Tutorial: How to write exam questions and calculate Exam time frames.

KRF 9/27/10

1. HOW MANY QUESTIONS DO I WRITE?

The number of questions you write for your exam depends on the length of your course module.

1 hour course module = 10 questions

2 hour course module = 10 questions

3 hour course module = 15 questions

4 hour course module = 20 questions

Add five questions for every additional hour thereafter.

1. WHAT TYPE OF QUESTIONS DO I WRITE?

Using the Mindflash template (separate tutorial), create true/false, multiple choice, and matching questions.

Be creative. Here are some examples.

Example question 1. (variation on true/false which brings home teaching point)

Which statement is most true?

1. The parasympathetic nervous system is responsible for relaxation.
2. The sympathetic nervous system is responsible for relaxation.
3. The autonomic nervous system is responsible for relaxation.

Example question 2. (application of material learned via multiple choice question)

Pat is having difficulty sleeping due to intrusive thoughts and images. Which coping method will be most effective in helping Pat get back to sleep?

1. Getting up and jogging one mile.
2. Calling a friend in the middle of the night.
3. Using Emotional Freedom Technique while still in bed.

Example question 3. (multiple choice for fill in the blank type question)

Charles Figley uses the term “fingerprints on our hearts” to describe the impact of working with traumatized populations. This term is an element of \_\_\_\_\_\_\_\_\_\_.

1. Post Traumatic Stress Disorder
2. Compassion Stress and Fatigue
3. Anxiety Disorder
4. HOW MANY QUESTIONS SHOULD I WRITE OF EACH TYPE?

There is no set formula for how many true/false or multiple choice questions should be written. To keep the test varied, try to balance between the three types shown above.

Example: One hour course = 10 questions. The exam contains

3 true false + 3 multiple choice + 4 application type questions.

1. HOW MUCH TIME DO I ALLOW FOR EACH QUESTION?

Allow thirty seconds for each question you write. Therefore,

10 questions = 5 minutes

15 questions = 8 minutes (round up from fractions)

20 questions = 10 minutes