

# 3 STEPS

## to Building a Custom Test

### ONE

#### **Defining Needed Skills - Job/Task Analysis**

NBS will work with your Subject Matter Expert (SME) team to gather data on the job being assessed. Through a collaborative process, the team will articulate the skills needed for a specific position. This activity leads to the development of an assessment that not only corresponds an employee's skill set to the job requirements, but also to the position's long-term development.

### TWO

#### **Ensuring Legal Defensibility - Validation**

Pilot testing is a critical phase in the development process and represents an actual test administration with a representative sample group. The test is given to a diverse group to gather data on the assessment. The item analysis and bias review are also integral steps to building a valid and reliable test. During this process, the results of the pilot testing are analyzed to determine potential discrepancies in any of the questions. This step also ensures that no items favor one demographic over another.

### THREE

#### **Establishing the Benchmark - Cut Score Determination**

The SME team will reconvene to determine the benchmark a candidate needs to reach in order to be qualified to do the job. This step of the process also allows the SME team the opportunity to review the item analysis results and recommendations to determine if any item edits are needed.



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