



## **Canadian Examination for Baccalaureate Nursing (CEBN) Examination Committee**

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### **Terms of Reference:**

#### **Mandate**

The Canadian Examination for Baccalaureate Nursing (CEBN) Examination Committee guides the examination development and implementation process. With input from the Advisory Committee and recommendations from the psychometrics team, the committee approves the test plan and exam blueprint, the standards for the administration of the examination, the implementation procedures, the exam questions, and the translation of the exam items.

#### **Accountability**

The Examination Committee reports to the CASN Board of Directors.

#### **Roles and Responsibilities**

Based on input from the Advisory Committee and recommendations of the Psychometrics Team, the Examination Committee:

1. Oversees the exam development process;
2. Establishes the standards for examination operations including security considerations, in collaboration with CASN staff, and with recommendations of the psychometrics team;
3. Approves the test plan which is based on the *CASN National Nursing Education Framework*;
4. Recommends the design of monitoring and evaluation activities;
5. Oversees the post-examination psychometric review and evaluation of examination questions based on their performance;
6. Approves the cut score method; and,
7. Approves written materials, including the following documents:
  - examination blueprint and test plan;
  - examination administration manual;
  - candidate manual; and,
  - study resources for candidates.

**Term of Office and Membership**

Members will serve terms of three years and may be appointed for additional terms.

Members of the Examination Committee are nurses and have a background and interest in academic exam development, regulation and/or clinical practice and include the following representation:

- At least one nurse educator representative of each CASN region (Ontario, Atlantic, Quebec, Western & Northwestern);
  - At least three bilingual representatives;
  - A representative from the Canadian Nurses Association;
  - A representative from a practice setting;
  - A representative currently involved in clinically based instruction;
  - One Board of Director member who will act as a Board liaison;
  - The CASN Executive Director (ex-officio member); and,
  - A member of the psychometrics team.
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- The chair and co-chair are elected by the committee.
  - Examination Committee members typically meet face-to-face on a semi-annual basis according to the stages of the development of the examination. Additionally, teleconference meetings may be required on a monthly or bi-monthly basis.
  - CASN staff provides administrative support to the committee.
  - Drafts of the exam blueprint and other examination working documents are kept confidential.