### Form 2.3-5 Written Examination Review Worksheet

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| Q# | 1.  LOK  (F/H) | 2.  LOD  (1–5) | 3. Psychometric Flaws | | | | | 4. Job Content Flaws | | | | 5. K/A Use Flaws | | 6. Source  (B/M/N) | 7. Status  (U/E/S) | 8. Explanation |
| Stem  Focus | Cues | T/F | Cred. Dist. | Partial | Job Link | Minutia | #/Units | Logic | Q–K/A | License Level |
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#### Form 2.3-5 Instructions for Written Examination Review Worksheet

Refer to ES-4.2 for the definitions of terms used in this worksheet for the written examination. Review each question (Q) as submitted and as subsequently revised and document the following in the associated worksheet columns:

1. Enter the level of knowledge (LOK) as either (F)undamental or (H)igher cognitive level.
2. Enter the level of difficulty (LOD) from 1 (easy) to 5 (difficult); mark direct lookup questions (applicant can directly determine the answer from the provided reference) as LOD 1. A question is (U)nsatisfactory if it is LOD 1 or LOD 5.
3. Check the appropriate box if a psychometric flaw is identified:

* “Stem Focus”: The stem lacks enough focus to elicit the correct answer (e.g., unclear intent, more information is needed, or too much needless information). This is an (U)nsatisfactory question.
* “Cues”: The stem or one or more answer choices contains cues (e.g., clues, specific determiners, phrasing, length). This is an (U)nsatisfactory question.
* “T/F”: All of the answer choices are a collection of unrelated true/false statements. This is an (U)nsatisfactory question.
* “Cred. Dist.”: The distractors are not credible; single implausible distractors require (E)nhancement, and more than one noncredible distractor in the same question results in an (U)satisfactory question.
* “Partial”: One or more distractors are partially correct (e.g., if the applicant can make unstated assumptions that are not contradicted by the stem). This is an (U)nsatisfactory question.

1. Check the appropriate box if a job content flaw is identified:

* “Job Link”: The question is not linked to the job requirements (i.e., the question has a valid knowledge or ability (K/A) but, as written, is not operational in content). This is an (U)nsatisfactory question.
* “Minutia”: The question requires the recall of knowledge that is too specific for the closed‑reference test mode (i.e., it is not required to be known from memory). This is an (U)nsatisfactory question.
* “#/Units”: The question contains data with an unrealistic level of accuracy or inconsistent units (e.g., panel meter in percent with question in gallons). This is an (U)nsatisfactory question.
* “Logic”: The question requires backward or reverse logic or application compared to the job requirements. This is an (U)nsatisfactory question.

1. Check the first box if a K/A mismatch flaw exists. Check the second box if the question is flawed because it is written at the wrong license level. Either condition results in an (U)nsatisfactory question.
2. Enter the question’s source: (B)ank, (M)odified, or (N)ew. Verify that (M)odified questions meet the criteria of ES-4.2.
3. Based on the review performed in steps 2–5, mark the question as (U)nsatisfactory, in need of (E)nhancement, or (S)atisfactory.
4. Fully explain the reason for any (U) in column 7 (e.g., how the psychometric attributes are not being met).
5. Save the initial review comments and detail subsequent comment resolution so that each exam-bound question is marked by an (S) on this form.