Item Submission Form

One of the methods to maintain your certification as a Compressed Air System Specialist is to write and submit items (questions) that are accepted by the CAGI Exam Team and the Exam Director for use on the CCASS exam. Click [here](#_Rules_for_Item) for rules for item writing.

For each accepted item/question, you will earn four units. Complete this form and return it to the CAGI office at [certification@cagi.org](mailto:certification@cagi.org) along with your recertification application and other pertinent materials.

**Part One: Provide the following contact information:**

**Question Submitter Name:**        **Phone:**

**Email:**       **Date:**

**Part Two: Provide the source for your question (for example, CAGI Handbook, page 44) ALL ITEMS MUST BE SOURCED FROM THE BODY OF KNOWLEDGE SHOWN ON THE CAGI WEBSITE HERE:** [**CAGI Personnel Certification**](https://www.cagi.org/personnel-certification/resources.aspx)

**Source Reference: (Standard, Author, Title, Chapter, Page, publisher, etc,):**

**Level of Difficulty: (Difficult, Medium, or Easy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part Three: Provide your question, your suggested correct answer, and three possible "distractors", or incorrect choices**

**Item Stem(Question):**

**Correct Answer:**

**Distracter #1 (incorrect answer):**

**Distracter #2**

**Distracter #3**

**Part Two: Provide the source for your question (for example, CAGI Handbook, page 44) ALL ITEMS MUST BE SOURCED FROM THE BODY OF KNOWLEDGE SHOWN ON THE CAGI WEBSITE HERE:** [**CAGI Personnel Certification**](https://www.cagi.org/personnel-certification/resources.aspx)

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**Item Stem(Question):**

**Correct Answer:**

**Distracter #1 (incorrect answer):**

**Distracter #2**

**Distracter #3**

If you have more questions to be submitted for consideration, attach on a separate page.

# **Rules for Item Writing**

* Design each item to measure an important topic. Do not write items that focus on trivial concepts. Focus on topics that are important to proper job performance and are under the KSA (knowledge, skills, abilities) document for the exam.
* Present a single, clearly formulated problem in the stem.
* State the stem in simple, clear language.
* Put as much wording in the stem as possible. Do not write one-word stems.
* State the stem of the item in positive form whenever possible.
* Emphasize negative wording whenever used in the stem, i.e., underline, bold, italic.
* Make sure that the intended answer is correct or clearly the best choice
* Make all alternatives grammatically consistent with the stem of the item and parallel in form. Avoid using an article at the end of the stem.
* Avoid verbal clues. Do not repeat important words from the stem in the correct answer.
* Make all distractors plausible and attractive to the uninformed or poorly prepared examinee.
* Vary the relative length of the correct answer to eliminate length as a clue.
* Avoid the use of “All of the above” and “None of the above”. **Do not write true-false questions**.
* Vary the position of the correct answer in a random manner.
* Use an efficient item format, proper punctuation, verb tense agreement, and pay attention to singular and plural grammar.
* Do not write trick items, and do not write cute items or humorous items.
* Write all items independent of the others.
* Avoid qualifying words such as always, never, etc.
* Use direct questions rather than an incomplete statement. If using incomplete statements, put the blank at the end of the statement.
* In testing for definitions, it is best to use the term in the stem rather than as an option.
* List numerical or sizes or measurements in an ascending or descending order.