

Verdugo Fire Academy

Cadet Policy and Procedure Manual

Section: PP12
Rev. Date: 1/1/08
Approved

Policy and Procedure - 12

Grading & Evaluation Standards

I. Procedure

All written and manipulative exams, as well as, performance evaluations shall be carried out according to this procedure.

II. Grading and Examination Standards for Written Exams (Quizzes, Tests, Block Exams)

A. **Written Block Exams** will be given at the end of every major block of instruction. They will consist of a minimum of 100 multiple choice, fill-in, and/or essay questions. These exams will be used to accurately assess the Cadet's knowledge of a particular subject. Cadets must pass all Block Exams with a score of not less than 80%.

1. If a Cadet fails a Block Exam, he/she will only be allowed one (1) retake of only one (1) Block Exam throughout the program.
 - a. The recorded maximum score for the retake exam shall be no more than the minimum passing score – 80%.
 - b. If the retake exam is not passed within the 80% standard, the Cadet will be dismissed from the Academy Program. This includes the Block 4 Written exam also known as the Final Written Exam.
2. Any Cadet that fails more than one Block Exam or retake exam shall be dismissed from the academy program. Once a Cadet has failed one Block Exam, he/she shall not fail any further Block Exams without being dismissed from the program.
3. If a cadet is absent on the day a Block Exam is administered, he/she must make a written request (Cadet Memo) to take a make-up of said Block Exam. The make-up of the missed Block Exam shall occur no later than the next scheduled day the cadet reports for duty regardless of the written request. The maximum posted score for any missed or 'make-up' written exam is 80%.

- B. **Written and Manipulative Quizzes** may be given. Quizzes may be oral or written. Written quizzes normally consist of at least 25 multiple choice questions. The Cadet shall achieve a minimum passing score of 80% on all quizzes.

Deficiency Notices are not given for failure of quizzes. Quizzes are designed to provide the Cadet with a tool that measures their understanding and retention of a given topic. The Quiz gives the Cadet a general measure of their probability of success on the Written Block Exam.

Quiz scores are used to determine grades

- C. **Written and Manipulative Tests** are given to evaluate a Cadets knowledge, skills, and abilities of specialized certificated course curriculum, i.e. Fire control 1, 2, vehicle extrication, confined space rescue awareness, haz-mat, etc.

Tests will be given at the end of every specialty certification class and will consist of at least 50 multiple choice questions. The Cadet shall achieve a minimum passing score of 80% on all tests unless otherwise specified by the Primary Instructor of said specialty certification class. Cadets may be given up to 3 re-takes on tests but the minimum passing score to be recorded on a retake will be the minimum passing score of 80%.

For each failure of a test, a Deficiency Notice will be issued. 3 Deficiency notices resulting from failing the same test will result in the Cadet being dismissed from the Academy Program

Tests will be given in the following subjects:

1. FSTEP Fire Control 1 – Basic Fire Chemistry
2. FSTEP Fire Control 2 – Advanced Fire Chemistry
3. FSTEP Fire Control 3 – Advanced Structural Firefighting
4. FSTEP – Vehicle Extrication
5. FSTEP – Confined Space Rescue Awareness
6. FSTEP – River and Flood Rescue
7. FSTEP – Trench Rescue Operational
8. FSTEP – Rescue Systems 1

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9. FSTEP – Low Angle Rope Rescue
10. FSTEP – Incident Command System 100
11. FSTEP – Incident Command System 200
12. FSTEP – Rapid Intervention Crew Tactics
13. CSTI – Hazardous Materials First Responder Operational
14. DHS – Weapons of Mass Destruction
15. Nuclear, Biological, Chemical Emergencies
16. NWCG S-190 – Introduction to Wild Land Fire Behavior

- D. All Cadets will be required to successfully pass a Final Written Exam with a minimum passing score of 80% (Block Exam 4).

The Final Written Exam will be administered at the end of the Academy Program and will consist of subject matter that was taught throughout the entire program.

III. **Missed Written Exams and Make-up Written Exams**

Missed Exam – Cadet was absent on the date and time the exam was administered.

Make-up Exam – An exam that the cadet failed on 1st attempt that must be retaken.

- A. Any **missed** exam shall be **made up** no later than the next day of class. Exceptions may be made at the discretion of the Academy Staff. There will only be only one opportunity to take the Final Written Exam – No Exceptions.
- B. All **retake** written exams will be given the following weekend or at a time determined by the Academy Staff. This will give the Cadet the week to focus on weaknesses.
- C. All make-up exams (exams that were missed due to tardy or absence) are the responsibility of the Cadet to request to take said exam (using the Cadet Memo) upon returning to duty. It will be at the discretion of the Staff and operational situation when a make-up exam will be administered.

- D. Once a Cadet makes a written request to make-up a missed exam (using the Cadet Memo), it is the Cadets responsibility to follow-up with Staff each duty day until the make-up exam is administered.
- E. If a cadet fails to make a written request to take a missed exam (Make-up Exam) before the scheduled day of the Block Exam, the Cadet will receive a posted score of '0' for that exam.

III. **Grading and Examination Standards for Manipulative Block Exams and Skills**

Cadets cannot miss a manipulative skills Block Exam. Cadets must participate fully in all manipulative skills block exams. Any Cadet that does not participate fully will be given a 'fails to meet standard' for the skill(s) missed and will be dismissed from the program.

- A. All Manipulative Skills outlined in the California State Fire Marshal's (CSFM) Firefighter I training record (CSFM FFI / Appendix A / January 2002) will be graded as Pass / Fail. All Cadets shall successfully complete all manipulative skills to receive a *Certificate of Completion*. Manipulative skills will be administered and evaluated on an ongoing basis throughout the course. All manipulative skills will be evaluated per the CSFM Firefighter I and the Fundamentals of Firefighter Skills Curriculums.

Should a Cadet NOT successfully complete all manipulative tasks by the end of each Block, he/she will be dismissed from the Program . This includes all skills outlined in the VFA Task Book / Training Record and the Course Syllabus.

If a Cadet is already certified in a specialized certification class, he/she must still participate and be successful in all aspects of the training. Exceptions may be made at the discretion of the Primary Instructor and Staff. Documentation must be provided.

Manipulative skills will be a part of each Block Exam. Should a cadet fail an individual skill or operation, he she will be given up to 2 additional attempts to successfully pass the skill.

- a. 1st Attempt – On the scheduled test day
- b. 2nd Attempt – By the end of the same day or weekend

- c. 3rd and final attempt – Morning of the first day of the following weekend or at scheduled remedial training days.

Failure of all skills on a Block Exam, 2nd attempt will result in dismissal from the program.

Failure of the Final Manipulative Exam on the 3rd and final attempt will result in dismissal from the program.

Failure of a 3rd attempt on a skill during a manipulative Quiz, Test, or Block Exam will result in dismissal from the Academy Program.

Administration of 2nd and 3rd attempt manipulative skills will be witnessed by a Staff Member and be preceded by a counseling session with Staff and the Cadet and agreement of a plan for improvement.

- B. The Cadet will be required to successfully complete the Manipulative Block Exam at the end of each block (Block 1, Block 2, and Block 3). The Block 4 Exam is considered the Manipulative Final Exam. The Manipulative Final Exam will be given at the end of the Academy Program and will include skills from all blocks.

IV. Cadet Conduct Requirements and Evaluations

All Cadets shall adhere to all Policies and Procedures outlined in the Cadet Operational Directives Manual. All Cadets shall obtain satisfactory evaluations from the Academy Staff. **Any Cadet receiving ten (10) or more Deficiency Notices will be dismissed from the Academy Program. Any Cadet that exceeds the amount of Deficiency Notices permitted in one or more of the following categories will be dismissed from the Academy Program:**

Insubordination (1)

Violation of same policy (5)

Unexcused tardy or absence (5)

Attendance / AWOL - 0801 (2)

Failure to complete homework assignment or Gig (4)

Failure of Written Block Exam or Retake Written Block Exam (2)

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Failure of same skill test (6 cumulative times through the program)
Failure of Test or Re-take Test (3 per Test)
Appearance / Uniform Standard (8)
Unprofessional Conduct (2)

NOTE: The number listed next to each category is the amount of Deficiency Notices that is given to be dismissed from the Academy Program. This means that any Cadet receiving the amount listed will be dismissed.

V. Letter Grades for Fire 116, Fire 117, Fire 118, and Fire 119

Cadets will receive a letter grade for each 'Term' of the Academy. This grade will be calculated using the formula from *Operational Directive 16: Cadet Ranking System*.

Any Cadet receiving a grade of 'F' shall be dismissed from the program.

Any Cadet that meets dismissal criteria as outlined in these Policies and Procedures will be given a grade of 'F' for that class.