

# Certification Exam Committee

## Charge

Develop the board certification examination based on the current content outline and a practice examination (when necessary), using questions submitted by item writers.

## Membership

The committee will be comprised of 8 to 12 people appointed by the BOD to the Certification Exam Committee (CEC). The committee will be chaired jointly by the board liaison who is a member of the BOD (Board Co-Chair) and a CEC member. Both of these individuals will be appointed by the ABGC President.

## Term

- CEC member term is three years, running January 1 – December 31. The term limit is two consecutive terms.
  - The BOD may extend a CEC member's term as needed for continuity.
- The CEC Co-Chair term is one year running January 1 – December 31. The term limit is two consecutive terms.
- The Board Co-Chair term is one year running January 1 – December 31; this individual may serve additional terms.

## Criteria and Restrictions

- Must be an ABGC diplomate in good standing.
- CEC members will not be allowed to recertify by exam for the 5 calendar years after the completion of their committee tenure.
- CEC members will not be allowed to develop or teach a Board Review course for the 2 calendar years after the completion of their committee tenure.
- CEC members will not be allowed to develop or edit a comprehensive/competency exam for a period of two years following the end of their CEC term.
- CEC members will be required to sign a confidentiality statement, a conflict of interest form, and an agreement which will define and detail the committee member's responsibilities.
- Program Directors, Associate Program Directors and Assistant Program Directors are not eligible to serve on the CEC.
- The CEC Co-Chair must have been on the committee for at least one year.

## Responsibilities

The members of the Certification Exam Committee may have the following responsibilities:

- Attend item writing training session (either in person or by web) if not previously attended
- Mentor assigned item writers through their writing process by reviewing their drafts, suggesting revisions, and submitting their final items for committee review
  - Work with item writers to ensure items match exam specifications, grammar, stem appropriateness, key (correct answer) discrepancies, presence and appropriateness of references.
  - Submit items to management company
- Collectively review and revise draft items (e.g. those submitted by item writers or inherited from ABMG)

- After revision process is complete, approve final items for the current exam, for the item bank, and for practice examinations (when necessary)
- Evaluate item bank to assure items exist proportionally for all areas of the exam specifications/content outline
  - Act as back-up item writer if there remain gaps in the item bank that can be filled by CEC member expertise.
- Oversee and review exam construction for 2 forms of the exam and 4 pre-exam sets (constructed by vendor,)
  - Vendor will assure that items exist proportionally for all areas of the exam specifications/content outline for both forms of the exam
  - CEC will review vendor exam construction to verify accuracy and balance
- Assign a difficulty rating to each approved item.
- Pilot an on-line version of the draft exam forms: review all items for wording, content appropriateness and key (correct answer) discrepancies; submit comments electronically. The vendor will finalize the 2 exam forms based on CEC comments.
- Review new exam form and pre-test items to ensure they are keyed correctly.
- Review all comments submitted by examinees, and item statistics to identify any poor performing items and/or items that warrant double keying.
- Determine passing score based on criteria presented by exam vendor.

#### Meeting Schedule

The CEC will meet at a face-to-face committee meeting two to three times a year (usually in January and April) and then meet throughout the year via webcast or conference call to complete the remaining committee responsibilities. The time commitment for committee members will be approximately 100 hours a year. Each CEC member is eligible for one (1.0) PAC (professional activity credit) for each year of service on this committee.

#### Reporting Structure

The CEC Board Co-Chair will provide the Board with regular updates regarding the status of certification and practice examination development. Regular updates will be provided verbally with a formal written report provided to the BOD annually.

#### Budget and Required Resources

Financial resources will be budgeted based upon the contracted exam development amounts in the exam services contract with AMP. Additionally funding will be requested based on the number of meetings required to complete annual exam development work.

*Approved on July 22, 2009 by the ABGC Board of Directors*

*Revised and Approved on March 1, 2013 by the ABGC Board of Directors*

*Revised and Approved on February 26, 2016 by the ABGC Board of Directors*