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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy to ensure that the process for suppressing and reviewing written exam questions is done so in a consistent and timely manner.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all proctors and the Validation Committee to be familiar with this guideline to ensure that exam banks are maintained and reviewed in a consistent and professional manner.

2.0 PROCEDURES

- 2.1. A ratio of 40% of the number of times a question has been answered incorrectly versus correctly has been set as the Validation Committee review benchmark.
- 2.2. If a question reaches this incorrect versus correct ratio the question is automatically flagged to be reviewed by the Validation Committee.
- 2.3. The Academy will inform the Validation Committee of any questions that require review and set up an appropriate meeting date.
- 2.4. The written exam Validation Committee will review the question within 45 days of the notification from the Academy.
- 2.5. The review will include analysis of question stem, the question distracters, curriculum, and reference material.
- 2.6. Following the review and recommendation of the Validation Committee the following may occur:
 - 2.6.1. the question may be re-activated with no changes;
 - 2.6.2. the question may be discarded;
 - 2.6.3. the question stem may be modified;
 - 2.6.4. the question distracters(s) may be altered;
 - 2.6.5. the curriculum may be corrected;
 - 2.6.6. formal written documentation will be made of any of the above actions taken; the Academy will be immediately notified of the action taken;
 - 2.6.7. if curriculum has been changed, instructors will be notified and updated immediately.

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2.7. Validation Process Product Methodology Assignments

- 2.7.1. Product methodology assignments will be developed based on the requisite knowledge selected JPRs of NFPA 1021 Fire Officer level 1 and NFPA 1041 Fire Service Instructor level 1 and level 2.
- 2.7.2. All product methodology assignments will be individual student assignments.
- 2.7.3. 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).
- 2.7.4. The Validation Committee will develop a scoring matrix for each product assignment.
- 2.7.5. All product assignments will be field-tested prior to implementation on an actual practical product evaluation.



Tim Doyle
Academy Director

August 7, 2024

Date