

CPASS® SUBJECT MATTER EXPERT (SME) VOLUNTEER

TIME REQUIREMENTS FOR ASSESSMENT DEVELOPMENT

1. Defining Content, Complexity, & Number of Items

- New Assessment: 16-hour in-person meeting
- Existing Assessments (every 5-7 years):
 - Review of existing content (~2 hours)
 - Web conference to modify Test Blueprint (up to 8 hours)

2. Performance Level Descriptors (PLDs) Development⁽¹⁾

- Review of draft descriptors for each performance level (4 hours)
- Web conference to make any revisions to PLDs (up to 4 hours)

3. Item Writing⁽²⁾⁽³⁾

- 16-hour in-person training & item writing workshop, or
- 1-hour remote training and self-governed item submission (~0.5 hours per item)

4. Draft Assessment Form Review & Approval⁽³⁾

- Online review of item collection making up the new or revised assessment (~2 hours)
- Web conference to make item revisions and/or replacements (up to 4 hours)

5. Standard Setting⁽¹⁾⁽²⁾

- 16-hour in-person training & standard setting study, or
- 2-hour online training & self-governed online standard setting data collection (~4 hours)
 - Web conference to review data & provide cut score recommendations (~2 hours)

Total Time for *NEW* Assessment Development: 40 - 62 hours (over 9-12 months)

Total Time for Care & Maintenance of Existing Assessments: 8 – 22 hours (annually)

- (1) Only required after task analyses. Work carries over annually until new task analysis is completed.
- (2) Options are dependent on available funding and client preference. SMEs will follow the model chosen.
- (3) An annual, ongoing, need for care & maintenance of the validity of the assessment

CPASS® ASSESSMENT DEVELOPMENT PROCESS MODEL

