# Things to look for in review:

- ☐ Is the content correct?
  - ☐ spelling errors[i]
  - ☐ correct answers in MCQs or other automatically marked question types
  - ☐ instruction prompt for MCQ – change the default **Select one alternative** to either **Select one** or remove prompt altogether
  - ☐ instruction prompt for MRQ - change the default to **Select ALL that apply**
- ☐ Does it read clearly? (to someone who was not the author)
- ☐ Are instructions (within the question or task) to students clear and unambiguous?
  - ☐ Instead of starting a question with 'what' or 'why', begin with a verb that indicates what the student needs to do to respond adequately to that question.[ii]
- ☐ Have we given all instructions to students – is there anything else they need to know to be able to fairly complete the questions? For example:
  - ☐ is pinpoint accuracy important in hotspot questions?
  - ☐ is it a Multiple Response Question?
  - ☐ for automatically marked SAQs, should students avoid abbreviations and ensure they use correct spelling?
  - ☐ will students get part marks on a question?
- ☐ Are the marks allocated to each question correct?
  - ☐ the preference is for there not to be marks within questions unless this is absolutely necessary to the sense of the question.
  - ☐ do the marks add up to what you think they should?
- ☐ Check all the links, images, videos, etc. display and work as intended
- ☐ Were the people testing the exam able to complete it in the set working duration?
- ☐ If there are automatically marked short answer questions – please put in the answer that most naturally occurs to you, so that this option can be added (or discarded) to the correct options.
- ☐ If there are manually marked short answer or essay questions - is the size of the box correct for about how much you want students to write? Do you want to add a word count? If they add a word count, add an instruction for students e.g. Your response is limited to 100 words.
- ☐ Any other observations

## For big question banks / meta data (this should have been checked prior to OUT)

- ☐ Is every question titled properly?
- ☐ Is every question labelled properly?

## To schedule and activate the exam (this can be done separate to OUT if necessary):

- ☐ Are the open and close times of the WINDOW correct?
- ☐ Is the DURATION correct?
- ☐ Have all the right contributors been added to the exam?
- ☐ Are the marking committees correctly set up? (coordinator should be a Grader in all Committees as standard)
- ☐ Are the students enrolled correctly?
- ☐ Have all students with extra time or other Approved Exam Adjustments been set up correctly?
- ☐ Are the Design settings correct? Table of Contents, Hide or show question titles, etc.
- ☐ Are the Test Settings correct? Auto submission, submit once or multiple times etc.
- ☐ Are the Assessment Settings (grading parameters) correct?

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[i] link to where you can put a spellcheck on your browser; browser spellcheck can be other languages

[ii] When we use verbs in questions, the student knows all they need to do is describe, not explain, analyse, evaluate, or justify and so on. 'What' or 'why' doesn't indicate as clearly the level of detail you are looking for, or what you would like the student to do with their knowledge and understanding