



## CIT Exam Development Task Force 2023 Job Description

The CIT Exam Development Task Force writes, edits and approves items for CEDIA's entry-level Cabling & Infrastructure Technician (CIT) certification exam. This group ensures that the CIT exam questions are aligned with the blueprint, accurate and performing well. Members of the group will receive training in these tasks and will work under the direction of test professional.

### Staff Liaison Information

Name: David Whitney

Phone: 317-735-4076

Email: [dwhitney@cedia.org](mailto:dwhitney@cedia.org)

### Requirements:

- Members must have experience and knowledge equivalent to or surpassing the CEDIA CIT Certification.
- Members are strongly encouraged to hold the CEDIA CIT Certification

### Roles and Responsibilities:

- Writing, reviewing, and revising exam items
- Managing the review and approval of any pre-test beta items
- Reviewing and approving examination forms to ensure content is aligned with the exam blueprint
- Periodically reviewing item and exam performance
- Making recommendations to the Certification Commission as needed

### Volunteer Expectations:

- Maintains the confidentiality of all exam content
- Completes mandatory item development training
- 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:

- 5 months: April 13 – August 31, 2023
- Bi-Weekly two-hour calls to review and approved items. Calls are typically two hours in length. Additional calls may be scheduled if necessary later in the year.
- The item writing and some review activities can be completed independently between calls.

### CEDIA Volunteer Policies:

- All Volunteers must be an active CEDIA Member
- All Volunteers must have a completed Volunteer Role Acceptance Response form on file
- Volunteers on the CIT Exam Development Working Group may not be involved in preparing or delivering exam preparation training or resources materials during their term of service for 2 years afterwards.

Version: 1.2	Approved By: David Whitney	Date Issued: APR-04-2023	Status: Approved
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