

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 2.1

Writing Examination Questions

Policy – Questions for Level I and Level II constructor certification examinations will be written and approved to be placed in the certification question databank by the Commission Examination Committee in accordance with nationally recognized test question development with the oversight of the Management Contractor’s psychometrician.

Responsibility – Examination Committee

Reference Commission Documents –Commission Document No. 14 – Non-Disclosure Statement for Writing and/or Reviewing of Certification Examination Questions, Commission Document No. 15 - Examination Committee Operations Manual, Commission Document No. 16 - Examination Committee Item Writing Subcommittee Operations Manual, Commission Document No. 18 - Examination Item Writing Form, Commission Document No. 35 - Examination Item Writing and Submittal of Certification Examination Questions Non-Disclosure Statement, Commission Document No. 51 – Meeting Minutes Template

Procedure – Questions for the Level I and Level II constructor certification examinations will be written, reviewed and adopted in accordance with the following procedures.

- 1) The Examination Committee with the assistance of the Certification Manager will provide various opportunities for writing new questions for both certification examinations on a regular basis. These include, but not necessarily limited to the following:
 - a) Conducting examination question writing sessions apart from and in conjunction with

