

# Taking the BPA Online Exam

## Instructions and FAQs

Please read these instructions carefully!

We will have emailed you a password to complete this exam. Use this password to open the exam.

Before beginning the exam, make sure you have a good internet connection and are away from any distractions, as this is a timed paper. We recommend you turn off your phone.

You will be asked **30 questions**.

You have one hour to complete the exam, which includes filling out your details. N.B. A clock will appear on the screen at the bottom right hand corner of the exam. The clock will start as soon as you enter the password for the exam.

You must provide an answer to all questions.

If you do not complete this in the time set, you will automatically get a failed result. It is therefore important that you note the time by which you need to complete the exam. We suggest you use an alarm clock and set it to five minutes before the end of the exam. This way you will be more prepared to finish the exam in time.

You will not be able to pause the exam at any time, as it must be completed in one sitting and you must be by yourself. Do not begin the exam until you are absolutely ready to start. You can only open the link once.

This exam is 'open book' which means you are allowed to refer to reference materials in any form. You may use any help in terms of books, paper, electronic devices to complete this exam. But you must not use help from another person.

The exam must be completed between **7am on Monday (following the course weekend) And 8.30 pm on Sunday (1 week later)**

We recommend you maximise your browser window before starting the exam, as there may be large diagrams that are included in the question.

If you already hold a current BPA firers ID number then, please ensure you have it to hand before starting the exam as you will need to include this information in the details.

Please fill out your name, company details, email and BPA firers ID number if applicable.

You can answer questions in any order you prefer. But you **MUST** provide an answer to **ALL** the questions. The pass mark for this exam is 80%. Don't forget if you finish answering the questions within the time limit you can go back and check your entries.

Click the "Submit" button to submit your exam at the end. If you have missed any questions, the exam will not be submitted until this has been rectified and an error message will be displayed "please complete all required fields!"

If you encounter problems accessing or submitting your exam, you must contact the admin office immediately, details below.

Please note once you submit your exam you will not be able to change your answers.

The exam content is copyright to the BPA. To preserve the integrity of the exam you must not communicate the content of the exam with any other potential candidate or other persons.

**Copying the exam in any way is strictly forbidden** and doing so will invalidate your results and may lead to disciplinary action being taken against your company and lead to court proceedings.

**Failure to attend course.** If you do not attend the course you **MUST NOT** attempt to enter the online exam. The BPA system will highlight anyone who does this, and you may forfeit any candidate's rights you currently have enabling you to sit future BPA courses and exams.

You will be notified by the organising company if you have passed or failed only.

You may also be contacted by somebody to discuss the exam and feedback.

If you fail, you will be offered the opportunity to have a re-sit. The re-sit must however, be taken within 3 months of sitting the course. If you fail a second time you will need to re-sit the full course appropriate to you level (i.e. Firer or Senior Firer).

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Office opening times  
Mon-Fri 7.30am-12.30pm

### **Frequently asked questions:**

#### **What if I miss the schedule exam period?**

You can arrange with the BPA office to re-sit the exam at another time, however you will be charged an administrative fee.

#### **Can I know what questions I got wrong?**

The BPA membership decided to give to candidates only a pass or fail marks.

#### **What if I'm not happy with my exam result?**

An appeal is a request for a review of a decision about your result. Appeals should be submitted by email to the BPA admin office within 7 days of receipt of the exam results. Results of appeals will be given within 7 days. Where there is a dispute over the result of an appeal, candidates can make a further final appeal by writing to the Chairman of the BPA for consideration by the Management Committee.

#### **What if I was unable to take the exam due to ill health?**

Contact the BPA office as soon as possible with evidence of your illness or incapacity.

#### **What if I lost internet access during the exam?**

You must let the BPA Admin Office know as soon as possible. Take a screen print of the error that occurred during the exam and email it to [exam@pyro.org.uk](mailto:exam@pyro.org.uk)

#### **If you have a complaint?**

A complaint can be made about any aspect of your experience during the course or exam. It can be in the form of the feedback online form or email to [exam@pyro.org.uk](mailto:exam@pyro.org.uk) or in person to Avril Di Palma. Telephone number 01480 878622. All complaints are reviewed by the BPA Admin Office and if further review is required the BPA Management Committee.

#### **DECLARATION OF UNDERSTANDING**

***This qualification does not allow me to claim personal membership to the BPA. In undertaking the BPA Firers Training Course and examination, I understand that I may only fire category 4 material under the auspices of a professional fireworks company. Furthermore, I understand that a BPA qualification does not entitle me, as an individual, to purchase category 4 fireworks for my own personal use and is not a license to use such material.***

