<u>Guide to Question Coding for Faculty</u>

Why is question coding/categorization so important?
With our ACPE site visit on the horizon, we are working to create a Curricular Map using the Curriculum Gap Analysis Tool in Enflux. This tool uses question categories that are entered into ExamSoft to generate a report that compares our course objectives with the questions on course exams.

This guide contains important information about deadlines for completion of coding and helpful tips to ensure that all questions are coded completely in ExamSoft, in order for the Assessment and Curriculum Committees to be able to fully utilize the Curriculum Gap Analysis.

Please read this guide in its entirety and direct any questions that you have about coding/categorization to Program Director of Assessment, Liz Lafitte (lafitte@ulm.edu).

What is the deadline for faculty to complete question coding?
We are requesting that all faculty complete question coding for all ExamSoft items in mandatory courses offered in Fall 2019 and Spring 2020 by June 30, 2020.

Also – we're excited to offer all faculty who appropriately and completely code their items an incentive. All faculty who complete question coding for F19 and S20 **prior to** July 15th, will be entered into a drawing to win <u>one of THREE $50 Amazon gift cards</u>. Three drawings will be held – on June 17th, July 1st and July 15th – and all faculty who have completed coding prior to the drawing will be eligible to win one of the gift cards. Finish your coding early for more chances to win! All faculty who have completed coding will be recognized weekly.

What categories do I need to use for my questions?
Required categories for *all* items are as follows:
- Learning Outcomes:
    o ACPE Appendix 1
    o CAPE 2013
    o Miller's Pyramid
- Functional Items:
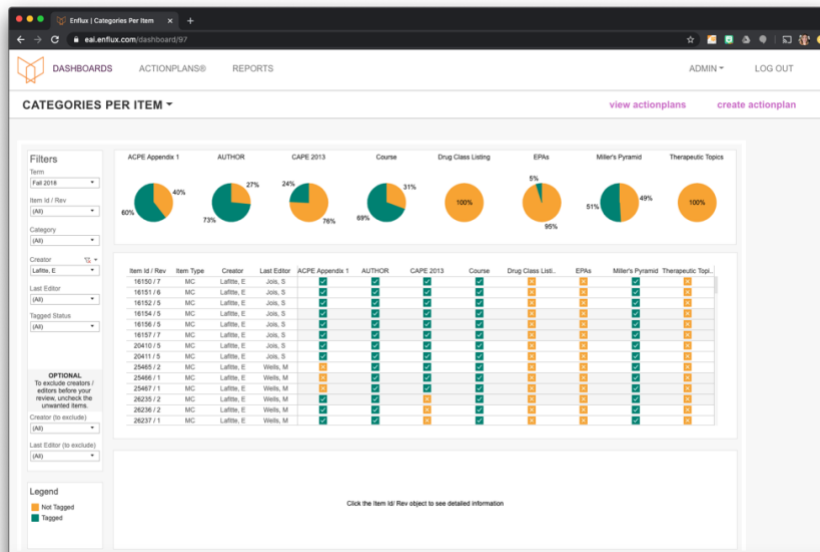   o Author
    o Course
    o Exam
Required categories *if applicable*:
    While the following categories are not required for all items, they should be used for any question on which they are applicable, as it allows for more in depth analysis of our curriculum and helps provide more robust information to create our curricular map.
    o Longitudinal assessment item
    o Drug class
    o Therapeutic topic
    o Entrustable professional activities (EPAs)/Pharmacists' Patient Care Process (PPCP)

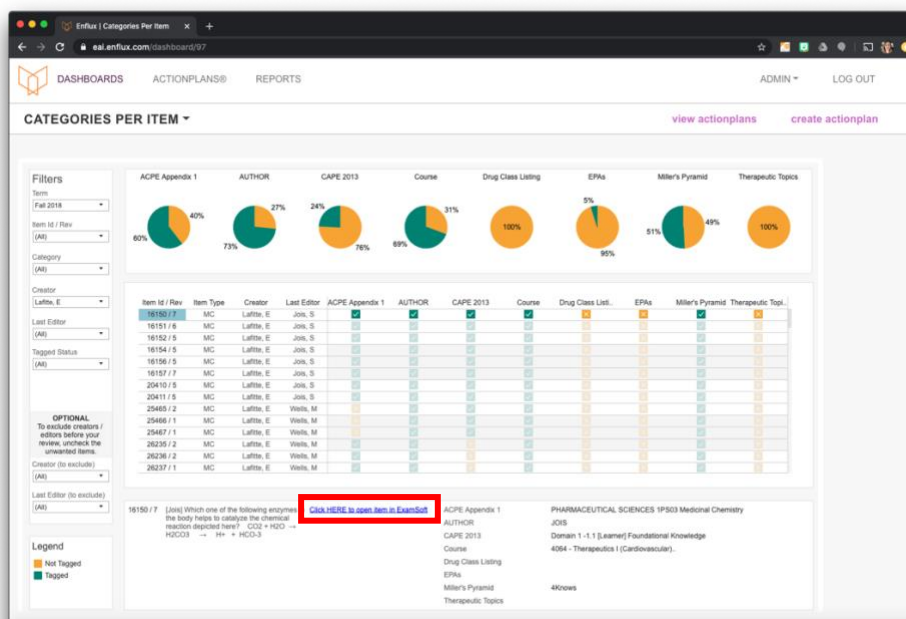*How do I know which items have been coded and which haven't?*

You could always use ExamSoft and manually check each of your items from F19 and S20, but one of the attractive features of Enflux is that it allows you to see this information in the *Categories per Item Dashboard*. The dashboard can be filtered by Term and Item Creator in order to see which of your items have been appropriately and completely coded. Here's an example the information in the dashboard:

- The dashboard shows an overview of the percentage completion for each category. **NOTE** - while Miller's Pyramid is required – it is listed next-to-last across the top of the dashboard.
- The dashboard also shows which questions have categories assigned indicating completion using the green check box.

How do I access the questions that haven't yet been categorized completely?

- You can use the item number referenced in the Dashboard to access the question directly through ExamSoft, or…
- You can see a preview of the question and link directly to the item in ExamSoft using the link provided in the question preview once you've selected the item in the Enflux dashboard.

IMPORTANT!!

Notes from the Assessment team:

1. We will be using the Items per Category Dashboard to monitor our progress towards completion of all required coding for F19 and S20.
   - The dashboard separates Miller's Pyramid from the other required categories and doesn't provide information on whether items have been coded to the correct Exam.
   - Please use ExamSoft to ensure that all items on a given exam have been appropriately coded to the Exam. You can use bulk coding to ensure this has been accomplished.
2. Due to the difference in how course coordinators create exams, there may be items that list you as the Creator that, in fact, belong to another faculty member. If the coding on these items is incomplete, please communicate that information to the item Author directly.
   - Once you've completed your coding, if the Enflux Dashboard shows items that don't belong to you as incomplete, please notify the Assessment team using this form.