



**NKE OPERATIONAL PANELS
VOLUNTEER REQUIREMENTS AND COMMITMENTS
2013**

Call for Volunteers

Here is your chance to participate in the CHRP certification process.

Volunteers are required to participate in various panels (committees) involved in writing and reviewing items (questions), constructing the forms (exams), and scoring (key validation) for each administration of the NKE.

Panel members will work with the CCHRA Coordinator, Exam & Administration, and staff from the exam vendor (Castle Worldwide Inc.) retained to assist CCHRA with the task of developing and scoring the exam.

These panels will have representatives from among each provincial member associations of the CCHRA. Volunteers for these panels will need to be members in good standing and have either the CHRP or SHRP designations.

Appointments are for a two-year period with the option of an additional year or moving to another panel at the conclusion of the term. Your participation in a panel counts toward your Continuing Professional Development. Please contact your local provincial Human Resources Association for further information and details.

Volunteers will be required for the following panels:

- 1) Item Writing & Item Review Panel
- 2) Construction Panel
- 3) Key Validation Panel

Panel requirement and volunteer commitments chart

Panel	Description of Requirements	Volunteer Commitments	Number of Panel Members
Item Writing & Item Review	This panel is responsible for writing, reviewing and validating items (questions) for the NKE item bank.	Volunteers will receive on-line training to use the ADE item writing and review tool (1 hour). Volunteers are expected	20

		<p>to draft 8 to 10 items, per year, during a 4-week period in the month of January of each year.</p> <p>Volunteers are expected to review items that have been drafted by other item writers. This review will be in the month of February via conference call/webinar for four days at 2 hours per day for a total of 8 hours.</p> <p>[Note: There may a year in which the panel meets in person. When this takes place the panel will meet for 2 days in Toronto.]</p>	
Construction	<p>This panel is responsible for constructing (developing) the final form of the NKE for the June and November administrations.</p>	<p>Volunteers are expected to meet twice a year [March & July] for 4-days, via conference call/webinar, for 2 hours each day for a total of 8 hours.</p> <p>[Note: There may be a year in which the panel meets in person. When this takes place the panel will meet for 1 day in Toronto.]</p>	8 to 12
Key Validation Panel	<p>This panel is responsible for making judgments, following an established process, as to the difficulties of the items (questions) that are used in setting the cut-score for the June and November NKE.</p>	<p>Volunteers are expected to meet twice a year [late June and late November] for 1 day, via conference call/webinar, for 1 hour each day.</p>	6 to 8

Created: 09-September-2013

Updated: 24-September-2013

Updated: 26-September-2013