EXAMINATION SERVICES FORUM

INTRODUCTIONS

Conference Office
Dalene Paull, Executive Director
Lauren Thomas, Member Services Manager
Dustin Wardlow, Information & Technology Manager

Examination Program
Sarah Gill, Examination Services Manager
Allie Sparkman, Candidate Services Coordinator
Emily Hesslen, Administrative Assistant

Attendee Introductions
Name, organization, & title

Looking Back
Overview of Exams
Job Task Analysis & Standard Setting
Exam Statistics

Currently
Exam Security
Program Updates
NBE Scholarships
FAQs

Upcoming
Item Writing Workshops

OVERVIEW OF EXAMS

• National Board Examination (NBE)
• State Board Examination (SBE)
• Laws, Rules & Regulations Examination (LRR)
• Other licensure examinations

NATIONAL BOARD EXAM (NBE)

• Arts and Sciences sections
• 150 scored items per section, with 20 unscored pretest items
• Scaled score of 75 or higher to pass each section.
• Passing the NBE requires passing both sections.
• To be eligible, candidates must complete requirements for graduation from an ABFSE accredited program.

NBE PURPOSE

• Determine qualifications and knowledge to function as an entry level funeral director and/or embalmer.
• Provide state licensing & regulatory boards & bureaus with a content-valid evaluation of applicants for licensure.
• The accepted standard by 49 states & D.C.
NBE DEVELOPMENT PROCESS

1. Task Analysis
2. Content Outline
3. Standard Setting
4. Item Writing
5. Expert Review
6. Examination Development
7. Examination Review
8. Administration
9. Scoring
10. Statistical Analysis
11. Reporting

EXAM COMMITTEE

• Appointed annually by Board
• Application process

2017-2018 NBE Arts
- Keri Haines, Chair (OK)
- Barbara Kazmierczak (MA)
- Harvey Leavitt (NC)
- Victoria Monforte (CA)
- John Rice (NE)
- Craig Stires (OH)

2017-2018 NBE Sciences
- Don O’Guinn, Chair (MI)
- Jenni Bryant (TN)
- Brevin Clifford (OR)
- Mark Fisher (VA)
- Patricia Traffas (MO)
- Laura Zabel (CO)

JOB TASK ANALYSIS

• Last conducted in 2012
• JTA Committee
  • Survey Development Meeting
  • Test Specifications Meeting
• Survey of licensed & practicing funeral practitioners
  • Importance & frequency of job tasks
  • Marketing of survey
  • Participants from every state
• Blueprint live January 1, 2018

JOB TASK ANALYSIS

• Committee Members
  - Randall Anderson (AL)
  - Zach Carnley (TX)
  - Brevin Clifford (WA)
  - Mark Evely (MI)
  - Steve Gordon (ID)
  - Jolena Grande (CA)
  - Keri Haines (OK)
  - Leili McMurrough (IL)
  - Mia Mimms (VA)
  - Robert Moore (NJ)
  - Paul Warren (CT)

JOB TASK ANALYSIS

• For a detailed look at the process, attend the session at 2:15 p.m.
• Because the job of an entry-level funeral practitioner may change over time, it is necessary to periodically re-evaluate the exam blueprint and the passing standard.

STANDARD SETTING

• Process of determining the passing score.
• In any pass/fail exam, there is a “pass point,” the number of questions a candidate must answer correctly in order to pass the exam.
• This passing standard differentiates candidates that possess the minimum knowledge required to function at entry-level, from those who do not.
STANDARD SETTING

Committee Members
- Sheila Barcus (MO)
- Arllillian Bushelon (AL)
- Delbrita Greene (TN)
- Lindsey Jeffries (OK)
- James Larkin (WA)
- Edward Muhleisen (LA)
- Michelle Olson (CT)
- Keith Parsell (DE)
- Mark Ransford (MI)
- Jerri Reed-Taylor (IL)
- Michael Shorter, Jr. (FL)

2017 NBE PASS RATE

Approximately 3,500 exams administered
Over 1,300 unique, first-time candidates

<table>
<thead>
<tr>
<th>2017 Exams</th>
<th>First Time</th>
<th>Retake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>76%</td>
<td>47%</td>
</tr>
<tr>
<td>Sciences</td>
<td>79%</td>
<td>35%</td>
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</tbody>
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NBE-ARTS

9/12/2012 through 12/31/2017
- Funeral Directing (52 items)
- Funeral Service Marketing/Merchandising (22 items)
- Funeral Service Counseling (23 items)
- Regulatory Compliance (38 items)
- Cemetery and Crematory Operations (15 items)
- Pretest (20 items)

As of 1/1/2018
- Funeral Arranging and Directing (51 items)
- Funeral Service Marketing/Merchandising (21 items)
- Funeral Service Counseling (22 items)
- Legal and Regulatory Compliance (36 items)
- Cemetery and Crematory Operations (20 items)
- Pretest (20 items)

NBE-SCIENCES

9/12/2012 through 12/31/2017
- Embalming (60 items)
- Restorative Art (38 items)
- Preparation for Disposition (22 items)
- Funeral Service Sciences (30 items)
- Pretest (20 items)

As of 1/1/2018
- Embalming (58 items)
- Restorative Art (34 items)
- Preparation for Disposition (31 items)
- Funeral Service Sciences (27 items)
- Pretest (20 items)

NBE ADMINISTRATIONS

Total Exams Per Year
Arts & Sciences | First-Time & Retake

STATE BOARD EXAM (SBE)
- Administer State Board Exams for 18 states:
  - Arts and Sciences Exams Available
    - Member board typically establishes eligibility
    - No cost to State Board
**SBE ADMINISTRATIONS**
- 548 Exams Administered in 2017
- 289 First-Time Candidates

**LRR EXAM INFO**
- Range of services based on state-specific needs:
  - Item Writing
  - Test Development
  - Conversion of current exam
- Benefits:
  - Secure testing centers
  - Administrative support from Conference staff
  - Same process as the NBE

**LAWS, RULES, & REGULATIONS (LRR) & OTHER EXAMS**
- Administer LRR Exams for 12 states; North Carolina Pathology

**EXAM SECURITY**
*Always a top priority of The Conference.*
Must be able to stand behind the results.

Candidates Notified
- At time of application (Security Agreement video)
- Candidate Handbook (candidates must agree to terms)
- Candidate Rules Agreement at testing center sign-in
- NDA prior to start of exam
- Pass/Fail report at completion of exam

**LRR & OTHER EXAM ADMINISTRATIONS**
- 938 Exams Administered in 2017
- 649 First-Time Candidates

**EXAM SECURITY, CONT.**
EXAM PROGRAM UPDATES

Database Upgrade
- Enhanced reporting
- Courtesy email to candidates regarding application expiration

Electronic Score Transfer
- As of October 1, 2017, all scores are transferred to licensing boards via a secure file transfer program
- Faster, more efficient processing

NBE & SBE Study Material Updates

STUDY MATERIAL UPDATES

Board Appointed Ad-hoc Committee
- Tasks
  - Review and update study material based on JTA
  - Improve what is offered
  - Explore other study formats
- Committee Composition
  - Four Educators
  - Two Exam Committee Members
  - One Recent Graduate/Exam Taker

The Committee
- Four Educators
  - Mark Evely, Wayne State
  - Melissa Christiansen-Kloss, Cincinnati College of Mortuary Science
  - Karen Davis, University of Arkansas Hope
  - David Hess, Salt Lake Community College
- Two Examination Committee Members
  - Mark Fisher, Sciences
  - Barbara Kazmierczak, Arts
- Recent Graduate/Exam-Taker Representative
  - Stephen Crawford, Cypress Graduate, 2014 NBE

Process
- Meetings
- Conference Calls
- Individual Calls
- Online Workspace
- Email
- Review of Study Material
- Individual Assignments
- Add New Features
- Study Guide
- Practice Exams
STUDY MATERIAL UPDATES

Study Guides
- National Board Exam Study Guide
- Sciences
- State Board Exam Study Guide
- Arts
- New Features
  - Updated Content Outlines
  - Structure of an item
  - How an item is written
  - Types of items found on the examination
  - Test Taking Principles
  - Offers tips and gives candidate an idea of what to expect

Practice Examinations
- PNBE
  - Arts
  - Sciences
- Two Forms Per Section
  - Mapped to the Content Outline
  - Questions edited, removed, added
  - 75 items in each form
  - Statistically representative of the NBE
  - Feedback provided for incorrect items

New Study Guide Features Continued
- Helpful Resources
- Instructive Items
  - 2-3 in each section
  - Explains why an answer is correct/incorrect
  - Encourages higher thinking when studying
- Updated Professional Expectations
- Updated Practice Questions
- Updated Glossaries

Distribution
- Hosted through Pearson Vue’s website
- Purchased per form
- Bulk vouchers available
- Current vouchers still applicable
- Forms rotate based on previous use

Looking Forward
- Digitized Study Guide
- Batch purchase
- Options under Exploration
- Flashcard App
- Audio Lectures
2018 SPRING NBE SCHOLARSHIPS

Topic
Explore the Examination Security section of The Conference’s website. Then, in 75 – 100 words, explain what exam security means to you as a National Board Exam candidate.

Award
5 names drawn at Board of Directors meeting
Candidates receive one full NBE exam ($500 value)
Candidates will be notified directly
Candidates must submit application
Must be a first-time candidate & eligible one year from selection date

And the winners are….

FAQ – NBE REPORTING

• Policy to only release results to state boards for licensure purposes
• ABFSE schools receive:
  – Weekly list of 1st-time candidates
  – Monthly aggregate report (includes pass rate)
  – Annual aggregate report & full 1st-time candidate list
• Candidate receives:
  – Pass/Fail results report
  – If failing, they’ll also receive a Performance Feedback Chart
  – Option to order Verification of Results to self or school (Pass/Fail only)

FAQ – PERFORMANCE FEEDBACK CHART

UPCOMING

• Item Writing Workshops
  • Participants must be dually licensed, in good-standing, and have passed the NBE
  • Educators welcome
  • Committee Interest Form available at www.theconferenceonline.org

THANK YOU!

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