NORTH CAROLINA
DEPARTMENT OF INSURANCE
OSFM
OFFICE OF STATE FIRE MARSHAL

Research and **P**rogram **D**evelopment
Helping you achieve excellence through training

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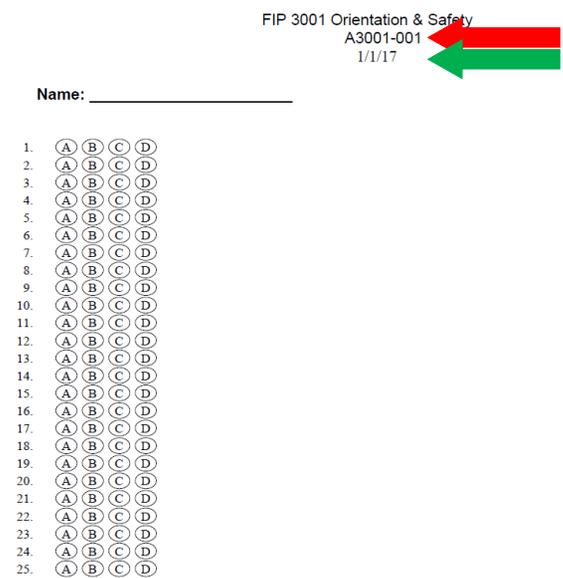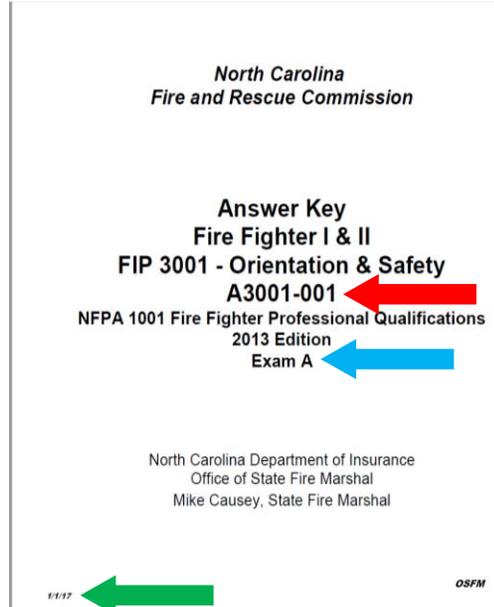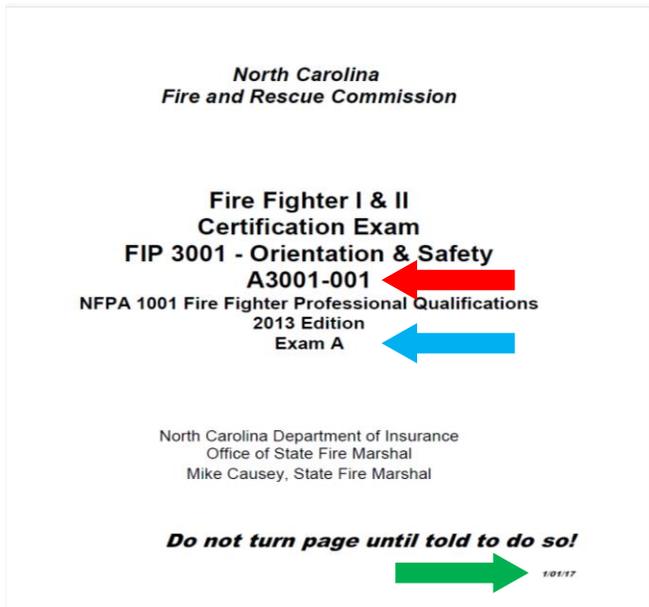# IDENTIFYING THE CORRECT TEST, ANSWER KEY, AND RESPONSE SHEET

EFFECTIVE IMMEDIATELY

Beginning with any testing materials generated as of 1/1/17, Research and Program Development (RPD) has made identification changes to newly generated Tests, Answer Keys, and Response Sheets uploaded to the Fire & Rescue Commission website. Delivery Agencies should notify their test proctors of these enhancements.

Issue: Some Delivery Agencies have been printing off tests on one date and storing them in secure locations until test administration. Once they are ready to administer the test, they return to the FRC website and download the answer key. In-between those times, changes were made to the test which in turn effects the answer key. The result is the new answer key does not match the previously printed test.

Resolution:
1. High school tests and certification tests are now the same.

2. Delivery Agencies and High Schools should destroy all testing materials printed prior to 1/1/17.

3. Delivery Agencies should not preprint and store tests. All testing materials should be downloaded within a reasonable time prior to test administration.

4. RPD has made identification enhancements as seen in the screen shots on the following page.

How to identify that you have the correct testing materials.

1. The *Test Identifiers* (**red arrows**) match on all three documents.

2. *Exam Designations* (**blue arrows**)are the same on the Exam and Answer Key.

3. *Exam Dates* (**green arrows**) are the same on all three documents.

4. If there have been changes made to any of these documents, all three documents will have a *Revision Number* (e.g., Rev. 1.1) next to the *Test Identifier* (**red arrows**).

OSFM Research and Program Development remains committed to providing the most up to date and accurate testing materials for all certifications offered to North Carolina's Fire and Rescue Community. If one of your instructor's notices inconsistencies or outdated information, please notify Rob Roegner at Rob.roegner@ncdoi.gov or Rich Hall at Rich.hall@ncdoi.gov so that we may identify the issue and bring it to the North Carolina Certification Board for resolution.