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.
  o Arrive on time and stay until the end of the meeting.
  o Be attentive and contribute relevant, actionable discussions during item review.
  o Promote constructive group dynamics.
  o Complete follow-up tasks in a timely manner.
  o Complete a meeting evaluation

• Participate in all scheduled virtual meetings.
  o Several virtual meetings may be scheduled each year.
  o Every effort is made to accommodate each subcommittee member’s schedule.
  o 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.
  o 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.
  o Item content should be clinically relevant.
  o The writer should use appropriate item templates for each item format.
  o 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.
  o 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.