



FSEB

**Fire Services
Examinations
Board**

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Chief Fire Officers/Firemasters

7 April 2005

Our Ref DJS/9015-01

Dear Sir

GUIDANCE ON EXAMINATION VENUES - SEPTEMBER 2005 EXAMINATIONS

You will be aware that for the forthcoming **September 2005** examinations it has been agreed that the Leading Firefighter and Sub-Officer 2nd re-sit examinations will take place on the same days as the Station Officers' 1st re-sit examination. These dates and times are:

Tuesday 13th September

Leading Firefighter

Paper 1 09.20 – 11.00
Paper 2 11.50 – 12.40

Lunch

Paper 3 13.45 – 15.10
Paper 4 16.15 – 17.25

Station Officer

Paper 1 09.20 – 11.35

Paper 2 13.45 – 16.00

Wednesday 14th September

Sub - Officer

Paper 1 09.20 – 11.00
Paper 2 11.50 – 13.00

Lunch

Paper 3 13.45 – 15.30
Paper 4 16.15 – 18.00

Station Officer

Paper 3 09.20 – 11.35

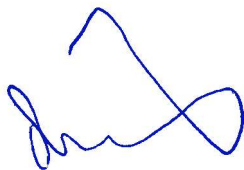
Paper 4 13.45 – 16.05

With the reduction in candidates expected to take all three examinations in September it is recommended that brigades allocate **ONE venue** to accommodate all candidates. Although this will mean that both Leading Firefighter and Station Officer candidates on day 1 and Sub-Officer and Station Officer candidates on day 2 will be in the examination room together, papers have been co-ordinated to start at the same time. If candidate numbers are significant then the use of two rooms within the one examination centre could be considered.

Similarly, Supervisors will be briefed on these arrangements and in particular to ensure that candidates are seated appropriately to ensure that there is a natural division between the two examinations. This will be important as candidates undertaking the Leading Firefighter and Sub-Officer Papers 1 and 3 will finish in advance of the Station Officer candidates.

Can I again remind brigades on the need to ensure that 'adequate sized desks' are allocated for Station Officers' Paper 4, the In- tray exercise (recommended minimum size of 3' 3" (100cm) W x 2' (60cm) D).

Yours faithfully

A handwritten signature in blue ink, appearing to be 'D J Stanley', with a stylized, looping flourish at the end.

D J Stanley
SECRETARY

cc Local Examination Board Secretaries.