PROCEDURES TO BECOME A NASCLA

APPROVED ADMINISTRATION PROVIDER OR

ACCREDITED EXAMINATION PROVIDER

INTRODUCTION

The National Association of State Contractors Licensing Agencies (NASCLA) has implemented procedures to evaluate testing organizations to ensure that their policies and procedures related to examination development and administration are reflective of current psychometric and security standards. Once a testing organization has been determined to be in compliance with the NASCLA criteria, an organization may be designated as either an Approved Administration Provider or an Accredited Examination Provider. An organization will be classified as an Approved Administration Provider or as an Accredited Examination Provider when it meets or exceeds the NASCLA Psychometric Criteria shown at the end of this document.

The following information is intended to assist testing organizations in achieving the desired status.

NASCLA APPROVED ADMINISTRATION PROVIDER

The status of **Approved Administration Provider** is granted to those organizations whose overall business and financial records as well as general examination administration procedures and relevant security measures are determined to be acceptable based upon the NASCLA criteria. The documentation submitted to demonstrate compliance does not have to be specifically tailored to contractor examinations as it is assumed that a testing organization would adhere to comparable procedures regardless of the type of examination being administered. A testing organization wishing to become an Approved Administration Provider is not required to have an examination developed for the specific contractor classification (*e.g.,* Commercial General Contractor).

Organizations should apply to become Approved Administration Providers only if they are responsible for the overall administration of an examination. Organizations must provide NASCLA with evidence that they meet this requirement. Examples of what NASCLA would evaluate to ensure overall administration responsibility include:

- Contractual relationship or employment relationship for hiring and training examination administrators and proctors

- Authority for developing training materials that must be used for examination administrators and proctors

- Legal authority to use an appropriate space in which to administer examinations (e.g., owning, leasing, etc.)

- Ability to execute security agreements that must be signed by all parties handling confidential information

- Authority for developing security and examination administration procedures that must be followed

- Procedures for delivering examinations to CBT sites or transporting examinations to paper-and-pencil sites.

NASCLA ACCREDITED EXAMINATION PROVIDER

An **Accredited Examination Provider** is an organization that has fully completed the examination development steps, has produced an examination for administration and scoring, and has met all of the NASCLA business and psychometric criteria associated with examination development. Testing organizations must adhere to the NASCLA occupational analysis and specifications for any contractor occupational analysis prepared for or on behalf of NASCLA (e.g., Commercial General Contractor) in the creation of an examination. If a testing organization has completed a national occupational analysis for one of the designated NASCLA examinations (e.g., Commercial General Contractor) the occupational analysis will be evaluated as part of the accreditation process.

Once a testing organization has been designated as an Accredited Examination Provider, the organization will be required to sign the "NASCLA-Accredited Examination Provider Confidentiality Agreement" that stipulates the examination cannot be offered as anything but "a NASCLA-Accredited Examination." Additionally, documents specified in the procedures will need to be submitted to NASCLA on a regular basis.

APPLICATION PROCEDURE

- Submit a signed application, fee of $7,500.00, and 2 sets of the required documentation outlined in this document.

- Respond to questions and/or provide additional documents as requested by NASCLA staff, CPA or psychometric auditor.

- Provide permission for the psychometric auditor to observe (unannounced) an examination administration.

- Arrange for a convenient time for the psychometric auditor and the organization's key test administration and/or development staff to meet.

TERM OF PROVIDER STATUS

Testing organizations may be designated as an Approved Administration Provider or ~~as~~ an Accredited Examination Provider for a maximum of five (5) years. If during the five years, there is a significant change in the testing organization's development or administration processes, policies, practices, or organizational structure, or if there is a security breach, the testing organization's status will be reviewed and a decision made as to whether the status should be continued or withdrawn.

Should it be necessary for the psychometric auditor to re-evaluate the organization's practices, any expenses related to the psychometric evaluation will be paid initially by NASCLA with reimbursement expected from the testing organization.

RENEWAL PROCEDURE

An Approved Administration Provider or an Accredited Examination Provider must renew every five (5) years. At the time of renewal, the testing organization must submit updated financial information, documentation of any changes in the procedures for test development and/or administration, and a check made payable to NASCLA in the amount of $3,000.00, subject to revision. An examination administration site or organization visit may need to be scheduled based upon the information provided.

POST-APPROVAL DOCUMENTATION TO BE SUBMITTED TO NASCLA

Once a testing organization offers a NASCLA Accredited Examination, the following items must be submitted to NASCLA on an agreed-to basis. The Psychometric Auditor will evaluate the Items in #3 below to ensure that the data and corresponding decisions reflect sound testing practices.

1. Each testing organization with an accredited examination shall transmit a copy of all candidates' information to NASCLA in a timely manner. The information to be provided includes, but is not necessarily limited to:

    - Full legal name of the candidate

    - Candidate's date of birth

    - Candidate's mailing address (no PO Boxes)

    - Contractor Classification (*e.g.,* Commercial General)

    - Date of the examination

    - Location of the examination

    - Examination results

    - State specific candidate identification number (a number that remains with the candidate for identification purposes), if used and available

- Social Security Number, if available OR the last four Social Security Numbers if available or other candidate identifiers
- Digital full-face photograph.

2. The testing organization shall remit to NASCLA ten dollars ($10.00) for each NASCLA Accredited Examination administered. Payments, made payable to NASCLA, should be made quarterly on a calendar year basis to:

Angie Whitaker, Executive Director
NASCLA
23309 N. 17th Drive, Building 1, Unit 110
Phoenix, AZ 85027

3. Provide on an annual or semiannual basis depending upon candidate volume the following information:

- Number of contractor examinations administered
  - Provide the number of candidates tested within states by each format (if formats differ by state)

- Number of first-time and repeat candidates tested

- Percentage of first-time and repeat candidates who passed

- Range of scores

- Cut score(s) used during the time period

- Reliability (include the range of targeted reliabilities)

- Mean score

- Standard deviation of scores

- Item Bank Characteristics (include overall size of item bank as well as the number of usable items and number of items that need to be reviewed and/or revised as well as "enemies" or "do not use together" items)

- Percentage of overlap of items between forms, as well as item exposure (how many candidates viewed each item)

- Names of committee members used during the calendar year and their affiliations

- Item statistics to be provided will be determined on the basis of the examination format and candidate population (to be discussed with the psychometric auditor)

CATEGORIES RELATED TO TYPE OF STATUS SOUGHT

An organization may apply for status as a NASCLA Approved Administration Provider, a NASCLA Accredited Examination Provider, or both. The numeric categories and the required documentation for each are detailed in the next section.

- If applying for ONLY the Approved Administration Provider, the organization must submit the requirements related to categories 1, 2, and the relevant sections of 3 and 4.

- If applying for ONLY the Accredited Examination Provider, the organization must submit the requirements related to categories 1, the relevant section of 3, 4 as well as 5 (if applicable), 6, and 7.

- If applying for the Accredited Examination Provider and has been designated previously as an Approved Administration Provider for less than five (5) years, the organization must submit the requirements related to the relevant section of categories 3, 4, 5 (if applicable), 6 and 7 as well as any necessary updates from the previous application.

- If applying for the Approved Administration Provider and has been designated previously as an Accredited Examination Provider for less than five (5) years, the organization must submit the requirements related to categories 2, the relevant sections of 3 and 4.

- If applying for approval for both types of provider, the organization must submit the requirements related to all categories.

Testing organizations applying for the classification of NASCLA Approved Administration Provider or NASCLA Accredited Examination Provider should submit documentation relevant to the provider status being sought. If any of the essential documents are not available, the testing organization must indicate why they have not been included. If additional documents would be beneficial for the psychometric auditor to review, these should be included. The NASCLA Psychometric Criteria (Criteria) included at the end of this document should assist testing organizations to determine the relevant documentation to provide.

REQUIRED DOCUMENTATION

1. **Business and Financial Aspects of the Organization**: Information regarding the financial solvency of the organization as well as the qualifications, credentials and experience of the staffing will be evaluated. Reference should be made to whether or not key individuals are full-time employees or consultants. Potential areas of conflict should be disclosed by the organization.

The following documents should be placed in a separate envelope that has been sealed and labeled "FINANCIAL RECORDS TO BE OPENED BY NASCLA Special Review Committee ONLY." Based upon a review of the documents by the NASCLA Special Committee, a summary report that does not include specific information (e.g., actual value of the organization, assets, and liabilities) will be provided to the NASCLA Accredited Examination Committee. Once a testing organization has been designated as either an Approved Administration Provider or an Accredited Examination Provider, these documents will be returned to the testing organization directly by the NASCLA Special Review Committee.

- Audited or reviewed financial records for the past two years

The following documents should be included in the documentation submitted to the Psychometric Auditor.

- Organizational chart of the company, including any parent, affiliate, or subsidiary companies

- Articles of Incorporation

- List of clients for whom test development and/or test administration have been provided during the past five years. Include the type of work performed as well as the name and phone number of the person who would be most familiar with the organization's performance

- Organizational chart indicating the key staff responsible for the development and management of the contractor examination program. Include key staff's qualifications, credentials and experience

- Documentation of the organization's involvement with any training or educational activities related to the content of any contractor examination

- Information included in section G (Staffing) of the Criteria

2. **Examination Administration**: Information regarding the procedures followed before, during and after the administration of an examination by paper-and-pencil and/or computer will be reviewed. If both modes of administration are used, documents need to cover both. Documents should provide assurance of a valid and reliable administration for both candidates and the testing program.

Review and address the specific criteria found in sections A (Administration) of the Criteria. Topics such as the following are included in the Criteria:

- Informing candidates of the procedures for applying for the examination as well as the examination content

- Administering the examination

- Informing candidates of the examination results

- Informing candidates of any review and appeal procedures

KEY POINTS

Include with the application the location of the call-center and name of the call-center supervisor. Include general information in terms of how the call-center operates, training provided to staff, the hours of operation, etc.

Include with the application the location and dates of examination administrations comparable to what would be used to administer contractor examinations during the three months following submission of the application. If no examinations, regardless of profession, will be administered during this time period, include information as to when examinations will be administered and where. If the dates and locations of examinations are included in the testing organization's web site, the specific web site should be provided.

Written approval from a senior person in the testing organization must be included with the application for the auditor, Dr. Kara Schmitt, to observe any administration without prior notification to the testing organization. This letter will be given to the proctor when a site visit occurs.

Once an organization has been designated as an Approved Administration Provider and administers a NASCLA examination, a copy of the actual candidate handbook used for a contractor examination must be submitted to NASCLA.

3. **Examination Scoring and Score Reporting**: The evaluation will include a review of the manner in which score reports are generated and released as well as equating, item statistics, and scoring procedures.

Review and address the specific criteria applicable to the provider status being sought that are included in section B (Scoring/Score Reporting) of the Criteria. Topics such as the following are included in the Criteria:

- Score reports, including diagnostic information
- Examination statistics
- Item analyses
- Equating

KEY POINTS

Candidates who pass the examination shall receive only a notation of PASS. Candidates who fail the examination should receive a notation of FAIL as well as diagnostic information, such as the number of items in each category and the percentage of items answered correctly in each category, to assist them prepare for a re-examination.

Include with the application, sample item analyses as well as score reports.

4.   **Security**: If an organization is applying to become an Approved Administration Provider, information related to the security associated with the administration of examinations need to be submitted. If an organization is applying to offer an Accredited Examination, documentation relating to security associated with all aspects of development will be required. Organizations that submit an application for both administration and examination development would need to provide materials relating to the entire range of security issues.

Review and address the specific criteria found in section C (Security) as well as other relevant topics included in the Criteria as related to examination security. Topics such as the following are included in the Criteria:

- Shipment of booklets for paper-and-pencil examinations and/or transmission of items for computer-delivered examinations

- Offsite storage

- Cheating reduction/detection

- Selection of subject matter experts

- Security of items banks

KEY POINTS

Include with the application a copy of the security agreement(s) signed by subject matter experts and/or proctors.

If an organization was granted status as an Approved Administration Provider or an Accredited Examination Provider within the last five (5) years, documentation relating to the previous status should include any modifications that have been made during the previous time period.

5.   **Occupational Analysis and Examination Specifications**: Documentation relating to this area is required only if a NASCLA sponsored occupational analysis has not been conducted and national examination specifications do not exist.

If applicable, review and address the specific criteria found in section D (Occupational Analysis) of the Criteria. Topics such as the following are included in the Criteria:

- Procedures for conducting the occupational analysis

- Selection of subject matter experts

- Response rates

- Procedures for determining the test specifications

KEY POINTS

The occupational analysis must be current, (*i.e.*, conducted within the last seven years) and national in scope.

If applicable, include a copy of the occupational analysis as well as documentation of the process used to determine the test specifications.

6.   **Examination Development**: All aspects of examination development, from the initial selection of subject matter experts to the creation of the first examination, will be evaluated.

Review and address the specific criteria found in section E (Development) of the Criteria. Topics such as the following are included in the Criteria.

- Criteria for selecting subject matter experts
- Training provided subject matter experts
- Item development procedures
- Selection of items to use on an examination
- Readability
- Item banking procedures

KEY POINTS

Include a copy of the training manual as well as the names, credentials and demographics of individuals involved in item development and review.

Include a list of all active (useable) items in the item bank by code and specification. The psychometric auditor will select a random sample of items by content area for a confidential review.

Specify how the individual items link to the occupational analysis and test specifications.

Specify the format in which the examinations will be delivered: paper-and-pencil, computer linear, computer adaptive, computer mastery, computer randomly generated, etc.. If forms are used, specify the type of form (fixed or cast).

Indicate the test theory (classical or IRT) used as well as the justification for selecting the theory used.

7. **Cut Score Determination**: The procedures implemented to determine the initial cut score, as well as maintaining the cut score over subsequent examination administrations, will be reviewed.

Review and address the specific criteria found in section F (Cut Score) of the Criteria. Topics such as the following are included in the Criteria:

- Procedure to determine the cut score

- Procedure for modifying the cut score, if applicable

KEY POINTS

Include the names, credentials and demographics of individuals involved in the cut score determination.

Include a copy of the report relating to the final cut score and any modification made to the cut score after the initial determination.

NASCLA PSYCHOMETRIC CRITERIA[1]

A. Examination Administration (specify the type of administration and reference each topic relative to Paper-and-Pencil and/or computer delivered)[2]

1. Develop an information brochure to be distributed to candidates and/or a web site available to candidates prior to the examination administration that clearly outlines the requirements of the examination (*e.g.*, specifications, registration procedures, time allocated for the exam, hand scoring, review/appeal) and expectations of candidates (*e.g.*, no cheating, identification requirements, confidentiality of exam). Include additional information relating to pertinent additions or subtractions based upon state requirements and/or desires.

2. Develop sample items/exam to assist candidates to prepare for the examination.

3. Develop instructions and/or training on how to use a computer if the exam will be administered in such a fashion.

4. Develop procedures to be followed when examinations are printed and stored. Include information as to the destruction of materials following the administration of an examination.

5. Document procedures for administering examinations in a standard manner in order to assure that all candidates are provided with an equal opportunity to perform according to their level of competency. Such procedures should include, but not be limited to:

   - Qualifications of test administrators and proctors (no conflict of interest)

   - Training provided test administrators and proctors

   - Instructions for candidates

   - Criteria for facilities, including adherence to the Americans with Disabilities Act

   - Criteria for providing accommodations to candidates with a recognized disability

   - Criteria to ensure that only authorized candidates are able to see the content of the examination and only during the allocated time

   - Presentation and collection of separate graphic booklets, if applicable

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[1] While this is a detailed set of criteria, it is not necessarily all inclusive and may be modified at a future date by NASCLA.
[2] If some criteria, such as #12, are the responsibility of individual states rather than the testing organizations, simply indicate that this is the case and provide a general overview of the policy/policies. Testing organizations do not need to include every policy from every state.

6. Develop a detailed administrator's manual that outlines the responsibilities of administrators and proctors. Such a manual would include, but not be limited to:

- Inspection of the intended site to ensure conformance with requirements

- Standard instructions

- Security

- Time allocated for candidates to complete the examination

- Contacts and phone numbers

- Training and supervision of proctors

- Adherence to all procedures and instructions in the administration manual

- Maintaining security of examination materials before, during and after the exam

- Procedures for handling any breaches of security

- Procedures to be followed in an emergency situation (*e.g.*, loss of power, fire in facility, necessity for delays due to weather)

- Handling of examinations before and after the administration

- Confidentiality of candidate information

- Steps to be taken should a candidate be suspected of cheating

- Observation of candidates at all times

- Necessary number of proctors to maintain security (for paper-and-pencil examinations there shall be no fewer than two individuals in a room and a subsequent ratio of no less than 1 proctor for every 30 candidates)

- Procedures for identifying candidates

- Secure access to phone line for transmitting information (if applicable)

- Other duties that may be required for a safe and secure administration

7. Develop a detailed manual with the requirements at each examination site including, but not limited to:

- Conformity with all local fire safety and occupancy codes

- Accessibility

- Adequate spacing between candidates and/or methods to block candidates from viewing another's responses

- Adequate acoustics, including audio system as necessary

- Adequate lighting in order for candidates to easily view the material

- Adequate ventilation and heating/air conditioning

- Computer equipment, where applicable, that is easily useable by candidates of all levels of computer literacy

- Computer equipment, where applicable, that provides an adequate visual and auditory system for candidates

- Seating arrangements enabling proctors to observe candidates at all times

- Handling of computer interruptions and/or problems with transmission of information

8. Develop procedures for the administration of the examination to candidates who require accommodations including the selection of readers, translators, signers, etc. Develop forms to be used when candidates apply, the criteria for determining whether accommodations will be granted, and the documentation required from candidates. Maintain documentation of the selection critera of all support personnel as well as the individuals involved, including signed non-disclosure statements.

9. Maintain documentation of all test administrators' and proctors' non-disclosure agreements.

10. Develop and publish a policy of non-discrimination of candidates on the basis of age, sex, race, religion, ethnic origin, disabilities, marital status, etc.

11. Develop retake procedures in order to advise states.

12. Develop candidate review and/or appeal procedures. If different processes exist among the various states, indicate what the differences are and how the decision was made as to the process being followed in each state. Include rationale for permitting or denying candidate reviews and appeals.

13. Develop examination administration reports such as incident reports of problems, examples of how problems are to be resolved, when to contact the testing organization, etc.

14. Develop procedures, if applicable, for out-of-state testing.

15. Develop a protocol for investigating and addressing problems presented by users (states and candidates) of the examination program. The procedure should include the manner in which to investigate item concerns, administration issues, treatment of candidates, and other matters that could impact the legal defensibility of the examination. The protocol should include a time frame for reporting the results and actions to be taken.

B. **Examination Scoring and Score Reporting[3]**

> **NOTE:** Some of the following requirements relate to organizations applying for Approved Administration Provider status and some relate to organizations applying for Accredited Examination Provider status.

Approved Administration Provider Requirements

1. Develop procedures for handling candidates' results that provide for effective processing, reporting and archiving of candidate information and scores.

2. Develop and implement due process policies and procedures for candidates.

3. Establish scoring procedures that are reliable, fair and accurate.

4. Establish quality control procedures to verify the accuracy of the scores prior to being submitted to candidates.

5. Maintain confidentiality of candidates' results. Develop procedures pertaining to the release of scores to third parties.

6. Develop and provide score result forms that are easily understood by candidates and that provide diagnostic information for failing candidates.

7. Develop a reasonable time frame in which to notify candidates and clients of results. Inform candidates of this time frame.

8. Develop procedures to be followed should a situation arise in which the results will be delayed. Inform client and candidates of this delay and the approximate date that results will be released.

Accredited Examination Provider Requirements

9. Maintain data on decision consistency and reliability of results.

10. Establish a procedure for deleting or multi-keying flawed items in an examination.

11. Indicate the method used to calculate item statistics (classical or IRT).

12. Maintain items statistics for each administration of an item.

13. Maintain, when feasible, summary statistics including reliability for each administration of an examination.

14. Document the equating method used as well as the results of such.

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[3] If some criteria are the responsibility of individual states rather than the testing organizations, simply indicate that this is the case and provide a general overview of the states' policy/policies or the policy that the organization would propose. Testing organizations do not need to include every policy from every state.

15. Establish scoring procedures that are reliable, fair and accurate.

16. Establish and document the method used for conversion of raw scores to scaled scores.

17. Establish quality control procedures to verify the accuracy of the scores prior to being submitted to candidates.

18. Obtain approval from states for the release of scores to NASCLA.

C. **Security**

NOTE: Organizations should address the items that are relevant to the type of Provider status being sought.

1. Develop and adhere to a policy that ensures that staff, item writers, administrators, etc do not teach the content of the examination. Personnel developing educational or training materials shall not have access to any aspect of the item bank or a final examination.

2. Develop and implement thorough procedures for the security of the item bank, scores, transportation of exams (electronic or via mail), and final examinations.

3. Implement and document general policies and procedures to reduce the likelihood of candidate cheating

4. Implement procedures to ensure that candidates do not leave an examination site with an examination and/or graphic booklet, notes on scrap paper, notes in books permitted during the examination, copied items, and/or pages of an examination.

5. Develop methodology for conducting analyses to detect security breaches. Procedures should include the frequency with which these analyses are conducted as well as the action(s) to be taken if a breach is detected.

6. Develop procedures that will reduce the feasibility of candidates anticipating items and/or forms that might be administered.

7. Develop procedures for notifying individual states and NASCLA should a security breach occur.

8. Develop procedures that would be followed should an examination form or items from the item bank be lost or stolen. Indicate in the procedure the need to develop additional items in order to ensure that the compromised items are not used in subsequent administrations.

D. **Occupational Analysis and Examination Specifications**

1. Conduct and/or utilize a legally defensible and psychologically valid occupational analysis on which to base the examination. The

occupational analysis must be national in scope and conducted within the last seven (7) years.

2.   Develop and/or utilize tasks required to function competently at entry level in the development of knowledge, skills and abilities (KSAs) necessary for safe and effective practice.

3.   Construct and/or utilize examination specifications, including appropriate weighting of the specifications, on which to base the examination. Knowledge of building codes, ethics and relevant aspects of federal law may be incorporated into the examination, but cannot be the sole content.

4.   Define the examination content (weighting, cognitive levels) in sufficient detail to ensure consistent coverage of the topics for all administrations to all candidates.

5.   Maintain the names, credentials and demographic information related to all persons involved in the development of the occupational analysis, KSAs, and/or examination specifications. The individuals involved in the creation of the occupational analysis should have experience in the specific construction area for which the examination is intended, must be diverse in terms of standard demographic variables, and should include individuals with regulatory experience in the construction profession.

6.   Prepare a report summarizing the procedures used in conducting the occupational analysis. The report should include the identification of individuals involved in the preparation of the analysis, the method of obtaining data, decision-points for selecting the KSAs to be measured, a copy of the actual instrument, etc.

7.   Develop a time-line for re-evaluating the results and determining whether an additional occupational analysis will be required. Indicate the criteria that would be utilized to determine the need for a new analysis.

8.   Provide candidates and other interested parties with the final examination specifications.

E.   Examination Development

1.   Develop a description of the scope and usage of the examination.

2.   Develop procedures to ensure that the examination specifications, including weighting and cognitive levels, are maintained in all examinations.

3.   Document the statistical characteristics of each examination, including the number of scored items, number and placement of equators and/or pre-test items, intended difficulty of the overall examination, range of acceptable item difficulties (p-values and pt-bis), etc.

4.   Develop, if applicable, procedures and/or criteria for the development of alternate forms of an examination.

5. Develop, if applicable, the algorithm for item selection and the number of items to be used in computer administered examinations.

6. Maintain relevant demographic and statistical information for the individuals on which items were pilot-tested (if applicable).

7. Develop a procedure for including pre-test items in an examination and/or conducting items in an examination and/or conducting item analyses and modifying items (delete, double-key, credit all) before releasing results. As applicable, establish procedures for determining the number of pre-test items to be included in each examination.

8. Maintain demographic information relevant to the candidate population used to obtain pre-test item statistics.

9. Map the items in the item bank to the examination specifications. Code the items in such a way that each of the required features of an item can be used to assemble an examination.

10. Develop an item bank sufficiently large enough within each specification. Indicate the number of unduplicated items in the item bank as well as the number of items within each specification.

11. Document the references used to confirm the accuracy of each item.

12. Perform a sensitivity (item bias) review and, when feasible, a DIF analysis. Indicate what actions are taken if bias is found.

13. Maintain a history of each item, including dates of use, candidate comments, item statistics, item developer, revision to item, etc.

14. Develop a schedule for reviewing and enhancing the item bank.

15. Develop a procedure for ensuring that the content of the items remains current.

16. Develop a method/procedure for a psychometric edit/review of items prepared and reviewed by subject matter experts.

17. Specify how sufficient robustness will be maintained in order to develop the necessary forms and/or computer-based item pools based upon the number of yearly administrations of the examination.

18. Establish procedures for selecting items so that all forms or pools include new items that are neither clones nor close variants of items in the previous form or pool and that the items have not been used frequently during the previous year.

19. Establish a procedure to ensure that there are no duplicate items, that one item does not clue another item, that items are independent (except for case scenarios), etc. in each administration of the examination.

20. Establish procedures for determining whether multiple forms of a written examination are needed during each administration.

21. Determine the basis on which items will be removed from the item bank (*e.g.*, overexposure, poor performance, suspected breach of security).

22. Establish an item exposure policy and procedure.

23. Document the algorithms for the selection of items, test information function, the point of ending an examination and other relevant aspects relative to non-linear computer-delivered examinations.

24. Perform a readability analysis on items and/or forms of an examination. Document the desired level of readability based on the profession being examined.

25. Document the steps taken to ensure that any examination translated into a language other than that in which it was originally developed and validated, remains valid and that the translation is accurate. Include a description of and rationale for the translation method(s). Indicate the qualifications of the individual(s) involved in the translation of the examination.

26. Develop an item-writing guide that will be used by both writers and reviewers of the items. The guide should be sufficiently detailed so that novice writers understand and appreciate the effort associated with item development.

27. Develop training for item writers and reviewers.

28. Develop a security/non-disclosure form to be signed by all individuals involved in the writing or reviewing of items. This form should advise all participants of the need to maintain confidentiality and security of the material provided to or shared with the individuals.

29. Maintain the names, credentials and demographic information related to all persons involved in the development of items as well as the review of such items. The selection of subject matter experts should reflect the population of the profession and candidates.

30. Maintain documentation of the steps taken during the development of an examination.

F.   Cut Score Determination

1. Document the method used to establish the cut score.

2. Maintain the names, credentials and demographic information of all persons involved in the establishment of the cut score.

3. Maintain documentation of the steps taken during the development of a cut score.

4. Document any revisions made to the cut score following the initial determination, such as a decision by a state agency to use a different cut

score or change in the cut score based on actual results. Specify the impact that such change(s) would have on the validity of the examination.

5. Establish procedures for determining the number of items to be used for equating purposes.

6. Document how the relative equivalence of the cut score is maintained across administrations and/or forms.

G. <u>Staffing</u>

1. Maintain documentation that staff possess the knowledge and skills necessary to carry out the requirements of the NASCLA examination program. If staff is unavailable, non-staff consultants and professionals should be utilized.

2. Document procedures to ensure that the testing organization and staff do not engage in any activity that may impair the validity of the examination program.