

AVTAA Guidelines for Writing Examination Questions 2025

All questions must be submitted by **June 1 to the committee via weTransfer**. **Late submissions will NOT be accepted. Exam questions must be accepted to enable your recredentialing packet to be complete.**

Directions:

1. Write 3 multiple choice questions. These may be on any topic of your choice.
2. Submit your questions as a WORD document saved as .doc or .docx.
3. Put your name (first and last) at the top of the document.
4. Please adhere to the guidelines below for writing questions. The process for reviewing questions takes many hours and is easier if we do not have to rewrite the questions.
5. Save exam questions and **scanned references in file**. DO NOT include the exam questions as part of the recredentialing documents. Label the file yourfirstname.yourlastname.ExamQuest. (Example: Jane.Doe.ExamQuest.). Submit questions directly to the **reviewing committee via WeTransfer, using the email avtaa.vts.recredential@gmail.com**.

Guidelines for Writing Multiple Choice Questions

Each question must consist of a “STEM” and only four (4) responses. Only one response should be correct.

1. Put the correct answer as the first response ONLY.
 - a. This is for initial convenience when the exam committee reviews the question; the exam software will randomize the order of the distracters.
 - b. DO NOT indicate that "A" is the answer by a mark such as highlighting, asterisk, etc.
2. Provide TWO references
 - a. References should NOT be older than 2015. The more current the reference the better!
 - b. ONLY use references that are included on the AVTAA Reading List. The reading list can be found on the AVTAA website: <https://avtaa-vts.org/reading-list.pml>
 - c. Place each reference IMMEDIATELY below each question. Even if all submitted questions come from the same source the individual reference should be listed for each question.
 - d. The **specific pages of the references for the question must be scanned and included** in the submitted document. This is to allow verification of the question, as the exam committee does not have access to every book on the reading list.
 - e. At least ONE reference MUST be a book and not another form of publication (e-books are okay).
 - f. Include the full reference: **name of book, date of publication, name of author or editor, publisher and page number(s)**. There is no need to use the Harvard or any other particular style when referencing questions, as long as the information requested is provided.
3. Question writing best practices
 - a. Question should consist of a stem and 4 possible answers, one correct answer and three distractors.
 - b. The stem should be written in **question format**.
 - c. All distractors should be plausible answers.
 - d. The stem should test knowledge that we would expect a practicing VTS to know. Please do not make these questions too easy. These should be VTS-level questions.
 - e. The stem should not include lengthy lead-ins or unnecessary information.
 - f. The questions should not be written in the negative (ie all of the following except)
 - g. All grammar, punctuation, and spelling should be correct before submission
 - h. Only brand or trade names should be capitalized (ie Advil vs ibuprofen)
 - i. The first letter of the distractor should not be capitalized unless the distractor is a complete sentence or trade/brand name

- j. The questions should evaluate common knowledge for a VTS and not be designed to “trick” or test on obscure information in the reading list

Examples:

Which reflex is responsible for causing acute bradycardia during traction, pressure on the eye, or surrounding structures?

- A. Oculocardiac reflex
- B. Branham reflex
- C. Cushing’s reflex
- D. Vasovagal reflex

BSAVA Manual of Canine and Feline Anaesthesia and Analgesia (2016).Duke-Novakovski, T, deVries, M, Seymour, C (ed). BSAVA. Page 261

Correct

Which pair below is an example of neuroleptanalgesia?

- A. oxymorphone and acepromazine
- B. midazolam and flumazenil
- C. dexmedetomidine and diazepam
- D. methadone and buprenorphine

Incorrect

An example of neuroleptanalgesia is:

- A. oxymorphone and acepromazine
- B. midazolam and flumazenil
- C. dexmedetomidine and diazepam
- D. methadone and buprenorphine

Please contact the Exam Committee Chair at avtaa.vts.exam@gmail.com if you have any questions regarding question writing best practices.