



Association of Child Life Professionals Child Life Certification Commission Operational Policy and Procedure

SUBJECT: 3.2 Exam Development - Item Review

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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 and other Certified Child Life Specialists surveyed. 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 Review Committee is a subgroup of the Child Life Certification Commission and is responsible for reviewing items/questions that adhere to the Exam Content Outline for inclusion in the Child Life Certification Examination.

Item Reviewing takes place annually, in tandem with or at the completion of the Item Writing campaign. Item Reviewers receive annual trainings and conduct both an individual and group review process to provide an analysis of all newly-written and existing items in the ACLP item bank.

Items/questions are reviewed by Subject Matter Experts (SMEs). Academicians will not serve on the Item Review committee.

Item Reviewers apply stringent criteria in evaluating each item:

- the content of each item must be well-documented and representative of best practice
- items must be clearly written and easily understood
- the correct answer must be accurately identified
- the distracters (incorrect answers) must be plausible, but indeed wrong
- items must not discriminate against one group of examinees or another

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- items must be classified according to the most recent Exam Content Outline
- at least one published reference listed on the most recent CLCC-approved item bank reference list must support each item

DEFINITIONS:

Distractor- incorrect but plausible answers

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

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

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

Items – examination questions

Key- correct answer

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

PROCEDURE

1. Committee Members

- To protect the integrity of the examination, Item Reviewers are non-academic subject matter experts (SMEs) who receive specific training from a contracted testing agency as well as the Item Writing and Item Review chairs. Committee members must have at least one year of previous experience on the Item Writing Committee prior to becoming Item Reviewers.

2. Member Responsibilities

- Committee members will attend mandatory annual trainings.
 - Annual training of Item Reviewers will include a standard session explaining the elements of a psychometrically-sound item. This training will be conducted by a representative of the contracted professional testing service.
 - A second “enhanced” training on child life-specific material will be conducted by the Item Writing and Item Review chairs and chairs-elect.
- At least four Item Reviewers must be present and participate on each online group review session, in accordance with the testing agency’s requirements.

3. Item Review Campaign

- Training with the contracted testing agency occurs in mid-June.
- CLCC Enhanced training is conducted approximately 1 week after training with the contracted testing agency.

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- c. Item Review begins in late July - early August when reviewers are assigned newly-written items to individually pre-review within the contracted testing agency's online system. Item Reviewers apply stringent criteria when reviewing each item. Each item is pre-reviewed by at least 2 members of the Item Review Committee. Items are reviewed using a color coding system:
 - i. *Green*- ready for full review
 - ii. *Yellow*- needs further modification
- d. After the "pre-review" task has been completed, the Item Review Committee holds 3 online group review sessions to review and edit newly-written items.
 - i. Items coded as "green", or ready, are reviewed by the committee first since they typically require minimal modifications.
 - ii. During the online group review sessions, items are classified according to the following statuses once a consensus has been reached by reviewers:
 - 1. *Accepted*- items that meet all of the predetermined qualifications and should be submitted for possible use on future examinations
 - 2. *Needs Modification*- items that need to be sent back to item writers or coaches for further edits
 - 3. *Deleted*- items that do not meet the predetermined qualifications will be deleted following group consensus during online review sessions
 - iii. It is the committee's goal to review all newly-written items submitted during the corresponding item writing campaign during the 3 online group review sessions.
 - iv. The final versions of all "accepted" status items are entered into the ACLP item bank for possible use as pre-test items on future examinations.
- e. Following Exam Assembly, members of the Item Review committee work together with non-academic members of the Item Writing and Exam Assembly Committees to review any additional unclassified (or non-reviewed) items in the item bank, as needed. These items may have been set as "ready for coach review," "ready for review," or "needs modification."
 - i. First, these items are assigned to members of this group to be pre-reviewed individually within the testing agency's online system. Each item is pre-reviewed by at least 2 members of this review committee, using the same pre-review color coding system:
 - 1. *Green*- ready for full review
 - 2. *Yellow*- needs further modification
 - ii. After the pre-review period, the Item Review Committee engages in a 4th and final online group review session to review and edit these remaining items, using the same classification criteria and consensus rules as in the first 3 review sessions. The final versions of any "accepted" status items are then entered into the ACLP item bank for possible use as pre-test items on future examinations.

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- f. Item Review ends in November after the completion of the 4th online review session.

RESOURCES

- Child Life Professional Certification Candidate Manual
- Committee Orientation Documents
- Exam Content Outline
- National Commission for Certifying Agencies (NCCA) Standards
- ACLP Item Bank Reference List

ADDENDUM A

1. Exam Development Timeline
2. Item Bank Reference List

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