Pre/Post-Test Guidance Checklist
For Creating Multiple-Choice Tests

The following checklist can be used to ensure best practices in developing items for multiple-choice tests used for evaluating changes in teacher knowledge. In general, we recommend one question per hour of content.

Item-writing rule	In Place?	
	Yes	*No*
1. "All of the Above" is not used as an answer option.		
2. "None of the Above" is not used as an answer option.		
3. All answer options should be plausible.		
4. Every item should cover an important concept and objective.		
5. Negative wording should be avoided.		
6. Answer options should include only one correct answer.		
7. Answer options should all be grammatically consistent with stem.		
8. The correct answer option should not be the longest answer option.		
9. There should be 3-5 answer options (preferably 4).		
10. Answer options should not have repetitive wording.		
11. Stems and examples should not be directly from the presentation (word-for-word).		
12. Vague frequency terms (e.g., often, usually) should not be used.		
13. All items should be numbered.		
14. Most learning objectives should have a question (preferably all).		
15. A minimum of 5 total multiple-choice questions per training.		

Noonan, P., Gaumer Erickson, A. & Frey, B. (2012). Adapted with permission from Frey, B., Peterson, S., Edwards, L., Pedrotti, J., & Peyton, V. (2005). Item-writing Rules: Collective Wisdom. *Teaching and Teacher Education* (21)4.