

Examinations

1. Purpose

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

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

2. Scope

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

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

Also known as "pre-moderation". The quality assurance process that examines the design of examination activities before use [ISO 17024 clause 9.3.1].

Pre-examination moderation checks the examination questions and papers prior to distribution i.e. fairness, validity and appropriate for the level of competence being assessed.

Post-Examination Moderation

Also known as "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 examination results to candidates.

4. Responsibilities

4.1 The **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
- iii. the accuracy of technical information relating to exam requirements published in certification standards.

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

- i. scheduling and administering examinations
- ii. maintaining the security of exam materials
- iii. administering examination 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 markers
- x. arranging post-moderation prior to issuing exam results
- xi. maintaining exam and moderation records.

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

- i. maintaining the security of exam materials throughout the exam process, including the prevention of exam fraud
- ii. declaring any conflicts of interest that may become known during the examinations process

Written

- iii. preparing exam questions to measure competencies required for certification
- iv. marking exams as allocated

Practical

- v. preparing the practical tasks and performance criteria in accordance with the relevant Certification Standard
- vi. submitting practical assessment for pre-moderation prior to use
- vii. verifying suitability and/or calibration status of exam equipment as per the Exam Equipment Register
- viii. carrying out the practical exam
- ix. collating supporting evidence
- x. reporting results to the Operations Manager.

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

- i. pre-moderating the exam as directed by the Operations Manager
- ii. referring problematic questions to a technical specialist for review
- iii. reporting 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 items candidates can take into an exam.
- 5.2 Exam questions and tasks will be aligned to the competencies required of a certified inspector. These competencies will be published in Board-approved certification documents accessed via CBIP's Website.
- 5.3 Exam questions will be peer reviewed by technical specialists prior to entry into the exam database.
- 5.4 Exam papers will be pre-moderated prior to use.
- 5.5 Exam question(s) identified for modification will be checked by a technical specialist before adding to the exam database.
- 5.6 Exam candidates will be given a unique exam number for identification purposes. Only the exam number will be provided to examiners, markers, and moderators.
- 5.7 Exams will be conducted under formal exam conditions and supervised by invigilators.
- 5.8 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.
- 5.9 Exam results will be post-moderated prior to releasing to candidates.
- 5.10 Candidates will receive an official result notification.
- 5.11 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 10, issued 12 March 2024. Changes have been made to address:

- i) a minor non-conformity raised by JASANZ during the May 2024 surveillance visit; and
- ii) a minor non-compliance identified in CBIP's internal audit of ISO/IEC 17024 clause 7.4 Security, sub-clauses 7.4.2 and 7.4.3.

Summary of main changes:

- Section 1 Purpose. Note linking policy, *Security of Certification Process* added.
- Section 2 Scope. Simplified wording.
- Section 4 Responsibilities. Section 4.1 changed from "Examinations Lead" to "Board"
- Sections 4.2, 4.3, 4.4. Minor wording changes to reflect current practice. Addition of clause 4.3 vii to include examiner responsibilities for verification/calibration status of technical equipment used in practical examinations
- Section 7. Exam Equipment Register added to Record Management Table.