



# Project Charter: Exams

Judge Foundry's Exams Project is tasked with the evaluation of members for certification, promotion, and maintenance by way of written tests taken on JudgeApps. This project is designated as a Critical Project.

The Exams Project uses the common project structure.

The project will be led by the Exams Manager. The Exams Manager must be a level five member of Judge Foundry.

The Exams Project is subordinate to the Judge Levels Project and the Operations Roles Project. The Exam Study Guide Project is subordinate to this project.

The Exams Manager will have autonomy to manage exams while complying with the bylaws and policies of Judge Foundry and instructions from the board of directors, the Judge Levels Manager, and leader of the Operations Roles Project. The board need not approve each exam question, nor does board membership confer the ability to view questions for exams a Director has not yet taken.

The duties of the Exams Manager are:

- to create advancement exams for each judge level and operations role
- to implement the requested passing scores and cooldowns requested by the Judge Levels Manager and leader of the Operations Roles Project and advising on them
- to create questions assigned to each exam, alongside answers and explanations
- to provide the Exam Study Guide project with regular updates on the contents of exams
- to keep exams up to date with current rules and policy
- to review feedback provided by members on exam questions
- to work with the Technology project on making feature requests to JudgeApps
- to determine which sets merit an update quiz and the formatting of that quiz
- to make recommendations on relegation of questions from update quizzes to evaluation and practice exams and submit them to exam managers for review
- to maintain practice exams, including setting the requirements, passing score, and any cooldown
- to create any seasonal exams for special events, including setting the requirements, passing score, and any cooldown
- to determine if a test question's stated correct answer is incorrect or ambiguous and the appropriate remedy, which may include overruling a candidate's failing score on an exam
- to determine, with the assistance of the Judge Levels Manager or Operations Roles Manager as appropriate, accommodations for significant and exceptional circumstances that would make standard testing protocol unfair to a candidate

- to determine the procedures and permissions for remote testing, which should generally require it to be extremely onerous for a candidate to test under normal circumstances
- to report the status of the project regularly to the Judge Levels Manager and the leader of the Operations Roles Project

The Exams Manager may not:

- delegate the authority to overrule a candidate's failing score on an exam to anyone else, including a manager or member of a superior or subordinate project
- overrule a passing score on an exam, even if it is later determined that a question had an incorrect answer or that the proctor erroneously marked it as correct
- alter any provision on exams stated in Judge Foundry's bylaws or resolutions
- alter without board approval the overall testing regime endorsed by Judge Foundry, specifically the use of closed-book, untimed, in-person test-taking