

Examinations

1. Purpose

CBIP's examination (exam) process is designed to ensure the fairness, validity, reliability and general performance of written and practical exams.

2. Scope

All certification categories within CBIP's JASANZ-accredited Certification Scheme as published on CBIP's website.

Note: Security of examination materials is covered in policy, *Security of Certification Processes*.

3. Definitions

Pre-requisites

A set of requirements that a candidate must meet and provide in support of an application for certification.

Pre-Exam Moderation (pre-moderation)

The quality assurance process that examines the design of exam questions and activities before use [ISO 17024 clause 9.3.1].

Pre-exam moderation checks the exam questions and entire exam paper(s) for clarity, fairness, validity and appropriate for the level of competence being assessed prior to distribution.

Post-Examination Moderation (post-moderation)

The quality assurance process that examines the performance of each examination after it has been administered. Post-moderation determines if marking has been consistent and fair [ISO 17024 clauses 9.3.1 and 9.3.5].

Post moderation is carried out after marking and before releasing final exam results to candidates.

4. Responsibilities

4.1 The **Governance Board** is responsible for:

- i. the allocation of sufficient resources to ensure the integrity of CBIP's exam processes
- ii. selection of technical personnel with the required credentials to perform examiner roles, including question design
- iii. the accuracy of technical information relating to exam requirements published in certification requirements documentation.

4.2 The **Operations Manager** is responsible for:

- i. scheduling and administering exam
- ii. maintaining the security of exam materials, where relevant
- iii. administering exam processes to maintain impartiality
- iv. entering peer-reviewed exam questions into WeCertify
- v. preparing exam papers from WeCertify
- vi. arranging pre-moderation as required prior to distribution
- vii. approving exam venues and managing venue logistics
- viii. recruiting and managing invigilators
- ix. assigning exam markers
- x. arranging post-moderation prior to issuing exam results
- xi. maintaining exam and moderation records
- xii. ensuring moderation findings are addressed where corrective action is required.

4.3 **Examiner(s)** are responsible for:

- i. declaring if they have been involved with training an assigned candidate within the previous two years
- ii. maintaining the security of exam materials throughout the exam process, including the prevention of exam fraud
- iii. declaring any conflicts of interest that may become known during the examinations process
- iv. collating supporting evidence for submission to the Operations Manager
- v. reporting exam results to the Operations Manager.

Written

- vi. where required, preparing exam questions to measure competencies set out in the relevant Certification Requirements documentation
- vii. marking exams as allocated

Practical (where relevant)

- viii. preparing the practical tasks and performance criteria set out in the relevant Certification Requirements documentation
- ix. submitting practical assessment materials for pre-moderation prior to use
- x. where applicable, verifying suitability and/or calibration status of exam equipment as per the Exam Equipment Register
- xi. carrying out the practical exam.

4.4 **Moderator(s)** are responsible for:

- i. Carrying out pre- or post-moderation as directed by the Operations Manager
- ii. referring problematic questions to the Operation Manager to arrange technical review
- iii. reporting exam deficiencies and, where applicable, recommending corrective action.

5. Policy

- 5.1 Exam information for candidates will be published on CBIP's website. Information will include the scheduled dates, exam locations, exam rules for candidates, and a list of allowable references candidates can take into an exam.
- 5.2 Exam questions and tasks will be aligned to the competencies required of a certified inspector in the category of inspection being applied for. These competencies will be published in Board-approved Certification Requirements document(s) accessed via CBIP's Website.
- 5.3 New or modified exam questions will be peer reviewed by technical specialist(s) prior to entry into the exam database.
- 5.4 Exam papers will be pre-moderated prior to use.
- 5.5 Exam candidates will be given a unique exam number for identification purposes. Only the exam number will be provided to examiners, markers, and moderators.
- 5.6 Written exams will be conducted under formal exam conditions and supervised by an invigilator.
- 5.7 Exam rules for candidates are published on CBIP's website. Breaches of CBIP's exam rules may result in the candidate's exam not being marked.
- 5.8 Exam results will be post-moderated prior to releasing to candidates.
- 5.9 Candidates will receive an official result notification.
- 5.10 Candidates may appeal an exam result if they believe they have grounds to do so. The basis of an appeal must be stated in writing. The Appeals policy and procedure is published on CBIP's website.

6. Procedure

Not applicable.

7. Record Management

The following records must be maintained for quality assurance purposes:

Record	Filed	Retention
Written exams and marking criteria	WeCertify	10 years
Practical exams and marking criteria	e-folder: OneDrive	10 years
Hard copy examinations	Secure Storage Unit	10 years
Exam Equipment Register	e-folder: OneDrive	3 years
Exam attendance lists	e-folder: OneDrive	3 years
Pre-Examination Moderation Reports	e-folder: OneDrive	3 years
Post-Examination Moderation Reports	e-folder: OneDrive	3 years
Results Analysis Reports (post-examination)	WeCertify	3 years
Result Notification	WeCertify	10 years

8. Quality Standard

ISO/IEC 17024, 2nd edition, clauses:

- 6.2.2 Requirements for examiners
- 7.1, 7.4.2, 7.4.3 records, security of exam materials, fraud prevention
- 9.3 Examination process

9. Revision History

This document replaces Examinations policy, revision 11, issued 19 June 2024.

The following changes are made in response to Internal Audit findings for ISO 17024 standard 5 structural requirements and standard 9.1 – 9.6 Certification process requirements:

- Minor editing to reflect current practice and terminology. No impact on the intent of the previous version.
- Section 4.2 sub-clause xii added.
- Section 4.3 sub-clause i added.
- Clause 5.5 (version 11) of Section 5 deleted. Exam questions for modification are referred to the relevant certification scheme working group.