

# 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.

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- 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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