<table>
<thead>
<tr>
<th>Cycle Step or Phase</th>
<th>Activities</th>
<th>Outputs or Products</th>
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</table>
| 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 |