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TITLE:	EXAMINATION DEVELOPMENT COMMITTEE	7.0
	PURPOSE & COMPOSITION	

DATE APPROVED: January 24, 2009

SIGNED: Frankie Victor (Secretary)

DATE REVISED: May 25, 2014

Policy

The Examination Development 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 Development Committee include:

- Provides examinations that can be relied upon as evidence of an individual's knowledge of building codes, standards and practices that are necessary for competent professional practice.
- Provides direction and oversight of examination delivery and reporting.
- Recommends 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.
- Maintains the BOABC Examination Information Bulletin.
- Reviews examination appeals and provides ruling decisions as required.

The Examination Development Committee and/or its members are NOT involved in certifying candidates for any level of certification.

Process for Reviewing and Modifying Examinations

The Examination Development 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 Development 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.

Monitoring Examination Quality and Service Metrics

The Examination Development Committee will monitor overall quality of the examination program through review of reports from third-party accrediting agencies, when appropriate, and through review of EDC internal reports and other management review systems.

The EDC will advise staff and the Executive Committee on quality and customer service enhancements. Staff will report to the Executive Committee at least annually on the following quality and customer service metrics:

- Candidate challenges
- Candidate satisfaction surveys
- Report on the pre-authorization process for examination registration

Composition of the Examination Development Committee

1. The Examination Development 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.

PURPOSE & COMPOSITION

- 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 Development Committee are appointed by the Executive Committee on the recommendation of the Chair of the Examination Development Committee.
 3. It is the policy of the Executive Committee to protect examination security and to avoid actual or apparent conflicts of interest by those involved in the preparation, validation or administration of its examinations. The Executive Committee therefore requires written concurrence by all EDC members, staff, and other “affected persons” as defined in the Conflict of Interest statement.

POLICY OBJECTIVE:

To establish a framework for the Examination Development Committee membership composition. To identify the roles of the committee’s work by establishing expectations for deliverables. To provide the Association with examinations that are maintained to be reflective of current building code content.

POLICY JUSTIFICATION:

The purpose is to ensure consistency amongst administration and technical content of examination materials, and to provide direction to the Examination Development Committee members for establishing work plans.