

Use clear, meaningful language	Provide a complete stem
Use words such as “never” “always” or “all”	Add unrelated distractors
Keep all alternatives of similar length, structure, and content	Ensure that each item has the same number of distractors
Use long, descriptive stems and alternatives	Align each question to a Common Core/State Standard
Use leading grammar that links the stem to specific distractors	Randomize the placement of the correct answer
Organize the test so that it increases in difficulty	Use “all of the above” and “none of the above” as options
	Use tempting distractors