**NOTE: Please save this Word document with this name format – bbbb\_aaaa\_FirstLast**

*(bbbb is the four digit number of the Knowledge Statement, aaaa is the four digit number of the Job Task, and*

*FirstLast is your First Name and Last Name – example: 1001\_0044\_JamesGaidry)*

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ITEA Member ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task Statement #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Refer to* ***Appendix A - Test & Evaluation Professional Job Tasks****)*

**Knowledge Statement #: \_\_\_\_\_\_\_\_\_** *(Refer to* ***Appendix B - Test & Evaluation Professional Body of Knowledge****)*

**Testing Concept:** (One sentence describing what is being tested)

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**Stem:**

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**Options:**

1. (Always make A the correct answer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Key:** A

**Justification:**

1. (Why is A the correct answer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. (Why is B incorrect) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. (Why is C incorrect)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. (Why is D incorrect) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Reference(s): (***Provide references to enable independent review. Include the publication title, publication year, author and page.)*

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**Item Development Checklist**

Before submitting an item, you must be able to answer YES to all of the following questions.

* Does the item test an ITEA concept at the appropriate experience level of the test candidate?
* Does the item test only one ITEA concept?
* Is the item clear, concise and free of unnecessary or ambiguous terms?
* Is there enough information in the stem to allow for only one correct answer? A candidate must not be able to interpret a distractor as correct based on assumptions due to a lack of information in the stem!
* Is there only one possible or best answer in any situation, organization or culture? Many items are returned because there is more than one possible key based on situations not addressed in the stem.
* Are the stem and all options compatible with each other? For example: “Which of the following controls…?” All options must be controls.
* Does the item have plausible distractors but only one correct answer?
* Does the item avoid words or phrases in the key that already appear in the stem?
* Does the item avoid subjective terms such as “frequently”, “often”, “common”…. in the stem and options?
* Does the item avoid absolute terms such as “all”, “never”, “always”… in the stem and options?
* Does the item avoid such terms as “least”, “not”, “except”…?
* Is the item applicable to the broad T&E professional (i.e. can be applied to any product regardless of the “widget” being tested) and NOT specific to one industry or area (e.g. Department of Defense)?