

Wisconsin Department of Safety and Professional Services

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OFFICE OF EDUCATION AND EXAMINATIONS

INSTRUCTIONS FOR SUBMITTING CONTINUING EDUCATION QUESTIONS

1. Write at least 5 multiple-choice questions for each hour of instruction. See SUGGESTIONS FOR WRITING AUCTIONEER EXAMINATION QUESTIONS.
2. Each question should directly test one of the specific sections or subsections in the approved content outline.
3. Questions should normally require one to two minutes to answer. If a question is longer, indicate time required in the space on the form.
4. Furnish answers to all questions. If a question requires computations or application of formulae, specify in writing how the answer was derived.
5. Include 4 multiple-choice alternatives for each question.
6. If at all practical, have your questions typewritten. If not, print neatly in ink or pencil dark enough to reproduce.
7. When available cite textbook or other authority, including page number, in the reference to supporting materials.
8. Questions written for this project must be the original work of the item writer, and not published or available to any other person.

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SUGGESTIONS FOR WRITING AUCTIONEER EXAMINATION QUESTIONS

1. Write items that make definite statements.
2. Write items that test for the possession of useful knowledge.
3. Write items that involve a single point.
4. State the substance of the item concisely.
5. Use plain language, simple words, and straightforward expressions.
6. The item should offer an alternative to the most important element in the statement.
7. Alternatives offered should be parallel in structure and meaning.
8. Avoid using alternatives that simply negate the others.
9. Keep the alternatives as brief as possible.
10. Avoid using “all of the above” or “none of the above” unless correctness is absolute and not a matter of degree.
11. Be sure that the statement of the item is self-sufficient in meaning.
12. Express accurately the ideas involved in the item.
13. Avoid personal references in writing the test items.
14. Avoid including unintended clues to the correct answer.
15. Use plausible alternatives as the incorrect options.

SAMPLE QUESTIONS

1. Which of the following auctions is exempt from the registration requirements in the Wisconsin statutes:
 - A. An auction of real estate
 - B. An auction of clothing
 - C. An auction conducted by the VFW
 - D. An auction of antiques
2. An individual who is registered as an auction company but not as an auctioneer may legally do all of the following except:
 - A. Manage an auction
 - B. Call bids at an auction
 - C. Clerk at an auction
 - D. Handle sales proceeds at an auction
3. Which of the following is true of an auctioneer’s trust account?
 - A. It may have a maximum of \$300,000 in it
 - B. It may only be in a bank
 - C. It is only to be used for the deposit of money owed to the auctioneer
 - D. It may contain company funds needed to cover service charges relating to the account

Answer Key:

1. c
2. b
3. d