

CFP BOARD

WHAT TO EXPECT?
**ITEM WRITING
WORKSHOP**

CFP Board works with volunteer CFP® professionals to develop exam questions.

As a volunteer, you will work with test development experts and other subject matter experts to write questions for future CFP® exams. During the two-day meeting, volunteers will receive training and support.

The training will address the target audience for CFP® exam multiple choice questions. Trainers provide sample strategies for developing new content.

Once training is complete item writers will work independently to draft test questions. Volunteers will have the opportunity to work with other CFP®s to serve as a sounding board for developing creative ideas.

No previous item writing experience is required for volunteers. Just bring your expertise and wealth of experience to help CFP Board create high-quality test questions for the CFP® exam.

FORMAT

Two-day in-person workshop

CE

15 CEs

BASIC TERMINOLOGY

What is an Item?

The term “item” is used when referring to an exam question.

Who is an Item Writer?

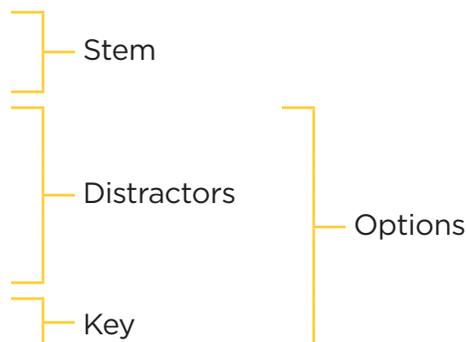
An Item Writer is a trained, certified CFP® content expert who writes items for the CFP® certification exam. Item writing is an essential component to the ongoing validity of the exam.

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



■ FORMAT GUIDELINES

General Guidelines

- Use proper grammar, punctuation, and spelling.
- Items and options should be clear and unambiguous.

Stem

- The stem should not begin with the phrase “Which of the following is true/false?” or “All of the following statements are correct EXCEPT.”
- The stem should be stated in question form or completion form.

Options

- The grammar/tense of each distractor should be consistent with the stem.
- Distractors should be parallel in form and length.
- Order numbers from lowest in value to highest.
- Use no more than four answer options. There should be only one correct, best answer choice for each item.
- Avoid including “All of the Above,” “None of the Above,” True/ False, “Both A and B” as answer choices.

Rationale

The rationale provides the justification and validation for the correct answer and the reason why the distractors are incorrect.

Rationale structure:

- State the answer option (A, B, C, or D) followed by a period.
- State whether the item is “Correct” or “Incorrect” followed by a period.
- Provide the rationale using complete sentences
- Boldface the correct option.

Rationale

A. Incorrect. *Lorem ipsum dolor sit amet, consectetur adipiscing*

B. Incorrect. *Excepteur sint occaecat cupidatat non proident*

C. **Correct. *Quis autem vel eum iure reprehenderit qui***

D. Incorrect. *Nemo enim ipsam voluptatem quia voluptas sit*

CONTENT GUIDELINES

General Guidelines

- Construct each item to assess one Principal Knowledge Topic.
- Avoid textbook, verbatim phrasing when developing the item.
- Avoid items based on opinions. Do not use phrases such as “What would you ... do,” “ ... try,” etc.

Stem

- Phrase the stem positively; the stem should not contain negative phrased word (for example, EXCEPT or NOT).
- The stem should be structured where a candidate could answer the question without first reviewing the available options.
- The stem should not contain irrelevant or superfluous information.

Options

- Distractors should be plausible.
- Distractors should be written clearly and homogeneous in content.
- Distractors should be mutually exclusive.
- Distractors should be free from clues as to which response is correct.

CFP BOARD

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