

**American Institute of Constructors**

**Constructor Certification Commission Document No. 18**





**Procedure:**

The item writing process to be followed for each examination question written is as follows:

- 1) Refer to the appropriate (CAC or CPC) Examination Specifications (Commission Document 29)
- 2) Select the Domain (major specification category) and Sub-Specification (sub-category) consistent with the subject of the proposed question and enter this information in the provided spaces
- 3) Provide citation to the Material or Reference Source(s) that provides documented evidence of the correct answer to the question
- 4) Write the first part of the multiple-choice question or stem in the appropriate space followed by entering the correct answer and three other plausible answers.
- 5) Circle the number next to the correct answer.
- 6) Provide the completed item writing form to either the Examination Committee or Commission Certification Manager for further processing.

Author:		Date:
Circle One:	Level I – CAC Exam	Level II – CPC Exam

Every item must measure exactly one sub-specification within the domain. Refer to the CAC or CPC exam specifications, as appropriate.	
Domain	
Sub-Specification	

Source Materials:	

If Level I – CAC Exam is selected above, circle the Bloom’s level and ACCE Student Learning Outcome (SLO) associated with this question.														
Bloom’s:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Analyze</td> <td style="width: 33%;">Understand</td> <td style="width: 33%;">Knowledge</td> </tr> </table>	Analyze	Understand	Knowledge										
Analyze	Understand	Knowledge												
SLO:	<table style="width: 100%; border: none;"> <tr> <td style="width: 3.33%;">6</td> <td style="width: 3.33%;">7</td> <td style="width: 3.33%;">8</td> <td style="width: 3.33%;">9</td> <td style="width: 3.33%;">12</td> <td style="width: 3.33%;">13</td> <td style="width: 3.33%;">14</td> <td style="width: 3.33%;">15</td> <td style="width: 3.33%;">16</td> <td style="width: 3.33%;">17</td> <td style="width: 3.33%;">18</td> <td style="width: 3.33%;">19</td> <td style="width: 3.33%;">20</td> </tr> </table>	6	7	8	9	12	13	14	15	16	17	18	19	20
6	7	8	9	12	13	14	15	16	17	18	19	20		

Stem:

Circle  
correct  
answer