

## Association of Safe Patient Handling Professionals, Inc.

### CSPHP Exam Question Submission Checklist

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Thank you for your interest in submitting exam questions to be considered for use within the CSPHP examination. Our goal is to have a comprehensive examination that truly tests the knowledge of our candidates for the CSPHP credential. Therefore, prior to writing the question(s), please take a moment to review Karen Canfield's webinar on "[How to Write an Exam Question](#)", as well as review the following requirements the examination committee imposes in order to approve any questions for use.

- ☐ Do the question and answer stem reflect and demonstrate correct spelling and syntax?
- ☐ Does the question stem truly test knowledge, comprehension, application, analysis, synthesis, or evaluation processes of the subject matter? Please consider the following recommendations.

In testing knowledge, consider using **any** of the following words:

Define • List • State • Identify • Label • Name • Other (equivalent wording)

Example: Sociobiology can be defined as the scientific study of

- a. humans and their relationships within the environment.
- b. animal societies and communication.
- c. plants and their reproductive processes.
- d. the number of species in existence.

In testing comprehension, consider using **any** of the following words:

Explain • Predict • Interpret • Summarize • Other (equivalent wording)

Example: Which of the following behaviors best predicts a potentially aggressive anger outcome?

- a. Laughing at someone's fall
- b. Flirting with one's spouse
- c. Teasing about a joke gone wrong
- d. Bringing flowers to a sick person

In testing application, consider using **any** of the following words:

Apply • Solve • Show • Make use of • Modify • Other (equivalent wording)

Example: Which of the following statements best shows the relationship between a mountain and a hill?

- a. Each can be hiked
- b. Each can erode evenly
- c. Each can have snow remaining the same length of time
- d. Each are susceptible to controllable brush fires

In testing analysis, consider using **any** of the following words:

Differentiate • Compare/Contrast • Distinguish • Other (equivalent wording)

Example: When planting a bountiful tomato garden, which of the following would best distinguish a section of land receiving ...

- a. morning sun with every other day irrigation
- b. afternoon sun with daily irrigation
- c. both morning and afternoon sun without irrigation
- d. morning and afternoon sun with daily irrigation

In testing synthesis, consider using **any** of the following words:

Design • Construct • Develop • Formulate • Other (equivalent wording)

Example: When formulating a recipe for picante salsa, what are the main three ingredients to have?

- a. Cilantro, onion and celery
- b. Olive, oregano and chives
- c. Onion, cilantro and roma tomatoes
- d. Roma tomatoes, onion and garlic

In testing evaluation, consider using **any** of the following words:

Appraise • Evaluate • Justify • Judge • Recommend • Other (equivalent wording)

Example: Which of the following traits would you recommend to be the best mortgage broker to hire?

- a. Punctuality
- b. Task oriented
- c. Attention to detail
- d. Carefree

☐ True or false formatted questions will **not** be accepted.

☐ Make certain to use any one of the following formats:

- Incomplete sentence with four response choices
- Direct question with four response choices
- Embedded blank with four response choices
- In-basket with four response choices
- Other multiple choice format with four response choices

☐ The following responses are **not** acceptable:

- Any combination of answers (e.g. a, b, and d)
- "All of the above"
- "None of the above"

☐ Is the question focused on one important concept, not trivia, and presented in the positive perspective?

☐ Is the question clear, direct, and concise?

☐ Does the question include politically correct terminology?

☐ Is the question without double negative terminology?

☐ Is the correct answer stem 100% correct all the time?

☐ Are the incorrect answer stems 100% incorrect all the time?

☐ Are the stems without the words "always", "all", "never", "not", "cannot", or "except"? We will not accept use of these words in the stem.

☐ Are the distracters plausible to someone who does NOT possess the skills being tested?

The ASPHP Exam Committee appreciates and applauds your efforts in assisting us in creating and maintaining an examination that truly tests the applicant's knowledge and expertise of SPHM principles based on the 9 core competencies.

Thank you very much for submitting this exam question for consideration. An exam committee member will respond to you with an update on the acceptance process of your question. When your question is accepted, you will receive one contact hour for your effort. If you have any questions, please contact Annie Wiest at [info@asphp.org](mailto:info@asphp.org)