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 - 06/01/2015
_____ Item type - Passage MC, TE, EBSR, MR, or MS
_____ 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, Figurative Language, Prediction)

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