

## **Rules for creating Multiple Choice questions**

### **Content aspects**

1. create each question based on a specific content that the question is designed to test.
2. keep the specific content of the questions independent of each other.
3. Avoid overly specific and overly general questions.
4. Avoid questions based on opinions.
5. Avoid deliberate "traps" in questions.
- 6.

### **Format**

7. Define the permitted multiple choice question formats in advance.
8. Keep the vocabulary and grammar of the questions as simple as possible.
9. Keep the reading effort of the questions as low as possible.

### **Question stem**

10. Formulate the stem as a question that can be answered without knowing the answer options.
11. Make sure that the question is clearly formulated.
12. Formulate the stem positively, avoid negative formulations such as *not* or *except*.

### **Answer options**

13. Use as many answer options as reasonably possible. It is often not possible to find more than two plausible wrong answer options.
14. Make sure that one answer option is clearly the correct or best answer.
15. Arrange the answer options logically (e.g. ascending numerical values or alphabetically).
16. The answer options should be independent of each other and not overlap.
17. The answer options should be homogeneous in content and approximately the same length.
18. Formulate the answer options positively, avoid negative formulations such as *not* or *except*.
19. Avoid references to the correct answer such as
  - Words such as *never*, *always* or *completely* in incorrect answer options,
  - The repetition of words from the question in the correct answer,
  - Obviously wrong, absurd or ridiculous wrong answer options
1. Use common and typical errors or misunderstandings as the basis for incorrect answer choices.

Source: Katrin Brauns, Sebastian Schubert: Qualitätssicherung von Multiple-Choice-Prüfungen. 2008. In: Sigrid Dany, Birgit Szczyrba, Johannes Wildt (Hg.) Blickpunkte Hochschuldidaktik Band 118