



## Networking Specialist Exam Development Task Force 2021 Job Description

The Networking Specialist Exam Development Task Force writes, edits and approves items for CEDIA's intermediate-advanced level Networking Specialist certification exam. Members of the group will receive training in these tasks and will work under the direction of a psychometrician. Members must have at least two years' experience with networking and knowledge equivalent to or greater than the level being tested.

### Staff Liaison Information

Name: David Whitney

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### 2021 Activities:

- Receive item writing training and review the recently updated exam blueprint and test definition documents.
- Complete a review of all items on the existing ESC-N certification exam
- Develop, edit and approve new items that align to the test definition and exam blueprint documents

### Volunteer Responsibilities:

- Attends all meetings and notifies the staff liaison whenever there is a scheduling conflict.
- Reviews all relevant materials prior to meetings.
- Actively participates and contributes to the work.
- Responds in a timely fashion to all correspondence.
- Always represents CEDIA's best interest.
- Adhere to the [CEDIA Membership Code of Ethics](#) and [CEDIA Volunteer Code of Conduct](#).
- Agrees to and submits a signed copy of the Exam Development/SME Confidentiality Agreement

### Time Commitment:

- The IST exam development work is expected to begin in October or November of 2021 and continue for several months into early 2022.
- The group will have weekly or bi-weekly calls to review and approve new items.
- The item writing and some review activities can be completed independently between calls.

### CEDIA Volunteer Policies:

- Volunteers may not serve on the same group for more than 2 years
- Volunteers may only sit on one Advisory Council at a time
- Volunteers may only hold two positions at a time (example: one advisory council and one working group; one task force and one working group)
- All Volunteers must have a completed Volunteer Role Acceptance Response form on file
- Volunteers on the Networking Specialist Exam Development Task Force may not be involved in preparing or delivering exam preparation training or resources materials during their term of service for 2 years afterwards.