



Roles & Responsibilities of the NBC-HIS Item Writers Committee

Availability:

The Item Writer Committee meets at least once a year and each committee member is expected to be in attendance. If an Item Writer Committee member misses consecutive virtual or in-person meetings, their participation will be reviewed by the Committee Chair.

Procedures for the Item Writer Committee:

1. Under psychometric guidance: write, review, and recommend test items for inclusion in the National Competency Exam (NCE) Item Bank.
2. Review items for content, appropriate level of difficulty, correctness, and scope as related to the current competency model.
3. Participate in virtual and in-person training led by the psychometric partner.
4. Maintain strict confidentiality of all examination and meeting content and execute Non-Disclosure Agreement annually, or as requested.

Duties of the Item Writer Committee Chair:

1. Prepare a written report to the NBC-HIS Executive Council informing them of the meeting outcomes of the committee, including recommended plans and budget needs for exam development.
2. Coordinate and chair the Item Writer Committee meeting.
3. Provide direction to staff regarding planning needs for meetings.
4. Act as an intermediary between the Exam and the Item Writer Committees.
5. Work with the psychometric partner and staff leadership to prepare an agenda for the Exam Committee prior to each meeting.
6. Work within budgetary guidelines as approved by the Executive Council.
7. Review all committee applications and determine eligibility of committee candidates with the Executive Council based upon established recruitment policies.
8. Ensure compliance with Item Writer Committee policies.
9. Maintain relationship and communication with the NBC-HIS staff, as appropriate.