Casting Instructor Certification Program Test Administration Procedure

It is the policy of the Casting Board of Governors (CBOG) that all candidates deserve the opportunity to achieve their best performance during the administration of CICP certification examinations. For this reason, candidates must be familiar with the specific expectations and stated standards of performance for each task in the examination. It is these expectations and performance standards, and not the examiner’s personal preferences or expectations that constitute the criteria by which a candidate’s performance is judged.

The Certified Casting Instructor (CI) Workshop. Traditionally, workshops are given in conjunction with the written and performance tests and last about an hour. The workshop and written exam will be administered by at least one L1, L2 or L3 examiner. The workshop will cover topics such as:
(1) A brief history and overview of the FFI and the Casting Instructor Certification Program.
(2) At least one item relating to teaching skills.

The CI Written Test. Traditionally the written test is given in conjunction with the workshop and performance tests and last about an hour. A candidate must score 30 (out of 36) to pass the written exam. If the candidate does not pass the written test, the candidate may still take the performance exam. (See paragraph 7. “Successfully complete the requirements of the certification process”). Provided the candidate can find a qualified person to administer the written test (an L1, L2, L3 examiner) within the one year period then there is no cost to retake the written portion of the test if the performance portion of the test was previously passed.

The examiners shall endeavour to create an examination environment conducive to success and examiners will do their best to optimize test conditions by:

1. Responding to the candidate’s need for clarification about the test administration or instructions given to the candidate by an examiner.

2. Asking for and accommodating the candidate’s choice for the direction of casting at the initiation of the test, as well as changing the direction of casting for any task during the test at the request of the candidate.

3. Allowing for a pause in the testing so that the candidate may refocus, rest tired muscles, or address other physical needs.

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4. Restricting the presence of observers not directly involved in the test and to the extent possible a reasonably comfortable quiet setting should be provided for the examination. Outside distractions are to avoid insofar as possible during the examination.

5. The examiner(s) will describe to the candidate the conditions of the test including all unavoidable distractions and weather conditions. The candidate shall have the option to accept or reject the test site. If a candidate rejects the test site, the performance test ends and the examiner will make a note that the candidate declined to proceed and advise the person coordinating the testing. The Candidate understands that a refund is not possible if they choose to reject the test site.

6. Bringing the exam to a timely and beneficial conclusion, when the candidate’s performance to that point precludes the possibility of passing. For the CI and THCI exam, it may be beneficial to continue past that point and then inform the candidate of the situation; offering coaching and plans for improvement in the time remaining. For the MCI exam, the appropriate time to end the exam is the end of a section. (candidates are permitted to finish a section once initiated). If designated time for unused sections remains, then that should be used for coaching and plans for improvement to the benefit of the candidate.

7. Provide the candidate with a concise explanation of the reasons for the examination result including: (I) constructive criticism of answers, explanations, and demonstrations; (II) identification of tasks performed well; and (III) recommendations for study, practice and the acquisition of practical experience; (IV) the notification of the result, any explanation and constructive critique should be given in a private area, and (V) the candidate will be notified as to whether he or she passed or failed the test; and the candidate will be given the opportunity to express his or her views on the testing experience.

8. For the CI test certification process (or for those that use the Challenge Program to take the THCI), once the process has begun (they have signed up for the test), the process must be completed within one year. 
If the candidate fails to successfully complete the requirements of the certification process within one year, the candidate must start the process anew. The one-year period may be extended by the CBOG Executive Committee if the committee determines that circumstances warrant an extension. 
The candidate must announce at the time of sign up for testing that their intention is to complete all of the requirements for the CI or THCI test at the event they have signed up for. This would include both the workshop, written and performance test. For information on the refund policy and rescheduling of tests please refer to the following link: https://www.flyfishersinternational.org/Casting/PayCastingRenewalorExamFees/tabid/563/Default.

9. The candidate should be aware that exams may also include examiners who are in training. The determination of whether examiners in training (EDP participants) will be present at a certification exam is made solely by the lead examiner, the examination team or the appropriate CICP committee.
10. The lead examiner will inform the FFI CICP Coordinator at FFI Headquarters of all passed and failed test results at the conclusion of the exam.

11. The examiner team (two members) must be unanimous in their decision whether a candidate has passed the test. An exception is the THCI exam conducted with one examiner and an observer, in which case the exam results decision rests solely with the lead examiner. Regardless of what type of test is given (CI, MCI or THCI) the candidate may not retake a test whether it be written or performance, on the same day or at the same event. There is no free retesting of the performance portion of the test.

12. Prior to taking the THCI test if the FFI member is not current as either a FFI Certified Casting Instructor or an instructor of a recognized casting instructor association, the candidate must complete the following prior to the THCI exam:
   
i) Attend a CI workshop.
   
ii) Pass a CI written test.

13. Any observer or interpreter that is approved to assist and or observe any of the CI, MCI and THCI tests, is not eligible to receive an exam for three months following the test he or she assisted or observed.