



## **AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS**

### **POLICY ON MULTIPLE CHOICE QUESTIONS**

Examiners may choose to secure multiple choice components of examinations for future reuse (as allowed under the reuse of questions policy) by retaining written examination papers and preventing them being available for review by candidates, under the following conditions.

1. Examiners must specify that the multiple choice component of the examination should be secured when they submit the examination to the College Office in line with the specified deadlines.
2. The multiple choice section of the examination will be designed to be presented to the candidate as a separate section of the examination, and stapled as an individual document. Candidates will indicate their answer on the examination paper itself (for example by circling the answer of their choice) and submit the entire multiple choice section for marking. The remaining sections of the examination will be answered in the answer booklet in the routine manner.
3. The College acknowledges that circumstances where candidates are able to recall the questions and circulate these amongst potential future candidates cannot be prevented. It is therefore of critical importance that examiners select multiple choice questions from a large bank of potential questions and that examiners are aware that the Board of Examiners has already imposed a limitation on the number of questions that can be repeated from year to year. The Board of Examiners may further restrict or control the reuse of questions in future if indicated.
4. Candidates wishing to review their examination paper after the examination will not be permitted access to the multiple choice component of the examination, and will be given a summary of total marks obtained in this section only.
5. Examiners wishing to secure examinations must also prepare, in advance, a set of sample questions of the same type, format and covering a representative range of learning outcomes that will be publicly released to candidates to aid their study. The number of questions required is equivalent to 20% of the number of questions intended to be used in the examination. Questions must be submitted to the College Office by December 1<sup>st</sup> in the year before the examination. Such questions do not need to change from year to year unless changes in format of the questions used for examinations dictates they should be updated.

6. The College will maintain a secure electronic storage area for the questions to which access will be strictly controlled and limited as determined by the Chapter (see point 7).
7. The Chapter must develop a plan for controlling access to the questions so that potential future candidates (who may be serving on the CEC or as an examiner) are not given access to questions which are used in their exam even if their potential candidacy is some years away. This plan must include methods of adequate peer review of questions. The plan must be submitted to the College Office along with the request for examinations to be secured.