

PROPOSED EXAMINATION QUESTION WORKSHEET

Name (person submitting the question): _____ ABC number: _____

Assigned Database Number: _____ (to be filled in by examination committee)

Specialty area: _____ KSA Number: _____

Question:

Answers: (There should be four possible answers. Place correct answer in the "A" position)

Reference Information (required)

Source Material (reference): _____

Title of work (if applicable): _____

Author: _____

Page number(s) from original source material used to create question: _____

If specific lines from the reference were used in the question, please give page number: _____

Publisher: _____ Copyright (c) date: _____

Publisher's complete address: _____

Copyright Information (if needed*):

(*this may be needed if using a direct quote or a figure, graph, table, etc. that was copied from the reference in your question)

Type of work: passage _____ figure _____ graph _____ map _____ table _____ other _____

Copyright owner (if different from publisher): _____

If permission is required, can credit line be used in test: y _____ n _____

Instructions for writing proposed test questions

1. All questions must be multiple choice.
 - a. There must be four possible answers.
 - b. The correct answer should be listed in the “A” position on the submission form.
2. The questions must consist of one clearly worded stem, one correct answer and three distracters.
 - a. The distracters must be relevant (no obviously wrong answers).
 - b. The stem should contain only information that is pertinent to the question or problem and should be worded so that the examinee can understand it before reading the possible answers.
 - c. Acronyms may be used only when the general Forensic Community would understand the meaning or when the acronym is the focus of the question.
 - d. State the stem of the item in positive form, wherever possible. Avoid using negatives such as NO, NOT, and EXCEPT. If you must use a negative word, write it in capital letters and underline it so that the test taker will not miss it.
 - e. Make certain that the intended answer is correct and clearly the best choice.
 - f. Avoid giving verbal clues in the stem which point to the correct answer.
 - i. Avoid repeating key word(s) from the stem in the correct answer.
 - ii. Make sure all possible answers are grammatically consistent with the stem.
 - g. Avoid using “all of the above” or “none of the above” as choices, as they can be misleading.
3. All questions must have a cited scientific reference source.
 - a. It is preferred that the references listed on the relevant study guides on the ABC website be used when creating questions.
 - b. Any general knowledge textbooks used must be college level.
4. If any images, charts, tables, spectra, etc. are used in a question, they must be sent in jpg form and must conform to any copyright requirements.

All submitted questions will be reviewed by the ABC Examination Committee. Upon approval by the ABC Examination Committee, the submitter will be awarded ABC points, which may be used towards their recertification. Submitters will be awarded ½ point for every question accepted by the examination committee, with a limit of 5 points per calendar year. The KSA applicable to the proposed question will determine which area of recertification to which these points may be applied. In general, questions relating to KSAs I-IX would be available to be applied towards the general section of recertification, while questions relating to KSA X could be applied towards the specialty areas. Questions received by July 1st, which are subsequently approved by the Examination Committee, may be applied to that calendar year. Questions received after July 1st, which are subsequently approved by the Examination Committee, may be applied to the following calendar year. The decision of the Examination Committee is final.

The Form 400 with proposed questions may be submitted electronically to the chair of the ABC examination committee by clicking the email button or may be printed out and mailed to the address listed below.

Bill Chapin
Chair, ABC Examination Committee
850 Pasquinelli Drive
Westmont, IL 60559
wchapin@mccrone.com

Date received by Examination Committee: _____

Question accepted: ___ Yes ___ No Date: _____

Database number assigned: _____