

Guidance notes for question writers for the Radio Amateurs' Examinations (7650 and 7730)

These notes are intended to assist writers of examination questions (*items*) for the Radio Amateurs' Examination (Scheme No 7650) and the Novice Radio Amateurs' Examination (Scheme No 7730). Following these few basic rules will increase the likelihood of the items being accepted without them being referred back to the item writer.

Items should be submitted on Form OTS2, available from City & Guilds.

- 1 An item should be written so that it can be identified against one of the *Examination Objectives* in the Syllabus Booklet. In other words, select the Examination Objective first, and then write the item to test the candidates' knowledge of it. An item comprises a *stem* and four *options*. Of the four options, one of them is the *key* (the correct answer) and the other three are *distractors* (incorrect answers).
- 2 The stem may be a question, ending with a question mark, or it may be an incomplete statement.
- 3 If the stem is a question, each option should begin with a number or a capital letter and end with a full stop.
- 4 If the stem is an incomplete statement, it should be grammatically correct when read with each of the options. Each option should begin with a number or a lower-case letter. There should be a full stop only after option d.
- 5 If the stem refers to a diagram, the diagram should be above the stem. The diagram will be allocated a Figure number by City & Guilds and should be referred to in the stem as *Fig. x*.
- 6 Diagrams should use British Standards symbols and should be drawn clearly so that they may be read and redrawn by a draughtsperson.
- 7 If the options are numbers, the numbers should be in either ascending or descending order from a to d.
- 8 Each of the options must be plausible, whether the item is a question or a statement.
- 9 Negative items should not be used if all possible, but if they cannot be avoided, the word NOT should be shown in capital letters in the stem.
- 10 The second person ('you') should not be used either in the stem or in the options.
- 11 Candidates are provided with a copy of the relevant Licence Schedule when they take either examination. The question papers include the rubric: *You may refer to the attached Schedule to help in answering any of the questions.*
- 12 After writing the item, ensure that all the information is included on Form OTS2.

Item writer's name	- This must be shown in order that payment can be made and so that unaccepted items may be returned for amendment.
Scheme/Paper title	- Radio Amateurs' Examination or Novice Radio Amateurs' Examination
Paper No.	- 7650 or 7730
Syllabus section/objective no.	Enter the Objective number here. Please do NOT give the Syllabus section as the item bank is filed by objective number and each paper is compiled from it.
Type of knowledge	- This was originally used for the taxonomy designation, viz I: Recall, II: Understanding, III: Application, but is not now used. Leave this blank.
Correct answer	- Please write the key letter, a, b, c or d, in this space.

Completed forms OTS2 should be returned to Roger Bone, Assessment Services at the address below. They will then be put forward for consideration by the item editing panel at its next meeting.