

How to Create Level 2 Evaluation Questions

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Types of Questions

Let's look at the different forms of evaluation items and go over some hints and "rules" for each.



Multiple Choice

Typically, when someone is not skilled at writing multiple choice questions, the correct one will always be the longest answer – try to be aware of this and keep your answers to the same length.

It's MUCH easier to provide 3 alternatives than 4; for some reason the 4th one is a killer to come up with.

- **Logic:** Each choice must be logically consistent.

Right	Wrong
Check off all answers that are primary colors:	
<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Orange	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Pony

- **Difficulty**

Your list of possible choices don't have to be terribly difficult – remember you are testing people who have new knowledge and limited skill/experience – don't come up with answers that would stump *you*, come up with answers that would stump the unskilled person.

By the same token, the right answer shouldn't jump out from the list. You'll want all choices to be somewhat feasible so that the trainee has to put some critical thought in to their answer.

Notes:

■ **Don't Tip Your Hand**

If your answer begins with a vowel, the preceding question should end with "a(n)"; if it ends with *an* – which is grammatically correct – the question itself automatically triggers the trainee to choose the answer that begins with the vowel.

Example: The Interstate is also known as an:

- Expressway
- Highway
- Route

Do you see how ending the question with *an* forces you to choose Expressway?

■ **Parallel Structure**

All your choices should begin with similar phrasing or sentence structure. For Example:

Right	Wrong
The time to cross the street is: A. When the light turns green B. After you have looked both ways C. If the road is clear	The best time for fly fishing is: A. Morning B. Afternoon C. April to May, after the ice pack has melted

■ **All of the Above**

If you're going to provide "all of the above" (or "none of the above") as one of your choices, you should include it in **ALL** of your choices. If you have 15 multiple choice questions and only 1 or 2 have the option of "none of the above," it's a clear signal that the right answer is none of the above.

Notes:

✓ True / False

In true false questions, make sure your options are entirely true or entirely false – do not include answers that might be true under certain conditions.

We tend to write more true statements than false ones, because it is easier; so be aware of that and try to give an equal number of each.

Avoid what are known as “specific determiners” which signal the correct answer – most obvious are ALWAYS and NEVER. Rarely is anything always true or never true. The use of either of these words is usually clue to the test taker to choose the answer that doesn’t include the specific determiner.

Example: “i” *always* comes before “e”



✓ Matching

Matching questions are somewhat easier to create because you only have to come up with one right answer for the “B” column as opposed to the ‘various’ wrong answers you have to come up with in multiple choice questions.

Never provide more than 15 matching questions; if you DO want to provide more, then break them up into chunks of 15 (perhaps that all deal with the same concept). More than 15 really bogs down the process for the test taker. Pretty soon all the letters and numbers are just swimming in front of their eyes; you’ll find that they accidentally reuse the same letters or don’t use one at all. Fifteen is a manageable number of options.

You *may* choose to provide more “B” column answers than “A” column questions. This makes the matching process a bit more difficult for the test taker. Do not provide more than three extra “B” column options, it becomes too confusing.

Notes:

Alternatively, you may have *fewer options* in the “B” column and more questions in the “A” column. In this case you would instruct the test-taker to use the “B” column responses as many times as appropriate.

■ **Example:**

In column “A” identify what type of store layout each named store utilizes. You may use the answers in column “B” more than once.

A	B
1. ____ Home Depot	A. Grid
2. ____ CVS	B. Racetrack
3. ____ JC Penney	C. Boutique
4. ____ Sears	
5. ____ Blockbuster	
6. ____ Shop Rite / Publix	

■ **Provide Logical Wrong Answers**

If you’re going to create a one-of-a-kind question, be *sure* to provide a logical alternative, even if it doesn’t fit any other possibility.

For instance,
A compass always points _____,
 should have the options of at least North and South in the “B” column. If only North is supplied, and you only have one question in the “A” column that has to do with direction, the correct answer is obvious to the test taker.



Notes:



Open ended questions

Open ended questions can also be thought of as essay questions or fill-in the blank.

Open ended questions require the trainee to complete the answer using their own words. This type of question allows you to decide if they truly understand the question/situation. It is immensely hard to grade these types of questions; first - it is extremely time consuming, and second - you'll find it quite subjective; even questions that you believe have a straightforward answer will inevitably have some unique responses. Unless there is no other way to determine if the trainee knows the right answers, my last choice would be to administer an open-ended question.



Notes:
