13-Point Checklist for Building Better Online Quizzes

Building a quiz that's equal parts fair, challenging, and engaging is never an easy task, even if you've been teaching for years. From formatting to timing to actually writing the quiz, there's a ton of moving parts. Save or share this checklist to make sure you cover the most important elements of creating an awesome, impactful online quiz for your students.



- [ ] Make the first question simple — this gives students confidence right off the bat.
- [ ] Switch up the kind of questions you use.
  - [ ] True/False
  - [ ] Fill in the blanks
  - [ ] Open-ended/short answer
  - [ ] Multiple choice
- [ ] Keep the format consistent throughout the quiz.
  - [ ] Maintain the same number of answer options.
  - [ ] Answer options should be concise.
- [ ] Present your quiz questions in the same order in which you taught the lesson.
- [ ] Plan out the timing of the test.
  - [ ] Prepare a secondary assignment for students to work on if they get done early.
  - [ ] Split the test into two parts if it's really long.
  - [ ] Change the quiz to an essay to cover more content.
- [ ] Aim for 6 to 12 questions per quiz.
- [ ] Make sure there is only one completely correct answer for every question.

- [ ] Test students on several learning levels.
  - [ ] The majority of questions should test lower levels (application, recall, and comprehension)
  - [ ] Add some questions that test higher levels (evaluation, analysis, and synthesis)
- [ ] Avoid words such as “always” or “never” as they can often be used to trick students.
- [ ] Be sure to focus on only one idea or piece of information per question.
- [ ] Use a resource like Help Teaching to help you find the best quiz questions.

How To Create A Free Quiz Online

- [ ] Create a free account by visiting https://www.helpteaching.com/free-quiz-maker

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