

## **Responsibilities of Item Writing Subcommittee Members (Testing Policies Manual §1.2)**

All Item-Writing Subcommittee members shall have the following responsibilities:

- Complete the Foundation item-writing course prior to beginning writing, as well as any other item-writing courses that are relevant for the exam under development.
- Participate in at least one in-person meeting each year.
  - Arrive on time and stay until the end of the meeting.
  - Be attentive and contribute relevant, actionable discussions during item review.
  - Promote constructive group dynamics.
  - Complete follow-up tasks in a timely manner.
  - Complete a meeting evaluation
- Participate in all scheduled virtual meetings.
  - Several virtual meetings may be scheduled each year.
  - Every effort is made to accommodate each subcommittee member's schedule.
  - The same requirements as in-person meetings apply to virtual meetings.
- Complete an assignment of writing a specified number of new items by the specified deadline. The number of items will be determined and assigned by the item-writing subcommittee chair working with NBCRNA staff.
- Observe all guidelines for writing items, references, images and file names.
  - Item content should be original. Item text must not be lifted from any website, textbook, or other copyrighted material, but rather expressed in the item author's own words.
  - Item content should be clinically relevant.
  - The writer should use appropriate item templates for each item format.
  - Writers should use only approved textbooks, as indicated in the subcommittee's bibliography, as reference materials when writing questions.
- Complete rework assignments by the specified deadline.
  - The same requirements as new item assignments apply to rework assignments.
- Uphold the conditions outlined in the Participation Agreement and completely refrain from discussion of examination content outside of the subcommittee meetings.
- Respond to NBCRNA-related communications within 72 hours of receipt.