

## Questions and Answers – Fire Lieutenant Examination

During the CIFA meetings the members agreed that candidate questions that could apply to all candidates would be compiled into one document in an attempt to provide all candidates equal access to the same information. This document will be updated on an ongoing basis.

### Examination Information:

**1. Where can the dates for the Fire Lieutenant promotional examinations phases be found? (5/1/2024)**

- The examination dates for the phases of the Fire Lieutenant promotional examination can be found in the Important Dates document. The most recent Important Dates document can be found on the Civil Service Commission (Commission) website at; [Examination Information - City of Columbus, Ohio](#) Once on the webpage, select the Fire Exams, Fire Lieutenant, then the Important Dates document. The Important Dates document will be updated if any changes to the examination dates occur.

**2. What are the minimum qualifications for taking the Fire Lieutenant exam? (9/25/2024)**

- The minimum qualifications for taking the exam are five (5) years of experience as a Columbus Firefighter including one (1) year of continuous accredited service by the expiration of the current Fire Lieutenant eligible list. The current Fire Lieutenant eligible list is currently set to expire on May 15, 2025 at 11:59 pm. Possession of a valid driver's license is also required. **No attachments are necessary during the application process (e.g., driver's licenses, EMT / Fire certifications, degrees). You will just need to bring your driver's license on examination day.**

**3. When should an accommodation be requested? (9/25/2024)**

- A request for accommodation should be submitted as soon as you are aware it is necessary and after your application has been submitted, so that efforts can be made to accommodate your request. The official forms are located on the Commission's website. For promotional exams, the most typical form needed is Testing Accommodation – Not ADA. All accommodation forms can be found at the following link: [Testing Accommodations](#) The online request for accommodation form(s) should be completed along with supporting documentation.

- 4. Does the Civil Service Commission provide printed copies of the internal material provided? (5/1/2024)**
- The Commission provides internal source materials electronically only. Candidates may print the sources from home or explore other options such as printing from a commercial location or going through their chain of command.
- 6. Is there an audible version of the internal sources? (5/1/2024)**
- No. Civil Service does not provide audible versions of Division of Fire sources.
- 7. How often is the questions and answers document updated? Does the Civil Service Commission notify candidates of updates? (5/1/2024)**
- The questions and answers document is updated as questions are received. The Commission does not send out notifications to candidates when the document is updated. Candidates should check the document periodically for the most recent updates.
- 8. What is the dress code for phases 1 and 2 of the examination? (5/1/2024)**
- There is no formal, or required dress code for phase 1 or 2. You may dress comfortably; however, we do suggest you dress in layers as Commission staff do not control the temperature at the testing site.
- 9. How is the hurdle (cut score) implemented for the Fire Lieutenant Examination? (5/1/2024)**
- Two hurdles will be incorporated for the Fire Lieutenant Exam, one after Phase I (Multiple-Choice) and then the second hurdle will be incorporated after Phase II (Tactical). The Phase I and Phase II hurdles are separate hurdles. Candidates who do not pass the first hurdle will be removed from the testing process. The initial hurdle for the Fire Lieutenant Exam will occur after Phase I and will be implemented at approximately  $\frac{1}{2}$  standard deviation below the mean.
  - The second hurdle for the Fire Lieutenant Exam will be implemented at approximately  $\frac{1}{2}$  standard deviation below the mean or set to incorporate a maximum of 90 candidates, whichever is fewer. The hurdles will be calculated after the paper inspections have concluded. Candidates who are invited to and complete all three phases, other than those who get promoted from the current list before calculations for the new list are completed, will have their names placed on the eligible list.
- 13. What happens if a candidate is promoted from an existing eligible list before testing has concluded? (5/1/2024)**
- Similar to previous Fire Lieutenant and Fire Captain test administrations, candidates who are promoted from an existing eligible list **by the time scoring takes place** will not be considered as viable candidates. Therefore, such candidates will not continue in the scoring process. Once the tentative results have been calculated and notices sent to candidates, no further changes to the

candidate pool will be made. While the results are tentative, the only changes that are permitted are for scoring inaccuracies.

## Reading List:

- 1. Where are the internal source materials located? (5/1/2024)**
  - The internal source materials are located on the Commission's website ONLY and will not be posted to Vector Solutions.
  
- 2. Are there sections or pages within the internal source materials that are excluded, similar to past examinations? (5/1/2024)**
  - Per the 2025 Fire Lieutenant Promotional Exam Reading list, the sources that appear with an asterisk have been edited, omitting limited sections. Sources without an asterisk have not been edited. There are no other exclusions to the internal or external sources. It is important to only use the version of the sources provided on the Commission's website.
  
- 3. Is a list of the omitted information of the internal sources for the exam available? (5/1/2024)**
  - No list of the omitted sections from the source materials is available. All omitted sections have been removed from the internal exam materials posted to the Commission's website. However, the tables of contents and index, for each source has not been modified and can be helpful in determining omitted material.
  
- 4. Are the sections of the EMS protocol found at the end of the SOP document on the Civil Service Commission Website part of the exam materials? (5/1/2024)**
  - The portions of the EMS protocol found at the end of the SOP document on the Commission's website are part of the exam materials and may be tested on all phases of the exam identified for the SOPs.
  
- 5. If internal sources contradict one another, how should these materials be studied? (5/1/2024)**
  - Everything within the source materials posted to the Commission's website may be tested on the phases indicated on the reading lists. If contradictions do exist, study the most up-to-date material. Look at the revision dates to determine the most up-to-date materials.
  
- 5. Are the video links in all of the CFD Manuals (i.e., Saving Our Own, Engine Company Operations, etc.) testable material? (5/1/2024)**
  - No. Candidates are advised to avoid clicking on the links contained in the CFD manuals. The information contained in the links are not intended to be testable material. Some links will bring you to content within CFD Manuals, but will not

link to the exact version as posted on the Reading List. Therefore, some of the topics that are linked may be tested, as they are also contained in other parts of the posted reading list materials. It is important to use the source material found on the Civil Service webpage for each rank.

### **Multiple-Choice:**

**1. Are notes/outlines permitted to be used during the appeals process?**

(5/1/2024)

- Only non-electronic copies of the sources contained on the reading list are permitted in the appeals room. Notes created on the source materials prior to the appeals process are permitted. Notes contained within separate books or on loose pages will **not** be permitted into the appeals room. Questions regarding what is permitted to be used within the appeals room can be directed to the appeals room monitor during the appeals process. Appeals monitors will confiscate any items that are not permitted to be used during the appeals process and return them once a candidate has finished.

**2. When will the doors to the Ohio Union Building Open? (1/7/2025)**

- The doors to the Ohio Union Building will open at 7 a.m.

**3. How early will the check-in start for the multiple-choice exam? (1/7/2025)**

- Check-in will start at approximately 8:30 a.m. and end at 10:00 a.m. To test, candidates must arrive by 10 a.m.

**4. Once I check-in to the exam, will I be allowed to leave the testing room?**

(1/7/2025)

- No, once a candidate checks-in they will not be allowed to leave the testing room, except to go to the restroom. If an emergency occurs and you need to leave the testing room, please notify a CSC monitor immediately.

**5. Will I be allowed to pick my own seat? (1/8/2025)**

- Each candidate is assigned to a specific section in the testing room. You were notified of your section number on your admission notice. Your seat in that section will depend on your arrival time.

### **Tactical:**

**1. Will the tactical examination contain negative points? (5/1/2024)**

- Yes, the tactical examination will contain negative points. To prevent candidates from choosing all responses when not appropriate, there will be negative points included on the exam for incorrect responses when candidates are to choose all responses that apply. There may also be negative points for responses that may have negative critical outcomes on an emergency scene.

- 2. Will all candidates who take Phase II, the tactical examination be permitted to submit appeals during the appeals period? (5/1/2024)**
- Yes, all candidates who take Phase II will be permitted to submit appeals for Phase II. However, appeals by candidates who did not pass Phase I will be removed from the appeals process and will **not** be reviewed for consideration.