ANSI/ISO/IEC 17024 Workshop for Accredited Certification Bodies

Room: Vista Room  
Address: 1825 Connecticut Ave NW  
Washington, DC 20009  
Facilitators:  
Dr. Vijay Krishna, Sr. Director  
Dr. Will Dardick, ANSI Psychometric Assessor

Thursday, September 19, 2019

8:00 – 9:00 am  Complimentary Breakfast

9:00 - 10:15 am  Most Important Questions (MIQs)  
Review of MIQs asked by assessors and certification body personnel relating to application of ISO/IEC 17024.

Guidance on Accrediting Personnel Certification Programs with International Components  
a) Offering examination(s) internationally (in testing centers located outside the U.S.);  
b) Adapting U.S. standards, processes or assessments to meet specific country requirements;  
c) Entering into a licensing or franchise agreement with a non-U.S. certification/education agency to administer all or part of a certification program in a specific country;  
d) Recognizing certifications offered by a non-U.S. agency;  
e) Entering into a Mutual Recognition Agreement (MRA) or Multilateral Agreement (MLA) with a non-U.S. agency; and/or  
f) Evaluating credentials of applicants educated (or completing other requirements for certification) outside the U.S

Foreign Language Testing (9.2)  
a) Offering US certification in other countries vs. developing country specific certification scheme  
b) Translating and adapting tests  
c) Evidence of equivalence of tests

10:15-10:30 am  Coffee Break
10:30am – 12:30 pm  Review of Decision Logs from Previous Trainings/Workshops
   a) 4.3 Management of Impartiality
       • Threat Analysis- Common mistakes to avoid
       • What follow up actions are required every year?
       • Acceptable formats for reporting threat analysis

   b) 5.0 Structural Requirements
       • Structure of Certification Body in Relating to Training 5.2
       • What are the dos and don’ts relating to training?
       • Can training be a requirement for certification?
       • Maintaining a firewall between training and testing

c) 6.0 Resource Requirements
d) 7.0 Records and Information Requirements
e) 8.0 Certification Schemes
f) 9.0 Certification Process Requirements
g) 10.0 Management System Requirements

Session on Psychometric Requirements for 17024 (9.2., 9.3)
   a) Reliability, Validity, & Fairness
   b) Item analysis
   c) Job analysis
   d) Alternate test forms
   e) Dealing with small test administrations
   f) Item replacements during a test life cycle

12:30-1:30 pm  Lunch

1:30-2:45 pm  Test Security (7.4)
   a) Lifecycle approach to test security
   b) Monitoring examination results for indications of cheating- 7.4.3f.
      (What are the different methods available to monitor exams results?)

Recertification (9.6)
   a) Aligning recertification with the scheme requirements

Internal Audit and Management Review (10.2)
   a) Developing an audit plan
   b) Auditor competence requirement
   c) Management review-incorporating review inputs and outputs

2:45 - 3:00 pm  Coffee Break
3:00-4:00pm  

**Outsourcing**  

a) Required elements in contracts with vendors  
b) Monitoring performance of outsourced vendors  

**How to Prepare ‘Smart’ Surveillance and Reaccreditation Applications**