



IIBP Test Review Checklist

Checklist for write-ups, results and accompanying dataset to be submitted for review. Provide all the information in a separate document (PDF) and enclose the relevant datasets in a format readily readable by SPSS or R.

Sr. No	Information required. (If any of this information is already available in the manual, just indicate the page numbers here)	
1	Name of the test	Please provide the public name of the test
3	Test Author(s)	Name of the author or authors if the test was authored by multiple people
4	Test Publisher	Name of the test publisher
5	Date of publication	
6	Start date of test development	Approximated month and year when test development started if exact date is not known
7	End date of test development	Approximated month and year when development process finished and the test was ready to be launched in the market
8	Type of Test	Ability / Personality / Competency Based (Please refer to the 'definitions' sheet to see the definition of these terms)
9	Test scoring model	CTT or IRT



10	Target Audience	briefly describe the target group on which the test is supposed to be administered
11	Construct of the test	Briefly describe the construct(dimensions) of the test and their origin and present a literature review of similar constructs, if the presented construct is not entirely novel. If it is a new construct, kindly provide the rationale of measuring it by giving evidence of job-relatedness of this construct in the target group.
12	Process of test construction	Describe in detail the steps of constructing this test, at each step, give details of the objectives and some examples of the outcome (in appendices)
13	Test Quality	
	13.1 Item properties	Provide a table of item-properties as per the scoring model and construct of the test. Generally this table includes the ID of all the items in the bank/test, their a, b and c parameters (if the scoring model is IRT based or equivalent of that if the model is CTT based). Item mean and SD.
	13.2 Reliability	Explain how the core idea of reliability related to this test. What kind of reliability/reliabilities was examined, how they were examined. Provide the result of the reliability analysis and the dataset on which reliability analysis was done.
	13.3 Validity	Explain what all types of validities were examined for this test and provide either 1. The references to the published validity studies or 2. Results of validity analysis along with accompanying dataset.



	13.4 Fairness	Explain how the test developers ensured that the items of the test or the test results are not biased towards any particular gender, cast, ethnic group, religious group, minority or socially and economically disadvantaged group. Provide the results of such analysis along with the accompanying dataset.
14	Test Usage	
	14.1 Norms	Provide the composition of the norm group of the test and their N, Mean, SD, Skewness and Kurtosis on each of the scales and on overall score (if any)
	14.2 Interpretation of the results	Provide 3 sample reports on the test. First report should have high scores on all scales measured by the test. Second report should have all moderate scores and the third report should have all low scores. Each score must have their interpretation.
	14.3 Usage conditions and adjustments	Provide a description of ideal usage conditions for the test and any adjustment needed to accommodate any kind of disability
15	Declaration Form	Kindly provide the signed and filled declaration form

Important:

1. All the factual information about the test must be submitted in a non-editable format (like PDF) along with an editable version (for comments/query by the reviewers)
2. All the datasets must be anonymised (i.e. they should not have any personally identifiable information like name, email or contact number) and a proper data-dictionary must be provided with each dataset describing the what information is there in the rows and columns.



Declaration Form

(To be filled and signed by the legal owner of the test)

I/we, **<name of the legal owner(s) of the test>** hereby declare that all the information and documents submitted for review of **<name of the test>** test are accurate and factually correct to the best of my knowledge and awareness. There is nothing which is being hidden or manipulated to achieve a favourable review. I/we undertake the responsibility of their truth and accuracy. I understand that the fee deposited for the test review is non-refundable regardless the results of the review. I have taken proper consent of all the test-takers who took the test in the development stage.

Even after the test review is over, I take responsibility to protect the test-content and privacy of the test-takers as per the standards published by the International Test Commission and as per the law of the land.

I understand that IIBP reserves the right to revoke the test review certificate and take necessary actions at anytime if it finds that any information submitted for test review was manipulated or incorrect.

Name:

Signature:

Date: