

## **Instructor Resources and Test Bank Guidelines**

### ***Instructor Resources Guidelines***

If you are writing a book that will be used in the classroom, please ask Janet Davis, [jdavis@ache.org](mailto:jdavis@ache.org), or Eileen Lynch, [elynch@ache.org](mailto:elynch@ache.org), to provide you with guidelines for developing Instructor Resources.

### ***Test Bank Guidelines***

If you are preparing a test bank to accompany a textbook, following are the formatting guidelines that will ensure that your document easily flows into our test-bank software:

1. Our test-bank software, Respondus, can handle multiple-choice and true/false questions, so keep that in mind as you contemplate your questions.
2. Write your questions in Word, and create a new file for each chapter's questions.
3. Start each question with a numeral followed by a period. Put one space after the period, then write the question.
4. After you write the question, hit return to move to a new line. Type "a." (without the quote marks), then space, then the first possible answer. Hit return and repeat for as many answers as you want.
5. Type an asterisk in front of the correct answer.
6. Set up true/false questions the same way, with "true" as the "a" answer and "false" as the "b" answer.
7. Double space between questions.
8. Save each file with your last name, followed by the chapter number: Donabedian1, Donabedian2, etc.

### ***Examples***

1. What does ACHE stand for?
  - a. American College of Heating Executives
  - b. Ancient Colloquium of Heraldic Englishmen
  - \*c. American College of Healthcare Executives
  - d. American College of Healthy Eaters

2. True or False: Health Administration Press is located in the same building as the American Hospital Association.

\*a. True

b. False