



SEPTEMBER 2017

# Exam Development Boards

**There are currently no openings on our exam development boards (EDBs). You can read more about our EDBs below, but please check back for future openings.**

PAEA has five exam development boards (EDBs). The five PAEA exam development boards include:

1. Emergency Medicine & General Surgery End of Rotation™ EDB
2. End of Curriculum EDB
3. Internal Medicine & Family Medicine End of Rotation EDB
4. PACKRAT™ EDB
5. Women's Health, Pediatrics, Psychiatry and Behavioral Health End of Rotation EDB

## Annual Work

Each EDB will write, review, and validate high-quality, objective exam content for PAEA PACKRAT, End of Rotation, and End of Curriculum™ exams.

Specifically, the EDBs write and review items for the maintenance and enhancement of PAEA's End of Rotation, PACKRAT, and forthcoming End of Curriculum examinations. Over the last five years, each of the EDBs have written more than 1,400 items for PAEA's seven End of Rotation examinations: Internal Medicine, Family Medicine, Emergency Medicine, General Surgery, Women's Health, Psychiatry and Behavioral Health, and Pediatrics, as well as a new version of the long-running, 225-question PACKRAT exam, which is entering its 23<sup>rd</sup> version. Beginning in April of each year, the EDBs follow a challenging but rewarding production schedule that involves writing, reviewing, and approving test items that ultimately end up on exams administered to PA students nationwide, combined more than 65,000 times a year. EDB members are given ongoing opportunities to hone their test item-writing skills, become better peer reviewers, and learn about the process of developing national exams.

## Deliverables

EDBs will produce exam items for their assigned PAEA PACKRAT, End of Rotation, or End of Curriculum exams. Assignments will be based on item bank need, but will not exceed 35 items per year. Members are required to participate in and contribute meaningfully at each stage of the exam development process, which includes:

- Small group peer review
- Author review of small group edits and comments
- Author review of editorial changes

- Pre-Exam Development Summit review of all committee items
- Large group peer review at the Exam Development Summit

Deadlines will be determined by the annual production schedule, which is developed by the PAEA Assessment team and its exam development partners. Generally, it will begin with the Exam Development Summit in late March and conclude with the publication of the End of Rotation exams in July, PACKRAT in November, and the End of Curriculum exam (likely) in January.

## Staff Partners

All EDBs will partner with one member of the Assessment team who will serve as a liaison between the chairs and the exam development partners, providing progress reports and deadline reminders.

- **All EDBs:** Emily Yunker
- The **Assessment editor-in-chief** is responsible for strategic guidance, mentoring EDB chairs, and assessment-related education.

## Meetings

EDBs will meet in person at the Exam Development Summit, held annually in late March. The Summit serves as a time to conduct exam development work and professional development. Each EDB will have bi-monthly optional ‘office hour’ phone sessions. EDB members will also convene in small groups during the month of October to conduct peer review, whether via phone or in-person, determined based on need.

Specifically, EDB members are expected to attend the Exam Development Summit in the spring of each year for a 2.5- to 3-day in-person peer review meeting. The next Exam Development Summit will take place in late March 2018, and new EDB members will receive training at that meeting. The time commitment to complete the writing of assigned items is typically five hours per month, not including the time at the in-person meeting. During the small-group peer review process in October, this includes approximately three hours of teleconference time to discuss items with colleagues.

## Composition

Each EDB consists of 10-15 members, with one chair and one vice chair. The vice chair’s first term year will be the final term year of the chair, and the vice chair will be mentored into the chair position.

The EDBs are overseen by the Assessment editor in chief, an independent contractor who reports to the PAEA manager of assessment and provides editorial oversight of PAEA Assessment publications. The editor in chief is compensated due to the operational nature of the work and serves as a mentor to PAEA’s volunteer EDB members and chairs, and is heavily involved in operational work of the PAEA Assessment program.

## Terms

Chairs are eligible for two three-year terms from March 1–February 28.

Members are eligible for unlimited three-year terms from March 1–March 31. Their renewal is contingent upon chair and editor in chief recommendation and member interest, which is evaluated in the summer annually, based on the following criteria in the EDB Member Roles and Responsibilities document, which supplement the standard PAEA volunteer agreements:

- Completion of all responsibilities in the annual publication cycle, including completion of assigned tasks in a timely manner
- Submitting only original work that was not previously published in whole or part by any other entity, including not submitting copyrighted or plagiarized exam questions or pictures
- Keeping all PAEA test development materials confidential and secure
- Compliance with Health Insurance Portability and Accountability Act (HIPAA) as it pertains to using identifiable images in exam questions.
- PAEA EDB members may not participate in other item writing groups for service or pay during their service with PAEA.

The editor in chief is eligible for two three-year terms from July 1–June 30.