

**DEPUTY FIRE MARSHAL**  
**Study Guide/Sample Test**

## **Deputy Fire Marshal**

### **Sample Test**

After meeting the minimum qualifications for the Deputy Fire Marshal I, a two part written exam is administered. One part consists of 50 multiple choice questions. Applicants are given one and one-half hours to complete this section. Applicants are ranked by their score. The other part is a writing sample with one hour for applicants to complete. The scoring for the writing sample is pass/fail.

#### **Part I**

##### **Writing Sample**

In the writing sample, you are given one hour to write a report from the “facts” gathered from an investigation. You are asked to create the report and draw conclusions from the facts.

Your writing sample is graded on combined score from three factors. Organization and clarity rates your report on the degree to which you have written an organized report that shows a clear picture of the sequence of events. Thoroughness and accuracy reviews your report for accuracy, ensuring the report incorporates all of the significant facts and reaches a reasonable conclusion. Finally, grammar, spelling, capitalization and syntax rate the report on sentence construction, and spelling.

#### **Part II**

##### **Multiple Choice Test**

Part 2 of the exam is a 50 question multiple choice test. This part is made of the following sections:

<b>Part 2</b>	<b>Number of Questions</b>
I. Fire Prevention and Safety	20
II. Building Construction	10
III. Investigations and Inspections	20

On the following pages, you will see some samples of the types of questions that you will be expected to answer.

## **Part II**

### **Fire Prevention and Safety**

The first section of the multiple-choice exam measures your knowledge of how fires start and spread and how to prevent their occurrence.

Example 1: In one- and two-family dwellings, fires usually start in the

- a. living room.
- b. kitchen.
- c. bedroom.
- d. garage.

Answer “b” is correct according to the National Fire Incidents Reporting System. The fire usually occurs on the stove or in the oven. The exhaust fan can also catch on fire. Food that is left unattended during cooking is the most common cause of the fire.

### **Building Construction**

This section measures your knowledge of how building construction relates to fire safety and arson situations.

Example 2: A fire barrier is

- a. designed to stop a fire.
- b. are not included in a building plan.
- c. made of polyester.
- d. constructed to limit the spread of a fire.

According to the State Fire Prevention Regulations, “d” is the answer. Part II, Chapter 2 defines a fire barrier as “a continuous membrane, either vertical or horizontal, such as a wall or floor assembly, that is deigned and constructed with a specified fire resistance rating to limit the spread of fire and which will also restrict the movement of smoke. “

### **Investigations and Inspections**

In this section, your knowledge of the principles and techniques for fire investigations and inspections is assessed.

Example 3: During an interview, the investigator should

- a. ask questions that can be answered with a “yes” or “no”.

- b. use a highly structured interview format.
- c. simply ask the witness to write down what he/she saw.
- d. structure the interview so that the witness relays the events as they happened over time.

Answer “d” is correct. One proven method of investigation has the witness tell the investigator what happened first, gather all information about what the witness saw and heard at that time, then what happened next, etc.

### **Tips for Taking a Multiple Choice Test**

Here are some general hints that will help you take a test.

#### **1. Look at the entire test.**

As SOON as the monitor tells you to begin, flip through the test to see what you have to do. This will let you know what to expect. You will have two and one half-hours for your test. Budget this time to give yourself time to finish the whole test. Then RELAX - take a deep breath before you start.

#### **2. Read each question carefully.**

Read the questions and all of the choices carefully. Make sure you are reading what has been written and not what you hope or want to see. Then, pick out the one; best choice that answers the question. Make sure you read each question as a separate question and answer it as a separate question. The answer to any one question is not intended to help you choose the correct response to other questions.

#### **3. Look for the key words.**

Read every word in the question. Sometimes there are key words that will help you pick the correct answer. Pay close attention to these words. If you overlook one of these key words, you could miss a question that you really know.

Some of these KEY WORDS are listed below:

BEST  
COMMON  
EXCEPT  
GENERALLY

GREATEST  
LESS  
MORE  
MOST

NEVER  
NOT  
SOMETIMES  
USUALLY

**4. Answer the easy questions first, but answer every question.**

In most multiple choice tests, all of the questions in one section have the same value. You get as much credit for an easy question as for a hard one. Don't waste time on the hard questions. Answer all of the easy ones first, then in the time left over, go back and figure out the hard ones.

**5. Don't be afraid to guess if you are not sure of the answers.**

You will not get credit for a question unless it is answered. If you guess correctly, you will get credit and there is no penalty for guessing. If you are not sure which answer is correct, eliminate first the choices you know are wrong and chose your answer from the remaining ones.

**6. Review your test.**

When you have finished, review your paper and make sure you have answered all of the questions. Check the questions you were unsure of but make sure you have a good reason for changing the answer.