



Guidance for Creating Post Tests

DO	DO NOT
Ensure your post-tests and answer keys are attached to Standard E in the online system when submitting your new or renewal application	Neglect to attach post-tests and answer keys to Standard E, or inadvertently submit participant evaluation forms or summaries instead of post-tests
Include questions that are sufficient to assess a postdoctoral level of learning, specific to the program's predetermined learning objectives	Create questions that participants could answer without having attended the program (including liberal use of "all of the above" responses) and/or questions that include answer choices that are obviously incorrect (e.g., "therapy is never helpful for any person")
Focus on ensuring all learning objectives are achieved	Focus heavily on dates, statistics, or other content that may not be relevant to the learning objectives / program content
If using true-false questions, provide a limited number, and ensure they are sufficiently challenging	Rely on simple true-false questions as a measure of learning
Include comprehension-type questions (e.g., utilizing scenarios to evaluate key constructs)	Rely on questions that test a participant's memory (e.g., percentages of a population)
Include six to eight questions per one CE credit (hour)	Have an insufficient number of questions to assess learning
Have a passing criterion of at least 75 percent (70% on tests with only 10 questions)	Have a passing criterion of less than 75 percent (or less than 70% on tests with only 10 questions)
Limit the number of attempts to ensure a postdoctoral level of learning – the guidance is typically to allow a maximum of 3 attempts	Allow an unlimited number of attempts to pass the post-test
Utilize a grading grid for essay questions (Remember to include this in your Standard E of your application too!)	Score essay questions subjectively or without a rubric
Create separate documents for post-tests and participant evaluations	Include participant evaluations as a single document with the post-test

Notes: For additional guidance on post-session learning assessments, refer to the Standards and Criteria ([Standard E, Educational and Technical Assistance](#)).