

## **EXAMINATION ELIGIBILITY, FORMAT, CONTENT, PASSING GRADE**

Before being eligible to write the Examination, applicants must have their experience assessed and have demonstrated to the satisfaction of the Society that, by the date of the targeted examination, they will be within 12 months of being able to meet the minimum CSAP experience requirements.

The examination is offered in three parts: a Regulatory part, a Numerical Standards Assessment Technical part, and a Risk Assessment Technical part. To become a member of the Society, applicants must achieve a pass in both the regulatory part and the technical part associated with their membership category.

Examination results are valid for 15 months from the date the examination is written. Applicants who do not achieve a pass in one part of the examination may still become a member by applying to rewrite the failed part of the examination only. Each part must be written and passed within 15 months to become a member of the Society.

An Examination Guide for applicants is available for each of the three examination parts at [www.CSAPSociety.bc.ca](http://www.CSAPSociety.bc.ca). These guides provide important information on the examination format and content, and include a syllabus and list of suggested reference materials for each examination. **The examination is offered in a computer-based format and is held in a computer testing lab.**

The CSAP examination programs incorporate the [Standards for Education and Psychological Testing](#). The Standards are recognized worldwide as the criterion to judge whether examinations have been designed to be psychometrically sound and legally defensible.

Passing grades are set by the Society using the examination industry standard “Angoff Method”. During a focus group exercise, done as part of exam-setting workshops, subject matter experts independently estimate what percentage of qualified applicants will correctly answer each question. Where there is a significant discrepancy between the independent per-question estimates, a discussion takes place. A formula is then applied to the independent per-question rankings to determine the passing grade. As the examination is composed of different questions for each sitting, this exercise is repeated for each sitting and the passing grade changes. The passing grade will be published before each sitting of the examination.

Following each sitting of the examination, the Society reviews an analysis of the results. If a question has performed poorly, the Society reviews the question to determine whether it was flawed and, if so, what, if any, corrective measures should be taken to ensure that applicants are not unfairly penalized for the flawed question. Applicants may request a re-scoring of their examination paper within 30 days of receiving their results. Under no circumstance may an applicant review his or her examination paper or the master test paper and answer key.