Question Review Checklist

**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 of 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 of 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.