

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

#### \_\_\_\_\_ 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) \_\_\_\_\_

<b>Technology Enhanced Item (TEI)</b>			<b>-OR-</b>	_____ 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: