

What should appear on test forms (paper and electronic) (For assistants)

If you choose not to use the [WBI test form templates](#) or to customize them, please make sure that the following appears on your test forms.

On the pre-test form	On the post-test form
a. Course identifier (e.g., title, dates, venue)	a. Course identifier (e.g., title, dates, venue)
b. Pre-test (or other identifier of test order)	b. Post-test (or other identifier of test order)
c. Introduction enticing participants to answer, including purpose of the evaluation and anonymity/confidentially status	c. Introduction enticing participants to answer, including the evaluation purpose and anonymity/confidentially status. (For WBI, since the introduction to the Level-1 evaluation form is enough, there is no need to repeat it on Post-test form.)
d. Code/identifier that will enable the pre-test to be matched with the post-test for each participant. (Each participant should have a unique code, and should use the same code on her/his pre- and post-tests.)	d. Code/identifier that will enable post-test to be matched with pre-test for each participant. (Each participant should have a unique code, and should use the same code on her/his pre- and post-tests.)
e. Marking instructions	e. Marking instructions
f. (Optional) Demographic questions, either on pre or post-test form. No need to repeat these questions on both forms.	f. (For WBI) Demographic and Level-1 evaluation questions. WBI Level-1 evaluation questions from the Client Learning Level-1 Evaluation Toolkit must be stapled above the post-test forms. (WBI partners may use the partners link .) Both Level-1 and Level-2 forms must remain attached to each other until the tabulation. Before unstapling the forms, write a number on each page of each form to enable the match of demographics, Level-1 and Level-2 data per participant.
g. Instructions on how to answer the test (e.g., there is only one correct answer per item. What to do if you don't know.)	g. Same instructions on how to answer the test as on the pre-test form.
h. All pre-test items with <u>no</u> indication of what is the correct answer	h. All post-test items with <u>no</u> indication of what is the correct answer
i. A way to match the participants who forget to write their codes. For paper forms, typically an open-ended question on participant expectations to get handwriting samples. For on line forms possibly codes in the URL or IP addresses.	i. A way to match the participants who forget to write their codes. For paper forms, typically an open-ended question on participant comments to get handwriting samples. For on line forms possibly codes in the URL or IP addresses.
j. Instructions on how to submit the form (unless clearly said during data collection)	j. Instructions on how to submit the form (unless clearly said during data collection)
k. A thank you statement	k. A thank you statement