

## Job Posting: Exam Developer

**Position:** Contract (12 months), (0.8 FTE, with an opportunity to become permanent full-time)  
**Location:** 200 Granville St., Vancouver, BC (remote work until safe to return to in-person work)

### The Opportunity

Are you passionate about advancing the careers of skilled professionals in the health care sector? Are you excited to bring your experience in the field of standardized test development to an organization that is transforming how we assess nursing competencies and knowledge? If so, consider bringing your talents and enthusiasm to the Nursing Community Assessment Service (NCAS)!

### Who We Are

The Nursing Community Assessment Service (NCAS) is an initiative of the BC College of Nurses and Midwives. BCCNM is empowered under the Health Professions Act to regulate the practice of all licensed practical nurses, nurse practitioners, registered midwives, registered nurses, and registered psychiatric nurses in British Columbia. Regulation helps to protect the public by ensuring that professional care or service received by the public is competent, ethical, and meets the standards that society views as acceptable. NCAS operates as a unique and independent unit within BCCNM.

BCCNM launched NCAS in January 2017 to assess the competencies of those seeking licensure to enter nursing practice in BC and other parts of Canada. Our high-stakes assessment is comprised of a computer-based test that is administered at testing sites all over the world, as well as a simulation-lab and oral assessment, which are delivered either in Vancouver or Halifax. The NCAS assessment represents a consistent, rigorous, and defensible approach for determining the extent to which individuals possess the competencies required to enter practice safely.

As a member of our small, creative, and talented team, you can expect to be treated in a respectful and professional manner. While your workload will be busy, and the environment is dynamic, the college supports staff in achieving a healthy work-life balance.

### What You'll Be Doing

The Exam Developer plays a fundamental role within NCAS's Assessment Development Team by supporting the full assessment development cycle. This work includes developing and inspiring a pool of talented item writers, facilitating exam development sessions, and leading the full content development and review cycles.

## Reporting Structure

This position reports to the Director of Assessment Development and works closely with staff psychometricians to ensure high standards of validity and reliability.

## Responsibilities

The Exam Developer supports the full cycle of competency assessment development activities including:

- Recruiting and maintaining a pool of Subject Matter Experts
- Facilitating item writing, field testing and standard-setting sessions while ensuring adherence to assessment standards
- Refreshing and maintaining item writing manuals and guidelines
- Preparing pre- and post-item writing templates and documentation.
- Reviewing and revising items based on close collaboration with NCAS psychometricians.
- Preparing assessment forms and materials to ensure they accurately reflect the specifications.

## Education & skills

The ideal candidate has:

- A Bachelor's degree in education, healthcare, psychology, or communications or equivalent combination of relevant education and work experience related to the field.
- Minimum of two years experience with development of written assessments and/or OSCE-like exams.
- Knowledge of competency-based assessment and strong familiarity with standards of practice.
- Exceptional English written and oral skills, including an ability to edit for grammar and style.
- Superior group facilitation/teaching skills along with excellent inter-personal communication skills.
- An ability to work collaboratively and establish rapport with subject matter experts.
- Strong organizational and documentation skills.
- Demonstrated skill with digital technologies, and ease with online programs.
- A demonstrated ability to take initiative, manage multiple tasks, and meet deadlines.
- A powerful work ethic, commitment to completing tasks, and a positive attitude.
- An ability to work on weekends and evenings, if required.
- Project management experience would be considered an asset.
- Knowledge of health care practice, especially nursing, would be considered an asset.
- Comfort with working in environments that involve change and ambiguity and require adaptation.

### How to apply

We offer accommodation for applicants with disabilities to take part in the selection process. If we contact you about an interview or testing, please let us know if you require accommodation. We keep all information in relation to accommodation confidential.

Please forward your resume and cover letter to **careers@bccnm.ca** and indicate where you learned of this opportunity. Please use "**NCAS Exam Developer**" as the subject line of your email. Applications will be accepted until the position is filled, so please apply immediately.

Note: References, education and professional credential verifications, and a criminal record check will be required for all final candidates.

*While we appreciate all responses, only shortlisted applicants will be contacted.*

To learn more about NCAS, please visit [www.ncasbc.ca](http://www.ncasbc.ca). Thank you for your interest in NCAS and the BC College of Nurses and Midwives.