



Neurology Standard Setting Volunteer Role Description

Committee Description

The Neurology Standard Setting Committee is composed of ACVIM Diplomates in Neurology who serve as subject matter experts in the specialty. The Committee is convened when ACVIM administers the first Neurology Specialty Examination aligned with a new examination blueprint following completion of a Job Task Analysis (JTA). Standard setting is not conducted annually for this examination; the resulting passing standard is maintained for subsequent examination forms through statistical equating until another JTA and blueprint update require a new standard-setting study.

During the standard-setting process, Committee members independently evaluate examination items by considering the expected performance of a minimally competent candidate. Members then review the collective ratings, discuss differences in professional judgment, and may revise their individual ratings following discussion. The results of this process are used to develop the Committee's recommended passing standard and corresponding cut score for the Neurology Specialty Examination.

Committee members contribute expertise in Neurology practice, and the knowledge and skills expected of a minimally competent candidate. ACVIM staff and examination-development facilitators contribute expertise in assessment, standard-setting methodology, psychometrics, and process administration. Together, these individuals work as partners to support a consistent, well-informed, and defensible standard-setting process.

Committee Member Responsibilities

1. Complete any required orientation or training regarding the standard-setting method and process.
2. Attend the full duration of both scheduled virtual meetings and complete all assigned independent work between meetings.
3. Apply their professional judgment and specialty expertise to evaluate the expected performance of a minimally competent candidate on each item included in the standard-setting exercise.
4. Complete initial item ratings independently and in accordance with the instructions provided by the facilitator.
5. Review summarized panel ratings and other information presented during the facilitated meetings.
6. Participate constructively in discussions of ratings, including areas in which Committee members' judgments differ.
7. Reconsider and revise individual ratings when appropriate based on Committee discussion and professional judgment.

8. Contribute to the Committee's recommendation of a passing standard and corresponding cut score for the examination aligned with the new blueprint.
9. Maintain the confidentiality and security of all examination content, Committee discussions, data, and related materials, and comply with applicable ACVIM confidentiality requirements.

Full participation in each stage is essential to the integrity and validity of the standard-setting process. A Committee member who is unable to attend the full duration of both meetings or complete the required independent work will be ineligible to participate in the remaining stages of the process.

Time Commitment, Term Length, and Term Dates

Time Commitment: Approximately 12–15 hours during the designated standard-setting period. This includes two four-hour virtual meetings and approximately four to six hours of independent work between meetings. Time required outside the designated standard-setting period is minimal.

Term Length: One year. The Committee is convened only when a standard-setting study is required for the first examination aligned with a new blueprint following completion of a JTA.

Term Dates: January 1 through December 31 of the applicable standard-setting year.

Committee Meeting Schedule

The Committee meets during the year in which ACVIM administers the first Neurology Specialty Examination aligned with a new examination blueprint following completion of a JTA. The standard-setting process will take place during **[month/year]** and will consist of two required virtual meetings conducted within a defined period, with independent work completed between meetings. Committee members must attend both meetings in their entirety. Final dates and times will be confirmed approximately three months in advance.

Recommended Prior Experience

SMEs cannot be current members of the corresponding Item Writing, Item Review, or Form Review Committees. Standard Setting SMEs are established professionals who exhibit a depth of knowledge within the content area being tested. Ideally, standard setters possess the ability to analyze content, are critical thinkers, and enjoy working both independently and collaboratively. Prior experience in any exam development activities is a plus, but not required.

How Committee Members are Appointed

The committee consists of neurology Diplomate members and the Certification Council Neurology Specialty Representative serving as ex-officio. New committee members are identified from submissions and interest indicated through the annual ACVIM Call for Volunteers and are selected to meet the diverse representation needs of the committee and confirmed by the Certification Council Neurology Specialty Representative.

Benefits

Networking, leadership skills, and a greater knowledge of the examination development process.