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**Checklist to Evaluate the Quality of Questions**

**Proceed through the form—Circle or highlight YES or NO for each Problem**. **Whenever a YES is circled, write detailed notes that describe the problem + INDICATE the problematic item number.**

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| --- | --- | --- | --- | --- |
| INSTRUCTIONS: Look for problems with any introductions, instructions, or explanations from the respondent’s point of view. | | | | |
| N/A | NO | YES | CONFLICTING OR INACCURATE INSTRUCTIONS, introductions, or explanations | 1 |
| N/A | NO | YES | COMPLICATED INSTRUCTIONS, introductions, or explanations | 2 |
| CLARITY: Identify problems related to communicating the intent or meaning of the question to the respondent | | | | |
| N/A | NO | YES | WORDING: Question is lengthy, awkward, ungrammatical, or contains complicated syntax. | 3 |
| N/A | NO | YES | TERM(S) are undefined, unclear, or complex. | 4 |
| N/A | NO | YES | VAGUE: There are multiple ways to interpret the question or to decide what is to be included or excluded. | 5 |
| N/A | NO | YES | REFERENCE PERIODS (e.g., “during the past month”) are missing, not well specified, or in conflict. | 6 |
| N/A | NO | YES | DOUBLE-BARRELED: The item contains more than one implicit question. | 7 |
| KNOWLEDGE/MEMORY: Check whether respondents are likely to not know or have trouble remembering information. | | | | |
| N/A | NO | YES | KNOWLEDGE may not exist: Respondent is unlikely to *know* the answer to a factual question. | 8 |
| N/A | NO | YES | ATTITUDE may not exist: Respondent is unlikely to have formed the attitude being asked about. | 9 |
| N/A | NO | YES | RECALL failure: Respondent may not *remember* the information asked for. | 10 |
| N/A | NO | YES | COMPUTATION PROBLEM: The question requires a difficult mental calculation. | 11 |
| SENSITIVITY/BIAS: Assess questions for sensitive nature or wording, and for bias. | | | | |
| N/A | NO | YES | SOCIALLY ACCEPTABLE response is implied by the question. | 12 |
| RESPONSE CATEGORIES: Assess the adequacy of the range of responses to be recorded. | | | | |
| N/A | NO | YES | OPEN-ENDED QUESTION that is inappropriate or difficult. | 13 |
| N/A | NO | YES | MISMATCH between question and response categories. | 14 |
| N/A | NO | YES | TERM(S) are undefined, unclear, or complex. | 15 |
| N/A | NO | YES | VAGUE response categories are subject to multiple interpretations | 16 |
| N/A | NO | YES | OVERLAPPING response categories. | 17 |
| N/A | NO | YES | MISSING eligible responses in response categories. | 18 |
| N/A | NO | YES | ILLOGICAL ORDER of response categories. | 19 |
| OTHER PROBLEMS | | | | |
| N/A | NO | YES | OTHER PROBLEMS not previously identified. | 20 |
| Coverage | | | | |
| N/A | NO | YES | The questionnaire reasonably covers all aspects of the evaluated activity | 21 |