

# Test Development and Advisory Committee (TDAC)

QUESTION WRITING HANDBOOK

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<u>Important Note</u>: Any resource documents mentioned here can be found in <u>Govenda</u> > Documents > TDAC > TDAC – General Information > Question Writing and Resources.

## **GENERAL GUIDELINES – ALL QUESTIONS**

- Questions for all sections of the examination must be multiple-choice, single best answer.
- Avoid the use of imprecise terms such as *may*, *often*, *frequently*, and absolutes such as *always* and *never*.
- The ABPath does not use the possessive case with eponymic terms, e.g., Down syndrome.
  - Use generic terms instead of eponymic terms whenever possible.
- Do not use fictitious or obscure terms.
- Avoid the use of proprietary names.
- Because reference ranges vary widely, list the reference values when units of measure or laboratory values are used.
- Present data in tabular form when it makes a question easier to read.
- Titers should be expressed as the reciprocal without the 1:\_\_, that is, 32, not 1:32.

Special characters may be added in the stem or distractors

 $\circ$   $\;$  Dilutions and ratios, however, are expressed as 1:\_\_.

## Understanding Abbreviations

Only use well-known abbreviations that have been accepted by the TDAC – Resource Document: **Acceptable AP CP Abbreviations** 

If the abbreviation is not accepted, place abbreviation in parentheses after the spelled-out term, e.g., diethylstilbestrol (DES)  $\rightarrow$  Thereafter, abbreviation may be used alone.

If the term is not used again, omit the abbreviation, unless it is essential to the candidate's recognition of the term.

- by clicking on the Omega symbol in the heading of each stem/distractor entry box, and selecting the special character needed. <mark>These functions are in progress, not</mark> <mark>currently available.</mark>
- When questions are edited, finalized, and moved to the permanent item bank by the ABPath staff, the answers will automatically be alphabetized. If you do NOT want the answers in alphabetical order (e.g., a listing of diagnoses in order of benign to malignant), uncheck the "Alphabetize Distractors" button in the question template.

## QUESTION CONTENT

"Important information that each candidate should know on a daily basis." - The content of the question should emphasize:

- Important information that each candidate should need to know on a daily basis.
- Information that is clearly appropriate for the level of the examination (i.e., primary, subspecialty qualification, or continuing certification).
- Avoid controversial topics for questions.

- Do not base questions on one specific article giving one piece of information. Items should be able to be answered from more than one source.

## STEM

- State a single, clearly formulated problem as a question.
  - "What is the most likely diagnosis for this (location) biopsy/lesion from a #-year-old male/female/patient?"
- Place terms or phrases that are common to all distractors in the stem.
- **Short stems with only necessary information are best.** Omit excessive verbiage and be sure that the stem is a complete thought.
- Do NOT place information in the stem that will teach or give a clue to the answer, especially grammatical clues:

The most likely cause is a (v)
🗙 acute uncompensated respiratory acidosis
B. chronic respiratory acidosis
C. decreased alveolar-arterial gradient
💢 error by the laboratory
E.metabolic alkalosis respiratory compensation
Osmosis from Elsevie

- The use of "except" questions and other negative stems are **NOT** permitted.
- All questions should be written in the **past tense**.
- Age and sex on patient-based questions may be used at your discretion.
- You may use male/female, man/woman, boy/girl, etc.
- If absolutely necessary, refer to race as Black/White/Asian/Hispanic/Native American/country of origin. Race or ethnicity should only be included when appropriately relevant.
- No stems with personal pronouns (e.g., "You are asked" or "In your lab").
- TRUE/FALSE QUESTIONS ARE NOT PERMITTED (e.g., "Which statement regarding 'X' is true/correct?").
- An ideal question is one that meets the "cover the options" rule, that is, the candidate should be able to cover the distractors and answer the question just by reading the stem.
- Omit "of the following" unless there could be other correct answers not listed in the choices for that question (e.g., "Which of the following protein function is encoded by high-risk HPV genes?").

AN IDEAL QUESTION IS ONE THAT MEETS THE "COVER THE OPTIONS" RULE.

## DISTRACTORS

- If possible, answer choices should be approximately the same length and grammatically similar.
- Answer choices must be homogeneous (e.g., all IHC stains, all diagnoses, all lab results, etc.).
- All must be viable options that should NOT be easily narrowed down to two choices.
- They should NOT BE easily groupable by the candidate (e.g., four benign diagnoses and one malignant one).
- "All of the above" or "none of the above" are NOT PERMITTED as answer choices.
- Start in lower case unless the distractor is an independent sentence or begins with a proper name.
- Do not place a period at the end of the distractor unless the answer choice is a full sentence.

## GENERAL GUIDELINES – PRACTICAL SELECTIONS OF THE EXAMINATION

- Image and VM questions may be a simple identification/diagnosis or may be 2<sup>nd</sup>-order questions. Submission of the latter is encouraged.
- Practical question submission with visual aids must include the anatomic site and diagnosis on the question template.
- Images must follow HIPAA guidelines for patient confidentiality.
- Carefully and fully identify visual aid materials. Save your file using the computer-generated submitter accession number from the entered question. This will prevent mix-ups among similar questions and visual aids.
- If needed, label the image with the magnification of photomicrographs, unless the question tests for that information. (See "<u>Adding a Text Box to an image</u>".)
- Visual aids should illustrate the problem with a minimum of extraneous information.
- Visual aids must have clear legend information or be explained in the stem of the question.

## What is a 2<sup>nd</sup>-order question?

2<sup>nd</sup> order questions require candidates to be able to decipher the diagnosis, before answering the pointed question asked in the stem.

A 1<sup>st</sup> order question would be one that may just straightforwardly ask for the diagnosis.

- When necessary, indicate the problem illustrated in the visual aid by an arrow or other mark, and note it in the stem. (See "Adding an Arrow to an image".)
- Visual aids must contain information needed to answer the question.
- Visual aids should not be from a study set (e.g., pictures to which some, but not all, of the candidates might have access).
- Visual aids, like questions, must not use copyrighted material.
- Public domain images (from the internet) may be used, the best being <u>Wikimedia Commons</u>. A tutorial to determine if an image is public domain is available Resource Document: Acquisition and Use of Web Images.

## IMAGES

- Accepted images may be used on primary or subspecialty examinations.
- Images are used to illustrate findings that cannot be well or consistently demonstrated as a VM.
- Images of a microscopic field should focus on a specific histologic finding.
- Images must be clear, bright, sharp, and in focus.
- Generally, at least a low-power and a high-power image should be submitted.
- For practical with image questions, six (6) images will be accepted, up to four (4) images will be utilized during examination.

## VIRTUAL MICROSCOPY



- Microscopic glass slides or SVS files should be submitted to the ABPath office by the question submission deadline. (Resource Document: Shipping Glass Slides and Thumb Drives)
- Submitting two (2) glass slides for each case is requested, but one slide is acceptable in cases when there is only a single slide, i.e., frozen sections.
- The question entry accession number must be *written* on the frosted end of the slide. *Please* do NOT affix labels, as the ABPath will use their own labels.
- SVS files must be named with the question accession number.
- The slides should be representative of the lesion and be technically high quality, with adequate fixation, and without folds, holes, or knife marks.
- Slides with plastic coverslips will not be accepted.
- Up to six (6) images to select from may be included with the microscopic questions and are encouraged for immunohistochemistry. A maximum of two (2) images will be used with the final question, using only one (1) image being the favorable option. The question should still be <u>coded as microscopic</u>, rather than coded as an image question.
- Take all dots/marks off the slides, with the exception of gyn cytology slides. Please clearly indicate cytology slides that should not have markings removed.
- For cytology, do NOT submit SurePath slides because they are not monolayer.
- The hematology and cytology VM slides should have enough diagnostic groups/cells and not be too thick. Thick areas that require focusing are difficult to scan and visualize.
- Ideally, tissue should be NO LARGER than 1 cm x 1 cm.
- If the tissue is larger than 1 cm or is a smear with a particular diagnostic area, make a photocopy of the slide at 200% enlargement, and mark on the photocopy the smallest areas possible which should be annotated (cropped).
- Accepted slides will not be returned.
- The ABPath will reimburse up to \$7.00/glass slide for each accepted case, after you submit the remaining slides and an invoice.

## FIGURES

- On some practical questions, figures or illustrations are used. These may be karyotypes, diagrams, graphs, maps, charts, or any appropriate image. Figures should be submitted online with the question.

## **ELECTRON MICROGRAPHS**

- Electron micrographs (EMs) should be submitted as high-resolution digitized images.
- EM questions should only be submitted if electron microscopy is still used for diagnostic purposes.

## CATEGORY CODES

- The computer will not save your question without a category code being chosen.
- The category code should be the <u>most granular/specific code</u>, which is often the diagnosis.
  - Do not use a main heading code (e.g., soft tissue tumors), a technique code (e.g., flow cytometry, special stains, IHC, FISH, etc.), or a specimen type code (e.g., blood smear, FNA, cytospin, etc).
- A copy of the category codes for each TDAC can be found in Govenda, within each specific TDACs document file, as well as in the new question submission section of the TDAC question submission site.

Helpful Hint: Use Ctrl+F + a keyword to make finding the best, <u>most granular</u>, category code a far simpler task.

<u>Please</u> be thoughtful in your selection of category code.

## INSTRUCTIONS FOR ENTERING QUESTIONS

## LOG IN TO THE QUESTION ENTRY SITE

#### https://tdac.abpath.org/

- All TDAC questions and images are submitted online.
- When the assignment for your TDAC meeting was sent, you were instructed to access the website then create your own password.
- The <u>username</u> is the first letter of your first name plus your last name (e.g., "jdoe") or your email address.
- The temporary password is ABP@th123.
- Once you log in, you will select "Question Submission" from the toolbar.
- From the dropdown box of TDAC names, click on your TDAC name and a blank question template will appear.
- Enter your name and email address, then complete the template as instructed.
- If you would like to review the questions you have submitted, click on "Question Submission" and select "Individual Item Review" and your TDAC name.

#### INSTRUCTIONS FOR UPLOADING IMAGES

- JPEG (.jpg) image(s) should be uploaded with the question submitted online.
- The question must first be saved before an image can be uploaded.
- Up to six (6) images can be uploaded for each question.
- Images should be high resolution and up to 5,000 pixels wide x 5,000 pixels high or less, but no smaller than 1,000 pixels wide x 563 pixels high.
- If you are submitting multiple images, upload the gross image first (if applicable) and then progress from low-power to high-power images.

An easy way to resize images before uploading is to:

- 1. Have your image up on the screen.
- 2. Right-click on it and open with "Paint" (or go to "open" and select Paint).
- 3. Click on "resize."
- 4. Change "percentage" to "pixels" by clicking on the button.
- 5. Change whatever is the largest number (either horizontal or vertical) to 5,000 and click OK. The number will automatically change to the correct size.
- 6. Save the file using the item's assigned accession number and exit.

For more information – Resource Document: Instructions for Resizing Still Images

## TROUBLE REPLACING AN IMAGE

If you are having trouble replacing an image, the issue is probably with the web browser settings. The "cookies" are remembering your old image. To correct this problem, follow these steps:

- 1. Close Google Chrome.
- 2. Reopen Google Chrome.
- 3. If you continue to have the same problem, click the three dots in the upper right corner of the screen; a dropdown should then appear.
- 4. Select "Settings" and scroll down to "Privacy and Security."
- 5. Select "Clear Browsing Data" and ensure "Advanced" is in bold blue letters and underlined in blue. Beneath "Time Range" ensure that these checkboxes are selected:
  - Browsing history
  - Download history
  - Cookies and other site data
  - Cached images and files
- 6. Click on "Clear Data" in the bottom right corner of the pop-up window.
- 7. Once done, close the web browser, log in to the question website again, and try the image upload/deletion process again.

## INSTRUCTIONS FOR SCREEN CAPTURE

#### PREPARE YOUR SCREEN

- 1. Make sure the image on your screen is exactly as you would like it to appear.
- 2. Make sure the image fills your screen, so you have the highest resolution possible.
- 3. In Word, use View > Read Mode and adjust the zoom so that the image fills the screen.
- 4. In Excel or PowerPoint, adjust the zoom so that the image fills the screen.

You can use either Paint or the Snipping Tool to capture an image. If you do not already use Snipping Tool or Paint, you may want to pin them to your taskbar, so that they are readily accessible.

#### HOW TO PIN TOOLS TO YOUR TASKBAR

#### PAINT

- 1. Click the Start button.
- 2. In the Search field, replace Search programs and files with "Paint." Paint will appear in the search results.
- 3. Right-click on Paint and click "Pin to Taskbar."

## **Snipping Tool**

- 1. Click the Start button.
- 2. In the Search field, replace Search programs and files with "Snip." Snipping Tool will appear in the search results.
- 3. Right-click on Snipping Tool and click on "Pin to Taskbar."

## SCREEN CAPTURE ON A PC USING PAINT

- 1. With your complete image on the screen, press the "Print Screen" key on your keyboard to copy the screen image into memory. Some keyboards may shorten this to "Prnt Scrn" or "PrntScr." Additionally, some laptop computers may have "Print Screen" sharing a key with another function, meaning that you must hold down the "fn" key to use the "Print Screen" function.
- 2. Open Paint (usually found in the "Accessories" folder) and click "Paste" or press "Ctrl+V."
- 3. You may need to do some editing to eliminate parts of the image that were captured but not needed. Please see below or refer to "Help" in Paint or go to – <u>http://windows.microsoft.com/en-us/windows/using-paint#1TC=windows-7</u>
- 4. Click "Save As," save as type ".jpg," and select where you want to save the image, giving it the appropriate file name name of the item's assigned accession number.

#### SCREEN CAPTURE ON A PC USING SNIPPING TOOL

- 1. With the image on the screen, open Snipping Tool.
- 2. Your screen will change to gray, indicating the Snipping Tool is active.
- 3. Drag the cursor around the area you want to capture.
- 4. On the Snipping Tool toolbar, click the Copy icon.

#### SCREEN CAPTURE ON A MAC

Press the Apple key+Shift+3 all at the same time. You will find a capture of the screen on your desktop named "Picture."

## ADDING AN ARROW TO AN IMAGE

- 1. Open the image in Paint.
- 2. Select the arrow icon you want to use.
- 3. In the image, left-click and hold the mouse to place and adjust the arrow size.
- 4. Let go of the mouse and click outside of the arrow box, somewhere in the image.
- 5. Click on the "Save" icon.

## ADDING A TEXT BOX TO AN IMAGE

(for Magnification and/or Special Stains)

- 1. Open the image in Paint.
- 2. Click on the "A" icon (A = text).
- 3. Place the box in the lower left-hand corner of the image unless it obscures something important. The box can be moved as long as it has the <u>dotted</u> edge.
- 4. Select Calibri as the font.
- 5. The size should be around 36.
- 6. Type in the magnification/special stain/etc.
- 7. Select <u>white</u> as the second color.
- 8. Click on "Opaque."
- 9. Click on box edge arrows to shrink edges to accommodate text.
- 10. Click out of the text box somewhere in the image.
- 11. Click on the "Save" icon.

Select Tool – Use the "Select" tool to select part of an image that you want to change.

- 1. Open the image in Paint.
- 2. On the Home tab, in the Image group, click the down arrow under "Select."
- 3. Do <u>one</u> of the following:
  - To select any square or rectangular part of the picture, click "Rectangular Selection," and then drag the pointer to select the part of the picture you want to work with.
  - To select any irregularly shaped part of the picture, click "Free-Form Selection," and then drag the pointer to select the part of the picture you want to work with.
  - To select the whole picture, click "Select All."
  - To select everything in the picture except for the currently selected area, click "Invert Selection."
  - To delete the selected object, click "Delete."

#### **CROPPING AN IMAGE**

Use the "Crop" tool to crop an image, so that only the part you select appears.

- 1. Open the image in Paint.
- 2. On the Home tab, in the Image group, click the arrow under Select, and then click the kind of selection you want to make.
- 3. Drag the pointer to select the part of the image you want to save.
- 4. In the Image group, click "Crop" and everything outside of your selected area will disappear.
- 5. To save the cropped image as a new file, point to "Save As," and then click the file type for the current image. Saving the cropped image as a new image file prevents overwriting the original image file.
- 6. In the File name box, type in a new file name, and then click "Save."

If you will be creating a figure, graph, etc., we have created "Instructions to Create a .jpg from an Image Screen Capture from programs that do not allow you to save a .jpg image". This is available on the TDAC webpage –

<u>https://abpath.org/tdac-landing/</u>. We are limited because our remote testing site software requires that all images be in .jpg format. If you are unable to convert an image into a .jpg, you may email the image separately to the TDAC Coordinator, not attached to the question but with the corresponding question number, and it will be converted into a .jpg format.

## NAVIGATING THE QUESTION SUBMISSION SITE

#### Questions entered into the online ABPath Item Bank must include all the fields required by the system.

nstructions:			
51	ould review the instructions in the 2021 TDAC Man	opment and Advisory Commitee (TD/ se documents; they provide guidelin ual - 5114 TDAC - Guidelines for Que n and Use of Web Images for ABPath	es for high-quality item creation. estion Writing
* Test Committee:	Dermatopathology		~
* First Name:	Jane	* Last Nar	me: Doe
* Your Email:	jane.doe@verizon.net		
family history, imaging rest likely diagnosis for this (loo	ults, lab results, or any other perti cation) biopsy/lesion from a #-yea	nent information. State a single, clea	female presented with"). Stem can include patient and rly formulated problem as a question "What is the most on is one that meets the "cover the options" rule, i.e., the em.
* Stem:	Stem example: What is the mos	t likely diagnosis for this liver biopsy	from a 49-year-old male?

**TDAC Item Submission Form** 

#### STEM (REQUIRED)

The stem of the question is entered in the first box. Icons are available for special emphasis (bold, italics, underline), superscript, subscript, insertion of table templates, find (search function), help, spell check, and special characters' table. These functions are in progress, not currently available.

The Answer Choices should be approximately the same length and in numerical order. If they are diagnoses, they should be listed from benign to malignant (eg, GYN cytology), and the "Do Not Alphabetize Distractors" radio button should be selected below. Answer Choices should begin with a lowercase letter unless they are a complete sentence or proper noun. There should be 3-5 homogeneous Answer Choices (ie, all lab tests/results, all IHC, all clinical findings, etc.). Only one choice can be the correct answer (or Key). Do not use "All of the Above" or "None of the Above."

* Answer Choice A:	begin with lower case except for names, etc.
* Answer Choice B:	no period at the end of each distractor
* Answer Choice C:	no apostrophe ('s) on eponyms, i.e. Down syndrome
Answer Choice D:	gene names should be italicized
Answer Choice E:	do not use "all/none of the above" as answer choices
Which Answ	wer Choice is the Key? Choose an item V

#### Alphabetize Distractors.

<ul> <li>Alphabetize Distractors.</li> <li>O Do Not Alphabetize Distractors.</li> </ul>
Select Do Not Alphabetize Distractors when you want to keep the same answer order as you have set and do not want the system to re-arrange them in alphabetical order. For instance a listing of diagnoses that go from benign to malignant.

#### DISTRACTORS (REQUIRED)

- Distractors A through E are available.
- Each has icons for special emphasis, superscripts and subscripts, special characters' table, and spell check. These functions are in progress, not currently available.
- Indicate the correct answer by selecting it in the dropdown.
- Three (3) to five (5) answer choices are acceptable.

#### **Alphabetize Distractors**

When questions are edited, finalized, and moved to the permanent item bank by the ABPath staff, the answers will automatically be alphabetized. If you do NOT want the answers in alphabetical order (e.g., a listing of diagnoses that range from benign to malignant), select the radio button for "Do Not Alphabetize Distractors."

	Comment example:
(optional):	ALso use this VM for question 12345
erences may be DOI, Pu	abMed (PMID), NLM, or ISBN numbers.
* References:	A reference is required on all questions
* Feedback /	often the correct answer; it is what a diplomate should study if a knowledge gap is found, (e.g., "adrenal carcinoma").
Diagnosis:	
ne the anatomic site as	sociated with the question. (e.g., lung, breast, sputum, bone marrow).
ne the anatomic site as Anatomic Site: (if applicable)	sociated with the question. (e.g., lung, breast, sputum, bone marrow). For images and VMs
Anatomic Site: (if applicable)	
Anatomic Site:	

* Meeting Year:	2023
(111)	

## COMMENTS

Any explanatory comments concerning the question should be entered here. (Comments are not required.)

## REFERENCES (REQUIRED)

- One (1) reference <u>must</u> be included for <u>every</u> question.
- Acceptable references include:
  - $\circ$  ~ ISBN numbers of textbooks (page numbers are not required)
  - $\circ$   $\$  PubMed ID, DOI, or NLM numbers for articles
  - $\circ \quad \text{http links for reliable websites} \\$

#### FEEDBACK DIAGNOSIS (REQUIRED)

- Include on <u>all</u> questions to allow for easier question retrieval and detection of duplicate questions on exams.
- It should be the **key words** or **concept** the candidate would need to review to answer the question correctly.
- Examples of feedback diagnoses:
  - Diagnosis
  - o Category
  - o Concept
- It is not necessarily the answer (for instance, if you have a list of age ranges), but rather <u>what knowledge</u> <u>the question is testing</u>.

#### ANATOMIC SITE

Include for image and VM questions.

#### VISUAL AID CODE (REQUIRED)

Select from these visual aid code options:

- Cell Panel
- EM/Figure
- Image
- Table
- Virtual (Glass): 1-2 glass slides will be sent to the ABPath office for scanning.
- Virtual (SVS): A thumb drive with svs files will be sent to the ABPath office.
- Virtual (Glass) + Image: 1-2 glass slides will be sent to the ABPath office, as well as image(s) uploaded to the item.
- Virtual (SVS) + Image: A thumb drive with svs files will be sent to the ABPath office, as well as image(s) uploaded to the item.
- None: No glass slide or thumb drive will be sent to the ABPath office, nor will any accompanying images be uploaded.

Please be precise in your selection, as this information is used by the ABPath staff for tracking purposes.

#### MEETING DATE (REQUIRED)

Indicate the year of the TDAC meeting for which the question is being submitted for.

Sub Exam Type.	
* Sub Exam Type:	Practical w/ or w/o Image
* New Exam Type(s) (Check a	II that apply, at least one is required)
Core	
AP/CP	
SubSpec	
* Category Code:	123456
* Category Code:	123456
	Dermatopathology Category Code List
	Tips to search text in the PDF document: on Windows, you can use Ctrl + F to open the Find tool. On Mac, simply press Command + F to open the
	macOS version of the tool.
	Type or copy the numeric code here, <b>THEN</b> copy the description for the same code in the description textbox below.
Category Code Description	
* Category Code	Copy from list
Description:	copy nom list

#### SUB EXAM TYPE (REQUIRED)

#### Select from these options:

- Practical with/without Image
- Virtual Microscopy
- Written/Recall

#### NEW EXAM TYPE (REQUIRED)

Select the examination cohort for which this question is suitable. These choices are available:

- Core
- AP/CP
- SubSpec

#### CATEGORY CODE (NUMBER REQUIRED)

Enter the singular, most granular category code. (For more information, see the "Category Code" section in this policy.)

#### CATEGORY CODE DESCRIPTION (REQUIRED)

Copy and paste the description listed with your selected Category Code number.

Up to 6 images can be included with a question. Images must be in .jpg format and no more than 5000 pixels wide and or 5000 pixels high. Images can be edited to resize and saved as .jpg. High-resolution images are required. Where applicable, start with the gross image then move from low-power to high-power.

Upload Files	1. Choose File No file chosen
	2. Choose File No file chosen
	3. Choose File No file chosen
	4. Choose File No file chosen
	5. Choose File No file chosen
	6. Choose File No file chosen

#### \* Please select one of the following options:

• Item has no glass slide or VM. (Written or Practical question)

- $\bigcirc$  Submit only a glass slide to ABPath.
- $\bigcirc$  Submit a glass slide to ABPath with a cropped svs file with a USB Flash Drive.
- $\bigcirc$  Submit a cropped svs file without glass slide.

\* Indicates a required field

Once you have successfully uploaded your content, please delete it from your device or computer. All submitted items become the copyrighted property of the ABPath.



Upload Files: Upload up to six (6) images in spaces provided.

#### TYPE OF VM SUBMITTED

#### Item has no glass slide or VM (Written or Practical question).

The item submitted does not have an associated Virtual Microscopy.

#### Submit only a glass slide to ABPath.

Item submitter will be sending a single, or two, glass slides (labeled with the item's associated accession number) to the ABPath.

#### Submit a glass slide to ABPath with a cropped svs file with a USB Flash Drive.

Item submitter will be sending a single, or two, glass slides (labeled with the item's associated accession number), as well as a USB flash drive with a cropped SVS file of the scanned slide, named/saved with the item's associated accession number.

#### Submit a cropped svs file without glass slide.

The item submitter plans to submit a USB drive to the ABPath containing cropped SVS files named/saved with each item's associated accession number.

If your institution is unwilling/unable to release glass slides or svs files on a USB flash drive to the ABPath, please contact the TDAC Coordinator to coordinate next steps.

#### SUBMIT (REQUIRED)

This button <u>must</u> be clicked in order to save the question and image(s). – If required fields are missing information, a red alert will pop up at the bottom of the screen indicating what information is missing and must be entered.

#### EDIT / DELETE

If you wish to delete a question you have submitted, click on "Question Submission" in the toolbar and select your TDAC. Your questions will populate, and you will be able to edit or delete as necessary.

## **RESOURCES FOR GOOD QUESTION WRITING**

The National Board of Medical Examiners (NBME) has an excellent resource for question writing entitled "<u>NBME®</u> <u>Item-Writing Guide. Constructing Witten Test Questions for the Health Sciences.</u>"

"Section 2: Writing One-Best-Answer Items for the Foundational (Basic) and Clinical Sciences" is the most relevant section, as the booklet is quite lengthy. Their only request is that you maintain their statements of copyright.

There is an excellent, brief video tutorial, that all TDAC members <u>must</u> view prior to item writing: <u>https://www2.nbme.org/nbme/IWTutorial/intro/index.html</u>.

The following YouTube video from Osmosis (Elsevier) entitled "Writing Great Questions for the Health Professions" can be another useful resource: <u>https://www.youtube.com/watch?v=LcIgpQRQLc4</u>.