

American Institute of Constructors

Constructor Certification Commission Document No. 16

Examination Committee Item Writing Subcommittee Operations Manual

Introduction

The following is an overview of the American Institute of Constructors Constructor Certification Commission (Commission) Examination Committee Item Writing Subcommittee's 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.

These terms are more commonly referred to as Level I and Level II or sometimes as “The CAC Exam” or “The CPC Exam”. These terms are interchangeable.

Members of the Examination Committee Item Writing Subcommittee are sometimes referred to in this manual as “Item Writing Subcommittee Members”, “Item Writers,” and or “Test Item Writers”. These terms are interchangeable.

The Item Writing Subcommittee is sometimes referred to in this manual as simply “the Subcommittee”

The terms “Item writing”, “test item writing”, and “examination item writing” are used interchangeably in this manual.

Responsibilities of the Subcommittee

The Item Writing Subcommittee shall be responsible for writing, coding, soliciting, updating, and formatting questions (items) suitable for inclusion in the database for the Level I and Level II Examinations.

The Item Writing Subcommittee has the following specific responsibilities:

Creates new test questions (items), repairs items, and sometimes reviews items for the Level I examination and ensures that the items adhere to the requirements set forth in the

Test Specification for the Level I (CAC) Examination (Commission Document No. 28). These items are forwarded to the Management Contractor for a psychometric review including item editing, bias-sensitivity review, and item formatting before inclusion in the item bank.

Creates new test questions (items), repairs items and sometimes reviews items for the Level II examination and ensures that the items meet the requirements set forth in the Test Specification for the Level II (CPC) Examination (Commission Document No. 29.) these items are forwarded to the Management Contractor for a psychometric review including item editing, bias-sensitivity review, and item formatting before inclusion in the item bank.

Creates and or upgrades test question Exhibits for new examination questions.

Develops new test questions for the Level I and Level II Test Specifications based on requests from the Management Contractor, the Examination Committee, Examination Item Review Committee, new techniques in the industry, and current relevant materials

Submits all test items to the Management Contractor for a psychometric review including item editing, bias-sensitivity review, and item formatting before inclusion in the item bank.

Maintains the Examination Item Writing Form (Commission Document No.18). This form is available in hard copy or on the Commission's website and it contains blanks to be filled in for the name of the author of the proposed question and the author's reference source to be used to document the correct answer.

Train Subject Matter Experts (SME) in item writing procedures.

Solicit items from sources such as Web based submissions, workshops, and voluntary submissions that are then reviewed and forwarded to the Management Contractor for a psychometric review including item editing, bias-sensitivity review, and item formatting before inclusion in the item bank.

Advise the Examination Committee on current relevant reference materials for the Examinations.

Item Writing Subcommittee Composition, Terms of Appointment and Responsibilities of Members

The Item Writing Subcommittee shall have a Chair, Vice Chair and as many members as the Subcommittee desires or may be required to carry out its assigned responsibilities. All members must be Certified Professional Constructors and shall be practicing construction professionals or educators. The Chair and Vice Chair may be appointed by the Examination Committee or may be elected from within the Subcommittee. In either case the Commission must approve all appointments.

Membership on the Subcommittee will be for two-year terms renewable by the Subcommittee's consensus. The Chair and Vice Chair shall serve for one-year renewable terms. All renewable terms are to be approved by the Commission.

The Chair or a Chair designated permanent member of the Subcommittee will serve as a liaison to the Examination Committee but will not be required to attend Examination Committee meetings.

Authority and Policy

Article III of the Operating Procedures of the AIC Constructor Certification Commission Section 1 allows that "Such other committees may be formed as the commission may direct and as it may deem necessary to conduct the operations of the Commission." On the basis of recommendations made to the Commission Examination Committee the Commission has charged the Examination Committee with the responsibility of developing and maintaining an Item Writing Sub-committee.

Meetings

The Item Writing Subcommittee shall meet as necessary at a location to be determined by the Subcommittee. Minutes of all meetings shall be recorded using Commission Document No. 51. Members of the Subcommittee are required to attend all meetings.

Travel Expenses

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

Revision History:

Last Revision: 09/10/2022