Test Development Cycle Used by CETE: Elaboration		
Cycle Step or Phase	*Activities*	*Outputs or Products*
1. Determine Test Purpose	--Conduct clarification discussions with a range of stakeholders --Incorporate standards for certifications & assessment-based certificates --Embed process within "stackable certificates" models and Ohio Skills Bank	--Overall Test Plan with Test Purpose Statement --Commitment to best practice standards --Management systems
2. Define Content Domain (Competencies or Task-KSA from Occupational Analysis)	--Conduct DACUM (or other) analysis using enhanced Knowledge-Skill set --Conduct task verification with occupation incumbents --Conduct task analysis for critical tasks to elaborate content domain further --Consider alignment requirements	--Specification of content domain for education-training and test development --DACUM charts (initial/revised) --Task verification data & report --Task analysis spreadsheet
3. Create/Evaluate Test Blueprint	--Apply task verification results using CETE spreadsheet tools --Establish sharing forums for stakeholders (include incumbents) --Ensure balance (TBD) between choice, construction, performance formats	--Test specification draft created for discussion --Finalized test blueprint from discussions
4. Items: Develop, Manage, Evaluate	--Plan and recruit workshop participants (diverse, high-performers) --Test build workshops (facilitate using CETE Assessment Tool application) --Create constructed and performance format items (with rubrics for evaluation) --Test item review workshops (ensure some overlap with item writers, and new individuals to provide independent scrutiny of items)	--Item bank in MS Access (tables for items & tags; SME names; occupational information) --Rubrics for evaluating skills demonstrations --Manage initial bank (items, tagged information), including item review data
5. Set Cutoff Scores	--Establish defensible cutoff scores (performance standards) using performance level descriptions (2-3 categories most often recommended) --Analyze incumbent judgments using CETE tools (i.e., Angoff Analysis Tool)	--Item bank with item-level weights --Compromise judgment data for adjustments --Brief summary report
6. Develop, Evaluate, Refine Test Forms	--Create 2+ test forms containing a blend (choice, construction, performance) --Field test forms through WebXam or another tool ("Questionmark") --Conduct field test data analysis to refine & revise --Write report summarizing creation, field test, data analysis)	--Test forms --Field test plan with implementation --Brief
7. Yardsticks: Reliability, Validity, Fairness	--Using all activities & data, develop test form quality argument with data support --Conduct reliability analyses --Conduct validity analysis (content validation strategy with item review data)	--Left to the interested reader
8. Deliver Tests; Interpret & Report Scores	--Deliver operational test forms through WebXam portals (choice & ratings) --Develop scoring strategy (R-W, guessing correction) --Create score interpretations for individuals --Integrate scores from different item formats	--Left to the interested reader
9. Maintain Testing System	--Conduct annual or testing cycle maintenance activities (item, test score, pass-fail rates analyses --Document test quality through ongoing research --Prepare technical reports and other reports as needed and agreed --Collaborate	--Left to the interested reader