

American Institute of Constructors

Constructor Certification Commission Document No. 15

Examination Committee Operations Manual

Introduction

The following is an overview of the Constructor Certification Commission (Commission) Examination Committee's purpose, duties, functions and operations.

Names and Terminology:

The formal names of the examinations are:

Constructor Qualification Examination - Level I, which leads to the Certified Associate Constructor certification, and;

Constructor Qualification Examination – Level II, which leads to the Certified Professional Constructor certification.

Responsibilities of the Examination Committee

The Examination Committee shall be responsible for reviewing, selecting, developing, assessing, validating and updating, examinations, coordinating applicant appeals as well and protecting the security and confidentiality of the Level I and Level II examinations and processes. The Examination Committee shall also be responsible for maintenance and oversight of the Item Writing Subcommittee and other subcommittees or task forces as may be necessary and approved by the Commission to assure the integrity and quality of the CAC and CPC Examinations.

The Examination Committee has the following specific responsibilities:

Review all new Level I and Level II Examination questions for quality and content and shall approve all examinations prior to them being issued.

Maintain the examinations in accordance with the current relevant reference materials.

Maintain the quality and content of the Exhibits included in the Level I and Level II Examinations

Vet each form of the examination. The vetting of all forms of all examinations will be conducted with the Management Contractor's psychometrician to assure the quality and content of the examinations are consistent with psychometric standards and the standards established by the Commission.

Review the Test Specifications for Level I and Level II Examinations to assure that they are relevant and current. The Examination Committee shall recommend revisions to the Test Specifications as needed to the Commission.

In conjunction with the Examination Committee, the Commission sets the dates for the Level I and II Examinations.

Make minor revisions to existing questions contained in the examination question database during its review of the various forms of the examinations. Additionally, questions deemed unacceptable by the Examination Committee for either the Level I or Level II Examination will be given to the Item Writing Subcommittee to review, correct to produce a useable question or discard.

Assign questions to the appropriate classification of all examinations to be consistent with Test Specifications.

Work with subcommittees to write, code, solicit, update and format items suitable for inclusion in the database for the Level I and Level II Examinations.

Review candidate comments and review any statistics associated with the examination process.

Identify and address weaknesses in test bank knowledge areas, SLO's and Bloom's taxonomy.

Maintenance of exam committee and item writing subcommittee procedures through periodic review of documents and recommendations to the Commission.

In carrying out their responsibilities, the Committee is also charged with maintaining and keeping current the following Commission Policies and Documents. The following Commission Policies and Documents shall be reviewed on an annual basis and any recommended changes to them must be sent to the Commission for their review and approval prior to their adoption.

Commission Policies:

- 2.1 – Writing Examination Questions
- 2.2 – Developing Level I and II Certification Examinations,

Commission Documents:

- 14 – Non-Disclosure Statement for the Writing and/or Reviewing of Certification Examination Questions
- 15 – Examination Committee Operations Manual
- 16 – Examination Committee Item Writing Subcommittee Operations Manual
- 18 _ Examination Item Writing Form
- 35 – Examination Item Writing and Submittal of Certification Examination Questions Non-Disclosure Statement

- 61 – Training for Examination Committee Members
- 66 – Training for Examination Committee Item Writing Subcommittee Members
- 72 – Examination Committee Member Training Assessment
- 77 – Item Writing Subcommittee Member Training Assessment.

Authority and Policy

Article III of the Operating Procedures of the AIC Constructor Certification Commission Section 1 requires that certain standing committees be formed by the Commission including the Examination Committee. The duties of the Examination Committee are established in Article III Section 3.B which states “The Examination Committee shall be responsible for developing, assessing, validating, up-dating, formatting questions on examinations and coordinating applicant appeals as well as protecting the Certification examinations and process and such other duties as the Commission may assign.”

Examination Committee Composition, Terms of Appointment and Responsibilities of Members

The Committee shall have a Chair, Vice Chair, Secretary (Officers) and as many members as are required to carry out its duties. The Committee members shall nominate and elect Chair and Vice Chairs, and Secretary for the Committee. The results of the Committee election shall be recorded in the Committee Minutes and the Commission shall approve Committee Officers and members at the Commission’s January meeting. The Chair, Vice Chair and Secretary shall serve for two-year terms.

All voting members on the Examination Committee must be Certified Professional Constructors and shall be either practicing construction professionals or construction educators. Membership on the Committee will be for two-year terms renewable as agreed by member and Chair.

In addition to the Chair, Vice Chair, Secretary and other qualified voting members, a representative of the Management Contractor shall also serve on the Committee as a non-voting member of the Committee. This person’s term of service is on a year-by-year bases and is renewable.

In the event that these positions cannot be filled from within the Committee the Commission can appoint and nominate otherwise qualified persons to these positions.

The Chair may be a member of either the Board of Governors or the Board of Advisors and must attend all Commission meetings. The Committee shall report directly to the Commission. The Chair of the Examination Committee may serve as an advisor to any of the subcommittees of the Examination Committee but will not be required to attend any of their meetings.

The Chair, Vice Chair, or Chair designated committee member shall be the liaison between the Management Contractor’s psychometrician and the Commission. The

psychometrician shall be the contact person designated to review examination statistical issues, resolve multiple correct response issues, and review comments or complaints by candidates and shall report the results of such deliberations to the Chair of the Commission.

Meetings

The Examination Committee shall meet as often as necessary to review and finalize Examinations but prior to the examination dates at a location to be determined by the Examination Committee. Minutes of all meetings shall be recorded using Commission Document No. 51. Committee members are required to attend any meetings of the Committee.

Travel Expenses

Some travel expenses may be reimbursed or paid for by the Commission, as the Commission may deem appropriate.

Revision History:

Last Revision: 09/10/2022