EXAM DEVELOPMENT PROCESS

01 Job Analysis
- Identifies job tasks and knowledge, skills and abilities (KSAs)
- Represents critical first step in development
- Provides information to guide professional development activities
- Important investment
- Many options for conducting the job analysis

02 Test Specification
- Test blueprint, content outline
- Derived from job analysis findings
- Links test items to job analysis
- Directs item writing and test assembly

03 Test Development
- Item writing and review
  - In-person workshops, at home assignments, internet conferencing
  - Test form assembly
  - Sensitivity Review

04 Program Marketing
- Press release
- Mission statement
- Presentation materials: demo disks, Web page, direct mail, journal article, candidate bulletin

05 Test Administration
- Computer-based delivery
- Internet-based (proctored or non-proctored) delivery
- Paper-based delivery

06 Setting a Passing Score
- Experts determining the standard of competency

07 Test Scoring
- Continuous re-evaluate
- Make continuous investments to keep content current
- Benchmark against industry standards

08 Test Score Reporting
- Pass/Fail
- Numeric Scores
- Feedback to candidates

09 Ongoing Test Maintenance
- Type of Scores:
  - Percentiles
  - Scaled scoring
  - Sub-scores
- Psychometric Models:
  - Item response theory
  - Classical test theory

Road Map to a Successful Certification Program
DEVELOPING & MAINTAINING WINDOWED CERTIFICATION TESTS SIMPLIFIED

Job Analysis

Test Specifications

Item Writing

Item Review

Form Assembly

Form Review

Exam Administration

Standard Setting

Scaling/Scoring

Note. Items in green require SME recruitment
## Workshop SME Requirements (Remote)

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

## Workshop

- **Job Analysis – Task Force Meetings (3-4 meetings lasting 3-4 hours each)**

## SME Requirements

- **12-15 SMEs representative of the profession (demographics, geography, job setting, experience)**

- **Task Force Group**

- **Task Force Group**

- **12-15 SMEs representative of the profession. Half of this group are from Task Force, half “fresh” SMEs**