

CFP BOARD

WHAT TO EXPECT?
**ITEM REVIEW
WORKSHOP**

CFP Board conducts online review meetings where financial planning experts come together to review and evaluate questions for the CFP® exam. The purpose of these meetings is to ensure the quality of the exam questions.

Volunteers will work in groups to review new exam questions and recommend revisions when needed. Reviewers evaluate a question's relevance to the exam blueprint, content accuracy, correctness of answers, potential geographic bias, and language clarity issues. Reviewers provide feedback and suggestions for improvement to enhance the quality of the questions.

No previous experience is necessary for volunteers. Prometric test developers will guide volunteers through a review framework to identify errors and confirm technical content. Volunteers will review rationales to justify correct and incorrect answers in the multiple-choice questions.

FORMAT

3-hour virtual meeting

CE

3 CEs

TRAINING & SUPPORT

Virtual instructor led training covering best practices for writing exam questions

Complete brief (< 30 minutes) web-based training on use of online system for entering items, if applicable

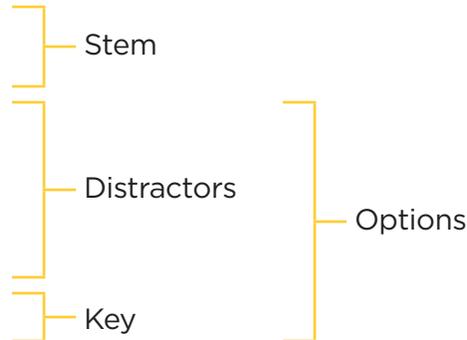
BASIC TERMINOLOGY

Standard multiple-choice question

A standard multiple-choice question consists of two standard parts: a problem (stem) and a list of suggested solutions (options). The stem is constructed in the form of a complete question or statement. The list of options contains one correct or best option (key) and several incorrect options (distractors). See example below:

Which of the following is most closely linked to common stock dividend growth?

- A. Relative price to book value increase
- B. Price increase relative to earnings
- C. Price increase
- D. Earnings increase



ITEM REVIEW CHECKLIST

1. Is there one and only one key?
2. Is there any situation/interpretation that could make one of the distractors correct?
3. Are the distractors plausible?
4. Is the item appropriately difficult or complex?
5. Is the item relevant to the CFP® exam and correctly classified according to Principal Knowledge Topic?
6. Is there any difference in structure or wording between the key and the distractors that might help test-wise candidates eliminate distractors or figure out the key?
7. Review the cognitive load in the question (complexity). Are there multiple phrases/clauses to keep track of? Can it be simplified?
8. Are there any groups that may have an unfair advantage or disadvantage on this item?

CFP BOARD

CERTIFIED FINANCIAL PLANNER BOARD OF STANDARDS, INC.

1425 K St NW #800 Washington, DC 20005
800-487-1497 | f 202-379-2299 | mail@cfpboard.org | CFP.net