

## MULTIPLE CHOICE QUESTION POLICY

Policy number	6.2.1	Version	1
Drafted by	BoE	Approved by Council on	29/11/2021
Responsible person	CE	Scheduled review date	November 2023

### **Purpose**

The purpose of this policy is to outline the accepted use of multiple-choice questions in College examinations.

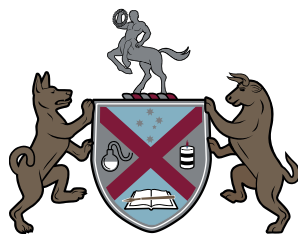
This policy covers:

- Both Membership and Fellowship

If there is any uncertainty about any aspect of this policy, contact the CEO, Examinations Manager or Examinations Officer through the College Office.

### **Policy**

Examiners may include multiple-choice question (MCQ) components in examinations that are consistent with College approved guidelines, as outlined in the procedures to follow. Multiple-choice question components may be secured for future reuse (as allowed under the reuse of questions policy) under certain conditions contained within the procedures.



## MULTIPLE CHOICE QUESTION PROCEDURES

Procedure number	6.2.1	Version	1.1
Drafted by	BoE	Approved by CEO/CE on	29/11/2021
Responsible person	CE/CEO	Scheduled review date	November 2022

### **Responsibilities**

It is the responsibility of the Examinations administration team to ensure that Examiners are aware of the multiple-choice question policy.

It is the responsibility of the Head Subject Examiner to ensure that the examinations are constructed according to the policy.

### **Procedures**

- The Chapter must specify in the subject guidelines that MCQs might be included in the examination components.
- The MCQ section of the examination will be designed to be presented to the candidate as a separate section of the examination with all questions in this section, and stapled as an individual document if not administered in an online format. If the section is administered in a paper format, 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 routine manner whether online or in answer booklets.
- The MCQ section of any examination paper must not comprise more than 20% of the marks allocated to the paper without the approval of the Chief Examiner.
- The general format of the MCQs will include one correct answer and three distractors. The questions must predominately test levels of knowledge higher than recall, with a maximum of 50% at recall level in Paper 1 (Basic Science) and no more than 25% at recall level for other components (Paper 2 and Practical). The question stem should use positive terminology and be succinct. The use of an answer or distractor containing multiple alternatives (e.g. a and b, or a and d) or 'all of the above' or 'none of the above' is not acceptable.
- Inclusion of questions with multiple correct answers or true/false for multiple responses is allowable. These must be clearly identified in the question stem (Include ALL the correct answers or indicate for each answer if TRUE or FALSE).
- The College acknowledges that circumstances where candidates can 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. It is the responsibility of the HSE in the subject to ensure that the current guidelines on reuse are being met.

- Examiners accessing MCQs from a question bank are required to review the question, correct answer, and distractors to ensure the applicability of the question and the validity of the components. The MCQs in the bank will have an indication of the subject matter, the correct answer, and the source of information (if relevant).
- Candidates wishing to review their examination paper after the examination will not be permitted access to the MCQ component of the examination and will be given a summary of total marks obtained in this section only.
- 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 dictate they should be updated.

### **Related Documents**

- Reuse of Questions Policy
- Question Banking Policy