, | **Task:** Review and adapt a prepared lesson plan. |
| **Performance outcome:** The candidate will review instructional materials, given the materials for a specific topic, target audience, learner characteristics, and learning environment so that elements of the lesson plan, learning environment, and resources that need adaption are identified. The candidate will also adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved. | |
| **Conditions:** Given course materials and a specific topic, target audience, environment, and an assignment, the candidate shall demonstrate the ability to: | |

## Fire and Emergency Services Instructor I

### Adapt a Lesson Plan and Review Instructional Materials

Skill Sheet 3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.3.2,4.3.3, | | **Task:** Review and adapt a prepared lesson plan. | | | | |
| **Performance outcome:** The candidate will review instructional materials, given the materials for a specific topic, target audience, learner characteristics, and learning environment so that elements of the lesson plan, learning environment, and resources that need adaption are identified. The candidate will also adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved. | | | | | | |
| **Conditions:** Given course materials and a specific topic, target audience, environment, and an assignment, the candidate shall demonstrate the ability to: | | | | | | |
| **NO.** | **TASK STEPS** | | **FIRST TEST** | | **RETEST** | |
|  |  | | **PASS FAIL** | | **PASS FAIL** | |
| 1. | Review instructional materials, prepared lesson plan, resources for topic, target audience, and learning environment | |  |  |  |  |
| 2. | Analyze classroom, laboratory, or outdoor learning environment with considerations given for lighting, distractions, climate, weather, noise, seating, audiovisual equipment, teaching aids, and student safety | |  |  |  |  |
| 3. | Adapt lesson based on capabilities of the facility. | |  |  |  |  |
| 4. | Adapt lesson based on resources available. | |  |  |  |  |
| 5. | Adjust to differences in learning styles. | |  |  |  |  |
|  | **Did candidate perform the skill swiftly, safely, and with competence?** | |  |  |  |  |

Evaluator/candidate comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Fire and Emergency Services Instructor I

### Classroom Organization (Learning Environment)

Skill Sheet 4

|  |  |
| --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.4.2, | **Task:** Organize the classroom, laboratory, or outdoor learning environment. |
| **Performance outcome:** The candidate will organize the learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather conditions, noise control, seating, audiovisual equipment, teaching aids, and safety are addressed. | |
| **Conditions:** Given a facility and an instructional assignment, the candidate shall demonstrate the ability to: | |

## Fire and Emergency Services Instructor I

### Classroom Organization (Learning Environment)

Skill Sheet 4

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.4.2, | | **Task:** Organize the classroom, laboratory, or outdoor learning environment. | | | | |
| **Performance outcome:** The candidate will organize the learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather conditions, noise control, seating, audiovisual equipment, teaching aids, and safety are addressed. | | | | | | |
| **Conditions:** Given a facility and an instructional assignment, the candidate shall demonstrate the ability to: | | | | | | |
| **NO.** | **TASK STEPS** | | **FIRST TEST** | | **RETEST** | |
|  |  | | **PASS FAIL** | | **PASS FAIL** | |
| 1. | Address lighting considerations | |  |  |  |  |
| 2. | Consider internal and external distractions | |  |  |  |  |
| 3. | Make considerations concerning climate control or weather conditions | |  |  |  |  |
| 4. | Arrange seating appropriate for the location | |  |  |  |  |
|  | Evaluator will select one of the following seating arrangement styles:    A: Fan B: Classroom C: Auditorium    D: Conference E: Chevron Style F: Horseshoe  G: Circled Chair | |  |  |  |  |
| 5. | Place audiovisual equipment in optimal location | |  |  |  |  |
| 6. | Collect, inspect, and arrange teaching aids | |  |  |  |  |
| 7. | Communicate safety responsibilities and/or considerations to the evaluator | |  |  |  |  |
|  | **Did candidate perform the skill swiftly, safely, and with competence?** | |  |  |  |  |

Evaluator/candidate comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Fire and Emergency Services Instructor I

### Presentation

Skill Sheet 5

|  |  |
| --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.4.3 | **Task:** Present and adjust prepared lesson plans. |
| **Performance outcome:** The candidate will present and adjust prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objective or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed.  Candidate will present for a minimum of 20 minutes; presentation will not exceed 25 minutes. | |
| **Conditions:** Given a prepared lesson plan that specifies the presentation method(s), the candidate shall demonstrate the ability to: | |

## Fire and Emergency Services Instructor I

### Presentation

Skill Sheet 5

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.4.3 | | **Task:** Present and adjust prepared lesson plans. | | | | |
| **Performance outcome:** The candidate will present and adjust prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objective or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed.  Candidate will present for a minimum of 20 minutes; presentation will not exceed 25 minutes. | | | | | | |
| **Conditions:** Given a prepared lesson plan that specifies the presentation method(s), the candidate shall demonstrate the ability to: | | | | | | |
| **NO.** | **TASK STEPS** | | **FIRST TEST** | | **RETEST** | |
|  |  | | **PASS FAIL** | | **PASS FAIL** | |
| 1. | Introduce themselves to the student | |  |  |  |  |
| 2. | Introduce subject matter | |  |  |  |  |
| 3. | Explains why material is important and how it will be useful to the student | |  |  |  |  |
| 4. | Explains objectives | |  |  |  |  |
| 5. | Present new skill, concepts, and/or procedures according to the prepared lesson plan | |  |  |  |  |
| 6. | Directs students towards meeting objectives | |  |  |  |  |
| 7. | Demonstrates new skills competently (if applicable) | |  |  |  |  |
| 8. | Achieve learning outcomes | |  |  |  |  |
| 9. | Maintains class continuity; ability to adapt to changing circumstances | |  |  |  |  |
| 10. | Delivers lesson in an efficient and effective manner | |  |  |  |  |
| 11. | Voice is clear, effectively pitched, and well-modulated and reasonably free of language errors | |  |  |  |  |
| 12. | Style is reasonably free of mannerisms materially detracting to teaching effort | |  |  |  |  |
| 13. | Complete presentation within allotted time frame (20-25 min) | |  |  |  |  |
|  | **Did candidate perform the skill swiftly, safely, and with competence?** | |  |  |  |  |

Evaluator/candidate comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Fire and Emergency Services Instructor I

### Adjust to Differences in Learning Characteristics

Skill Sheet 6

|  |  |
| --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.4.4, 4.4.5 | **Task:** Adjust to differences in learner characteristics and utilize instructional technology tools. |
| **Performance outcome:** The candidate will adjust to differences in learner characteristics, abilities, cultures, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe learning environment is maintained. The candidate will also operate instructional technology tools and demonstration devices, given a learning environment and equipment, so that the equipment functions, the intended objectives are presented, and the transitions between media and other parts of the presentations between media and other parts of the presentation are accomplished. | |
| **Conditions:** Given an instructional environment and a scenario, the candidate shall demonstrate the ability to: | |

## Fire and Emergency Services Instructor I

### Adjust to Differences in Learning Characteristics

Skill Sheet 6

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.4.4, 4.4.5 | | **Task:** Adjust to differences in learner characteristics and utilize instructional technology tools. | | | | |
| **Performance outcome:** The candidate will adjust to differences in learner characteristics, abilities, cultures, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe learning environment is maintained. The candidate will also operate instructional technology tools and demonstration devices, given a learning environment and equipment, so that the equipment functions, the intended objectives are presented, and the transitions between media and other parts of the presentations between media and other parts of the presentation are accomplished. | | | | | | |
| **Conditions:** Given an instructional environment and a scenario, the candidate shall demonstrate the ability to: | | | | | | |
| **NO.** | **TASK STEPS** | | **FIRST TEST** | | **RETEST** | |
|  |  | | **PASS FAIL** | | **PASS FAIL** | |
| 1. | Adjust to differences in learning style, ability, or behavior | |  |  |  |  |
| 2. | Adjust to changes in the classroom environment | |  |  |  |  |
| 3. | Use basic coaching and motivational techniques | |  |  |  |  |
| 4. | Correct disruptive behaviors | |  |  |  |  |
| 5. | Provide students an opportunity to work under supervision | |  |  |  |  |
| 6. | Provide a safe learning environment | |  |  |  |  |
| 7. | Adaption of lesson plan or materials to specific instructional situations | |  |  |  |  |
| 8. | Did the candidate satisfactory and smoothly utilize instructional technology tools? | |  |  |  |  |
|  | **Did candidate perform the skill swiftly, safely, and with competence?** | |  |  |  |  |

Evaluator/candidate comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Candidate’s signature

## Fire and Emergency Services Instructor I

### Prepare Request for Resources

Skill Sheet 7

|  |  |
| --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.2.3, 4.2.4 | **Task:** Prepare resource requests and schedule single instructional session |
| **Performance outcome:** The candidate will prepare a request for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented; schedule single instructional sessions in accordance the AHJ scheduling procedures including instructional facilities and a timeline for delivery. | |
| **Conditions:** Given an identified training need, the candidate shall demonstrate the ability to: | |

## Fire and Emergency Services Instructor I

### Prepare Request for Resources

Skill Sheet 7

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.2.3, 4.2.4 | | **Task:** Prepare resource requests and schedule single instructional session | | | | |
| **Performance outcome:** The candidate will prepare a request for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented; schedule single instructional sessions in accordance the AHJ scheduling procedures including instructional facilities and a timeline for delivery. | | | | | | |
| **Conditions:** Given an identified training need, the candidate shall demonstrate the ability to: | | | | | | |
| **NO.** | **TASK STEPS** | | **FIRST TEST** | | **RETEST** | |
|  |  | | **PASS FAIL** | | **PASS FAIL** | |
| 1 | Identify and document resources required to meet training goals | |  |  |  |  |
| 2. | Draft email to Training Chief regarding the course and resources needed | |  |  |  |  |
| 3. | Completes resource request including a training schedule | |  |  |  |  |
| 4. | Prepare training records (class roster, date, time, method of instruction, instructor, materials needed, and total training hours). | |  |  |  |  |
|  | **Did candidate perform the skill swiftly, safely, and with competence?** | |  |  |  |  |

Evaluator/candidate comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Fire and Emergency Services Instructor I

### Evaluation and Testing

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Skill Sheet 8

|  |  |
| --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.5.2, 4.5.3, 4.5.4 | **Task:** Administer oral, written, or performance tests; grade and report examination results. |
| **Performance outcome:** The candidate will accurately administer oral, written, and performance tests, given a lesson plan, evaluation instruments, and evaluation procedures of the AHJ, so that bias or discrimination is eliminated, the testing is conducted according to procedures and the security of the materials is maintained; grade student tests, given class answer sheets or skills and appropriate answer keys, so the examinations are accurately graded and properly secured; and report tests results are properly reported according to procedures and unusual circumstances are reported. | |
| **Conditions:** Given a policies and procedures, a lesson plan, evaluation instruments, and the evaluation procedures, the candidate shall demonstrate the ability to: | |

## Fire and Emergency Services Instructor I

### Evaluation and Testing

### 

Skill Sheet 8

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.5.2, 4.5.3, 4.5.4 | | **Task:** Administer oral, written, or performance tests; grade and report examination results. | | | | |
| **Performance outcome:** The candidate will accurately administer oral, written, and performance tests, given a lesson plan, evaluation instruments, and evaluation procedures of the AHJ, so that bias or discrimination is eliminated, the testing is conducted according to procedures and the security of the materials is maintained; grade student tests, given class answer sheets or skills and appropriate answer keys, so the examinations are accurately graded and properly secured; and report tests results are properly reported according to procedures and unusual circumstances are reported. | | | | | | |
| **Conditions:** Given a policies and procedures, a lesson plan, evaluation instruments, and the evaluation procedures, the candidate shall demonstrate the ability to: | | | | | | |
| **NO.** | **TASK STEPS** | | **FIRST TEST** | | **RETEST** | |
|  |  | | **PASS FAIL** | | **PASS FAIL** | |
| 1. | Orally quiz key points | |  |  |  |  |
| 2. | Conduct testing according to procedures | |  |  |  |  |
| 3. | Accurately score test using skills checklists or appropriate written test answer key | |  |  |  |  |
| 4. | Maintain security of test scores and exams and confidentiality of results | |  |  |  |  |
| 5. | Report and record testing scores | |  |  |  |  |
| 6. | Report any unusual testing circumstances to the proper authority | |  |  |  |  |
|  | **Did candidate perform the skill swiftly, safely, and with competence?** | |  |  |  |  |

Evaluator/candidate comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Fire and Emergency Services Instructor I

### Provide Evaluation Feedback

Skill Sheet 9

|  |  |
| --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.5.5 | **Task:** Provide evaluation feedback to student(s). |
| **Performance outcome:** The candidate will provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data. | |
| **Conditions:** Given evaluation data and a task, the candidate shall demonstrate the ability to: | |

## Fire and Emergency Services Instructor I

### Provide Evaluation Feedback

Skill Sheet 9

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard:** NFPA 1041, 2019 Edition  **Objective:** 4.5.5 | | **Task:** Provide evaluation feedback to student(s). | | | | |
| **Performance outcome:** The candidate will provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data. | | | | | | |
| **Conditions:** Given evaluation data and a task, the candidate shall demonstrate the ability to: | | | | | | |
| **NO.** | **TASK STEPS** | | **FIRST TEST** | | **RETEST** | |
|  |  | | **PASS FAIL** | | **PASS FAIL** | |
| 1. | Emphasize and review key procedures, sequences, and concepts | |  |  |  |  |
| 2. | Coach student(s). Check for the correct any errors | |  |  |  |  |
| 3. | Diagnose student readiness for evaluation step | |  |  |  |  |
| 4. | Evaluate student performance | |  |  |  |  |
| 5. | Identify action to be taken to correct deficiencies | |  |  |  |  |
| 6. | Encourage student(s) with productive feedback | |  |  |  |  |
|  | **Did candidate perform the skill swiftly, safely, and with competence?** | |  |  |  |  |

Evaluator/candidate comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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fire and emergency services instructor 1

skills test flow chart

DEMOSTRATED AND DOCUMENTED WITH THE LOCAL AHJ

MANIPULATED SKILLS TEST PASSED WITH 100% COMPENTENCY OF CRITICAL FAIL POINTS IDENTIFIED ON THE SKILL SHEET AT AN IDAHO DESIGNATED IFSAC TESTING SITE

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**sKILL SHEET 1:** Training Records and reports forms

**SKILL SHEET 2:** assemble course materials

**skill sheet 3:** adapt a lesson plan and review instructional materials

**skill sheet 4:** classroom organization (learning environment)

**skill sheet 5:** presentation

**skill sheet 6:** adjust to differences in learning characteristics

**skill sheet 7:** prepare request for resources

**skill sheet 8:** evaluation and testing

**skill sheet 9:** provide evaluation feedback

two (2) skills will be chosen at random by fst

every testing candidate will complete skill sheet #5

candidate will present for a minimum of 20 minutes not to exceed 25 minutes

**presented lesson is on a topic of the testing candidates choice**

A copy of all skill sheets can be found on the FST website. [Testing | Idaho Division of Career Technical Education](https://cte.idaho.gov/programs-2/fire-service-training-2/testing/)