



## F2T Exam Policies

- 1) Exam content will be made available at 9:00am 4 weeks after the last day of the associated F2T 101 course.
- 2) Students will have 2 weeks to complete the exam on their own time at their own pace. The exam will be due at 11:59 PM EST on the final day of the exam period.
- 3) Students will be required to complete the **F2T 101 Fitness Principles and Practice Course Evaluation survey** in order to gain access to the exam. All exam content will be available through the associated F2T 101 Moodle course shell.
- 4) The exam will be divided into two parts:
  - a. Part 1 will consist of three multiple choice quizzes. The questions are directly linked to a case study, and therefore the case study material (which will also be posted on Moodle) should be referenced when answering the quiz questions.
  - b. Part 2 will consist of a 'challenge' that aligns with the role that a wellness and fitness ambassador would play within their department. Students will be required to complete 1 of 5 possible challenges (students can choose which of the 5 they complete).
- 5) Students will have access to all the course material (lectures, quizzes and manuals) on Moodle during the exam period.
- 6) Students can complete Part 1 of the exam at their own pace and may stop/start the quizzes as they choose. Responses to completed questions are saved, allowing students to log off Moodle, and continue where they left off the next time they log in.
- 7) Responses to quiz questions can be changed at any point prior to the exam deadline. However, once the student selects "Submit all and finish" at the end of each quiz, responses can **NOT** be changed. The quiz will be officially submitted, and the responses are locked in.
- 8) To pass the exam a student must:
  - a. Obtain a combined overall grade of 70% or greater on Part 1.
  - b. Submit Part 2 and meet all relevant submission criteria.
- 9) Upon completing the exam, students will be awarded a certificate based on the following criteria:
  - a. Awarded a Peer Fitness Trainer (PFT) certificate by passing Part 1 and Part 2 of the exam.
  - b. Awarded a Wellness-Fitness Ambassador (WFA) certificate by not successfully completing/passing Part 1 and/or Part 2 of the exam.
    - i. Students awarded with a WFA certificate will be given opportunities to rewrite either failed/incomplete component(s) of the exam. See section 10 below for details.
- 10) Students will have a maximum of 3 attempts (1<sup>st</sup> exam period and 2 additional attempts) to successfully complete the exam. All 3 attempts must fall within a 6-month window starting from the due date of exam linked with the course they completed.
  - a. Students who need to complete the exam (either one or both components), and are still within their 6-month window, will be provided regular updates about upcoming exam dates.
  - b. Students will have access to a minimum of 3 exam dates within their 6-month window.
  - c. Failure to successfully complete the exam after 3 attempts or within the 6-month window will result in a student having to re-take F2T 101 before attempting the exam again.

## Late Submissions

- 1) Any component of the exam (Quiz or Challenge) completed **AFTER** the due date will **NOT** be accepted (but will count as the first of three attempts to successfully pass the exam).

## Exam Extensions/Deferrals

- 1) Students must send an extension/deferral request to [f2t101@performanceredefined.ca](mailto:f2t101@performanceredefined.ca) **PRIOR** to the beginning of exam period for their request to be considered. They will be given the option of a 2-week extension, or a deferral of the exam to a later period at no penalty (missing the exam will not count as one of their three attempts to pass).
  - a. Contact must be made with Performance Redefined **at least 24 hours** prior to the beginning of the exam period (before 9am on the day prior to the exam).
  - b. All reasonable and timely requests will be granted an extension/deferral at no penalty.
- 2) Requests for an extension/deferral **DURING** the exam period will not be granted (except in extenuating circumstances). Students making such requests will have their first exam attempt counted against them (regardless if an attempt was made or not).
  - a. Students with extenuating circumstances will be given the option of extension or deferral:
    - i. Students who opt for the extension, and fail to complete exam within the allotted 2-week window, will have the exam attempt counted against their total.
    - ii. Students who defer will **NOT** have their exam attempt counted against their total.
- 3) Requests for an extension/deferral **AFTER** the exam period will **NOT** be granted. Students making such requests will have their first exam attempt counted against them (regardless if an attempt was made or not)
  - a. Students with extenuating circumstances will **ONLY** be given the option of deferral. These students will **NOT** have their first exam attempt counted against their total.
- 4) Extenuating circumstances are decided solely at the discretion of Performance Redefined and the IAFF and can include events such as deployment, childbirth, natural disaster etc.

## Exam Rewrites

- 1) Students will retain credit for any portion of the exam successfully completed. They will only be required to complete missing/failed components from Part 1 or Part 2.
- 2) Students must submit a written request to rewrite the exam to [f2t101@performanceredefined.ca](mailto:f2t101@performanceredefined.ca) and explicitly state the exam period they intend to rewrite in.
  - a. All exam protocols detailed above will also apply during their rewrite period.
- 3) Students will be contacted 2 weeks prior to the start of the new exam period to confirm their intent and to be provided all relevant exam details.
  - a. Students **MUST** confirm their intent to rewrite in order to receive Moodle access to the exam.
  - b. Students who fail to confirm **72 hours prior to the exam period** will not be provided access to the exam content. They will not have an exam attempt counted against their total.
  - c. A reminder email will be sent once the exam material has been posted.
- 4) Extensions and deferrals will be handled in accordance with protocols outlined above.
- 5) All material related to exam rewrites will be accessible through Moodle.
- 6) Students will have a maximum of 3 attempts to successfully complete the missing/failed components of the exam. All attempts must commence within 6 months of the exam due date linked with the course they completed.

## Special Accommodations for Exam

If you have a special testing need, we will try our best to accommodate you. Special requests regarding any of the following must be received by the IAFF at least 30 days prior to the beginning of the examination period.

### Religious Obligations

- If the certification examination period conflicts with your religious obligations, please contact the IAFF to discuss your need for accommodations during the examination period.

### Limited English Proficiency

- At this time, the IAFF/IAFC certification examinations are offered only in English. If English is not your first language and you wish to have additional time to take the examination, submit a letter from your supervisor or union president indicating that you are otherwise qualified but need additional time.

### Students with Disabilities

- Defined as a visual, sensory, physical or other disability that prevents you from taking the examination under standard conditions.
- According to the Americans with Disabilities Act (ADA), a professional qualified to diagnose the disability must make documentation of the disability. Written requests and completed registration information from disabled candidates must include a description of the accommodation requested. The IAFF reserves the right to determine the reasonableness of the accommodation requested.

If your concern is not listed, please call (202-737-8484) or write ([F2T@IAFF.ORG](mailto:F2T@IAFF.ORG)) to the IAFF.