


Item Writer Checklist

GETTING STARTED	STEM	Focused, clear, concise, and asks a complete question. Avoid negatively worded stems.
	KEY	Clearly the correct answer, not controversial, or specific to one institution.
	DISTRACTORS	Plausible, same category, similar in length and uses the same part of speech as the key.

<u>CHECKLIST</u>		<u>CRITERIA</u>
<input type="checkbox"/>	Walking Around Knowledge	<p>Relevant to current day practice. Questions that you may be asked during the course of a routine day and would be expected to know the answers to 90% of the time and has value in patient care.</p> <p>-NOT-</p> <ul style="list-style-type: none"> • Esoterica • “Dr. Google” • Controversial
<input type="checkbox"/>	Rationale	<ul style="list-style-type: none"> • Under 1000 characters • Clearly explains why the key is correct • Explains why the distractors are incorrect, <i>if necessary</i> to support the question
<input type="checkbox"/>	References	<ul style="list-style-type: none"> • Current, valid and credible • Relevant to question content • Clearly backs up question stem and key • Does not contradict the key
<input type="checkbox"/>	Variant	<p>Same:</p> <ul style="list-style-type: none"> • Stem • Key <p>Different:</p> <ul style="list-style-type: none"> • Images <p>and/or</p> <ul style="list-style-type: none"> • 1-2 Distractors

 Quick Tips	<ul style="list-style-type: none"> • Jot down an item when inspiration hits • Establish the best method of communication for you and your reviewer • Attend item review calls • Reach out to one of the OLA Exam Developer or Committee Chair with any concerns
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