

# Item Writer Charge

## Rationale:

Item writers have a critical role in helping ABGC achieve its mission. With the support of a mentor, these Diplomates develop questions (items) for use on the ABGC Certification Examination or practice exam. Items are needed by an assigned date in order to be adequately reviewed by the writer's mentor, placed into the item bank and available for Certification Examination Committee (CEC) review and revision.

## Charge:

Develop items to be used on the ABGC certification exam (or practice exam). Item writers will be assigned to write items that assess competence in specified parts of the ABGC Detailed Content Outline.

## Membership

The CEC Chair, with input from CEC members, ABGC exam development staff and the BOD liaison, will annually invite 20 – 25 Diplomates to write items for the ABGC Certification Examination.

## Term

- There are no term limits for item writers.
  - Individual item writers may be invited to write items in subsequent years. Such an invitation is made at the discretion of the CEC and is based on the quality of a writer's items and ability to adhere to deadlines.
- Experienced item writers may be asked to join the CEC.

## Criteria and Restrictions

- Must be an ABGC diplomate in good standing.
- Must have 3 or more years of paid employment as a genetic counselor.
- Must annually sign a confidentiality statement and declare any conflicts of interest.
- Cannot be involved in planning, teaching or administering any board review course or practice examination during that exam cycle.

## Responsibilities

Item writers may have the following responsibilities:

- attend item writing training session (either in person or online).
- complete the practice exam to become familiar with the format and wording of items.
- work, with the mentorship of a CEC member, to complete a total of 8-10 items within a two month period. Items may be completed in batches or all at once, as agreed upon by the item writer and his/her mentor.
- adhere to deadlines and communicate with their mentors if there are issues that make the deadlines difficult.
- delete *all* electronic and hard copies of all items provided to ABGC

## Timeline

1. Item writer training will be provided (either in person or online) to help writers understand the dos and don'ts of item writing. When an in-person training is offered, it most often occurs at the NSGC AEC. Online training can be completed as the writer's schedule permits.

2. Handouts and practice exams will be provided to help writers understand the format of items. These are typically distributed May – June.
3. Item writers receive assignments from ABGC exam development staff. This varies, but assignments are usually distributed in July. They are typically due within 2 months of distribution. Specific deadlines are provided at time of distribution.
4. The time commitment for item writers will be approximately 25 hours a year. Each item writer is eligible for 0.5 PAC (professional activity credit) for each year of service and will receive a letter documenting this at the end of a successful year of service.

#### Reporting Structure

Item writers will report to a CEC mentor. CEC mentors will provide the CEC Chair and/or Board Liaison with regular updates regarding the status of exam items. Individuals not completing their items on time will receive regular reminders about their due date and requests to complete the items.

*Approved on March 27, 2015 by the ABGC Board of Directors*