

Question Analysis Grid

When taking tests, it is helpful to have a consistent plan for addressing each question. Practicing this strategy as you take the quizzes will help you develop a comfortable approach that will be second nature by the time you take your credential exam.

If you develop a familiar and consistent notation, you'll save time on the test if you decide to mark a question to come back to later. This question analysis grid will assist you in developing a habit of writing down a question number and key elements to avoid starting from scratch on a question when you return to it.

Below is a short description on how to use each element of the grid. This is followed on page two with a blank template, and on page three with an example of the grid in use on a sample question.

Identify the stem question	Correctly identifying the key elements or stem of the question being asked helps you to avoid problems resulting from misinterpreting the question. By stripping away the extraneous information in the question, you can focus more clearly.
Predict the answer	Predicting the answer before you look at the choices helps you to focus on choices that match your initial response, making it easier to identify distractors.
Locate the concept in the content	Locating the concept in the content before you look at the potential answers helps you avoid distractors in the incorrect answers, and lets you focus in on the correct concepts.
Analyze the choices	As you read each of the possible answers, evaluate each one individually. Each incorrect answer that you can eliminate improves the odds of selecting the correct answer. No – if you can rule out the answer Maybe – if you can't rule it out Yes – if you think the answer is correct
Select the best answer	Finally, you will need to select the best answer from the remaining options.

Graphic Organizer: Template

Identify the stem question	Question # ____ What is truly being asked? What are the key elements of the question?
Predict the answer	
Locate the concept in the content	
Analyze the choices: No – if you can rule out the answer Maybe – if you can't rule it out Yes – if you think the answer is correct	A. _____ B. _____ C. _____ D. _____
Select the best answer	

Graphic Organizer: Example

Here's an example of using the Graphic Organizer. The actual question and possible answers are in red.

<p>Identify the stem question</p>	<p>Which of the following is required for successful implementation of customer relationship management (CRM) and/or supplier relationship management (SRM) strategies?</p> <p>Find the required activity that is crucial for successful CRM and SRM strategies.</p>
<p>Predict the answer</p>	<p>CRM and SRM are new implementations that require greater collaboration than existing structures. Although the question asks about CRM and SRM, it is also tied to Change Management because it is asking about implementation of the new strategies, so I think the answer will tie in with that.</p>
<p>Locate the concept in the content</p>	<p>Module 3, Section C, Chapter 3, Topic 4 – this is focused on Change Management</p>
<p>Analyze the choices</p> <p>No – if you can rule it out</p> <p>Maybe – if you can't rule it out</p> <p>Yes – if you think it is correct</p>	<p>A. New job definitions Yes – new strategies will mean new responsibilities and structures.</p> <p>B. A new workforce Maybe – new people may need to be added/changed based on new strategies and structures.</p> <p>C. Greater control from the top down No – CRM and SRM are about collaboration, so this would mean a move away from hierarchical structures and controls.</p> <p>D. Greater emphasis on task-focused responsibility centers No – task-focused responsibility centers are tied to old hierarchical structures, not new collaborative strategies.</p>
<p>Select the best answer</p>	<p>If you have more than one YES, and MAYBE, weigh the options and select the best answer.</p> <p>A – New job definitions. This is the best answer because it is definitely a required activity needed for successful implementation. These will always change as new strategies are implemented, whereas a new workforce may not always be necessary.</p>