



FIRE-236 – Fire Training Evaluator

Fire Services

Effective Term & Year: Fall 2026

Course Outline Review Date: 2031-04-01

Program Area: Fire Services

Description:

This course is designed for qualified fire service personnel seeking recognition as Practical Skills Evaluators and/or Cognitive Exam Proctors for College of the Rockies Fire Training programs and courses. Aligning with NFPA 1041, the course reinforces assessment methodology, candidate safety, exam security, documentation, and the consistent application of College policies, protocols, and procedures to support ProBoard compliant evaluation and certification processes.

Program Information:

This is required training for College of the Rockies fire training evaluators.

Delivery Methods: Hybrid – On-campus (Face-to-Face) and Online

Credit Type: College of the Rockies Credits

Credits: .5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	8
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	

Co-op/Work Experience	
Other	
Total	8

Course Requisites:

Prior Learning and Recognition: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrollment Service office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

- Learning materials are provided through the course.
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Learning Outcomes:

Upon successful completion of this course, the student will be able to:

- explain the role, responsibilities, and professional expectations of a College of the Rockies fire service evaluator and cognitive exam proctor;
- apply College of the Rockies and ProBoard requirements to the conduct of practical skills assessments and written exam proctoring;
- review and interpret JPR based skills sheets, summary sheets, and evaluator protocols prior to testing;
- prepare a practical skills testing site by confirming equipment status, safety requirements, emergency procedures, holding areas, and candidate flow;
- conduct skills evaluations using standardized scripts, approved instructions, and objective observation without coaching candidates;
- apply fair, consistent, and criterion referenced grading practices, including pass or fail

- scoring, unsuccessful attempt procedures, and retest requirements;
- identify and manage evaluator bias, inappropriate conduct, and other factors that can compromise fairness, validity, and reliability;
- apply ethical, legal, confidentiality, and non-discriminatory practices during all evaluator and proctor activities; and
- conduct cognitive exam invigilation in accordance with exam security rules, candidate orientation requirements, and procedures for handling candidate concerns.

Course Topics:

- Role and Responsibilities of the Fire Service Evaluator and Proctor
- ProBoard and College of the Rockies Testing Requirements
- JPR Based Psychomotor Testing and Validated Skills Sheets
- Preparation for Skills Assessments, Including Equipment, Props, and Site Readiness
- Equipment Checklists, Emergency Procedures, and Safety Controls During Testing
- Professional Conduct, Ethics, Confidentiality, and Legal Responsibilities
- Evaluator Bias, Objectivity, and Fair Assessment Practices
- Practical Skills Testing Procedures, Grading, Retesting, and Documentation
- Cognitive Exam Proctoring, Invigilation Procedures, and Exam Security
- Finalizing Assessments, Submitting Records, and Communicating with Program Staff

Evaluation and Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Successful completion of all online modules	50%
Successful completion of a practical evaluation	50%
Total	100%

Grade Scheme

COM	NCG
Completed to the defined standard – 70% and higher	No credit granted – less than 70%

Evaluation Notes: All evaluation components must be submitted to pass the course.

Evaluation Notes Comments:

The online course contains cognitive examination questions, and the candidate is graded to perform field evaluations.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.1.4 Course Audit
 - Policy 2.4.1 Credential Framework
 - Policy 2.4.3 Students with Documented Disabilities
 - Policy 2.4.4 Student Rights, Responsibilities and Conduct
 - Policy 2.4.8 Academic Performance
 - Policy 2.4.9 Student Feedback and Concerns
 - Policy 2.4.11 Storage of Academic Works
 - Policy 2.5.3 Student Appeal
 - Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)
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Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.