



CHECKLIST

Item Review Checklist

- Do the items match the blueprint/assignment?
- Is the cognitive complexity level appropriate and accurate?
- Are the vocabulary and concepts appropriate to the course?
- Are any names used in examples appropriate for the group being assessed?
- Are the stems and/or answer choices too easy? Too difficult?
- Are all distractors plausible?
- Is the correct answer for each item keyed correctly?
- Are students able to answer the item based on the information in the item?
Is anything missing?
- Are there any items that you cannot edit because of missing information or an inability to answer?
- Is the item content completely clear? If ambiguous, make recommendations.
- Are the graphics clear and required to answer the item?
Identify items with extraneous or missing graphics.
- Are there enemy items?
- Are the items formatted correctly?
- Are the items consistent with one another in style and format?
- Are the options consistent/parallel in structure/format?
- Do the items contain accurate quotations?



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ACHIEVEMENT TODAY!**

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