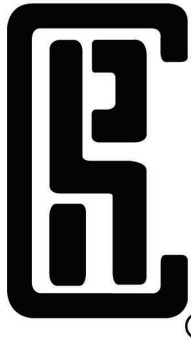# BCRSP Examination Item Writing Workshop

Board of Canadian Registered Safety Professionals

Conseil Canadien Des Professionnels En Sécurité Agréés

Virtual Item Writing Workshop
Friday October 28-Thursday November 3, 2022

Information & Registration Form

Do you want to try your hand at writing BCRSP Examination Questions?

Now is your opportunity to participate virtually in the item writing process.

How it will work:
1) Register to participate
2) October 28, participate in an introduction and overview session on item writing (approx. 90 minutes)
3) Independently write questions from October 28-November 3
   a. Two one-hour open check in times will be available, one on October 29, and one on October 31, where you can ask any questions of the facilitator
4) November 1 there will be a virtual check in and an opportunity to ask questions/gain feedback (approx. 90 minutes)
5) Participate in a Wrap-Up Session (approx. 60 minutes) on November 3

Earn BCRSP Continuous Professional Development Points

Certificants who submit 10 questions that are **accepted** into the item bank (either for the CRST or CRSP exam) will receive 1 point, and you will receive 1 additional point for each additional 5 questions accepted for the bank to a maximum of 5 CPD points.

Questions will be reviewed following the item writing session, and you will receive confirmation once the questions have been reviewed and accepted.

CRSTs will be eligible to write items for the CRST examination item bank.
CRSPs will be eligible to write items for the CRSP examination item bank.

Registration Deadline is October 14 so don't delay and register today to secure your spot!

You must be a BCRSP certificant in good standing to participate.

Board of Canadian Registered Safety Professionals, 6700 Century Avenue, Suite 100, Mississauga, ON   L5N 6A4
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The Value of Item Writing

The development of certification examinations involves several steps from competency/blueprint development, question (item) writing, approval of the examination and standard setting (pass mark).

In accordance with accepted testing industry standards such as the NOCA Handbook and the Standards for Educational and Psychological Testing, the BCRSP, with the assistance of Meazure Learning - Yardstick., has established an Item Writing Committee made up of Subject Matter Experts (SMEs) who are not members of a BCRSP Examination Committee or involved with the test development process. As with the Examination Committees, the IWC maintains strict rules to preserve the integrity of the confidential nature of the content of the examination. The benefits of using different SMEs in the various test development activities are numerous. Involving different SMEs not only enriches the examination development process but also enhances the credibility and defensibility of the examination.

Increasing the Pool of New Examination Items
The benefit of establishing an Item Writing process has been to increase the number of new examination items that are required to support the administration of computer-based testing (CBT) and the frequency of examination writing windows. New items are needed to replenish the item bank, increase the proportion of new items on each subsequent version of the examination and reduce the exposure of test items.

Enhancing the Role of Examination Committees
Having an established Item Writing process to create new items on a regular basis relieves the Examination Committees of this responsibility, allowing Examination Committee members to focus on their primary role of examination approval and standard setting. This also establishes independence between those SMEs who write the examination items and those who review and approve the examination.

Increasing the Pool of SMEs for the Item Writing Committee
Workshop attendees will be guided through the process of creating examination items that will measure the competencies assessed by the examination. They will also become familiar with the BCRSP Examination test development process. The BCRSP's Item Writing Committee will draw from the pool of workshop attendees to add committee members as required.

Providing Opportunity for Professional Development
Workshop attendees will not only acquire skills in creating quality test items but will also be afforded the opportunity to further their knowledge in the examination domains.

Enhancing Procedural Fairness
Separating the item writing activity from the item approval process adds more objectivity to the test development process. Each SME brings the perspective from their area of expertise, field of work, work environment, region and province through their contribution to the development of the examination. More SMEs increase the representation of the profession into the examination development process.

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REGISTRATION

There is no charge for attending. However, **pre-registration is required and limited to a maximum of 50 attendees per workshop**.

Certificants will be asked to focus on the item bank relevant to their certification.

To register, you must:

a) be a certificant in good standing,
b) sign a *Nondisclosure Agreement* (see below)
c) you must not be currently involved with any examination preparatory course(s)
d) you must be able to access the online workshop sessions.

If you have access to any of the BCRSP approved <u>Reference Texts</u>, please have them available for your use during the session.

WORKSHOP FACILITATOR

Marie Lyne Laliberté, MA, Meazure Learning - Yardstick, Senior Psychometrician
Marie Lyne has over 14 years of experience as a Psychometrician and Competency Assessment Specialist. She has extensive experience in leadership competency assessment, in the development of various competency-based assessment tools, and in providing leadership competency development recommendations to executives in the federal public service. Furthermore, she has been a part-time professor of Psychology at the University of Ottawa for the past 18 years, teaching courses in Psychometrics, Social Motivation, Social Psychology and Forensic Psychology. Marie Lyne has a MA from the University of Ottawa in Experimental Social Psychology, a BA (Honours) from the University of Ottawa in Psychology, and a LL.B - B.C.L (Transsystemic Law Program in *Common Law and Civil Law*) from McGill University. As a Senior Psychometrician at Meazure Learning - Yardstick, Marie Lyne is responsible for facilitating exam development activities, competency profiles, and statistical analyses.

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AGENDA

CRSP Examination Item Writing Workshop

Mandatory

October 28
11:00 am Eastern Time
CRSP Examination Item Writing Workshop
(90 minutes approx.)

*1-hour check in sessions – **optional** - your opportunity to ask any questions*
October 29 Question Period from 11am
October 31 Question Period from 11am

Mandatory

November 1
Check-In session from 11am Eastern Time
CRSP Examination Item Writing Workshop
(90 minutes approx.)

Mandatory

November 3
11am Eastern
Wrap-up Session (60 minutes approx.)

CRST Examination Item Writing Workshop

Mandatory

October 28
1:00 pm Eastern Time
CRST Examination Item Writing Workshop
(90 minutes approx.)

*1-hour check in sessions – **optional** - your opportunity to ask any questions*
October 29 Question Period from 11am
October 31 Question Period from 11am

Mandatory

November 1
Check-In session from 1 pm Eastern Time
CRST Examination Item Writing Workshop
(90 minutes approx.)

Mandatory

November 3
11am Eastern
Wrap-up Session (60 minutes approx.)

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SECURITY & CONFIDENTIALITY GUIDELINES

SECURITY AGREEMENT

In order to protect the Board's sizeable investment in the examination, all persons involved in the examination process undertake to maintain any information regarding the examinations gathered at any time, as confidential information. Without limiting the generality of this undertaking, these persons specifically agree:

- To hold confidential any information obtained, including oral discussions, regarding the development, administration, or content of the examination.
- To require any person engaged in the examination development or its administration or who have access to the contents of the examination, to hold confidential such information.
- To refrain from soliciting or engaging any person, including former employees or contract workers of either party or anyone in possession of confidential information, in any capacity that would cause a breach of confidentiality.
- To discourage at all times anyone planning to breach such confidentiality and to provide written notice to the Board of any occasion where such a breach of confidentiality has happened or is likely to happen.

It is understood and agreed that breaches of confidentiality may include directly or indirectly disclosing the confidential information. Indirect disclosure includes but is not limited to providing courses, in-services, writing articles or giving talks based on confidential information to competitors, students, researchers, consultants or any other organization.

The word "person" in this appendix shall include any employee, volunteer, committee member, invigilator, representative, consultant, consignee, organization, contract worker or company over which the party has direct or indirect authority or control.

All examination materials and information should be considered *Confidential* or *Secret*, although they may not necessarily be identified as such.

All persons working on any phase of the development or administration of examinations are expected to honour these security measures.

Test questions are highly confidential and proprietary. Unauthorized production, reproduction, or publication of the test questions, in part or in whole, is prohibited by copyright laws. All persons involved in the examination development or administration are therefore prohibited from disclosing the content of the test questions and must not, under any circumstances, share any of the information with any person, except as authorized by the Board.

All persons involved in the examination development and administration must keep documents related to this examination secure (i.e. – locked drawer or filing cabinet, etc.) at all times and ensure that no

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unauthorized individuals have access to these materials. No documents/papers can be removed from the Item Writing Workshop.

CONFIDENTIALITY GUIDELINES
It is the policy of BCRSP to disclose as much information as possible while being respectful of the Freedom of Information and Protection of Privacy Act (FOIPPA).

All material distributed to Item Writing Workshop volunteers related to applicants, candidates, certificate holders or a BCRSP Examination is considered confidential and shall not be copied or shared.

Any breach of this policy will result in immediate disciplinary action by the Board and may result in the temporary suspension of registration and/or loss of registration in accordance with the bylaws.

RATIONALE
The Board has a responsibility to protect candidate information. In addition, the FOIPPA applies certain restrictions on the release of information. These include but are not restricted to the following:

- The release of personal information,
- Third party business information.

This policy will enable the Board to monitor and control the release of information thereby maintaining the integrity and dignity of BCRSP certifications

It will also allow the Board to investigate any publications or public comments that may be detrimental to the BCRSP and initiate the appropriate action on behalf of all certificants.

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BCRSP Item Writing Workshop - Registration Form

https://bcrsp.lineupteams.com/members/application/ee0b12c2-9874-4866-8db3-3358a8f71aa3/request

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