SUGGESTED REVIEW CYCLE FOR STATE/REGIONAL/PROVINCIAL CCA PROGRAMS

Performance Objectives Reviews		Exam Revisions	
September to March	PO review committee members selected by CCA facilitator, meeting date set	June to November	Facilitator edits new questions from PO review committee members and incorporates these into the item bank
	PO review committee meets to remove outdated content and incorporate new material (suggest no later than December)		Facilitator revises /replaces at least 25% of exam items based on item performance stats, PO revisions, etc. (begin revisions no later than August)
	Facilitator sends revised PO module document to committee for review		Facilitator provides revised exam to exam committee for their review prior to meeting
	Facilitator incorporates committee suggestions		Exam committee meets (suggest no later than October)
	Revised PO module sent in survey form (paper or electronic) to sample of CCAs for end-user review (suggest no later than February)		Facilitator incorporates exam committee suggestions into exam
	Facilitator reviews survey and proposes edits in PO module to review committee, can be via teleconference		*Every four years only, for standard setting: Exam committee ranks difficulty of each exam item (Angoff). Same year as exam item distribution survey*
	Revised PO module sent to exam committee. Approval can be via teleconference.	**December**	**Completed, revised exam is sent to ASA to be ready for February administration**
	PO review committee members write new exam items for the POs assigned by the facilitator	February	Exam Administration
			Facilitator, Exam Committee review February exam stats
	Every four years only, for exam item distribution: Entire PO document (all four modules) sent in survey form to sample of CCAs who rate the importance of the modules and competency areas	March to May	Facilitator makes any additional exam edits for August exam (if program has an August exam)
		June	Exam is sent to ASA to be ready for August administration
August	**Completed, revised PO document is sent to ASA and posted (after August Exam)**	August	Exam Administration
			Facilitator, Exam Committee review August exam stats

Performance Objectives Reviews

Performance objectives specify the knowledge and skills that Certified Crop Advisers must demonstrate. As agronomic practices change over time, so will this knowledge base. Performance objectives are organized into topical areas called competency areas, and these reside within the four main modules of Nutrient Management, Soil &Water Management, Pest Management, and Crop Management. State/regional/provincial objectives should complement the international objectives, not duplicate. For guidance in how to write POs, see the CCA Exam Development page at:
https://www.certifiedcropadviser.org/files/certifiedcropadviser/exams/exam-development/cca-exam-development-articles.pdf

To review POs, a committee is assembled of at least six subject matter experts and stakeholders with a range of expertise and background representing agribusiness, government/university, consulting, etc. For instance if reviewing the Pest Management module, the committee might be composed of a university plant pathologist, a CCA crop consultant working in pest management, a weed scientist from a crop protection company, a government pesticide regulatory official, a local ag input retailer/dealer, and the like. The committee should examine performance objectives and the competency areas to remove obsolete material and incorporate new. One module can be reviewed annually, or two of the four modules can be completed every two years. There is no minimum amount of change required during a review, but the updated document MUST be reviewed via survey to get end-user input. ASA can assist with the end-user survey by providing a recipient list of CCAs in the state/region/province, providing the survey software tool, assisting with survey design and analysis, etc.

Revised PO documents should be made publicly available each year following the August exams. Also, exam edits for the following year depend on PO revisions. While there are no hard deadlines prior to this, a PO review committee meeting no later than December should expedite this timing.

Exam Revisions (annually)

CCA exams are offered by all programs in February, with some also offering an August exam. At least 25% of the exam items should be modified each year, so that the exam gradually renews itself about every four years. Exam items should be modified or replaced based on their performance on exams, changes in performance objectives, length of use, and other considerations.

Updated exams for the February administration need to be provided to ASA by December. To allow sufficient time, the facilitator should begin revisions no later than August and the exam committee should meet no later than October. For guidance in how to better develop exam items, see the CCA Exam Development page at:
https://www.certifiedcropadviser.org/files/certifiedcropadviser/exams/exam-development/cca-exam-development-articles.pdf

Exam Distribution and Standard Setting (every four years, see italicized items in table)

To determine the appropriate emphasis on the exam from various topic areas, a survey is sent to a sample of CCAs who rate the importance of each module and the competency areas within. This determines the number of exam items for each module and competency area.

To set the standard of passing, subject matter experts go through the exam and indicate the difficulty of each question (Angoff method). This information is analyzed by a psychometrician to help determine the exam's minimum passing score, the cut score.

Local Program Review (Every Four Years)

The following information will accompany a letter to be sent to local program facilitators that will initiate their review process:

1. Please indicate the <u>most recent year</u> for each of the following for your program:

   _____ Nutrient Management PO review and end-user survey

   _____ Soil & Water Management PO review and end-user survey

   _____ Pest Management PO review and end-user survey

   _____ Crop Management PO review and end-user survey

   _____ Edits to any of the exam items

   _____ Exam distribution survey (entire PO document sent to sample of CCAs)

   _____ Exam standard setting session (each exam item rated for its difficulty)

2. Please enclose a chart/list that matches exam item numbers to each of your performance objectives.

3. Please enclose a chart/list showing exam item distribution (number or percentage of test items from each module and each competency area within each module).

ASA will return suggestions to help you improve your performance objectives and exams.