

# Question Review Checklist

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## **Instructions**

1. Once you have completed the PowerPoint questions review each of the question in the course using the list below.
2. Review your questions against each of the sections below.

## **Section 1**

***Check the box below if the answer to the Question is "No". If the answer to any of these questions is "No" remove or rewrite the question.***

- Is the question directly related to the course?
- Do participants have the knowledge to answer the questions?
- Have you avoided double-barreled questions, as participants might want to respond differently to each part e.g. 'How did you feel about using packages A and B?'
- Is the language simple and easy to understand so participants do not miss out a question they don't understand?
- Is the question short and direct?
- Have you avoided yes/no questions (unless you want a yes/no answer)?
- Is the question formats varied in order to encourage participants to think about each of their responses?

## **Section 2**

***Check the box below if the answer to the Question is "Yes". If the answer to any of these questions is "Yes" remove or rewrite the question.***

- Is the question ambiguous or open to different personal interpretations for example a question like 'Do you prefer tutorials or simulations?'
- Does the question have an obvious answer?

Are there any 'Why?' questions or strongly evocative questions which might make a student defensive.