Credentialing Exam Activities

Step 1:
Job Task Analysis (JTA)
Exam Content Outline

Step 5:
Exam Quality and
Validity Mantainance

Step 2:
Develop Exam Items

Step 4:
Scheme Alignment Study

Step 3:
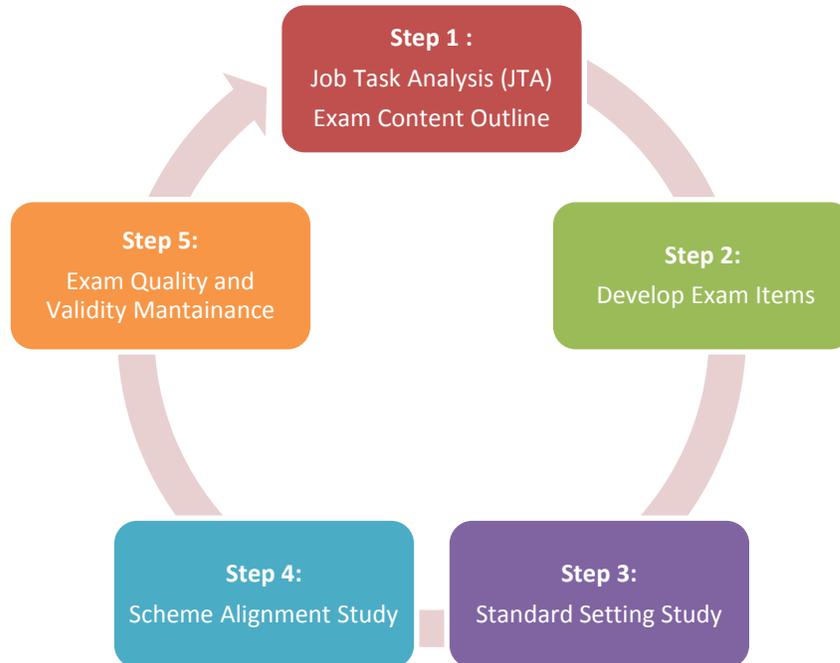Standard Setting Study

One of the most often asked questions of credentialing is "How are the exams developed?" BICSI follows credentialing body standards and best practices to create and update the exams. Practicing ICT professionals are involved in every step of the exam development process, facilitated by third party expert testing organizations. The following are the steps taken in developing an exam:

Step 1: BICSI conducts a Job Task Analysis (JTA) every 3-5 years by a large group of volunteer ICT Subject Matter Experts (SME) who hold the given certification. BICSI uses the JTA to make modifications and upgrades to the credentialing programs as part of the credentialing industries best practices.

Step 2: The exam items are developed based off the Exam Content Outline created out of the JTA through a process called "Item Writing" by volunteer teams who serve on the Registrations and Credentials Supervision Committee (RCSC), ICT industry professionals who hold the given credential and in partnership with third party exam development expert professionals. The questions are reviewed via a 3-step quality control process by the volunteer SMEs and are balanced against the Exam Content Outline. *Items are developed from the associated BICSI publication of which is also based off of the JTA.

Step 3: Multiple exam forms are created and validated through a process called "Standard Setting" by the volunteer teams who serve on the RCSC, ICT industry professionals who hold the given credential and in partnership with third party expert psychometrician professionals. From this a passing score is established.

Step 4: BICSI conducts a "Scheme Alignment Study" where volunteers who serve on the RCSC, ICT industry professionals who hold the given credential participate. The study is facilitated by third party expert test development professionals to determine the standard of conduct of a credential holder, exam qualifications/ pre-requisites and recertification requirements.

Step 5: Exam maintenance process which includes reviewing comments on exam items from examinees, pass rate monitoring, performance monitoring and quality assurance measures.