THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS®

ITEM REVIEWER USER GUIDE

CONFIDENTIAL

A. Log In:

1. Enter https://item.arrt.org into your web browser.
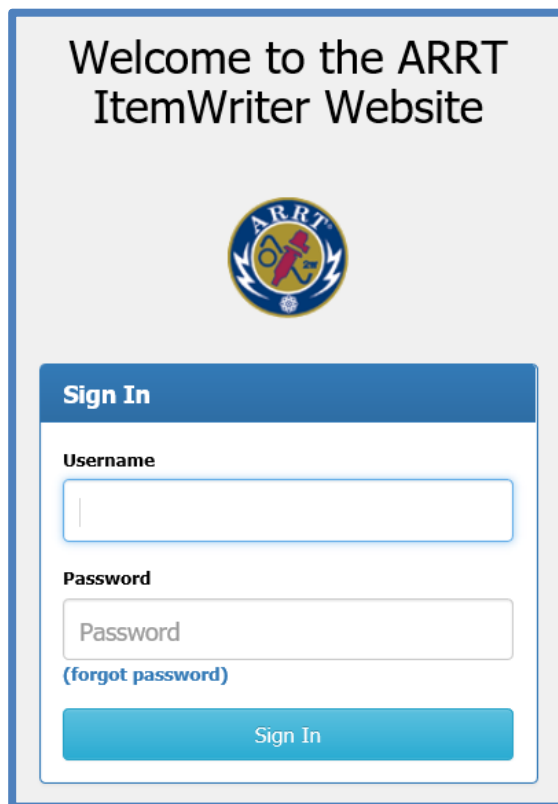
2. Connect to item.arrt.org.

   a. Enter your assigned user name

   b. Enter your password *

   c. Click "Sign In"

** **Note:** If this is the first time you are logging into the website you will be prompted to create a new password using at least 8 characters, including one upper case letter, a number, and one symbol.*
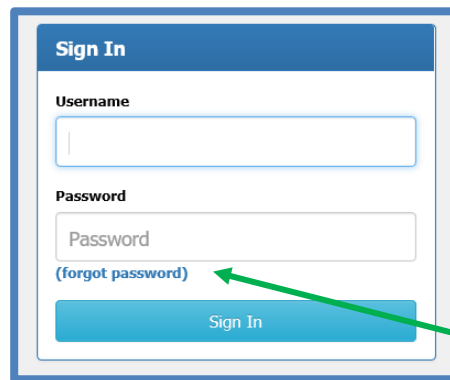
List of allowed symbols: @ # $ % ^ & + =

RED text could indicate that you are not meeting the password complexity requirements. Please read the error message to determine the problem.
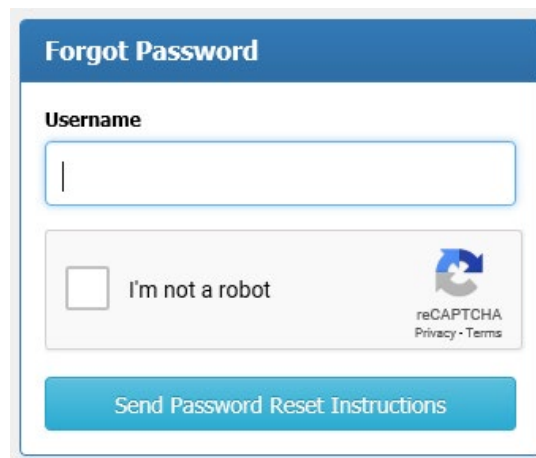
B. If You Forget Your Password:

Once you have established an account, if you forget your password click (forgot password).

1. Enter your username.
2. Verify that you are not a robot and WAIT for a window to open asking you to select one or more images containing specific items.
3. Click on all the pertinent images and follow the onscreen directions to verify your response and close the window.
4. Click: Send Password Reset Instructions
5. You will receive the following message:

Success!

If you entered a valid account you will receive an email containing instructions to reset your account password.

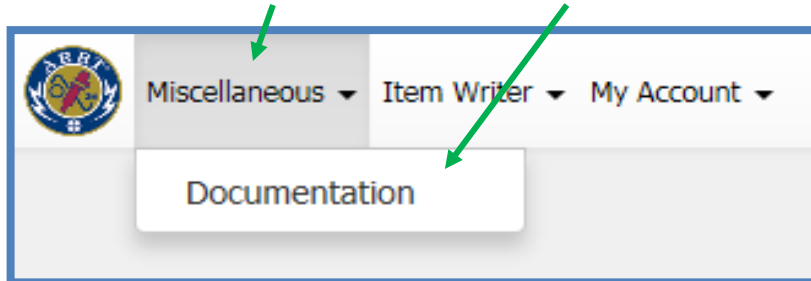← Back to Sign In Page

6. Check your email for a message from Notifications.
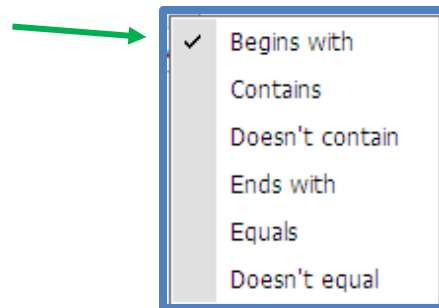7. Click on the Password Reset Link in the email.

C. Documentation

1. **How to find Item Reviewer Instructions and Content Specifications:**

   a. Under the Miscellaneous tab, choose Documentation.

   b. You can search for documents using keywords.

   c. You can narrow your search using the filters below:

Welcome to the Documentation Center.

You can search for documentation using filters on the grid below. To view a file click on the underlined link in the "File Name" column.

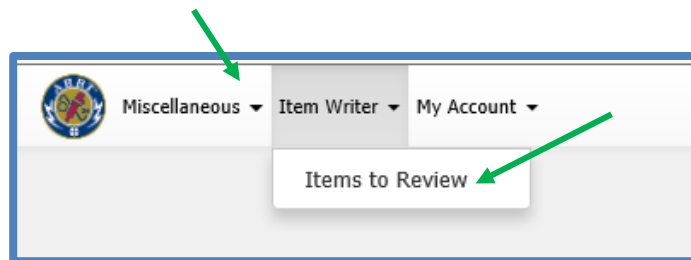| File Name	Category	Description
Item Reviewer Manual_v3.pdf	Instructions	Item Reviewer Instructions
MRI_CS_2017_Highlighted.pdf	Content Specifications	Magnetic Resonance Imaging 2017 Highlighted CS

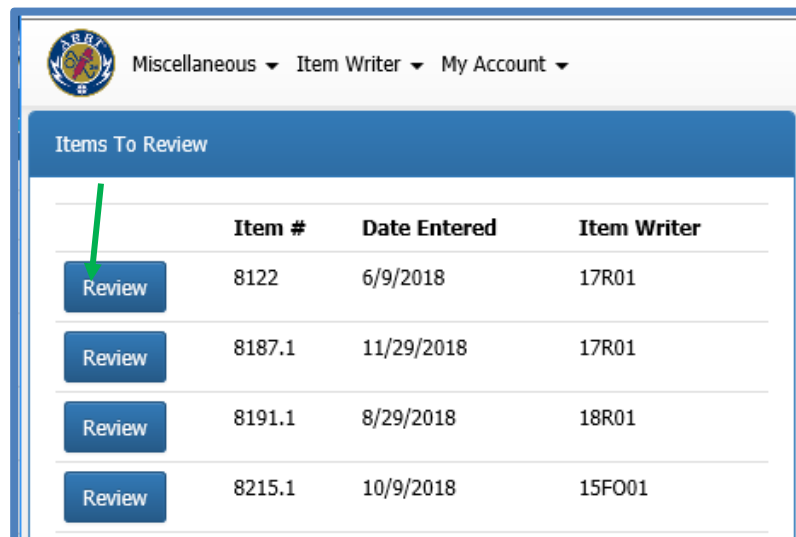# C. Item Review

1. **How to Find Items to Review and Rate**:

   a. If you have been assigned to review multiple disciplines, use the drop-down menu in the upper right corner of the screen to select the discipline abbreviation you want to review.
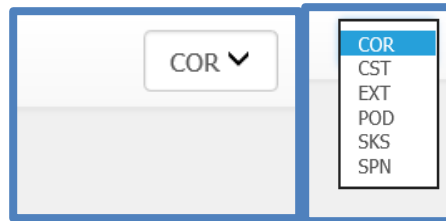
   b. Under the Item Writer tab, choose Items to Review.

   c. When the window below opens, click on the first item for review.

d. When the Item Review Screen opens, review the item and enter your ratings.

Item Number: 1832.1 **Item Writer:** 19BS02 **Date Entered:** 6/7/2021 **Question Type:** Multiple Choice
Key: B **Content Code:** A - Patient Care
Reference: Name, Edition number (or publication date), volume number (if needed), Author, Page Number

Attachments: BS_1832 - 1-1.bmp (BS001.bmp)

Stem: The stem is written in the form of a question or as a sentence completion statement.

Key
A: ☐ option A - distractor
B: ☑ option A - key
C: ☐ option A - distractor
D: ☐ option A - distractor

Overall Rating *
--Select--

Is the key correct? *
--Select--

e. Click on any attachments (if included) to open them in another window.

f. There are 8 total categories for commenting on each item. The first two categories are mandatory.

i. **Overall Rating** – select a rating (mandatory) and then comment.

Overall Rating *
--Select--
--Select--
Reject
Accept with Revision
Accept

ii. **Is the Key Correct?** – Yes or No (mandatory) and then comment.

Is the key correct? *
--Select--
--Select--
Yes
No

      iii. Six additional rating categories – Yes or No (optional). Add additional **comments for clarificaiton or suggestions, as appropriate.**

Are each of the distractors valid (eg. are they real? are they always incorrect?)?
--Select--

Is the content coding correct?
--Select--

Is the item fair? (e.g., free from gender, geographical, age, race bias)
--Select--

Is the item within scope of practice for the discipline?
--Select--

Is the item relevant for entry level practice?
--Select--

Is the item sustainable? (e.g., won't change over the short term)
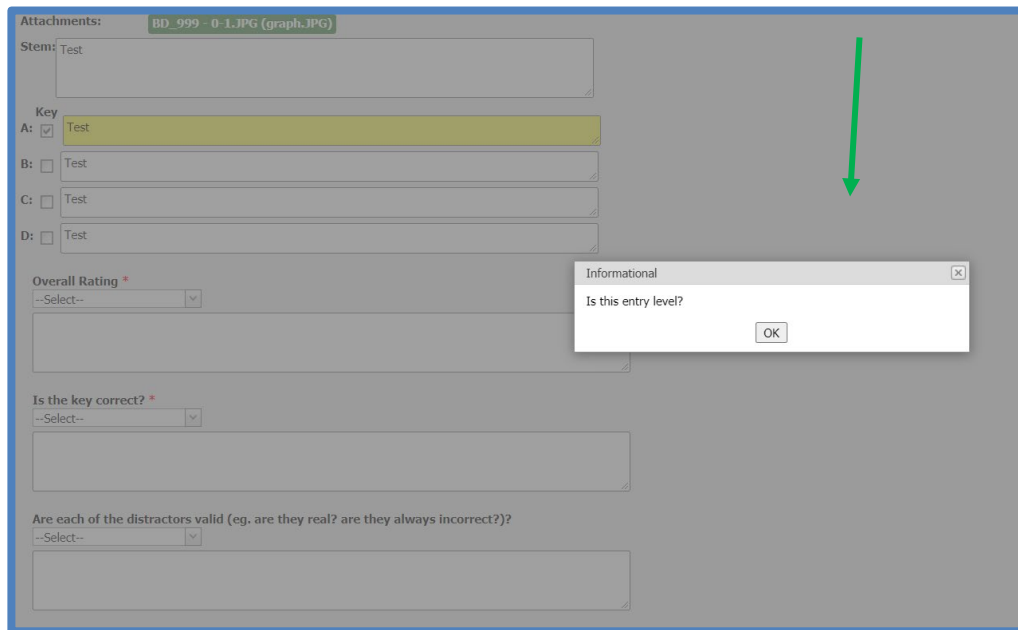--Select--

[Opt Out] [Submit Review]

g. **Opt Out** – if you do not have the expertise to comment on the item, you may opt out.

h. **Submit Review** – when you have completed your review select "Submit Review". Once you submit a review you cannot change it. Please be as detailed in your review as possible.

2. **Reviewer Notes:**

    a. On occasion, the Assessment Development Coordinator may include a note regarding an item. A pop-up box will appear on the screen, select the OK to close the box after reading the note.

The Assessment Development Coordinator will review your ratings and comments between exam committee meetings. Items consistently rated high by reviewers will be accepted into the item bank and those rated low will be rejected. Items with discrepant ratings will be reviewed by the committee members during a meeting.