

General overview of the paper: identifying problem areas, re-writes

Spellcheck	Spell check the whole paper using UK spellcheck options
Marks available shown	Does each question state the number of marks available? (Usually in brackets at end) Include this in question: Which one option....etc. Select two...
Relates to taught material	Do the questions evenly cover the range of taught material? (minimal modules excluded)
Marks match	Is there one correct answer for each mark offered?
Avoid or emphasize negative	If incorrect sought...include bold or capitals e.g., NOT to emphasize
Marks match	Is every answer clearly and consistently shown as 'correct or incorrect' or 'true or false' or 'yes or no' in the feedback?
Marks add up	Do the total of marks available total requirement per paper? (45 or 90)
Clarity	Are all questions short, clear, simply expressed and avoiding double negatives or true/false options?
Use short clinical 'vignettes' (<100 words)	Are sufficient questions based on a clinical case (vignette, or brief contextual story), sometimes building several questions on one case? NB. Avoid sequences which allow candidates to go back and correct previous answers due to later questions. Could include as bullet points to reduce reading load.
Limit Reading required	Say it simply, link clinical cases to reduce word count per mark. EULAR aims for below 100 words of reading per correct answer. This will be monitored for examinations by removing feedback and dividing total number of words by number of marks.
Avoid simple recall	Are sufficient questions testing more than simple recall of facts, asking candidates to apply knowledge in a clinical context, testing clinical reasoning, symptoms, diagnosis, investigations, interpretation of data, diagnosis, treatment management plans etc.? Is vignette unnecessary? (i.e. recall in disguise)
Use a range of types of questions and stimulus, images	Have you included MCQs (1 out of 5, 2 out of 7 single best answer) and extended matching questions (match a case or condition with a longer list), images? Total each type. Rebalance if necessary.

DETAILED CHECKLIST TO USE FOR EACH QUESTION

	Further detailed aspects to address	Possible solutions
	MCQ – multiple choice or single best answer questions	1 out of 5 or 2 out of 7
<input type="checkbox"/>	Are there at least 4 (1/5) or 5 (2/7) plausible but incorrect options for each one correct answer? To be plausible, distractors should be the same length and grammatical construction, avoid saying 'always' 'never' 'all of the above' 'none' etc.	Either convert into an extended matching question or supply plausible 'distractors' to correct this. 1 correct in 5 options is the standard. Emphasize if seeking the INCORRECT option.
	EMQ - Extended Matching Questions	
<input type="checkbox"/>	Are there 3 (-5) conditions/cases or treatments to match with 7 – 9 options?	Too many? Reduce and split into 2 EMQs. Too few? Try reversing the short and the long list.
<input type="checkbox"/>	Do you clearly state if options can be used more than once or not at all?	Include in the questions stem.
	Visual stimulus Questions	
<input type="checkbox"/>	Is the image clear, well labelled and necessary for the question?	

Notes and queries: more questions required, to be excluded, re-written by subject specialist etc.