



Policy on Writing Multiple Choice Posttest Questions

When writing multiple-choice questions for a CME/CE posttest, answers to the questions must be found in content presented. To construct a multiple-choice question and appropriate distracters, start by examining the material being presented, including the educational objectives. When the questions are formatted relative to the objectives, we are better able to measure the effectiveness of the activity in meeting those objectives.

Format questions according to the following criteria:

- Each question should have a choice of four answers, only one of which can be correct
- Partially correct answer options are to be avoided
- Answer options that suggest multiple answers or no correct answer should be avoided (e.g., both answers a and c are correct; all of the above; or none of the above)
- The three distracters listed should be plausible, reasonable, and related to the correct answer
- Identify the correct answer to each question
- For activities using the Academy's *Self Assessment and Evaluation System*[™], an explanation of the correct answer must be provided along with the location within the presentation (i.e. slide number, page number) where the participant can review the information
- It is recommended that a reference list also be provided so that the participant has the opportunity for additional learning