

*Office of Professional Licensure and Certification*  
*Board of Land Surveyors*

**Exam Sub-Committee**

The Land Surveyor Exam Sub-Committee is a standing Sub-Committee of and reporting to the Board of Land Surveyors. This Sub-Committee is established pursuant to Land Surveyor Rule Lan 106.01. Pursuant to a vote of the Land Surveyors Board, the Land Surveyor Exam Sub-Committee shall hereafter consist of at least one member of the Board of Land Surveyors, as required by Rule Lan 106.01, and no more than five (5) qualified non-Board members appointed by the Board of Land Surveyors. Qualified non-Board members shall be selected by the Board based upon experience and qualifications that may assist the Sub-Committee and the Board in the performance of their responsibilities related to the issuance of exams.

Term Limits: Of the five non-Board member persons, the following term limits shall apply: three members may serve up to two 3 year terms, two members may serve up to two 2 year terms; one member of the Board of Land Surveyors shall be on the Sub-Committee at all times as required by Rule Lan 106.01. After the completion of the initial terms, the appointments that follow will be for three year terms for each non-board member, but shall not exceed two full term appointments.

The Committee shall meet as necessary and appropriate at the call of the Chairman of the Land Surveyors Board, the Chairman of the Exam Sub-Committee or the Executive Director of the Office of Professional Licensure and Certification, and shall maintain minutes of all meetings as required by New Hampshire R.S.A. 91-A, which shall be published pursuant to the requirements of R.S.A. 91-A and which shall be distributed to the Board in advance of the Board's next regularly scheduled meeting.

The purpose of the Sub-Committee is to provide strategic planning, support and policy oversight to ensure focus and direction of writing, revising, updating and maintaining security of the New Hampshire Land Surveyors Exams.

**Sub-Committee Charter:**

Acting with the Board of Land Surveyors, the Exam Sub-Committee (hereafter Committee) is charged as follows:

- The Board determines policies and procedures as they apply to the examination process; Committee members review the effectiveness of the examinations and recommend policies, specifications and procedures consistent with trends in the surveying profession to the Board.
- The Committee shall draft exams that test for “minimum competency” as it pertains to the licensure of surveyors, which shall be reviewed by the Board for final approval.
- The Committee shall audit exams results to ensure that recognized and accepted psychometric standards for licensing purposes are utilized when drafting exam questions,

i.e. investigate and provide recommendations to the Board for the maximum number of times an item should be used on an exam before the item is made inactive.

- The Committee shall make all efforts to ensure the security of the exam at all times and shall follow recommendations of the Board in this regard.
- The Committee shall provide policy, guidance and consultation on how to continue to improve exams, make them statistically repeatable in form and substance and ensure protection of the public and fairness to the examinees.
- Provide content and scoring guidelines for the exam to the Board.
- Establish and provide to the Board policies on how to ensure that constantly changing regulations and standards are utilized in the development of exams and to ensure the credibility of the exams.
- Review and report on the feasibility of using an LLS reference handbook with the goal of standardizing information used by examinees and enhancing exam security.
- Maintain at all times a minimum of three versions of the exams under review that may be given in the future.
- In anticipation of computer based testing in the future, the immediate goal of the committee is to develop an exam bank of non-subjective questions that would be capable of being incorporated to a format that can be utilized in computer based testing.
- The Committee shall provide for the Board's review exam questions that speak to non-boundary specific issues which may include but not be limited to the following:
  - A. Clarify what it means to offer professional services such as questions relating to out-of-state surveyors soliciting work in this state; how to legally solicit work and how that controlled.
  - B. Defining responsible charge.
  - C. Continuing education need and mandates.
  - D. Certification of authorization requirements.
  - E. Definition of Land Surveying.

The Board will accept resumes and/or requests for appointment, documenting sufficiently qualified experience, to the Exam Sub-Committee prior to the first examination in 2018 but no later than \_\_\_\_\_.

I, \_\_\_\_\_(Committee Member) hereby acknowledge that I have read the foregoing Exam Sub-Committee Charter on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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(Exam Sub-Committee Member)

