

Item Review Checklist

STEP #1 - ITEM TEMPLATE: Check all pull down menus. In addition, please check the following cells for completion:

- _____ Item Writer Name - Grade A/B
- _____ Submission Date - 06/02/2015
- _____ Item type - Passage MC
- _____ Passage Title - (Make sure title name is consistent on all items)
- _____ Item ID - **IMPORTANT:** Make sure the Item ID number matches the document name
- _____ Focus (Example: Author's Purpose, Fractions, Heredity)

STEP #2 – CONTENT & STYLE: READ ITEM STEM AND RESPONSE OPTIONS.

ITEM STEM:

A. Content

- _____ Does the item align with the indicator?
- _____ Does the item focus on one idea or concept?
- _____ Is the item free of bias?
- _____ Is the item free of ideas or concepts that might be upsetting or controversial?

B. Style

- _____ Is the question stated clearly and concisely?
- _____ Has appropriate vocabulary been used?
- _____ Has the item been written in active voice and present tense?
- _____ Does the item use "which" before a noun and "what" before a verb?
- _____ Does the item avoid "which of the following," "not," "except," "always," "never," "best," and/or "worst"?

RESPONSES:

- _____ Are the answer options grammatically consistent with the stem and parallel in form?
- _____ Do the responses start with lowercase letters unless grammar calls for capital?
- _____ Are all answer options free of clues to the correct answer?
- _____ Are responses ordered purposefully?
- _____ Are all options plausible?

KEY:

- _____ Correct answer is selected. (Double check AFTER editing)

STEP #3 - GRAPHICS: If applicable.

- _____ Graphics named correctly (matches the name of the digital file)
- _____ Clear indication of placement for all graphics
- _____ Clear description of graphics

STEP #4 - DOK and DIFFICULTY: Please refer to the Tables of Specification and Webb's DOK Chart.

- _____ Item DOK appropriate
- _____ Item DOK correctly identified
- _____ Item difficulty appropriate
- _____ Item difficulty correctly identified

STEP #5 – SAVE AS! Now ready to Save As in the Finals Folder