



3. *TEST DEVELOPMENT*

The CLT writes and edits each test according to a specific set of parameters. The Test Development, Editorial, and Operations Teams work together in the test preparation process. They follow a schedule of development, review, and uploading, so that every test undergoes quality control and is ready on schedule. CLT analyzes the results of each previous exam and uses that data in the creation of future tests.

Selecting and Training Item Writers

CLT chooses item writers based on their qualifications and demonstrated ability in particular subject areas. Many have experience in fields such as teaching and tutoring. New item writers are supervised by experienced members of the test writing team, and are trained on the breakdown of question types, difficulty levels, and house style of the CLT exam. Their work then goes through multiple rounds of revision and editing to ensure that each section maintains the high standards of each CLT exam, and is consistent, clear, and accurate.

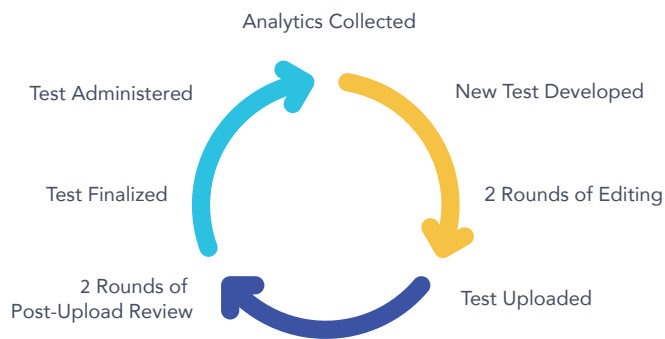
Design, Review, and Uploading

For each test administered, CLT adheres to a schedule for test development, proofreading, and preparation. This schedule is cyclical because each new test takes into account the analytics from previous tests.

DEVELOPMENT AND EDITORIAL PROCESS

After a test date, once the analytics from a test become available, the Test Development Team meets to discuss the performance of the test form, sub-sections and items and to re-calibrate as necessary. The Test Development Team looks at question performance within each specific difficulty level, and especially any questions that perform outside of expectations. At the end of each school year, the Test Development Team meets to review all feedback from that academic year's tests and creates revised guidelines going into the upcoming academic year.

On the basis of this analysis of past exams, and in conformity with the test blueprints laid out in Chapter 2, the Test Development Team creates a new test and answer key for every test date. After initial development, the test goes through two rounds of developmental editing to check for adherence to CLT standards, accuracy, and clarity. Editors rotate between rounds to avoid 'question fatigue.' Each test contains a consistent number of questions within each domain and subdomain (see the "Test Blueprints" sections in Chapter 2). The Editorial



Team confirms that question categories are accurate, difficulty levels are well-calibrated, and questions meet the CLT quality standards. In-house editors help guide the test through the editorial process. The Editorial Team may, at their discretion, edit passages for length during the test composition process. Independent editors and proofreaders perform additional reviews of the test’s accuracy and validity, under the oversight of the Editorial Team.

As part of the test development and editorial process, proofreaders and editors simulate taking the full test during each review, which includes a further check of the answer key and test content as well as proofreading.

The Rights and Permissions Team secures rights for any passages or images under copyright at least 8 weeks in advance of each exam.

UPLOADING PROCESS

After the Editorial Team subjects the test to these rounds of editing and proofreading, they send the test document to the Operations Team for uploading. The Operations Team uploads the exam and all passages and images through the website User Interface, which includes infrastructure for test management. The constituent components of test data in the website User Interface are test questions, passages, and images.

The digital infrastructure for test questions includes variable fields for question numbers (1-120), the text of the question itself, the URL associated with images, the uploaded passage with which the question is associated, the text of answers A, B, C, and D, the correct answer (A, B, C, or D), the difficulty of the question (1-5), and the question type (e.g., “Comprehension—Passage Relationships”). The Operations Team replicates data in each field exactly as it is represented in the test document drafted by the Editorial Team.

POST-UPLOAD REVIEW PROCESS

Once all of the passages, images, and test questions are replicated in the website, the Operations Team links each question to its associated image or passage and proofreads the final upload for completeness, mechanics, and faithfulness to the original test document. The Editorial Team then performs two rounds of post-upload reviews of the test. The Operations Team provides technical support to make any needed changes to the online version. The final reviewer is completely new to the test. In these two rounds of post-upload review, the Editorial Team performs initial and final checks to make sure that the answer key online corresponds to the original answer key (that no errors were introduced), to finalize the formatting of the answers, and to ensure that there are no duplicate answer choices. Once any last changes are made to the uploaded test, final checks are performed and the test is considered complete.

If a paper version of the test is required, the editorial team will create and format the paper document using the final version of the uploaded test. The paper test will then be reviewed in its entirety by a new editor, with a particular focus on formatting, formulas, and other types of errors which might be introduced with the new test mode.

Item Review

After each test administration, CLT completes a thorough item analysis of the test. CLT examines p-values for each item, and at different levels of aggregation. CLT analyzes factors that are correlated to item performance, including item difficulty, the passage connected with each item, subject, academic domain and subdomain, rank of item on the test, and the percentage of students who answered each answer option. These data are analyzed to identify trends and screen out certain types of content from future test administrations, creating a feedback loop between item performance and item creation. Detailed item analysis of this kind is provided in Chapter 9 for two tests administered in April 2018.