

Name: _____ Period: _____ Date: _____

Constructing Tests Key

List what is most important when constructing a test.

- Write questions that match level of objectives
- Match proportions of questions based on importance of objectives
- Limit the types of questions to three or four
- Group same type of questions together
- No answer or clues to other questions
- Clear directions for each section
- Evaluate existing tests or questions before use
- Provide easy-to-use-format
- Format test for ease of grading
- Proofread carefully
- Check grammar and spelling
- Prepare an answer key and assign values to questions