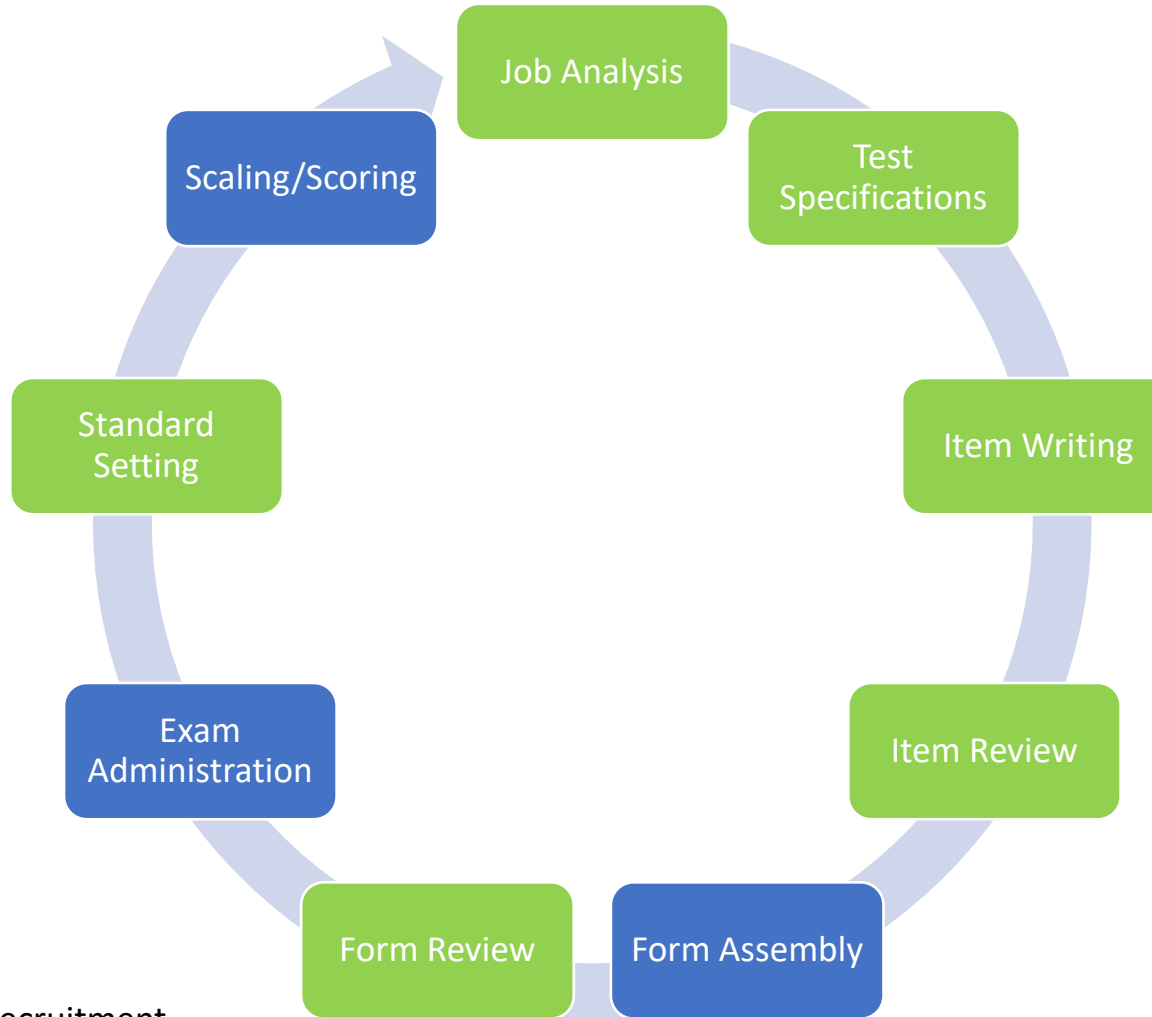


## EXAM DEVELOPMENT PROCESS



# DEVELOPING & MAINTAINING WINDOWED CERTIFICATION TESTS SIMPLIFIED



Note. Items in green require SME recruitment

# Workshop SME Requirements (Remote)

## Workshop

## SME Requirements

•Item Writing (length depends on item bank needs)	•# SMEs depends on item bank needs
•Item Review (1-2 meetings each lasting 3-4 hours)	•5-6 SMEs NOT from Item Writing
•Form Review (1-2 meetings each lasting 2-3 hours)	•5-6 SMEs
•Flagged Item Review (FIR) (1-2 meetings each lasting 2-3 hours)	•5-8 SMEs
•Standard Setting (2-3 meetings 3-4 hours each)	•10-12 SMEs (8 minimum) NOT from PIN Call or Form Review. Should NOT be Board Members
•Cut Score Decision Call (1 hour)	•Organization Board/Committee Members/public members who have NOT participated in Standard Setting

# Workshop SME Requirements (Remote)

## Workshop

## SME Requirements

•Job Analysis – Task Force Meetings (3-4 meetings lasting 3-4 hours each)	•12-15 SMEs representative of the profession (demographics, geography, job setting, experience)
•Job Analysis – Task Force Survey Review Meeting (1-2 hours)	•Task Force Group
•Job Analysis - Pilot Survey Review Meeting (2 hours)	•Task Force Group
•Job Analysis – Test Specification Meetings (3-4 meetings lasting 3-4 hours each)	•12-15 SMEs representative of the profession. Half of this group are from Task Force, half “fresh” SMEs