

	CREATION DATE February 15, 2012	DATE REVISED July 26, 2024
	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE November 05, 2019
POLICY TITLE EXAM QUALITY	VERSION	DATE REVIEWED July 26, 2024

SUMMARY & PURPOSE:

It is important to ensure that all examinations are developed and delivered with the highest quality that can be reasonably achieved. This policy describes the concepts related to this.

DEFINITIONS:

Form: the collection of items administered in any given version of the examination.

POLICY:

- Examinations shall be developed to psychometric examination principles consistent with summative assessment.
- SSH staff shall engage psychometric expertise as needed.
- Setting of cut scores shall be performed using methods as provided by psychometric services and shall support the use of the examinations to determine competency at the two-year experience level.
- Candidates shall be provided results after completion of their examination. Candidates who do not pass shall be provided domain-level percentages of correct responses.
- Examination performance (e.g., statistical data for forms and items) shall be monitored and reported including the validity and reliability of the examinations.
 - Examination performance is monitored by the testing vendor on an ongoing basis.
 - Individual item performance is reviewed during problem item notification webinars.
 - Annual review of examination data shall be performed by the CHSE and CHSOS Subcommittees.
- The testing vendor shall provide evaluations of item and form performance at appropriate intervals. This shall support the ongoing evaluation of currently used forms and shall include final reports of forms that are no longer in force.
- SSH staff and the testing vendor shall work together to equate scores when multiple forms are used for one certification.
- Examination data and reports related to examination performance (specifically validity and reliability) shall be maintained indefinitely unless destruction is required by any applicable law.

SCOPE/APPLICABILITY:

This shall apply to all examination development, delivery, and quality management for the CHSE and CHSOS certifications.

PROCEDURES TO ENSURE COMPLIANCE:

- The Director of Certification is responsible for working with the vendor to ensure that examinations meet quality standards that are psychometrically sound and defensible.
- The CHSE and CHSOS Subcommittees shall review examination performance data no less than annually or more immediately if urgent action is required (e.g., dramatic trend shifts).

SUPPORTING/REFERENCE DOCUMENTATION:

- None

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:

- None

ASSOCIATED NCCA STANDARD(S):

- 19, 19A, 19B, 19C, 19D, 19E, 20, 20A, 20B, 22, 22A, 22B

POSTED PUBLICLY: YES