

Examination Committee Purpose and Composition

Policy

The Examination Committee engages in activities that support the technical elements related to the development, maintenance and administration of examinations.

Purpose

This Policy has been created in order to develop an examination service program that provides examinations for certification purposes, which enhance code knowledge, administration, or safety of the built environment.

Application

The Responsibilities of the Examination Committee include:

- Provides examinations that can be relied upon as evidence of an individual's knowledge of construction regulatory codes, standards and practices that are necessary for competent professional practice.
- Provides direction and oversight of examination delivery and reporting.
- Provides a schedule for examination sittings.
- Establishes reasonable and cost recovery fees for the writing of exams.
- Determines whether BOABC examination requirements have been met.
- Reports examination results to the Registrar and the Certification Committee.
- The Examination Committee and/or its members are NOT involved in certifying candidates for any level of certification.

Process for Reviewing and Modifying Examinations

The Examination Committee shall conduct a periodic review of examinations. The review will consider:

- Changes to the Building Code and referenced standards.
- Modifications to accommodate the BOABC and/or National Certification Programs.
- Should the Examination Committee determine through this review that the examination program (or process) should be changed; the Committee will create a report to the Executive Committee describing the purpose of the

changes and supporting the changes with research and information. The BOABC Executive Committee would approve changes.

Composition of the Examination Committee

1. The Examination Committee:
 - Shall consist of a majority of practicing building officials, or building officials who have practiced for at least three out of the past five years, or manages practicing building officials.
 - Can include non-building officials.
 - Should represent building officials from the various zones.
 - Association members shall be certified to the RBO and/or BCQ level.
2. Members of the Examination Committee are appointed by the Executive Committee on the recommendation of the Chair of the Examination Committee.