

## **EXAMINATIONS**

**4174**

(October 2003)

Two comprehensive written and performance examinations are administered to each apprentice during their three-year program. For purposes of this section, a blanketed-in employee who is required to complete written and/or performance examinations as determined by the SubJAC, will be subject to the same conditions for passing examinations as indentured apprentices. The first-year written and performance examinations can only be administered to an Apprentice after they have successfully completed all required, related and supplemental instruction and at least 12 months of apprentice work experience. The journey-level or final-year written and performance examinations can only be administered to an Apprentice after successful completion of all required, related and supplemental instruction and at least 31 ½ months of apprentice work experience. A minimum rating of 70 percent is required to pass a written examination.

The FFII first year and journey-level written exams consist of 75 “fill-in-the-blank” and multiple-choice questions.

The FAE first-and journey-level written exams consist of 100 multiple choice questions randomly selected from a large test base which is maintained by the Statewide JAC Coordinator.

Each quarter, (July, October, January and April) the randomly generated FAE written exams and answer keys are produced, and sent to the Region JAC Coordinators. When administering an FAE written exam, the Unit JAC Coordinator should use the quarterly exam corresponding to the month in which the exam is given. For example, if an exam is to be administered on July 7, 2001, the JAC Coordinator should use the quarterly exam for the period July-September 2001.

Because the exams are confidential documents, they must be kept in a secure location. Employees will not be allowed to keep a copy of the exam and in accordance with Government Code Section 19681 (b); disciplinary action may be taken against employees violating exam security. The exam and answer key are available from the Region JAC Coordinator.

## **EXAMINATION TIME TABLE**

**4174.1**

(October 2003)

A comprehensive written and performance progress exam will be administered within 2 months of completion of the first year of apprenticeship to evaluate training previously received. All first year related and supplemental training must be completed prior to taking the exam.

The apprentice need not pass the progress examinations; however, apprentices who fail will be required to participate in a program of study and practice to address identified deficiencies.

Due to local and regional class availability, some apprentices may not have attended all of the training outlined in the first-year syllabus. If this is the case, the Unit JAC Coordinator may have to postpone administering the exam to the apprentice beyond the deadline. An examination will only be administered providing the following conditions apply:

- 1) The Apprentice has served 12 months of full time service in the apprentice occupation.
- 2) The Apprentice has completed the 144 hours of related and supplemental training.
- 3) The Apprentice submits the completed Individual Training Record form from the First-Year Notebook to the JAC Supervisor.

Within 1 month after completion of the third year of apprenticeship, the Apprentice should take the third-year written and performance examinations. The third-year exam is based on the related and supplemental training outlined in the 2<sup>nd</sup> and 3<sup>rd</sup> Year Notebooks. An examination will only be administered providing the following conditions apply:

- 1) The Apprentice has served at least 31 ½ months of full-time service in the apprentice occupation.
- 2) The Apprentice has completed the 432 hours of related and supplemental instruction.
- 3) The Apprentice submits the completed Individual Training Record form from their 2<sup>nd</sup> and 3<sup>rd</sup> Year Notebooks to the JAC Supervisor.

## **FIRST YEAR PROGRESS EXAMINATION**

**4174.2**

(October 2003)

The first-year examination is intended to evaluate the Apprentices' progress in the occupation. Consequently, the Apprentice is not required to pass either the written or performance portion of the exam. However, if an apprentice fails the first-year examination, the JAC Supervisor must design a program of study and practice to assist the apprentice in areas of weakness identified during the testing process. The JAC Supervisor will accomplish this task by reviewing the results of the exam to determine the subject areas needing improvement. The JAC Supervisor should establish a program of study and/or practice to address the area(s) needing improvement, and document the program. The study program must be discussed with the apprentice, and must become part of the apprentice's Progress Notebook. The program of study developed by the JAC Supervisor may include lectures, demonstrations, individual instruction, reading and study assignments, practice drills, and/or review.

Because the first-year written and performance exam is only a “check” of the apprentice's progress in the program, there is no requirement to re-test the individual. The JAC Supervisor should monitor and document the progress and success of the remediation program. The need to remediate first-year course work need not delay the beginning of 2<sup>nd</sup> year training.

The performance portion of the first-year exam tests subject matter contained in the 1<sup>st</sup> year Progress Notebook and tests the apprentice’s skill proficiency in the following areas:

Fire Fighter II

Ladders  
Self-Contained Breathing Apparatus  
Reverse Hose Lay  
Forward Hose Lay  
Equipment Identification

Fire Apparatus Engineer

Ladders  
Self-Contained Breathing Apparatus  
Pumping from Tank  
Pumping from Hydrant  
Pumping from Draft

**JOURNEY LEVEL EXAMINATION**

**4174.3**

(October 2003)

The journey level examination is intended to evaluate the Apprentices knowledge and proficiency in the occupation. As such, the Apprentice is required to pass both the written and performance portion of the exam, however, they are provided with three opportunities to do so. The journey-level written exam tests subject matter contained in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year Progress Notebooks. The performance portion of the exam tests the same skills as listed above.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)