VIERA

Candidate: _____

Evaluator: _____

Date: _____

Successful ☐

Unsuccessful ☐

1021-PRODUCT-29

Standard:	NFPA 1021 – 2020 edition – 5.4.1
Task:	Develop a policy or procedure.
Performance Outcome:	The recommended policy or procedure identifies the problem and proposes a solution.
Conditions:	Given an assignment
Candidate Directive:	"Develop a policy, procedure or guideline to address a problem."

NO.	TASK STEPS	CRITERIA				Points
		4	**3**	**2**	**1**	
1	Policy (or procedure) was developed	Policy is in a well-organized format and is complete	Policy is in a mostly organized format and is complete	Policy is in a somewhat organized format and is complete	Policy is not in an organized format or is not complete	
2	Policy (or procedure) identifies the problem	Problem was clearly identified	Problem was mostly identified	Problem was somewhat identified	Problem was unclear	
3	Policy (or procedure) proposes a solution	Solution clearly solves the problem and is realistic	Solution mostly solves the problem and is mostly realistic	Solution somewhat solved the problem or somewhat realistic	Solution does not solve the problem or is not realistic	

Evaluator/Candidate Comments: _____

_____

_____

_____   **Date**

Candidate (print and sign)

_____   **Date**

Evaluator (print and sign)