




OVERVIEW OF EXAMS

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



INTRODUCTIONS

Conference Office

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




Examination Program **Attendee Introductions**

Sarah Gill, *Examination Services Manager* *Name, organization, & title*
 Allie Sparkman, *Candidate Services Coordinator*
 Emily Hessler, *Administrative Assistant*




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.




| Looking Back | Currently | Upcoming |
|--------------------------------------|------------------|------------------------|
| Overview of Exams | Exam Security | Item Writing Workshops |
| Job Task Analysis & Standard Setting | Program Updates | |
| Exam Statistics | NBE Scholarships | |
| | FAQs | |

Exam Services Forum | 

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



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



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

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 & STANDARD SETTING

- 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)
- Arlillian 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

| 2017 Exams | First Time | Retake |
|------------|------------|--------|
| Arts | 76% | 47% |
| Sciences | 79% | 35% |



NBE-ARTS

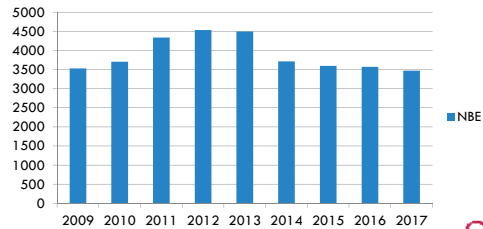
9/12/2012 through 12/31/2017 As of 1/1/2018

- | | |
|--|--|
| Funeral Directing (52 items) | Funeral Arranging and Directing (51 items) |
| Funeral Service Marketing/Merchandising (22 items) | Funeral Service Marketing/Merchandising (21 items) |
| Funeral Service Counseling (23 items) | Funeral Service Counseling (22 items) |
| Regulatory Compliance (38 items) | Legal and Regulatory Compliance (36 items) |
| Cemetery and Crematory Operations (15 items) | Cemetery and Crematory Operations (20 items) |
| Pretest (20 items) | Pretest (20 items) |



NBE ADMINISTRATIONS

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



NBE-SCIENCES

9/12/2012 through 12/31/2017 As of 1/1/2018

- | | |
|--|--|
| Embalming (60 items) | Embalming (58 items) |
| Restorative Art (38 items) | Restorative Art (34 items) |
| Preparation for Disposition (22 items) | Preparation for Disposition (31 items) |
| Funeral Service Sciences (30 items) | Funeral Service Sciences (27 items) |
| Pretest (20 items) | Pretest (20 items) |



STATE BOARD EXAM (SBE)

- Administer State Board Exams for 18 states:



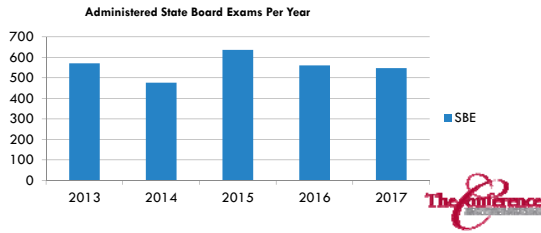
- Arts and Sciences Exams Available

- 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



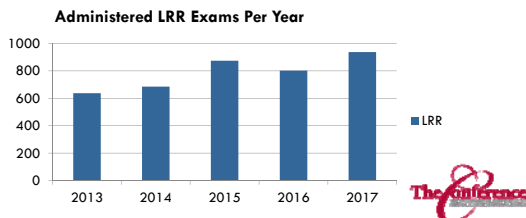
EXAM SECURITY

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.

Register for NBE



Click here if you experience issues viewing the video.

OK

Read the transcript

NBE Security Agreement

Before you can proceed to register for the National Board Exam you must attend to watching the video above. Once you have watched the video you may proceed to registering for your examination by clicking link below. *

© I agree that I have watched this video.



**NON-DISCLOSURE AGREEMENT AND GENERAL TERMS OF USE
FOR EXAMS DEVELOPED FOR THE
INTERNATIONAL CONFERENCE OF FUNERAL SERVICE EXAMINING BOARDS**

This exam is **ICFSEB** confidential and is protected by trade secret law. It is made available to you, the examinee, solely for the purpose of becoming certified in the technical area referenced in the title of this exam. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of the **ICFSEB**.

By selecting the "Yes, I agree," button, you signify that you have read, understand and agree to the terms of this agreement.

If you do not agree to the terms of this agreement, select the "No, I do not agree," exam button and see the testing administrator. Please note that you will forfeit your exam fees and the session will end.

YOU AGREE THAT YOU HAVE READ, UNDERSTOOD AND THAT YOU FREELY ACCEPT THESE TERMS.

Agree YES, I AGREE


Disagree NO, I DO NOT AGREE



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



**Official Student Copy of Results
State Board Examination - Sciences
Prepared by the International Conference of Funeral Service Examining Boards**

| | |
|--|---|
| Tyler Casey Address Line 1 Address Line 2 City State PostalCode | Site: 3075206 Exam Date: 01/26/2014 10:43:07:000 ID Number: 12345 |
|--|---|

The candidate listed above has **PASSED** the Sciences Section of the State Board Examination.


Congratulations! We are pleased to inform you that you have passed the Sciences section of the State Board Exam. An official certified copy of your scores will be sent to the state that you are seeking licensure. This should check with that state for any other requirements that need to be met.

Upon successfully completing the Sciences section of the State Board Examination, candidates will receive a mail certificate. This will be mailed to the address listed on the SBE application within three weeks of passing the SBE - Sciences. If your address changes during that time, please notify The Conference immediately to ensure proper delivery.

Violations of policies or exam irregularities are investigated. The Conference reserves the right to withhold and invalidate the test scores, prohibit candidates from re-examination, notify The Conference membership, including the state in which licensure is sought, as well as any other remedy determined by The Conference necessary to protect the integrity of the examination and licensure processes. Candidates found guilty of a violation could face a range of administrative, civil, and criminal charges. Reporters that suspect examination security has been violated should contact The Conference (exam@icfuneralserviceboards.org).

Disclaimer: During the registration and testing process, you agreed to contractual and other legal obligations regarding The Conference. This agreement addresses the conditions of using the examination, conduct on the testing site, and available remedies. This does not affect your understanding of the following:

- The content of this examination is confidential, belongs to The Conference, and is protected by copyright, trademark, and intellectual property rights.
- No part of the materials contained during this examination administration may be copied, downloaded, reprinted, retransmitted, stored, distributed, used, or transmitted to any individual or group, through any means, including mobile, the internet, print, or other computer of The Conference. Doing the above is a violation of your signed agreement, copyright law, and professional ethics, and will result in legal action being taken against you!



STUDY MATERIAL UPDATES

The Committee

- Four Educators
 - Mark Evelyn, 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 Member
 - Mark Fisher, Sciences
 - Barbara Kazmierczak, Arts
- Recent Graduate/Exam-Taker Representative
 - Stephen Crawford, Cypress Graduate, 2014 NBE

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

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
 - Arts
 - 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



STUDY MATERIAL UPDATES

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



STUDY MATERIAL UPDATES

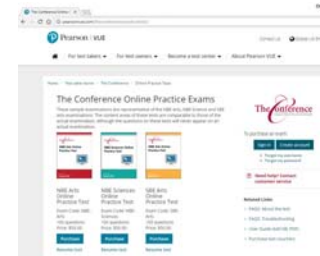
New Study Guide Features Continued

- Helpful Resources
 - List of frequently used textbooks by accredited programs
- 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

STUDY MATERIAL UPDATES

Distribution

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



STUDY MATERIAL UPDATES

Distribution

- Print
 - Expedited Shipping
 - Tracking Notification
- Digital
 - Coming Soon!

STUDY MATERIAL UPDATES

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....



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



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)



THANK YOU!



Sarah Gill
 Examination Services Manager
exams@theconferenceonline.org
 479-442-7076, Ext. 8



FAQ – PERFORMANCE FEEDBACK CHART

The Conference uses scaled scoring to determine your pass/fail status. Scaled scores are part of how The Conference makes sure the exam is a fair and valid measure of your professional knowledge. The Performance Feedback Chart shows how you performed in each subsection. Its purpose is to provide an overview of your exam performance to guide your preparation for your next exam attempt.

The bar in the graph represents the percent of items you answered correctly for that content area. For reference, the total number of items in each subsection are listed below:

| | |
|---|----|
| Funeral Directing | 32 |
| Funeral Service Marketing/Merchandising | 22 |
| Funeral Service Counseling | 23 |
| Regulatory Compliance | 38 |
| Cemetery and Crematory Operations | 15 |

