



## **Test Development Policy**

It is the policy of BOC to conduct an annual test development meeting with BOC appointed content (subject matter) experts, in order to: draft new examination forms; and, to ensure that the content of the examinations is still tied, and properly related, to the relevant content outlines established by the job analysis studies. BOC recruits SMEs to represent the certificant community of each credential. New job analysis studies are conducted every five (5) years in order to ensure the continued job-relatedness of the examinations.

The relationship and linkage between each examination and the relevant job analysis will be documented, and such documentation will be available for review by candidates and certificants. Upon request, a candidate or certificant will be provided with a summary of a complete job analysis.