



# Dimensions

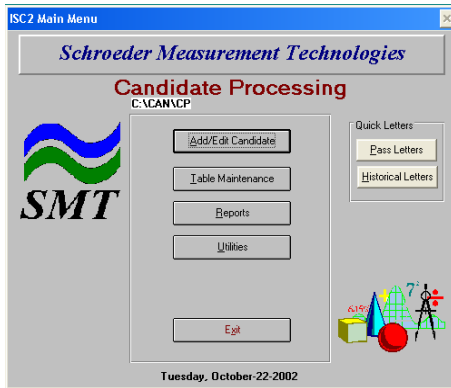
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## Candidate Processing

If you're looking to get control on your candidate examination processing, SMT can help! Our **SMT-Admin™** system gives us the tool to register and schedule candidates for examinations, track payments, generate letters and reports, and share data with other applications.



### Basic Structure of SMT-Admin:

- One of the virtues of **SMT-Admin** is the ability to tailor or alter system attributes to meet your specific needs through the use of tables. There are eight sets of tables (exam data, test site, letter, exam type, password, school, report, and schedule) that provide the basic data for the system. For

example, the data in the Test Site Table define the options in the Site pull-down menu used to enter information into candidate records. The sophisticated table configuration is designed to support complex scenarios for scheduling, test times, etc., that often characterized certification and licensure testing programs.

- Adding or editing candidate records is very simple—just entering the last name and/or social security number and the system pulls up matching records. If there are no matching records, a blank record appears. Most remaining data is selected from pull-down menus, reducing data-entry time and errors.
- **SMT-Admin** includes a full range of both pre- and post-test reports based on date ranges

### REPORTS

- Pre-Test Reports
- Applications processed (during a date range)
  - Rosters (all candidates or by site, date, and/or exam part)
  - Admission letters (all candidates by site, date, test level)
  - Labels (candidate name and address for data range)
  - Site Count
  - Examiner/Rater information
- Post-Test Reports
- Results letters (pass, fail, no-show)
  - No-show report roster
  - Score Report (Pass, Fail, and All Candidate rosters)
  - Labels (Pass and Fail Candidates)
  - Licenses/Certificates
  - Summary Reports

- From the utilities menu, we can perform such functions as importing and exporting scores. For example, you may wish us to export revenue files for the candidates entered each day into Quicken™ or other bookkeeping software for fee reconciliation.

**Sound Expensive? Call SMT for a surprising low quotation (302) 737-0796.**

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## Welcome New SMT Clients

### **NASM** National Academy of Sports Medicine

NASM is the industry's premier provider of education for fitness, sports-performance, and sports-medicine professionals worldwide.

NASM serves more than 100,000 members and partners in 80 countries. In addition to their leading fitness-certification (Certified Personal Trainer) and performance-certification (Performance Enhancement Specialist) programs, NASM now offers advanced credentials and more than 20 continuing-education courses in a variety of disciplines. As a performance consultant to some of the nation's leading athletes and organization, NASM is also transforming the professional and amateur sporting worlds.

SMT has been retained to assist NASM update their Certified Personal Trainer Certification program via a Job Analysis Study and item update review.



### **Building Commissioning Association**

The Building Commissioning Association (BCA) has retained SMT to assist in the development of their new certification program for Building Commissioning Providers.

The BCA promotes building

commissioning practices that maintain high professional standards and fulfill building owner's expectations. The BCA is dedicated to developing a common, industry-wide understanding of effective building commissioning.



CompTIA is a global trade association representing the business interests of the information technology industry. For more than 22 years CompTIA has provided research, networking and partnering opportunities to its more than 19,000 members in 89 countries. The association is involved in developing standards and best practices, and influencing the political, economic and educational arenas that impact IT worldwide. More information is available at [www.comptia.org](http://www.comptia.org).

CompTIA has retained SMT to perform examination maintenance including psychometric review, a Critical Incident Analysis, and developing and deploying a web-based KSA survey.

## SMT Calendar

SMT maintains active membership in research and development organizations and SMT staff perform active and contributory roles within these organizations; serving on the executive boards, subcommittees, regularly appearing as speakers, and

contributing their publications. SMT operates from a philosophy that recognizes the professional and ethical standards that must be met in performing services associated with the certification process.

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American Society of Association Executives Annual Meeting, August 14, 2004, Minneapolis, Minnesota.

Council on Licensure, Enforcement and Regulation Annual Conference, September 30 – October 2, 2004, Kansas City, Missouri.

National Organization for Competency Assurance Annual Educational Conference, November 17-20, 2004, Loews Miami South Beach.

## SMT to Host Casino Cruise

Join SMT on a complimentary casino cruise aboard the 200 ft. Casino Princessa



during an evening excursion at the NOCA conference held in Miami, Florida. The evening includes;

- Shuttle to boat
- Dinner
- 2 Cocktails
- Slot Tokens

**Stay Tuned for  
Reservation Information**

## Continuous Job Analysis

Professional Standards suggest that all content delineated for assessment be based on some form of a Job Analysis or Role Delineation Study. While it is reasonable to develop content for what professionals are currently practicing, it is not reasonable to include content about what professionals may be doing in the near future. That is, Job Analysis studies are based on what professionals are currently practicing in the profession.

Further, content delineated is more defensible from a large cohort of practitioners. This is why surveying has become one of the more accepted and defensible methods of conducting job analysis studies. Conducting a mass mailing of surveys every five years to re-evaluate the content of an examination was standard practice for the industry. With recent advances in technology, web-based surveying has decreased some of the administrative headaches associated with conducting a job analysis study with surveys. In addition, technology allows us to evaluate a job much more frequently than every five years.

**SMT has developed special proprietary software that creates a clear and quantitative linkage between the survey response data and the test specifications.** This sophisticated system

automatically and algorithmically derives the specifications from the respondent data.

A continuous web-based job analysis survey model allows organizations to update their content to reflect practice trends as frequently as the profession demands. The model starts with a traditional job analysis study. Various roles are reviewed via literature reviews, performance appraisals, and curriculum related documents. Subject Matter Experts are convened to review the exhaustive list of job specific tasks and Knowledge-Skills-Abilities to determine which should be included on the survey. Rating scales and demographic questions are developed. The survey is beta tested and then released to either the entire population of practitioners or to a stratified random sample of practitioners. Finally, the committee is re-convened to develop decision rules based on statistical evidence. These rules are used to delineate the final content for the examination specifications.

At the beginning of each subsequent year, SMT conducts a conference call to discuss modifications to the survey. Since the survey is one year old, we would anticipate only minor additions. In addition to SME review, the survey gives the opportunity for respondents to suggest content not covered on the current survey. SMT incorporates a model where candidates complete the survey prior to taking the examination. Subsequently, the data can be parsed by passing and failing candidates. At the end of the year, a report is generated

based on statistical evidence that suggests what content changes are necessary. A conference call is conducted to discuss changes to the content outline.

The benefits of this model are:

- ≈ Frequent evaluation of the content
- ≈ Less expense associated with a full job analysis every year
- ≈ Longer duration between full-blown content reviews
- ≈ Reduction in committee time in the future
- ≈ Examinations that reflect the most up to date content
- ≈ Accurate information from entry-level practitioners
- ≈ Oversight by leaders in the profession

The potential limitations are:

- ≈ Slight increase in cost (nominal annual fee)
- ≈ Two 4-hour additional conference calls (one to update survey and one to discuss results) for committee members per year
- ≈ SME's must be e-mail accessible