



Become a Task Force for Test Construction

Ghostwriter

Policies and Application

Certifying Board of the American Association of Medical Assistants®



Position requirements

Ghostwriters must be honest, reliable, and punctual. Candidates may have previous experience with the Task Force for Test Construction (TFTC) or exhibit potential and a strong interest in developing test item writing skills.

Policies and conditions

- There will be no honorarium nor recertification points for writing items.
- Ghostwriters will be allowed to refuse an assignment.
- Ghostwriters who have more than two assignment refusals or are late in completing assignments more than twice may be removed from the ghostwriter register.
- Ghostwriters will not attend the annual TFTC review meeting.
- Ghostwriters must sign the confidentiality agreement established by the Certifying Board (CB), which is current for all item writers.
- Ghostwriter selection is by invitation after application review and approval by the CB.

Description of duties

- Writing assignments will be submitted to the ghostwriter manager, who will be responsible for editing and submitting the items according to the test consultant's schedule.
- Instruction and feedback on item-writing submissions will be limited.
- Ghostwriters' expertise will determine the subject matter for assigned items.
- Ghostwriters will be on call each year for an assignment but may not be used every year.

- Ghostwriters can be assigned up to 10 items, but most assignments range around four to five items. Each item takes approximately one hour to construct.
- Ghostwriters will be provided the current content outline for item preparation.
- Ghostwriters may submit a request to purchase current reference materials, and expenses will be reimbursed after approval by the CB.

Item writing process sequence

1. The test consultant will assign the manager an item writing assignment knowing that ghostwriters will be used for item development.
2. The manager will contact the ghostwriters, divide up the assignment, and deliver the time line.
3. The manager will provide basic instruction and recommend educational resources from the test consultant's website.
4. The ghostwriters will submit their completed assignments to the manager.
5. If a ghostwriter does not meet the required due date or submit the requested number of items, the manager will be responsible for developing the missing items.
6. The manager will make necessary edits and submit the final assignment package to the test consultant for initial editing.
7. The manager will mentor and critique the item writing skills, which may involve offering suggestions for improvement to the ghostwriter as appropriate.
8. The test consultant will communicate with the manager for finalization of the item assignment.



Become a Task Force for Test Construction

Ghostwriter

Policies and Application

Certifying Board of the American Association of Medical Assistants®

TFTC Ghostwriter Application

Name and credential(s): _____

Date: _____

Address: _____

City, state, and ZIP: _____

Phone: _____

Mobile phone: _____

Email: _____

Complete the following:

1. Test item writing experience: _____

2. Subject matter strengths (check all that apply): General Administrative Clinical

3. Reason for interest in becoming a ghostwriter: _____

Attach this completed form and your résumé and email or fax to the Certification Department:

AAMA Certification Department

Email: Certification@aama-ntl.org

Fax: 312/899-1259

Questions? Call the AAMA at 800/228-2262.



**AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS®**

20 N. WACKER DR., STE. 1575
CHICAGO, ILLINOIS 60606