Test Administration: Sharing Best Practices

Presenters:
Christine R. Buckley, Canadian Nurses Association
Rachel Buttle, Assessment Strategies
John Shultz, Professional Examination Service
Charles Mayenga, Assessment Strategies (Moderator)

Overview
- Contextual Background
- Test Administration – Sharing Best Practices
- Questions and Answers
- Contact Information

Test Administrations in a Global Context
Test Administrations in the Second Largest Country in the World

Role of Partnerships in Test Administration
An Example

ASI
Candidates

Partnerships – CRNE and CNPE:F/AA Exams

CNA
Jurisdictions

Best Practices
- Paper and Pencil Testing Standards
- Test Security
- Selection Process and key skills for Chief Examiners and Proctors\Invigilators
- Training Program
- Consistency in Test Conditions
- Handling and Reporting Irregularities
  - Be prepared for when things go wrong
  - Other Challenges with Test Administrations
Paper and Pencil Testing Standards

• Develop reasonable standards for each examination being delivered.
• Communicate the standards to your testing staff and your candidates.

Examination Security
Examination Security

- Protect the integrity of the exam before, during and after the administration.
- Have an adequate proctor ratio to protect against cheating.
- Use additional security when necessary.

The Selection of Chief Examiners and Proctors/Invigilators

- Experience in conducting P&P Administrations
- Completion of a criminal background check
- No conflict of interest
- Ensure that they sign a security agreement
- Provide a training program (face-to-face, online, manual, certification program, etc)
- Make sure they understand the policies and procedures related to your program re: test security procedures, standardized testing environment, etc
Key Skills of Chief Examiners and Proctors/Invigilators

- Good communication skills
- Calm personality
- Conflict resolution skills/common sense
- Attention to detail
- Good organizational skills
- Experience of working in a team environment
- Experience of working to set procedures
- Assertiveness
- Ability to maintain confidentiality at all times
- Integrity

Training Program for Chief Examiners and Proctors/Invigilators

Key Responsibilities

- Security measures throughout all processes
- Receipt and reconciliation of exam materials
- Administration of the exam
- Completion of necessary documentation
- Return of the exam materials

Both Chief Examiners and Invigilators play a key role in maintaining the integrity and security of the exam from the time exam materials are received until they are returned to the test sponsor.
Role Play During Face to Face Training

Online Training Course

Online Training Course
Other Training Possibilities

- Power Point
- Video or Teleconference
- Manuals
- Certification for Chief Examiner/Invigilator

Consistency in Testing Conditions

- Do not depend solely on the venue staff to ensure your standards are met.
- Use the same venue from administration to administration, if previous experience was positive
Handling and Reporting Irregularities: Be Prepared for When Things go Wrong

Be Prepared When things Go Wrong

- Cover policies and procedures for handling disruptions and emergencies in your training program.
- Obtain irregularity reports from your testing staff and your candidates.
- Work with existing staff to correct irregularities from one administration to the next unless the incident is serious.

Other Challenges with Test Administrations

Examples:
- Financial
- Logistic Aspects
- Legal Aspects
- Cultural Aspects
Speaker/Moderator Contact Information

Rachel Buttle, Assessment Strategies
rbuttle@asinc.ca

John Shultz, Professional Examination Service
Johns@proexam.org

Christine R. Buckley, Canadian Nurses Association
cbuckley@cna-aiic.ca

Charles Mayenga, Assessment Strategies (Moderator)
cmayenga@asinc.ca