

## Describing an Exam Program

An **Annual Summary Report** documents a certification program's due diligence in the design and administration of its examination program. Its Table of Contents (as on the reverse of this sheet) provides a concise overview of the information that should be reviewed by decision makers. This report may be provided by a vendor or consolidated from multiple reports by staff.

First in the report is a description of the examination program - a few short, structured sentences. This brief yet comprehensive description is worth extracting and using to facilitate communication between vendors and clients, assessors and certification boards, staff and governance.

Here is a sample program description that separates the general program information from this year's test results. Blanks are left for you to fill in your program's information. In some places, typical alternatives are provided. The Summary Table records the details.

### Sample Program Description

**Basic Program:** The \_\_\_\_\_ Certification Board exams are administered *in events/continuously/remotely* on *paper/computer* by *vendor* to approximately \_\_\_\_\_ candidates in \_\_\_\_\_ locations and \_\_\_\_\_ languages. Time allowed is \_\_\_\_\_ hours.

Typically, \_\_\_\_\_ forms of the exam are in the field and each form is available for *period of time*. Candidate scores are reported *immediately/in 60 days*.

Forms are built by *volunteers/staff/vendor*, using \_\_\_\_\_% new items written by *volunteers/staff*, and \_\_\_\_\_% reused items selected from *item bank/previous exam*.

**This Year:** The most recent form contained \_\_\_\_\_ items, of which \_\_\_\_\_ were scored, \_\_\_\_\_ were pretested, and \_\_\_\_\_ were identified as poor performers and removed from scoring.

The cut score for this form was determined by *staff/vendor* using *IRT or Classical equating to the passing standard set in 20XX/a standard-setting session*. Of the first-time examinees, \_\_\_\_\_% passed and the average scaled score was \_\_\_\_\_, with a passing score of \_\_\_\_\_.

### Summary Table:

2016	Statistic	N	Avg	Min	Max	SD
<b>Candidates</b>	Number Correct					
	Percent Correct					
	Scaled Score					
	Test Duration (in mins)					
<b>Items</b>	P-Value of scored items					
	Point-Biserial of scored items					
<b>Test</b>	Passing Standard (Bank Scale)					
	Passing Standard (Percent Correct)					
	Percent of First-timers Passing					
	Reliability					
	Decision Consistency					