



NASCLA

National Association Of State Contractors Licensing Agencies

EXAMINATION STANDARDS

ABOUT THE NASCLA CONTRACTOR COMPETENCY EXAMINATION STANDARDS

For several years NASCLA has pursued the goal of reducing redundant requirements facing contractors seeking to be licensed in multiple states. Reciprocity agreements have been encouraged, classifications have been analyzed for compatibility and common scopes recommended.

NASCLA members are aware that there is a substantial need to encourage the mobility of contractors throughout this country. Natural disasters require immediate response from competent personnel in order to prevent further damage to property and to provide shelter for victims. Also, in the normal course of business in the construction industry, it is in the best interest of the public to allow contractors the opportunity to practice in all jurisdictions in which they meet the regulatory requirements determined to be reasonable by the legally responsible agency. In order to move this concept forward, the Board of NASCLA appointed a committee to draft appropriate standards for competency examinations for the various categories of contractors licensed in this country. Working with a psychometric consultant, the examination standards committee developed the standards for the Contractor Competency Examination Program

Through a model of accrediting examinations developed according to standards based on 'best practices' in the measurement field, contractor licensing authorities may elect to accept scores from accredited examination programs to satisfy the testing portion of their licensing requirements.

These standards were adopted by the association's Board of Directors at the annual meeting held September 8, 2000 in Asheville, North Carolina.

Section 1.0 Definitions

- 1.01 Accreditation:** in this context, is the process in which an Accrediting Organization evaluates a Contractor Competency Examination Program to verify that it meets standards set by NASCLA
- 1.02 Accrediting organization:** an independent organization selected by NASCLA to determine whether Contractor Competency Examination Programs meet the standards set by NASCLA.
- 1.03 Accredited Contractor Competency Examination Program:** An examination program, based on contractor classifications described in the NASCLA Generic Scopes Project, that has been evaluated and approved by an Accrediting Organization chosen by NASCLA. The required components of the program for any contractor classification are: Trade Practices; Business Practices; and examination administration or delivery. Building Code knowledge and relevant aspects of Federal law may be among the topics included in the Trade Practices content area. Each component may be considered separately for accreditation.
- 1.04 Competency:** In the NASCLA Competency Examination Standards, a knowledge or a cognitive (intellectual) skill required for safe and effective performance as a construction contractor.
- 1.05 Competency examination:** in the NASCLA Competency Examination Standards, an instrument that assesses whether an individual has attained at least the minimum level of the competencies, as defined elsewhere in these Standards, that have been determined to be necessary to perform effectively and safely as a construction contractor. It must be based on a thorough analysis of requirements for safe and effective performance.
- 1.06 Demographic data:** the statistical data of a population, especially the data concerning age, gender, ethnic distribution, geographic distribution, education, or other information that will describe the characteristics of the referenced group.
- 1.07 Entity:** in this document, the same as 'legal entity.'
- 1.08 Equivalency** (in "equivalent examinations"): there is specific psychometric evidence that various forms of an examination cover the same content and their respective passing scores represent the same degree of competence.
- 1.09 Examination forms:** alternate sets of test questions to assess the same competencies, conforming to the same examination specifications.
- 1.10 Examination Provider:** an Entity that conducts an Accredited Contractor Competency Examination program or one of its components.
- 1.11 Examination specifications:** the description of the specific content areas of an examination, stipulating the number or proportion of items for each area of competency and the level of complexity of those items. The specifications are based on the job analysis and its verification.
- 1.12 Examination version:** a test in which the exact set of items in an examination form is presented in another order, language, manner or medium.

- 1.13 Item bank:** all of the items that have been developed for the several forms of an examination. It includes all of the items available to create examination forms.
- 1.14 Job Analysis:** the description of functions or tasks required for an individual to perform to entry level standards in a specific job or occupation, including information about the attributes required for that performance. It defines the performance dimension of a job and includes knowledge, skills and abilities necessary to carry out the tasks.
- a. tasks are the individual functions, whether mental or physical, necessary to carry out an aspect of a specific job;
 - b. knowledge, skills and abilities (KSAs) include the information and other attributes that the worker must possess in order to perform effectively and safely. They include information and understanding as well as learned behaviors and natural attributes.
- 1.15 Legal entity:** either an individual or an organization that is structured in a manner that allows it to function legally and be recognized as a responsible party within the legal system.
- 1.16 Legally defensible:** the ability to withstand a legal challenge to the appropriateness or relevance of the examination for the purpose for which it is used. The challenge may be made by actual or potential examinees or on behalf of the public. Candidate's challenges may pertain to perceived bias of the examination or inappropriately chosen content. Challenges on behalf of the public may claim that the examination does not provide adequate measures of a candidate's knowledge, skills and abilities required to protect the consumer.
- 1.17 Minimal Competency:** the ability to accomplish job tasks effectively at a level that does not pose a threat to public safety or welfare.
- 1.18 Proctor:** person assisting in test administration under the supervision of a Test Administrator.
- 1.19 Psychometric:** scientific measurement or quantification of human qualities, traits or behaviors.
- 1.20 Psychometrician:** a professional with specific competencies, as evidenced by education and training, in development and analysis of tests and other assessment techniques and in statistical methods.
- 1.21 Regulatory Authority:** a governmental or quasi-governmental agency that has been duly formed under the laws of a jurisdiction to administer and enforce laws concerning services to the public.
- 1.22 Reliability:** the degree of consistency of test scores.
- 1.23 Test Administrator:** the individual at the test site who has the ultimate responsibility for conducting a Contractor Competency Examination.
- 1.24 Test User:** governmental or quasi-governmental agencies who use contractor licensure examinations for regulatory purposes.
- 1.25 Validity:** the extent to which the interpretation of a score from a test or other type of assessment represents the attributes it was designed to measure. In this instance, does the test produce scores that can help

determine if examinees are competent to practice safely and effectively as Construction Contractors.

Section 2.0 Responsibilities of Entities Providing Contractor Competency Examinations

- 2.01** An entity providing examinations attesting to the competency of Construction Contractors is responsible to the individuals being tested and to the public.
- 2.02** Entities applying for accreditation of a Contractor Competency Examination Program are responsible for providing truthful, accurate, and complete information to the Accreditation Organization. Falsification of any information constitutes grounds for denial of accreditation of the entity and its program.
- 2.03** Any entity providing examinations for Contractor Competency Examination Programs shall have no conflict of interest with the Accrediting Organization

Section 3.0 Structure and Resources of Examination Providers

- 3.01** Entities providing Accredited Contractor Competency Examinations Programs shall conform to all NASCLA requirements for accreditation and shall demonstrate:
 - a.** the availability of financial resources to effectively and thoroughly conduct regular and ongoing competency examination program activities.
 - b.** that staff possesses the knowledge and skills necessary to conduct the competency examination program or has available and makes use of non-staff consultants and professionals to sufficiently supplement staff knowledge and skills.
- 3.02** Entities providing Accredited Contractor Competency Examinations Programs shall demonstrate that the relationship between that entity and any related association, organization or agency ensures the financial and administrative independence of the competency examination program and its related functions.
- 3.03** Any entity providing both competency examinations and education or training shall assure the administrative and financial independence of any education and examination functions that are specific to Contractor Competency Examinations.
- 3.04** The Examination Provider and its staff shall not engage in any activities that may impair the validity of the examination results for their intended purpose.

Section 4.0 Contractor Competency Examination Development

- 4.01** Construction industry examinations administered in an accredited testing program must comply fully with all criteria set by the National Association

of State Contractors Licensing Agencies and must meet explicit and implicit standards to protect the public from hazards, both physical and financial, caused or exacerbated by incompetent construction contractors.

4.02 Each accredited testing program must submit evidence that it meets the following professional requirements:

- a. ability to conduct or otherwise use a legally defensible and psychometrically valid job analysis;
- b. demonstrated experience in the development of psychometrically valid competency examinations;
- c. demonstrated capability to develop and implement thorough procedures for security of the item bank, printed, taped or computerized examinations, and candidate scores;
- d. data handling capabilities commensurate with the requirements for effective processing, reporting and archiving of candidate information and scores;
- e. demonstrated evidence of an understanding of and willingness to abide by the principles of fairness and due process;

4.03 The examination program provider applying for accreditation must submit complete information for the Contractor Competency Examination for each contractor classification for which accreditation is sought. Information related to procedures and personnel involved in all aspects of the examination development and analysis must be included. The information required for accreditation will include, but is not necessarily limited to:

- a. complete description of the scope and usage of the examination;
- b. job analysis task list, with knowledge, skills and abilities (KSAs);
- c. examination specifications;
- d. the number of unduplicated items in the item bank;
- e. the distribution of items in the bank across the different dimensions of the table of specifications for the examination;
- f. statistical performance of each item in the bank;
- g. number of "paper and pencil" examination forms, with evidence of their equivalence to each other;
- h. algorithms for choice of items, point of ending examination, and other relevant aspects of examinations delivered by computer;
- i. description of method used to set passing score;
- j. copies of all logs, diaries and personnel lists and descriptions kept as required in the development process;
- k. summary statistics for each examination;
- l. names, credentials and demographic information for all persons involved in development of the job analysis KSAs, item writing and review, examination specifications, and setting the passing score;
- m. demographic and statistical information about the group(s) on which items and examination forms were piloted.

- 4.04** The Contractor Competency Examination must be based on a psychometrically valid job analysis developed by qualified Psychometricians and a demographically and technically representative group of individuals with significant experience in the relevant field(s) of the construction industry. The representative group must include, but not necessarily be limited to, persons with experience in the specific construction area or field for which the examination is intended, persons with local, state or national regulatory experience in construction, and must be sufficiently diverse as to avoid cultural bias and ensure fairness in content according to all applicable Federal requirements.
- 4.05** The job analysis must provide a complete description of the knowledge, skills and abilities (KSAs) required to function competently at entry level in the construction contracting field or specialty for which the examination is developed, with emphasis on those tasks most closely linked to safe and effective practice as a Construction Contractor.
- 4.06** Detailed Contractor Competency Examination specifications must be derived from a valid study of the job analysis tasks and their accompanying knowledges, skills and abilities (KSAs) and must be appropriate to the Construction Contractor classification for which the examination is intended. The examination specifications, consisting of percentage weights or number of items devoted to each content area, must be available to candidates and to the public.
- 4.07** The Examination Provider must maintain a log and diary of the procedures actually performed in the Job Analysis and a list of the qualifications, identities, and demographic data of the persons who

participated in development of the KSAs and of the competency examination specifications. That information must be provided to the Accrediting Organization on demand.

- 4.08** The job analysis must be reviewed and revalidated or redeveloped at least every five years. Examination Providers are required to systematically evaluate practices in the construction industry to assure that the job analysis and KSAs on which an examination is based remains appropriate for the development of Accredited Construction Contractor examinations.
- 4.09** Development of Accredited Contractor Competency Examinations, including procedures for developing data used for setting the passing score, shall be based on the most recent edition of Standards for Educational and Psychological Testing, developed jointly by the American Educational Research Association, American Psychological Association, and National Council for Measurement in Education, and on all relevant Federal requirements. Accredited Construction Contractor Examinations must be revised as needed to be in compliance with changes in the Standards for Educational and Psychological Testing or in any of the applicable Federal requirements.

The Contractor Competency Examination development procedures shall ensure that the competencies assessed are those required for competent entry level performance in the role of Contractor in the specific classification of Contractor for which the examination is developed, as defined by law and industry standards.

- 4.10** The Contractor Competency Examination must be based on psychometrically valid procedures to assure the relative equivalence of passing scores from various examination forms. The Examination Provider must present evidence of such equivalence as public information.
- 4.11** When a Construction Contractor Examination is administered in more than one medium, evidence must be provided to assure that all competencies are assessed in a reliable manner, that the validity of the examination is preserved, and that the security of the examination is completely safeguarded. Evidence of equivalence with other examination forms must be provided.
- 4.12** When any form of the Contractor Competency Examination is translated to a language other than that in which it is originally developed and validated, the developer of the examination must provide evidence of accuracy of translation (content equivalency) of the translated version with the examination form from which the translation is derived. The developer must provide a detailed description of the translation method(s), including the rationale for selecting the translation method(s), and must demonstrate congruence of items and instructions with those of the examination form that was translated. To avoid potential problems in translation of terms specific or idiomatic to the construction industry, translation will be accomplished with the consultation of construction industry personnel competent in the languages of both the original and the translated version of the Construction Contractor Examination.

- 4.13** Construction Contractor Examination developers must maintain a log and diary of the procedures actually performed in item development, examination development, sensitivity review, translations, setting the passing score, and the statistical analyses of the test items and of the full examination. A full list of the identities, qualifications, and demographic data of the persons who participated in those procedures must be maintained. Documentation of the procedures performed in the specified activities and of the participants must be provided to the Accrediting Organization on demand.
- 4.14** The accredited testing program will demonstrate that procedures are developed and implemented to assure that individual items, item banks, Contractor Competency Examinations presented in all media (printed, taped and computerized), and candidate scores are and remain secure. In addition to procedures to assure security, the system must include the protocol for handling any real or suspected breaches of security, the contingency plans for disposition of examination forms or items that are shown to be disclosed, and notification to the Accrediting Organization and to NASCLA of the problem and its consequences.
- 4.15** At least semiannually, each accredited Contractor Competency Examination Program must report to the Accrediting Organization, providing a review of its Contractor Competency Examination(s). The report will include the following summary statistics for all examinations administered during the preceding six months as well as other information that may be reasonably requested by the Accrediting Organization:
- a. number of Contractor Competency Examinations administered;
 - b. mean;
 - c. median;
 - d. standard deviation;
 - e. range;
 - f. reliability coefficient;
 - g. number and percentage of candidates passing the examination;
 - h. the statistics describing the performance of each item used on Contractor Competency Examinations administered during the six-month period.
- 4.16** Entities providing competency examinations must specify procedures for administering all Contractor Competency Examinations in a standard manner in order to assure that all candidates are provided with the opportunity to perform according to their level of competency and to assure comparability of scores. Procedures must include, but not be limited to:

- a. qualifications of Test Administrators and Proctors and a suitable training program for each;
- b. a complete administration manual, describing each step of the test administration process and the rationale for each;
- c. clear instructions for candidates;
- d. specification of security procedures to assure lack of exposure of test items to unauthorized persons during testing and to prevent theft of examination items or booklets;
- e. clear criteria (with rationale) for physical facilities for examination administration;
- f. clear criteria (with rationale) and procedures for adaptations necessary to accommodate qualified candidates with disabilities.

Section 5.0 Contractor Competency Examination Administration / Delivery

- 5.01** All aspects of an Accredited Contractor Competency Examination administration are to be conducted in a manner that provides for the security of the examinations. This must be accomplished in a manner that ensures fairness to all candidates.
- 5.02** Construction Contractor Competency Examinations must be presented in a manner that allows absolutely no one other than examinees to see the contents of the booklet or alternative medium. Examinees may see the examination contents only during the time and in the place allowed for the examination. Neither Test Administrators, Proctors, nor any other persons are authorized to see the examination contents except as is necessary in the performance of their duties.
- 5.03** Where special accommodations must be made for otherwise qualified candidates under provisions of the Americans with Disabilities Act or in matters related to non English-speaking candidates, arrangements must be such that the Contractor Competency Examination contents are not revealed to any test administration personnel with any conflict of interest. A written affirmation to that effect and a written nondisclosure statement from the individual who was chosen to assist the otherwise qualified candidate must be given to the Examination Provider and, on request, transmitted to the Accrediting Organization and / or to NASCLA.
- 5.04** There shall be a sufficient number of forms of each classification of examination to assure that candidates cannot anticipate the particular set of items included in their examination and to protect the items from overexposure. When forms are computer-generated, whether in computer adaptive testing (CAT) or in a simple linear algorithm, the algorithm for item selection and the number of items in the bank from which the test is generated shall assure that the items are protected from overexposure. Item usage statistics must be provided for all available items in the pool.

Whether examinations are administered directly by the Examination Provider, by the client regulatory agency, or by a third party, the Accredited Construction Competency Examination Program shall provide

Contractor Competency Examinations that:

- a. conform to all National Association of State Contractors Licensing Agencies Standards;
- b. have been developed from an item bank that is: large enough to assure that the items are protected from overexposure; refreshed at least annually by enough items to generate the number of new items and forms needed to support the number of examinees and the schedule on which the tests are administered.

5.05 The Examination Provider must present procedures to be followed in any instance where the security of a Contractor Competency Examination is, or is suspected to be, breached. Included must be specific procedures for handling, and reporting to the Accrediting Organization and to NASCLA any and all suspected or alleged cheating incidents, lost or stolen booklets, breaching of electronic security for computer-administered examinations, intentional or unintentional divulging of test items by examinees or test administration personnel, or any other incidents perceived to have damaged the security of the examination or any of its individual items.

5.06 The Examination Provider must present each Test Administrator with a manual detailing the requirements for all aspects of the Contractor Competency Examination administration process.

5.07 Security of the Contractor Competency Examination materials must be maintained in transmittals to and from the examination administration site.

Examination materials must be kept in secure storage both before and after they are used.

5.08 The delivery component of the Accredited Contractor Competency Examination Program must specify the responsibilities of Test Administrators and of Proctors, set minimum criteria for approval of Test Administrators and Proctors, and provide suitable programs of training to enable persons to meet those criteria. Responsibilities, duties, qualifications and training of Test Administrators and Proctors must clearly show standardized, secure examination administration and fair and equitable treatment of examinees.

5.09 Test Administrators are responsible for the organization and administration of all examination site activities and procedures. Test Administrators must have training, documented successful experience or a combination of experience and training in test administration and security procedures. They must provide written assurance of maintaining confidentiality of test contents and of adherence to standards and ethics of secure examination administration.

Test Administrator responsibilities include but are not limited to:

- a. assuring that the site conforms to requirements;
- b. training and supervising Proctors;
- c. assuring accurate identification of examinees;
- d. adherence to all procedures and instructions in the examination administration manual;
- e. maintaining security of test materials;
- f. assuring compliance with procedures for handling any breaches of security that may occur;
- g. proper handling of completed examinations;
- h. confidentiality of candidate information;
- i. such unspecified duties as may be required for safe and secure administration of the examination.

- 5.10** Proctors shall work under the direction of the Test Administrator, assuring that all aspects of an examination administration are being carried out with precision, with full attention to security and to the fair treatment of examinees. Proctors have the responsibility and must have the ability to observe examinee behaviors, accurately distribute and collect test materials, and assist the Test Administrator as assigned. They must have training or documented successful experience in monitoring practices and must affirm in writing that they will maintain test security and that they have no conflict of interest.
- 5.11** The number of approved Proctors assigned with a Test Administrator must be sufficient to allow each examinee to be observed and supervised to assure conformance with security requirements. In a 'pencil and paper test' setting, there shall be no less than one Test Administrator or Proctor per thirty examinees. When examinations are administered by computer or other electronic medium, the number of proctors will be that which is necessary to observe each examinee adequately, based on the configuration of the examinee work stations / seating arrangements.
- 5.12** Sites chosen for administering Contractor Competency Examinations must conform to all legal requirements for safety, health, and accessibility for all qualified candidates. Additionally, the accommodations, lighting, space, comfort, and workspace for taking the examination must allow all candidates to perform at their level of competency
- 5.13** Requirements at each site include but are not limited to the following criteria:

- a. accessibility in accordance with requirements of the Americans with Disabilities Act must be available for all qualified examinees, whether it be the main site for an administration or in an alternative site meeting all other requirements of the main site;
 - b. all sites must conform to all fire safety and occupancy codes of the jurisdiction in which they are located;
 - c. in the area in which testing is conducted, there must be sufficient spacing between each examinee or other appropriate and effective methods must be used to preclude any examinee from viewing another's test responses.
 - d. acoustics must allow each examinee to hear instructions clearly, using an electronic audio system if necessary;
 - e. lighting at each examinee's work space must be adequate and appropriate to allow clear viewing of the test content;
 - f. ventilation and temperature must be appropriate for health and comfort of examinees;
 - g. equipment used for electronic administration of the examination must be such that it is readily used by examinees at all levels of skill in the use of that testing equipment (i.e., computers), and, at a minimum, will conform to such visual and auditory criteria as is customary with conventional testing methods;
 - h. seating arrangements at work stations in sites for computer administration or other electronic administration must be such that proctors can observe examinees adequately to assure that the candidates do not have access to unauthorized sources of information or assistive devices
- 5.14** Scoring will be done only by means authorized by the Examination Provider and approved by the Accrediting Organization.
- 5.15** Contractor Competency Examination scores will not be released as being official until verified and approved by the Examination Provider.
- 5.16** Examinee test results will be confidential. They will be available only to the examinee, to NASCLA, to the appropriate Regulatory Agency, and to other persons or organizations approved in writing by the examinee.
- 5.17** Score reports will be delivered to examinees and other authorized recipients in a time frame specified in the application for the examination. If there is a delay due to problems in verification or authentication of scores, authorized recipients will be informed and an approximate date for release of the scores will be announced.

Section 6.0 Examination Providers' Responsibilities to Users and the Public.

- 6.01** An accredited Contractor Competency Examination Program shall:

- a. not discriminate among applicants as to age, sex, race, religion, ethnic origin, disabilities or marital status and shall include a statement of non-discrimination in announcement of the competency examination program;
- b. perform a sensitivity review of all items in the item bank;
- c. provide all applicants with copies of formalized procedures for application for the competency examination and shall provide evidence to the Accrediting Organization of the implementation of the policy;
- d. have a formal policy for the annual review of application and examination procedures to ensure that they are fair and equitable and shall give evidence to the accreditation organization of the implementation of the policy;
- e. provide candidates with information concerning the tasks or knowledges covered by the Contractor Competency Examination;
- f. provide evidence of uniformly prompt reporting of Contractor Competency Examination results to examinees and other authorized recipients;
- g. provide evidence that applicants failing the Contractor Competency Examination are given at least general information on areas of deficiency;
- h. provide evidence that each applicant's Contractor Competency Examination scores are not divulged to unauthorized entities.
- i. have a formal policy on appeals procedures for applicants questioning any aspect of the examination.

6.02 Each accredited competency examination program must have a published protocol for systematically investigating problems presented by users of the Program, including specific concerns about examination items, administration procedures, treatment of candidates, or other matters involving potential legal defensibility of the examination or program. The protocol will include a published time frame for reporting findings to the User.

6.03 Individual score reports and electronic listing of successful examinees maintained by Accredited Competency Examination Programs shall identify the classification of the Contractor Competency Examination, the form, and specify the date on which the examination was taken. The successful examinee's full name, other identifying information such as date of birth, a digitized full-face photograph of the individual, and a unique identifying number must be shown on each examination report and electronic record.

6.04 Entities providing Contractor Competency Examinations shall transmit a copy of the successful examinee's record to NASCLA in a timely manner. Information concerning candidates who do not pass the examination will not be transmitted to NASCLA. The record shall contain all information specified by NASCLA in this document or in its future revisions. At least the following information must be included.

- a. Full legal name
- b. date of birth
- c. permanent address
- d. current address
- e. examination classification
- f. form of examination
- g. date of examination
- h. test results
- i. Examination Provider (vendor)
- j. Examinee identification number assigned by Examination Provider
- k. Digital full face photograph

6.05 Titles of all examinations must correspond to the titles of the contractor classifications in the NASCLA Generic Scopes Project.

6.06 Only organizations whose Contractor Competency Examinations are accredited as to conformance with all criteria contained within this Standard may make reference to being accredited under the Standard. Any reference to accreditation will be limited to the specific programs that have been approved by the Accrediting Organization.

Section 7.0 Examination Provider Responsibilities to the Accrediting Organization.

7.03 Entities seeking accreditation for a Contractor Competency Examination program shall provide at least the following information and such other information as might reasonably be requested by the Accrediting Organization.

- a. The name and complete ownership of the legal entity.
- b. The address, telephone/fax number(s), email or Web address, and other contact information for the headquarters of the entity providing competency examinations.
- c. The name, position, address and telephone/fax/e-mail information of the contact person for projects related to the NASCLA Standards for Accreditation of Contractor Competency Examination Programs.
- d. Such fiscal information as may be needed to establish evidence of ability to carry out obligations under these Standards.

7.02 Contractor Competency Examination Programs shall provide the Accrediting Organization with evidence that:

- a. the mechanism used to evaluate individual competence is objective, fair, and based on the knowledges and skills needed to function as a Construction Contractor in a manner that will not harm the public;
- b. the evaluation mechanism is based on standards that establish reliability and validity of the scores derived from the Contractor Competency Examination;
- c. the passing score levels were established in a manner that is generally accepted in the psychometric community as being fair and reasonable;
- d. appropriate measures are taken to protect the security of all Contractor Competency Examinations;
- e. there is independence of financial and administrative functions of the testing activities and any education or training functions of the entity.
- f. there is a formal policy of annual review of evaluation mechanisms and that the policy is implemented to ensure relevance of the mechanism to knowledge and skills needed by the relevant classifications of Construction Contractor;
- g. appropriate procedures were followed in examination construction and validation, in administration, and in reporting results;
- h. at least semi-annually, a summary of activities is compiled for each competency examination classification, including number of applicants, number tested, number passing, number failing, and number certified.

7.03 The entity providing the competency examination shall:

- a. make available upon request to the Accrediting Organization copies of all publications related to the competency examination program;
- b. advise the Accrediting Organization of any changes in structure or activities of the entity providing the Accredited Contractor Competency Examination;
- c. advise the Accrediting Organization of substantive change in the administration of the Contractor Competency Examination administration.
- d. advise the Accrediting Organization of any major changes in testing techniques or in the scope or objectives of the entity providing the Contractor Competency Examination.
- e. submit to the Accrediting Organization the information specified by the Standards for development and delivery of the Contractor Competency Examination Program.
- f. annually complete and submit to the Accrediting Organization information requested on the current status of the Contractor Competency Examination Program and the Entities providing competency examinations.

7.04 Entities providing competency examinations shall review the Equal Employment Opportunity Commission (EEOC, et al) guidelines, the Uniform Guidelines on Employee Selection Procedures, and Standards

for Educational and Psychological Testing produced by the American Educational Research Association, the American Psychological Association and the National Council on Measurement in Education, and the Principles of the Society of Industrial and Organizational Psychologists to verify that the Contractor Competency Examination(s) comply with all relevant provisions.

Section 8.0 Accrediting Organization Responsibilities

- 8.01** The Accrediting Organization will evaluate Contractor Competency Examination Programs according to the standards established by NASCLA, applying professional principles of psychometric practice in all aspects of the evaluation process.
- 8.02** The Accrediting Organization will provide clear rationale for its decision in all cases where accreditation is denied to a program.
- 8.03** The Accreditation Organization will provide a formal process for reassessment of Accredited Contractor Competency Examination Programs to determine if they continue to meet the requirements of the NASCLA Standards. Accreditation will be withdrawn from programs failing to continue meeting the criteria of those Standards.
- 8.04** A formal Appeals process will be provided for Contractor Competency Examination Programs that are denied accreditation or whose accreditation is withdrawn.



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