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About ETS

At ETS, our mission is to advance quality and equity in education by providing fair, reliable and valid assessments. Our products and services measure knowledge and skills, promote learning and educational performance, and support education and professional development for all people worldwide.

Since 1947, ETS has developed, administered and scored more than 50 million tests annually — including the TOEFL® and TOEIC® tests, the GRE® tests and The Praxis Series® assessments — in more than 180 countries, at over 9,000 locations worldwide. In addition to assessments, we conduct educational research, analysis and policy studies, and we develop a variety of customized services and products for:

- Teacher certification
- English language learning
- Elementary, secondary and postsecondary education

ETS serves individual students, their parents, and educational institutions and government agencies. We help teachers teach, students learn, and parents measure the educational and intellectual progress of their children.

ETS has been certified by the International Organization for Standardization (ISO) for meeting ISO standards for quality excellence in educational testing. ETS is registered to ISO 9001:2015 as a multisite with the following scope: The Design and Delivery of Fair and Valid Educational Assessments and Related Products.

ETS Global Institute

What does the ETS Global Institute do?

The ETS Global Institute is the international training arm of Educational Testing Service. Its mission is to advance the fields of testing, assessment and education by making ETS staff resources available to educators, policymakers and testing professionals worldwide.

The ETS Global Institute carries out this mission by:

- Collaborating with ministries of education, universities and professional organizations to explore today’s increasingly complex educational measurement challenges
- Providing a place where the world’s test creators and policymakers can exchange ideas on topical issues
- Providing practical, “how-to” advice to educators, policymakers and testing professionals through seminars and courses
What does the ETS Global Institute offer?
A distinguished faculty of professionals participate in two modes of training:
  • Standard 5-day courses on topics related to large-scale testing
  • Customized courses tailored to specific client needs

The ETS Global Institute faculty consists of practicing professionals who bring firsthand experience to all courses. These testing specialists include:
  • Test developers (with expertise in different subject areas)
  • Psychometricians
  • Managers of testing programs
  • Information technology specialists
  • Experts in test security
  • Educational researchers

Why train with ETS?
The ETS Global Institute offers a variety of general training programs to build assessment expertise among education leaders, classroom teachers and school administrators.
Program participants:
  • Develop an understanding of how standards and test specifications must be aligned to test items
  • Learn how to determine the quality of tests and the most important aspects of classical test theory and item-response theory
  • Discover how to conduct psychometric analysis of test results and how to base suggestions for improvement on test results
  • Learn the principles and benefits of test-score scaling and equating in large-scale assessments

Language
Instruction is normally delivered in English; however, some customization in other languages may be possible. Translators may also be available.

Fees
Course fees vary by program. Please contact the ETS Global Institute at globalinstitute@ets.org for more information.

Location
The ETS Global Institute is based at the ETS headquarters in Princeton, New Jersey, USA. Requests for off-site courses will be considered on a case-by-case basis.
“Thank you very much for organizing this great training. We were able to get all the information and materials that we wanted to get. As a result of this training, [our country’s] educational policy will be changed. We wish to organize similar customized training for more people [from our country].”

— Course participant representing his country’s Ministry of Education
# Scheduled Courses

**Held at ETS headquarters in Princeton, New Jersey, USA**

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Sample Content</th>
</tr>
</thead>
</table>
| May 6–10, 2019  | Design and Development of Large-Scale Assessments  | - Evidence-centered design  
                  |                                                                              | • Test development process  
                  |                                                                              | • Developing test specifications  
                  |                                                                              | • Item writing guidelines  
                  |                                                                              | • Item review and pretesting  
                  |                                                                              | • Item analysis and differential item functioning  
                  |                                                                              | • Performance measures  |
| June 10–14, 2019| Considerations in Computer-Delivered Testing       | - Item banking  
                  |                                                                              | • Automated scoring  
                  |                                                                              | • Test security issues  
                  |                                                                              | • Computer-based delivery models  
                  |                                                                              | • Consideration of students with special needs in test design  |
| October 7–11, 2019| Design and Development of Language Assessments    | - Procedures for training item writers  
                  |                                                                              | • Assessment of listening and reading comprehension skills  
                  |                                                                              | • Scoring of performance assessments  
                  |                                                                              | • Design and development of performance assessments (speaking/writing item rubric development)  
                  |                                                                              | • Contemporary research issues in language assessment  
                  |                                                                              | • Benchmarking to the Common European Framework of Reference (CEFR)  |
| December 9–13, 2019 | Psychometric Methods                              | - Overview of psychometric concepts  
                  |                                                                              | • Reliability and standard error of measurement  
                  |                                                                              | • Automated essay scoring  
                  |                                                                              | • Item response theory (IRT)  
                  |                                                                              | • Item/test analyses  
                  |                                                                              | • Item banking  
                  |                                                                              | • Standard setting  
                  |                                                                              | • Validity  
                  |                                                                              | • Test-score equating and scaling  |

**Note:** Current courses scheduled require a minimum of five participants.

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“Thank you very much for organizing the Global Institute course that was very useful! What impressed me the most was the concept of evidence-centered design, as well as the process of constructed-response test item development. These concepts provided me with a new perspective on testing that will help me focus my training of test takers on their future success, as opposed to them only obtaining high test scores.”

— Test-training professional working for a national standardized test-training company on test-development sessions that were part of a weeklong course
Sample Agenda

Design and Development of Large-Scale Assessments

<table>
<thead>
<tr>
<th>Topic</th>
<th>Learning Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Development Process</td>
<td>Reviews the general steps of the ETS test development process.</td>
</tr>
<tr>
<td>Evidence-Centered Design</td>
<td>This session presents a method of designing tests that directly links item and test development to the knowledge, skills and abilities to be tested, claims to be made, and evidence to be collected.</td>
</tr>
<tr>
<td>Item Writing/Reviewing Guidelines</td>
<td>Reviews general item writing and reviewing guidelines applicable to multiple-choice tests. Time permitting, participants practice writing and reviewing items using the guidelines.</td>
</tr>
<tr>
<td>Design and Development of Performance Assessments</td>
<td>This session outlines the guidelines and procedures for developing performance assessments (non-multiple-choice assessments). Rubrics and essays from ETS tests are used as examples.</td>
</tr>
<tr>
<td>Scoring Performance Assessments</td>
<td>Methods and logistics of essay scoring. Time permitting, participants also gain experience reviewing essays.</td>
</tr>
<tr>
<td>Overview of Psychometric Concepts in Testing</td>
<td>Provides an overview of the basic psychometric concepts behind test development: item analysis, differential item functioning (DIF), test-score equating and scaling, score interpretation, reliability, validity and fairness.</td>
</tr>
<tr>
<td>Equating and Scaling of Test Scores</td>
<td>This session discusses the statistical issues involved in constructing comparable test forms.</td>
</tr>
<tr>
<td>Standard Setting</td>
<td>Provides an overview of the methodologies involved in establishing cut scores in large-scale assessments.</td>
</tr>
<tr>
<td>Test Fairness and Differential Item Functioning (DIF)</td>
<td>This session discusses the issues surrounding test fairness. The session also introduces DIF, the analysis of how matched people in different groups perform on a test item.</td>
</tr>
</tbody>
</table>

“Many thanks again for the very interesting and well-planned days at ETS! I really enjoyed the course, and also the good company and social activities!”

— University professor who attended a 2014 national assessment course
Frequently Asked Questions

What does the course fee cover?
The course fee covers instruction, course materials and lunches for each day of the course. All charges associated with air travel, ground transportation, overnight accommodations and meals other than lunch are paid by the client.

Where can we stay while attending an ETS Global Institute?
The Chauncey Conference Center is located on the ETS campus, within walking distance of the building where courses are given. Complimentary full breakfast is included in the room rate.

<table>
<thead>
<tr>
<th>Chauncey Conference Center</th>
<th>Hyatt Place® Princeton</th>
<th>Residence Inn® Princeton at Carnegie Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosedale Road</td>
<td>Located at Princeton MarketFair</td>
<td>Located at Princeton MarketFair</td>
</tr>
<tr>
<td>Princeton, NJ 08541</td>
<td>3565 U.S. Route 1 South</td>
<td>3563 U.S. Route 1 South</td>
</tr>
<tr>
<td>+1-609-921-3600</td>
<td>+1-609-720-0200</td>
<td>+1-609-799-0550</td>
</tr>
<tr>
<td>+1-609-683-4958 Fax</td>
<td>+1-609-720-0201 Fax</td>
<td>+1-609-799-2626 Fax</td>
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<td><a href="http://www.chauncey.com">www.chauncey.com</a></td>
<td>Princeton.place.hyatt.com</td>
<td><a href="http://www.marriott.com">www.marriott.com</a></td>
</tr>
<tr>
<td>(Local transportation provided by hotel.)</td>
<td>(Local transportation provided by hotel.)</td>
<td>(Limited local transportation provided by hotel.)</td>
</tr>
</tbody>
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What ground transportation is available from airports or train stations?

By Train. From New York, Newark, Philadelphia and other stations along the Northeast Corridor line of Amtrak®, take any train scheduled to stop at Princeton Junction (New Jersey Transit trains are also available). A shuttle train runs from Princeton Junction to Princeton Station. From there it is a short taxi ride to ETS. The Washington Metroliner stops in Trenton. Taxis are available there as well (approximate taxi fares to ETS: $14 from Princeton Downtown Station, $22 from Princeton Junction Railroad Station and $40 from the Trenton Railroad Station).

By Road. Bus service is available between the Chauncey Conference Center and Newark International Airport. For reservations call +1-800-385-4000. Also, shuttle service is available through Olympic Airporter at +1-800-822-9797.

Princeton Taxi Information:

AZ-1 Limo Service, LLC at +1-609-369-6690
Roy’s Car Service at +1-609-430-8342
Nassau Taxi Stand at +1-609-924-1222
A-1 AAA Princeton Taxi at +1-609-921-1177

Gem Limousine Service at +1-800-223-1161
King Limousine Service at +1-609-951-0444
Flyte Tyme® Worldwide Transportation at +1-800-920-5466 (LIMO)

Uber also operates in the Princeton area.

If you have additional questions, you may reach us via email: globalinstitute@ets.org.