



# ITEM REVIEWER USER GUIDE

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**CONFIDENTIAL**

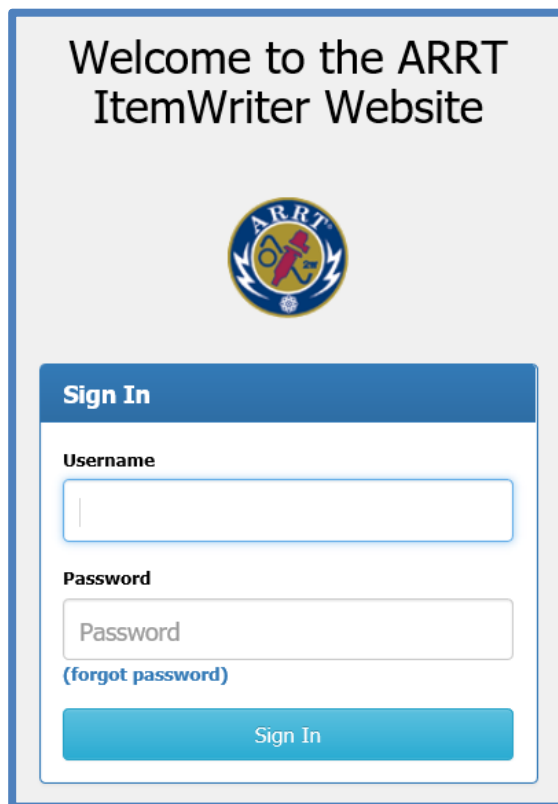
## A. Log In:

1. Enter <https://item.arry.org> into your web browser.
2. Connect to item.arry.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.

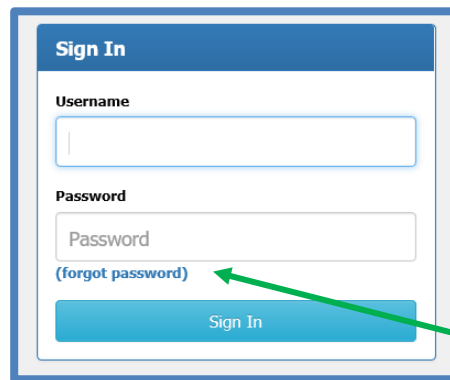
List of allowed symbols: @ # \$ % ^ & + =

**RED text** could indicate that you are not meeting the password complexity requirements. Please read the error message to determine the problem.



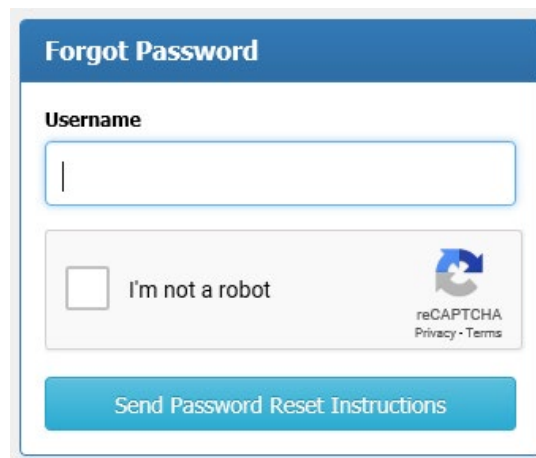
The screenshot shows the login interface for the ARRT ItemWriter Website. At the top, it says "Welcome to the ARRT ItemWriter Website" with the ARRT logo below it. The logo is a circular emblem with "ARRT" at the top, a stylized "6" and "X" in the center, and "ItemWriter" at the bottom. Below the logo is a "Sign In" section with a blue header. It contains two input fields: "Username" and "Password". The "Password" field has a placeholder text "Password" and a link "(forgot password)" below it. A blue "Sign In" button is at the bottom of the form.

## B. If You Forget Your Password:



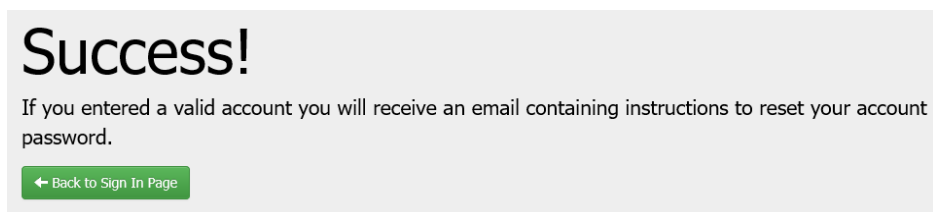
The image shows a 'Sign In' form with a blue header. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue link that says '(forgot password)'. A green arrow points from the right side of the image towards this link. At the bottom of the form is a blue button labeled 'Sign In'.

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



The image shows a 'Forgot Password' form with a blue header. It contains a 'Username' input field. Below this is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom is a blue button labeled 'Send Password Reset Instructions'.

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.

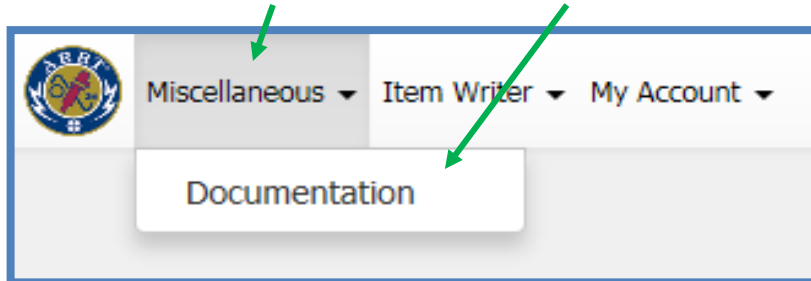
[← Back to Sign In Page](#)

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

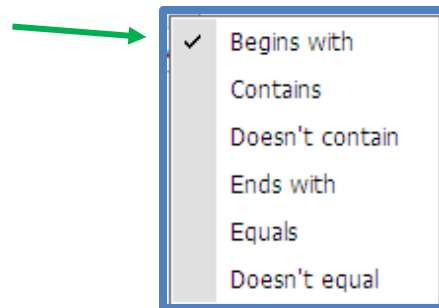
## C. Documentation

### 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.

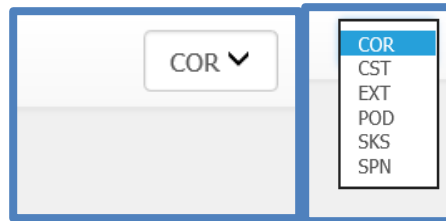
You can search for documentation using filters on the grid below. To view a file click on the underlined link in the "File Name" column.

File Name	Category	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Item Reviewer Manual v3.pdf</a>	Instructions	Item Reviewer Instructions
<a href="#">MRI CS 2017 Highlighted.pdf</a>	Content Specifications	Magnetic Resonance Imaging 2017 Highlighted CS

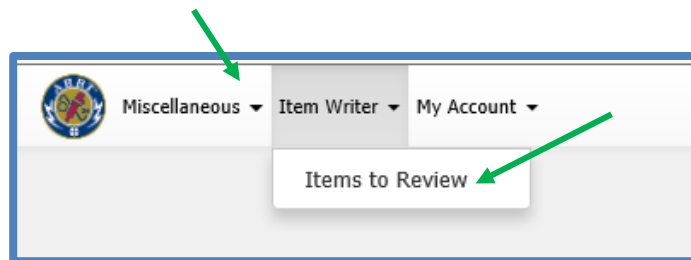
## C. Item Review

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

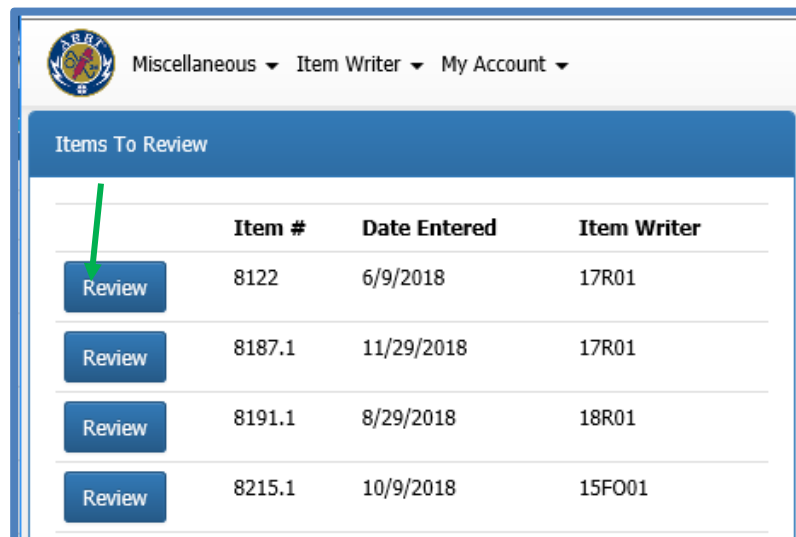
- a. If you have been assigned to review multiple disciplines, use the drop-down menu in the upper right corner of the screen to select the discipline abbreviation you want to review.



- b. Under the Item Writer tab, choose Items to Review.



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

A screenshot of a window titled 'Items To Review'. It features a table with four columns: 'Item #', 'Date Entered', and 'Item Writer'. Each row in the table has a blue 'Review' button to its left. A green arrow points to the first 'Review' button.

Items To Review			
	Item #	Date Entered	Item Writer
<a href="#">Review</a>	8122	6/9/2018	17R01
<a href="#">Review</a>	8187.1	11/29/2018	17R01
<a href="#">Review</a>	8191.1	8/29/2018	18R01
<a href="#">Review</a>	8215.1	10/9/2018	15FO01

- 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 clarification or suggestions, as appropriate.

The screenshot shows a review form with a light gray background and a blue border. It contains six identical rating sections, each with a question, a dropdown menu, and a text area. The questions are: 'Are each of the distractors valid (eg. are they real? are they always incorrect?)?', 'Is the content coding correct?', 'Is the item fair? (e.g., free from gender, geographical, age, race bias)', 'Is the item within scope of practice for the discipline?', 'Is the item relevant for entry level practice?', and 'Is the item sustainable? (e.g., won't change over the short term)'. Each dropdown menu is labeled '--Select--'. Below the text areas are two buttons: 'Opt Out' and 'Submit Review'. Two green arrows point to these buttons from below.

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)

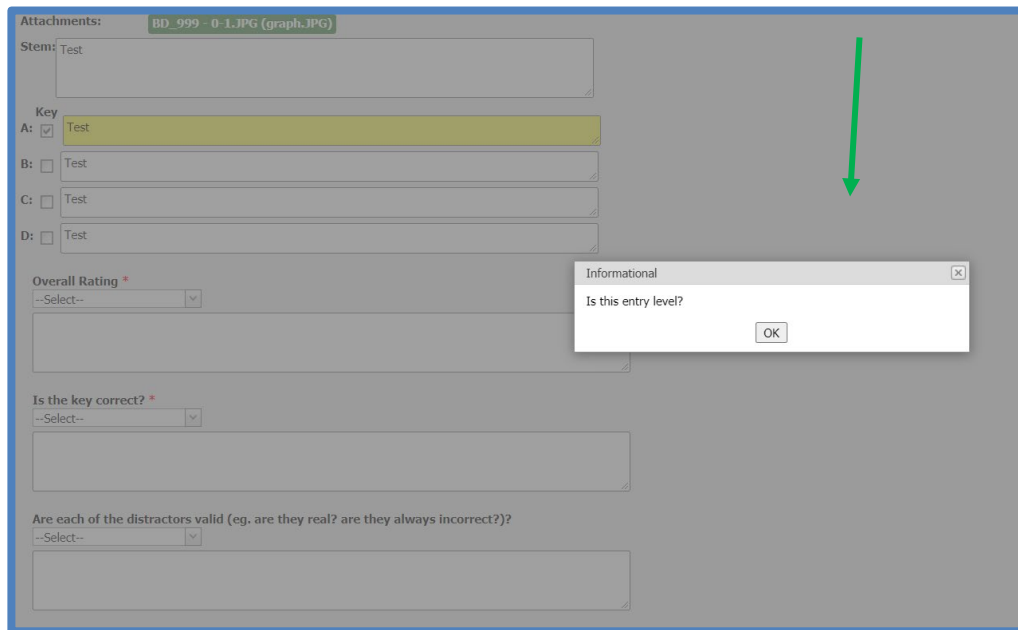
--Select--

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 screenshot shows a web-based interface for reviewing assessment items. On the left, there is a form with the following fields: 'Attachments:' with a file 'BD\_999 - 0-1.JPG (graph.JPG)'; 'Stem:' with a text area containing 'Test'; 'Key:' with a dropdown menu showing 'Test' and a checked checkbox; 'A:' with a checkbox and text 'Test'; 'B:' with a checkbox and text 'Test'; 'C:' with a checkbox and text 'Test'; 'D:' with a checkbox and text 'Test'; 'Overall Rating \*' with a dropdown menu showing '--Select--'; 'Is the key correct? \*' with a dropdown menu showing '--Select--'; and 'Are each of the distractors valid (eg. are they real? are they always incorrect?)?' with a dropdown menu showing '--Select--'. On the right, there is a large grey area with a green arrow pointing down. In the center, a small white dialog box with a grey border is open, titled 'Informational' with a close button (X). The dialog box contains the text 'Is this entry level?' and an 'OK' button.

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.