

**ALABAMA FIRE COLLEGE**  
**MEMORANDUM OF UNDERSTANDING**  
**\*\*WRITTEN EXAM PROCTOR\*\***

*Alabama Fire College and Personnel Standards Commission Certification Manual*, Test Proctor Qualifications and Training, Section III, Part 1, Policy 2, states:

**Written Exam Proctor Qualifications**

Written exam proctors must meet the following requirements:

- May not be part of the instructional team for the course(test) that is being administered
- Must be an employee of the Alabama Fire College or meet the adjunct instructor qualifications of the Alabama Fire College
- Must be familiar with the importance of test security through testing assignments or employment
- The person accepting responsibility of proctoring the written or skills exam at the D.O.D. facility cannot be the facility fire chief or the instructor.

**Written Exam Proctor Training**

Written exam proctors must meet the following training requirements:

- Read and understand the *Alabama Fire College Certification Manual*
- Attend or complete online the Test Proctor Orientation training
- Must observe one testing session at (or by) the Alabama Fire College
- Must be monitored on one occasion by an existing Alabama Fire College test proctor
- Attend regular updates annually (currently meet at least semi-annually)

By my signature below, I have received and read the *Alabama Fire College and Personnel Standards Commission's Certification Manual*. By my signature, I am agreeing to the above regarding the proctoring of the state written examination of the Alabama Fire College and that I meet the qualifications and have received the proper training.

I hereby acknowledge that I am solely responsible for the security, handling and administering of the State of Alabama written exams.

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Print Name and Title

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Signature

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Address

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Contact Phone (home and cell)

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Fax

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Email

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Date

**Completed Test Proctor Orientation training:**

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Signature of Instructor

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Location

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Date

**Observed one testing session at the Alabama Fire College:**

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Signature of Proctor

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Location

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Date

**Monitored by an existing Alabama Fire College test proctor:**

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Signature of Proctor

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Location

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Date