

Under ISO/IEC 17024 requirements, the Qualification requires each Heat Treating Pyrometry Process Planner candidate to pass an approved ISO 17024 Comprehensive Exam Assessment.

PRI Qualification uses ISO IEC 17024 international standards that set out the requirements for the competence of personnel certification bodies.

Under ISO/IEC 17024 requirements - PRI Qualification is responsible for assessing and certifying individuals' competence against specific criteria in Performance of Pyrometric Requirements for Thermal Processing Equipment. ISO/IEC 17024 outlines the essential elements that PRI Qualification must adhere to in the certification processes to ensure credibility and consistency.

Qualification adherence to ISO/IEC 17024 exam and assessment requirements for a Certifying Body:

- **Scope of Certification:** PRI Qualification defines the scope of pyrometry certification aligning with the relevant standards and the qualifications required for certification.
- **Impartiality:** [PRI Qualification Policy](#)
- **Competence of Personnel:** PRI Qualification, in conjunction of subject matter experts from industry possess the necessary technical knowledge and skills to assess candidates effectively.
- **Assessment Criteria:** PRI Qualification provides clear and transparent criteria through Bodies of Knowledge (BoK) that outline materials that each candidate will be assessed on. The exam is based on industry best practices, as well as relevant industry and adopted standards.
- **Exam Development:** PRI Qualification, along with industry subject matter experts, content developers, and oversight, develops comprehensive exam reflecting the knowledge and skills required for certification. The Pyrometry Process Planner exam has been designed to be fair and reliable and is validated through psychometric review.
- **Fairness and Non-Discrimination:** The PRI Qualification ensures the exam is fair and nondiscriminatory. All candidates have equal opportunities to demonstrate their competence, regardless of factors like age, ethnicity, religion, gender, or nationality.

- **Registration and Documentation:** PRI Qualification maintains a historical record of candidate registrations, assessments, and certification decisions, ensuring transparency and accountability in the certification process.
- **Confidentiality:** PRI Qualification employs established mechanisms safeguarding the confidentiality of candidate information and assessment results.
- **Appeals and Complaints:** PRI Qualification provides candidates reasonable opportunities to submit appeals or complaints regarding the assessment process:
<https://survey.alchemer.com/s3/7050575/PRI-Qualification-Appeals-Form>
<https://survey.alchemer.com/s3/7050729/PRI-Qualification-Complaints-Form>
- **Continuous Improvement:** PRI Qualification maintains a scheduled review process for confirming the status and timeliness of the exam, including gathering feedback from candidates and other stakeholders, as well as analyzing exam result data.
- **Validity and Reliability:** Through psychometric review and analysis, The PRI Qualification's assessment process is designed to produce valid and reliable results and accurately measure candidate competency.
- **Risk Management:** PRI Qualification reviews potential disruptions that may impact the certification process and mitigate risks to minimize bias and maintain impartiality.
- **Feedback and Reporting:** PRI Qualification provides pass/fail notification to candidates, keeping specific exam details confidential and keeping a record of certifications granted.
- **Compliance with Legal and Regulatory Requirements:** PRI Qualification complies with relevant legal and regulatory requirements inclusive of data protection laws and any industry-specific regulations. [Code of Conduct](#) policy.
- **Review:** Under ISO/IEC 17024 accreditation standards, PRI Qualification may undergo peer reviews or audits to assess compliance with the standard's requirements.
- **Accreditation:** PRI Qualification seeks accreditation from recognized accreditation bodies to demonstrate compliance with ISO/IEC 17024. Accreditation provides additional assurance to stakeholders of PRI Qualification competency and credibility.

Certification Preparation: Candidates are encouraged, but not required, to participate in any training courses that may assist in their skills development and acquisition. Information required of candidates seeking certification is readily available online, through use of the relevant [Body of Knowledge](#). Candidates should be familiar with the contents and standards included in the BoK.

The PRI Qualification Pyrometry Process Planner assessment and certification align with ISO/IEC 17024 standards which sets stringent requirements for Certifying Bodies to ensure that their certification processes are credible, consistent, and reliable, maintaining the integrity of certifications and the trust of stakeholders, including candidates, employers, and regulatory authorities.

Exam Alignment

ISO/IEC 17024 standard adheres to specific requirements to ensure the validity and reliability of assessments. This includes the alignment for Pyrometry Process Planner assessment content areas with a Job Task Analysis (JTA), and the validation of the assessment according to psychometric practices. Here's how PRI QUALIFICATION meets these requirements:

1. Job Task Analysis (JTA):

- PRI Qualification initiated a Job Task Analysis, gathering information on the key responsibilities, tasks, and skills required for certification of a Pyrometry Process Planner.
- The JTA process includes input from subject matter experts and industry stakeholders working in the field and designed to reflect the expectations required at the planner level.
- The results of the JTA are reflected in the Body of Knowledge specific for Pyrometry Process Planners.

2. Alignment of Exam Content:

- PRI Qualification aligned the content of the certification exam directly with the identified knowledge, skills, and abilities.
- Content areas and skills requirements are in the Body of Knowledge are reflected in the JTA.
- PRI Qualification assessment construction followed the BoK ensuring content area are adequately covered.

3. Validation According to Psychometric Practices:

- To provide validity and reliability of the assessment, PRI Qualification employs psychometric practices. This involves testing and validating the exam questions and alignment with the JTA.
- Psychometricians conducted item analysis, pilot testing, and statistical analyses to assess the quality of exam questions.
- PRI Qualification collected and reviewed the statistical analysis of the candidate data to ensure the expectations of job requirements were reflective of the content areas contained in the BoK.
- Resulting data from the psychometric analysis was used to define question validity and cut scores for certification.

Through use of the JTA and alignment and following ISO guidelines, PRI Qualification ensures that the exam accurately reflects the knowledge and skills required for the Pyrometry Process Planner. Through psychometric practices and its validation process, the assessment is a reliable and valid measure of a candidate's competence, enhancing the credibility and integrity of the certification program.

Exam Confidentiality and Security

1. Secure Item Bank Management:

- PRI has established procedures for the secure management of the item bank, which includes all exam questions and related content.
- Access to the item bank is restricted to authorized personnel only.
- Item bank access, changes, and updates are recorded and audited to ensure accountability.

2. Content Development and Review:

- Any new exam items developed or any existing items are reviewed and revised, a process of review and approval is followed to maintain item security.
- Content developers and subject matter experts sign confidentiality agreements to protect the security of the content they work on.
- Development and review meetings conducted are and are governed by the confidentiality agreement.

3. **Secure Storage:**

- Accessible digital copies of exam materials are password protected in restricted environments.

4. **Access Control:**

- Access to exam content during all stages of exam administration is strictly controlled. Only authorized PRI personnel have access to the content.

5. **Secure Exam Administration:**

- During the actual exam administration, procedures are in place to prevent test content from being copied or released as well as proctoring confirming candidate authenticity.
- Exam questions and multiple test forms are used to reduce risk of cheating or content misappropriation.

6. **Incident Response and Reporting:**

- Proctor or invigilator procedures are documented for responding to and reporting any security breaches or incidents related to exam content, including unauthorized access, leaks, or cheating.

Administration and Security - Meeting ISO/IEC 17024 Standards: PRI Qualification Exams

ISO/IEC 17024 is an international standard that sets requirements for the competence of personnel certification bodies. It ensures that certification programs maintain high standards of quality, security, and fairness.

PRI Qualification has taken significant steps to meet these standards through the development and implementation of essential documents to align with the standard.

- **Transparency and Fairness:** PRI Qualification provides information about the certification process, including eligibility requirements, exam content, and scoring criteria and is publicly available at <https://www.p-r-i.org/resources/qualification>, ensuring fairness in the certification process.
- **Appeals and Complaints:** Aligning with ISO/IEC 17024's requirement for a fair and accessible appeals process, this link provides candidates the opportunity to submit an appeal or complaint that they may have regarding an exam taken.
- **Privacy and Data Protection:** In accordance with ISO/IEC 17024's standards on data protection and confidentiality compliance, it is PRI's expectation that personal

data will be treated respectfully and safeguarded appropriately. PRI shall embed privacy by design and default into its operations and continually consider the organizational and technical steps required to protect the personal data we process against loss, misuse, unauthorized access, unauthorized disclosure, manipulation, or destruction. PRI shall, with regard to the applicable data protection legislation and the PRI Data Protection Officer, implement measures to ensure that certain key principles are respected, such as purpose limitation, data minimization, data accuracy, storage limitation, accountability, lawfulness, fairness, transparency, integrity and confidentiality.

- **Code of Conduct:** The linked document provides candidates with a resource accessible code of conduct promoting ethical behavior and integrity in the certification process, aligned with ISO/IEC 17024's emphasis on impartiality and fairness.

Pyrometry Process Planner Assessment Processes and Procedures

Eligibility and Registration

Candidates may access the [Candidate Handbook](#) providing details on eligibility, registration, candidate responsibilities, and assessment preparation.

- **Eligibility:**
 - The eligibility for candidates is not restricted by prerequisite certification, nor completion of any specific training course.
 - The criteria with ISO/IEC 17024 standards and is transparently communicated to potential candidates.
- **Registration Process:**
 - PRI Qualification has a standardized registration procedure, including online registration forms, payment methods, and support access.
 - PRI Qualification provides candidates with a clear understanding of the registration process, fees, and any required documentation.

Candidate Preparation

- **Candidate Information:**

- PRI Qualification shares comprehensive information with candidates about the certification program, examination content, format, and relevant study materials.
- The PRI Qualification encourages candidates to review all materials specific to the Pyrometry Process Planner certification.
- **Exam Resources:**
 - Each candidate has access to the Pyrometry Process Planner Body of Knowledge, outlining the criteria, standards and topics to be covered in the assessment.

Disclaimer: Our organization is currently in the ISO/IEC 17024 accreditation review process and has not yet been accredited.