



DIVISION OF EMS
TESTING &
CERTIFICATION
SYSTEM

USER MANUAL
November 2007

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Overview

The Division of EMS with cooperation of the Ohio Department of Public Safety Information Technology has developed this web based testing system to eliminate the need for paper and pencil examinations and to produce individual and testing statistics for the chartered training institutions.

The Division of EMS Test System is not designed to do multiple fire levels at the same time. This system was created for course ending examinations only. Candidates that need to retest must schedule their examinations when the charter conducts course ending examinations. A minimum of 5 students are required to schedule an examination.

The Exam Request Form must be received with the in our office **7 business days** prior to the exam date.

The Division believes that the utmost care and a high level of security are necessary to ensure the integrity of the Division's web-based fire examinations, which a student must pass prior to receiving a fire-related certification. In order to ensure that such examinations are being administered in a secure manner, they shall only be offered through a chartered program approved by the Division of EMS pursuant to Ohio Revised Code 4765.55.

Program Administration and Security Measures

The Division of EMS Testing System must be proctor to maintain the integrity of the examinations.

The Authorizing Official of the Program shall assign a Program Director to have direct responsibility over the web-based fire testing process. Although the Authorizing Official retains ultimate authority over the Program, the Program Director will be directly responsible for safeguarding all testing materials and ensuring that they conform to all the requirements set forth in this document.

The Program Director must be the **ONLY** person with access to the assigned password. If an alternate is needed, the name of the alternate must be included on the exam request and must be received by the Division within seven (7) business days prior to the date of testing.

There will be no exceptions to the requirements listed in this paragraph. Programs suspected of violating these policies will be required to cease testing until written authorization to resume testing has been received from the Division.

Test Administration

The Program Director may permit others to administer the examinations; however, program instructors may **NOT** administer the examinations. **This does not relieve the Program Director of his/her responsibility for test security.**

The Program Director must maintain a sign in/accountability roster including a seating chart.

The Program Director shall address any challenge or a question concerning the examination after the administration process is completed.

The examinees are not permitted to enter the examination room prior to the start of the examination and are prohibited from taking **anything** into the examination room. This includes but not limited to radios, pagers, cell phones, calculator, and text books.

Examination Set-Up

The URL for the examinations is: <http://www.dps.state.oh.us/EMSTesting>

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL <http://www.dps.state.oh.us/EMSTesting/>. The page content includes the following:

- Logo:** A blue Star of Life with a white caduceus in the center, followed by the text "EMS" in large red letters and "Ohio Emergency Medic Services" in smaller blue text below it.
- Title:** "Division of EMS Testing System" in blue text.
- Section:** "Attention:" in blue text.
- Text:**

This web application requires the use of Pop-ups. Please make sure Pop-ups are allowed. To set this: Tools -> Pop-up Blocker -> Pop-up Blocker Settings: Add "*.state.oh.us" This will allow pop-ups from the State Servers.

If you get a message at the top stating pop-ups are blocked, right click and select 'Always allow Pop-ups from this site'. Click "yes" then click "Retry" to allow this webpage to retry and load.

Make sure you allow pop-ups from the Google toolbar if it is installed.
- Button:** A red rectangular button with the text "Login" in white.
- Warning Notice:**

WARNING NOTICE TO USERS

This is a State of Ohio computer system and is the property of the State of Ohio. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, State of Ohio, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or State of Ohio personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

The browser's taskbar at the bottom shows several open applications: Start, Novell-delivered Ap..., 2 Novell GroupWis..., 3 Microsoft Word, Default - Micros..., Web Based Testing, and a search bar. The system clock shows 10:04 AM.

Please read directions before clicking "Login". Make sure all computers that will be used for the examination are set up to allow Pop Ups.

Proctor Set Up

http://www.dps.state.oh.us - EMS Testing - Microsoft Internet Explorer

EMS
Ohio Emergency Medical Services

Welcome to the EMS Testing Site

StudentID:

Password:
(Case Sensitive)

County:

[Test Proctor Logon](#) is used to set up and administer the test.

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Done

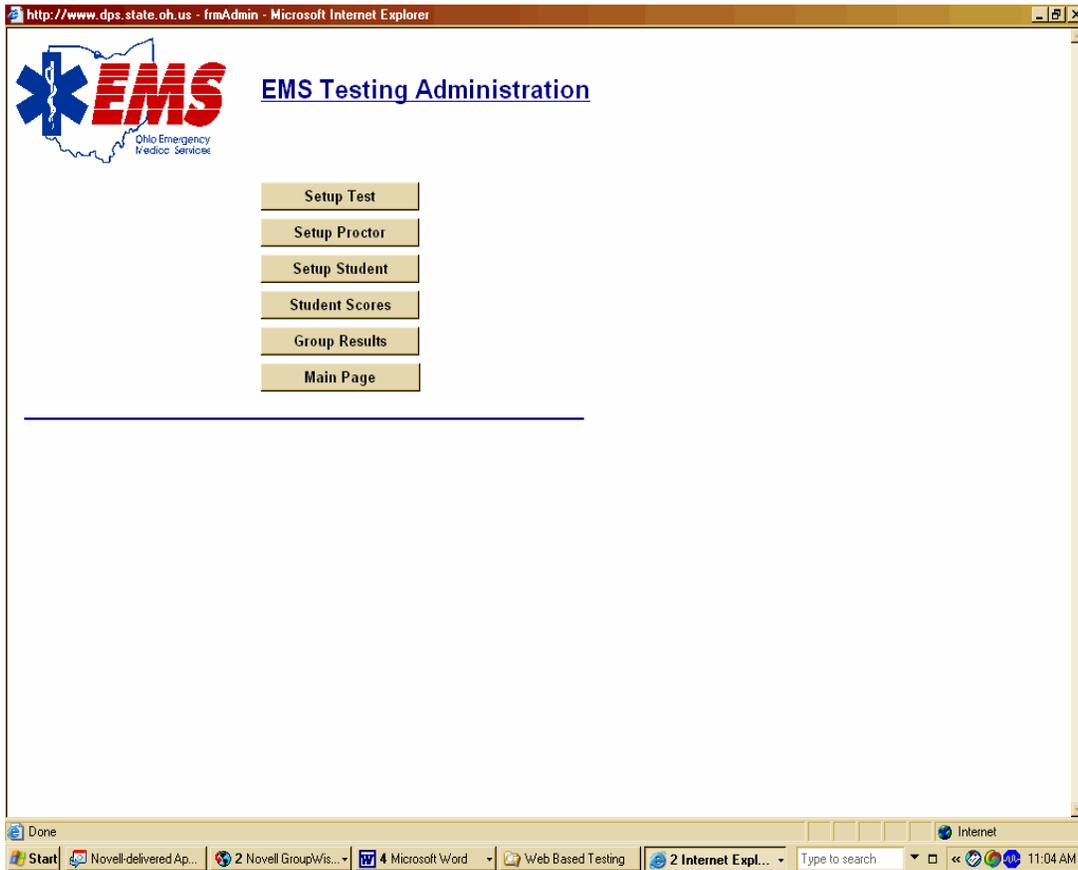
Start | Novell-delivered Applicati... | Web Based Testing | User Manual 607 - Micros... | Default - Microsoft Intern... | http://www.dps.stat... | Internet | 11:22 AM

This is the starting point for the test proctor. Please click on the link “Test Proctor Logon”. This will take the proctor to the Administration Page that will allow the proctor to set up the examination or schedule the students. Remember that the “Test Proctor Log On” will be assigned to the proctor to enter their secured site to set up the students. The proctor’s user name and password is for them to set up the student only. ***The password assigned will not allow the students into the test.***



You will log in with the assigned User ID and Password that you receive from the Division of EMS

Proctor Administration



This is the main Proctor's Administration Page. You will only have access to Student Set up, Student Scores, and Group Results. Click on "Student Set up" to register the students.

Student Set Up Part A

frmAddUser - Microsoft Internet Explorer

Address: http://10.20.32.44/EMSTesting/frmProcessStudent.aspx

EMS Admin Add / Update Students for Testing

Test Date: 12/15/2006

Test Date Calander:

December 2006						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Begin Test Time: 06:00 A.M.

End Test Time: 09:00 A.M.

Select School ID: Akron Board of Education 101

Select Name of Test: Volunteer FireFighter, 2106

Select Test File: VolunteerFire-4.txt

Test ID: 3

Test Password: IWRFaUo@4N

Comment: The "Test Password" is the password that will be used for each individual set up for this examination. The password is **case sensitive**.

In order to add a student you must first select the test the student will be taking.

1. Select the Test Date.
2. Select the School ID where the student will be taking the test.
3. Select the Name of the Test.
4. Select the Begin Test Time.

You will receive a message that the test has been selected. You are now ready to add students to take this test.

Student Setup Part B

Select Name of Test:

By Adding this student, I hereby attest that the named applicant below successfully completed a fire service training program at the level designated above. Upon passing a written certification examination in accordance with Ohio Administrative Code 4765-11-03 and 4765-20-06, the named applicant will be issued the appropriate certificate of completion.

I have read, understand, and agree with the above statement.

Student Information

Test Proctor: DORAHOOD

Last Name: Instructor Cert #:

First Name: Student ID:

Middle Initial: Student Locked

SSN:

Address:

City:

State: OH Zip:

Date of Birth: (MM/DD/YYYY)

Students Taking Test

Student List

Comment: Please notice that you will need to add the individual address, city, and zip code. We are also collecting the Instructor Certification #. This will be the Lead Instructor of the course.

Comment: New function: The Program Director will indicate by checking the box that the students have completed **all course requirements** and are now eligible to test and if the student is successful can be certified. You can not add students until you verify the attestation at the beginning of this page. Student **must be** eligible for certification to test. If not, the student **must be** denied testing.

You must check the box below the attestation that indicates that you have read, understand, and agree with the statement. This must be checked in order to add students that are eligible to test and with a passing score become certified. Only eligible student can test indicating they have met all the requirements of the course.

Fill out all the information about the student in order to add the student. **Please do not type in all capital letters or all lower case. How you type the student information will be how it appears on their certification.** Once a student has been added to take the test, their name will appear in the box labeled Students Taking Test. The test must exist before you can add the student to the test.

Once a student is linked to a test then you cannot change the link between a student and test. If this test is wrong for the student then you need to delete the student from this test and add them to another test.

The Student List contains a list of all students taking this test. If you wish to update or delete the student you must first select that student from this list.

Any updates to the student will only deal with student information only and not the test information.

To unlock a student you must enter the StudentID and click on the UnLock Student button. You can only unlock a student during the time the test is valid.

Student Log On

http://www.dps.state.oh.us - EMS Testing - Microsoft Internet Explorer

EMS
Ohio Emergency
Medic Services

Welcome to the EMS Testing Site

StudentID:

Password:
(Case Sensitive)

County:

[Test Proctor Logon](#) is used to set up and administer the test.

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Done

Start Novell-delivered Applicati... Web Based Testing User Manual 607 - Micros... Default - Microsoft Interne... http://www.dps.stat... Internet 11:22 AM

Comment: Notice we are now collecting the students county. This is necessary for demograph reports. This is a drop box for the student to select his or her county.

Prior to the start of the examination the proctor will send the URL to each computer that will be used to administer the examination. They will log in each examinee with their assigned log in and the computer generated password.

Sample Examination

Volunteer FireFighter, 2106

Please select only one answer per question.

When you are finished taking this test, Click the "Grade Test" button. This process will verify and grade your test. If you wish to Quit this test at anytime, Click the "Quit" button. **WARNING: Terminating this test before its completion will lock you out from taking this test again until your Test Proctor resets your login.**

Student ID: JSEILER

1. What is one aspect of high-rise fires that is especially draining of energy?
 A. Walking up many flights of stairs in PPE
 B. The thinner air at virtually any altitude above ground level
 C. The inevitable compromise of the HVAC system
 D. The barely perceptible, but vertigo-inducing sway of the building
2. The primary use of the _____ is to attach a rope to a round object such as a pike pole.
 A. clove hitch
 B. bowline
 C. becket/sheet bend
 D. rescue knot
3. Prearrival instructions can be defined as:
 A. self-help instructions intended to enhance the overall safety of the citizen until first responders arrive on the scene.
 B. a system of cards that provides specific information on which apparatus responds to specific areas.
 C. a computer-based system that assists the telecommunicator in assessing dispatch information and recommends responses.
 D. a communications device that has no information processing capabilities.
4. What should call-takers do if a call comes in that is about issues not handled by the fire department?
 A. Try to direct the caller to the appropriate agency, even providing contact information, if available
 B. Take the caller's information and advise him/her that this is a non-criminal offense for which there will be a small fine
 C. Quickly and politely tell the caller this is not a fire department issue and hang up to free up the line
 D. Transfer the call immediately to the ANP recording for inappropriate calls

While taking the test, have the student click on only one answer. The student's examination will be saved every 45 seconds in case they have an error. When you grade the test, the students' answers will be verified to make sure all questions have been answered and that only one answer has been selected per questions. If the student clicks on the "Quit" button the student will be locked from taking the test until a proctor resets that student. Clicking the "Grade Test" button will validate the test and show the student their results. The students' results will be stored for later review.

Student Scores

The screenshot shows a web browser window with the address bar displaying <http://www.dps.state.oh.us> and the page title "fmTestResults - Microsoft Internet Explorer". The page content includes the EMS logo (Ohio Emergency Medical Services) and the heading "EMS Student Test Results". Below the heading are three buttons: "Return To Main Page", "Submit Certification", and "Close Application". The student's name is listed as "DORAHOOD". Summary statistics show: "Total Questions: 5", "Total Correct Answers: 5", and "Total Score: 100 %". A table titled "Basic Assessment Exam" provides a breakdown of performance by category.

Basic Assessment Exam	Total Questions	Number Correct	Percent Score
5.1 GENERAL	1	1	100 %
5.1.1.1 ROPE	1	1	100 %
5.2.01 EMERGENCY RSP	1	1	100 %
5.2.02 RECEIVE CALL	1	1	100 %
5.2.03 COMMUNICATION	1	1	100 %

The browser's taskbar at the bottom shows the Start button, several open applications (Novell-delivered Applicati..., Novell GroupWise - Mailbox, Default - Microsoft Interne...), and the current page (http://www.dps.stat...). The system tray on the right shows the Internet icon and the time 8:43 AM.

This page displays the results from a students test. This page displays the students Total Score as a percentage out of 100. The Total Questions and the Total Correct Answers will be displayed for the entire test along with a break down of the students' performance from each test category. Once the student has reviewed his scores and if they are successful they can submit their online certification by clicking the "Submit Certification" button.

Cerification Form

The screenshot shows a web browser window titled "http://www.dps.state.oh.us - frmPrintCertification - Microsoft Internet Explorer". The page content includes the EMS logo (Ohio Emergency Medic Services) and the heading "Certification Printing Service". The form is for a student named DORAHOOD. It contains four questions with radio button options for "Yes" and "No".

Student Name: DORAHOOD

Please fill out the following information. Your Certification Certificate will be mailed to you shortly.

1. I have completed all NIMS training as set forth in EMS rule 4765.8-01?
 Yes No
2. Have you ever held a Certification or License as an EMS provider in this State or and other State that has been suspended or revoked by the EMS Board or the Certifying or Licensing entity in another State?
 Yes No
3. Do you have charges pending or have a conviction for a felony or misdemeanor other than a minor traffic violation or a judicial finding of eligibility for treatment in lieu of conviction?
 Yes No
4. Have you committed any act in another State that, if committed in Ohio, would be applicable to caption (3.) listed above?
 Yes No

If you have answered "Yes" to either question 3 or 4 above, then please complete the "Declaration of Criminal History" form EMS 0095 and submit it with any other appropriate documentation.

Disclosure of SSN is mandatory pursuant to R.C. 3123.50 in furtherance of licensing provisions and any other State or Federal Requirements.

Student SSN:

The browser's taskbar shows several open applications: Start, Novell-delivered Appli..., Novell GroupWise - Mailbox, Default - Microsoft Interne..., and the current page. The system clock shows 8:50 AM.

The student will complete the online certification form by answering the following questions. If the questions are answered with no "red flags" the student will be moved forward to the Declaration of Material Assistance Form. If they answer a question that is "red flagged" based on the student response he will be forwarded to the Declaration of Criminal History Form and his application will be forwarded to the appropriate staff member for follow up.

Declaration of Material Assistance Form

http://www.dps.state.oh.us - DMA - Microsoft Internet Explorer

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No

2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No

3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No

4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No

5. Have you committed an act that you know, or reasonable should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No

6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?
 Yes No

In the event of a denial of licensure due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

Certification

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization.

I have read, understand, and agree with the above statement.

The student will complete the top of the DMA form in the same manner as the Certification Form.

Once completed they will click **"Process"**.

Their card would be generated and mailed to their **home address** in the system.

The Certification Verification screen will update immediately and the card will be mailed within 48 business hours.

Students can verify their certification by visiting www.ems.ohio.gov.

Reports

Student's Score Report

[Return to the Admin Page](#)

Test Date: Test Date Calendar

Select School ID:

Select Name of Test:

Student Name	Student ID	School ID	Test Name	Test Score
FEHSKENS, ANDREW	11	326	Volunteer FireFighter	75 %
FISHER, NATE	12	326	Volunteer FireFighter	76 %
GROGEAN, JORDAN	15	326	Volunteer FireFighter	71 %
HYER, LEE	16	326	Volunteer FireFighter	68 %
MEYER, NICHOLAS	17	326	Volunteer FireFighter	72 %
PRUZZO, PATRICK	18	326	Volunteer FireFighter	60 %

This is the student's basic Test Results Report for a given School. You must select all the information.

All students for a given test and school will be shown. By Clicking the "StudentID" you will get the student breakdown report by topic.

Student Breakdown Report

EMS Student Expanded Test Report

Student Test Results Print Page

Student Name	Student ID	School ID	Test Name	Test Score
FEHSKENS, ANDREW	11	326	Volunteer FireFighter	75%
5.1 GENERAL	Total Questions=3	Correct Answers=3	Category Percent=100 %	
5.1.1.1 ROPE	Total Questions=3	Correct Answers=2	Category Percent=67 %	
5.2.01 EMERGENCY RSP	Total Questions=3	Correct Answers=2	Category Percent=67 %	
5.2.02 RECEIVE CALL	Total Questions=1	Correct Answers=1	Category Percent=100 %	
5.2.03 COMMUNICATION	Total Questions=3	Correct Answers=3	Category Percent=100 %	
5.3.04 FORCIBLE ENTR	Total Questions=3	Correct Answers=3	Category Percent=100 %	
5.3.05 EXIT HAZARD	Total Questions=3	Correct Answers=2	Category Percent=67 %	
5.3.06 GRND LADDERS	Total Questions=3	Correct Answers=3	Category Percent=100 %	
5.3.07 VEHICLE FIRE	Total Questions=3	Correct Answers=2	Category Percent=67 %	
5.3.08 EXTERIOR FIRE	Total Questions=3	Correct Answers=2	Category Percent=67 %	
5.3.09 DO SEARCH	Total Questions=3	Correct Answers=2	Category Percent=67 %	
5.3.10 INTERIOR ATCK	Total Questions=3	Correct Answers=2	Category Percent=67 %	
5.3.11 HORIZON VENT	Total Questions=2	Correct Answers=1	Category Percent=50 %	
5.3.12 VERTICAL VENT	Total Questions=3	Correct Answers=3	Category Percent=100 %	
5.3.13 OVERHAUL	Total Questions=3	Correct Answers=1	Category Percent=33 %	
5.3.14 SALVAGE	Total Questions=3	Correct Answers=3	Category Percent=100 %	
5.3.15 WATER SHIPPLY	Total Questions=3	Correct Answers=3	Category Percent=100 %	

This report will give a breakdown of the test and all of the topics for that test. To get this report you must fill out all information and check the Test Breakdown check box.

You can print the student breakdown reports for a given student or produce individual reports by clicking their “StudentID”.

Group Report

EMS Student Group Results Report

Return to the Admin Page

Test Date:

Select School ID:

Select Name of Test:

Test Date Calander
 February 2007

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

Student Group Test Results

Category Name	Number Of Questions	Avg Correct Answers	Percentage
5.1 GENERAL	3	3	100.00%
5.1.1.1 ROPE	3	2.5	83.33%
5.2.01 EMERGENCY RSP	3	2.25	75.00%
5.2.02 RECEIVE CALL	1	0.875	87.50%
5.2.03 COMMUNICATION	3	3	100.00%
5.3.04 FORCIBLE ENTR	3	2.25	75.00%
5.3.05 EXIT HAZARD	3	2.75	91.67%
5.3.06 GRND LADDERS	3	2.75	91.67%
5.3.07 VEHICLE FIRE	3	1.75	58.33%
5.3.08 EXTERIOR FIRE	3	1.875	62.50%
5.3.09 DO SEARCH	3	1.875	62.50%
5.3.10 INTERIOR ATCK	3	1.5	50.00%
5.3.11 HORIZON VENT	2	1.125	56.25%
5.3.12 VERTICAL VENT	3	2.5	83.33%

The Group Report will provide you with the data on how the class performed in each topic area by selecting the Exam Date, School ID, and Exam Type.



OHIO DEPARTMENT OF PUBLIC SAFETY

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- **Emergency Medical Services Division**
- Office of Criminal Justice Services
 - Ohio Homeland Security
 - Ohio Investigative Unit
- Ohio State Highway Patrol



Ted Strickland, (
Henry Guzmán,
Richard N. Ri
Executive Dir

Emergency Medic
 1970 West Broa
 P.O. Box 182
 Columbus, Ohio 43
 (614) 466-9447 • (80
 www.ems.ohio

**Division of EMS Testing System
 Examination Request**

Please request examination **7 business days** prior to the exam date so we can process your request in a timely manner. You can fax your request to 614-466-9461 or email form to brook@dps.state.oh.us.

Test Information:

Exam Date:		# of Students Testing:		
1st Session:				
Begin Time:	AM PM	End Time:	AM PM	
2nd Session:				
Begin Time:	AM PM	End Time:	AM PM	
Volunteer FF	Firefighter 1	Firefighter 2	Fire Safety Inspector	PSI Tr
Test Location:				
Who will be responsible for the set up for the candidates/examination: <input type="checkbox"/> Program Director <input type="checkbox"/> Proctor				
(Only they will receive the email with the test link and password)				

Training Institution Information:

School:	School ID:
Program Director:	
Program Director Email:	
Telephone #:	Fax #:

Proctor Information:

First Name:	MI:	Last Name:
Proctor Email:		
Telephone #:	Fax #:	