

Guidelines for developing TABB Supervisor exam questions

Discriminating questions

- A well-constructed item *discriminates* between examinees with competence and examinees who are less-than-competent
- An item that does not discriminate well has little or no value for credentialing purposes. The intent is to verify an applicants understand of Testing & Balancing

Selecting Content

- Is the concept or skill being tested relevant and important to performing as a Supervisor?
- Does the concept directly impact professional competence? (“need to know” vs. “nice to know”)
- Is the item of *appropriate difficulty* for examinees (demonstrates competence in testing and balancing vs. basic knowledge)?
- Does the item deal with a non-controversial topic – one on which all HVAC experts would agree?
- If the concept or skill being tested is new, has there been sufficient opportunity for it to be disseminated in the industry?
- Is the language simple and direct, not complex or ambiguous?
- Is the item constructed around one clear, central problem?
- Does the examinee have a fair chance at knowing the answer to this item or are you trying to “trick” the examinee?

Question and Answer Formulation

- Answers to questions must have a multiple answer format
- Answers to questions cannot be “All of the above” or “None of the above”
- Answers to questions may not be “True / False” answers
- Verbiage in questions and answers may not contain acronyms