Guide to Editing Questions in Academic Manager

Editing questions and question data
When a question is edited improperly, it can affect the integrity of the test item data, leading to the item analysis report no longer displaying/computing. These guidelines will help you determine whether to edit the original question OR copy the original question and editing the copy.

- After a question has been assigned to test takers and has been accessed, the question begins accumulating data. If changes are made to answer choices or content, it affects the integrity of your item analysis. The data is now being compiled from *different* versions of the original question, invalidating the data of the item analysis.
- If the original, assigned question continues to be edited, the item analysis report gets "confused" because the system is being asked to compile data for one item from several different versions of that item. The system will not be able to compute the data and the report will fail to display.

When to edit the original question instead of making a copy:

- The question has not been accessed by any test takers at any point
- Fixing typos or other superficial changes that do not change the meaning or function of the question or the answer choices
- *Fill-in* questions only: adding additional *correct* answer choices

Editing questions that were accessed by test takers
If you need to edit questions that have been accessed by test takers:

- Copy the original question and mark it retired and "do not use"
- Make the edits to the new copied version of that question in My Content.

Editing questions authored by other faculty members
Edits to a faculty-authored question can only be made by that question's owner/author. If you are in a faculty sharing group and wish to edit another faculty member's question, copy it into My Content and edit the copied version. The original question cannot be retired except by the question's owner.

Editing Exam Master questions
All Exam Master questions can be edited to suit your needs. To edit an Exam Master question, copy it into My Content and tag the question to your personal outline and program outline (if applicable). Then make edits to the copied version.

Contact Client Support for any additional questions: clientsupport@exammaster.com , 1-800-572-3627.