

EXAMINATION DEVELOPMENT SPECIALIST – FP CANADA STANDARDS COUNCIL

Full-time Permanent Position

POSITION OVERVIEW

Reporting to the Manager, Examinations, this position within the FP Canada Standards Council™ will work with internal staff, volunteers, and external service providers to facilitate the development of exam materials to support the QAFP exam and CFP exam. responsibilities include supporting exam projects and administration activities, and quality control of exam content administered through the software platform for each exam administration.

Key Responsibilities

In this role, you will:

EXAMINATION DEVELOPMENT PROJECT MANAGEMENT (50%)

Organize and oversee the execution of the exam development and administration process to ensure integrity of process and content is preserved throughout various exam specific activities. Support the Director, Examinations, and other team members to ensure sufficient content coverage, item writing workshops, accurate scoring processes and sample content development.

- Create, manage and monitor exam program workplans and development schedules to ensure all activities are completed as per established plan. Organize exam content development activities such as panel reviews and meetings, sample content development and review, editorial review, and translation. Manage Practice Exam development and publication. Support the scoring processes of the exams.
- For development purposes plan and attend required Exam Panel review calls and meetings, working in collaboration with FP Canada internal content experts and Exam Panel Chairs. Support the review of multiple-choice content as required. Work closely with the Director, Examinations, and Manager, Examinations to support orientation of new panel members, and maintain Exam Panel resources, and oversee meeting requirements.
- Manage and coordinate mock exam activities with external service providers, in collaboration with the exam team, to ensure adherence to work plan, testing best practices and established procedures. Monitor for compliance with internal Quality Management System.

- Monitor and maintain multiple-choice item banks and exam-related data for appropriate coverage in terms of content and ensure proper documentation of exam statistics, and item performance statistics.
- Support the Director, Examinations and Manager, Examinations to create test forms to meet Blueprints, in collaboration with Technical Content Experts and Exam Panels.

VOLUNTEER MANAGEMENT (20%)

- Manage and support FP Canada volunteer activities for exam development activities, as applicable, including recruitment, application, interviewing of potential candidates, selection, onboarding, scheduling, monitoring, and assessment.
- Coordinate within the exam team for Exam Panels and other exam development working groups to plan, schedule, and organize development activities and projects, as required.
- Provide support for volunteer management and meeting requirements for other initiatives within the organization, as required.

EXAMINATION SOFTWARE PLATFORM SUPPORT (15%)

- Support the Manager, Examinations in the management and maintenance of the item banking software and exam platform for FP Canada's certification exams (French and English), mock exams, and practice exams, reviewing for accuracy and supporting the edits stemming from Exam Panel review and updates. Test all forms of exams to ensure proper build and accurate display of exam items and forms based on established parameters.
- Participate in the review exam content on testing software for the purpose of quality control to ensure it meets the parameters and approved content as established by the respective Exam Panel.
- Oversee maintenance of other exam-related data, including reference library, exam statistics, and item performance statistics.

EXAMINATION PROGRAM AND ORGANIZATIONAL SUPPORT (15%)

- Contribute, as required, to the smooth execution of exam administrations by providing support with the exam team during exam administration windows.
- Support the exam results release process.
- Contribute to the maintenance of key exam-related documentation and monitor and implement process for exam content review to ensure security and integrity of process. Provide support to Director, Examinations on certification program activities, research, and administration.
- Handle other project-related tasks and research as required to support FP Canada's mandate and support the organization's strategic initiatives.

Required Qualifications

The ideal candidate will have the following skills and experience:

- Post-secondary degree or related certification. A Bachelor of Education degree, Certificate in Adult Education or ICE-CPP certification would be an asset.
- At least one year working on development and/or administration activities for high stakes certification or licensure examinations.
- Not-for-profit experience and experience working with volunteers.

- Experience in project management is an asset.
- Knowledge of the regulatory environment related to the financial services education industry is an asset.
- Research background and experience an asset.
- Bilingual in French and English is an asset.

Competencies

The ideal candidate will have the following skills and experience:

- Strong teamwork, collaboration, and planning and execution skills with a professional demeanor and positive supportive nature.
- Strong critical thinking skills.
- Sound judgement regarding ethics, discretion and privacy with the ability to maintain confidentiality and professionalism.
- Proven ability to work independently and produce quality work in a complex, time sensitive environment.
- Awareness of project sensitivities and interdependencies.
- Ability to work collaboratively across all areas within an organization.
- Ability to establish and nurture strong lasting relationship with key stakeholders.
- Takes ownership and initiative to get things done.
- Strong organizational skills and attention to detail.
- Strong MS Office Suite skills.

ABOUT FP CANADA

Established in 1995, FP Canada is a national not-for-profit education, certification and professional oversight organization working in the public interest. FP Canada is dedicated to championing better financial wellness for all Canadians by leading the advancement of professional financial planning in Canada. Learn more at [FPCanada.ca](https://www.fpcanada.ca).

WORKING WITH FP CANADA

We're [FP Canada](https://www.fpcanada.ca), a team of passionate and progressive professionals. FP Canada employs over 55 people, and our office is located in downtown Toronto. This is a full-time permanent position working 5 days per week, during core business hours, with some flexibility required. We offer a hybrid-work model, requiring at a minimum, two days a week (40%) on average, of employees' time be spent in the office.

We are committed to wellness and a healthy work environment for our employees. You will earn a highly competitive annual salary, generous paid vacation and personal time, and you will enjoy our comprehensive employee benefits, RRSP matching program, professional development opportunities, flexible work arrangements and regular social events.

We are service-oriented, principled, and driven to make a societal impact, and we strive for and demand excellence, integrity, and respect from each other as well as our external stakeholders. We value collaboration and flexibility, and together have created a collegial and positive work environment.

Our Commitment to Inclusion and Diversity

FP Canada values inclusion and diversity, and different perspectives and experiences; and we are committed to working towards an inclusive and diverse organization, reflective of Canada's population. We encourage candidates who identify in traditionally underrepresented communities (women, racialized persons, indigenous persons, LGBTQ2S+ and persons with disabilities) to apply.

Our Commitment to Accessibility

FP Canada is committed to ensuring equal access and participation for people with disabilities in accordance with the *Ontario Human Rights Code (OHRC)* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. FP Canada will provide accommodation on request throughout the recruitment, selection and/or assessment process for applicants with disabilities. If you require accommodation, please inform our Human Resources Department at careers@fpcanada.ca.

HOW TO APPLY

To apply, please submit your application to careers@fpcanada.ca and note the position title in the subject line. Applications will be accepted until **April 12, 2024**.

We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.