TEST DEVELOPMENT SPECIALIST

American Health Information Management Association (AHIMA) has a wonderful opportunity for a Test Development Specialist position.

Position Purpose

The Test Development Specialist manages the creation, deployment, administration, and security processes for AHIMA’s certification exams. This role does the hands-on work of test development related to SME recruitment & training, item writing, job analysis, form creation, test publishing, and test security.

The position is responsible for the following:

Manage / Facilitate / Coordinate the test development process for all AHIMA certification exams
- Participate in item development and maintenance processes, such as:
  - Recruit and train item writers
  - Provide assistance and support to item writers
  - Review and edit items based on AHIMA’s item writing guidelines
  - Provide assistance to SMEs in performing item review ensuring content validity and currency
  - Manage item writing workflow to assure all exams have more than a sufficient bank of operational and pre-test items at all times
- Coordinate and facilitate the job analysis process, including the task force meetings, survey development and deployment, data collection and analysis, and development of test specifications.

Assemble / compile test forms for all AHIMA certification exams
- Perform quality control review of test forms
- Review test forms for compliance with test specifications
- Work with testing vendor related to test publishing and test deployment
- Monitor exam performance using widely used descriptive statistics to ensure exams are psychometrically sound, valid, and reliable

Test Security
- Conduct periodic audits of item and exam performance
- Investigate breaches
- Conduct periodic secret shopper visits to test sites as a routine practice
- Assist with standard setting and cut score study

Position Requirements

- Bachelor’s degree required or equivalent experience, combined with 5+ years of test development experience in high stakes examination setting; or
- Master’s degree preferred or equivalent experience (such as Psychometrics, Education, Statistics, Human/ Organizational Development, or industrial / organizational psychology), combined with 2+ years of test development experience in high-stakes examination development.
- Experience in test development and maintenance processes and procedures; experience and familiarity with all 3rd-party accreditation standards, specifically as they relate to the test development function;
• Experience working with exam committees/volunteers; strong competence / knowledge of psychometric principles and methodologies;
• High level of organizational skills and attention to detail;
• Strong grammatical/editing skills; excellent interpersonal skills with strong oral and written communication abilities;
• Experience in meeting planning and facilitation; typing/word processing and database management skills; proficient in MS Office.

Contact
If interested in becoming part of the AHIMA team, please e-mail your resume with salary requirements to: hr@ahima.org

About AHIMA
AHIMA is the premier association of health information management (HIM) professionals. AHIMA represents more than 101,000 health information professionals. AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning. AHIMA is recognized as the premier source of “HIM knowledge,” the respected authority for rigorous professional certification, and one of the industry’s most active and influential advocates in Congress.