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References:	PRO BOARD CRITERIA: PA1, PA4, TD2, TD3, TD4 NFPA	
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1.0 GENERAL INFORMATION

1.1. **PURPOSE:** To provide a written, formal policy for security, confidentiality, procedures and qualifications for the Validation Committee.

1.2. **RESPONSIBILITY:** It is the responsibility of all Validation Committee representatives to be familiar with this guideline to ensure consistent and confidential review and validation of all evaluation instruments. It is the responsibility of the Academy Director to approve all representatives on the Validation Committee and to ensure they meet the minimum qualifications and adhere to the policies on security and confidentiality.

2.0 PROCEDURES

2.1. **Required Qualifications for Validation and Development Committee Members:**

2.1.1. Fire Service Instructor 1 NFPA 1041 (or equivalent).

2.1.2. Five (5) years service in a Fire Department or relevant experience

2.1.3. Certification to the level of the NFPA standard be validated and/or subject matter expert to and be approved by the Academy.

2.2. **Selecting Test item Methodologies:**

2.2.1. When the Academy creates new curriculum, or revises curriculum, the Accreditation Manager and at least one (1) other subject matter expert will form the Development Committee.

2.2.2. During the initial stages of evaluation development the Development Committee will review each JPR of the relevant NFPA standard and select a justifiable test evaluation methodology (cognitive, psychomotor, project, or process).

2.2.3. Once the evaluation methodology is determined, curriculum and the identified evaluation tool will be developed in conjunction with each other. The Development Committee will ensure that requisite knowledge is attained and requisite skills are attained for each JPR prior to or with testing.

2.2.4. All evaluation tools will be correlated to the applicable NFPA standard and sub-standard to ensure complete coverage of the standard.

2.2.5. All evaluation tools will be field tested after development for reliability and validity.

2.2.6. The analysis from field-testing will be reviewed by the Development Committee and changes to the evaluation tool will be made if required.

2.2.7. The Development Committee will submit a digital submission of a report to the Academy once a test item is confirmed to be valid and reliable.

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2.3. **Validation Process Written Exam Questions:**

2.3.1. Phase 1 - A Validation Committee of not less than three (3) subject matter experts will review all questions in the Academy exam bank related to the NFPA standards to be validated.

2.3.1.1. All questions that are not relevant or applicable to Canadian local, provincial and/or federal laws, standards and/or regulations will be suppressed.

2.3.1.2. Any question in the Academy exam bank related to applicable NFPA standards that do not reference readily accessible and available reference material will be removed.

2.3.1.3. Any questions that are required to be added to the exam bank of an applicable NFPA standard because of superseding local, provincial and/or federal standards or regulations, will be documented, reference material identified and highlighted for scrutiny in Phase 2 of the validation process.

2.3.1.4. Any question deemed ambiguous by the Validation Committee will either be suppressed, the stem amended, and/or the distracters modified.

2.3.1.5. The Validation Committee will ensure that any changes to the question stem or distracters do not compromise the reference to resource material.

2.3.1.6. Any amendments to a question stem, distracter or answer will be documented and recorded.

2.3.2. Upon completion of the Validation Committee's validation of the relevant exam questions, all exam questions will be correlated to applicable NFPA standard and sub-standard.

2.3.3. When a new version of an applicable NFPA standard has been adopted by NFPA or a new version of an exam bank is made available, this process will be completed in its entirety within 24 months of the adoption of the new version of the NFPA standard or purchased exam bank.

2.4. **Validation Process for Practical Skills Evaluation Check Lists:**

2.4.1. Practical skills evaluation check sheets are developed in-house by Academy approved subject matter experts (SME). A minimum of two (2) SMEs per development team.

2.4.2. Practical skills evaluation check sheets will be developed based on requisite skills requirements identified in the relevant NFPA standard.

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2.4.3. All practical skills evaluations will be in the form of basic skills or scenario-based and in the JPR format.

2.4.4. The Validation Committee will review and validate the practical skills evaluation check sheets based on safety, correlation to the NFPA standard, and job performance relevance.

2.4.5. All practical skills evaluation check sheets will be field tested prior to being implemented on an actual practical skills evaluation.

2.4.6. The Academy uses three recorded videos of candidates executing skills from the standard. Validation Committee members and potential evaluators watch the videos and use the practical evaluation checksheets to score the evaluations. Scores must achieve at least 90% agreement with the Criterion Checksheet Score for each evaluation.

2.5. **Validation Process for Product Methodology Assignments**

2.5.1. Product methodology assignments are delivered as part of the following courses available for registration: NFPA 1001 Level 2, NFPA 1021 Level 1 and 2 and NFPA 1041 Level 1 and 2.

2.5.2. All product methodology assignments will be individual student assignments.

2.5.3. The Validation Committee will review the assignments for clarity of instructions to the candidate and that the intent of the assignment meets the objective of the relevant JPR(s).

2.5.4. The Validation Committee will develop a scoring rubric for each product assignment.

2.5.5. All product assignments will be field tested for validity and reliability prior to being implemented on an actual practical project evaluation.

2.6. **Validation Process for Process Methodology Assignments**

2.6.1. Process methodology assignments will be developed based on the requisite skills from selected JPRs in 1001 Fire Fighter Level 2 and 1021 Fire Officer Level 1.

2.6.2. All process methodology assignments will be individual student evaluations.

2.6.3. All process evaluations will be scenario-based, in-person evaluations delivered by a qualified evaluator and in the JPR format with time allowed for completion communicated to the candidate prior to the evaluation.

2.6.4. The Validation Committee will review the process evaluations for clarity of instructions to the candidate and that the intent of the assignment meets the objective of the relevant JPR(s).

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2.6.5. The Validation Committee will develop a scoring rubric for each process assignment

2.6.6. All process assignments will be field tested for validity and reliability prior to being implemented on an actual practical process evaluation.

2.7. **Security:**

2.7.1. The Academy exam bank, computer and PAR system are housed at the Academy head office located at 666 Fitzwilliam Street, Nanaimo, BC.

2.7.1.1. The computer is a dedicated PC strictly for the sole use of the Academy exam bank and PAR system and is secure in a secure lockable cabinet.

2.7.1.2. The computer is password protected and access is restricted to the Admin Supervisor, one Admin staff member and the Accreditation Manager.

2.7.2. All electronic copies and hard copies of the exam bank will be stored in a secure lockable cabinet or vault.

2.7.3. The Academy will be responsible for the security of the exam banks and will be the keeper of the key to the cabinet or vault.

2.7.4. Requests for a copy of an exam bank for review or validation purposes will be made to the Academy Accreditation Manager.

2.7.5. The validation process will be conducted within the confines of the Academy head office building or an approved remote location.

2.7.6. Validation Committee members will adhere to and sign the Validation Committee Confidentiality Agreement (Form VIERA011).

2.7.7. During the test item development, validation and/or review, the Accreditation Manager will be responsible for the security of all test items.

2.7.8. At no time will the Academy exam bank, in whole or in part, be left unsupervised during the validation process. All notes made by the Validation Committee pertaining to the Academy exam bank will be collected at the conclusion of the validation session and be filed or destroyed.

2.8. **Confidentiality:** All representatives of the Validation Committee will be required to sign a Confidentiality Agreement (Form VIERA011).

_____   _____MAY 11, 2021_____
Tim Doyle   Date
Academy Director