

## **American Institute of Constructors**

### **Constructor Certification Commission Policy and Procedures No. 2.2**

#### **Developing Level I and II Certification Examinations**

Policy – Level I and Level II certification examinations are developed for each test session comprised of a sufficient number of questions to assure that the examinations are consistent with current qualitative and quantitative criteria for educational and psychological testing as recommended by the Management Contractor’s psychometrician.

Responsibility – Examination Committee and Management Contractor

Reference Commission Documents – Commission Document No. 14 - Non-Disclosure Statement for the 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. 51 – Meeting Minutes Template

Procedure – New certification examinations for Level I and Level II are developed in accordance with the following procedures.

1. Members of the Examination Committee meet with Management Contractor psychometrician to develop new certification examinations for each testing session. This meeting takes place at least 14 weeks prior to the respective examination session.
2. The Management Contractor maintains a database of questions for both certifications examinations from which questions are selected for new examinations. The database is organized by the major certification examination sections.
3. During the selection process and with oversight from the Management Contractor psychometrician all questions are reviewed for clarity and applicability to the respective section of the respective examination. In addition, it is insured that a sufficient number of questions to assure that the examinations are consistent with current qualitative and quantitative criteria for educational and psychological testing.
4. Once all of the questions for each examination are selected, the examinations are finalized and printed in the required quantity by the Management Contractor or placed online. All members of the Examination Committee that participate in writing examination questions must sign an Examination Item Writing and/or Reviewing Non-Disclosure Statement (Commission Document No. 14).
5. Refer to the Commission’s Examination Committee Operations Manual (Commission Document No. 15) and the Examination Committee Item Writing Committee Operations Manual (Commission Document 16) for more details.
6. Minutes of all meetings are required utilizing the Commission Meeting Minutes Template (Document No. 51).

#### **Revision History:**

Last Revision: 04/01/2022