

SAMPLE AGENDA

| Thursday | Meeting Room: Room Name, 1st floor | |
|---------------------|--|--------------------------------|
| 6:30 – 8:15 am | Breakfast at your leisure at <i>the Chesapeake Restaurant</i> (off the lobby) | |
| 8:15 – 8:30 am | Registration & Coffee Service inside the Room Name | |
| 8:30 – 9:30 am | <u>Formal Introductions & PNCB Update</u> <i>Adele Foerster, PNCB – CPNP-PC/AC, Chief Credentialing Officer</i> | |
| 9:30 – 10:45 am | <u>Writing Items for PNCB: 25 Things I've Learned</u> <i>Theresa Dykton, Exam Development Consultant</i> | |
| 10:45 – 11:00 am | Break | |
| 11:00 am – 12:15 pm | <u>Exercise 1: Review items to identify flaws, revise, create distractors</u> | <i>[Small Groups, by Exam]</i> |
| 12:15 – 12:30 pm | <u>Exercise 2: The defensible item</u> | <i>[Small Groups, by Exam]</i> |
| 12:30 – 1:30 pm | Lunch served just outside the Room Name | |
| 1:30 – 2:30 pm | <u>Beyond the Ordinary: Writing better items</u> <i>Theresa Dykton, Exam Development Consultant</i> | |
| 2:30 – 2:45 pm | <u>Approaching Item Writing: Shared experience from a prior PNCB Item Writer</u> <i>Caroline Bauer, Credentialing Program Associate</i> | |
| 2:45 – 3:45 pm | <u>Exercise 3: Creating a higher-level item</u> | <i>[Small Groups, by Exam]</i> |
| 3:45 – 4:00 pm | Break | |
| 4:00 – 4:30 pm | <u>Learning the Item Review and Submission System and Entering Items</u> | |
| 4:30 – 5:00 pm | <u>Individual Work: Item Writing</u> | |
| 5:00 pm | End of Day 1 | |
| 6:30 – 8:30 pm | Come-and-Go Social Time with Dinner and Drinks in the Room Name | |
| Friday | Meeting Room: Room Name, 1st floor | |
| 6:30 – 8:15 am | Breakfast at your leisure at <i>the Chesapeake Restaurant</i> (off the lobby) | |
| 8:15 – 8:30 am | Registration & Coffee Service inside the Room Name | |
| 8:30 – 9:15 am | <u>Group Review of Selected Items</u> <i>Exam Development Team and Item Writers</i> | |
| 9:15 am – 12:00 pm | <u>Individual Work: Item Writing</u> <i>(Please take individual Breaks as needed)</i> | |
| 12:00 – 1:00 pm | Lunch served just outside the Room Name | |
| 1:00 – 1:30 pm | <u>Group Review of Selected Items</u> <i>Exam Development Team and Item Writers</i> | |
| 1:30 – 3:30 pm | <u>Individual Work: Item Writing</u> <i>(Please take individual Breaks as needed)</i> | |
| 3:30 – 4:30 pm | <u>Finalizing your Assignment, Future Assignments and Complete Workshop Evaluations</u> | |
| 4:30 pm | Adjourn | |