

## I.C. Proficiency Exam Specifications

### Item Mix and Point Values with Totals for Each Standard\*

\* Several test items assess parts of the same outcomes; points are repeated for each outcome in the “Point Values” column, but are not repeated within a standard in the “Point Total” column. Points are repeated in the “Point Total” column across standards. The column “# of Items” includes sub-parts of items.

Standard/Outcomes	Item Type	# of Items Item #(s)	Point Values	Point Total
1.1.1. Identifies a research topic or other information need.	Multiple Choice (MC)	1 (A1)	1	<b>1</b>
1.1.2. Formulates appropriate question(s) based on information need or research topic.	MC and short answer	2 (A2, B2)	1 6	7
1.1.3 Effectively uses background information sources to increase familiarity with the topic.	MC and short answer	2 (A3) (B 1b )	1 6	7
1.1.4 Modifies the information need or research question to achieve a manageable focus	Short answer	2 (A45) (B 1a)	2 6	<b>8</b>
1.1.5 Identifies key concepts and terms that represent the information need or research question.	MC and short answer	4 (A4) (B3a1-c1)	1 6	7
1.2.1. Identifies the value and differences of potential resources in a variety of formats (e.g., multimedia, database, web site, data set, audio/visual, book).	MC	1 (A5)	1	<b>1</b>
1.2.2 Identifies the purpose and audience of potential resources (e.g., popular vs. scholarly, current vs. historical).	short answers	5 (A43, A44) (B4 a3-c.3)	2 each 3 each	<b>13</b>
1.2.3. Differentiates between primary and secondary sources, recognizing how their use and importance vary with each discipline	MC and short answer	5 (A6 and A 39 ) (B4 a3-c3)	1 and 2 3 each	<b>3</b> ---
1.3.1. Determines the availability of needed information and makes decisions on broadening the information search beyond local resources	MC and short answer	2 (A42) (B5)	2 7	<b>9</b>
1.3.2. Determines a realistic overall plan and timeline to acquire the needed information	matching	7 (A33a-g)	1 each;	<b>7</b>
<b>Total of Standard 1</b>				<b>63</b>
<b>STANDARD 2</b>				
2.1.1. Identifies the types of information contained in a particular system (e.g. types of sources indexed in a particular database/index)	MC and 3 short answers	4 (A8) (B4a2-c2)	1 3 each	<b>10</b>
2.1.2. Selects appropriate information retrieval system(s) for a research question/topic based on investigating the scope, content, organization and help features of such search tools as online catalog, reference sources, periodical databases, Web.	MC and 3 short answers	4 (A25) (B4a2-c2)	1 3 each	<b>1</b> --
2.1.3 Identifies other investigative methods to obtain needed information not likely to be available via information retrieval systems (e.g. need to survey or interview experts, participant-observation findings, etc.)	short answers	2 (A46) (B5)	2 7	<b>9</b>
2.2.1. Develops a research plan appropriate to the information retrieval system and/or investigative method.	MC and 3 short answer	4 (A9) (B4a2-c2)	1 3 each	<b>1</b> --
2.2.2. Identifies keywords, phrases, synonyms and related terms for the information need.	MC and short answer	4 (A4) (B3a2-3, b2-3, c2-3)	1 6	<b>7</b>
2.2.3. Selects controlled vocabulary specific to the search tool and identifies where controlled vocabulary is used in an item record, and then successfully searches for additional information using that vocabulary.	MC and 3 short answers	4 (A32) (B4a2-b2)	1 3 each	<b>1</b> --
2.2.4. Constructs and implements the search strategy using appropriate search features and commands for the information retrieval system selected (e.g. Boolean logic, truncation, field searching, etc.)	MC and 3 short answers	4 (A11) (B4a2-c2)	1 9	<b>1</b> ---

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2.2.5. Uses help screens and other user aids (e.g. reference librarians) to improve search results.	MC	1 (A28)	1	1
2.3.1. Uses various search systems to retrieve information in a variety of formats, such as online library catalogs, reference sources, periodical databases, Web search tools.	MC and 3 citations	5 (A29,30) (B4a1-c1) Crit. 1 & 2	1 each 4 each	14
2.3.2. Distinguishes among citations to identify various types of materials (e.g. books, periodical articles, essays in anthologies).	Matching	4 (A34-37)	1 each	4
2.3.3. Uses various classification schemes and other systems (e.g. call number system or indexes) to locate information resources within the library	Short answer	1 (A40)	1	1
2.3.4. Uses specialized online or in-person services available at the institution to retrieve information needed (e.g. reference services, ILL, etc..)	Short answer	1 (A42)	2	2
2.4.1. Assesses the quantity, quality, and relevance of the search results to determine whether alternative information retrieval systems or investigative methods should be used.	Short answer	1 (B5)	7	--
2.4.2. Identifies gaps in information needed from the search results.	Short answer	1 (B5)	7	--
2.4.3. Revises the search strategy to obtain more information.	Short answer	1 (B5)	7	--
2.5.1. Records all pertinent citation information for future reference	MC 3 citations	4 (A10) (B4a1 -c1) crit. 3&4	1 1 each	4
2.5.3. Differentiates between the types of sources cited and understands the elements and correct syntax of a citation for a range of sources..	MC and 3 citations	4 (A12) (B4a1-c1)	1 1 each	1 --
<b>Total for Standard 2</b>				<b>57</b>
<b>STANDARD 3</b>				
3.1.1. Selects relevant information based on understanding main idea from sources.	MC and short answer	3 (A26) (B6a.&b)	1 10 each	21
3.1.2. Restates concepts in his/her own words.	MC and short answer	2 (A13) (B7)	1 9	10
3.1.3. Identifies verbatim information that can be appropriately quoted or paraphrased.	MC	1 (A27)	1	1
3.2.1. Examines and compares information from various sources to evaluate reliability, validity, accuracy, authority, timeliness and point of view or bias.	MC and short answer	6 (A14) (B4.a3-c3 and B6a&b)	1 3 each 10 each	10 ---
3.2.3. Recognizes and describes various aspects of a source which may impact its value for the research project, such as how prejudice and cultural, geographic, and/or historical bias and/or age of a source may impact the value of the information	MC and short answer	4 (A15) (B4a3-c3)	1 3 each	1 ---
3.2.4. Demonstrates the abilities to find information about the author's and/or publishers qualifications and reputation.	MC and short answer	3 (A16) (B6a & b)	1 10 each	1 ---
3.2.5. Demonstrates an awareness and ability to interpret bibliographic references in sources as a means to assess validity and accuracy of information	short answer	5 (B4a3- c3 and B6a & b)	3 each 10 each	---
3.2.6. Demonstrates an awareness of the need to verify or corroborate the accuracy and completeness of data or facts.	MC	1 (A17)	1	1

<b>Standard/Outcomes</b>	<b>Item Type</b>	<b># of Items Item #(s)</b>	<b>Point Values</b>	<b>Point Total</b>
3.3.1. Determines whether information satisfies the research or other information need.	Short answer	4 (B4 a3-c3 and B5)	3 each 7	--- 7
3.3.2. Evaluates if information sources are contradictory.	MC	1 (A31)	1	1
3.3.3. Compares new information with own knowledge and other sources considered authoritative to draw conclusions	MC	1 (A18)	1	1
3.3.4. Selects information that provides evidence for the research topic/question or other information need.	Matching and short answer	8 (A38a.-e.) ( B4 a3-c3)	5 (1 ea) 3 each	5 ---
<b>Total for Standard 3</b>				<b>59</b>
<b>STANDARD 5</b>				
5.1.1. Identifies and discusses issues related to free vs. fee-based access to information.	MC	1 (A19)	1	1
5.1.2. Demonstrates an understanding of intellectual property and copyright laws.	MC	1 (A20)	1	1
5.1.3 Defines and identifies examples of plagiarism.	MC	1 (A21)	1	1
5.1.4. Demonstrates an understanding of the community college's policy on plagiarism.	MC	1 (A41)	1	1
5.2.1 Uses approved passwords for access to information resources.	Short answer	1 (A47)	2	2
5.2.2. Complies with institutional policies on access to information resources	MC	1 (A7)	1	1
5.2.4. Demonstrates an understanding of what constitutes plagiarism and does not represent work attributable to others as his/her own.	MC Short answer	2 (A22) (B 7)	1 8	9
5.2.5 Obtains and acknowledges copyright permission for text, images or sounds included in the product or performance.	MC	1 (A23)	1	1
5.3.1 Uses an appropriate documentation style consistently and correctly to cite sources.	Short answer and 3 citations	4 (B4 and B4 a1-c1) (crit.3 & 4)	1 1 each	4
5.3.2 Identifies citation elements for information sources in different formats (e.g., book, article, television program, Web page, interview).	MC and 3 citations	4 (A12) (B4a1-c1) (crit.3.&4)	1 1 each	1 ---
5.3.3. Demonstrates an understanding that the appropriate documentation style may vary by discipline (e.g., MLA for English, University of Chicago for history, APA for psychology, CBE for biology).	MC	1 (A24)	1	1
<b>Total for Standard 5</b>				<b>23</b>