

CEPI Curriculum Update

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How is the curriculum developed?

- What is the exam creation process?
- Who is involved?
- What is being tested?

Evolution

- Began at San Jose State University
- Transferred to Santa Clara University in 1990
- We've come a long way!
 - 2 CEPs and 1 Attorney meeting in an Italian Restaurant in the Great Mall of Milpitas
 - LONG, involved questions
 - A Method to the “Madness”

Process

- Job analysis survey
- Results reviewed and ranked by Psychometrician and CEPs
- Old questions reviewed
- Matrix created
- New questions written and reviewed
- Curriculum Committee reviews
- Exams assembled
- Test results
- Standard Setting Committee
- Done (until next time!)

Details – Job Analysis

- Survey sent to 6,000 industry people
- Results reviewed by Psychometrician and 12 CEPs
 - Done in 2000
 - What should be included – ranked by importance
 - Another scheduled for 2005
- Areas tested
 - Accounting
 - Tax
 - Securities Law
 - Administrative and Contractual

Process continues....

- Statistician review test plan and determine where new questions are needed
- Matrix created

Matrix

- Purpose – to assure that:
 - all questions have references
 - all questions are evenly distributed
 - questions are written based on importance
- For internal use only
- Based on information from job analysis
- Questions linked to topics and references
- “Living document”

Questions – Item Writing

- Item Writing Committee
 - In person or via conference call
 - Training
 - Question categories assigned
 - Five questions per person
 - Write new questions
 - Review and re-write old questions

Questions – Item Review

- Each question reviewed by multiple experts:
 - In person or by conference call/email
 - Accuracy
 - Relevance (Matrix)
 - Answerable by Assigned Materials
 - Only One Correct Answer, Plausible Distractors
 - No trick questions!
- Each question reviewed separately for:
 - Proper Grammar
 - Spelling

Curriculum Committee

- 4 teams of 3 people (12 CEPs)
- Meets Twice a Year (December and May)
 - Friday and Saturday all day
- Chores:
 - Review matrix
 - Update
 - Review study materials
 - Current materials still relevant
 - Review new materials
 - Review questions

Curriculum Committee

- Geographically diverse
- Lunch (usually working lunch!)
- Two-year commitment
- Experts in their area
- Serve on other committees (before, during or after)



Standard Setting Committee

- Exam items are weighted
- Sets passing standard for questions
- Minimally Acceptable Candidate
- Pass Point

Certification Council

- The final authority regarding the quality and fairness of the exams.
- In-depth review of all 3 exams
 - 270 questions!
- Final approval before exam administered
- Review any anomalies from exam administration.

Issues

- Confidentiality
 - Confidentiality Agreement
 - No whole exams distributed
 - If individual questions are emailed, must be destroyed when completed
- Integrity
 - No sharing of information

Volunteering

- Must be CEP
- CEPI is always looking for good, committed people
- Stay involved – keep up with constant changes
- Earn continuing education credits
- Serve on one or more committees
 - At least once on each committee
 - Concurrent committees

Q and A

QUESTIONS
ANSWERS

QUESTIONS
ANSWERS