

Test Question Preparation

Preparing valid multiple-choice questions is a challenging and rewarding experience that requires skill, patience, and creativity. Any CPP, PCI, PSP or member of a Standing Committee or Council, not involved in review/preparatory programs, may submit questions for possible inclusion in the examination “item bank”.

CONTENT OF QUESTIONS

- Content of questions should represent current information or practices. **Important:** All questions **must** be referenced to the current year’s Reference List.
- Each question should be specifically relevant to a task within one of the examination subject areas.
- Questions should **not** be based on law specific to any one country.

FORMAT OF QUESTIONS

- Provide all information requested about the source.
- The premise or stem of the question is first, followed by four possible answers. The correct answer should be listed first for review purposes. This rule will obviously not be followed when the question appears in an examination.
- When developing answers, **DO NOT** use any of the following:
 - None of the above
 - All of the above
 - All except
 - A and C (or B and C, etc.)
 - True or False

(over)

PROCEDURES RELATED TO SECURITY/INTEGRITY OF THE EXAMINATION

- Making or retaining copies of submitted questions is neither acceptable nor authorized. Failure to comply may result in disciplinary procedures and loss of designation.
- Submit questions directly through Remote Item Software (RIW). Questions submitted via other means will not be accepted.
- Upon receipt, your questions will be reviewed by the PCB Test Management Committee for proper reference, format and content. The process takes approximately 6 - 10 weeks. Unusable questions will be returned for correction and resubmission.

All submitted test questions become the property of the Professional Certification Board.

(REV 7/2015)