



5.05 Updating Courses and Exam Question Banks

Approved: 2018-03-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To describe the process for updating courses and exam question banks.

Policy and Procedures

The Education Committee periodically conducts reviews of SBOA-delivered courses and exam question banks to maintain fair, consistent, reliable, and accessible administration and technical content of courses and exams.

The review will consider information from:

- the Certification Committee about updates to the SBOA or ACBOA Certification Programs and about required changes to courses and exams, including changes to the ACBOA Exam Content Outlines ([6.02 Certification Program](#)),
- the exam provider about analysis of questions and identified issues,
- course evaluation forms ([5.02 Course Delivery](#)),
- exam result concerns and appeals ([5.04 Exam Result Appeals](#)), and
- other relevant issues.

When the Certification Committee requests changes due to adoption of new codes or regulations, the Education Committee works with the exam provider to provide an estimate of the time required to implement the changes, and notify the Certification Committee. The Certification Committee is responsible for coordinating with the Education Committee, obtaining approval for changes, and notifying members as described in [6.04 Changing the Certification Program](#).

For changes required because of other issues, the Education Committee works with the exam provider to implement changes as needed.

The Education Committee may form Content Subcommittee(s) to review and update course and exam contents.

Application

SBOA Education Committee Chair and members, and exam provider.

Notes

Based on information from BOABC.

Based in part on 2007-05-28 SBOA Certification Policy 3A - Process for Changing the Certification Process (recommended for compliance with CAN-P-9 that was reissued as ISO/IEC 17024:2012). Required for compliance with ISO/IEC 17024:2012 "Conformity Assessment - General requirements for bodies operating certification of persons, 9.7.2."