

BROWARD COUNTY FIRE INSPECTORS OPEN BOOK EXAMINATION PREPARATION GUIDE

Open book examinations, unlike traditional exams, allow you to consult reference materials in completing the exam. The Broward County Fire Inspectors open book exam uses the following reference materials:

- Florida Fire Prevention Code 7th Edition Based on NFPA 1, *Fire Code*, 2018 edition and NFPA 101, *Life Safety Code*, 2018 edition.
- Chapter 633, 2022 Florida Statutes, Fire Prevention and Control
- Division 69A, Division of State Fire Marshal, Florida Administrative Rules, Chapters: 69A-3, 69A-21, 69A-37, 69A-38, 69A-39, 69A-40, 69A-41, 69A-42, 69A-43, 69A-44, 69A-46, 69A-47, 69A-48, 69A-49, 69A-50, 69A-51, 69A-52, 69A-53, 69A-54, 69A-55, 69A-56, 69A-57, 69A-58, 69A-61, 69A-62, 69A-63, 69A-64.
- Broward County Local Amendments to the Florida Fire Prevention Code 7th Edition

All Reference Materials are provided at the examination site. All you will need to bring is **two sharpened pencils and an eraser**. No other materials will be allowed in the exam room. Electronic devices such as phones, pagers, radios, computers, and similar devices are not permitted in the exam room.

The reference materials are all tabbed to assist in their use.

No other form of reference material will be allowed in the examination room.

The Examination is a multiple-choice type test consisting of 100 questions. The exam consists of the following:

- 20 questions come from NFPA 1
- 15 questions come from NFPA 101
- 15 questions come from Chapter 633 ss.
- 15 questions come from F.A.C. 69A chapters 2-64
- 10 questions come from F.A.C. 69A-58 (Uniform Fire-Safety Standards for Educational Facilities)
- 25 questions come from Broward County Local Amendments

A passing score of 70% is required, which means you must get 70 questions right to pass. It is important to answer all the questions; if you leave one blank, you automatically get it wrong. Remember, with four choices for each question, you still have a 25% chance of getting it right by guessing.

When examining a question's answer choices, look for the ones that are obviously not right to eliminate them. Then select from the remaining choices.

If you need to change an answer, make sure you erase it and clearly mark your answer choice. You **will be allowed** to make any marks, comments, or notes on the test. It will be your individual test, which will be turned in.

Time Management – The time allowed for the exam is four (4) hours. It is important to arrive early enough to get processed and familiarize yourself with the materials. Leave time for unforeseen delays.

You will have a maximum of 2.4 minutes per question to answer them in the allotted time. It is generally best to skim through the exam and answer the questions you know right away and not spend a lot of time looking up each question. Then go back and look up the ones you do not know or are unsure of. Use your time wisely.

Remember open book tests require you to find information when you need it and under a significant amount of pressure due to the time element.

Making sure you are well-rested and have eaten will make a big difference in your performance.

Preparing for an open book is similar to preparation for other types of exams. You must allocate adequate time to prepare or study. Preparation should involve becoming very familiar with reference sources. You should understand what is in the reference and how it is set up or indexed so you will be able to locate information quickly. Know the differences between the reference sources; for example, do you know the main difference between the Fire Code (NFPA 1) and the Life Safety Code (NFPA 101)? Do you know what is in Chapter 633, what subject areas and how they apply the Fire Code? Are you familiar with Division 69A and how it differs from the other references? Have you reviewed the Broward Amendments to the Florida Fire Prevention Code (FFPC)?

You must be familiar enough with the reference materials to know which section applies to what and why. Some material will not be in some references, and you should know that ahead of time.

It is better to start early enough in preparing to study only an hour a day and not wait to cram at the last minute. Making notes of areas and what they mean while studying will be helpful, along with writing up questions for yourself. Using your questions and timing yourself to look them up in the reference material can be very helpful. Writing up a list of items about the fire code and timing yourself on looking them up can be beneficial.

You must read over the material to know what's there and then use notes as a study aid to review the material.

The Key is preparation, being organized, and making good use of time management.

Good Luck!