

Assessment Form Design Checklist

Spot design flaws that undermine your data, frustrate faculty, or stall decision-making. Use this 7-point checklist to audit your assessment forms. Start by selecting 3-5 forms from your most active rotations. Score each the best practices. Investigate any "Needs Review" or "Error" issues flagged and prioritize fixes that impact accreditation, comparison, or user trust.

Category & Design Pitfall	Best Practices Criteria	Pass	Needs Review	Error
1. Rating Scales ⚠️ Pitfall: Inconsistent Likert or rubric scales	All forms use a consistent 5- or 7-point scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rubrics define each scale point clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use consistent, context-specific thresholds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Required Fields ⚠️ Pitfall: Mandatory field overload	Only core items are required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N/A or "Opt-Out" is available where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assessment Scope ⚠️ Pitfall: Blending event & faculty assessments	Forms separate course/site vs. instructor feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Naming conventions are clear and distinct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Clarity of Instructions ⚠️ Pitfall: Vague or missing instructions	Each form includes embedded guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Complex questions include rubrics or examples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Form Length ⚠️ Pitfall: Too long for meaningful use	Forms are reviewed and trimmed annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sampling used where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Version Control ⚠️ Pitfall: No tracking of form changes	Form titles include version/year (e.g., "v2025.1")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Changes logged in a shared version control system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Feedback & Revision Cycle ⚠️ Pitfall: No loop for improvements	Formal review cycle in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Analytics (e.g., skip rates) inform updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Feedback is collected from user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>