



**Glossary of General Terminology  
Used in Professional and Occupational Regulation**

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**This document provides definitions for words and phrases commonly used in the field of professional and occupational regulation. By design it is limited in scope to broad definitions, and aims to assist meaningful conversations between international regulators. This project was initiated by the International Relations Committee of the Council on Licensure, Enforcement and Regulation (CLEAR), whose members include regulators from the United States, Canada, Mexico, and the United Kingdom. Recent revisions were made under the direction of the Examination Resources and Advisory Committee. Additional resources and further information about CLEAR can be located at <http://www.clearhq.org/>**

**Please note: this is a living document and comments and suggestions are welcomed. Please contact [aparfitt@clearhq.org](mailto:aparfitt@clearhq.org) with your ideas.**

**Ability/Trait**

The underlying knowledge, skill or proficiency of a candidate that is assessed with a test.

**Accession number**

An alphanumeric unique identifier for a test item that stays with the item throughout the life of the item.

**Accreditation**

A formal process by which an authorized body assesses and recognizes an organization, a program, a group, or an individual as complying with requirements, such as standards or criteria.<sup>1</sup>

**Adjudication**

A judgment or legal process by a court or authorized body, based on evidence presented that decides a controversy. It also relates to the legal process by which a court or authorized body determines an issue or resolves a dispute.

**Administrative agency**

A government entity or an entity created by statute that administers a

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<sup>1</sup> Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Lexicon, 1999

	legal framework which governs the implementation and delivery of a public program.
<b>Administrative code</b>	All of the rules and regulations made by administrative agencies of the jurisdiction, brought together in one unit.
<b>Administrative law</b>	The statutes, rules, regulations, orders and decisions that determine how regulatory bodies operate procedurally and the scope of their substantive authority.
<b>Administrative Law Judge</b> ( <i>also Administrative Law Counsel/Hearing Panel/Tribunal</i> )	The individuals delegated the authority to make a final decision regarding administrative proceedings.
<b>Administrative Procedures Acts (APA)</b>	A body of law that places restrictions on the activities of administrative agencies as well as codifies procedures to be used during the investigation and hearing processes.
<b>Administrative rule or regulation</b>	A prescriptive statement issued by an administrative agency, or a specific body within that agency, that sets standards and directs conduct, generally with the force of law.
<b>Adverse impact</b>	The disproportionately negative results that a law, process or policy may have on a specific group(s) of individuals that share certain traits, characteristics or other discerning features, which may include, but is not limited to, race, culture, gender, or other non-relevant factors.
<b>Advocate</b> ( <i>see Prosecutor</i> )	
<b>Allegation/Complaint</b>	The assertion, claim or declaration that an act, event or result has or has not occurred.
<b>Anchor items</b> ( <i>see also Equating set</i> )	Items used on both a new test form and an administered test form for the purpose of equating the difficulty level of the two tests.

**Angoff Method of Standard Setting/Modified Angoff**

One of several frequently used procedures for establishing a threshold for passing the examination that is associated with successful performance on the job for an entry-level or minimally competent candidate, or for a level of certification beyond entry to practice (e.g. advanced or specialty practice). In the modified Angoff procedure, a group of subject matter experts estimate the percentage of minimally competent candidates who will correctly answer each item on the test. The estimates are summarized mathematically to provide decision makers with a set of scores from which a recommended minimum score is chosen (see Passing Point).

**Annotated laws and code**

All of the laws brought together in one unit, with comments and explanatory notes added to each statutory section.

**Appeal**

To request a review of the order or decision of a lower court or administrative agency.

**Applicant** (*see also Candidate*)

A person applying for licensing/ registration/certification and the right to practice a specific profession or occupation.

**Articleship** (*see Internship*)

**Bias**

A subjective opinion, preference, prejudice or inclination, that influences an individual's or group's ability to evaluate a particular situation objectively or accurately; a preference for or against. Reasonable apprehension of bias exists when a reasonable person knowing all of the relevant facts would believe that an individual or group's decision was not impartial nor based solely on the evidence or information before the decision maker(s) but rather based on or influenced by personal extraneous

factors. Bias can be real, potential or merely perceived.

**Board** (*see Regulatory board*)

**Bylaws** (*see Rule*)

**Candidate**

An applicant for licensure, certification or registration, or the person taking an examination.

**Candidate handbook**

Information about a test and/or a testing program that is provided to a candidate applying for a credential, e.g., certification, licensure, registration.

**Certificant** (*also Licensee and Member*)

A person who has been awarded certification and the right to practice a specific profession.

**Certification**

The procedure and action by which a duly authorized body evaluates and recognizes (certifies) an individual, institution, or educational program as meeting predetermined requirements, such as standards.<sup>2</sup>

**Certification body**

The body or agency awarding certification.

**Classical test theory**

A psychometric theory based on the view that an individual's observed score on a test is the sum of a true score component plus an independent measurement error component.

**Code of Conduct**

A set of behaviors that set out the rules for ethical and legal duties and obligations, of all members of a specified group, such as members of a profession or a board of directors.

**College** (*see Regulatory Board*)

**Common item equating**

A process to ensure comparable scores when common items appear on two

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<sup>2</sup> Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Lexicon, 1999

tests. Also the basis for establishing the difficulty level and passing score for the new test form. (See Equating.)

**Competence**

Demonstrated ability to apply knowledge or skills, and where relevant, demonstrated personal attributes as defined in the certification requirements.<sup>3</sup>

**Complaint** (*see Allegation*)

**Compliance**

The state of conforming to the guidelines on which accreditation was based.

**Computer adaptive testing (CAT)**

A non-linear computer-based examination in which each successive item, or sets of items, is based on a candidate's performance on the previous item(s). Using CAT may result in a unique examination for each candidate that may be of fixed or variable length.

**Computer Based Testing**

Examination administered via a computer.

**Computer mastery testing**

Computerized tests on which candidates must obtain an established mastery score on each section of the test. It may be of fixed or variable length.

**Conditional registration** (*see Probation/restriction*)

**Conditions and limitations** (*see Summary suspension*)

**Conditions of practice** (*see Probation/restriction*)

**Conflict of interests**

A situation in which someone in a position of trust, such as an employee, has competing professional or personal interests. Such competing interests can make it difficult to fulfil his or her duties

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<sup>3</sup> International Organization for Standardization (ISO)/ International Electrotechnical Commission (IEC) 17024.

impartially.

**Consent order**

A formal agreement between parties, made under the sanction of the court or regulatory body, that some action (such as ceasing an activity, correcting a practice, or paying a fine) will be taken to resolve a complaint.

**Constructed response**

A type of item in which the candidate produces a non-structured response (e.g., essay, oral exam) rather than selecting a response from a set of options.

**Consumer member** (*also, Lay member, Public appointee, or Public member*)

A member of the public on a regulatory body who represents the interests of those who are actual or possible purchasers, lessees, or recipients of consumer goods, services, realty, credit. An individual who may seek assistance or benefit from the profession being regulated.

**Content classifications/content outline/test blueprint**

A process for classifying the items in an item bank based on the content measured by those items. The content outline specifies the number of questions on the test that are selected from each content area or topic to ensure that the content covered by each test form is consistent. The content outline is usually based on the results of a job analysis which provides a link between the practice of the profession and the content covered on the test. This link provides evidence in support of the validity of the test.

**Continuing competence**

A periodic demonstration using portfolios, examinations, products, or other similar measures that a licensee, registrant or certificant has remained competent.

**Continuing education**

Educational and other learning opportunities beyond the formal education required for initial entry into a profession, to assist practitioners to maintain or increase competence, to become aware of new developments,

and to provide responsible, quality services.

**Correlation coefficient**

A statistical value that measures the strength and direction of the relationship between two variables.

**Credentialing**

The voluntary or required process of assessing and validating the qualifications of a practitioner to provide services.<sup>4</sup> It equally applies to programs, facilities or products that have met established standards. Also, the administrative process of issuing specified credentials for purposes of authorizing practice of a profession.

**Criterion-referenced testing**

Testing in which a fixed passing or cut score is set using accepted standard-setting methods and is used to evaluate all candidates (see Norm-referenced testing.)

**Cut score** (*see Passing point*)

**Defense attorney/Defence lawyer/  
Defense solicitor or Defense counsel**

The individual who represents the respondent in a contested matter, usually the registrant, licensee or certificant facing disciplinary action.

**Defensibility**

A test is considered defensible if proper psychometric procedures are followed when establishing the content and statistical specifications, when developing and scoring the test, and when setting standards or making decisions on the basis of test results. A defensible test must demonstrate both reliability and validity.

**Diagnostic score report/ grade report**

A summary of a candidate's performance, both positive and negative, on subsections of a test, usually intended to provide information on relative areas of strength and weakness. Generally only required for failing candidates.

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<sup>4</sup> Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Lexicon, 1999

**Difficulty level/Facility index**

The proportion of candidates who answered a specific item correctly or the average scale value or rating achieved by candidates. Also called a  $p$ -value.

**Disciplinary proceedings**

The legal process through which the regulatory body and the respondent present evidence and legal arguments to a panel of adjudicators so that the panel can issue a ruling and/or judgment with respect to the issues submitted before it.

**Discovery/disclosure**

The disclosure of information obtained in an investigation to the licensee, to assist the defense's preparation for a contested case.

**Discrimination Index**

The extent to which performance on a particular test item compares to performance on the test as a whole. A strong positive correlation means the high ability candidates are getting the item right. A strong negative correlation means the high ability candidates are getting the item wrong. A near zero correlation means the item is not discriminating between high and low ability candidates. Typical correlation coefficients used in testing include biserial correlation coefficient and point-biserial correlation coefficient.

**Distracters/Distractors**

The incorrect options in a multiple-choice item.

**Due process** (*also Principles of natural justice, Duty of fairness, Fundamental justice*)

The rules and principles established through the legal system to enforce and protect the rights of the individual.

**Duty of fairness** (*see Due process*)**Endorsement/Mutual Recognition**

The recognition by a jurisdiction of an individual's license from another jurisdiction, when the qualifications and standards required by the original licensing jurisdiction are equivalent to or higher than those of the new jurisdiction. The licensee is relieved of the full burden of obtaining a license in the new jurisdiction.



<b>Equating</b>	The construction of two or more test forms covering the same content, which conform to similar statistical specifications, are administered under identical procedures, and are based on a common score scale.
<b>Equating set</b> ( <i>see also Anchor items</i> )	A group of items that are the same in a new test form as in the original test form used to establish a link between test forms.
<b>Evaluation</b>	Assessment of an individual's fulfilment of minimum requirements for certification, licensure or registration.
<b>Evaluation instrument</b> ( <i>see Examination/Test</i> )	
<b>Evidence</b>	Information that may be used in a proceeding to establish or disprove any contested factual matter.
<b>Examination/Test</b>	An evaluation instrument used to make inferences about a candidate's competency by one or more means, such as written, oral, practical, or observational (ISO/IEC 17024).
<b>Examiner</b>	A person competent to conduct and score an examination, where the examination requires professional judgment (ISO/IES 17024).
<b>Face validity</b>	The degree to which a test appears to be an appropriate measure of the knowledge, skills, and abilities being evaluated.
<b>Fairness review</b>	A process used to ensure that examinations or other processes do NOT contain any items that are potentially discriminatory or biased toward any particular group of examinees.
<b>Felony</b>	A crime of a grave or more serious nature than those designated as misdemeanors. Felonies are usually punishable by imprisonment or fines.

**Field-test item** (*see Pretest item, pilot item*)

**Fitness to Practice Proceedings**

Proceedings to determine if a certificant/member/licensee/registrant is incapacitated, i.e. suffering from a physical or mental condition or disorder such that the member is unfit to continue to carry out his or her professional responsibilities

**Fixed-length test**

A test with a preset number of items in each form of the examination.

**Form code/test code**

A unique identifier for a test form that typically includes the testing program code and a series of alphanumeric characters.

**Fraudulent credentials**

Documents that were not issued by a legitimate or official source or were altered.

**Fundamental justice** (*see Due process*)

**Governance**

The dynamic combination of processes and structures implemented by a Board to inform, direct, manage, and monitor the activities of the organization.

**Hearing**

A legal proceeding in which the parties to a dispute present evidence and make legal submissions to the adjudicator(s) so that they can make findings of fact and issue a judgment with respect to the issues submitted for determination.

**Hearing panel** (*see Administrative Law Judge*)

**Incompetence**

A lack of knowledge, skill or judgment or disregard for the welfare of clients or other individuals of a nature or extent that demonstrates that the member is unfit to continue to carry out his or her professional responsibilities without corrective action.

**Indemnification**

The act of securing a party who acts for the benefit or at the request of another

party against future hurt, loss, or damage; the second party promises to compensate the first in such an event.

**Inquiry** (*see Investigation*)

**Intake**

The point at which a complaint enters a formal process to resolve a matter or investigate a certificant/licensee/registrant or member.

**Interim certificate/Interim license**

Certificate or license for an initial period of time pending completion of additional requirement e.g. successfully writing an examination. Professional practice under an interim certificate/license may be subject to conditions.

**Interim suspension/terms**

Suspension of a certificant/member/registrant pending outcome of a disciplinary or fitness to practice proceeding. Interim suspensions are made when there is a serious concern of client safety and risk of harm.

**Internship** (*also Articleship, Practicum*)

Supervised practical experience in preparation for a profession or occupation.

**Inter-rater (inter-examiner) reliability**

The degree of consistency with which different raters are in agreement with each other, such as when they assign scores to candidates' performance.

**Interrogation**

The questioning of an individual believed to possess information or knowledge of interest in an investigation, but who is reluctant to cooperate.

**Interstate score transfer**

A test score transferred directly to a jurisdiction by a non-state agency for a candidate who is seeking licensure or registration in a new jurisdiction.

**Interview**

The questioning of an individual believed to possess information or knowledge of interest in an investigation.

**Interview test/Oral examination**

A testing method in which a standardized set of items is orally presented to all candidates. Responses are scored with a standardized rating guide designed by a committee of subject panel experts. Examiners are carefully trained to ensure comparability of ratings, and typically more than one examiner rates each candidate. Candidates are typically videotaped or audio taped to provide a record of the examination.

**Investigation** (*also Inquiry*)

A thorough and systematic examination of a matter or issue in order to determine what occurred.

**Invigilator/Proctor/Supervisor/Test Administrator**

A person authorized by the certification body who administers or supervises an examination but does not evaluate the competence of the candidate (ISO/IEC 17024).

**Item/question**

A generic term indicating a single point of measurement in an examination; a test question or other test unit such as a performance task.

**Item analysis**

A report of the difficulty and discrimination for each item on an examination. The analysis provides statistical information about the correct response and may include information about each distracter/distractor.

**Item bank**

A repository, generally in electronic format, for all of the items associated with a particular test or testing program. In addition to the questions, item banks may contain associated information such as content classification, statistical information, reference citations, item author, and a log of changes made to an item during its use.

**Item response theory**

A theory of measurement that attempts to make stronger assumptions than classical test theory makes. Also known as latent trait theory, IRT requires complex mathematical models that

assume a single underlying trait for examinee ability. The probability of a correct answer relates to the candidate's level of that ability. Typically, up to three parameters can be computed; an S-shaped item characteristic curve (ICC) usually represents the probability of a correct response. A common model only considers item difficulty, and is known as the Rasch or 1-PL model.

**Job analysis/Occupational analysis/Practice analysis**

A process for describing the practice of a profession, occupation, or job, including underlying competencies, major areas of responsibility, tasks, and/or knowledge, skills, and abilities. Results can be used to determine the content of an examination. Items developed for an examination are classified according to the job analysis. A job analysis provides evidence in support of the legal defensibility for a test.

**Jurisdiction**

The legal right by which an adjudicative body exercises its authority to receive evidence, apply the law, control its processes, make decisions and declare judgments. The geographic area covered by this authority.

**Key/answer**

The correct response to an individual test item.

**KSAs**

Acronym for knowledge, skills, and abilities -- these terms are associated with the practice of a profession, occupation, or job.

**Law**

The rules, standards and principles enacted by a political authority and interpreted by the courts which guide a defined jurisdiction.

**Lay member** (*see Consumer member*)

**Legislative oversight**

The periodic review of governmental agencies by a legislative committee or a division in charge of the agency.

**License/Registration**

The recognition of competence to

practice a given occupation or profession conveyed to an individual or entity by a regulatory body. Individuals must complete various requirements prior to registration and becoming eligible to receive a license and are held accountable for practicing in accordance with established standards of safety and effectiveness.

**Licensee** (*see Certificant*)

**Licensing of establishments/organizations**

The recognition by a regulatory body for an entity to operate an establishment by conforming to specified standards. The entity in charge of the establishment assumes responsibility for all who are employed there.

**Linear test**

A test in which a specific set of items is administered to all candidates without taking into account a candidate's ability level.

**Linear-on-the-fly test**

A computer based test in which varying tests are assembled for candidates based on content and statistical test specifications. This format differs from adaptive testing in that the difficulty of test items is not based on the candidate's performance on earlier items in the test.

**Mean**

The arithmetic average of a set of numerical data. In a testing context, it refers to the "average" score obtained by a group of candidates.

**Median**

The middle value of an ordered set of numerical data. For example, the median value of the set {5, 8, 9, 10, 11, 11, 13} is 10.

**Member** (*see Certificant*)

**Methods of resolution**

The proceedings or avenues available to a regulatory body in an attempt to resolve a disputed matter. (Examples include: Consent Order, Voluntary Surrender, Settlement or Negotiated Agreement, Administrative Hearing).

<b>Minimum requirements</b>	The thresholds that must be met for eligibility to qualify to take an examination, to pass the examination, or to be qualified for a credential.
<b>Misdemeanor</b>	Offenses of lesser severity than a felony.
<b>Mobility</b>	Movement of workers within and between countries.
<b>Mode</b>	The most frequently occurring value in a set of data. For example, the mode of the set {13, 5, 9, 11, 11, 8, 10} is 11.
<b>Modified Angoff</b> ( <i>see Angoff method of standard setting</i> )	
<b>Monitoring compliance</b>	Oversight carried out by accreditation bodies in order to ensure continuing compliance with accreditation standards.
<b>Multiple choice question, single option</b>	An item that lists multiple response options, of which only one is the correct or best option.
<b>Mutual recognition</b> ( <i>see Endorsement</i> )	
<b>Norm-referenced testing</b>	Testing in which candidates' scores are reported in relation to the performance of the overall group taking the test. The test scores may be reported as percentile ranks or scaled scores, e.g., 200 – 800 or similar scale. Generally not used for credentialing examinations.
<b>Notice to attend and produce records</b> ( <i>see Subpoena</i> )	
<b>Obtained/observed score</b>	The score a candidate earns on a test, which includes measurement error (see True score and Standard error of measurement).
<b>Occupational analysis</b> ( <i>see Job analysis, Practice analysis</i> )	
<b>Operational item</b>	An item on a test that is scored and

	contributes to the pass/fail decision (see Item, Pretest item).
<b>Options</b>	The various responses in a test question from which a candidate would select the correct answer. The correct option is called the key; incorrect options are called distracters/distractors.
<b>Oral examination</b> ( <i>see Interview test</i> )	
<b>Out of compliance</b>	Failure of an accredited organization to meet agreed accreditation standards.
<b>P-value</b>	Proportion of candidates answering an item correctly, or the average rating achieved by candidates expressed on a scale of 0 to 1. The $p$ -value may range from 0 to 1.0 (see Difficulty level).
<b>Passing point/Pass mark/Passing score/Cut score</b>	The score (mark) required to pass an examination or achieve a particular result/classification.
<b>Percentile</b>	A value on a scale that indicates the percent of a distribution that is equal to it or below. For example, a score at the 95th percentile is equal to or better than 95 percent of the scores.
<b>Petition</b>	A formal request for action from an individual, group or regulatory body.
<b>Pilot item</b> ( <i>see Field test item, Pretest item</i> )	
<b>Practical examination</b>	A performance-based test based on requirements of a job or the standards of practice of a profession; a measure of an individual's skill. The same psychometric requirements apply as for a selected-response (e.g., multiple-choice) test.
<b>Practice analysis</b> ( <i>see Job analysis, Occupational analysis</i> )	
<b>Practicum</b> ( <i>see Internship</i> )	
<b>Practitioner</b>	A person who practices a specific



occupation or profession.

**Presenting officer** (*see Prosecutor*)

**Pretest item/Pilot item/Field test item**

Items included in an examination solely for the purpose of collecting statistical data. The items do not count towards a candidate's score. Candidates are generally unaware which items are pretest items and which are scored items.

**Principles of natural justice** (*see Due process*)

**Prior Learning Assessment and Recognition**

The process of identifying, assessing and recognizing skills, knowledge, or competencies that have been acquired through work experience, previous education, independent study and other activities. Prior learning may be applied toward academic credit or may be a requirement for entry to practice to an education/training program or for certification.

**Probable cause/grounds** (*also Reasonable grounds, Reasonable and probable grounds and Reasonable suspicion*)

Reasonable grounds for a belief in the existence of more evidence for, than against the facts asserted, in a complaint proceeding.

**Probation/Restriction** (*also Conditional registration, Conditions of practice, and Terms, conditions or limitations attached to a certificate or registration or practice*)

An order that allows an individual to begin or continue to practice subject to certain conditions or stipulations.

**Proclaim** (*see Promulgate*)

**Professional misconduct** (*see Violation*)

**Promulgate** (*also Proclaim*)

To issue and publicize the terms of a law; used especially with reference to rules and regulations. To put a law into effect by formal declaration.

**Prosecutor** (*also Advocate, Solicitor, Counsel for the regulator, Presenting officer*)

The attorney/counsel representing the government or regulatory body in a contested matter.

<b>Psychometrics</b>	The field of study connected to psychology and statistics concerned with the measurement of psychological aspects of a person such as knowledge, skills, and abilities.
<b>Public appointee/member</b> ( <i>see Consumer member</i> )	
<b>Public comment</b>	Comments concerning an issue that are gathered by holding hearings and/or inviting written public response.
<b>Public interest</b>	An unbiased concern for society.
<b>Quasi-judicial</b>	"Like a court"; the kind of activity in which a regulatory body acts like a court, making judgments on a contested matter and issuing decisions that affect the rights and obligations of the parties.
<b>Quorum</b>	The number of members of a body that must be present in order to conduct official business.
<b>Rasch model</b> ( <i>see IRT</i> )	A psychometric item response theory (IRT) model for analysing test scores. It is the simplest of such models.
<b>Raw score</b>	The total number of operational items answered correctly on a test; the sum or mean of all ratings achieved on a performance test.
<b>Reasonable grounds/Reasonable and probably grounds/Reasonable suspicion</b> ( <i>see Probable cause/grounds</i> )	
<b>Recertification</b> ( <i>or Revalidation</i> )	The requirement for periodic re-evaluation or reporting of activities designed to provide assurance that the knowledge and skills of the practitioner are current. Generally more stringent than renewal requirements.
<b>Reciprocity</b>	An agreement between jurisdictions allowing practitioners from either jurisdiction to be recognized by the other without having to demonstrate any degree of competence. Licensure

	may or may not be required by the other jurisdiction.
<b>Reference list</b>	Source materials for the content of the test as well as a list supplied to candidates to prepare for the test.
<b>Register</b>	An official list of licensees/members/registrants maintained by the regulatory body. Registers contain specific categories of information about licensees/members/registrants.
<b>Registrant</b>	A person or entity that has been placed on a register and is accountable for meeting registration standards.
<b>Registration</b>	See License/Registration
<b>Regulation</b> ( <i>see Rule</i> )	
<b>Regulatory board/College</b>	A governmental or publicly-mandated body that has the authority to make and carry out statutory rules.
<b>Reliability</b>	The degree to which a test consistently measures performance, e.g., within items, across occasions, across raters.
<b>Renewal</b>	Requirement for periodic contact between licensees/registrants and the regulatory body to maintain the license or certification. Usually requires updating contact information and payment of a fee and may include demonstration of continuing competence.
<b>Reprimand</b>	To reprove severely or to censure formally.
<b>Restitution</b>	The act of making good, or of giving the equivalent for any loss, damage, or injury.
<b>Restriction</b> ( <i>see Stipulation</i> )	
<b>Revocation</b>	Removing the registration or license; to prohibit the practice of a profession or use of a designation.

<b>Rule/Regulation/Bylaws</b>	A statement that defines how a law will be implemented; it has the force of law. It is written by an administrative agency and adopted in accordance with the prescribed process.
<b>Sanction</b>	A penalty imposed in a disciplinary process.
<b>Scaled score</b>	The conversion of a raw score (i.e. number of correct responses) to a different scale used for reporting purposes. Commonly used on equated test forms so that the reported passing score remains constant even though answering different numbers of items correctly may be required.
<b>Scope of practice</b>	The range of responsibilities and accountabilities that define a profession's practice. It is generally limited by education and training received and the competencies that members of the professions are able to demonstrate. Typically, scopes of practice are set out in legislation.
<b>Selected response</b>	A type of item in which candidates must choose from options presented, e.g., multiple choice, matching, drag and drop.
<b>Self-assessment</b>	Voluntary measurement of one's knowledge, skills, and abilities.
<b>Solicitor</b> ( <i>see Defense attorney, or Prosecutor</i> )	
<b>Standard deviation</b>	A measure of the variability of a distribution of scores. The more the scores cluster around the mean, the smaller the standard deviation.
<b>Standard error of measurement</b>	An estimate of the measurement 'error' associated with the test-takers' obtained scores when compared with their hypothetical 'true' scores. The amount of variation that is expected in a candidate's test score if the candidates were able to take a test many times (without a change in the knowledge

level). The calculation is based on the reliability of the test and the standard deviation of the score distribution. (Sometimes called an error band).

**Standard of proof**

The degree of evidence (for example preponderance of evidence, clear and convincing, balance of probabilities) required to demonstrate that a specific act occurred.

**Standard setting** (*also Practice standards, or Standards of practice*)

The process used to establish the minimum score needed to pass an examination. Many methods for conducting a passing score exist. To be defensible, passing scores should be established using psychometrically sound procedures.

**Standards of practice** (*See Standard setting*)

**Statute**

A law that governs conduct within its scope. A bill passed by the legislature becomes a statute.

**Statutory authority**

The boundaries of a regulatory body's lawful responsibility as defined by the statute that created it.

**Statutory requirements**

Requirements of or related to statutes.

**Stem**

The premise, including the facts/details, around which an item is structured; the portion of the item that poses the question or presents the problem.

**Stipulation/Restriction**

A condition, requirement, or item of an agreement.

**Subpoena** (*also Summons, Notice to attend and produce records, Witness summons*)

Literally, "under penalty." It is a legally enforceable writ commanding the appearance of a witness or production of documents at a judicial, quasi-judicial or administrative proceeding; the witness may be subjected to penalties if he/she fails to attend or to produce documents, if so directed.

**Summary action**

A sanction taken by a jurisdiction based

on the outcome of another jurisdiction's disciplinary proceedings.

**Summary suspension** (*also interim suspension/terms*)

An emergency action by a regulatory body to immediately and temporarily revoke the right to practice prior to the completion of a hearing. Most jurisdictions require the expeditious commencement of a hearing.

**Summons** (*see Subpoena*)

**Sunrise**

A process by which an occupation or profession wishing to receive certification or licensure must propose the components of the legislation, along with cost and benefit estimates of the proposed regulation. The profession must then convince legislators that consumers will be unduly harmed if the proposed legislation is not adopted.

**Sunset**

Term commonly used in the United States to denote laws requiring the legislature, after a periodic review, to re-authorize a board's existence; otherwise, it terminates (hence, the sun sets).

**Suspension**

A temporary stop or delay, an interruption or cessation of an individual's ability to practice that is imposed by the regulator.

**Telepractice**

A technique whereby services are provided via electronic means.

**Terms, conditions, or limitations attached to a certificate, or registration or practice** (*see Probation/restriction*)

**Test adaptation or localization**

Adapting a test for use in other languages/cultures, typically referring to the process of translating a test from the source language to a target language. However, true adaptation goes beyond a literal translation of the test and will include changes based on cultural differences. Process of modifying an examination for use in

other languages or cultures based on linguistic, cultural and practice pattern differences.

**Test blueprint** (*see Content outline*)

**Testing accommodations**

Alternate testing accommodations provided for people with disabilities, e.g., Braille form, additional time, separate testing rooms, etc. to allow candidates to demonstrate their competence. Modification of assessment methods or its administration made to account for the effects of a disability without altering the validity of the assessment.

**Test specifications**

The content outline, test blueprint, and statistical requirements for a specific testing program.

**Tribunal** (*see Administrative Law Judge/Administrative law Counsel*)

**True score**

The score that a candidate would obtain on an examination in the absence of measurement error. This theoretical score represents the exact amount of knowledge that the candidate possesses.

**Unfair or deceptive practice**

Any practice used by merchants or trades people that misleads or cheats consumers.

**Validity**

The degree to which accumulated evidence and theory support specific interpretations of test scores entailed by proposed uses of a test. Validity evidence may be content-based, construct related or predictive. In criterion referenced testing, content based evidence from a job analysis is generally considered to be critical.

**Variable-length test**

A computer adaptive test that varies in the number of items administered. The test concludes when enough information has been collected to establish the ability level of the candidate.

**Violation** (*also Professional misconduct*)

To break a law, rule or regulation intentionally or unintentionally.

**Witness**

An individual who provides information regarding a specific situation that is being investigated or adjudicated.

**Witness summons** (*see Subpoena*)

**Work product (of attorneys)**

A legal term relating to the information that is provided by an attorney in the course of the attorney-client relationship. This information is usually privileged and protected against discovery in a contested case.

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