



OHIO DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MEDICAL SERVICES

**WRITTEN TESTING AGREEMENT
EMS ACCREDITED INSTITUTIONS**

This Written Testing Agreement (hereinafter "Testing Agreement") is entered into by and between the State Board of Emergency Medical, Fire, and Transportation Services (hereinafter "EMFTS Board"), and

_____, accredited training program

Ohio Accredited EMS Program Name

Accreditation ID #

(hereinafter "the Accredited Program") is subject to all of the terms and conditions set forth herein.

PURPOSE

The EMFTS Board, the body charged with enforcing Chapter 4765 of the Ohio Revised Code (R.C.), and all rules promulgated thereunder, believes that the utmost care and highest level of security are essential to ensure the integrity of the state examinations and the examination administration process. In order to ensure that examinations are being administered in a fair, consistent and secure manner, at an appropriate examination location, such state examinations shall only be offered at the sites approved by the EMFTS Board, pursuant to this Testing Agreement.

CONSIDERATION

In consideration of becoming and maintaining an approved testing location, the Institution agrees to abide by the provisions set forth below and in accordance with chapters 4765-7 and 4765-18 of the Ohio Administrative Code (O.A.C.).

SCOPE OF WORK

Pursuant to chapter 4765-7 of the O.A.C., the Authorizing Official serves as program director or designates a person of good reputation to serve as program director. The Authorizing Official and the Program Director, should the duties be delegated, shall have direct responsibility over the state examination administration process and shall be responsible for ensuring the following:

- Each examination location has a designated computer lab.
- The integrity and security of all written examinations.
- Fair and reliable evaluation of participants.
- Laptops are owned by the chartered institution may be used for administering certification examinations provided the program has submitted test center environment and test security plans indicating how the test items will remain secure and the plans have been approved by the division.
- Laptops approved for administering certification examinations by the division must remain locked in a secured area when not being used for testing.
- Each proctor has received directions in the state examination process and is familiar with all registration, security, and access procedures for test administration.
- That only qualified candidates sit for the examinations.
- Proctor is present in the room for the entire duration of the examination.
- The examination room is conducive for testing including but not limited to: adequate and effective heating/cooling, ventilation, and lighting, and free of excessive noise and distractions.
- The examination site has adequate restroom facilities and adequate parking within reasonable access to the examination site.
- The examination room will be set up and ready for use prior to the scheduled examination time.
- No person other than the proctor and students are permitted in the examination room.

SCOPE OF WORK (continued)

- No personal computers or personal laptops are to be used for administering the examination.
- No individual holding a certificate to teach issued pursuant to R.C. 4765.23 or a certificate to practice issued pursuant to R.C. 4765.30 shall be present during the examination, unless sitting for the examination.
- No individual holding a certificate to teach, an EMS provider certificate, a firefighter certificate, a fire safety inspector certificate, or a hazard recognition officer certificate issued by the EMFTS Board and/or the Executive Director pursuant to R.C. 4765. shall be present during the examination, unless sitting for the examination.
- No Fire and Emergency Services Instructor shall proctor or be present during the examination, unless sitting for the examination.
- No unauthorized electronic devices, including but not limited to, personal laptops, cell phones, flash drives, and tablets, are permitted in the examination room or are used during the examination.
- Each student is advised of the examination appeal process; and ensuring that any examination appeal is filed by the student in writing to the Executive Director within five days of the examination date and includes all of the following:

TEST SECURITY PROCEDURES

The Authorizing Official of the Accredited Program shall assign a Program Director to have direct responsibility over the state examination administration process. The Program Director shall be responsible for ensuring the following:

- Each accredited program shall establish written procedures to protect the security of computer-based examinations.
- Each accredited program shall establish written procedures to protect the security of the online test.
- Each accredited program shall establish written procedures to ensure that all testing personnel are aware of their obligation to report testing irregularities and can easily access reporting procedures.
- Written procedures ensuring each test proctor receives training in the state examination process and is familiar with all registration, security, and access procedures for testing and test operation.
- Written procedures for candidates filing a test appeal to the program director and the DEMS.
- Written procedures for examination administration requirements.
- Written procedures to protect the security of computer-based examinations.
- Written procedures to protect the security of the online examination in these areas.
- Written procedures to determine an action or actions to be taken in response to any confirmed violation of the training institution security procedures.
- Written procedures for determining whether to invalidate a student's test in response to a test security violation caused either by a student and/or by any other person.
- Written procedures outlining how these procedures will be communicated, in writing, and discussed each school year with test proctors who have access to secure test materials, students enrolled in the fire charter who are being tested, and any other person authorized to be present in a testing room and/or have access to any secure test materials.
- Written procedures for reporting alleged test security violations and the process for opening an investigation of the alleged test violation.
- Written procedure for testing personnel to report test irregularities.
- Written procedure describing a plan of action (the steps the training institution will take to ensure that the irregularities do not occur).

TEST CENTER REQUIREMENTS

If an approved Test Center and Test Security Plan is not on file with the Division, include photographs of all test center(s), including offsite test locations, that will be used by your training institution for state test administration. Photographs must include the following for each test center:

- The floor plan, including the entrance, check-in station, test proctor station, lockable area, and test environment layout
- Verification demonstrating testing terminals are arranged so that a candidate cannot view a computer monitor at one of the other test stations. If partitions are used, they must physically separate each test station, extending at least the depth of and the height of the top of the test station.
- Show that the Test Proctor's viewpoint has an unobstructed view of the test environment, including each candidate's hands and tabletop.

INCIDENT REPORTING

Program Director is responsible for investigating confirmed or alleged testing violations and must notify the division as soon as the accredited program is made aware of the situation. At a minimum, each of the following items must be addressed by the accredited program when reporting testing violations:

- 1) Submission of an incident report:
 - a) Include the program director's determination of the incident (exactly what happened and why the Incident occurred);
 - b) Explain how the incident was resolved; and
 - c) Prepare a timeline, if necessary, to establish when events occurred.
- 2) Submission of statement(s) from the candidate(s) involved, including:
 - a) Obtain separate typed, signed, and dated statements from all individuals who were involved in or may have information about the incident;
 - b) Verify that each statement includes the full name of the person submitting the statement, that person's role or title, and his or her signature. Statements should provide details about how the individual was involved with the reported irregularity. Individuals implicated in an irregularity report should respond to all allegations.
 - a) Name of examinee
 - b) Examinee contact information
 - c) Specific examination taken
 - d) Date, time, and location of examination
 - e) Basis for the appeal
 - f) Signature of the examinee

TESTING LOCATIONS

The Institution will be using the following facilities for administration of the state examination. If the Institution wishes to change or amend the location(s) during the institution's accreditation cycle, it is the Program Director's responsibility to ensure a new Testing Agreement is signed and implemented. The Institution shall maintain a copy of the Testing Agreement in the program files.

NAME OF TESTING FACILITY			
ADDRESS	CITY	STATE	ZIP CODE

TERM

This Testing Agreement is to be effective as of the date of the last signature. An Accredited Program shall not administer any examinations unless a current and valid Testing Agreement is in effect. With each Accredited Institution Application submitted for renewal, a new Testing Agreement shall be signed and included with the application.

BREACH OF TESTING AGREEMENT

Upon breach or default by the Institution of any of the provisions, obligations, or duties embodied in this Testing Agreement, the EMFTS Board may exercise all administrative, contractual, equitable, or legal remedies available, including: cancellation, termination, or suspension of this Testing Agreement in whole or in part.

TERMINATION OF TESTING AGREEMENT

The Program Director shall immediately report to the Division of Emergency Medical Services any potential compromise of the examination process. The Executive Director reserves the right to immediately suspend an Accredited Program's examination rights, if any of the following occur:

- There is an allegation of an examination or security compromise.
- There is a known examination or security compromise.
- There is a potential violation of chapter 4765-7 or 4765-18 of the O.A.C.

Upon suspension of an Accredited Program's examination rights, the Institution shall immediately cease administration of the state examination. No further testing shall be conducted by the Accredited Program's until written authorization has been received from the Executive Director. Either party may terminate this Testing Agreement for any reason by giving the other party thirty (30) days written notice.

LIMITATION OF LIABILITY

To the extent permitted by Ohio law and except for situations where officer, employee, or governmental immunity would apply, the EMFTS Board and the Accredited Program agree to be responsible for any and all claims for which each party may be legally liable in relation to the actions or omissions of each party while performing duties related to this Testing Agreement.

WORKERS' COMPENSATION

The Accredited Program and its employees shall be covered by workers' compensation coverage purchased and maintained by the Accredited Program. Any workers' compensation claims filed by the Accredited Program or its employees as a result of work performed under this Testing Agreement shall be covered under the Accredited Program's workers' compensation insurance.

DRUG FREE WORKPLACE

The Accredited Program shall comply with all applicable state and federal rules, regulations, and statutes pertaining to a drug-free workplace. The Accredited Program shall make a good faith effort to ensure that its employees will not purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working on state, county, or municipal property.

EQUAL OPPORTUNITY REQUIREMENTS

The Accredited Program shall comply with the requirements under R.C. 125.111. The Institution shall not discriminate against anyone because of race, color, religion, sex, age, disability, military status, national origin, or ancestry.

CONFLICT OF INTEREST

The Accredited Program shall not have any interest, direct or indirect, which is incompatible or in conflict with the carrying out of the terms of this Testing Agreement.

OHIO ELECTION LAWS

The Accredited Program affirms that, as applicable to it, no party listed in R.C. 3517.13(I) or (J) (including an individual, partner, shareholder, administrator, executor, trustee, or owner of more than twenty percent of the corporation or business trust), nor the spouse of such party, has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of one thousand dollars (\$1,000) to the holder of a public office or the public officer's campaign committee, consistent with the restrictions under R.C. 3517.13(I) or (J).

OHIO ETHICS' LAW

The Accredited Program hereby covenants that neither the Accredited Program nor any officer, member, or employee of the Accredited Program has any interest, personal or otherwise, direct or indirect, which is incompatible or in conflict with or would compromise in any manner or degree with the discharge and fulfillment of his or her functions and responsibilities under this Testing Agreement. The Accredited Program and all officers, members, and employees agree to abide by the ethics laws enumerated in R.C. 102.04, R.C. 2921.42 and R.C. 2921.43.

AMENDMENTS

This writing constitutes the entire Testing Agreement between the parties with respect to all matters herein. This Testing Agreement may be amended only in writing and signed by both parties.

GOVERNING LAW

This Testing Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Ohio.

IN WITNESS WHEREOF, the parties, by signing below, acknowledge that they have read, understood, and agree to abide by all of the requirements contained herein.

AUTHORIZING OFFICIAL (PRINT NAME)	TITLE OF AUTHORIZING OFFICIAL
AUTHORIZING OFFICIAL SIGNATURE X	DATE
PROGRAM DIRECTOR NAME (PRINT NAME)	TITLE OF PROGRAM DIRECTOR
PROGRAM DIRECTOR SIGNATURE X	DATE
EXECUTIVE DIRECTOR, STATE BOARD OF EMERGENCY MEDICAL, FIRE, AND TRANSPORTATION SERVICES (PRINT NAME)	
EXECUTIVE DIRECTOR SIGNATURE X	DATE