

Verdugo Fire Academy *Cadet Policy and Procedure Manual*

Section: PP16
Rev. Date: 1/1/08
Approved

Policy and Procedure - 16 Cadet Ranking System

I. Overview

The mission of the Verdugo Fire Academy is to prepare Cadets for employment in the fire service. In an effort to meet our mission, we consistently expose Cadets to those disciplines that are necessary to be successful in a competitive job market. The Verdugo Fire Academy has identified the knowledge, skills and abilities that contribute to success as a fire fighter.

Each student is evaluated in seven general categories. Each category is further divided into one or several methods of evaluating student performance within the category. Each category is criterion referenced. Students are measured against a standard.

The averages earned in each of these 6 categories are then added together to formulae the students overall average. This overall average is used to rank students against one another, norm referenced. This gives the students a ranking number among his/her classmates.

These categories (evaluation system) is also used to determine Cadet grades at the end of each Block or 'Fire Class'.

II. Evaluation Categories

The following 6 categories are used to evaluate each student;

Category	Evaluation Abilities	Evaluation Tool
1. Written exams	Cognitive ability (Knowledge)	Quizzes, test, block exams, final
2. Manipulative Skills	Psychomotor ability (Skill)	Jobs, performance tests
3. Code of Conduct	Affective (attitude)	Uniform, conduct, responsibility
4. Uniform	Professionalism	Daily and block Inspection
5. Attendance	Punctuality, dependability	Daily attendance
6. Notebook	Written organization skills	Notebook Evaluation

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Category breakdown and weights:

1.	<u>Written Exams</u>	
	Final Written Exam	15%
	Tests & Quizzes (Written)	5%
	Block Exams (Written)	5%
2.	<u>Manipulative Skills</u>	
	Skills Testing	Pass/Fail
	Final Manipulative Performance Exam	30%
3.	<u>Code of Conduct (Deficiencies, Conduct)</u>	
	Conduct Evaluations	20%
	Deficiency Notices	
	Gig reports	
	Community Service hours	
4.	<u>Uniform</u>	
	Uniform	10%
5.	<u>Attendance</u>	
	Attendance	10%
6.	<u>Student Notebook (Class notes)</u>	
	Student Notebook	5%
	Total	100%

III. Explanation

1. Written Exams

Quizzes

Written or Oral Quizzes are given to measure the student's progressive performance. Quizzes are intended to provide the student with a measure of their progress.

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Tests

A written test consists of multiple-choice, true/false, and/or matching. Written tests are used to measure cognitive knowledge.

A Written test differs from a Quiz or Block Exam in that it is a measure of a particular subject matter that has been offered as a Specialized Certification Class (OSFM FSTEP, C.S.T.I., or other accredited courses that requires passing a test for certification. Passing scores for tests are set by the certifying agency.

Written quizzes and test scores account for 5% of the students overall average

Block Exams

The block exam consists of at least 100 multiple-choice questions. The purpose of the block exam is to measure the progress of the student for a given block of instruction. Block exams usually consist of questions from instruction given during that block of instruction. Questions from previous block exams are also included on subsequent block exams. There are 4 block exams during the course of the program. Block Exam 4 is the Final Exam however, the Block 4 exam is not included in this category it is included under "Final Written Exam".

Block Exam scores account for 5% of the students overall average.

Final Written Exam

The Final Written Exam consists of at least 200 multiple-choice questions. This exam is intended to measure student cognitive terminal performance. The exam consists of questions that cover all subject categories of the program.

The Final Written Exam counts for 15% of the students overall average.

2. Manipulative Skills

Tasks / Skills

Tasks are individual manipulative skills that are essential to the skills needed to be successful as a fire fighter. The skills are outlined in the OSFM from the OSFM Fire Fighter I Curriculum and the Fundamentals Of Firefighter skills. These skills are detailed and listed in the VFA Training Record / Task Book. There are over 250 skills that the student must demonstrate proficiency in before he/she qualifies for course completion.

Skills are Pass/Fail. All skills must be passed by the student to qualify for completion of the program.

Final Manipulative Exam

The FME consists of a multitude of manipulative skills and operations that have been taught throughout the program. This exam is intended to measure the student's psychomotor terminal performance. The MFE is a combination of over 40 skills that the Cadet must put together into one continuous evolution. This 'evolution' is time based and has point value assigned. This exam measures primarily the Cadets ability to function independently and multi-task. The skills on this exam consist of a portion of those skills taught in the several disciplines taught over the course of the program.

The Final Manipulative Exam accounts for 30% of the students overall average.

3. Code of Conduct

Code of Conduct is a measure of the student's overall work ethic. Students are evaluated on a daily basis. Evaluation in this area takes into account the student's ability to follow direction, self-discipline, responsibility, reliability, professionalism, demeanor, subject matter knowledge, study habits, bearing, Leadership ability, Interpersonal skills, and overall attitude.

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Code of conduct is documented with deficiency notices, gig reports and daily evaluation forms. Code of Conduct is broken down into three categories;

1. Deficiency Notices (start with 100 points. 10 points subtracted per notice)
2. Gig Reports (start with 100 points, 5 points subtracted per report)
3. Community Service (every 8 hours will earn one blue card. 5 blue cards will credit the COC score with 10 points)

Code of Conduct accounts for 20% of the students overall average.

4. Uniform

The Cadet uniform is inspected every day. Cadets can receive deficiency notices for having a below standard uniform. Deficiency notices will negatively affect the COC score.

There are 4 Formal Uniform Inspections throughout the program. Each Formal Uniform Inspection is at the end of Each Block. Each inspection is given a point value of 100 points (400 points possible, 4 Formal Inspection @ 100).

Uniform accounts for 10% of the students overall average.

5. Attendance

The basic Fire Academy Program consists of 420 hours of training. The program meets Thursday evenings from 1800-2200 hours and Saturday and Sunday from 0800-1700 hours for over 5-months. Students are required to attend a minimum of 372 hours to qualify for completion of the program. Students are given a perfect attendance score at the beginning of the program of 420 hours. Students are deducted time (in minutes) for any missed class time for any reason.

Attendance accounts for 10% of the students overall average.

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6. Notebook

Students are required to maintain a complete notebook throughout the basic Fire Academy Program. Student's notebooks consist of class notes, handout materials and manuals distributed from staff. Notebooks are required to be with the student at all times while participating in didactic training. Notebooks are evaluated at the end of the program. Notebooks are evaluated on the following criteria;

1. Cleanliness / neatness
2. Completeness, accuracy of class notes
3. Typed class notes
4. Organization
5. Overall appearance

There are 4 Notebook Inspections throughout the program. Each Inspection is at the end of each Block. Each inspection is given a point value of 100 points each (400 points possible, 4 Formal Inspection @ 100 each).

The student notebook accounts for 5% of the students overall average.