

Questions and Answers – Fire Captain Examination

During the CIFA meetings the members agreed that candidate questions that could apply to all candidates would be compiled into one document in an attempt to provide all candidates equal access to the same information. This document will be updated on an ongoing basis.

Examination Information:

1. Where can the dates for the Fire Captain promotional examinations phases be found? (6/24/22)

- The examination dates for the phases of the Fire Captain promotional examination can be found in the Important Dates document. The most recent Important Dates document can be found on the Commission's website at: <https://www.columbus.gov/civilservice/uniformed-fire-series/Fire-Captain/> Once on the webpage, select the Fire Lieutenant & Captain Promotional Exams Important Dates document. The Important Dates document will be updated if any changes to the examination dates occur.

2. What are the minimum Qualifications for taking the Fire Captain exam? (6/24/22)

- The minimum qualifications for taking the exam are one (1) year of continuous accredited service as a Columbus Fire Lieutenant by the expiration of the current Fire Captain eligible list. The current Fire Captain eligible list is currently set to expire on May 15, 2023 at 11:59 pm. Possession of a valid State of Ohio motor vehicle operator's license is also required.

3. When should an accommodation be requested? (6/24/22)

- A request for accommodation should be submitted as soon as you are aware it is necessary, so that efforts can be made to accommodate your request. The official forms are located on the Commission's website. For promotional exams, the most typical form needed is Testing Accommodation – Not ADA, it can be accessed by clicking on the following link:

<https://www.columbus.gov/WorkArea/DownloadAsset.aspx?id=77385>

Testing Accommodation - Not ADA. Or if an accommodation related to an ADA issue is needed, two forms are required and can be accessed by clicking these links:

<https://www.columbus.gov/WorkArea/DownloadAsset.aspx?id=77396>

<https://www.columbus.gov/WorkArea/DownloadAsset.aspx?id=77397>

A request for accommodation form should be completed and returned to the Commission along with supporting documentation.

4. How are the each of examination phases weighted for the 2023 exam administration and where can exam information such as exam phase weighting be found? (7/08/22)

- Exam phase weighting has not be finalized. Exam information such as exam phase weighting and other examination details can be found in the test plan report. This report once finalized will be posted on the Commission webpage. Proposed examination details can be found in the CIFA minutes found on the Commission webpage. Keep in mind that the information in the CIFA minutes may change once the test plan report is finalized.

5. Does the Civil Service Commission provide printed copies of the internal material provided? (7/14/22)

- The Civil Service Commission provides internal source materials electronically only. Candidates may print the sources from home or explore other options such as printing from a commercial location or going through their chain of command.

6. Is there an audible version of the internal sources?(7/26/22)

- No. Civil Service does not provide audible versions of Division of Fire sources.

7. When will the test plan reports be published for the fire promotional exams? (9/08/22)

- Once the test plans have been finalized they will posted on the [Civil Service Commission webpage](#) under the Exam Information section for each of the promotional ranks. The test plan reports will be password protected using the same password as the source material.

8. How many applications were received for Fire Captain? (10/5/2022)

- The Civil Service Commission received 68 applications for the Fire Captain promotional examination. The number of individuals invited to Phase I may differ once those individuals who do not meet the minimum requirements are removed from the process.

9. Is it true that the promotional exam schedule is being pushed back due to grievances?? (10/5/2022)

- Civil Service has received multiple grievances pertaining to the fire promotional exams. Each exam for the four ranks has received at least one grievance. Impact on the exam schedule is unknown at this time. If the timing of any of the examinations is affected by these grievances, candidates will be notified by email as soon as possible. Candidates are encouraged to continue preparing for each phase of the examination. For specific information regarding the grievances, candidates are encouraged to contact their Local 67 Union.

10. How often is the questions and answers document updated? Does the Civil Service Commission notify candidates of updates? (1/20/23)

- The questions and answers document is updated as questions are received. The Civil Service Commission does not send out notifications to candidates when the document is updated. Candidates may want to check the document periodically for updates.

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12. How is the hurdle (cut score) implemented for the Fire Captain Examination? (2/17/23)

- The hurdle for the Fire Captain rank will be implemented after Phase I at approximately $\frac{1}{2}$ standard deviation below the mean. Candidates who are invited to and complete all three phases, other than those who get promoted from the current list before calculations for the new list are completed, will have their names placed on the eligible list. Fire Captain Multiple-Choice Results and Fire Captain Tactical Admission Notices are scheduled to be sent February 24, 2023.

13. What happens if a candidate is promoted from an existing eligible list before testing has concluded? (2/17/2023)

- Similar to previous Fire Lieutenant and Fire Captain test administrations, candidates who are promoted from an existing eligible list **by the time scoring takes place** will not be considered as viable candidates. Therefore, such candidates will not continue in the scoring process. Once the tentative results have been calculated and notices sent to candidates, no further changes to the candidate pool will be made. While the results are Tentative, the only changes that are permitted are for scoring inaccuracies.

14. Will candidates be able to see all of the scores for the exam phases? (2/21/2023)

- If there is a public records request for the scores for specific phases of the exam, all of the scores for that phase will be made available to all candidates as a password protected document on the CSC website. Scores will only be posted once they are finalized (i.e. after all appeals procedures, paper inspections, etc. have been completed).

15. Are the 2023 Fire Captain Examination materials that were posted on the CSC website available? (4/24/2023)

- Yes. The 2023 Fire Captain Examination materials that were posted on the CSC website can be requested by submitting a public records request to the Civil Service Commission. To facilitate the request, complete a public request form which can be found on the CSC webpage under the public forms header.

Reading List:

1. Where are the internal source materials located? (6/24/22)

- The internal source materials are located on the Civil Service Commission Website ONLY and will not be posted to Vector Solutions. Sources can be accessed by following the link below:

<https://www.columbus.gov/civilservice/uniformed-fire-series/Fire-Captain/>

2. Are there sections or pages within the internal source materials that are excluded, similar to past examinations? (6/24/22)

- Per the 2023 Fire Captain Promotional Exam Reading list, the sources that appear with an asterisk have been edited, omitting limited sections. Sources without an asterisk have not been edited. There are no other exclusions to the internal or external sources. It is important to only use the version of the sources provided on the Civil Service Commission Website in the CSC Promotional Materials folder.

3. Is a list of the omitted information of the internal sources for the exam available? (6/24/22)

- No list of the omitted sections from the source materials is available. All omitted sections have been removed from the internal exam materials posted to the Civil Service Commission Website. However, the tables of contents and index, for each source has not been modified and can be helpful in determining omitted material.

4. Are the sections of the EMS protocol found at the end of the SOP document on the Civil Service Commission Website part of the exam materials? (6/24/22)

- The portions of the EMS protocol found at the end of the SOP document on the Civil Service Commission Website are part of the exam materials and may be tested on all phases of the exam identified for the SOPs.

5. If internal sources contradict one another, how should these materials be studied? (6/24/22)

- Everything within the source materials posted to the Civil Service Commission Website may be tested on the phases indicated on the reading lists. If

contradictions do exist, study the most up-to-date material. Look at the revision dates to determine the most up-to-date materials.

6. **Do the internal sources downloaded from the CSC webpage permit highlighting and adding comments?** (7/08/22)

- The internal sources that are available from the CSC webpage, when downloaded will be in Adobe PDF format. CSC updated the sources to allow for highlighting and commenting. Re-downloading the source materials may be necessary in order to perform these functions.
- You may highlight and add comments to printed sources prior to the open exam phase, however you are not permitted to highlight or add comments during the exam.
- **Please note**, candidates may experience different capabilities using certain devices and may be limited in the functions that can be performed.
- **Also note**, electronic devices are not permitted during the Oral Board preparation period, sources will need to be printed if you wish to use them. For additional information on the oral board examination including what source materials are permitted see the test guide and the information sessions when they become available.

7. **Are the video links in all of the CFD Manuals (i.e. Saving Our Own, Engine Company Operations, etc.) testable material?** (7/14/22)

- **No. Candidates are advised to avoid clicking on the links contained in the CFD manuals.** The information contained in the links are not intended to be testable material. Some links will bring you to content within CFD Manuals, but will not link to the exact version as posted on the Reading List. Therefore, some of the topics that are linked may be tested, as they are also contained in other parts of the posted reading list materials. It is important to use the source material found on the Civil Service webpage for each rank.

Multiple Choice

1. **How does the check-in process work? Will candidates be able to go to their seat once they check-in? Will candidates be able to leave the exam room once they are checked-in? (1/20/23)**
 - Once candidates check-in, they will be expected to enter the test room and find their seat. Once inside the test room, candidates will be expected to remain in the test room until they have completed the multiple choice exam. There are restrooms inside the test room that candidates will be able to access without leaving the test room.

Tactical Exam:

1. **What are the range of response times for the scenario questions? (2/3/2023)**
 - Time limits for the Captain Tactical have not been finalized, however, it is estimated that the response time for questions will range from 60 seconds to four minutes.
2. **What will the test day look like for the tactical? When will candidates be provided preparation periods and when can candidates start writing notes? (2/7/2023)**
 - After checking-in, a group of candidates will be brought into an “on-deck room” to verify their exam material and read the written instructions. Candidates may have a wait time between checking in and being brought into the “on-deck room”. After all exam material has been verified, candidates will be escorted to their individual exam room. A CSC monitor will provide additional instructions and start the candidate’s exam video. **Candidates may start writing notes once their exam video has started.** The exam video will start with approximately one minute of general instructions and then a five minute preparation period will begin. **During the five minute preparation period, candidates may only reference their preparation period booklet.** The CSC *recommends* that candidates do not start writing notes until their five minute preparation period begins. This is to make sure that candidates hear all the general instructions provided at the beginning of the exam. After the five minute preparation period ends, **the exam narrator will instruct candidates when they can reference their exam test booklet and when to turn the page of their test booklet.** Before the beginning of each scenario, candidates will be provided a 60 second review period. During this review period, candidates may review the information provided in the test booklet for that scenario and/or their preparation period booklet. Once their exam ends, the exam narrator will instruct candidates to open your exam room door.
 - On the CSC website, please review the *Fire Captain Promotional Exam Information Session Handouts* for more information. The general instructions to candidates is a sample of the written instructions you will be provided in the on-deck room. Also, an example preparation period booklet and test booklet have been provided to review along with the practice tactical video.

Oral Board:

1. When is the Oral Board exam? (9/1/22)

- Currently the Oral Board examination will occur during the week of April 16, 2022. This is a change from the date that was originally posted. Be sure to check the important date's document on the CSC website. The Oral Board admission notice will contain the date of the exam and other important information and will be sent to those candidates who are invited to the oral board phase.