

Test Development Committee Responsibilities (taken from ABNN P&P)

Test Development

The purposes of the Test Development Committee are to:

- In collaboration with the Testing Company, develop a Test Development Plan
- Generate and review test items for the CNRN and SCRNs Exams
- Systematically review 25% of the data bank each year
- Categorize test questions according to the blueprint matrix
- Review the psychometrics of test items and examinations
- Periodically review the item-writing instruction booklet
- Discuss test construction and administration issues related to computer adaptive testing
- Complete re-referencing of questions based on the Test Development

The composition of the CNRN Test Development Committee shall be set by the BOT and reviewed at appointment time every two (2) years. It is recommended that there be one (1) doctoral prepared member and that all other members have a minimum of a baccalaureate degree with a major/focus in nursing, have their CNRNs, and represent a practice and geographic mix (i.e., generalist, critical care, education, etc.). Individuals may not serve on both the AANN BOT and the Test Development Committee at the same time. Terms are staggered so that only 1/3 of members transition of the Committee in any given year.

The composition of the SCRNs Test Development Committee shall be set by the BOT and reviewed at appointment time every two (2) years. It is recommended that there be one (1) doctoral prepared member and that all other members have a minimum of a baccalaureate degree with a major/focus in nursing, have their SCRNs, and represent a practice and geographic mix (i.e., generalist, critical care, education, etc.). Individuals may not serve on both the AANN BOT and the Test Development Committee at the same time. Terms are staggered so that only 1/3 of members transition of the Committee in any given year. The inaugural TDC members of the first exam will be recognized as content experts and grandfathered in the certification as SCRNs. The recertification by exam process for the original TDC members will require a defined time period of a minimum of three years after the term on the TDC has ended.

The ABNN President shall appoint a trustee to act as a liaison to the Test Development Committees. Other members of the committee will be appointed by the chair of the Test Development Committees with the approval of the ABNN BOT. The committee members will serve a term of three (3) years, with no more than 2 terms to be served. Each member receives 30 CE towards CNRN or SCRNs recertification for every completed term. The committee will meet as necessary to complete the work of TDC and execute the Test Development Plans.

TDC ACTIVITIES RELATED TO CERTIFICATION/RECERTIFICATION

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- TDC members due for recertification during their term may not renew their certification by taking the certification examination, but must renew by completing the applicable continuing education hours required for renewal of certification.
- TDC members may not be pending results for or take a certification exam developed and implemented by ABNN while applying for or serving on the Test Development Committee and for 2 years thereafter.
- TDC members may not prepare any study materials towards an ABNN certification exam during their term as a member of the TDC and for two (2) years after their term expires, including but not limited to:
 - Planning, organizing, teaching, or participating in delivery of any part of a review or test preparation course
 - review material directed toward any ABNN certification examination.

The committee officers shall consist of a chair and a co-chair selected by consensus of the Test Development Committee members. Both the chair and co-chair will receive complimentary registration for the AANN Annual Educational Meeting.

- The chairperson will:
 1. Work with the Testing Company to complete an annual Test Development Plan.
 2. Set the agenda, chair the committee meeting, and provide the BOT with minutes.
 3. Coordinate test development meeting plans with the staff, Testing Company and committee members.
 4. Assure the examinations are prepared in concert with staff and psychometric services.
 5. Review examination items for deletion prior to the test administration.
 6. Review examination items for deletion from the data bank with the psychometrics service after test administration.
 7. Obtain final approval of the examination from the ABNN Board of Trustees.
 8. Commit to a two (2) year term.
 9. Submit a committee report for every BOT meeting.
 10. Orient new members of the committee and provide mentorship with regards to all aspects of test development.
- The co-chair will:
 1. Perform the chairperson's duties in case of absence.
 2. Commit to a two (2) year term.
 3. Take the minutes of the meetings and assure timely distribution to the committee members, board liaison and staff.
 4. Assume the duties of the chairperson the following year.
- The ABNN Liaison will:
 1. Report to the ABNN President and BOT on activities related to the Test Development Committee.
 - a. This includes submitting any decisions that require approval to the Board of Trustees

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2. Ensure that the Policies and Procedures of the ABNN are followed.
 3. Facilitate communication between the ABNN BOT, the Test Development Committee, the Testing Company and the staff.
 4. Review all TDC communication and work with the testing company representative, TDC chair and staff to provide any relevant background information to the board to give context to reports and decisions.
- The ABNN Board of Trustees is responsible for:
 1. Cut score decisions (a new cut score is determined after the first administration of a new exam form).
 2. Appointment of new TDC members.
 3. Allocation of additional resources to the TDC.
 4. Any other governance decisions and decisions that are made outside of the standard exam administration operations.
 5. Reviewing the semiannual reports from the TDC in order to stay aware of what the TDC is working on (this is for situational awareness rather than approval).
 - The testing company is responsible for the following:
 1. Maintaining the workflow of the test development process and communicating with the TDC, board liaison, and staff.
 2. Generating a report for each component of the test development process.
 3. Submitting the final reports to the ABNN office for storage.
 4. Communicating the work to the TDC chairs.
 5. Providing information on the new technologies offered (e.g., exam administration, item writing software, etc.).
 6. Providing information on what practices are used by other clients for other exams.
 - Staff is responsible for the following:
 1. Administrative duties such as maintaining the list of TDC members, facilitating the appointment of new TDC members, and scheduling meetings.
 2. Administration of the exam application process and results.
 3. The administrator should always be copied on communication between AMP, A PSI BUSINESS/PSI and the TDC so that staff is aware of the TDC's day-to-day activities.
 - a. If input from the Executive Director is needed, the administrator will forward the communication