



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: March 18, 2020
TO: Michigan Fire Service Driver Training Instructors
FROM: Fire Fighter Training Division
SUBJECT: Frequent Issues with Processing Driver Training Exams

The following is a list of frequent issues which slow down and/or necessitate re-scanning of Driver Training (B05D/B15D) written exams:

- Students filling incorrect bubbles in the area of the PIN number.
- Students filling incorrect bubbles in the area of the examination code.
- Course managers/instructors filling in the bubble for the practical exam pass/fail.
- Students filling out scantron using pen.

It is imperative that the instructor of record and/or the course manager review the scantron forms for the correct information prior to mailing the exams to the Lansing office for processing. Incorrect items on scantron forms doubles and often triples the amount of time required to process the exams and provide grades for your students.

As always, please return all used and unused booklets, scantron forms, and student evaluations with your completed scantron forms.

Exam packets should be mailed to:

Bureau of Fire Services
Attn: Fire Fighter Training Division
3101 Technology Blvd, Ste. H
Lansing, MI 48910

If you have questions, please contact your region coordinator.

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