



Association of Child Life Professionals Operational Policy

SUBJECT: 3.3 Exam Development - Exam Assembly

LEAD AUTHOR(s): Jennifer Mangers, Rebecka Dolyniuk

CONTRIBUTERS: CLCC, Ame Enright

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 Exam Assembly Committee is a subgroup of the Child Life Certification Commission (CLCC) responsible for the construction, review and finalization of exam forms which will be used in the assessment of candidates applying and meeting the criteria for certification. Each exam form will be comprised of 125 weighted and 25 pre-test, unweighted 4-option, multiple-choice items. It is the responsibility of the Exam Assembly Committee to ensure that the items within the exam forms meet the exam content outline, that duplicate items do not appear within the same form, and that clueing of items is not present. Examination forms will be developed annually.

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

New/Approved: 05/2019

Revised: xx/xxxx

Title/Manual

CLCC POLICIES MANUAL/GENERAL CERTIFICATION POLICIES/ 3.3 EXAM DEVELOPMENT - EXAM ASSEMBLY/

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

Exam Form – a specific set of questions that is presented to certification candidates

PROCEDURE

1. Member Responsibilities

- a. Academicians will not serve on the Exam Assembly Committee.
- b. Committee members will attend mandatory trainings specific to their role on the Exam Assembly Committee.
- c. Committee members receive draft exam forms two weeks prior to each session with updates being made in the interim based upon the discussion on the previous call.
- d. When reviewing the draft exam forms, a minimum of 4 committee members identify items that are too similar; and those that help answer another question or “cue” one another (known as “bad pairs”).
- e. Members also look for over-representation of topics. Some of these items are removed from the draft form and new items are added for under-represented content.

2. Exam Assembly Campaign

- a. To be completed in each year (see addendum 1)
- b. The professional testing agency develops each form and new drafts are reviewed by the committee. Typically, 8 hours of meeting time will be conducted over a 3-4-week time period with each session scheduled for 3-4 hours.
- c. Items are drawn from the item bank by a test development specialist representative of the professional testing agency and are assembled into preliminary versions of the examination as specified in the Exam Content Outline.
- d. Draft forms are reviewed by psychometric experts at SMT to ensure their psychometric integrity.
- e. Draft forms are reviewed by subject matter experts for technical accuracy. Although each item was previously judged to be psychometrically sound, fair, and content-valid, the same review process used in item development is used to give the questions one final review before being presented to candidates.

New/Approved: 05/2019

Revised: xx/xxxx

Title/Manual

CLCC POLICIES MANUAL/GENERAL CERTIFICATION POLICIES/ 3.3 EXAM DEVELOPMENT - EXAM ASSEMBLY/

- f. All exam items will be related to at least one published reference and classified by domain and task as delineated in the Job Analysis.
- g. As the exam form nears a final draft, the professional testing agency provides a set of possible pre-test items for review. These are usually generated by the most recent round of item writing that was done by the committee the previous year. Members review the pre-test items in the same manner as above until exam forms are agreed upon.
- h. Finally, the forms are returned to the professional testing agency's editorial department for review before they are finalized.
- i. The procedures described above are widely accepted for developing reliable and content-valid examinations. Multiple reviews by content and psychometric experts and the use of stringent criteria strengthen the validity of the test. Continuous evaluation of each examination's reliability maintains the consistency of the test to measure examinees' skills accurately.

RESOURCES

- Child Life Professional Certification Candidate Manual
- Committee Orientations

SUPPORTIVE INFORMATION

REFERENCES

New/Approved: 05/2019

Revised: xx/xxxx

Title/Manual

CLCC POLICIES MANUAL/GENERAL CERTIFICATION POLICIES/ 3.3 EXAM DEVELOPMENT - EXAM ASSEMBLY/

ADDENDUM

1. Exam Development Timeline
2. Recommended Exam Resources
3. Exam Content Outline

New/Approved: 05/2019

Revised: xx/xxxx

Title/Manual

CLCC POLICIES MANUAL/GENERAL CERTIFICATION POLICIES/ 3.3 EXAM DEVELOPMENT - EXAM ASSEMBLY/