



Canadian Examination for Baccalaureate Nursing (CEBN) Examination Review Committee

Terms of Reference:

Mandate

The Canadian Examination for Baccalaureate Nursing (CEBN) Examination Review Committee conducts the final review of examination questions for accuracy and relevance, reviews and approves the examination forms, sets the standard for the passing mark, and performs the post-examination psychometric review of the questions.

Accountability

The Examination Review Committee reports to the CASN Board of Directors.

Roles and Responsibilities

With guidance from the psychometrics team, the Examination Review Committee:

1. Reviews the format and content of all items in the examination forms;
2. Reviews the format and content of the examination forms;
3. Approves the examination forms;
4. Recommends a standard for the passing mark of the examination forms; and,
5. Conducts the post-examination psychometric review of examination questions based on their performance.

Criteria for Membership

Members of the Examination Review Committee are expected to be:

- Thoroughly familiar with the theoretical and clinical content to be measured by the CEBN;
- Thoroughly familiar with regulations and standards governing practice in Canada;
- Thoroughly familiar with the expected level of competence of an entry-level practitioners; and,
- Able to work well in a group setting.

It is desirable for the members of the committee to be knowledgeable in test construction, gained through academic preparation and/or hands-on experience.

Term of Office and Membership

Members will serve terms of three years and may be appointed for additional terms.

Members of the Examination Review Committee are nurses and have a background and interest in examination development, regulation and/or clinical practice, represent diverse fields of nursing, and include the following representation:

- At least three bilingual (English-French) representatives;



- A representative from a Canadian regulatory body;
 - A representative with recent practice experience;
 - A representative currently involved in clinically based instruction;
 - One Board of Director member who will act as a Board liaison; and,
 - The CASN Executive Director (ex-officio member).
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- All members of the committee shall be currently registered/licensed as a nurse in their home jurisdiction.
 - The chair and co-chair are elected by the committee.
 - Examination Review Committee members typically meet face-to-face on a semi-annual basis according to the stages of the development of the examination. Additionally, teleconference meetings may be required on a monthly or bi-monthly basis.
 - CASN staff provides administrative support to the committee.
 - Members must sign a non-disclosure agreement and ensure that the security and confidentiality of all working documents is strictly maintained.