



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-115</b>	Page: <b>1</b>	of: <b>2</b>
Title: <b>Scheduling and Coordination of Virginia Consolidated Test Sites</b>		
Regulatory Authority: <b>12VAC5-31-1430</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>July 1, 2012</b>	

- A. **Standardized Examinations** - All state certification examinations must be conducted in a standardized and consistent manner following guidelines established for Test Site Coordinators by the Office. All parts of the required written and/or practical examinations must be taken at a single test site. Any part of the required examinations that is not completed at the test site will be scored as incomplete and will be recorded as an exam failure.
- B. **Examination Administration** - State written and/or practical certification examinations are administered by an Office Certification Examiner.
- C. **Test Site Location** - Approved Test Site Coordinators must arrange for a location suitable for test administration (Proper lighting, large enough room to separate students, table or arm boards for writing, minimal interruptions such as sirens, telephones, etc.).
1. Certification Examiners arriving at an unsuitable location for testing are authorized to cancel the exams until the Test Site Coordinator locates adequate facilities.
- D. **Station Evaluators** - Qualified evaluators must be used for the assessment of all practical examinations.
1. All persons utilized as station evaluators must be at least 18 years of age.
  2. All persons utilized as station evaluators must hold current certification at, or above, the level being tested, and must have completed all other training requirements established by the Office for examination evaluators.
  3. Reasonable effort must be made to minimize any conflicts of interest between evaluators and students at the test site. Under no circumstance will a Course Coordinator be allowed to act as an evaluator for his or her own students.
  4. If the Certification Examiner finds that one or more of the evaluators are not familiar with the examination or unable to conduct a proper evaluation, the involved station may be closed. If more than one station evaluator is incapable of fairly administering the exam, the Certification Examiner is authorized to cancel the entire exam.

E. **Station Victims** - The Test Site Coordinator must arrange for sufficient numbers of persons to serve as patient actors ("victims") for the Practical examination. These individuals must be selected using the following criteria:

1. Patient actors must be at least 16 years of age and of sufficient maturity and physical size to simulate a typical teenage to adult age patient. This requirement is necessary to insure:
  - a. That the patient care equipment used at the test site can be applied properly and safely.
  - b. That the "victim" is capable of realistically acting the role of the simulated patient suffering the conditions or injuries involved in a realistic manner.
2. Patient actors must be fully informed of the nature and extent of the physical exam and injury simulation (moulage) procedures that will be performed during the examination.
  - a. If a patient actor is less than 18 years of age, written parental permission to participate in the exam is required.
3. Patient actors must be instructed to wear appropriate attire (shorts, tee shirt, etc.), or they must be provided with suitable garments for the examination by the Test Site Coordinator.