# CERTIVERSE

# Phases of Certiverse Exam Development*

| PHASE | WEEK 1 | WEEK 2 | WEEK 3 | WEEK 4 | WEEK 5 | WEEK 6 | WEEK 7 | WEEK 8 | WEEK 9 | WEEK 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| Project Kickoff | ● | | | | | | | | | |
| Job Task Analysis | ▬▬▬ | ▬▬▬ | | | | | | | | |
| Blueprint Creation | | | ● | | | | | | | |
| Item Writing & Review | | | ▬▬ | ▬▬▬ | ▬▬ | | | | | |
| Beta Testing & Analysis | | | | | | ▬▬▬ | ▬▬▬ | ▬▬ | | |
| Standard Setting | | | | | | | | | ▬▬ | |
| Form Creation & Equating | | | | | | | | | ▬▬ | ▬▬ |
| Exam Launch | | | | | | | | | | ● |
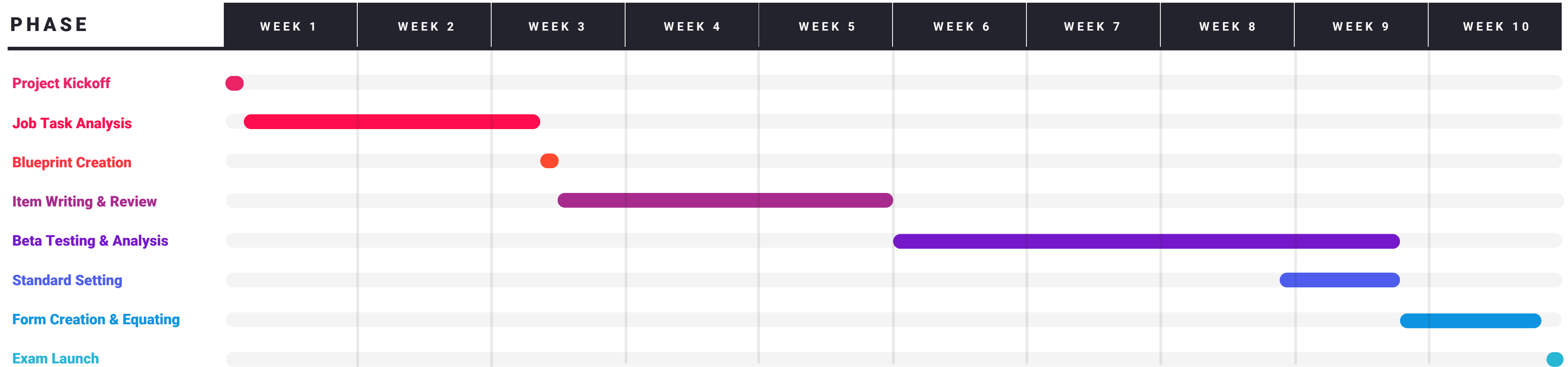
## Steps of the Certiverse Exam Development Phases

**Project Kickoff**
Define project scope and make exam development decisions.

Steps:
1. Create job role description
2. Define Minimally Qualified Candidate (MQC)
3. Project planning

**Job Task Analysis**
Subject Matter Experts (SMEs) contribute and evaluate job tasks in the platform.

Steps:
1. Create job description
2. Create JTA
3. Seed tasks
4. Invite SMEs to elicit tasks
5. Elicit tasks
6. Finalize tasks
7. Launch survey
8. Invite survey participants
9. Administer survey
10. Close survey/analyze
11. Publish JTA

**Blueprint Creation**
SMEs review the blueprint draft that was automatically generated using the JTA data and finalize the blueprint.

Steps:
1. Create blueprint draft
2. Review blueprint draft
3. Finalize blueprint
4. Write description for domains

**Item Writing & Review**
SMEs write and review items using the Certiverse platform.

Steps:
1. Enable AI-assisted item writing and review (optional)
2. Invite SME item authors
3. Kickoff meeting (optional)
4. SMEs write and review items

**Beta Testing and Analysis**
Set up and administer Beta exam in the Certiverse platform. Item analysis results are automatically displayed.

Steps:
1. Create beta form(s) (one or more rounds)
1. Beta exam setup and launch
2. Beta exam administration
3. Automated item analysis and classification
4. Select items for use

**Standard Setting**
Use the Certiverse platform to efficiently perform a modified Angoff study.

Steps:
1. Create or select existing standard setting form
2. Invite SMEs
3. Kickoff meeting
4. Independent asynchronous SME evaluations
5. Reconciliation meeting
6. Finalization of the standard

**Form Creation & Equating**
Automatically assign & update items within forms per determined criteria.

Steps:
1. Create operational form(s) (one or more rounds)
2. Equating and scoring configuration
3. QA scoring
4. Beta candidate rescore

**Exam Launch**
Make the exam available on the Certiverse platform and ensure fair and smooth administration.

Steps:
1. Configure Exam Store
2. Choose proctoring model
3. Exam administration and monitoring
4. Exam health checks (every 3-6 months or as needed)

*The exam development timeline above is the schedule recommended and made possible by Certiverse. Exam development phases can be customized to each client as required.

CERTIVERSE.COM