



COLLEGE OF DENTURISTS OF ONTARIO

ITEM WRITING QUALIFYING EXAMINATION SUB-COMMITTEE

What Is an Item?

“Item” is the term for a test question on an examination. These items will be included on the annual qualifying written examination. Items must meet specific criteria.

They must be written following the item writer manual provided to all item writers, they must be classified to an appropriate category on the examination’s test content outline, and the correct answer must be referenced to a publication on the examination’s reference list.

Item Writer Responsibilities

All item writers participate in a full day training session at the College office. This mandatory training session prepares item writers to write sound, high quality items which are later reviewed by a separate panel of content experts for possible inclusion on our examinations. Item writers are expected to write 35 items over a three-month period.

Item Writer Expectations

Item writers are required to actively participate in the entire training session held at the College office. Item writers are expected to:

1. Sign an agreement to write 35 items within a three month period. Questions must be completed within 6-8 weeks and then will undergo a review process which may consist of revisions.
2. Attend all scheduled meetings and the mandatory training session.
3. Return all items via a specified electronic item submittal tool according to the deadlines established by the College staff.
4. Dedicate the time and effort necessary to produce high quality items and to apply the concepts presented during the training session to the development of each item. Each item requires an average of 1–1.5 hours of research, drafting, and revision.
5. Access the necessary reference materials to research, write, and document all items written.
6. Sign and agree to all terms outlined in the College Examination, Security, Confidentiality and No-Conflict of Interest Agreement.

Selection Criteria

- You must be either registered with the regulatory health College in Canada.
- Must be in good standing with your Regulatory College and provide a letter of good standing.
- Must be a current active member of your College with a minimum of 5 practice years as a registered members.
- No suspensions, discipline, criminal convictions or any current complaints issues.
- Item writing or test development experience is helpful, but not necessary.
- Consideration is given to applicants from diverse ethnic backgrounds, geographical locations, and practice settings.
- Provide a copy of your resume or a copy of your professional portfolio.
- Complete an item writer application form.
- Provided 5 sample test questions.

Term of Appointment

Item writers are selected to serve a single six month term during which they are expected to write 35 items. Items must be completed within 6-8 weeks after the training session. The items will then undergo a review

process by the examination committee and/or a item writer review committee. If required items will be sent back for revisions.

Travel/Accommodations for Training

Travel will be paid for by the College of Denturists of Ontario. Airline and hotel reservations can be directly charged to the College. Item writers are reimbursed after the workshop for meal and parking expenses with provided receipts.

Benefits and Honoraria

Upon submission of all 35 items (minimum of 25 must be accepted), item writers receive:

1. 10 hours of Continuing Education hours.
2. Honoraria of \$200 for the mandatory training session once the item writing process has been completed.
3. Honoraria of \$800 for the items submitted once the process has been completed.
4. Item writers interact with colleagues from diverse geographic locations and practice settings.
5. Item writers support their profession by helping to ensure that candidates taking the denturists qualifying examinations receive sound, high quality examination items that reflect a broad range of practice.

How to Apply

If you are interested in becoming an item writer, please submit the completed item writer application along with your resume or curriculum vitae to:

The College of Denturists of Ontario
Attn: Laura Ellis
180 Bloor Street West, Suite 903
Toronto, Ontario
M5S 2V5

Phone: 416-925-6331 ext. 222
Fax: 416-925-6332
Email: lellis@denturists-cdo.com

Current Item Writers Application can be found here:



COLLEGE OF DENTURISTS OF ONTARIO

ITEM WRITING QUALIFYING EXAMINATION SUB-COMMITTEE APPLICATION

Please complete the all sections of the following application. Please submit the following documents:

- Letter of good standing from your regulatory college
- Resume or Professional Portfolio

PERSONAL INFORMATION

Last Name

First Name

Middle

Registered Regulatory College (list more than one if applicable)

License Number

Date Issued

Expiry Date

Issuing Province

Number of Years Practicing

Address

City

Province

Postal Code

Phone #

Alt. Phone #

Email Address

EMPLOYMENT INFORMATION

Employer Name

Position Title

Employment Date

Employment Address

City/Province

Postal Code

Work Phone #

Work Fax #

Work Email Address

CATEGORY OF INTEREST (please select all that apply)

Jurisprudence

Dental Physiology

Pharmacology

Nutrition

Pathology

Microbiology &
Infection Control

Anatomy,
Physiology & Histology

Dental Materials

Dentures, Implants
& Prosthetics

Radiographic
Pattern Recognition

PROFESSIONAL EXPERIENCE

List your three most recent positions held. Do not state "See CV."

ORGANIZATION/EMPLOYER	POSITION/TITLE	DESCRIPTION OF DUTIES	DATES OF EMPLOYMENT
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PROFESSIONAL SERVICEList only **THREE** recent/significant activities from the last five years. For example, certifications; publications and dates; volunteer activities and offices held; presentations and to whom they were given; or honors (if applicable):

Have you ever served as a content or subject matter expert or competency expert? YES NO
 (for example, an item writer or standard setting/cut score participant)

If yes, please explain (provide organization names and dates served):

PROFESSIONAL EXPERIENCE

Please check the professional organizations in which you are a current member (check all that apply):

DAO	Denturist Association of Ontario	ODHA	Ontario Dental Hygienists' Association
DGO	Denturist Group of Ontario	ODA	Ontario Dental Association
DAC	Denturist Association of Canada	CDHA	Canadian Dental Hygienists Association
CDA	Canadian Dental Association		

Other: _____

Other: _____

Other: _____

WRITING EXERCISE - #1

Briefly state why you would like to become an item writer. This might include what you hope to gain from the instruction and the experience or your personal goals. What special qualities or experiences do you feel you will bring to the task of writing items? This might include any item writing, practical, and/or teaching experience you have, though no experience is required.

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SAMPLE QUESTIONS

Please provide 5 sample questions according to the following criteria:

1. Only one (1) option can be correct; the other three (3) options must be plausible however technically incorrect.
2. The item must be phrased in the positive (do not use negatives such as NOT or NEVER). In addition, the item stem must be in the form of either a complete question (e.g., Which of the following has a clinically significant drug interaction with Amoxicillin?) or an incomplete sentence (e.g., A particular kind of antimicrobial treatment, such as that for our drinking water which lowers the total microbial load to safe public health levels is called:).

Question #1:

Answer Option #1	
Answer Option #2	
Answer Option #3	
Answer Option #4	
Indicate the correct answer and provide a rationale for why it is correct.	
References:	

Question #2:	
Answer Option #1	
Answer Option #2	
Answer Option #3	
Answer Option #4	
Indicate the correct answer and provide a rationale for why it is correct.	
References	

Question #3:	
Answer Option #1	
Answer Option #2	
Answer Option #3	
Answer Option #4	
Indicate the correct answer and provide a rationale for why it is correct.	
References	

Question #4:	
Answer Option #1	
Answer Option #2	
Answer Option #3	
Answer Option #4	
Indicate the correct answer and provide a rationale for why it is correct.	
References	

Question #5:	
Answer Option #1	
Answer Option #2	
Answer Option #3	
Answer Option #4	
Indicate the correct answer and provide a rationale for why it is correct.	
References	

Volunteering for an Item writer position requires the following commitments:

1. Sign an agreement to write 35 items within a three month period. Questions must be completed within 6-8 weeks and then will undergo a review process which may consist of revisions.
2. Attend all scheduled meetings and the mandatory training session.
3. Return all items via a specified electronic item submittal tool according to the deadlines established by the College staff.
4. Dedicate the time and effort necessary to produce high quality items and to apply the concepts presented during the training session to the development of each item. Each item requires an average of 1–1.5 hours of research, drafting, and revision.
5. Access the necessary reference materials to research, write, and document all items written.
6. Sign and agree to all terms outlined in the College Examination, Security, Confidentiality and No-Conflict of Interest Agreement once application is accepted.
7. Additional commitments may be required if necessary.

If selected and appointed, I agree to serve:

Signature

Date

****Your typed name is sufficient as a signature. Remember to include with the application your Letter of good standing from your regulatory college, resume or professional portfolio and any other documentation that you may feel is relevant.****

Please type all answers and save file using your last name in the file name (for example: SmithApplication.PDF).

All documents must be returned to lellis@denturists-cdo.com in Word or PDF format. If you are unable to save files in these formats, please contact our certification program specialist at lellis@denturists-cdo.com or mail the application to:

The College of Denturists of Ontario
 Attn: Item Writer Application
 180 Bloor Street West, Suite 903
 Toronto, ON M5S 2V6