Creating a Certification Exam for TypeWell Transcribers

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Overview for Creating a Certification Exam

Scope of work elements are building blocks that can be customized and adapted to specific projects. The scope of work elements for this project are:

1. Project Planning
2. Job Analysis
3. Verification Study
4. Test Blueprint and Item Specifications
5. Item Writing
6. Performance Standards
7. Field Test
8. Field Test Analysis
9. Validation Evidence
10. Create Operational Forms
11. Develop Reporting Format
12. Final Report and Technical Manual
13. Ongoing Test Delivery and Maintenance

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Scope of Work Elements Explained

This table presents a logic model for accomplishing a project of this nature. Column 1 is the specific scope of work element. Column 2 is a description of the scope of work element. Column 3 is assumptions/ comments that further describe inputs and who does what to accomplish the scope of work element. Column 4 is the deliverable and describes outputs from the scope of work element.

Scope of Work Elements	Description	Assumptions/ Comments	Deliverable
Project Planning	• Finalize and agree on scope of work and budget. • Determine project milestones. • Discuss partnering requirements.	•	•
Job Analysis	• This step is to document a research study to officially be able to construct a body of knowledge for this position. • This analysis can include performance differentiators as discussed for math/ science transcribers. • A modified DACUM is recommended to bring together a panel of Subject Matter Experts (SMEs), to evaluate the domains of knowledge that already exist at TypeWell. • 6-10, high performing SMEs are used in a panel format to conduct the job analysis.	•	•
Verification Study	• This step verifies the results of the job analysis from a larger pool of current subject matter experts. • A survey will be developed-monitored and results will be analyzed.	•	•
Test Blueprint and Item Specifications	• Using results of the verification study, CETE will create a draft blueprint outlining the structure of the test with proportions of test items. Cognitive	•	•

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	challenge can be mapped against content using a taxonomy (Bloom's, Webb's Depth of Knowledge) • Committees and SME's will approve the final blueprint.		
Item Writing	• Using the test blueprint, an item bank will be developed to cover the essential areas of the job analysis. • This can be completed in a multiple day face to face workshop format (most secure), completely at a distance (least secure), or in a hybrid approach. • If online, SMEs receive support within 24 hours of a request, ongoing coaching, weekly check in's with each item writer, and accountability emails to meet item writing deadlines.	•	•
Performance Standards	• This step will involve SMEs to rate the items. • We would then average ratings to establish pass/fail points for the examination. • In person, rather than at a distance for test security purposes.	•	•
Field Test	• After the test is written, a full version of the test will be administered to try out the entire item bank. • Using respondents' answer choices, we will select the best performing test items to make operational forms. • Items not selected can be repaired in subsequent item development work. • Field testing can be on site in a proctored lab; or remote proctoring employed.	•	•

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Analysis of Field Test Data	• After field test, compute statistics from field test. • Attach SME rating data to item level statistics. • Compute inter-rater reliability for scoring of performance examinations. • The number taking the field test is at least the number of test items.	•	•
Validation Evidence	• Examine item and test level data to ensure differences by gender, race in passing rates are not substantially different. • Examine the relationships between years of experience and examination score.	•	•
Create Operational Forms	• Select items with respect to best statistics and ensuring the correct proportion of items per task of job analysis, cognitive rigor, scenarios, and graphics are selected. • Practice tests are created.	•	•
Develop Reporting Format	• Create a general report format. • Score interpretations for individuals. • Display scores from various subsections. • Offer feedback to examinee.	•	•
Final Report and Technical Manual	• Include all study methodology and analysis. • Document suggestions to improve testing system.	•	•
Ongoing Test Delivery and Maintenance	• WebXam delivery is utilized to provide on demand testing. • Security features are selected to ensure high-stakes nature of test is upheld. • Customer Support is available to assist examinees during testing. • Perform annual item analysis and item maintenance.	•	•

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	• The statistical analyses used after a field test should be employed every year to document changes in performance of items and to change items in operational test forms. • Items will be identified that can be repaired to improve their quality.		

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