

Assessment Question Writing Guideline

When writing assessment questions, consider the following:

1. **Is the question/statement written as clearly as possible?**
 - a. Include what is necessary to answer the question. Use the same “language” as you used in the lecture/hand-outs/article. Don’t use phrases that can mislead the learner.
2. **Are all the answer choices similar in length and structure?**
 1. The best aid for a broken leg is:
 - a. crutches
 - b. cane
 - c. manual wheelchair with custom seating system
 - d. walker

Note: Choice “3” has more words and is longer than the other choices. A learner may choose it just because it has more detail than the rest.

Suggested modifications to answer choices:

- a. crutches with auxiliary pads
 - b. single point cane
 - c. manual wheelchair with custom seating system
 - d. posterior walker with swivel front wheels
3. **Are the answer choices listed in alphabetical or numerical order?**
 1. Alphabetical order:
 - a. Ankle dorsiflexion
 - b. Ankle plantarflexion
 - c. Hip flexion
 - d. Knee extension
 1. Numerical order (lowest to highest value)
 - a. 60 degrees
 - b. 90 degrees
 - c. 120 degrees
 - d. 150 degrees
 4. **Are all abbreviations defined when being used for the first time?**
 - a. Diagnoses (Duchenne Muscular Dystrophy, DMD)
 - b. Standardized tests (Alberta Infant Motor Scale, AIMS)
 - c. Lab tests (Pulmonary Function Tests, PFT)
 - d. Lab values (hemoglobin, Hg)
 - e. Public laws (Americans with Disabilities Act, ADA)
 5. **Are the True/False questions written in a “pattern” that is easy to follow? i.e.: T,T,F; T,T,F; etc. (Spread them out and don’t allow a pattern to form.)**
 6. **Has the assessment been edited for spelling and grammar?**