

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.

- 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.

The new Question Editor process will help you easily determine whether to edit the original question OR copy the original question and edit the copy. This will only affect questions that have been accessed by test takers

Editing Questions that were Accessed by test takers

- Any question that has been accessed at least once by a test taker will automatically trigger the New Edit Process
- New Edit will launch from either Manage Exams or Manage Content
 - Locate the QID you want to Edit
 - Use the Three Dots menu to select Edit
 - Separate window opens
 - Choose “Add to Exam” or “Do Not Add To Exam”
 - Only Unassigned Exams will appear in dropdown list
 - Option to create a New Exam to add question to
 - To help preserve data integrity, “Mark Original Do Not Use and Archive” will be automatically checked.
 - New question will generate with New QID and open the Editor screen
 - Make the necessary Edits
 - Any type of edit can be made as this is now a separate/fresh question
 - any original outline associations will carry over to the new question, for reporting purposes
 - Make note of new QID for records, if needed
 - **Save** or **Save and Close**

Editing New/Never Accessed Questions

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 change the answer choices
- *Fill-in questions only:* adding additional **correct** answer choice

Copying a Question to Edit

- Use Three Dots menu to Copy original question
- Mark original “Do Not Use” and archive/retire question
- New QID will be generated
- Make edits to the new copied version of the 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 your account (My Content) and Edit the copied version
 - The original question can only be retired/archived (‘mark do not use’) 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 your My Content and map or a personal and/or program outline (if applicable)
 - Edit copied version

Contact Client Support for any additional questions: clientsupport@exammaster.com; 1-800-572-3627 x1