



**CERTIFICATION EXAMINATION FOR RESPIRATORY FUNCTION
SCIENTISTS (CRFS)**

ADMINISTRATIVE POLICIES AND EXAMINATION RULES

The Certification Examination for Respiratory Function Scientists was developed to assess the professional knowledge of practitioners performing clinical respiratory function testing and to set a uniform minimum standard of knowledge appropriate to the competent performance of basic respiratory function testing as practised in Australia and New Zealand. The examination consists of 100 multiple choice questions covering topics outlined in the examination study guide.

It was developed by an examination committee comprised of scientists, technologists and physicians whose knowledge and experience qualify them as experts in respiratory science and its application to clinical situations.

The examination questions are solicited from a variety of educators and practitioners. All submitted questions undergo extensive review, and, if necessary, revision before acceptance.

1. Prerequisites For Admission To The Examination

All applicants must be financial members of the Australian and New Zealand Society of Respiratory Science Inc. In addition all applicants must satisfy one of the following requirements:

1. Hold an appropriate tertiary degree* and complete a minimum of one year of clinical experience in the field of respiratory science, to be interpreted as a minimum of 35 hours per week employed in a respiratory function laboratory.
2. Complete five years of clinical experience in the field of respiratory science, to be interpreted as a minimum of 20 hours per week employed in a respiratory function laboratory.

*An appropriate degree shall be a bachelor or higher degree in science, paramedical science or applied science including courses in subjects such as human physiology, pharmacology, instrumentation and computing.

2. Application For Admission To Attend The Examination

Candidates must apply for admission to the examination. Application forms are available from the Secretary, ANZSRS or downloaded from the ANZSRS website at www.anzsrs.org.au. Candidates applying for admission to the examination must submit a completed application form, all requested documentation and the appropriate fee as shown on the application form.

IMPORTANT: The postal address provided on your application form will be used to mail all correspondence including your examination results. If you change address during the period between applying for admission to the examination and completing the examination it is essential that you notify the CRFS Co-ordinator of the change.

3. Acceptance For Examination

Within four (4) weeks of the ANZSRS receiving your application you will be notified whether your application for admission to the examination has been accepted. If your application is accepted you will receive an admission letter shortly after the exam closing date containing your candidate number, your exam supervisor and the location of the examination. You **must** bring this admission letter to the examination in order to gain admittance.

Examinations are held in the north and south islands of New Zealand and in the state capital cities of Australia. The exact location of the examination in each city may change depending on availability. Candidates will be advised of the exact date, time and location by your examination supervisor approximately two (2) weeks prior to the examination date. A list of the cities in which the examination can be scheduled is shown on the application form.

You will be scheduled to attempt the examination in the city you request on your application form. If you wish to change this city, you must do so in writing and your request must be received by the CRFS co-ordinator four (4) weeks prior to the date of the examination.

4. Reimbursement Of Fee

- Candidates who submit a written request to be withdrawn from an examination which is received by the ANZSRS Inc. no later than 30 days prior to the scheduled date of the examination will receive refund of their examination fee, less a \$20.00 processing charge.
- Any scheduled candidate who fails to appear for an examination, for any reason, without the above mentioned 30 days written notice, forfeits all examination fees and must reapply for admission.

5. Examination Schedule

- Bring your admission letter to the examination
- On the day of the examination you must provide one of the following documents bearing your photograph and signature to gain admission to the examination: a driver's licence, employment identification card or a photograph bearing your signature and endorsed by a member of the ANZSRS Board.
- Report to the examination location no later than 30 minutes before the scheduled commencement time of the examination as shown on your admission letter. Seating of candidates, distribution of examination documents and testing instructions will begin about 15 minutes before the commencement time.
ANYONE WHO ARRIVES AFTER THE EXAMINATION BEGINS WILL NOT BE ADMITTED.
- You will have two (2) hours to complete the examination. Additional time will not be allowed. If you complete the examination early you may request permission to leave.

6. Examination Rules

- Bring soft lead pencils, sharpener, ruler, eraser and calculator with you to the examination.
- No books, papers or other reference material may be taken into the examination room.
- No examination materials, forms or documents of any kind are to be taken from the examination room.
- No questions relating to the content of the examination may be asked during the examination. Listen carefully to the instructions given by the supervisor and read all directions in the examination booklet thoroughly.
- Question Comments: You may comment on any question at the time of the examination if you believe it is misleading or deficient in accuracy or content. A form for this purpose is included with the examination. Each comment will be reviewed before marking. Individual responses to question comments will not be provided. No question comments will be considered after examination results are released to candidates.
- You must have the supervisor's permission to leave the test room during the examination. You will not be allowed additional time to make up for the time lost.
- The supervisor may dismiss a candidate from the examination for any of the following reasons:
 - If the candidate's admission is unauthorised
 - If the candidate creates a disturbance, is abusive or otherwise uncooperative.
 - If the candidate is suspected of giving or receiving help.
 - If a candidate attempts to remove examination documents or notes from the examination room.
 - If a candidate attempts to take the examination for someone else.

7. Report Of Results

You will be notified of your examination results within four (4) weeks of the examination. Your total mark on the examination will be reported as a scaled mark. The scaled mark will be derived from the total number of questions which you answered correctly. The scaled passing mark will be 80 percent. The reason for reporting scaled marks is that different editions of the examination may vary somewhat in difficulty. To adjust for these differences the raw scores on different editions will be equated, so that candidates of equal ability receive equal marks regardless of which edition of the examination they might take. If the raw scores were not equated and converted to scaled marks, candidates who took an easier edition of the examination would have an unwarranted advantage over those who took a more difficult edition.

You will receive an official certificate from the ANZSRS, usually at the next ANZSRS Annual Scientific Meeting. If you are unable to attend the ASM, your certificate will be mailed to you.

8. Re-Examination

Candidates who do not gain sufficient marks to achieve certification or who do not appear for a scheduled examination may be admitted to any future examination by submitting a completed application form. There is no limit to the number of examinations that a candidate may attend to gain certification.

9. Release Of Information

Information about candidates' specific examination results will not be released to any third party. To ensure confidentiality, a candidate's results will not be released by telephone, even to the candidate.

The ANZSRS Inc. will maintain a directory of those persons who have achieved the Certified Respiratory Function Scientist (CRFS) credential. This directory will be available from the Secretary without charge.

10. Your Status as a CRFS

By passing the Certification Examination for Respiratory Function Scientists you will achieve the Certified Respiratory Function Scientist (CRFS) credential.