

## Author guidelines

### CPD tests

#### Background

Many CPD tests are based on **soundeffects** articles. Others will be based on an image or series of images. All tests are based on approximately one hour of research, and are worth one (1) ASAR CPD point. Each test is presented as a series of multiple choice questions. For each question, there is only one correct response. The pass mark is 70%.

The object of the **soundeffects** CPD test was to provide access to CPD points for members without internet access. The one point per test they are awarded is based on the assumption that it should take members around one hour to read the article and complete the test, and hence the answers must be found within the article. The ASA have done significant research on similar products on offer (not just for sonographers) and liaised extensively with ASAR before reaching this agreement.

The majority of CPD tests are posted on the website. The system will only allow a member to pass each test. If the test is failed the member may re-sit within 24 hours. Should a member fail a test twice within a 24 hour period, they will not be eligible to re-sit that test for seven days. The test can only be passed once by the member.

A CPD test is included in each issue of **soundeffects**. The test is forwarded to the ASA National Office to process.

#### Responsibility for tests

##### 1. **soundeffects**

Currently, a member of the **soundeffects** Editorial Committee writes this test. The article is chosen by the **soundeffects** Editorial Committee. The Education Committee reviews the test prior to publication.

##### 2. Website

These CPD tests are written by members of the Education Committee.

Commonly these tests are based on **soundeffects** articles.

- Periodically the CPD Champion will review **soundeffects** articles to assess their suitability for CPD tests.
- The CPD Champion will assign articles to Education Committee members for them to write a CPD test for that article.

Other tests should be based on a series of images with associated multiple choice questions.



# soundeffects

## Process

Once the test has been written it must be reviewed by at least two Education Committee members.

When the review process is completed and any necessary changes are made, the test is to be forwarded to the CPD Champion.

The CPD Champion will record the author and reviewers of each test in the CPD test log. The CPD log will be tabled at each Education Committee meeting by the CPD Champion. The ASA National Office will archive the CPD log and its updates.

- The CPD Champion will forward completed tests to the ASA National Office.
- The National Office will post a new CPD test on the website each month. It is envisaged that a reserve of completed tests will be held by the National Office.

An audit of the number of CPD tests attempted on line will be presented at each face-to-face Education Committee meeting.