

## 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, 1999), 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
- Information about the candidates' rights to appeal the results
- Information about candidates' rights to special accommodations