

Checklist for Matching Questions

- _____ Is there a clear set of directions to explain how to respond to the question?
- _____ Is the entire set of questions and possible responses all on a single page?
- _____ Are the stems placed on the left side of the page?
- _____ Are the stems longer than the responses?
- _____ Are the stems numbered?
- _____ Is there a blank for recording the response to the left of the stem?
- _____ Are the responses designated with a capital letter?
- _____ Are there more possible responses than stems?
- _____ Are the responses listed in alphabetical order?
- _____ Are there 10 or fewer questions in the set?