

## **Review of Written Tests**

(2/2/99)

### **PURPOSE**

The purpose of this policy is to establish a general procedure for handling and reviewing written tests.

### **APPLICATION**

This policy applies to anyone handling or conducting a review of written test banks submitted for review during a site visit or through administrative review.

### **PROCEDURE**

Anyone handling or reviewing entity test banks and tests will do so in a secure manner, and without copying or violating any copyright laws. The following procedure must be followed when handling or reviewing a test bank:

#### *During Site Visits*

In accordance with Article 13.7.2 of the *Criteria for Accreditation, 6<sup>th</sup> edition*, “The designated Certificate Assembly representatives shall review the test in a secure setting only, and shall not copy or duplicate the test in any way.”

#### *Administrative Reviews*

In order for an administrative review to occur, the administrative review materials (written test bank, skills sheets) used by the entity are reviewed by a member of the original site team (if available). This requires that the test bank be sent to IFSAC Administration where it will then be forwarded to the reviewer.

The entity requesting an administrative review where a purchased or testing service test bank is used must contact the company that holds the copyrights to the test and request specific permission to release the test bank for administrative review. A separate request must be issued for each incident requiring the submission of their test banks. The entity must mail the test bank and a copy of the permission letter to IFSAC Administration by registered mail. All test bank mailings from IFSAC Administration will be done through registered mail.

Here again, in accordance with Article 13.7.2 of the *Criteria for Accreditation*, “The designated Certificate Assembly representatives shall review the test in a secure setting only, and shall not copy or duplicate the test in any way.”