


## 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.

CHECKLIST		CRITERIA
<input type="checkbox"/>	<b>Walking Around Knowledge</b>	<p>Knowledge necessary for a competent medical physicist to answer correctly without having to consult external references. Encompasses the fundamental understanding and skills needed to safely and professionally provide medical physics services. Knowledge of equations and constants may be required. When appropriate, these will be provided.</p> <p><b>-NOT-</b></p> <ul style="list-style-type: none"> <li>• Esoterica</li> <li>• “Dr. Google”</li> <li>• Controversial</li> </ul>
<input type="checkbox"/>	<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Under 1000 characters</li> <li>• Clearly explains why the key is correct</li> <li>• Explains why the distractors are incorrect, <i>if necessary</i> to support the question</li> </ul>
<input type="checkbox"/>	<b>References</b>	<ul style="list-style-type: none"> <li>• Current, valid and credible</li> <li>• Relevant to question content</li> <li>• Clearly backs up question stem and key</li> <li>• Does not contradict the key</li> </ul>
<input type="checkbox"/>	<b>Variant</b>	<ul style="list-style-type: none"> <li>• An almost identical version of a question item</li> <li>• Should assess the same concept, but in a slightly different way</li> </ul>

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