

Test Bank Item Creator's Name: _____

VIRGINIA SCHOOL UNIVERSITY PARTNERSHIP TEST ITEM CHECKLIST FILTER

Step 1: CREATE A NEW ITEM

ITEM QUALITY INDICATORS

Adherence to SOL	Item Construction
<ul style="list-style-type: none">○ _____ The question matches the SOL standard (verbs and nouns) and the Curriculum framework content.○ _____ The question is coded to the correct SOL.○ _____ The question is written at the appropriate reading level (non-content-vocabulary).	<ul style="list-style-type: none">○ _____ The stem/prompt poses a clear, complete, well-focused question.○ _____ The information in the question is factually accurate.○ _____ The item does not contain double negatives.○ _____ The content of the item does not stereotype, offend, or unfairly penalize students on the basis of ethnicity or SES.○ _____ There are no grammatical errors in the stem or answer options.○ _____ Graphics are clear and concise, not confusing to student; graphics are cited if needed.

_____ Drag & Drop Specific Considerations

- _____ Include clear directions modeled after the released SOLs:
 “Click and drag _____ to the correct box.”
 EX: “Click and drag **the place value name** to the correct box.” “Click and drag **the correct number** to the correct box.”
- _____ *Draggers* should have one-to-one correspondence.
- _____ Topics to be *dragers* have commonality.
- _____ Avoid going over one page in length.
- _____ Background image contains text or is a visual that directly corresponds to the content of the question. *Image is required.

_____ Fill in the Blank Specific Considerations

- _____ Include clear directions modeled after the released SOLs:
 “Type your answer in the box.” –OR– “Type the answer in the box.”
- _____ Answers should be short and precise.
- _____ Characters are allowed as a part of the answer.
- _____ Considers all possible responses including spelling variations so correct answers can be detected.

_____ Hot Spot Specific Considerations

- _____ Include clear directions modeled after the released SOLs:
 “Click on a box to choose _____ . You must select all correct examples” –
 OR- “Click on _____ you want to select. You must select all correct numbers.”
 EX: “Click on a box to choose **each statement you want to select**. You must select all correct examples.” –OR– “Click on **each number** you want to select. You must select all correct numbers.”
- _____ The question must have **more** than one correct answer.
- _____ Review to ensure that two answers are not the same.
- _____ Review to ensure two incorrect options are not the same.
- _____ The intended answers are marked correct.
- _____ The maximum student selections are filled in if applicable.
- _____ The slider tool is used.

_____ Multiple Choice Specific Considerations

The item stem is written as a complete question or an open-ended question (No fill-in-the-blank).

- _____ The distracters (incorrect choices) are plausible.
- _____ There is only one correct answer.
- _____ Answer choices are similar in focus, phrasing, and length.
- _____ There are no clues in the stem or answer choices.
- _____ The answer options are written in parallel style, two or all four.
- _____ Answer options are of a similar length.
- _____ No answer appears different from others in structure.

VIRGINIA SCHOOL UNIVERSITY PARTNERSHIP TEST ITEM REVIEW PROCESS

Readiness for Item Bank:

Course _____ Grade Level & SOL _____ Question # _____

Blooms level designated (knowledge, comprehension, application, analysis, synthesis, evaluation) _____

Technology Enhanced Item (TEI)			-OR-	_____ Multiple Choice
_____ Drag & Drop	_____ Fill in the Blank	_____ Hot Spot		

Question SAVED in Interactive Achievement (BLUE) _____

Step 2: REVIEW and RECOMMENDATIONS FROM READER # 1

_____ Review the item and make corrections as needed.

_____ Give the item a title by checking the "Customize Title" box in the "Information" tab at the top of the Editing Screen for the question. In the Title Box write "Ready for Review" and hit "Save" at the bottom of the editing screen. Leave the item in draft status (still blue).

Date Completed:	Initials of all reviewers:
Changes made/rationale:	
_____ Question Titled "Ready for Review" in Interactive Achievement (STILL BLUE)	

Step 3: REVIEW and RECOMMENDATIONS FROM READER # 2

_____ Review the item and make corrections as needed.

_____ Delete the title in the "Information" tab at the top of the Editing Screen for the question and hit "Save" at the bottom of the editing screen.

_____ Right click on the item and "submit" the item so that it is red.

Date Completed:	Initials of all reviewers:
Changes made/rationale:	
_____ Question Title deleted and SUBMITTED in Interactive Achievement (RED)	

Step 4: REVIEW and RECOMMENDATIONS FROM READER # 3 DATE _____ INITIAL of LEAD Teacher _____

_____ READY TO ENTER IN BANK AS IS
(APPROVED in Interactive Achievement)

_____ READY WITH SLIGHT REVISION

_____ RETURN TO WORKGROUP

Reason: