

13-Point Checklist for Building Better Online Quizzes

Building a quiz that's equal parts fair, challenging, and engaging is never an easy task, even if you've been teaching for years. From formatting to timing to actually writing the quiz, there's a ton of moving parts. Save or share this checklist to make sure you cover the most important elements of creating an awesome, impactful online quiz for your students.



- ☐ Make the first question simple — this gives students confidence right off the bat.
- ☐ Switch up the kind of questions you use.
 - ☐ True/False
 - ☐ Fill in the blanks
 - ☐ Open-ended/short answer
 - ☐ Multiple choice
- ☐ Keep the format consistent throughout the quiz.
 - ☐ Maintain the same number of answer options.
 - ☐ Answer options should be concise.
- ☐ Present your quiz questions in the same order in which you taught the lesson.
- ☐ Plan out the timing of the test.
 - ☐ Prepare a secondary assignment for students to work on if they get done early.
 - ☐ Split the test into two parts if it's really long.
 - ☐ Change the quiz to an essay to cover more content.
- ☐ Aim for 6 to 12 questions per quiz.
- ☐ Make sure there is only one completely correct answer for every question.

- ☐ Test students on several learning levels.
 - ☐ The majority of questions should test lower levels (application, recall, and comprehension)
 - ☐ Add some questions that test higher levels (evaluation, analysis, and synthesis)
- ☐ Avoid words such as “always” or “never” as they can often be used to trick students.
- ☐ Be sure to focus on only one idea or piece of information per question.
- ☐ Use a resource like Help Teaching to help you find the best quiz questions.

How To Create A Free Quiz Online

- ☐ Create a free account by visiting <https://www.helpsteaching.com/free-quiz-maker>

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