Pilot Scoring Frequently Asked Questions

Introduction:

As part of NHA's launch of its newly updated and enhanced Certified Medical Administrative Assistant Certification Exam, we will be conducting pilot scoring, the process by which we determine candidates are scored appropriately and that the cut score is set fairly. Please read the frequently asked questions below for more details.

What is pilot scoring and why is it necessary?

Pilot scoring is necessary for new versions of exams with all new test questions, as is the case with the new CMAA exam. Pilot scoring is the process by which we determine candidates are scored appropriately and the cut score is set fairly. During the pilot scoring period, the new test is released but candidates are not given their scores or pass/fail results immediately. Using data from at least 100 pilot candidates, our psychometricians make any necessary scoring adjustments and conduct a cut score study. Once the scoring adjustments are complete and the cut score is set, we will progress to full release and candidates will receive pass/fail results from that point forward.

How long will the pilot scoring period last?

The length of the pilot scoring is dependent on participant volume, although we expect it to be no more than six weeks.

What does this mean for my candidates?

During the pilot-scoring period, candidates should be aware that they will not receive their scores or pass/fail results following their exam. Results will be mailed after the cut score is set. Assuming adequate candidate participation, **we expect the waiting period to be no more than six weeks.** The pilot score report that candidates receive immediately after the test will contain no scores, pass/fail status, or content area breakdowns. However, this report can be used to show proof of sitting for the exam if needed for an employer.

What does the pilot scoring process mean for our organization?

No group reports or aggregate pass/fail result breakdowns will be issued during pilot scoring but will be available after the cut score is set. Final release of the new exams with a set cut score is dependent on your participation and encouragement of your students to participate. Only students who would normally be taking the exam should participate in the pilot scoring. This is not a practice test; it is a live certification test. Please do not push students who would not ordinarily be taking the exam to participate in the pilot scoring. The validity of this process rests in large part on the participant pool being an accurate representation of typical candidates.

What are our next steps?

Please proceed with scheduling exams as usual. Holding exam dates in an effort to avoid the pilot scoring process could cause delays due to lack of participation. The more participation there is, the more quickly the process will go. You will be notified by your Client Account Manager when you schedule exams that will fall during the pilot-scoring period so you can ensure your students are aware of the nuances to the process during this time. Again, please do not push students who would not ordinarily be taking the exam to participate in the pilot scoring. The validity of this process rests in large part on the participant pool being an accurate representation of typical candidates.

Will pilot scoring be necessary in the future for these exams? Pilot scoring is a one-time exercise for a new exam; future updates to these two exams will not require pilot scoring.