



IST Exam Development Working Group 2020 Job Description & Acceptance Form

The IST Exam Development Working writes, edits and approves items for CEDIA's intermediate-level Integrated Systems Technician (IST) certification exam. Members of the group will receive training in these tasks and will work under the direction of a psychometrician. Members must have experience and knowledge equivalent to or greater than the level being tested.

Staff Liaison Information

Name: David Whitney
Phone: 317-735-4076
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Objectives:

- Complete item review from existing 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 run for several months starting in Fall 2020
- Weekly group 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 Technician 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.

Yes, I accept the appointment. I have read and accept the [CEDIA Volunteer Code of Conduct](#), and the volunteer job description. I gladly accept my volunteer group appointment, and I look forward to contributing.

Signature

Printed Name

Date