Checklist for Questionnaire

Have you a clear rationale for…

- why you have chosen to use a questionnaire for data collection?
- who you are asking to complete the questionnaire?
- when you are asking for the questionnaire to be completed?
- how the questionnaire data will be used with other data?
- the format of your questionnaire (paper-based, or one of the electronic formats)?

Have you included clear information for respondents about…

- why they are being asked to complete the questionnaire?
- how they should complete the questionnaire?
- how their responses will be used?
- how confidentiality and anonymity will be handled (if the questionnaire is not anonymous)?
- how and when to return the form?
- how they will be informed of the findings and action arising from the evaluation?

Is the design of your questionnaire…

- structured appropriately with relevant topics and sub-topics that follow logically?
- of an appropriate structure and length to collect the data you need without being off-putting
- to respondents?

Are your questions…

- relevant for collecting data that will inform your evaluation questions?
- clear and concise?
- unambiguous?
- answerable?
- neutral?
- discrete – i.e. with no overlapping categories for multiple choice questions?
- exhaustive – i.e. do they include all possible options for multiple choice questions, or an 'other' (or similar) category if this is not possible?
- appropriately balanced between open and closed questions to achieve your aims?
- consistent with information you have provided about how anonymity and confidentiality will be handled?

And do they…

- use appropriate intensity scales when strength of opinion or feeling is sought?

Have you…

- piloted the questionnaire?