

United States Army CBRN School



IFSAC/Pro-Board Certification Testing
Standard Operating Procedures (SOP)
(24 January 2019)

USACBRNS IFSAC/Pro-Board Testing Standard Operating Procedures (SOP)

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1. **References:**

- a. DOD FESCP Certification and Procedural Guide, February 2018.
- b. IFSAC, Criteria for Certificate Accreditation, 1 June 2018.
- c. TRADOC Pamphlet 350-70-3, Faculty and Staff Development, 4 October 2018.
- d. TRADOC Regulation 350-70, Army Learning Policy and Systems, 10 July 2017.
- e. FLW Regulation 10-5, Organization and Functions, 15 March 2015.
- f. TRADOC Pamphlet 350-70-14, 27 March, 2015
- g. AR 611-5, Personnel and Classification Testing, 9 December 2015.
- h. AR 623-3, Evaluation Reporting System, 4 Nov 2015.
- i. FLW Regulation 350-1, Instructor Development and Recognition Program, 23 May 2014

2. **Purpose:** To define the roles, duties, responsibilities and procedures for procurement, validation, administration, and safeguarding of all test materials under the control of the United States Army Chemical, Biological, Radiological, Nuclear School.

3. **Scope:** The Army's rationale for the determination and application of test administration is summarized as follows:

- a. Ensure test administrative policies and procedures are in place to reduce the possibility of test compromise.
- b. All staff and faculty members of the administering activity are in a trusted position, and expected to exercise due caution and common sense in the handling of sensitive test materials. Access is limited to those with an absolute "need to know" status. Rank or position is not the primary deciding factor in determining "need to know".
- c. The student is primarily responsible, logically and legally to ensure inappropriate disclosure/acquisition does not occur.

4. **Responsibilities:** This paragraph provides guidance and procedures for the proper administration of tests, test items, and related sensitive material.

- a. Compliance Officer (CO)

(1) Designated as such on orders signed by the USACBRNS Director of Training and Leader Development (DOT&LD). (**Enclosure 1**). This appointment letter must include a statement that reads "The following individuals are designated as Test Program Manager/Compliance Officers. I certify that all appointed Test Program Managers/Compliance Officers have read and understand the United States Army Chemical, Biological, Radiological, and Nuclear School (USACBRNS) IFSAC/Pro-Board certification testing Standing Operating Procedures (SOP)." A copy of this letter must be forwarded to the DOD Administration Center.

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(2) Possess the appropriate security clearance-level and need-to-know of the material handled.

Note: If classified material is involved - use proper handling procedures IAW TRADOC Regulation 350-70, Army Learning Policy and Systems, Appendix B-1, 10 July 2017.

(3) Input students into the appropriate test level for testing.

(4) Unlock and Lock test database using the Black Board security applications.

(5) Disable applicable test bank questions as required.

(6) Conduct training evaluations on compliance procedures, skills tests, and knowledge test procedures.

(7) Determine test versions.

(8) Coordinate test material reproduction and destruction.

(9) Post all examination changes and updates as required.

(10) Conduct Scheduling meetings for all certification testing.

(11) Ensure 100% security of all tests is maintained by locking out access to electronic tests and securing written tests in locked cabinet.

(12) Administer, monitor and proctor student testing as required.

(13) Download review reclaims/challenges to test questions. Update test bank as needed. For test correlation purposes "ALL" changes must be approved by the Chief Compliance Officer.

(14) Conduct an inventory of all Instructor Test Booklets quarterly, using locally produced form or Form 5159.

NOTE: This is only required for controlled skills information such as scenarios and fill in the blank or reference type skills tests.

(15) Ensure Test Proctors are on orders and each has read and understands this SOP. Orders will be updated as required.

(16) Document/track all required data for the certification process to include; certification logs, test scores, and other required documentation.

(17) Notify Chief Compliance Officer if a paper test is required due to computer errors/malfunction. Approval for paper tests will only be granted by Chief Compliance Officer or DOT/LD Technical Director.

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b. Test Proctor (TP):

(1) Designated in writing by the Battalion Commander, Director, IRTD, NCOA Commandant, the Director DOI, and Director HD/CSO. All proctors must meet the following criteria:

- (a) Completed FIFC
- (b) Be a graduate of the course of the proctored test
- (c) Completed the instructor proponent certification process
- (d) Attend a compliance brief with DOT&LD compliance section
- (e) Be certified one level above the level they are instructing

Example: Since there is no higher level than Technician, a Technician certified instructor may proctor that level. This applies to US&R Levels I and II as well.

(2) Possess the appropriate security clearance-level and need-to-know.

Note: If classified material is involved - use proper handling procedures IAW TRADOC Regulation 350-70, Army Learning Policy and Systems, Appendix B-1, 10 July 2017.

(3) Administer performance examinations.

(4) Maintain constant supervision and control of all skills test material while signed out from the senior instructor.

(5) Proctor will immediately contact the Compliance Officer if issues, questions, or problems arise for action/guidance.

(6) Not only is a proctor responsible for monitoring students taking certification tests, they must also ensure that these tests are not compromised in any way. This means making sure students:

- (a) Do not have access to reference material during the test
- (b) Do not receive any assistance during the test
- (c) Do not copy or duplicate test material

(7) Assist the IFSAC Compliance Officer as required.

(8) Review this test control SOP on appointment and periodically or as directed by the IFSAC Compliance Officer.

(9) Maintain constant control of test facility access including all persons entering and exiting test facility. Ensure **NO ONE** enters the testing room except currently assigned proctors and compliance officers.

NOTE: Supervisors and instructors are responsible to insure that the IFSAC test proctors will not be the same person who instructed the given prerequisite course of instruction. This includes skills tests and knowledge tests. All instructors must be on proctor orders before they can proctor any tests. All instructors are responsible for compliance and security of all testable material.

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c. Senior Instructor/Senior SGL

(1) Attend scheduling meetings and provide the IFSAC Compliance Officer with an exam schedule (not a training schedule) for every new class. Exam schedule must include dates for testing.

(2) Provide student roster for testing by 1300 hours at least 1 working day prior to the first test and inform Compliance Officer immediately of any changes. The Mandatory Example student roster is located at **Enclosure 8**; no other formats will be accepted.

IMPORTANT: Before students are scheduled for any testing Certification Seal numbers must be verified by each instructional department for any levels of certification that students have already accomplished through other agencies or DOD. Reciprocity will only be requested by the Compliance Officer if a student challenges at least one level of certification through USACBRNS certification/testing program. D/L students must follow the instructions after completion of the D/L course and submit the information to AFCEC for certification.

(3) The day prior to testing have all students log in and set passwords for the CAC/User Management System. Ensure all students have an AKO account prior to testing day. If students do not have their account set up they will be tested at a later date.

(4) Be available if needed to discuss "Challenged" questions. A decision for all challenges is determined by the Compliance Officer. Once a decision is determined the Compliance Officer will notify the Chief Compliance Officer and the primary instructor.

(5) Use a detailed checklist to ensure that all steps are completed by students during skills tests. Checklist must include student names. Students must be identifiable with nametape on HAZMAT suits.

(6) Ensure that all packets for certification are submitted no later than 2 days after completion of training. **Verification of all student data is the responsibility of the Instructor and the student signing the report card.**

(7) Ensure all report cards are signed and completed by having each student sign individually. **Report cards will not be passed around the class but will be signed by each student individually approaching the instructor and verifying all information on the report card is correct.**

(8) Maintain integrity of the Certification process by ensuring all applicable rules and regulations are implemented and followed by instructors, students, and proctors. Ensures skills test books and answer keys are secured IAW AR-611-5.

(9) Retest – All retests will be completed within 2 training days of the initial test failure. The Senior Instructor/Senior SGL will provide the total number of students in each class and the number of retests, if applicable. See paragraph 9 of this document for additional retest procedures.

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d. Students:

- (1) Comply with all examination instructions.
- (2) Possess the appropriate security clearance-level and need-to-know in order to take the examination.
- (3) Ensure all information on report cards and other training documents are correct i.e. spelling, SS#,s, and other information.
- (4) Will not bring any type of electronic devices into the test facility including I-Watches or similar devices that may photograph or record. *Note: International students with English as a Second Language may use devices to interpret to English only after approved by a Compliance Officer. The student may not use a laptop or Smart Phone for this purpose.*

5. Pre-Exam Instructions:

- a. Issue of Test Material: Only the Compliance Officer can issue Test Booklets for paper based tests.
- b. Exam Version Rotation: This is done in Black Board and each test is randomly generated from a pool of questions.
- c. Proctors will ensure all students leave cell phones and any other electronic media devices outside of the test room. Personal language conversion devices may be used by foreign military at the discretion of the Compliance Officer.
- d. During skills tests each station will be briefed to the student IAW with the skills test sheets. Students must be briefed on safety, what they must do to pass and what will cause them to fail. Students will be able to ask questions up to the start of the Skills Test. Once the test begins students may not ask questions in relation to testing.

6. During-Exam Instructions:

- a. Compliance Officer: During Black Board computer tests be accessible to the proctor at all times during the test/retest.
- b. Proctor: Be present in classroom or other test area during the entire test period. Proctor must be able to observe all students taking tests at all times. The proctor responsibilities include the following:
 - (1) Ensure only authorized personnel are in the test area. Proctors to cover the student ratios and the test administrators are the only individuals permitted in the testing area during a testing session. For skills tests, all students will be located in hold areas so they cannot view testing of other students. Proctors must maintain 100% control of all students and ensure evaluated students cannot converse with non-evaluated students.
 - (2) No student will re-enter test facility once they leave without approval from the proctor. Only those instructors proctoring tests will be in the test facility. Proctor to student ratios will be followed at all times. All other instructors must remain outside of the testing room during testing.

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(3) Issue Failure to Comply Warning: The proctor will ensure students are told that failure to comply with any exam instructions will result in the following.

- (a) A counseling statement being forwarded to the course Chief.
- (b) May result in disciplinary action.
- (c) If cheating is involved, may be grounds for dismissal from the course.

(4) Ensures that students are logged into the computer and do not log into test until instructed to do so by the Compliance Officer.

(5) Issue Test Material and Test Instructions:

(a) The proctor, upon issuance of test material to the students, will read aloud the test instructions VERBATIM. ***The Test Instructions will not be recited from memory.***

(b) Issue all required materials to the students. (Paper tests and Skills Tests)

(c) Determine if there are any questions concerning the administration of the test.

(d) Post, and clearly announce the start and stop times for the test. At a minimum, announce the time remaining at the following intervals: 15 minutes, 5 minutes and 1 minute. If the posting and announcing are impractical due to a unique testing environment, then ensure that every student knows the "official" start and stop times.

(e) For skills tests each student will be graded using a grade sheet containing: student's name, skills test steps, and indication of go or no-go for each step.

(f) Students may carry an individual test sheet to each station or evaluators may have one sheet at each station listing all students, the skills test steps and go/no-go.

(g) Students must be identifiable by name tape during all testing.

(h) Evaluators will have the Skills Test book available in the testing area at all times during Skills Testing.

(6) Explain Test Completion Instructions: Upon test completion, each student will quietly leave the area. They will not communicate the results of their tests with other students.

(7) **Other than procedural or administrative comments, proctors or compliance officers will not engage in any conversation with students during testing, this includes debating question challenges. Do not lead students to an answer. Do not coach or provide negative or positive comment on a student's progress.** Proctors will not provide answers, reference numbers, paragraphs, or any guidance assisting a student to answer a question. All students will do their own work and will not attempt to gain information from other students concerning the contents of the test in any form. If this occurs, it constitutes cheating, and the student examination will be terminated / confiscated and the incident will be reported immediately to the Compliance Officer. There will be no talking during an examination.

7. After-Exam Instructions:

a. Compliance Officer:

(1) Conduct a review of all challenged test questions and notify the Chief Compliance Officer of items requiring solutions/decisions. At no time will the Compliance Officer discuss questions with the students. If further information from the instructors is needed to assess challenged questions, the primary instructor for this iteration will be contacted for input. The Compliance Officer will then contact the primary instructor and inform them of the decision on the challenged question. Only challenged questions will be considered for credit. At no time will an instructor challenge a question for a student. Only the Compliance Officer can award credit for a question based on references and research of course materials.

(2) Record the results of test item analysis.

b. Proctor:

(1) Gather all materials used for the testing. Ensure that the students do not remove any materials related to the test or its solutions.

(2) Immediately return any materials to the Compliance Officer.

8. Reclamas:

a. Students who want to challenge an examination question must challenge the question during the test session. At no time will test questions be discussed or debated during testing. The following procedures must be followed once reclamas have been submitted:

b. The Compliance Officer will download question challenges and identify valid responses.

c. Conduct a review of all challenged test questions and notify the Chief Compliance Officer of items requiring solutions/decisions. **At no time will the Compliance Officer discuss questions or with the students.** If further information from the instructors is needed to assess challenged questions, the primary instructor for this iteration will be contacted for input. The Compliance Officer will contact the primary instructor within 24 hours and inform them of the decision on the challenged question. Only challenged questions will be considered for credit. At no time will an instructor challenge a question for a student. Only the Compliance Officer can award credit for a question based on references and research of course criteria.

d. The instructional department is responsible for notifying the student of the final decision. **The students will not approach a Compliance Officer about a challenge or score.**

e. In the event a paper based test is given each student will be provided the opportunity to challenge test questions during the test review. This will be done on the provided question challenge sheet. At no time during the review will the question be debated by any student. The student writes the challenge and then it is evaluated by the Compliance Officer who will determine if the challenge is valid.

9. Exam Failures and Retest:

a. **Skills Test Initial Test Failure:** If a student fails the initial test, he/she will receive a written counseling statement from his/her instructor, which is reviewed by the Senior-SGL/Instructor. The respective chief instructor will be notified; who in turn will ensure the appropriate Chain of Command is aware of the "NO GO".

b. **Counseling:** Counseling for "NO GOs" is specific to include the amount of retraining, which SGL/Instructor will conduct the retraining, the method of retraining, and the time and place the retest will be administered. Retraining is mandatory for all initial test failures.

c. Retests for computer/written and Skills Test failures will be conducted within 2 academic days of the initial test. If a student fails the retest, they will receive a written counseling from their respective Instructor and are referred to the Commander/Director for consideration for release from the course.

d. Students may attempt each Skills Test only twice in a course. If unsuccessful on an attempt, they are notified by the evaluators and told why they failed. A candidate may continue with the rest of the test, and at a later date (not more than 2 days) retake the unsuccessful portion(s) of the Skills Test. The reason for evaluating the attempt as unsuccessful shall be noted in the counseling statement.

e. Students may attempt each computer based/written test twice within one course attendance. If the student enrolls in another class or course they must attend all the instruction for that level and take all tests for that level again with the limit of two test attempts in order to achieve successful certification. Example: Student passes Awareness and Operations and fails Tech II. They will be certified to Operations but must re-attend all of Technician in a new course.

10. Storage/Security: All performance skills test material will be secured ***IAW TP 350-70-14, 27 March, 2015***. Tests will be secured in the designated area in secured containers, accessible to and controlled only by designated proctors.

a. Compliance officers will follow this testing SOP for control and security of all testing materials during any traveling or in support of any MTT.

b. Compliance officer will maintain 100% control of all testing materials while traveling. Testing materials will be locked and stored in a secure area at all times. When not secured the compliance officer will have possession of the paper test at all times.

11. Inventory: The Compliance Officer will conduct a complete inventory of all test materials every quarter/3 months and the results will be annotated on DA Form 5159-R. (**Enclosure 2**)

12. Reproduction: All reproduction of test material will be controlled by the Compliance Officer, who will reproduce and distribute as needed. Upon completion and posting of the material, inventory sheets will be updated.

13. Destruction: If circumstances warrant the destruction of test material, the Compliance Officer will conduct the destruction of the test material by shredding, burning, or the best method for the media on which the material is saved. Material scheduled for destruction will remain in secure storage until destruction takes place. Destruction is to be witnessed by the secondary

Compliance Officer. A memorandum including the test title, the date destroyed, and With-witness signature block for all destruction is required.

14. Loss, Compromise, or Possible Compromise of Test Materials: Upon discovery of loss, compromise, or possible compromise, the proctor will notify the Chief Compliance Officer who will in turn:

a. Immediately notify the Technical Director DOT&LD. The notification will include the following:

- (1) Description of the materials lost or compromised.
- (2) Identity of releasing party.
- (3) Identity of the recipient.
- (4) Identify all other persons involved.
- (5) Circumstances surrounding the loss or compromise.

b. If applicable, stop all use of the test that is suspected of being compromised. Testing may continue with alternate forms of the test as authorized IAW this SOP.

c. Impound all copies of the compromised form of the test.

d. Place these materials in a locked container.

e. Resume testing with the test concerned only when directed to do so by the Technical Director DOT&LD.

f. If an instructor/cadre member compromises or provides test materials/answers to unauthorized personnel, the instructor will be immediately suspended from instructor duties pending an investigation by the appropriate commander.

15. Student Records: Compliance Officers will maintain the student's record in Black Board until graduation from their respective course before deleting it from the computer. Print a copy for the "student record." Keep the copy of the "student record" on file locally and destroy all paper copies after 3 years. An electronic copy will be maintained indefinitely.

16. Reciprocity:

a. Nonattendance at a resident course: DOD will provide reciprocity for individuals certified under Pro-Board or another IFSAC accredited entity. <http://www.DODffcert.com/> Once the website is accessed click on the "Mail Tracker" tab and follow the instructions.

b. Attendance at a resident course: Students may be granted reciprocity if they will be testing at a level under the IFSAC testing program (attending a resident course). Students must provide a copy of their certifications to the instructional department before they will be allowed to test for certification at the next level. Instructors must verify each student's DOD certification is in the DOD system prior to testing at the next level of certification. *Example: If a student arrives with Awareness, and attends a course that begins with Operations, the Awareness certification must be validated before the student can be tested and certified to*

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Operations. If a student attends a Rope Level II course the Level I course and all other prerequisite courses must be verified. It is important that those students completing certifying Distance Learning courses for Haz Mat ensure the certifications are in the DOD system prior to taking a higher level.

c. Once the Pro-Board or IFSAC certifications are provided to the Compliance Officer the Compliance Officer will submit a request to AFCEC explaining exactly what levels are being requested. The request cover letter must be signed by the Compliance Officer. The request will include a copy of all prerequisite certificates for the requested level/s. These certificates must have the IFSAC or Pro-Board seal on them.

d. Reciprocity will only be requested by the Compliance Officer if a student challenges at least one level of certification through USACBRNS (attendance at a resident course). For D/L students the certificate must be provided to the Compliance Officer.

17. Program Errors: If a program error occurs, write down the information exactly as it appears on the computer screen and then contact the Black Board Help Desk for assistance. Once you report your problem contact the Chief Compliance Officer and advise.

18. Special Instructions:

a. Ensure all necessary precautions are taken when controlled testing materials are used. The regulations and policies for storage and handling/transporting are in affect and should be adhered to at all times.

b. Controlling Personally Identifiable Information (PII) is any information about an individual which can be used to distinguish or trace an individual's identity such as name, Social Security Number (SSN), date and place of birth, mother's maiden name, and biometric records. This information can be in hard copy (paper copy files) or electronic format, stored on personal computers, laptops, and personal electronic devices such as blackberries and found within databases. This includes but is not limited to, education records, financial transactions, medical files, criminal records, or employment history. All correspondence with any PII will be handled IAW

c. E-mail containing sensitive information must be digitally signed and encrypted. Such e-mails include but are not limited to those containing: PII or other personal information as defined by the privacy Act of 1974

d. Under no circumstance should PII be transmitted from a government server to a private server i.e., .mil to a .com email address.

e. As a best practice, ensure the e-mail subject line contains "FOUO" if the email contains PII.

f. The subject line of an email should never contain PII because only the body of an email is encrypted when sent.

g. Ensure the body of the email containing PII includes the following warning: "FOR OFFICIAL USE ONLY."

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- h. Ensure you are sending the e-mail to the correct recipients and all have an official need to know.
- i. Ensure you know what your attachment contains (i.e., PII) prior to sending. Do not forget to check all tabs if the attachment is an Excel spreadsheet.
- j. Ensure that the information entrusted to you in the course of your work is secure and protected. PII must only be accessible to those with an "official need to know."
- k. Minimize the use, display or storage of SSNs and all other PII. The DOD ID number or other unique identifier should be used in place of the SSN whenever possible.
- l. Keep personal information timely, accurate, and relevant to the purpose for which it was collected. Delete the information when no longer required.
- m. Immediately notify your supervisor if you suspect or discover that PII has been lost or compromised.

19. Enclosures/Supplement:

1. Test Administration Guide for Black Board
 2. Test Administration Guide for Skills Tests.
 3. Sample Compliance Officer Appointment Letter
 4. Test Booklet Control Sheet
 5. Inventory of Army Personnel Test Material
 6. Test Destruction Memorandum
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- Supplement to SOP: 2019 Standards Review Document

Enclosure 1

**DEPARTMENT OF THE ARMY
UNITED STATES ARMY CBRN SCHOOL
FORT LEONARD WOOD, MISSOURI**

**TEST ADMINISTRATION GUIDE (TAG)
(Black Board, Paper Tests)**



This document has been reviewed and found to be functionally correct.

General Information:

1. ***The passing score for evaluations shall not be less than 80% to achieve certification.*** See Course Management Plan for course graduation requirements. Skills tests are examined through a process of practical evaluations, which are graded on a GO/NO-GO basis. ***NOTE: For HAZMAT, AWN & OPS must score at least a 76% to pass test.***

2. The training and certification program is a two-part process that requires both computer-based and skills test.

3. Students must successfully pass the required Computer based/paper test(s) before a skills test can be administered.

4. Exception to Policy: In the interest of time management, teaching efficiency, and the fact that Some Haz Mat Level Skill Tests are administered in a classroom. (Awareness-ERG; Operations/Tech Containers and Haz Mat Information) these Skills Tests can be administered prior to completing the required computer-based test(s).

5. General Test Bank Information: There are several accredited certification Levels. Each level has an "A" and "B" test. These tests are parallel forms of the same test and questions are generated from a pool in randomized order.

NOTE: Haz-Mat Technician has so many objectives that it was necessary to split the test into two parts so that the individual tests are reasonable in length. The student must successfully pass parts 1 and 2 of exam A or B to become certified. Since they are parallel tests, it doesn't matter which test the student takes as long as they complete both parts of the test.

6. Test Administration: All performance based tests must be proctored by a designated Test Proctor certified above the level being tested. With the exception of a dictionary, **absolutely no** study materials (pens, pencils, paper, cell phones etc.) are allowed in the test room/area during testing. Dictionaries are for spelling only.

Note: International students with English as a Second Language may use devices to interpret to English only after approved by a Compliance Officer. The student may not use a laptop or Smart Phone for this purpose.

7. Only one test per student (the level being tested) is allowed to be unlocked / available at a time.

8. All tests must be administered in a proctored environment and all computers used for testing must be monitored while testing is in progress.

SECTION I: DIRECTIONS TO THE PROCTOR

1. The Instructors/Proctors are responsible for the test administration/security (prior to, during, and after the test).

2. Duties prior to the test period.

a. The day prior to each test ensure all students are able to log into computers and access Black Board using CAC cards.

b. Tests/Test Material. The Proctor is responsible for the SECURITY OF TESTS/TEST MATERIAL.

c. Test Facilities. Ensure sufficient space is available for the students, so they can work and perform comfortably. The testing room must be well lighted, properly heated/cooled, adequately ventilated, and free of excessive noise. Turn on all computers prior to bringing students in the testing facility.

d. For computer and paper based tests the Compliance Officer will assemble all Proctors and ensure they know their duties and the testing procedures.

(1) For all tests the lead instructor will assemble all Proctors and ensure they know their duties and the testing procedures.

(2) Proctors cannot be the same individuals who instructed the material being tested.

e. On an upper corner of the chalkboard, place: Test Start: Test Finish:

3. Duties during the test period:

a. Ensure unauthorized personnel are NOT permitted to enter the testing area. Only students testing, the authorized proctor(s), and Compliance Officer will be in the test lab once testing has commenced. ***At no time during the indicated test session will instructors be in the test room unless they are official proctors or supervisors.***

b. Brief Students. The Proctor must brief the students on test site procedures. The Proctor will read verbatim to the students the INSTRUCTIONS TO STUDENTS (Section II of this TAG).

c. If (in the opinion of the designated authority) any aspect of the security or administration is uncertain or unmanageable, proctors must immediately contact the Compliance Officer for additional guidance before administration.

d. Student's identity must be verified prior to taking the examination. This can be accomplished either by visually looking at each student if you know them or by checking their individual picture-identification cards. This is also verified using the AKO/CAC card log in process during computer testing.

e. Testing Times: Record the starting and stopping times where all students can see them. Each test is allotted a set time for completion. International students can be given 30 additional minutes to complete the tests IAW this testing policy. When half of the test period has elapsed, the Proctor will say "YOU HAVE 30 MINUTES TO FINISH YOUR TEST." The Proctor must give a similar warning verbally when there are 15, 5, and 1 minutes remaining in the test period.

f. Monitor Testing. Students taking the test will be monitored at all times by at least one Proctor (1 Proctor for every 24 students). Maintain no talking and movement discipline. **No more than the required number of proctors will be in the testing room at any time.**

g. Students are allowed to leave the test room one at a time to use the latrine or as deemed necessary. Before leaving, however, they must receive permission from a Proctor. No student will be permitted to leave the test room for any reason other than those mentioned above.

h. The Proctor may answer questions of a general nature concerning test procedures. Questions about specific test questions should be answered with, "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION." Do not at any time have conversations or debates about questions with students. **Proctors will only give technical information related to testing software. Do not re-read questions or assist students in any way that will lead them to an answer. Proctors are responsible for all of their own actions in the test room.**

i. When the test time has elapsed, the Proctor will inform the students that the test time has elapsed and they must immediately submit for a score.

4. Duties after the Test Period:

a. Collect Materials: When finished with the test, the student will log out of Black Board and then log off the computer and remove their CAC card.

b. Test Review: Immediately after submitting for a score Proctors should highly recommend that students review their questions in order to know what questions were missed and learn from their mistakes. This is the student's opportunity to identify areas they were weak in.

c. Remedial Training/Retesting: The Senior Instructor/SGL will schedule mandatory remedial training for students who failed any initial test or skills test. The Senior Instructor/SGL will identify the student failed and retrain the student.

d. RECLAMA: If a Reclamas of a question is required, consult the section in this SOP on Reclamas procedures.

Section II: instructions to students

NOTE: Compliance Officer explain challenge procedures for Computer and paper tests. Then have the Proctor read TAG verbatim to the students.

1. Please do not begin testing until I have read the following instructions.
2. At this time all personnel not taking a test or proctoring the test must leave the testing room. This includes instructors not required for proctoring IAW this SOP Instructor/Student ratio. Students may leave the test room during the test only if approved by the Proctor and only one student at a time.
3. ***Students will not have or use the following items in the testing room;*** Cell phones, I-Watches or other similar electronic devices, writing utensils, any paper, or reference materials. If you are found with these items during testing it may result in the termination of your test and a failing grade. At this time if you have any of these items you may take them from the test room and put them away. ***Proctors will not use cell phones at any time during testing. NOTE: These items may be stored at the back of the testing room at the discretion of the lead instructor. Compliance officers will not be responsible for these items.***
4. You must challenge questions DURING the timed testing session. Students will not debate questions with the proctors or Compliance Officer during or after testing. **Compliance officers or instructors will not review tests, or discuss scores and test questions with students in the testing room.** If you have any questions during the test, raise your hand and a proctor will come to you. ***Proctors will only be able to answer general technical or procedural questions concerning the test.***
5. All challenges will be reviewed by the Compliance Officer alone, in a secure location, and only after testing is completed. Compliance Officer will then notify the instructor of results. All discussion will be with the primary instructor and student after the test.
6. You have 60 minutes to finish the test (international students 90 minutes). You will be informed when half of the testing period has elapsed and given a similar warning 15, 5, and 1 minutes before the end of the testing period. Once you have accessed the Blackboard site all other applications must be closed. Do not access any other websites or links.
7. **Computer testers** will get official test results immediately after finishing the test and selecting "save and submit" for scoring. At this time you should review the test results to identify areas you missed questions in. Please quietly leave the testing room once you have scored and reviewed your test and submitted any challenges within the allotted testing time. **Do NOT re-enter the testing room after the test.**
8. **Paper testers** will remain in the testing room for the duration of allotted testing time. After all testing is completed and scored you will be allowed 10 minutes to review the test and submit challenges. No discussion about test questions is permitted with proctors or Compliance Officers. Challenges will be reviewed by the Compliance Officer and results will be communicated to the instructor.
9. Do not discuss this test with other students. It is your duty to report any observation of a student providing test information to another student of your class or another class.
10. You must make a score of 80 percent to pass this test (**76% for HAZMAT, AWN & OPNS**). If you should fail this test; you will receive remedial training. You will be allowed one retest with an alternate version of this test. ***If this is your re-test, you must pass this test in order to advance to the next certification level of testing. Please raise your hand if you have NOT been retrained for this retest.*** NOTE: If student was not retrained they will not test until they have been.
11. **Failure to comply with any exam instructions may result in disciplinary action. If cheating is involved dismissal from the course may occur.** Are there any questions about the test instructions? Please pay attention to the Compliance Officer as they will now assist you in logging into the test.

**DEPARTMENT OF THE ARMY
UNITED STATES ARMY CBRN SCHOOL
FORT LEONARD WOOD, MISSOURI 65473-8959**

**TEST ADMINISTRATION GUIDE (TAG)
(IFSAC/Pro-Board Certification Skills Tests (Skills Testing))**



General Information:

1. Performance evaluations have been developed for each of the certification levels. Each objective is evaluated through the accomplishment of task completion. Performance evaluations are part of the testing process and are administered to follow specific guidelines, checklists, procedures, and policies. Like the written evaluations, the Skills Tests are based on references such as NFPA 472, NFPA 1006 standards and TRADOC Regulation 350-70.
2. Skills Tests are part of every IFSAC/Pro-Board course. Skills Tests have been developed for each objective that is best evaluated by the demonstration of a skill. These Skills Tests are based on NFPA Standards.
3. Skills Tests are designed to measure a student's competence completing specific tasks measured against predetermined standards. Each student is individually evaluated based on the materials and guidance provided in the Course Management Plan, LPs, and this SOP.
4. Skills Tests must be accomplished IAW DOD Manual 6055.6; TRADOC Regulation 350-70-

SECTION I: DIRECTIONS TO THE PROCTOR

1. The Proctor is responsible for the test administration (prior to, during, and after the test).
 - a. Proctor will not be the same person that taught the material.
 - b. Proctors will ensure all required skills tests are conducted and administered to each student.
2. Duties prior to the test period.
 - a. Tests/Test Material. Pick-up and inspect the test materials for the test to be given. The Proctor is responsible for the SECURITY OF TESTS/TEST MATERIAL while it is signed out from the Compliance Officer. The Proctor will use only proponent test materials in preparation for or during the administration of tests.
 - b. Test Facilities: The skills tests should be conducted exclusively in the hands-on test mode. The Proctor is responsible for making every effort to obtain the equipment and support personnel required for the performance evaluation. The Proctor will also ensure that a secure staging area for students is used to ensure unevaluated students cannot observe candidates being tested; evaluated and unevaluated students will not communicate with each other during the evaluation process.
 - c. The Proctor is encouraged to integrate safety, risk management, and force protection wherever/whenever possible. However, depending on the method of evaluation (e.g., round-robin test stations, Situational-Training Exercises (STX), Proctors have the determination on applicability and feasibility. Heat and adverse weather conditions will be considered during all testing. Proctors must follow all safety rules and regulations as required.

d. Proctor Instructions:

(1) Use a student tracking system to record pass/fail individual students for each station. Follow procedures in the Instructor Test Booklet (ITB). Students must be provided a grade sheet for each station listing each required step to successfully pass. **Students must be identified by name tape.** Grade sheets must list all steps and will be checked off as the student completes it.

(2) On the performance sheet, ensure the students' name, (LAST, FIRST, MI) are in their corresponding space for each student being evaluated. Fill in your name under the "instructor" block of the performance sheet.

(3) Mark only one correct response (GO/NO GO) on the student performance sheet for each student based on the outcome of the evaluation sheets contained in the instructor test booklet.

(4) Read verbatim to the students SECTION II: DIRECTIONS TO THE STUDENTS.

3. Duties during the test period:

a. Ensure unauthorized personnel are NOT permitted to enter the testing area. Student's identity must be verified prior to taking the examination. This can be accomplished either by visually looking at each student if you know them or by checking their individual picture identification cards. Each student will be identifiable by name tape.

b. Issue Test: Issue instructor test booklets to the evaluators NOT the students, and any special test materials (equipment, etc.) to each student before testing. Ensure that students have all the necessary/authorized test material (for example: student handouts, publications, personal notes, calculators, etc). Ensure that they have removed all unauthorized material from the staging area and have turned off and secured their cell phones. The Proctor will state the following to the student:

"You will be scored with a GO/NO GO for each performance step. You will be scored GO if all steps are passed and NO GO if any steps are failed. If you score a "NO GO" on a task you will be told what was done wrong and may be given the chance to do the task correctly. However, your official NO GO score for the task will not be changed."

c. Brief Students: The Proctor must brief the students on test site procedures. The Proctor will read verbatim to the students the INSTRUCTIONS TO STUDENTS (Section II of this TAG).

(1) Ensure students are briefed on each station and what is required to achieve a pass. Students must also be briefed on what will justify a fail and passing grade.

(2) Ensure each station is properly equipped with required tools etc. for student to complete tasks.

(3) Do not leave students unattended while in SCBA or in PPE. Safety is top priority of all students and instructors must monitor students at all times while in PPE.

(4) Separate students from test area by grouping in waiting areas. Students that have Completed testing will not be staged with those waiting testing.

(5) Maintain constant control of students. No horseplay etc on training grounds.

(6) Students should not be grouped so that any are standing around during an evaluation. All should participate in the testing. If a task requires only two students then four students should not be testing.

d. If (in the opinion of the designated authority) any aspect of the security or administration is uncertain or unmanageable, proctors must immediately contact the IFSAC Compliance Officer for additional guidance before administration.

e. At this time the Proctor will start the test evaluations.

f. Monitor Testing. Students taking the test will be monitored at all times by at least one Proctor in the staging areas. Proctors may take students to each station as a group or each station may have a proctor waiting for students. Follow the course CMP for student to instructor ratios. Maintain no talking and movement discipline.

g. Students are not allowed to leave the staging area until their evaluations are completed, at that time they may leave the staging area to use the latrine or as deemed necessary. Before leaving, however, they must receive permission from a Proctor. No student will be permitted to leave the staging area for any reason other than those mentioned above.

h. The Proctor may answer questions of a general nature concerning test procedures. Questions about specific test questions/performance steps should be answered with, "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION/PERFORMANCE STEP."

i. When the test time has elapsed, the Proctor will state: Time has elapsed please stop all evaluations.

j. At this time the Proctor will direct the evaluators to escort the students to staging area #2 and escort the next group of students to the staging area for evaluation.

4. Duties After the Test Period:

a. Inventory Test Materials: The Proctor will inventory for completeness and accountability all test folders containing performance sheets. Conduct 100% accountability before returning the booklets for security purposes.

b. Lost or Compromised Test: Report any lost, compromised, or possible compromised tests to the Compliance Officer who will then contact the appropriate commander. The commander or designated representative will conduct a thorough investigation and initiate proper actions to prevent a reoccurrence of lost or compromised tests.

c. Remedial Training/Retesting: The SGL/Instructor will schedule remedial training for students who failed any initial skills test. The SGL/Instructor will identify the performance steps that the student failed and retrain the student. The student will be retested only once.

d. During the *certification phase* students must perform the tasks individually unless a task requires additional personnel to complete. For example, over packing a 55 gallon drum to stop the spread of contaminant at the Technician Level requires at least two individuals to complete this task. Each student will be graded individually.

SECTION II: DIRECTIONS TO THE STUDENTS

READ VERBATIUM TO THE STUDENTS

1. You may leave the staging/classroom area to go to the latrine. You must receive permission from the Proctor by raising your hand. You will NOT take anything with you. You may not leave the evaluation once in progress.
2. You must not ask for or accept assistance from another student. You must not give or offer to give help of any sort to another student. If you are observed using or attempting to acquire unauthorized material or assistance, your evaluation will be terminated, and you will be subject to administrative and/or disciplinary action IAW TRADOC Regulations 350-6, 350-1, and the Course Management Plan (CMP).
3. If you have any questions during the test, raise your hand and a proctor will come to you. They will only be able to answer general administrative questions about the test.
4. Do not discuss this test with other students of other classes. It is your duty to report any observation of a student providing test information to another student of your class or another class.
5. When you have completed the test you will be escorted to a staging area. You may NOT reenter the testing area until all evaluations have been completed or as directed by an instructor/proctor. You must score a GO in all areas to pass this test. If you should fail this test, you will receive remedial training on those performance steps you performed incorrectly. You will be allowed one retest. **Please raise your hand if you have NOT been retrained for this retest. NOTE: If student was not retrained they will not test until they have been.**
6. You will get your official test results upon completion of your evaluation.
7. Are there any questions about the test instructions? Begin testing.

SAMPLE COMPLIANCE OFFICER APPOINTMENT LETTER

Fill in Date

MEMORANDUM FOR HQ AFCEC/CEXF

FROM: Provide Complete Mailing Address:

SUBJECT: Certification Test Compliance Officer Appointment Letter

1. The following individuals are designated as Certification Test Compliance Officers. I certify that all appointed Certification Test Compliance Officers have read and understand the Certification Test Procedural Guide.

Full Name	Duty Phone #	Appointees Signature
Herr, Dan		_____
Smith, John J.		_____
Phillips, Mark		_____

2. This letter supersedes our previous letter dated (fill in the applicable date). If you have any questions, please contact (provide the POC's e-mail address, DSN and Commercial phone numbers).

Larry L. Dover
COL, CM
Commander

ATSN-CBZ-D

MEMORANDUM FOR RECORD

SUBJECT: Destruction of Exams

1. The following exam(s) has been destroyed due to excessive copies on file. Copies numbered 031-054 have been renumbered and issued a new serial number to reflect current OPTEMPO. Master copies are kept on file. The copies of the exams were destroyed on 20 August 2004 by use of a shredder IAW AR 611-5, paragraph 2-2b(7).

TEST NUMBER	TITLE OF TEST	VER	COPY NUMBERS

2. POC is the undersigned at 596-8318.

Compliance Officer

Witness Signature/Date

Printed Name

Mandatory Exam Schedule

The below format will be used to submit exam schedules to the Compliance Officer at least 3 weeks prior to test dates:

Course Name/Class Number

Awareness Exam: Date/Time/# of students

Awareness Re-test: Date/Time/# of students

Operations Exam: Date/Time/# of students

Operations Re-test: Date/Time/# of students

Operations Practical: Date/Time/# of students

Technician Exam: Date/Time/# of students

Technician Re-test: Date/Time/# of students

Technician Practical: Date/Time/# of students

Mandatory Student Roster (Excel Spreadsheet)

AKO USERID AKO EMAIL ENTERPRISE EMAIL RANK / GRADE LAST NAME FIRST NAME
M. I. SSN DODID PRIMARY MOS COMP PRE-REQ CERTIFICATIONS

***If the student is already IFSAC/Pro-Board certified at a level-- we will submit his certification for reciprocity as long as he challenges at least one level of certification through the USACBRNS testing program under DOD.**



DEPARTMENT OF THE ARMY
U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT
14030 MSCOE LOOP, SUITE 3021
FORT LEONARD WOOD, MISSOURI 65473-8926

ATSN-T

23 January 2019

MEMORANDUM FOR RECORD

SUBJECT: Calendar Year 2019 CBRNS Certification Standards Review

1. Purpose. This memorandum supplements the USACBRNS Compliance Testing SOP and outlines the established standards of the U.S. Army Chemical, Biological, Radiological and Nuclear School (USACBRNS), Department of Defense (DOD) Fire and Emergency Services Certification Program (F&ESCP) in accordance with DOD 6055.06M, *DOD Fire and Emergency Services Certification Program*.

2. Responsibilities. The U.S. Army Chemical, Biological, Radiological and Nuclear (CBRN) School has been granted delegated authority and is accredited under the F&ESCP. The CBRN School's Directorate of Training and Leader Development (DOT&LD) is responsible for implementation, administration of the USACBRNS, IFSAC/Pro-board, DoD, F&ESCP certification program for Fort Leonard Wood Missouri and Camp Dawson WV, Hazardous Material and Urban Search and Rescue (USR), Technician / Extractor course credentialing.

3. Program Management. The certification levels listed in the table below are offered at the USACBRN School and are dual accredited by the International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (Pro Board). Students who successfully complete the performance-based (written) tests with a passing score and achieve "GO"s on all performance (skills test) tests receive DoD certification for those specified levels through the DoD F&ESCP program.

4. Effective as of date of this memorandum, the levels, pre-requisites and required passing scores for DoD certification through the CBRNS program are as follows:

Certification Level	Pre-Requisite	Minimum Standard for DoD Certification
NFPA 472 Chap 4, (Hazmat Awareness)	N/A	76%
NFPA 472 Chap 5 and 6.2 (Hazmat Operations/PPE)	NFPA 472 Chap 4, (Hazmat Awareness)	76%
NFPA 472 Chap 7 (Hazmat Technician)	NFPA 472 Chap 5 and 6.2 (Hazmat Operations/PPE)	80%
NFPA 472 Chap 6.3 (Mass Casualty Decon)	NFPA 472 Chap 5 and 6.2 (Hazmat Operations/PPE)	80%

ATSN-T

SUBJECT: Calendar Year 2019 CBRNS Certification Standards Review

NFPA 1006 Chap 5 (JPRs)	NFPA 472 Chap 5 and 6.2 (Hazmat Operations/PPE)	80%
NFPA 1006 Chap 6.1 (Rope Rescue I)	NFPA 1006 Chap 5 (JPRs)	80%
Chap 7.1 (Confined Space Rescue I)	NFPA 1006 Chap 5 (JPRs) and Chap 6.1 (Rope Rescue I)	80%
Chap 8.1 (Trench Rescue I)	NFPA 1006 Chap 5 (JPRs) and Chap 6.1 (Rope Rescue I)	80%
Chap 9.1 (Structural Collapse I)	NFPA 1006 Chap 5 (JPRs) and Chap 6.1 (Rope Rescue I)	80%
Chap 10.1 (Vehicle Rescue I)	NFPA 1006 Chap 5 (JPRs) and Chap 6.1 (Rope Rescue I)	80%
Chap 19.1 (Machinery Rescue I)	NFPA 1006 Chap 5 (JPRs) and Chap 6.1 (Rope Rescue I)	80%
Chap 6.2 (Rope Rescue II)	NFPA 1006 Chap 5 (JPRs) and Chap 6.1 (Rope Rescue I)	80%
Chap 7.2 (Confined Space Rescue II)	Chap 5 (JPRs), Chap 6.1 (Rope Rescue I), and Chap 7.1 (Confined Space Rescue I)	80%
Chap 8.2 (Trench Rescue II)	Chap 5 (JPRs), Chap 6.1 Rope Rescue I, and Chap 8.1 (Trench Rescue I)	80%
Chap 9.2 Structural Collapse	Chap 5 (JPRs) and Chap 6.1 (Rope Rescue I)	80%
Chap 10.2 (Vehicle Rescue II)	Chap 5 JPRs, Chap 6.1 (Rope Rescue I) and Chap 10.1 (Vehicle Rescue I)	80%
Chap 19.2 (Machinery Rescue II)	Chap 5 (JPRs), Chap 6.1 (Rope Rescue I) and Chap 19.1 (Machinery Rescue I)	80%

5. POC is the undersigned at barbara.a.kilthau.civ@mail.mil.


BARBARA KILTHAU
Credentialing Program Manager and
Director of Training, CBRNS

CF:
3rd CM BDE
HLD/CSO
DOTLD DOI
AF 9E Instructional Dept
USMC TECOM
Camp Dawson, RTI
NCOA



DEPARTMENT OF THE ARMY
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DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT
14030 MSCOE LOOP, SUITE 3021
FORT LEONARD WOOD, MISSOURI 65473-8926

REPLY TO
ATTENTION OF

ATSN-T


24 January 2019

MEMORANDUM FOR RECORD

SUBJECT: Approval of the United States Army Chemical, Biological, Radiological, and Nuclear School (USACBRNS), IFSAC/Pro-Board Testing, Standard Operating Procedures (SOP).

1. The USACBRNS, IFSAC/Pro-Board testing SOP is approved for immediate implementation (Encl 1).
2. Approval of this SOP formalizes and updates training management policies and procedures for IFSAC/Pro-Board Testing.
3. Point of contact for this memorandum is David L. Lewis at david.l.lewis7.civ@mail.mil 573-563-7201.

Encl


BARBARA KILTHAU
Director,
Directorate of Training and
Leader Development

915 on 2/19

CF:
Program manager/Compliance Officers
DOT&LD
IRTD
84th CM Bn
NCOA
US&R Instructors
HLD

