SOCIETY FOR TRANSLATIONAL ONCOLOGY®

Policy on Writing Multiple Choice Pre/Posttest Questions

When developing posttest questions, please use the following best practices:

- Before starting to write questions, review the educational material, the target audience, and the educational objectives/goals.

- Questions should tie back to the educational objectives/goals, which enable us to measure the effectiveness of the activity in meeting those objectives/goals.

- Ask yourself: what important point of knowledge/skill related to the learning objectives do we want to measure if learners know/can apply?

- Should be a mix of knowledge- and competence/skill-focused questions (i.e., don't want to just ask questions that measure knowledge).

- Should be multiple choice (not True/False). Learners have a 50/50 chance of guessing the correct answer.

- Should be specific and focused and avoid excessive language and detail.

- For questions that measure application of knowledge, please keep the details of cases to the minimum necessary for learners to answer the question.

- Should be free of all bias (age, ethnicity, gender, race, religion, etc).

- Answers:
  - Each multiple-choice question should have four answer options, with a single, best/correct answer and 3 distractors
  - The 3 distractors should be incorrect but at the same time plausible and reasonable
  - All answer options should be similar in length and detail
  - Avoid answer options that suggest multiple answers (e.g., both a and c are correct)
  - Try to avoid answer groupings, eg, “all” or ”none of the above”
  - Avoid negative phrasing; use “except” instead of “not” when necessary
  - Avoid absolutes, eg, “always” or “never”
  - Correct answers should be identified for each question
  - A brief explanation/rationale for the correct answer must be provided and will be shared with learners after they pass the post-test.
  - Ideally the explanation should be supported by a reference(s); if expert opinion, this should be noted
  - Avoid repeating the language from the question stem in explaining why an answer is correct
  - Explaining in the rationale why the other 3 answers are incorrect is also helpful in promoting learning