

Attachment C



Question Writing Guidelines

2019-02-15

Part of the process for all certification schemes is to develop test instruments which can confirm that a person has the knowledge, the skills and the abilities to perform all the tasks required to complete a job. In this case, the “job” to commission the building enclosure.

Every question needs to be associated with a Task

For knowledge questions and for skill questions, they are considered written questions whereas ability is confirmed by doing something. For this certification we will only be doing knowledge and skills and not abilities.

For written questions, there can be no true/false questions, trick questions or long answer questions. Each question shall be multiple choice and shall have one answer that is always right. There then needs to have three distractors or answers that would be “wrong” in all cases. If a wrong answer could be right in some instances, then you will need to either modify the question or develop a new distractor.

For skill questions, you will ask the person to do something. A simple example of this is to ask “What is the interior volume of a building that is 250 long, 86 feet wide and 40 feet high with 6-inch walls? One answer needs to be correct and three distractors need to be wrong.

Please indicate the right answer by always placing in in “A” and the three distractors in B, C and D. Please also highlight the correct answer in **green** so that there is no misunderstanding as to what answer is correct. I have attached a spreadsheet to be used to record your questions and answers.

Multiple questions are required for each task. Do not hesitate to write as many questions as possible. If there are tasks where you don not feel that you have the expertise, you may skip that Task and move to the next one.

Where possible, please indicate the document used to develop the question. A list of documents used to develop questions will be made available to individuals who want to prepare for the exam.

You have signed a confidentiality agreement to be able to participate in this work. Do not share any questions with any person. Only communicate the questions to Building Professions which will keep all questions confidential and secured.

Where standards exist for the job, the certification scheme should be developed based on those standards. For this certification scheme, the following documents have been used to develop the Task Listing;

ASTM E2813, Standard Practice for Building Enclosure Commissioning

ASTM E2947, Standard Guide for Building Enclosure Commissioning

ASHRAE Guideline 0 The Commissioning Process

ASHRAE 202 Commissioning Process for Buildings and Systems

ISO 21105-1 Performance of buildings — Building enclosure thermal performance verification and commissioning — Part 1: General requirements

CSA Z320, Building commissioning