

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> (Please take individual Breaks as needed)		
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> (Please take individual Breaks as needed)		
3:30 – 4:30 pm	<u>Finalizing your Assignment, Future Assignments and Complete Workshop Evaluations</u>		
4:30 pm	Adjourn		