stcp-Samuels-1

Questionnaire Appraisal Form

Name of questionnaire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Yes** | **No** | **Comment** |
| Questionnaire best vehicle for collecting required data | ❑ | ❑ |  |
| Design eye-catching | ❑ | ❑ |  |
| Not too long – only necessary questions | ❑ | ❑ |  |
| Layout clear | ❑ | ❑ |  |
| Instructions clear and succinct | ❑ | ❑ |  |
| Instructions polite | ❑ | ❑ |  |
| Questions grouped logically | ❑ | ❑ |  |
| Question sequence sensible | ❑ | ❑ |  |
| First few questions easy (e.g. demographics) | ❑ | ❑ |  |
| Most important questions come next | ❑ | ❑ |  |
| Open/complex questions left to the end | ❑ | ❑ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Yes** | **No** | **Comment** |
| Uses consistent recording methods (e.g. number of ordinal categories) | ❑ | ❑ |  |
| No ranking questions | ❑ | ❑ |  |
| No leading questions | ❑ | ❑ |  |
| Only a few multi answer multi choice questions | ❑ | ❑ |  |
| Question wording clear | ❑ | ❑ |  |
| Questions not too difficult to answer | ❑ | ❑ |  |
| Questions not misleading | ❑ | ❑ |  |
| Questions not overly complicated | ❑ | ❑ |  |
| Minimal potential bias from untruthful answers | ❑ | ❑ |  |
| Mix of positive and negative worded questions | ❑ | ❑ |  |
| Responses cover all options | ❑ | ❑ |  |
| Responses mutually exclusive | ❑ | ❑ |  |
| Scalings not biased | ❑ | ❑ |  |
| About 6 or 7 answer categories for ordinal questions | ❑ | ❑ |  |
| Overall comments |  | | |