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PROGRAM DOCUMENT

PD 6200 REV. B

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Superseding Rev A

INDUSTRY MANAGED SPECIAL PROCESS EXAMINATION SYSTEM

1. SCOPE

This document contains guidelines for the control of the Industry Managed Special Process Examination System to meet the eQualified Program requirements as defined in PD6000 Governance & Administration of eQualified Program. The document provides guidelines for the eQualified Management Council, Examination Panel (EP) and all Special Process Examination Review Boards (SP-ERB) operating within the eQualified program.

2. RESPONSIBILITY

- 2.1 The EP shall develop the structure used by the Special Process Examination Review Boards to develop Examinations.
- 2.2 An SP-ERB will be established for every special process commodity for which eQualified examinations are to be developed, as needed.
- 2.3 The SP-ERB, with the assistance of the Performance Review Institute (PRI) Staff, shall develop the examination content for each of the applicable special process commodities and methods to address the key knowledge areas as specified within the applicable Body of Knowledge (BoK).
- 2.4 PRI shall administer the Special Process Examination System and record and publish this information based on agreed access rights as detailed in 5.6.2 and Appendix 1.
- 2.5 All examination questions developed and/or approved by the SP-ERBs shall be the intellectual property of PRI.

3. REFERENCES

PD6000	Governance & Administration of eQualified Program
PD6100	Industry Managed Special Process Bodies of Knowledge System
PD6101	Industry Managed Guidance for Exam Equivalence

4. ORGANIZATION

4.1 Roles and Responsibilities

4.1.1 Examination Panel (EP)

The EP shall develop the general examination structure, applicable to all special process commodities, as needed, and used for the control of the Industry Managed Special Process Examination System on behalf of the eQualified Management Council (eQMC).

4.1.1.1 The EP shall direct, guide and monitor the examination process by:

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- Recommending to the eQMC approval of the online examination question banks as needed for the special process commodities and when required, other forms of evaluation including but not limited to practical evaluations.
 - Confirming interpretations and expectations of the examination process.
 - Reviewing appeals associated with examination questions and grading if not resolved by the applicable SP-ERB
- 4.1.1.2 Members of the EP shall be nominated by eQualified Subscribers or Pending Subscribers, and shall be appointed by the eQMC Chair. Membership is based on the individual's experience and knowledge associated with qualifications and/or their experience in aerospace special processes. The EP will work under the direction of the EP Chair assisted by PRI staff. The EP Chair shall be nominated by the eQMC Secretary and confirmed by the eQMC.
- 4.1.1.3 There shall be no less than three representatives on the EP. Each of these representatives shall be from different companies.
- 4.1.1.4 Meetings of the EP shall be called at the direction of the EP Chair or his/her appointee. The EP shall meet no less than once per year to review each SP-ERB status and identify changes or opportunities for improvement. Preferably, meetings shall be conducted by teleconference; face to face meetings will be conducted as necessary. The EP shall issue minutes for all meetings.
- 4.1.2 Special Process Examination Review Boards (SP-ERB)
- The SP-ERB, supported by consultants as needed, is responsible for developing and approving the industry managed examinations to meet the requirements of this program document and which comprehensively assesses the understanding of the applicable Body of Knowledge (BoK) which were developed in accordance with PD6100 (Industry Managed Special Process Bodies of Knowledge System).
 - The SP-ERB is the group which shall review upon request other applicable exams from the industry to determine if they adequately assess the information in the applicable Body of Knowledge (BoK) and vote on granting exam equivalency in accordance with PD6101 (Industry Managed Guidance for Exam Equivalence)
 - The SP-ERB is also the first group to review candidate appeals with regard to the examination grading or specific examination question(s).
- 4.1.2.1 For each of the special process commodities where examinations are used to verify the knowledge of a candidate, a SP-ERB shall be created. Participation in the SP-ERB is based on but not limited to the following considerations:
- Knowledge and experience of the following:
- Specific Special Process Technologies
 - Processing
 - Original Equipment Manufacturer (OEM) and industry requirements
 - Qualification, certification and examination programs
 - Nadcap Requirements
- 4.1.2.2 Only eQualified Subscribers and Pending Subscribers may be represented on each SP-ERB for the commodity(ies) for which those companies subscribe. When a quorum of more than 3 subscribing/ pending subscribing companies has been achieved, there shall be elected a SP-ERB Chair and Vice Chair. Each of these representatives shall be from different companies. The SP-ERB shall work under the direction of an SP-ERB Chair and Vice Chair, supported by PRI staff.
- 4.1.2.3 Meetings shall be called at the direction of the SP-ERB Chair or his/her appointee. The SP-ERB shall meet no less than three (3) times per year. Meetings shall preferably be conducted by teleconference; face to face meetings will be arranged as necessary. The SP-ERB shall issue minutes for all meetings.
- 4.1.3 Performance Review Institute (PRI)

PRI is responsible for storage of the examination questions as developed and approved by the SP-ERB. PRI shall take appropriate steps to maintain the security of the examinations.

- 4.1.4 Visibility of examinations is restricted to administrators of the examinations, including consultants as needed, and the SP-ERB. Members of the SP-ERBs are not permitted to share draft or final examination questions with any person outside of the SP-ERB.

5. EXAMINATION STRUCTURE

5.1 Examination Content

The SP-ERB is responsible for defining the content of the examinations based on the requirements identified within this section of the procedure. Unless otherwise stated, all examinations are to be taken online.

- 5.1.1 The examinations shall be based on the applicable BoK to verify a candidate's understanding of the applicable BoK to obtain a Certificate of Qualification. These may include but are not limited to:

- General Questions – covering the cross section of the applicable special process
- Specific Questions – covering specifications, codes, standards, equipment, operating procedures, test techniques, etc
- Practical Examination – Hands-on demonstration, as required by applicable BoKs.

The default examination type is multi choice conducted online; however other types of examination questions such as Fill-In, Problem Solving / Solution, and True and False may be used. True and False type questions shall be kept to a minimum.

- 5.1.2 The number of questions contained within an examination shall be determined by the SP-ERB based on the complexity of the Special Process.

- 5.1.2.2 Examinations shall be structured so that particular areas of interest will be included while areas of non-interest may be excluded. This will allow customization of the examination, and shall be coordinated with the eQualified program to allow limited scope certification.

- 5.1.3 Examinations shall be considered open book, therefore candidates may have access to reference material to answer an examination question.

- 5.1.3.1 Candidates are to be given a limited period of time to access the online examination system and complete the examination. The time to complete the examination shall be determined by the SP-ERB in accordance with the Exam Guide.

- 5.1.4 As determined by the SP-ERB a practical examination may be required to demonstrate a candidate's competency at performing the special process. This will be defined by the appropriate SP-ERB.

- 5.1.5 As determined by the SP-ERB an examination may be required to verify compliance to special process specific industry criteria, such as the candidate's vision capability. This will be defined by the appropriate SP-ERB.

5.2 Examination Location

- 5.2.1 The examination questions shall be stored securely by PRI.

- 5.2.1.1 The questions shall be pooled and categorized accordingly using meta-data to allow examinations to be created.

5.3 Examination Development

- 5.3.1 Questions shall be developed by members of the SP-ERB with the support of special process consultants if required. Each question shall relate directly to the applicable BoK.

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- 5.3.2 All questions which enter the question bank shall be verified and agreed upon by the SP-ERB.
- 5.3.3 Every reasonable effort shall be made to ensure that the re-examination questions shall be different from the candidate's original examination questions.
- 5.3.4 The weighting of each question shall be determined by the appropriate SP-ERB (see eQualified Guide to Exam Development).
- 5.4 Examination Grading and Results
- 5.4.1 The candidate shall achieve a score of 80% or higher to obtain a Certificate of Qualification. The candidate will receive the scored results of their examination. This will not include the actual questions and answers contained in the examination.
- 5.4.2 If multiple examinations are required by the SP-ERB, then an average score of 80% or higher with a minimum score of 70% shall be achieved to obtain a Certificate of Qualification.
- 5.4.3 Candidates failing an examination shall know the general topic areas in which questions were answered incorrectly; however information about the actual incorrect responses shall not be shared.
- 5.5 Re-Examination
- 5.5.1 Candidates failing an examination shall wait a minimum of thirty (30) days before being administered a re-examination. Candidates are eligible to re-take examinations no more than three times within twelve (12) months.
- 5.5.2 Every effort shall be made to ensure that the re-examination questions shall not be the same as those in the previously taken examination(s).
- 5.5.2.1 If the candidate fails a practical examination, then hardware used for the failed practical shall not be the same for the re-examination.
- 5.6 Storage of Examination Records
- 5.6.1 All data associated with a candidate's record of examinations shall be stored securely and the responsibility of PRI.
- 5.6.2 Accessibility to information by an eQualified Subscriber, Employer, Candidate or General (any other person) is addressed in Appendix 1.
- 6. EXAMINATION EXEMPTION**
- 6.1 Representatives that form the SP-ERB are not required to take the examinations.
- 6.2 Refer to PD 6101 Industry Managed Guidance for Exam Equivalence for further details.
- 7. EXAMINATION APPEALS PROCESS**
- 7.1 Should a candidate not agree with the grading or a question associated with the examination, the candidate shall submit written notification to PRI within ten (10) calendar days after receiving their results, providing a technical explanation why the candidate is in disagreement.
- 7.2 After receipt of an appeal, PRI shall forward the appeal to the SP-ERB for review. The SP-ERB shall respond within twenty one (21) calendar days on a decision to the appeal. PRI shall notify the candidate of the decision made. If the candidate is still not satisfied with the appeal result, PRI shall forward the appeal (including information on the decision made by the SP-ERB) to the EP who shall respond within twenty one (21) calendar days. The decision of the EP shall be final.
- 8. PROGRAM DOCUMENT**

- 8.1 Balloting and change control shall be in accordance with PD 6000.
- 8.2 Examination Communication Protocol – Security is addressed in Appendix 2.
- 8.3 The eQMC Secretary shall act as the Document Owner.

APPENDIX 1**ACCESS TO EXAMINATION RECORDS****eQualified Subscriber:**

- A written request for generic, non-specific eQualified industry exam data must be made directly to PRI. This data includes the following: Test Taker ID (Anonymous), Test Name, Test Results and Date Completed. This generic, non-specific data may be used for review, analysis and retained for trend analysis
- A written request for applicable candidates profile information and linked examination information must be made directly to PRI. User information includes; eQualified User Name, Test Taker ID, Name, E-Mail, Phone#, Company Name and User Created Date.
- This information is for the Subscriber review only.
- This information shall be kept confidential.

EMPLOYER:

- A written request for generic, non-specific eQualified industry exam data for employees must be made directly to PRI. This data includes the following: Test Taker ID (Anonymous), Test Name, Test Results and Date Completed. This generic, non-specific data may be used for review, analysis and retained for trend analysis
- A written request for employees candidate(s) profile information and linked examination information must be made directly to PRI. User information includes; eQualified User Name, Test Taker ID, Name, E-Mail, Phone#, Company Name and User Created Date.
- This information is for the Employer's Review only.
- This information shall be kept confidential.

CANDIDATE:

- A written request for the candidate's own examination information must be made directly to PRI.
- The information provided to the candidate will be general rather than specific to maintain the integrity of the examination.
- The information provided will suggest the area(s) in which the candidate had difficulty but will not include the specific question(s) and answers (s).

GENERAL:

- Anyone other than the above referenced person(s) shall not receive examination information.

APPENDIX 2**Examination Communication Protocol – Security**

In the case of alleged, suspected or actual security breach, the eQualified Secretary will oversee the following process:

- Notify the eQMC Chair, who will determine whether there is a need to form a sub-team. Where necessary, the sub-team may be used to:
 - Gather data to determine whether there has actually been a security breach, including potentially contacting the individual / company involved
 - Present data to eQualified Subscribers/ Pending subscribers for determination
- Possible outcomes may include:
- Certification suspension pending further investigation
- Certification revocation for a specified period of time
- Requirement to retake the examination
- In all cases, the eQMC will be notified of the outcome.