



AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

QUESTION BANKING POLICY

1. Security

- 1.1. Question banks are able to be used by Chapters who wish to initiate one where there is support from the Chapter membership.
- 1.2. A separate bank will be kept for each subject or related subject area that wishes to bank questions. For subjects banking both membership and fellowship questions, a separate bank will be kept for each level.
- 1.3. Access to the membership subject bank is limited to current membership and fellowship examiners for that subject or subject area. Access to the fellowship subject bank will be limited to Fellows who are current fellowship examiners. Access to the fellowship bank by non-Fellows who may be examining will be at the discretion of the Chief Examiner on request by the Chapter Executive.
- 1.4. The College Office will maintain the infrastructure supporting question banks (including management of back-ups) on behalf of Chapters and control access according to Chapter instructions within the limits set out in this policy. Chapters will be responsible for entering and maintaining content.

2. Types and sources of questions banked

- 2.1. Questions may be written specifically for the bank. Chapters may solicit questions from Chapter members, potential candidates or other sources. The Chapter Executive must take measures to ensure that questions provided are original questions, not held under copyright by another party.
- 2.2. Questions may also be banked from past examinations, whether or not the examinations have been permanently secured.

3. Reuse of questions

The reuse of questions policy will apply, limiting the proportion of questions that can be repeated from previous examinations, even if examinations have been permanently secured.

4. Collation of ancillary information

Questions to be banked must have ancillary information collated contemporaneously with questions being used and/or added to the bank. The responsibility for collating this information rests with the Examiners for that examination period and must be uploaded to the database when questions are uploaded.

- 4.1. Question author(s)
- 4.2. Names of all those who have viewed the question (including candidates, examiners, BoE members and College staff)
- 4.3. Date of question creation
- 4.4. Time allowance for the question (for candidates to answer it)
- 4.5. Question type (eg: MCQ, long answer)
- 4.6. Whether the question is of “fact-recall” or “higher-order” type¹
- 4.7. Topic of the question
- 4.8. Learning outcomes assessed in the question
- 4.9. Estimated degree of difficulty
- 4.10. Date(s) of question use
- 4.11. Date(s) of question revision and revisions made
- 4.12. Question performance information such as:
 - 4.12.1. How candidates responded when question was used
 - 4.12.2. How well question functioned to elicit expected answers
 - 4.12.3. Suggested areas for improvement if subsequently used
 - 4.12.4. Exemplars of answers of various standards and marks awarded

5. Revision of questions

All questions and marking schemes pulled from the bank need reassessment by the current examiners and may need revision.

Definitions:

Question banking:

The compilation of a store of questions for future use (and potential reuse) in examinations.

Examination questions:

The examination question, examination materials that form part of the question, AND its marking scheme.

Examination materials:

All examination papers, note pages, answer booklets and images or physical materials provided for candidates to evaluate as part of the question.

Examiners

Examiners includes people working on the exam and the BoE members, but does not include the CEC liaison or any other CEC member.

¹ fact-recall - those capable of being answered by reference to one paragraph in a text or notes (or several paragraphs for questions requiring recall of several facts)

higher-order - questions that require the use of facts or concepts, the solution of a diagnostic or physiologic problem, the perception of a relationship, or other process beyond recalling discrete fact