

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**

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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
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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
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2:45 - 3:00pm

Coffee Break

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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
