

References:	PRO BOARD CRITERIA: TA6, TD2, TD3, TD4 OG 5925, 5976, 5988, NFPA	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy to ensure the Academy has the ability to test a candidate to 100% of the cognitive knowledge identified in any given NFPA standard and to set the minimum number test questions that will be maintained for each applicable NFPA standard and sub-standard.
- 1.2. **RESPONSIBILITY:** It is the responsibility of the Validation Committee and the Academy to be familiar with this guideline to ensure that written exam questions are statistically reliable and that candidates are evaluated in a professional, consistent and fair manner. It is the responsibility of the Academy to monitor and ensure personnel adhere to this policy to ensure fair, consistent and impartial evaluations of all candidates participating in a written evaluation.

2.0 PROCEDURES GENERATING WRITTEN EXAMS

- 2.1. It is the decision of the Academy that the Jones and Bartlett exam bank will be the primary exam bank utilized by the Academy for candidate cognitive evaluation.
- 2.2. There will be a minimum of three (3) questions maintained for each relevant NFPA JPRs.
- 2.3. As per Suppressing Questions OG 5988 every question in the exam bank will be monitored for reliability by the number of times the question has been answered correctly versus incorrectly.
- 2.4. The Academy exam bank will, at all times, maintain the ability to test 100% of a candidate's cognitive knowledge of an applicable NFPA standard.
- 2.5. The Academy will ensure that every exam generated will test to not less than 75% cognitive knowledge required for any given NFPA standard.
- 2.6. All exams will be randomly computer-generated using the PAR system and the number of questions per exams as designated in Test Instrument Format OG 5976.

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- 2.7. As per OG 5976 all exam questions will take the form of multiple choice, true or false, or matching.
- 2.8. All questions will be scored 1 question 1 mark.
- 2.9. All candidate answer sheets will be electronically marked by the Academy and results will be forwarded to the candidate as per Written Evaluations OG 5925.



Karen Fry
Academy Director

December 18, 2020

Date