**Items for Candidates**

**Question:** What are important examination-related information items for candidates?

**Answer:** Sponsors of credentialing programs are responsible to multiple stakeholders especially when it comes to communicating information about its assessment program. Consistent with the *Standards for Educational and Psychological Testing* (AERA, APA, and NCME, 2014), the intent of all communications is a commitment to fairness in testing and safeguarding of the rights of test takers, while protecting the intellectual property of the credentialing sponsor. This results in a *balancing act* by way of deciding how much information to provide to test takers and about test takers. The following list provides guidance about what information should be generally available to test takers as well as to members of the profession and the public:

- Policies and procedures as to the *confidentiality of the assessment results*: who gets what and under what conditions?
- Guidance about appropriate uses and misuses of score information
- Descriptions of the assessment instruments (delivery format, content, type of response required, logistics of the testing event [date, time, number of questions, duration], and resources/supplies/equipment required)
- Descriptions of assessment application procedures, including all initial and ongoing eligibility requirements, scheduling requirements, and retake policies
- Sample assessments and practice assessments, including examples of each type of question and/or performance requirement
- Descriptions of the validity and reliability evidence that supports the use of the assessments
- Test specifications (aka blueprints, outlines) providing specific guidance about the weighting of each domain, including either tasks/responsibilities/competencies, and/or knowledge/skills
- Descriptions of how and when the assessment is scored, the level of performance required to pass the examination, and psychometric characteristics of the assessment
- Explanations related to the form and content of the score reports including the information that is beneficial to failing candidates
- Information about the candidates’ responsibilities in regard to the security of the examination, including cheating and misconduct
- Information about the candidates’ rights to appeal the results
- Information about candidates’ rights to special accommodations
- Purpose of certification
- Scheduling information
- Fees