



## *Fire Inspectors Association of Nova Scotia*

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### **Policy on challenging exams for Level 2 candidates**

#### **1.0 POLICY STATEMENT**

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to making its program accessible to candidates. FIANS also believes that the process around challenging exams for Level 2 candidates needs to be clearly defined and transparent.

#### **2.0 PURPOSE OF THE POLICY**

- 2.1 To ensure that participants in Level 2 training have a clear understanding of the procedure for challenging exams.
- 2.2 To allow individuals in the Level 2 stream an opportunity to keep their progress on track with the rest of their cohort.

#### **3.0 PROCEDURE**

An individual who has received their Level 1 certification can request to challenge any exam for any one FIANS level 2 training course that they have missed. This request must be in writing to the Executive Assistant of the Association and will be vetted through the Board of Directors. Please note that only one course exam can be challenged for the Level 2 certification program.

The fee to challenge an exam will be the same as the course registration fee and must be submitted to the Executive Assistant prior to taking the exam.

Exams may be challenged during either the spring or fall conferences of the Association.

If an individual fails a challenge exam (passing grade is 70%), they will be required to take the course. They will not be given the opportunity to challenge the same exam a second time.

An individual who is permitted to challenge an exam will also be required to review the appropriate workbook and submit completed exercises to the exam proctor on the date of the examination. The manual will be sent to the participant upon payment of the registration fee and no earlier than 30 days prior to the exam. These exercises are considered part of the challenge exam and will be reviewed by the appropriate facilitator. Failure to submit the exercises will result in an "incomplete" grade and will require the individual to take the course at its next offering.

*Prepared December 12, 2012*

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