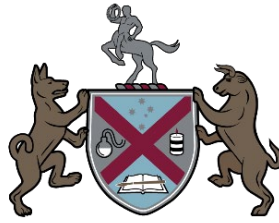


# REUSE OF QUESTIONS POLICY



AUSTRALIAN AND NEW ZEALAND  
COLLEGE OF VETERINARY SCIENTISTS

Policy Number	6.4.3	Version	1
Updated by	ACE-Ex	Approved on	5/12/2024
Responsible person	Chief Examiner	Scheduled review date	September 2026

## Purpose

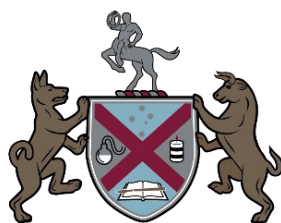
To improve the sustainability of examination development within the ANZCVS, it may be advantageous to reuse limited portions of previous examination questions. From 2023 onwards, the ANZCVS examination questions have been sequestered and banked, so there is an opportunity for an increase in question reuse both within the original subject and in related subjects. It is hoped that this will have the benefit of reducing workload on the volunteer population of examiners and improving the ability for post-hoc analysis of question performance with subsequent revision, prior to reuse, where necessary.

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

## Policy

There are strict guidelines around the reuse of questions in Australian and New Zealand College of Veterinary Scientists examinations which are required to be complied with. Question reuse across consecutive examination cycles will be limited to ensure the validity and quality of the examination process.

# REUSE OF QUESTIONS PROCEDURE



AUSTRALIAN AND NEW ZEALAND  
COLLEGE OF VETERINARY SCIENTISTS

Procedure Number	6.4.3	Version	1
Updated by	BoE	Approved on	5/12/2024
Responsible person	ACE Ex	Scheduled review date	September 2025

## **Responsibilities**

It is the responsibility of the:

- Office staff to ensure that Examiners are aware of this policy.
- Head Subject Examiner to ensure that any questions reused from the previous exam cycle are identified in the blueprint document and draft examination.
- Subject Examination Committee Chair to ensure that the examination is compliant with the policy.
- College office staff, Head Subject Examiner, Subject Examination Committee Chair and the Board of Examiners to ensure adherence to this policy.

## **Procedures**

1. The examination blueprint must be substantially different across all components of the subject for each examination cycle.
  - 1.1. It is compulsory for the HSE to upload a blueprint document (which maps the body systems, species and/or learning outcomes across the examination components) to the Chapter SEC examination folder on Teams.
  - 1.2. The blueprint should be available for review by the SEC Chair and BOE mentor no later than December 15<sup>th</sup> the year prior to the examination. This will enable feedback to be incorporated into the blueprint at a stage when the structure/content of the draft examination can be easily modified if required.
  - 1.3. Any questions drawn from past examinations or from the question bank should be flagged as a reused question within the blueprint document (along with the year of previous use).
2. No more than 50% of the multiple-choice questions (MCQs) per examination component within the current examination cycle may be reused from the previous examination cycle in that subject.

# REUSE OF QUESTIONS PROCEDURES

3. No more than 20% of the non-MCQ section (containing short and/or long answer questions) of any examination component (based on marks) can be substantially similar to content offered in the previous three exam cycles in that subject.
4. Any exam question that is reused must be highlighted as such by the Head Subject Examiner in the blueprint document and draft examination at the time of submission for review by the Subject Examination Committee Chair and the Board of Examiners. The year of previous use(s) should also be noted.
5. Any question used for two consecutive exam cycles within one subject must be 'rested' for at least one exam cycle before being used again.
6. Questions will be ineligible for reuse, without review/revision, if there is evidence of poor performance on post hoc examination analysis.

*Note that for the purpose of this policy, one exam cycle represents one year for subjects that are run on an annual basis and two years for biennial subjects.*

## **Related documents**

- Assessment policy
- Examiner Handbook