II. Policies - The Examinations

2.1 PROCEDURES

INTRODUCTION:

The fiduciary responsibility of the association to its member boards demands that it maintain the validity, reliability, and security of the social work licensing examinations. Because an examination is valid only for its intended purpose, it is also the responsibility of the association to define the purpose of each examination and support the appropriate use of the examinations by its member boards.

POLICY:

1. Only the association and/or its member boards may authorize the use of association examinations.

2. The association will set standards for its examinations and shall establish test administration policies and procedures that shall be followed by all entities involved with the examination process.

3. Member boards using the ASWB examinations must enter into a contract for such use. The executive director is authorized to execute contracts with jurisdictions for the association's examinations.

4. For purposes of evaluating candidates for licensure, boards shall rely only on the official examination score reports available through ASWB. Score reports sent directly by candidates are not acceptable for licensure purposes.

5. The testing service selected for the test administration shall enter into a contract with the association.

6. Any ASWB member board may request that a representative of ASWB present an overview of the examination development and administrative processes in order to familiarize the board with the defensibility and validity issues of the examination program. If it is deemed not to pose a threat to examination security or validity, or provide the basis for any other legal risks, the ASWB Board of Directors may, upon request, allow an ASWB member board to review an examination under secure conditions.

7. The categories of examinations offered shall be determined from the results of a practice analysis survey conducted every five to seven years.

8. The fee for the examinations shall be recommended by the Board of Directors and approved by the Delegate Assembly.

9. No candidate may take the examination more frequently than every 90 days, regardless of examination category. Exceptions may be made on a case-by-case basis when there has been serious, documented malfunction with administration of the examination. Exceptions may also be made when a candidate's employment is in jeopardy and the candidate's raw score on the most recent examination was within five (5) test items of the passing score. The employment circumstance must be documented in writing by the employer and the exception must be approved by the member board. A maximum of two (2) waivers may be permitted per examination category.

10. Contracts are to include provisions addressing special examination accommodations made under the ADA. All special examination accommodations require notification of ASWB. ASWB will make every effort to accommodate test candidates who have disabilities.

11. Only designated major credit cards, bank certified checks and/or money orders are accepted for examination fees and ASWB products. All fees will be collected directly by the Association.

12. Candidates will receive their unofficial scores at the time they take the examination electronically. Candidates who take paper and pencil examinations will not receive their scores for a number of weeks.

13. Observers of the examinations shall be ASWB staff or designated representatives of member boards only. Observer forms and guidelines shall be provided to all observers.

14. The association has defined the intended purpose of each examination as follows:

    Associate. This examination has been developed for use as a licensure requirement by member boards that issue licenses to non social work-degreed applicants.

    Bachelors. This examination has been developed for use as a licensure requirement by member boards that issue to BSWs, upon entry to practice, licenses for basic generalist practice of Baccalaureate Social Work.

    Masters. This examination has been developed for use as a licensure requirement by member boards that issue to MSWs, upon

entry to practice, licenses for Master's Social Work practice. The practice of Master's Social Work includes the application of specialized knowledge and advanced practice skills.

Advanced Generalist. This examination has been developed for use as a licensure requirement by member boards that issue, to MSWs with 2 or more years of experience in non-clinical settings, licenses for Advanced Generalist social work practice. Advanced Generalist social work occurs in non-clinical settings that may include macro-level practice.

Clinical. This examination has been developed for use as a licensure requirement by member boards that issue, to MSWs with two or more years of experience in clinical settings, licenses for the practice of Clinical Social Work. The practice of Clinical Social Work requires the application of specialized clinical knowledge and advanced clinical skills.

To ensure the legal defensibility of examination results, ASWB reserves the right to only allow access to and use of any ASWB examination for the purpose(s) for which it is intended and as set forth in contractual agreements between ASWB and its member boards. The association's support of the legal defensibility of its examinations is limited to use consistent with these policies and with the current practice analysis.

15. ASWB will only register candidates to take one of the association examinations who have applied to a member board for social work licensure, submitted themselves to the legal jurisdiction of the member board, and have been approved to take a specific category of examination by such member board.

16. Under any circumstances, no candidate will be approved to take an ASWB examination for any purpose other than qualifying for licensure as a social worker. No candidate who has successfully passed an ASWB examination will be allowed to retake that category of the examination unless verification of the requirement by a member board for the retake is provided. Licensure eligibility determinations shall be made by the respective regulatory board/agency.

Adopted 1980, revised 1983, 1984, 1989, 1990, 1992, 1993, 1994, confirmed by the Executive Committee, April 1995. Revised by the Board of Directors 1997, 1998, April 2001, November 2002, October 2004, August 2005, October 2005, November 2007, August 2008, October 2009, August 2010, May 2011, August 2011.

II. Policies - The Examinations

2.2 Examination Administration by Paper and Pencil

INTRODUCTION:

The examinations are administered under a contract with a testing company, which provides access to a network of electronic testing centers to be used by ASWB candidates. While electronic administration is the standard method, the association will make provisions for administering the examinations by paper and pencil on a case-by-case basis.

POLICY:

1. All ASWB examinations will be provided in an electronic testing format at centers acceptable to the association in regard to location, staffing and security.

2. Paper and pencil examinations will be provided as accommodations if they are requested by candidates with disabilities with the appropriate documentation and approvals.

3. Paper and pencil examinations will also be provided on request to candidates who have no disabilities but have had multiple failures on the computerized test. Such candidates must have failed the same category of the exam at least three times on the computer. The paper and pencil test must be requested in writing and be approved by the board in the jurisdiction of licensure. In addition to the regular examination fee, these candidates must meet reasonable costs of paper and pencil testing as determined by ASWB at the time of registration. The candidate will be allowed one paper and pencil examination administration. Subsequent retakes must be administered via the standard computer delivery method.

4. In paper and pencil testing for candidates as part of accommodations made under the ADA or for candidates who have experienced multiple failures on the computerized test, the exam must be sent by secure carrier to the testing proctor, and returned to the testing contractor by secure carrier.

5. Paper and pencil testing may also be provided to groups of candidates in geographically remote areas where travel to an existing testing site requires undue hardship or expense. This will be determined on a case by case basis, but no test administration will be considered if a computerized testing site is accessible by driving times of less than five hours.

Candidates who must travel by plane to reach a testing center because other methods of transportation are not available may be considered to be facing undue expense.

6. For a paper and pencil administration because of geographically remote location, at least ten candidates must register to take a form of the examinations on the same date. At least five of the candidates who register must be qualified as hardship travel cases. ASWB, member boards and the test contractor will work together to determine a date and registration procedures for the test administration. Proctoring will be provided by the test contractor, and all security procedures will be observed, including counting of all materials before and after the test is administered. All materials will be returned to the test contractor by secure carrier.

7. In any paper and pencil testing, all materials will be returned to the test contractor. Results will be provided to the candidate and to the licensing board in a timely manner.

Adopted August 2002 by the Board of Directors, amended April 2005. Revised August 2011.

II. Policies - The Examinations

2.3 EXAMINATION COMMITTEE

INTRODUCTION:

The association places great importance on development and administration of valid licensing examinations.

POLICY:

1. There shall be as many members of the Examination Committee as are needed to accomplish the work.

2. Members of the Examination Committee shall be appointed by the president to serve for a one-year period, renewable each year for two additional years. The president shall consult with the Examination Committee chair or chairs and the committee liaison to the board on renewals. Membership will be designed to ensure stability. The president designates the chairs, as confirmed by the Board of Directors.

3. Appointees to the Examination Committee must be from jurisdictions with legal regulation of social work. Efforts will be made to appoint both men and women, as well as people of color and of various cultural and ethnic backgrounds to the committee. This will help to ensure a broad range of thought and ideas from which to draw expertise, and to eliminate as far as possible ethnic, cultural or gender bias.

4. Appointees to the Examination Committee should have taken at least one social work licensing examination, be licensed in their jurisdiction, and be either a current practitioner or an active member of the faculty of a school of social work. Appointees should also have been trained as item writers. Whenever possible with the pool of appointees available, at least one member who is practicing and one member who is teaching at each examination designation shall be included in the composition of the committee. Efforts will be made to include a wide range of social work practice skills.

5. Before beginning service on the Examination Committee, a new member must sign a confidentiality agreement developed by ASWB. This agreement will include, but not be limited to, restrictions from teaching an examination preparatory course, providing individualized instruction in relation to taking the examination, or taking any category of the

examination for which work has been performed for periods of time established in the agreement by ASWB.

6. Members of the Examination Committee are prohibited perpetually from revealing specific item content.

Adoption 1983, revised 1984, confirmed by the Executive Committee, April 1995. Revised by the Board of Directors, 1998, April 2001, April 2009, August 2009.

II. Policies - The Examinations

2.4 ITEM GENERATION

INTRODUCTION:

It is essential that the association have a reliable supply of high quality items to submit to the Examination Committee for review and to be pretested for the item banks. Paid item writers write items and submit them electronically by protected means as designated by ASWB, or by secure carrier, with consultants and staff providing additional editing. Items may occasionally come from other sources, but they will be held to the same rigorous review procedures.

POLICY:

1. New writers will be trained annually as needed. They will be named for one year terms, renewable for three years, and may be paid up to $1,000 per year.

2. All writers must be either current practitioners or members of the faculty of a school of social work.

3. Each writer must attend an item writer training workshop, and will then work by sending items electronically or by secure carrier.

3. Each writer will enter into a contract with ASWB to produce a specific number of original items per year. Items will be due on a periodic basis.

4. Items may be reviewed by item development consultants and staff for editing as needed before going to the Examination Committee for final review.

5. Confidentiality agreements as developed by ASWB will be signed by all item writers.

Adopted 1984, confirmed by the Executive Committee April 1995. Revised by the Board of Directors, 1998, April 2001, August 2009

II. Policies - The Examinations

2.5 PRETESTING OF ITEMS

INTRODUCTION:

Items will be pretested and analyzed to be sure they are appropriate for use in the examination.

POLICY:

1. The association will pretest exam items at a psychometrically acceptable rate.

2. Pretest items are to be mixed in with the regular exam questions.

3. For paper and pencil testing, pretest items also are to be mixed in with regular questions.

4. Information about pretesting is to be published in the Candidate Handbook and on the Website.

Adopted August 9, 1991, confirmed by the Executive Committee April 1995. Revised by the Board of Directors, 1998, confirmed April 2001, revised August 2009.

II. Policies - The Examinations

2.6 TESTING ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

INTRODUCTION:

ASWB is committed to providing all qualified candidates with an equal opportunity to successfully complete the examinations, while assuring the validity and security of the exams.

POLICY:

1. Uniformity of the provisions of accommodations to persons with disabilities, including the application of the provisions of the ADA and human rights legislation in Canada by the association and member boards is of primary importance.

2. The association will cooperate with and aid the member boards to comply with any and all applicable federal, state, provincial and local legislation, including but not limited to the Americans with Disabilities Act.

3. Through its test contractor, ASWB will assure that accommodations such as extra time, special proctoring, separate rooms, if needed, readers or writers, or large print versions of the examinations, will be provided at no cost to member boards or candidates.

4. In consultation with the member board and the test contractor, other requests for accommodations that may arise under unique circumstances will be addressed on a case-by-case basis.

5. Member boards and the association will cooperate in making all necessary determinations of reasonable and appropriate accommodations, including those provided under the ADA and human rights legislation in Canada. No extraordinary accommodations will be made by member boards without notification of the association.

6. ASWB must be assured by member boards of the qualification of a candidate requesting special accommodations. The candidate must substantiate in writing any disability that limits one or more of life's major activities, i.e., walking, seeing, hearing, breathing, etc. The

candidate must submit written verification of the disabling condition signed by a health care provider who has expertise in the area of the disability and who has evaluated the candidate and is familiar with the candidate's condition. This written verification must include the following information:

- Formal medical or mental heath diagnosis made or confirmed within the previous three years
- Date of onset
- Limitations caused by the disabling condition
- Circumstances under which accommodations were previously granted and dates of these occurrences
- Requested accommodations in the testing situation
- If the accommodations requested were not provided before, the reason that the accommodations are being requested now

If the disability is related to a learning or psychiatric disorder, the candidate must also submit written verification of the accommodations provided through student disability services at the educational institutions attended.

In no circumstances will a diagnosis of anxiety disorder not otherwise specified (as listed in the current editions of the DSM and ICD) related to an examination situation be accepted as a valid reason for accommodations.

7. ASWB must receive from the member board recommendations of accommodations which are deemed reasonable after qualification of the candidate and investigation of the disability. In consultation with the member board, ASWB must be assured that such accommodations do not adversely affect the integrity, validity and/or security of the examination. ASWB reserves the right to reject the administration of an examination in a manner that, in the sole opinion of association, would jeopardize the integrity, validity and/or security of the examination.

8. In the event that an accommodation is deemed by ASWB to be inappropriate or not reasonable because of security or validity issues, and should the matter be contested by the candidate, ASWB shall provide professional advice and legal consultation in support of the decision.

9. The examinations must be maintained and administered under secure conditions. Accommodations may not breach security or alter the validity of the examination to test minimum competencies. Member boards and ASWB will consult one another in determining reasonable accommodations.

10. Expenses related to accommodations provided to persons with disabilities, including those under the ADA and human rights legislation in Canada will be monitored by staff and reported to the treasurer of the association.

11. The Disability Accommodations Form will be valid for one year.

Confirmed by the Executive Committee, April 1995. Revised by the Board of Directors, 1998, April 2001, November 2001, October 2004.

II. Policies - The Examinations

2.7 CANDIDATES WITH SIGHT IMPAIRMENTS

INTRODUCTION:

ASWB is committed to ensuring that accommodations, including readers, provided for candidates with sight impairments give them an equal opportunity to successfully complete the examinations, while assuring the validity and security of the exams.

POLICY:

I. Candidates with sight impairments may choose from among the following accommodations available for the social work licensure examination administration:

   A. An audio recording of the examination

   B. Paper and pencil test booklet; either standard print (12 pt.) or enlarged print (18 or 24 pt.) font (CCTV or other enlargement technology approved to meet examination security requirements available for additional enlargement)

   C. Braille version of the examination

   D. Extra time, up to a total of eight hours (double the time allowed for the regular examination administration)

   E. A private room

   F. A qualified reader provided by the association or its testing contactor

   G. A flexible starting time for the examination, if necessary to allow for a pre-examination meeting between the candidate and the reader

II. For candidates with sight impairments who choose readers, the following policies apply.

A. Readers must have the following qualifications:

1. Hold at least a high school diploma and be at least 18 years old

2. Be able to read test materials accurately and intelligibly for up to eight hours

3. Have studied the written instructions that will be provided to readers ("ASWB Information for Readers and Signers"), and familiarized him/herself with the terminology in the sample test questions before reading for the examination

4. Have successful previous experience in reading to persons with sight impairments. Upon request to ASWB, reader may be required to provide a statement to ASWB describing that experience (for example, reading to help a student with homework, reading for a professional in the workplace, or reading for an examination)

5. Be willing to meet with the candidate (on the telephone or personally) before the examination

B. To ensure a good working relationship between the candidate and the reader, ASWB will adhere to the following procedures:

1. Upon request from the candidate, a pre-examination telephone conference and/or face-to-face meetin to allow for practice reading will be arranged

2. Specific written instructions for readers, including instructions regarding appropriate interaction with candidates, and how to read the examination, will be provided

3. If after communication with the reader proposed by ASWB or its testing contractor the candidate concludes that the reader will not be able to effectively communicate with him/her during the course of the examination, the candidate must notify ASWB of the problems in order to reschedule his/her examination with another reader

4. Upon request from the candidate, ASWB will provide the candidate with a description of the assigned reader's previous reading experience

5. A meeting will be held between the candidate, the reader, and Test Center personnel prior to the examination to clarify the procedures, including the time parameters of the test administration. The Test Center personnel will clarify that the candidate is permitted to ask the reader to write notes, especially if the candidate has no tools or equipment for taking notes or is unable to do so.

C. The following methods will be used for monitoring and evaluating the experience:

1. Proctor will monitor activities during the examination administration

2. Reader will have an opportunity to evaluate the reading experience

3. To ensure the security of the ASWB examination, the reader must agree to follow procedures for secure test administration approved by ASWB

Accepted by the Board of Directors, 2000, confirmed April 2001, revised August 2011.

II. Policies - The Examinations

2.8 ENGLISH AS A SECOND LANGUAGE

INTRODUCTION:

ASWB is committed to providing all qualified candidates with an equal opportunity to successfully complete the examinations, while assuring the validity and security of the examinations.

While not required to do so by law, ASWB seeks to assist its member boards in making arrangements for candidates for whom English is a second language.

POLICY:

1. Member boards shall take reasonable measures necessary to determine and substantiate the necessity to provide arrangements to candidates for whom English is a second language. Once ESL status is substantiated, such candidate may choose to use up to two (2) dictionaries, either one bilingual dictionary and/or one standard English dictionary, and/or be granted up to two (2) extra hours of time to complete the examination.

2. Such arrangements will be granted solely at the discretion of member boards, in accordance with the laws and statutes of their individual jurisdictions.

3. Standard English and English/Spanish dictionaries are available at each of the test centers for use by approved candidates only. Where other bilingual dictionaries are approved, the sealed dictionary will be sent from ASWB to the candidate by a secure carrier before the exam. The exam administrator will inspect the dictionary before and after the exam. After the examination, the exam administrator will return the bilingual dictionary by a secure carrier in a self-addressed package provided by ASWB. The costs of the dictionary are to be borne by the candidate, or if the board chooses, by the licensing board. It is customary for the association to waive the payment.

4. All policies regarding arrangements for ESL candidates will be included in candidate registration operations manuals.

Policy approved January 29, 1995, confirmed by the Executive Committee April 1995 Revised by the Board of Directors March, 1996, September 1998, April 2001, October 2003, February 2006, November 2008, May 2011.

II. Policies - The Examinations

2.9 CANCELLATIONS

INTRODUCTION:

Cancellation policies are established in an effort to treat candidates for the examinations as fairly as possible while controlling administrative costs.

POLICY:

1. Examination fees are non-refundable.

2. Candidates may cancel an examination reservation within timeframes specified in the ASWB Candidate Handbook, and make a new reservation without paying additional fees.

2. The association office will consider extenuating circumstances for certain cancellations not made within specified timelines. These excused absences include illness of candidate or candidate's immediate family member, death in the immediate family, disabling traffic accident, court appearance or jury duty, or military duty. Candidates must follow submission and documentation guidelines in the ASWB Candidate Handbook to request an excused absence. Candidates excused by ASWB will be required to pay a rescheduling fee.

3. Examination appointments canceled by the testing vendor or test center due to severe weather, disasters, technical problems, or other emergencies may be rescheduled at no cost to the candidate.

4. Candidates shall not be reimbursed for any expenses incurred due to examination cancellation.

Policy reaffirmed April 12, 1991, revised Feb. 15, 1992, confirmed by the Executive Committee April 1995. Revised by the Board of Directors, September, 1998, April 2001.

II. Policies - The Examinations

2.10 EXAMINATION REVIEW

INTRODUCTION:

Because the integrity of the examination program is of utmost importance, ASWB does not permit review of the examination by any candidate. When compelled to provide such review through jurisdictional law, the association will allow review only under strict limitations that guard against risks to examination security.

POLICY:

If review of the examination is required under the law of the jurisdiction in which the candidate has applied for licensure, such review shall be subject to the following provisions:

a. Review is limited to unsuccessful candidates who have applied for licensure to the board in such jurisdiction
b. Eligible candidates must specify content areas to be reviewed
c. ASWB must receive the request for review from eligible candidates no later than five days after the candidate's score report has been forwarded to the licensing jurisdiction from ASWB.
d. Content areas subject to review may be limited by ASWB and candidate review may be limited to only unsuccessfully answered items
e. Materials to be reviewed shall be transmitted via and maintained under secure means as determined by ASWB including, but not limited to, possession of such materials at all times by ASWB personnel.
f. Review shall not occur less than 90 days before the first date on which the candidate is eligible to retest
g. All expenses related to review shall be paid in advance by the requesting candidate

Adopted 1992, reaffirmed 1994, confirmed 1995, amended 1997, confirmed 2001, amended 2003. Amended August, 2004, August 2008.

II. Policies - The Examinations

2.11 EXAM FEES OWED BY JURISDICTIONS

INTRODUCTION:

It is ASWB's goal to have all fees for exams paid with candidate registrations. Exam fees are to be paid directly to ASWB or its designate. For those few jurisdictions that collect the exam fee at the local level and are then sent invoices for the exam after the administration, the following policies apply:

POLICY:

1. Every effort shall be made to encourage jurisdictions to revise their statutes to permit direct payment of examination fees to ASWB.

2. Exam fees owed to ASWB by jurisdictions must be paid within 90 days of the date of administration.

3. The ASWB Board of Directors, relevant Member Board Administrator, and Member Board Chair shall be notified of all examination accounts outstanding.

4. Effective January 1, 2012, ASWB will only provide examination services to entities that allow the Association to directly collect fees for the examinations and other ASWB products.

Confirmed by the Executive Committee April 1995. Revised by the Board of Directors, September 1998, April 2001, August 2011.

II. Policies – The Examinations

2.12 EXAMINATION SECURITY

INTRODUCTION:

The examinations developed and maintained by ASWB are the association's most important products, and crucial tools in the protection of the public. Because the association, member boards, and consumers depend on valid, reliable social work licensure examinations, ASWB must make every effort to ensure that the security of its examinations is not compromised.

POLICY:

1. Association office staff will maintain an operations manual that will clearly specify the guidelines for appropriate administration of the ASWB examinations, as well as procedures for addressing suspected breaches of examination security. Information on examination security procedures will be included in the ASWB Candidate Handbook.

2. All security policies, guidelines and other information regarding examination security will be maintained in a single, comprehensive document, and will be kept updated as needed by a staff member assigned that duty.

3. A Security Incident Response Plan will also be kept updated, including appropriate and consistent sanctions for specified security incidents.

4. Trainings will be conducted for all staff on security procedures and confidentiality, in accordance with the security plan as contained in the overall document.

5. A computer screen requiring that candidates taking the examination agree not to copy, memorize, or in any way share test material recalled from the experience must be agreed to by each candidate before an exam is administered.

6. Candidates must also sign a written statement agreeing that all exam questions are the property of ASWB, and that they cannot be conveyed verbally, online, or in written form to anyone. ASWB will prosecute violators of these agreements.

7. Such prohibitions on sharing information about items will be made available through the Candidate Handbook, on the Website and in other examination information.

8. Examination candidates suspected of having violated test security policies and procedures set in place by the association or its testing vendor will be identified to the social work board(s) in the jurisdiction(s) in which they are attempting to obtain licensure.

9. The association will not provide score reports or additional examination administrations for any candidate suspected of having violated test security without the consent of the social work board(s) in the jurisdiction(s) in which they are attempting to obtain licensure.

10. ASWB will request that the appropriate member boards investigate suspected violations of test security involving their candidates.

11. If cause is found, all those responsible for the violation may be referred for prosecution and/or civil action by the association and its testing vendor.

12. The association will work with its member boards to develop licensure candidate application procedures that allow for initial screening of candidates before they register for the examinations. ASWB may do this by offering candidate preapproval services to its member boards, or through other forms of assistance.

13. Supplier contracts will include the right to conduct a security audit of the supplier if deemed reasonable.

14. Employees of the test contractor and testing centers that administer ASWB examinations may not take an ASWB examination for a year after they have concluded their employment with the center.

15. If a member of the immediate family of an employee of a testing center that administers the ASWB examinations is going to take the ASWB examination, alternate testing arrangements must be made to avoid any potential conflict of interest.

Approved by the Board of Directors, April 1999, revised April 2001, February 2003, October 2004, August 2009.

II. Policies – the Examinations

2.13 SCORE TRANSFER

INTRODUCTION:

ASWB provides a uniform, standardized examination program to its member boards. This program is legally defensible based upon the examination development process, which includes a practice analysis that at a minimum examines social work in all member jurisdictions, item development, pretesting, and ongoing psychometric analyses. The nature of the ASWB practice analysis and examination program reflects social work practice in the United States and Canada, based on accepted sampling standards.

Jurisdictions that use a jurisdiction-specific minimum competency examination as part of the criteria for determining licensure eligibility have concluded by direct implication that the ASWB practice analysis does not reflect social work practice in that jurisdiction.

POLICY:

1. The validity of the ASWB examination program and its legal defensibility are sustainable in all jurisdictions included in the most recent practice analysis.

2. ASWB supports the score transfer of its examination results between member boards.

3. Score transfers from jurisdictions using jurisdiction-specific examinations for the purposes of determining licensure eligibility will not be recognized by ASWB as a competency assessment mechanism equivalent to any of the ASWB examinations.

4. ASWB cannot legally support the defensibility of examinations other than those administered by ASWB.

Adopted by the Board of Directors, October 1999, revised April 2001, October 2004, August 2009.

II. Policies – the Examinations

2.14 SHARING OF EXAMINATION DATA

INTRODUCTION:

Through its examination program, ASWB gathers information from candidates, including score reports linked to a number of variables. Because of the potential for misuse and misinterpretation of these data, and because ASWB considers much of this data to be the property of its member boards, dissemination of examination-related data will be carefully considered by ASWB. These data will be disseminated with the understanding that results for first-time test-takers give the most accurate indication of ability, and that inferences and suppositions cannot be reliably made from pass rate data for groups of fewer than 100 candidates.

POLICY:

1. Individual jurisdictional pass/fail rates are the property of each member jurisdiction; however, ASWB may provide member boards with compilations of these data, adhering to the following guidelines:

    A. Any compilations of individual jurisdictional pass/fail rates will reflect first time test-takers only, and will identify only those jurisdictions that make these data public. Jurisdictions on record as not wishing to share these data publicly will not be identified.

    B. Compilations will be created for each category of the examinations with jurisdictions listed in order of volume of first time test-takers. Additional statistical information, such as median pass percentages and program-wide pass percentages, may be provided.

    C. Compilations will be created annually, after verification through annual technical reports provided to ASWB by its testing vendor.

    D. Compilations will be accompanied by appropriate cautions and disclaimers regarding the reliability of small testing populations, the relationship between applicant testing population and resident population, and other variables that affect the usefulness of this data.

2. ASWB may also provide member boards with pass rate information related to educational institutions that have been reported by test-takers as the school attended. This information will adhere to the following guidelines:

   A. Pass rate information for each social work program in a member jurisdiction that has been reported by a test-taker as school attended will be reported annually to that member board by request.

   B. Reports will be created annually, when totals can be compiled for the year.

   C. Schools that want information about their pass rates will be referred by ASWB to those member boards that have requested the data.

   D. For schools in jurisdictions that choose not to obtain the pass/fail rates, ASWB will continue to provide each school's information directly to the school for a fee.

Approved by the Board of Directors, June 8, 2006. Revised August 2011.

II. Policies – the Examinations

2.15 EXAMINATION PROGRAM MONITORING

INTRODUCTION:

To serve its membership and to fulfill its legal obligation and public protection mission, ASWB must ensure that its examination program maintains high standards of validity and reliability. ASWB continuously monitors the program, and will from time to time obtain program evaluations from sources not affiliated with ASWB or its testing vendor.

POLICY:

1. To assess the examination experience, a survey will be administered to all candidates at the end of the examination.

2. Responses to the survey will be compiled and examined to identify any part of the test administration that candidates have indicated does not meet their needs and expectations.

3. ASWB will maintain close communication with member boards and member board staff to determine any concerns with test centers or administration procedures. When appropriate, a survey of all contracted users of the examinations will be conducted.

4. The exam contractor will provide bi-monthly reports on candidate performance.

5. The exam contractor will supply an annual technical report.

6. Item bank reports will be made by the contractor after every meeting of the ASWB Examination Committee.

7. There will be a psychometrician present at every ASWB Annual Meeting of the Delegate Assembly to report on the examinations, and to respond to questions or concerns from member boards.

8. Every six to eight years, an independent psychometric evaluation of the program will be conducted.

9. Staff and leadership will attend professional meetings on testing as required to keep in-house knowledge up to date.

10. The effectiveness of the item development program, including item writer training, item editing, item development consulting and organization of the ASWB Examination Committee meetings will be monitored regularly by staff and reported to the Board of Directors.

Approved by the Board of Directors, November 10, 2006. Revised August 2009.