

Test Planning Tool

Audience: Date

Aim:

Topic area:

Owner:

Topic areas	Recall	Apply	No of Q
Total			

How to use the specification table

1. Select a suitable number of questions. Put that in the bottom right box.
2. set subtotals for each sub-section (Topic Area) of the test; have between 5 and 10 subsections so that they add up to the total in step 1.
3. decide on the balance or recall / application questions. Only use recall when it's part of the target performance to state information immediately from memory
4. total the number of questions of each type for each subsection and review the overall balance
5. reality check! Can you write this many? Is it realistic? Is it too big or too small?

(Based on similar tool by Stan Trollip 1988)