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:
None

POLICY:
- Exams shall be developed to appropriate psychometric examination principles consistent with summative assessment.
- SSH 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.
- 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 This shall support the ongoing evaluation of currently used forms and shall include final reports of forms that are no longer in force.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 and vendor shall work together to equate scores when multiple forms are used for one certification.

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 exams meet quality standards that are psychometrically sound and defensible.

SUPPORTING/REFERENCE DOCUMENTATION:
- None

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:
- None

ASSOCIATED NCCA STANDARD(S):

POSTED PUBLICLY: YES