

Policy Name	Examination Development Roles and Responsibilities
Policy Number	61.02
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

Intent

Establish the roles and responsibilities for each of the following groups involved in examination development:

- Standards and Examination Committee
- Practice Analysis Task Forces for basic and advanced certifications
- Standard Setting Task Forces for each certification
- Test Development Councils for basic and advanced certifications
- Item Writing Workshops for each certification

Scope

Applies to all SME groups involved in developing National Registry certification examinations.

Definitions

Subject Matter Expert (SME): An individual with demonstrated knowledge, skills, and experience in emergency medical service.

Policy

National Registry certification examinations are developed by task forces, councils, and workshops of subject matter experts that each have defined roles and responsibilities to ensure sufficient stakeholder input and appropriate approval processes in all stages of examination development.

Standards and Examination Committee:

The Standards and Examination Committee is a committee of the Board that serves in an advisory role to the Board of Directors.

<i>Roles</i>	<p>Advise the Board regarding:</p> <ul style="list-style-type: none"> - certification examination development policy changes - examination related issues - opportunities for improvement <p>Recommend new policies and/or policy revisions as needed</p> <p>Recommend examination passing standards and examination content outlines to the Board for approval</p>
<i>Responsibilities</i>	<ul style="list-style-type: none"> - Meet in-person twice annually with remote meetings as needed - Recommend policy changes and action items to the Board - Review and endorse Practice Analysis Task Force, Standard Setting Task Force, and Test Development Council recommendations, including but not limited to examination specifications and passing standards - Review proposals for significant examination development changes - Review proposals for significant examination administration changes

	- Adhere to all National Registry policies, including confidentiality and conflict of interest requirements
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Practice Analysis Task Forces:

Practice Analysis Task Forces are appointed on an as needed, per project basis to participate in practice analysis studies.

<i>Role</i>	Under the guidance of a psychometrician and National Registry staff members, participate in practice analysis studies and develop recommended examination content outlines for assigned certification programs.
<i>Responsibilities</i>	<ul style="list-style-type: none"> - Participate in meetings and conference calls as needed - Participate in the development of a practice analysis survey tool - Participate in the review and discussion of survey results - Review, revise, and develop recommended examination content outlines - Recommend examination content outlines to the Standards & Examination Committee - Adhere to all National Registry policies, including confidentiality and conflict of interest requirements

Standard Setting Task Forces:

A Standard Setting Task Force is formed for each certification to conduct standard setting activities. Standard Setting Task Force groups for advanced programs participate in standard setting for the cognitive and psychomotor examinations.

<i>Role</i>	Ensure passing standards for each examination are established using psychometrically sound methodology.
<i>Responsibilities</i>	<ul style="list-style-type: none"> - Participate in training activities - Participate in meetings as needed and complete tasks as assigned - Work under the guidance of a psychometrician and National Registry examination development staff members to: <ul style="list-style-type: none"> o Participate in standard setting studies o Recommend passing standards, based on the outcome of standard setting studies, to the Standards & Examination Committee - Adhere to all National Registry policies, including confidentiality and conflict of interest requirements

Test Development Councils:

Test Development Councils are formed for basic and advanced certifications to conduct item and test form reviews for their respective credentials. Test Development Councils for advanced programs also participate in the development and review of scenarios, skill evaluation sheets and scoring rubrics for the psychomotor examinations.

<i>Role</i>	Ensure that robust item banks are developed, and examination forms meet test specifications.
<i>Responsibilities</i>	- Participate in examination development training activities

	<ul style="list-style-type: none"> - Participate in meetings as needed and complete tasks as assigned - Mentor new item development volunteers - Work under the guidance of Program Managers to: <ul style="list-style-type: none"> o Review and revise items, scenarios and skill evaluation sheets o Write new items o Review and approve test forms - Adhere to all National Registry policies, including confidentiality and conflict of interest requirements
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Item Writing Workshops:

An Item Writing Workshop is formed for each certification to conduct item writing activities. Item Writing Workshops for advanced programs also include scenario development for the psychomotor examinations.

<i>Role</i>	Write examination items as assigned.
<i>Responsibilities</i>	<ul style="list-style-type: none"> - Participate in item writing training - Participate in item writing meetings as needed - Complete item writing activities as assigned - Adhere to all National Registry policies, including confidentiality and conflict of interest requirements

Rationale

Establishing a system of committees, councils and workshops assigned to each aspect of the examination development process ensures broad participation, distributes the workload across a number of volunteers, and provides sufficient volunteer SME resources to the National Registry.

Related Policies and Procedures

61.01 Examination Development Task Force, Council, and Workshop Structure

References

NCCA Standards for the Accreditation of Certification Programs

ISO 17024:2012 General requirements for bodies operating certification of persons

Document History			
Version #	Approval date	Effective date	Revision Summary
01	TBD	TBD	Policy created and approved