

HAZARDOUS MATERIALS SECTION
“EXAM” POLICY STATEMENT

Date: Effective January 1, 2001

Subject: Certified Final Exam Procedures

Policy Statement #00-1: Until rescinded, it shall be the policy of the Hazardous Materials Section, and all of its certified Outreach Instructors, to follow the procedures specified herein for the administration of all Haz Mat Certified Course Final Examinations.

1. All CSTI Certified Final Exams (including the Outreach Program Exams) will be reviewed and updated on an annual basis by the appropriate CSTI Instructor, per the Exam Criteria attached. Input for changes, from a CSTI or Outreach Instructor, will be submitted in writing to the Exam Coordinator, by November 1 of that calendar year.
2. Upon final review of exam changes/updates by the Exam Coordinator, approved changes/updates will be forwarded to the Outreach Coordinator and added to the computer “Data Base” in the Exam Generator Program for the appropriate exam.
3. By December 31, the Outreach Coordinator will generate the new annual exam for the upcoming calendar year (versions A & B) for each course in the data base, using the random selector for each course block of instruction in the Exam Generator Program, and make sufficient master copies of the exam for anticipated courses for that year.
4. Guidance for total exam questions will be as follows: Any CSTI Certified Course of 24 hours or less (including all Refresher Courses) shall be a total of 25 questions. All CSTI Certified Courses of more than 24 hours shall be a total of 50 questions. Minimum passing score on all exams shall be 70%. Only one re-take of an exam is allowed.
5. CSTI Instructors may use the master copies of the exam, making sufficient copies for their classes, for that calendar year. Or, with the approval of the Section Chief, may generate other versions of the exam for a specific class for which they are the Course Manager.
6. Outreach Instructors/Course Managers, who request via HM 100 to deliver a CSTI Certified Outreach Course will be given one master copy of the A & B exam, in order to make copies and use for that course (or any other same course for that given calendar year).
7. Any deviations from these procedures must be approved by the Section Chief.

APPROVED THIS DATE:

Michael Brady, Hazardous Materials Section Chief