Evaluator Cognitive Test Procedures and Failures & Re-Challenges

Operational Guideline 007

References:	Pro Board Criteria: PA5. PA6, TD3, TA2, TA3, TA6,
Revised:	March 9, 2018

1.0 General Information

1.1 **Purpose:** To provide a written, formal policy regarding the conducting of Cognitive Test and rewrites so that they are conducted in a constant professional and consistent manner in a consistent manner to allow fair and honest evaluation of all students participating in a Cognitive Test evaluation process.

1.2 **Responsibility:** It is the responsibility of all Evaluators involved in proctoring Cognitive Test to be familiar with this guideline to ensure that all exams be conducted in a consistent manner. It is the responsibility of the FPOABC ProBoard Certification Coordinator to ensure that they have been given the proper training to carry out their duties. It is the Evaluator's responsibility to review and be familiar with the Evaluator/Proctor Manual.

2.0 Procedures

2.1. Exam Questions

2.1.1. All exam questions come in one of two (2) forms:

- Multiple choice
- True or False

2.2. Pre-Examination

2.2.1 The first Cognitive Test will be proctored by a FPOABC trained Evaluator as assigned by the FPOABC.

2.2.2 If a student fails, the first Cognitive Test the re-write can be conducted by a FPOABC trained Evaluator or Proctor as assigned by the FPOABC.

2.2.3 During the Cognitive Testing there will never be more than two (2) students per one (1) Evaluator.

2.2.4   The Evaluator will ensure that the desk spacing is placed in such a manner to minimize or eliminate student interaction. Remove everything from the desk except the computer.

2.2.5   All Cognitive Test will be conducted in a safe and secure office environment.

2.2.6   Ensure that the desk spacing is placed in such a manner to minimize or eliminate candidate interaction. The student will need nothing except the computer.

2.2.7   Online exams are delivered electronically, the information for access will be sent directly to the Evaluator via email at least one day prior to the exam date.

2.2.8   Online exams are delivered electronically, the information for access will be sent directly to the Evaluator via email at least one day prior to the exam date.

2.2.9   If there are two students taking the exam there will be no talking during the exam.

2.2.10   The Evaluator must ensure that the student has access to a secure computer with internet access.

2.2.11   The Evaluator must be able to view the computer screen throughout the exam.

2.3   Proctors Script

2.3.1   Ensure Students have turned off their cell phone and/or pager and collect all cell phones, tablets, or other electronic communication or photography device.

2.3.2   Identify the location of the emergency exits.

2.3.3   Identify the location of the washrooms. Students will be asked to use the facilities prior to the start of the evaluation process if required.

2.3.4   If there are two students, they will be instructed not to discuss the exam with other Students during this time. If the Evaluator feels there has been too much interaction of students with regards to the exam, the Evaluator can terminate the evaluation session.

2.3.5   In the event of an emergency, the student will be instructed to them leave the computer as is and exit the building immediately from the nearest exit point.

2.3.6   The Evaluator will explain to the student that they cannot leave the supervised area unless they have been given permission while the exam is in progress.

2.3.7   Inform the Student that they have 2-hours to complete the exam.

2.3.8   A passing mark of 75% is required in the Cognitive Test.

2.3.9   The Evaluator/ Proctor will log onto the computer that is connected to the Internet and enter the URL supplied by the FPOABC. When prompted to enter the password use your Proctor password.

Diagram 1

Fire Prevention Officers Association of British Columbia

<u>**Please read the following instructions it is very important to understand before you begin.**</u>

There is to be no talking during the examination, and you are not to leave the supervised area. There are no items permitted to be on the desk during the exam. All cell phones and pagers are to be turned off and removed from the desk

All questions in the exam will be either multiple choice or True / False and has a time limit is two (2) hours. A countdown clock will show on the exam in the top right corner. Once the two (2) hour time limit has expired, the exam will automatically be submitted.

<u>**Important Key Features**</u>

As you are going through the exam if you find a question you wish to return to after click on **Mark for Review** box. At the end of the exam this feature will allow you to review only the questions you feel you needed to review or you can choose to review all of the question at the end of the exam if time allows. You also have the option to skip a question and come back later without putting in an answer.

<u>**VERY IMPORTANT AT THE END OF THE EXAM**</u>
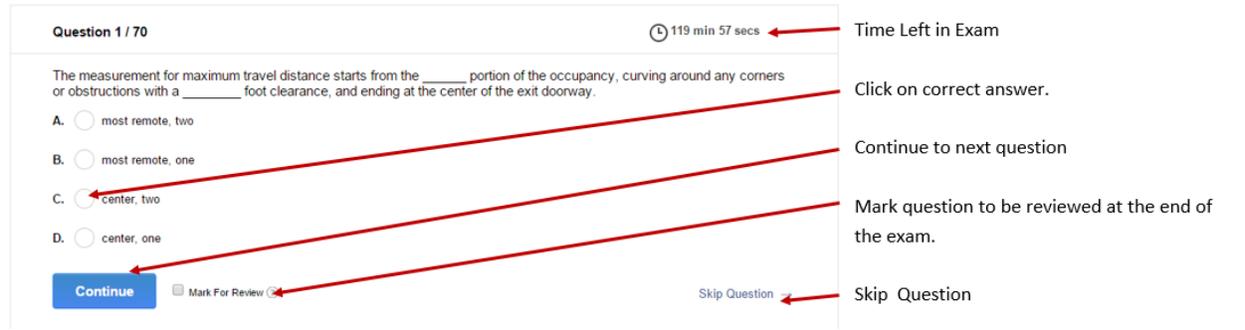**ONCE YOU CLICK ON "SUBMIT MY FINAL ANSWERS" THE EXAM IS SUBMITTED AND CANNOT BE ACCESSED AGAIN**

Click Here to View Special Features   Click Here to Access Exam

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2.3.10   The information above (Diagram1) will appear on your screen, review it with the student.

2.3.11   Click on the "**Click Here to View Special Features**" located the bottom left corner of the Screen.

Special Features (Diagram 2 & 3)

Diagram 2

Question 1 / 70   🕐 119 min 57 secs ← Time Left in Exam

The measurement for maximum travel distance starts from the _____ portion of the occupancy, curving around any corners or obstructions with a _____ foot clearance, and ending at the center of the exit doorway.

A. ◯ most remote, two

B. ◯ most remote, one → Click on correct answer.

C. ◯ center, two → Continue to next question

D. ◯ center, one → Mark question to be reviewed at the end of the exam.

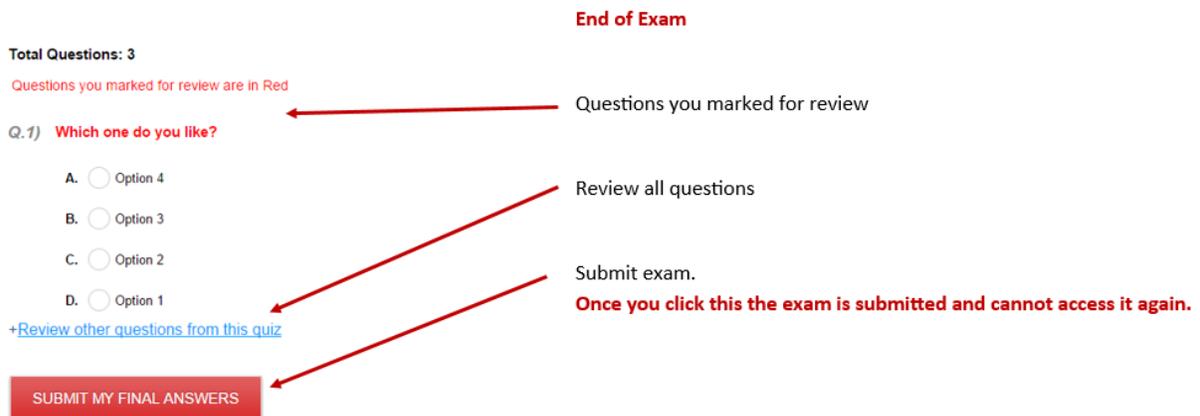**Continue** ☐ Mark For Review   Skip Question → Skip Question

2.3.12 Explain to the student that during the exam they can mark any question electronically if they would like to review the answer prior to submitting their exam. This feature will allow them to click on the 'Review' button to review only the questions that they marked. At the end of the exam they also have an option that will allow them to review all questions depending on time remaining.

2.3.13 A countdown clock will show on the screen showing the time remaining of the two-hour time limit.

2.3.14 If the Student completes the exam and any review they chosen to do before the maximum allotted time of two hours, they then click the ***Submit Button*** to complete the exam.

Diagram 3

Review Answers & Make Final Submission

End of Exam

Total Questions: 3

Questions you marked for review are in Red

Q.1) **Which one do you like?** → Questions you marked for review

A. ◯ Option 4

B. ◯ Option 3

C. ◯ Option 2 → Review all questions

D. ◯ Option 1

+Review other questions from this quiz

→ Submit exam.
Once you click this the exam is submitted and cannot access it again.

SUBMIT MY FINAL ANSWERS

2.3.15 Once you have finished the Special Feature Screen return to Diagram 1 and click on "**Click Here to Access Exam**" located the bottom right corner of the Screen.

2.3.16   The Evaluator will tell the student that there are 75 questions on the exam.

2.3.17   The Evaluator will instruct the student(s)s to:
  i.   Read the entire question before attempting to answer;
  ii. Read all possible answers;
  iii. Select the best question suited to the question.

2.3.18   At this point have the Student sit down at the computer and read the on-screen instructions carefully.

2.3.19   Have the student enter their password when prompted to do so. The password was supplied to the student and the Proctor by the FPOABC.

2.3.20   Once entered, the Student will follow the on-screen instructions.

2.4.   Post-Examination

2.4.1   The FPOABC is automatically notified of the results and will notify the Student of their pass/fail result.

2.4.2   The FPOABC will send the student a pass or fail notification within 14 days once the Cognitive Test and practical exams have been received by the FPOABC.

2.4.3   All marks are to be kept in the student's student file at the FPOABC.

2.4.4   Collect all papers that the Student may have written on and destroy them.

2.5   Appeals:

2.5.1   Any student wishing to dispute or appeal an Evaluators decision will be given a copy of OG070 and the Appeals Submission form (FPOA020), which includes instructions that the Student must follow to file an appeal.

2.6   Failure of Cognitive Test:

2.6.1   The student/s are advised of their pass or failure (pass mark is 75%) by the FPOABC within 14 days.

2.6.2 At that time, the student/s are informed that they have the right to request a re-write of the Cognitive Test.

2.6.3 If they decide to go for the re-write, they are emailed an invoice for the cost of the re-write as sent as per OG029.

2.6.4 Once the invoice is paid the FPOABC NFPA ProBoard Certification Coordinator arranges an Evaluator for the re-write.

2.6.5 If a second re-write is required, the same process is followed as above except that the student or student's supervisor is contacted by the FPOABC to review the student's options. (OG061)

2.6.6 Upon completion of the re-write, the Cognitive Test will be automatically sent to the FPOABC immediately after submitted.

_____   March 9, 2018
Gayanne Pacholzuk   _____
President, FPOABC   Date