

References:	PRO BOARD CRITERIA: PA7, TD3	
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### 1.0 GENERAL INFORMATION

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- 1.1. **PURPOSE:** To provide a written, formal policy to ensure that statistical data on the written exam bank is analyzed annually to determine the quality of the questions.
- 1.2. **RESPONSIBILITY:** It is the responsibility of the Academy to generate a variety of statistical reports on the exam bank annually. It is the responsibility of the Academy Validation Committee to review the reports and take corrective action where deemed necessary.

### 2.0 PROCEDURES

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- 2.1. January of each year the Academy will generate the following reports:
  - 2.1.1 Average score per question
  - 2.1.2 Point bi-serial correlation per question
  - 2.1.3 Graphical frequency distribution per exam
  - 2.1.4 Highest, lowest, median, mean and standard deviation scores per exam
- 2.2. The Academy Validation Committee, consisting of content experts, will review and analyze the reports.
- 2.3. All exam questions identified as a concern will be reviewed by the Validation Committee within 45 days of the reports being printed.
- 2.4. The review will include analysis of question stem, the question distracters, curriculum, and reference material.
- 2.5. Following the review and recommendation of the Validation Committee the following may occur:
  - 2.5.1. the question may be re-activated with no changes;
  - 2.5.2. the question may be discarded;

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- 2.5.3. the question stem may be modified;
- 2.5.4. the question distracters(s) may be altered;
- 2.5.5. the curriculum may be corrected;
- 2.5.6. formal written documentation will be made of any of the above actions taken; the Academy will be notified and will make the relevant changes to the Academy exam bank;
- 2.5.7. if curriculum has been changed, instructors will be notified and updated immediately.

  
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Karen Fry  
Academy Director

December 22, 2017  
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Date