



Association of Child Life Professionals Operational Policy

SUBJECT: 3.1 Exam Development - Item Writing

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RATIONALE:

The Child Life Professional Certification Examination is an objective test that covers relevant knowledge, understanding, and practical application of child life theory and practice as determined by the Child Life Certification Commission (CLCC) and other Certified Child Life Specialists surveyed through the Job Analysis. The exam is developed by a committee of experts in the child life profession as a measurement of basic, entry-level knowledge of each candidate.

POLICY

The Item Writing Committee is a subgroup of the Child Life Certification Commission and is responsible for the development of items/questions that adhere to the Exam Content Outline for inclusion in the ACLP Child Life Certification Examination. Questions are submitted by Subject Matter Experts (SMEs).

DEFINITIONS:

Exam Development – the process of creating, validating, and assembling the Child Life Professional Certification Examination. This process includes Job Analysis, Item Writing, Coaching, Item Review, Exam Assembly, and Standard Setting.

Subject Matter Experts (SMEs) – informed and respected practitioners of the profession

Exam Content Outline – exam blueprint or specifications upon which the exam form is built

Items – examination questions

Item Bank – the repository for all written items: active, inactive, retired, etc.

Distractor - incorrect but plausible answers

Key – correct answer

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Revised: xx/xxxx

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CLCC POLICIES MANUAL/GENERAL CERTIFICATION POLICIES/3.1 EXAM DEVELOPMENT - ITEM WRITING

PROCEDURE

1. Committee Members
 - a. Item Writing Coaches- Coaches are selected subject matter experts of Item Writing who have demonstrated strong writing capabilities as indicated by testing agency item acceptance rates, and complete separate training specific to coaching items writers conducted by Item Development chairs
 - b. Item Writers- Item Writers are subject matter experts who receive specific training from testing agency and Item Writing and Review chairs.
2. Member Responsibilities
 - a. Committee members will attend mandatory trainings specific to their role on the Item Writing Committee. See attached Addendum, “Exam Development Timeline”, for specific timeframes.
3. Item Writing Campaign
 - a. SMT Assessment is completed in early summer (see Appendix A)
 - b. Designated committee member oversees distribution of most updated reference list and ensure writing groups, reviewers, and exam assembly members all have access to references, with gaps covered by CLCC.
 - c. Contracted testing agency trainings begin the writing cycle.
 - d. CLCC Coach and Enhanced training, conducted Item Development chairs, takes place approximately 1 week after contracted testing agency training
 - e. Item Writing campaign is conducted for approximately 4-5 weeks following trainings
 - f. Weekly group meetings with coaches and writing groups for group writing and editing items will be conducted via video conferencing.
 - g. Initial items will be submitted during this 4-5 week period
 - h. Test Development Center will remain open to writers and coaches throughout Item Development period; Writers and coaches receive emails when items are sent back for editing during Item Review
 - i. Writers and coaches have 1 week to resubmit items with edits for those items sent back from Item Review
4. Recommended Exam Resources
 - a. Reference list updates will coincide with Job Analysis, or as updated references become available

RESOURCES

- Child Life Professional Certification Candidate Manual
- Committee Orientations

SUPPORTIVE INFORMATION

Please list any additional resources available such as:

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REFERENCES

ADDENDUM

1. Exam Development Timeline
2. Recommended Exam Resources
3. Coaches Training Presentation
4. Enhanced Training Presentation

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