**Peer Review Checklist**

During the Small Group Peer Review stage, your job is to provide a first critical eye on the content of your colleagues' items. Your role is Subject Matter Expert, and your basic responsibilities are to ensure that each item makes sense, is complete and accurate, and can be answered by PA students at the relevant stage of their education. Below is a checklist of things to look for when reviewing questions.

Important Note: If the item does not meet any of these criteria, help your colleague out – provide specific feedback on what is wrong, and specific solutions where appropriate. The small group scribe is empowered to edit the item itself, as all changes are tracked. Comments like "Change Stem" and "Incorrect" are not good since the author thought the item was good when they submitted it. See Peer Review Comment Guidance handout for more information.

- ❑ Item
  - o Complete, accurate (calculations are correct, contains all appropriate lab values)
  - o Appropriate for a PA student
  - o Reflects the most up-to-date information/clinical guidelines, including DSM 5 and 2017 hypertension guidelines
  - o Medications in the proper format – Generic (Brand)
  - o Medications are currently available and have not been removed from the market
  - o Medical terminology is correct (bacteria are italicized, measurements are appropriate, capitalization is correct)
- ❑ Stem
  - o Contains a clear, concise case scenario
  - o Leads *knowledgeable* PA student to the correct answer
  - o Should NOT be negative
  - o Should be an objective presentation of facts, not a personal story of the interaction
  - o Includes enough detail to test the student's decision-making; for instance, includes normal vital signs and lab values as relevant
- ❑ Image/Asset (if applicable)
  - o Non-copyright source
  - o HIPAA-compliant (the file name will not be visible; just check the image itself for identifying information)
  - o Big and clear enough to determine the answer

- ❑ Options (4-5)
  - o Alphabetical order
  - o Logically/grammatically complete the stem (appropriate responses to the question)
  - o Parallel (all the same type of thing – tests/drugs/infections, etc. – or an even distribution of things, so long as the lead-in doesn't give it away)
  - o Independent
  - o Do NOT contain specific determiners (only, always, never, etc.)
- ❑ Answer (only 1 of the options)
  - o Correct
  - o NOT obvious
  - o Does not contain keywords from stem
- ❑ Distractors (the other 3-4 options)
  - o Plausible
  - o Incorrect
- ❑ Metadata (complete and correct)
  - o Content category code (blueprint ID)
  - o Organ system code
  - o Task area code
  - o Diagnosis key word
  - o Exam focus code
  - o Reference (optional)