

## 2021 Fire Lieutenant Oral Board Exam General Instructions to Candidates

***Note: These general instructions are subject to revision. The actual test day instructions may vary.***

### OVERVIEW

The Oral Board Exam is designed to assess your ability to communicate, sense problems, and solve problems as a company officer at the rank of Fire Lieutenant during non-fire scene situations that involve interacting with others (co-workers, citizens, etc).

**This exam is video-based.** The exercises will be presented on a single pre-recorded video. You will be video-recorded throughout the entire video so your responses during each exercise can be observed and evaluated by raters at a later date.

**This exam consists of two exercises.** Each exercise involves a job-related scenario, and role-players in the video to whom you are to respond. Each exercise features several timed response periods. The **total** response time allotted for **each** exercise is 10 minutes.

**Each exercise is designed to simulate** an on-the-job situation as realistically as possible given the constraints of the testing environment. Due to those constraints, the time spent addressing each situation may be somewhat accelerated than what would be spent on the job.

**Each exercise handout** outlines the scenario you will encounter during the video, the individual role-players you will encounter on video, what you will be prompted to do during each response period, and the time you will be allotted for each response.

### PREP ROOM

During the Preparation (Prep) period you will have 60 minutes to review **both** exercises. You will be provided with blank note pages for note taking; use as many sheets as you wish.

You may refer to your Reading List sources while in the prep room, but do **not** take notes in your Reading List sources. Reading List sources are subject to review by Civil Service Commission staff.

### TEST ROOM MATERIALS

In the test room you will be permitted the following materials:

- Exercise 1 handout
- Exercise 2 handout
- One pen or pencil
- Any notes that you took during the Prep period

Reading list sources will **not** be permitted in the test room.

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### VIDEO CONTENTS & FEATURES

The video is approximately **35** minutes long. The main video sections are as follows.

1. **Instructions**
2. **Practice Question** (and practice response opportunity)
3. **Exercise 1** (and timed response periods)
4. **Interval** (30 seconds to review your notes for Exercise 2)
5. **Exercise 2** (and timed response periods)
6. **Exit Instructions**

**Narration.** A video narrator will guide you throughout the video by explaining specific tasks and indicating when a particular **section**, or **response period** is about to begin. Each exercise will begin with the narrator relaying the same scenario details that are in the exercise handout.

**Role-players.** During each exercise you will see and hear various role-players speaking on screen. If you are required to respond to a specific individual shown on screen, the video narrator will prompt you to respond after the individual is done speaking. The words “Respond Now” will appear on the right side of the screen along with a countdown timer.

**Timed response periods.** A specific amount of time has been allotted for each response. The length of time allotted for each response is indicated in the exercise handout you received during the preparation period. At the start of each response period, the narrator will direct you to begin and the words “**Respond Now**” will appear on the right side of the screen. At the end of each response period, the narrator will direct you to stop and the word “**STOP**” will appear on the right side of the screen.

**Countdown timers.** At the start of each response period, a countdown timer will appear and remain on screen until the end of the response period. Use the timer to keep track of how much time is remaining in each response period.

**Questions.** If an individual on screen asks questions, the questions will also be shown in written form on the screen, and remain there until the end of the response period.

**Practice question.** A single practice question will be presented right after the general instructions, before the first exercise begins. You will be allotted one minute to respond. You are strongly encouraged to respond as doing so may help you feel more comfortable when responding during each scored exercise. Your response to the practice question will **not** be scored, and it will **not** be shown to raters.

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#### YOUR SCORED RESPONSES

**What role to play.** During each response, assume the role of the Fire Lieutenant as indicated in the exercise handout. Review each handout closely to determine those details.

**How much time.** The total response time allotted for each exercise is 10 minutes. The length of time allotted for each response is in the exercise handouts.

**When to begin, and end, each response.** You are to begin each response right after the narrator says “**Respond now.**” When the narrator says “**STOP**” you are to end your response. Anything said outside the timed response periods will not be scored.

**How much time to use.** You are not required to use the entire time allotted for each response. If you finish before the time limit expires, please sit quietly and wait for the next prompt. If you think of something else to say while waiting, feel free to continue your response so long as there is time remaining in the response period.

**How to respond.** When prompted to respond, you are to verbally respond. When you respond, speak to the screen, not to the cameras. Be mindful of your body language when you respond.

Respond to each individual on screen as you would while on the job. This is not an interview, so do NOT respond by saying what you would do (“I would calm everyone down, I would resolve the problem”). Use questions sparingly, unless otherwise specified, the purpose of your responses is to provide answers.

Since the video is pre-recorded, the individuals on screen will not be able to respond back to anything that you say.

**How your responses will be scored.** Your responses during each exercise will be scored by a panel of fire service experts who are fire personnel in the rank of Fire Lieutenant or above from outside the state of Ohio. All responses will be scored using previously developed rating scales. The rating scales are designed to recognize the fact that there are several ways to appropriately address the situation(s) presented in each exercise.

#### IN THE TEST ROOM

A test monitor will escort you into your individual test room, and place you at a table that faces a television monitor. Two cameras will be pointed toward you. One camera will be a long play and the other will be a short play. **The locations of those two cameras are indicated in the following image.**

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A third camera, which will be pointed toward the TV monitor, will be used to verify any technical issues if needed.

### **Do not touch the cameras or TV monitor/computer in your test room.**

The test monitor will ask you if you are ready to begin. When you indicate that you are ready to begin, the monitor will start the short-play camera, read your Person ID number to the camera, and then start the examination video.

### **Once the monitor has left the room and closed the door, please take off your mask.**

Once the narrator has indicated that the exam is over, please put your mask on and open the door. Return to your seat and wait for the monitor to arrive. The monitor will enter the room, stop the short-play camera, and escort you from the room.

## **TECHNOLOGY ISSUES**

If any technology issues arise during the exam, notify a CSC monitor immediately. For instance, during each exercise you will see and hear various role-players speaking on screen. If the audio or visual component of what a role-player is saying appears to be missing, notify a monitor immediately.

### **It is YOUR responsibility to notify a CSC monitor of any technical issues that occur inside your test room.**

Delay in notifying staff could result in your responses or score being voided. To notify a monitor, open the exam room door and alert the monitor in the hallway. Please be mindful of other candidates who are taking their exam.