 <b>TRƯỜNG ĐẠI HỌC QUỐC TẾ SÀI GÒN</b> <small>THE SAIGON INTERNATIONAL UNIVERSITY</small>	<b>EXAMINATION AND QUALITY ASSURANCE DEPARTMENT</b>	<i>Code:</i>
		<i>Release Version: 1</i>
	<b>PROCEDURE FOR DEVELOPING EXAM QUESTION BANK</b>	<i>Valid Date: 8/9/2019</i>
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### **1. The construction process of standardized exam question bank:**

Step 1: Establish a group of experts and a coordinating team to construct the standardized exam question bank.

Step 2: Develop an exam question matrix and design a table of specification (based on the examination format prescribed by the Ministry of Education and Training).

Step 3: Make a rough draft for exam questions.

Step 4: Review, select, edit, and evaluate the exam questions.


Step 5: Test, analyze, and assess the exam questions.

Step 6: Revise the exam questions after testing.

Step 7: Construct exam papers, test, analyze, evaluate, and balance the difficulty levels.

Step 8: Revise the questions after testing the examination papers.

Step 9: Review, select, and merge the exam questions into the standardized exam question bank.

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## **2. Content and Sequence of Implementation:**

### **a) Step 1: Establish a group of experts and a coordinating team to construct the standardized exam question bank.**

Based on the task requirements of each phase and the effective work capacity of the staff and experts, form a group of experts to participate in the construction of the standardized exam question bank and a coordinating team for specific tasks.

### **b) Step 2: Construct the exam question matrix and design the table of specification (based on the exam format prescribed by the Ministry of Education and Training).**


- Organize gathered sessions with the group of experts to construct the exam question matrix and the table of specification for each field, including the evaluation objectives, question formats, competency levels to be assessed, knowledge areas, question difficulty, and other requirements (if necessary).

- For examinations with an available exam question matrix, the table of specification is approved by authorized personnel. When implementing the standardized exam question bank, a detailed table of specification should be developed to align with the construction of the question bank.

### **c) Step 3: Make a rough draft of questions**

Arrange gathered sessions and carry out the following tasks:

- Based on the table of specification, the group leader assigns the task of writing questions to each member who will generate ideas and drafts the content of the questions and answers directly on a computer without internet access outside the question drafting area. After each member completes their drafts, the group leaders are responsible for reviewing, editing, and approving each question.

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- At the end of each drafting phase, experts hand over the products to the coordinating staff and jointly sign the handover minutes. The group leaders make a summary table of the number of rough drafts of questions, then sign for confirmation and submit it to the coordinating staff.

**d) Step 4: Review, select, edit, and evaluate questions**

- Experts assess the content of the questions that must meet the professional requirements, instructions, and question formats specified in the table of specification.
- Experts assess the technical aspects of the questions including the writing style, instructions, and answer options.
- The editing experts make direct modifications and provide suggestions for revisions (if necessary) for each question.
- After receiving suggestions from the editing and evaluation experts, the question author (drafting expert) directly revises the questions.
- Each group leader reads the feedback and assessment from the experts, reviews the author's revisions, directly makes direct edits, and finalizes the questions.

**e) Step 5: Test, analyze, and evaluate questions**

- After assessment, the questions are combined for testing and evaluation.
- Implement testing of question combinations to at least 50 students.
- Upon completion of the testing activities, import/export the data of students' results; clean data to prepare for the analysis phase.

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- Experts of question analysis utilize specialized assessment software to analyze the standardized parameters of the questions, propose necessary modifications or eliminations.

**f) Step 6: Edit tested questions**

- Based on the report from experts of question analysis, then organize expert groups to carry out question editions.
- The expert groups edit the questions according to the analyzed results so that the questions align with the requirements of the approved table of specification.

**g) Step 7: Construct exams, test, analyze, evaluate, and balance difficulty levels**

- For testing, the edited questions are structured into exams aligned with the approved table of specification.
- Deploy testing of the exams with a minimum of 30 students.
- Upon completion of the testing activities, import/export the data of students' results; clean data to prepare for the analysis phase.
- Experts of question analysis utilize specialized assessment software to analyze exams, evaluate difficulty levels, and achieve balance among exams, and propose necessary modifications or eliminations.

**h) Step 8: Edit questions after testing examination**

- Based on the report from experts of question analysis, then organize expert groups to carry out question editions.

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- The expert groups edit the questions according to the analyzed results so that the questions align with the requirements of the approved table of specification.

**i) Step 9: Review, select, and import of questions into the standardized exam question bank**

The questions that have been edited and finalized after examination testing undergo review and selection by the group of experts for inclusion in the standardized exam question bank.

**3. Appendix of Forms:**

No.	Form Name	Code	Applying Steps
1	Exam Template	BM01/QT01	3, 6
2	Exam Matrix	BM02/QT02	2
3	Exam Answer Key	BM03/QT03	3, 6

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