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Test Developer

Location: Baltimore, MD 21224

Monster City:

Job Tracking ID: 85328-136480

Job Owner	Michael Maultz
Department/Business Unit	Test Development Services
Priority	Normal
EEOC Job Category	N/A
Job Category	Other : Others
Keywords:	Test Developer, Masters, SPSS, SAS, travel, test development,
Type	Full-Time/Regular
Date Posted:	September 12, 2012
Internal - Notes for Recruiter	

Jobs Approval History :

Job Title	Job Admin	Recruit Team	Approve	ViewTime	Sent Date	Appr Date
Test Developer (Baltimore, MD)	Michael Maultz	✻ William burnham	✅💬	2	09/12/ 2012	09/12/ 2012
This listing is accurate						
		✻ Stephen Williams	✅💬	3	09/12/ 2012	09/13/ 2012

Bypass by Michael Maultz @ 2012-09-13
Approved by VP Bill Burnham.

Job Description:

Do you have trouble settling for less? So do we. Prometric is currently seeking a thought leader and ambitious professional to join its team. The Test Developer is responsible for developing and maintaining examinations for professional certification and licensing for education admissions and for employment. The test developer is expected to work collaboratively, both in person and virtually, with clients and subject matter experts as well as other members of the test development team and cross functionally with client services and publishing teams in scheduling work and gathering requirements to ensure client satisfaction. In addition, facilitating in-person and virtual meetings with client representatives and/or subject matter experts is a central part of the job.

Examples of tasks include job analysis, test specification and exam content outline development, standard-setting, test item writing, item referencing, item bank maintenance, item-to-outline mapping, preparation of materials for workshop participation and preparation of exams for test production.

- Conduct job analysis, standard setting and test development workshops as in-person meetings and/or by web/teleconferences

- Oversee and/or conduct other job analysis activities such as critical incident interviews, surveys

- Coordinate the statistical analysis of data

- Write final job analysis and standard-setting reports and other project-related documents

- Research primary sources in the development of new and revised items and outlines

- Monitor regulatory activity and industry practices to identify changes that may affect the exam outlines and items

- Write and edit exam items, including assigning item attributes as needed

- Plan and complete test development tasks in compliance with industry standards such as those set forth by APA/AERA/NCME, NCCA and ANSI.

- Prepare precise computer files using various commercial and in-house software applications, such as item-banking software and test administration and scoring software

- Perform detailed tasks with an extremely high degree of accuracy

- Follow established procedures and guidelines, and comply with item security practices

- Manage assigned tasks per the contract and master schedule, adhering to numerous absolute deadlines and staying within budget

- Represent Prometric in client meetings, internal departmental and cross-functional meetings

- Assist sales staff in proposal writing and in person sales meetings

- Prepare workshop materials and conduct post-meeting follow-up

- Assemble and prepare test forms for Test Production

- Other duties as assigned

Experience and Skills:

- Master's in I/O psychology, educational measurement, psychometrics or related field or equivalent in terms of work experience

- Ability to travel frequently required (average two trips per month)

- Strong skills in Word and Excel required; knowledge of SPSS or SAS desired

- Previous experience working in a for-profit organization, preferably in the test development industry, is highly desirable

- Previous experience successfully coordinating client-focused activities, including direct client interactions, for a large number of domestic and international clients

Prometric is a trusted test development and delivery provider to more than 400 organizations worldwide. On their behalf, we securely deliver an average of 10 million exams per year to people who are seeking to improve their lives. Whether by starting a new career, further developing their skills to improve on an existing one, adding to their qualifications for a promotion, taking school entrance exams or simply for professional development, people taking tests want a reliable, convenient and hassle-free experience. Prometric serves as an industry gatekeeper, ensuring that people legitimately earn the credentials they seek to achieve, and thereby guaranteeing a fair testing experience for all who come through our doors.

Our decades of expertise in test development and delivery help organizations create and deliver exam programs that accurately measure the skills, knowledge and abilities they need to measure. We are a reliable partner who works closely with our clients to help determine their business requirements, as well as identify the goals of their test programs help. We provide the right blend of expertise, guidance, execution and customer service and can work to customize a unique solution that fits your specific needs.

We operate a secure network of approximately 10,000 test centers in more than 160 countries and have more than 15 global corporate offices scattered throughout the world. The solid foundation that supports this global network of technology, location and capability is people. There are thousands of employees, from our back office operations to the front desk at our test centers, who are all working tirelessly to make sure that a test program measures accurately, that it is delivered reliably and that test takers have a positive, welcoming and friendly experience at the test center.

Employment is contingent on the successful completion of our background check which includes criminal, education, employment, and SS trace. Candidate must be eligible to work in the US.

Prometric is an Equal Opportunity Employer

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