

## Guidelines for Test Items

(Taken from Mr. Rick Stiggins, Student Involved Classroom Assessment)

### **General Guidelines for all formats**

- Items clearly written and focused
- Question posed
- Lowest possible reading level
- Irrelevant clues eliminated
- Items reviewed by colleague
- Scoring key double checked

### **Guidelines for multiple-choice items**

- Item stem poses a direct question
- Repetition eliminated from response options
- One best or correct answer
- Response options are brief and parallel
- Number of response options offered fits item context

### **Guidelines for true/false items**

- Statement is entirely true or false as presented

### **Guidelines for matching exercises**

- Clear directions given
- List of items to be matched is brief
- List consists of homogeneous entries
- Response options are brief and parallel
- Extra response options offered

### **Guidelines for fill-in items**

- A direct question is posed
- One blank is needed to respond
- Length of blank is not a clue