



Terms of Reference:	Name of Committee:
4	Assessment Committee

Mandate

The Assessment Committee (Committee) will provide expertise in developing, reviewing, revising and setting standards for the Dental Technology Entry-to Practice Assessment (DTETPA) which includes two components: Knowledge Based Assessment (KBA) and Performance Based Assessment (PBA).

Roles and Responsibilities

The Committee is responsible for carrying out the activities that support the development and maintenance of the DTETPA based on best practices and ensures the assessments are transparent, objective, impartial, fair, valid and reliable. Examples of this include, but is not limited to the following:

1. For Knowledge-based Assessment (KBA)
 - i. Develop, review and revise assessment items following the direction of the psychometrician
 - ii. Review the provisional test form to ensure it aligns with the Master Blueprint
 - iii. Participate in post-administration item review for quality assurance purposes
 - iv. Conduct periodic review of item bank contents
 - v. Participate in standard-setting

2. For Performance-Based Assessment (PBA)
 - i. Develop, review and revise PBA stations, including materials, equipment, personnel and venue, following the direction of the psychometrician
 - ii. Develop, review and revise the scoring rubrics for PBA stations
 - iii. Review the provisional PBA to ensure it aligns with the Master Blueprint
 - iv. Participate in Pilot testing

3. Advise the Credentialing and Assessment Services Committee (CAS) on assessment-related matters, as required.

4. Maintain currency in Dental Technology to help ensure assessment content and policy reflect the ongoing needs of the profession.

5. Advise the psychometrician on the most current and authoritative sources of information on which to base standards and references for DTETPA content.

Membership

The Committee is composed of no less than eight members including subject matter experts in the Dental Technology community such as Registered Dental Technologists (RDTs) and educators. The Committee should represent different regions of the country and different practice specialities to ensure representation of the profession in Canada. The CAS Manager and psychometrician will serve as non-voting members of this Committee.

Key Competencies and Characteristics

Committee members are conscientious members of the dental technology profession who want to make a contribution to the sound and fair regulation of its members. They should have a desire to learn and keep up to date on best practices and possess an interest in assessment and evaluation.

Recruitment and Term of Office

Committee members shall be recruited by the Nominations and Finance Committee based on the 'Membership' section. The CAS Committee will appoint all Committee members based on the recommendations of the Nominations and Finance Committee.

The term of office for Committee members shall begin immediately after their appointment and shall continue for approximately three (3) years. Initial appointments are staggered to allow continuity between experienced and new members. Members may be re-appointed for up to two additional terms, with further reappointments (if necessary) to ensure continuity.

The Chair of the Committee is appointed by the Committee members on consensus and the term of office for the Chair will be one year, renewable once.

Frequency of Meetings

The Committee shall meet at least once per year and more frequently on an as-needed basis.

Reporting

The Committee reports to the CAS Committee.

Evaluation

The Committee terms of reference can be reviewed and amended where necessary. Any amendments to the terms must be approved by the CADTR Board.

Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Canada in the public interest. All Committee Members shall adhere to a confidentiality agreement with CADTR.

Quorum

A minimum number of three (3) Committee members are required for decision-making purposes.