

References:	PRO BOARD CRITERIA: PA6, TA1, TA3, TA6, TA7, TA8, TD3 EVALUATOR MANUAL	
Revised:	APRIL 26, 2021	PAGE 1 OF 4

1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy regarding the procedures for practical evaluations so that candidates are evaluated in a fair, professional and consistent manner at all times.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all evaluators that are involved in practical evaluations to be aware of this guideline and the responsibility of the Academy to ensure that they have been given the proper training to perform their duties as an evaluator.

2.0 PROCEDURES

- 2.1. Pre-Evaluation - Practical evaluations are to be conducted only by personnel that meet the required qualifications and have been approved and deemed competent by the Academy.
 - 2.1.1. The Evaluator will ensure the evaluation site is safe and free from obstructions and distractions that may impede the performance of the candidate(s).
 - 2.1.2. During live online evaluations conducted using meeting software, the Evaluator must conduct evaluation in a space fully separated from all people to ensure the candidate's test performance remains confidential.
 - 2.1.3. The Accreditation Manager will ensure all necessary resources and equipment, in sufficient quantities and in proper working order, are readily available to the candidate(s) to complete the required tasks and skills.
 - 2.1.4. The Evaluator will draft a safety plan for use in the event of an emergency. If the evaluation is to be conducted at Academy training facilities a site map will be provided. If the evaluation is conducted remotely a site plan will be provided by the host.
 - 2.1.5. The Academy must ensure all candidates scheduled for practical skills evaluation are aware the practical evaluation check sheets are available online.
- 2.2. Practical Evaluation Protocol
 - 2.2.1. The lead evaluator will ensure all candidates have filled in all required information accurately i.e. name, student number, date, location, subject and evaluator(s) name(s) on practical evaluation checksheet.

References:	PRO BOARD CRITERIA: PA6, TA1, TA3, TA6, TA7, TA8, TD3 EVALUATOR MANUAL	
Revised:	APRIL 26, 2021	PAGE 2 OF 4

- 2.2.2. The Evaluator must clearly state the candidate directive on the practical check sheet.
- 2.2.3. The Evaluator will ask all candidates if they are prepared to safely demonstrate the tasks they have been assigned.
- 2.2.4. The Evaluator must inform the candidate that 100% of the tasks must be completed in order to successfully complete the evaluation.
- 2.2.5. The Evaluator will provide the opportunity for candidates to seek clarification of evaluation instructions.
- 2.2.6. The Evaluator will intervene and/or stop the evaluation at any point where safety is, or will be, compromised and an automatic unsuccessful result will be assessed to the candidate.
- 2.2.7. Upon completion of the evaluation the Evaluator will provide confidential and immediate feedback to the candidate and inform them that they are either successful or unsuccessful.
- 2.2.8. Unsuccessful candidates should be referred to the Disputes and Appeals OG 5911 and Appeals Submission form (VIERA013).
- 2.2.9. At the discretion of the Lead Evaluator one additional evaluation may be conducted on an unsuccessful candidate if the candidate made minor errors that caused the unsuccessful result.
- 2.2.10. The Evaluator must inform any unsuccessful candidate that it is the candidate's responsibility to schedule a re-evaluation.
- 2.2.11. The Evaluator must ensure all completed evaluation check sheets are signed by both the Evaluator and the candidate regardless of the result and returned to the Lead Evaluator.
- 2.2.12. If a candidate wishes to dispute or appeal an Evaluator's decision the Evaluator will clearly explain to the candidate the disputes and appeals process and provide the candidate with the Appeals Submission form (VIERA013).

References:	PRO BOARD CRITERIA: PA6, TA1, TA3, TA6, TA7, TA8, TD3 EVALUATOR MANUAL	
Revised:	APRIL 26, 2021	PAGE 3 OF 4

2.3. Process Evaluation Protocol

- 2.3.1. The lead evaluator will ensure all candidates have filled in all required information accurately i.e. name, student number, date, location, subject and evaluator(s) name(s) on process evaluation checksheet.
- 2.3.2. The Evaluator must clearly state the candidate directive on the process check sheet.
- 2.3.3. The Evaluator will ask all candidates if they are prepared to execute the process they have been assigned.
- 2.3.4. The Evaluator will use the applicable JPR process checksheet with rubric to grade each student in order to ensure consistency between Evaluators.
- 2.3.5. The Evaluator must inform the candidate that they must earn 75% of the points in order to successfully complete the evaluation.
- 2.3.6. The Evaluator will provide the opportunity for candidates to seek clarification of evaluation instructions.
- 2.3.7. Upon completion of the evaluation the Evaluator will provide immediate feedback to the candidate and inform them that they are either successful or unsuccessful.
- 2.3.8. All marked process-based assessments will be submitted to the Accreditation Manager to be reviewed for accuracy and consistency.

2.4. Product Evaluation Protocol

- 2.4.1. The lead evaluator will ensure all candidates have filled in all required information accurately i.e. name, student number, date, location, subject and evaluator(s) name(s) on product evaluation checksheet.
- 2.4.2. The Evaluator will review the Task, Performance Outcomes, Conditions, Candidate Directive and Rubric Marking Criteria on the Product Checksheet.
- 2.4.3. The Evaluator will read the candidate's Product Assignment and make a check mark beside any criterion met with appropriate points earned.
- 2.4.4. Once complete, the Evaluator must calculate the points earned, provide feedback to the candidate, and inform them if they are successful or unsuccessful.

References:	PRO BOARD CRITERIA: PA6, TA1, TA3, TA6, TA7, TA8, TD3 EVALUATOR MANUAL
Revised:	APRIL 26, 2021 PAGE 4 OF 4

2.5. Post Evaluation

- 2.5.1. If candidate is unsuccessful, the Evaluator will provide written justification on the practical skills check sheet.
- 2.5.2. The Lead Evaluator will collect all evaluation check sheets, then forward to the Academy.
- 2.5.3. All completed evaluation check sheets are to be recorded and maintained in the candidate's student file at the Academy.



Tim Doyle
Academy Director

APRIL 26, 2021

Date