

SESSION INFORMATION		
Host Department	Name of Team Lead	Phone
NFPA Standard/Level under Review/Development		Date of Review/Development (mm/dd/yyyy)
Textbook(s)		
TEAM MEMBER INFORMATION		
Name	Department / Training Organization	
Title/Rank	Phone	Email
<p>NOTE: The following protocols must be read by all members of the exam review/development team and each member is required to sign below.</p> <p>TEAM LEAD</p> <ul style="list-style-type: none"> The Team Lead will be responsible for: <ul style="list-style-type: none"> organizing and scheduling the review/development session ensuring all members of the team follow the protocols and have signed this agreement collecting all exam question material at the end of each meeting and ensuring it is kept in a secured area collecting and submitting the new exam questions, signed agreements, sign in sheets, hand written notes and all other related materials to the OFC. <p>REVIEW/DEVELOPMENT TEAM</p> <ul style="list-style-type: none"> The team must consist of members from at least two different fire departments. Each member of the team must have successfully completed 1041 Instructor Level I and the Standard and Level under review. <p>EXAM QUESTIONS</p> <ul style="list-style-type: none"> All exam questions created by the team are property of the Office of the Fire Commissioner and shall not be removed or copied and retained or distributed. Each question must relate to the specific context of a JPR and line from the correlation sheet (e.g., a, b, c ...). Each question must refer to content found on a page of the assigned textbook(s). Each question must be developed based on the Exam Question Criteria provided by the OFC (see next page). 		
DECLARATION		
<p>I, _____, understand and will comply with all of the protocols as specified by the Office of the Fire Commissioner.</p>		
_____	_____	
SIGNATURE	DATE	

Exam Question Criteria

- **CORRELATED:** Ensure all exam questions meet the intent of the NFPA Standard/Level.
- **CORRECT:** Ensure that the question is correct and the distractors are legitimate within an Alberta context.
- **COVERAGE:** Ensure there are at least two unique exam questions per line in the correlation sheet.
- **TEXTBOOK:** Ensure the answers to the exam questions are found in the selected textbook.
- **WRITING:** Ensure the exam questions are written in a clear and straightforward manner.

Questions can be multiple choice with 4 choices. Use “all of the above” and “none of the above” sparingly and they should not always be the correct answer. Avoid throw away distractors. Keep all distractors about the same length, if possible. Try to keep all distractors in the same category (e.g., all instructions, all tools, all descriptions). All choices should work grammatically with the stem.

Questions can be True/False. True should not always be the correct answer.

Focus on ...

- addressing the intent of the JPR (ask: “What am I assessing with this question?”)
- avoiding any possible confusion or ambiguity, e.g., multiple correct answers
- being careful about value judgments, e.g., the *most* important ____, as they may be scenario dependent
- using simple, direct, active language
- using a voice and tone that are formal and professional.

The OFC will focus on ...

- style, formatting, punctuation and spelling
- ensuring all questions are grammatically correct
- double-checking the textbook references
- ensuring that each question is a good match to the JPR.