

## **American Institute of Constructors**

### **Constructor Certification Commission Policy and Procedures No. 2.1**

#### **Writing Examination Questions**

Policy – Questions for Level I and Level II constructor certification examinations will be written and approved to be placed in the certification question databank by the Commission Examination Committee in accordance with nationally recognized test question development with the oversight of the Management Contractor’s psychometrician.

Responsibility – Examination Committee

Reference Commission Documents –Commission Document No. 14 – Non-Disclosure Statement for Writing and/or Reviewing of Certification Examination Questions, Commission Document No. 15 - Examination Committee Operations Manual, Commission Document No. 16 - Examination Committee Item Writing Subcommittee Operations Manual, Commission Document No. 18 - Examination Item Writing Form, Commission Document No. 35 - Examination Item Writing and Submittal of Certification Examination Questions Non-Disclosure Statement, Commission Document No. 51 – Meeting Minutes Template

Procedure – Questions for the Level I and Level II constructor certification examinations will be written, reviewed and adopted in accordance with the following procedures.

- 1) The Examination Committee with the assistance of the Certification Manager will provide various opportunities for writing new questions for both certification examinations on a regular basis. These include, but not necessarily limited to the following:
  - a) Conducting examination question writing sessions apart from and in conjunction with meetings of construction associations by representatives of the Examination Committee and the Examination Committee Item Writing Subcommittee.
  - b) Requesting individuals to submit certification examinations by hard copy or on the Commission website.
  - c) Communicating with construction educators and practicing professionals on a regular basis requesting examination questions from them using the above-mentioned guidelines.
- 2) All examination questions are sent to the Examination Committee for review and action in accordance with the Examination Committee Item Writing Subcommittee (Commission Document No. 16). The review insures the questions are in the correct testing format and, if not, rewritten to be. In addition, the questions are aligned with the appropriate section of the examination in accordance with the current relevant test specifications. All members of the Examination Committee and Examination Item Writing Subcommittee that participate in writing and/or reviewing examination questions must sign an Examination Item Writing and/or Reviewing Non-Disclosure Statement (Commission Document No. 14). In addition, individuals not on the above stated bodies, who submit questions must sign an Examination

Item Writing and Submittal of Certification Examination Questions Disclosure Statement  
(Commission Document No. 35)

- 3) If the questions are not useable in their present form they are reviewed and rewritten so as to be useable of if they are found to be outdated, irrelevant or otherwise unusable they are discarded. If useable in their original or revised format they are placed in the relevant certification database for future use by the major section of the respective examination to which they pertain.
- 4) Refer to the Commission's Examination Committee Operations Manual (Commission Document No. 15) and the Examination Committee Item Writing Subcommittee Operations Manual (Commission Document 16) for more details.
- 5) Minutes of all meetings are required utilizing the Commission Meeting Minutes Template (Document No. 51).

**Revision History**

Last Revision: 04/01/2022