Assessing inclusively

Guidelines for inclusive writing and formatting of print and digital assessments

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Version 9

**Checklist for assessment creators**

Taken from " Assessing inclusively: Guidelines for inclusive writing and formatting of print and digital assessments. v9." By Dominic Hurst, Simon Jarvis and Ashleigh Brownsmith.

* 1. Media

See page 5 of "Assessing inclusively. v9."

|  |  |
| --- | --- |
| * Paper thick enough to prevent the other side showing through when placed on a desk or table surface. | 🞏 |
| * Matt paper rather than glossy, except for photographs. | 🞏 |
| * **All text is black on a light (not white) background**. | 🞏 |

* 1. Font

See page 6 of "Assessing inclusively. v9."

|  |  |
| --- | --- |
| * Plain sans serif font used (e.g. Arial, Comic Sans, Verdana, Tahoma, Century Gothic, or Trebuchet). | 🞏 |
| * [**Font size**](https://support.office.com/en-us/article/change-the-font-size-931e064e-f99f-4ba4-a1bf-8047a35552be) is 12-14 point (including headers and footers). | 🞏 |
| * No green and red/pink backgrounds. | 🞏 |

* 1. Headings and Emphasis.

See page 7 of "Assessing inclusively. v9."

|  |  |
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| * No **underlining** and **italics**. Only **bold used** for emphasis. | 🞏 |
| * No **text in bock capitals**. | 🞏 |
| * For electronic documents, [**Headings** function](https://support.office.com/en-us/article/add-a-heading-3eb8b917-56dc-4a17-891a-a026b2c790f2) in MS Word's **Home** ribbon used. | 🞏 |

* 1. Layout

See pages 8 and 9 of "Assessing inclusively. v9."

|  |  |
| --- | --- |
| * Text is [**left justified**](https://support.office.com/en-us/article/align-text-left-or-right-center-text-or-justify-text-on-a-page-70da744d-0f4d-472e-916d-1c42d94dc33f) with a ragged right edge. | 🞏 |
| * **Narrow columns** avoided (as used in newspapers). | 🞏 |
| * Lines **no longer than 60 to 70 characters**. | 🞏 |
| * Material **not cramped** and **no long, dense paragraphs**. | 🞏 |
| * [**Line spacing**](https://support.office.com/en-us/article/change-the-line-spacing-in-word-04ada056-b8ef-4b84-87dd-5d7c28a85712) is **2.0** throughout | 🞏 |
| * **Spacing of 1.5** used where using 2.0 would lengthen the question, section or document to an extent that it hampers student comprehension e.g. OSCE instructions split over two pages. | 🞏 |
| * No sentences **begin at the end of a line**. | 🞏 |
| * [**Bullet points**](https://support.office.com/en-us/article/create-a-bulleted-or-numbered-list-9ff81241-58a8-4d88-8d8c-acab3006a23e) and **numbering** used (rather than continuous prose). | 🞏 |
| * **Text boxes avoided**. | 🞏 |
| * **Clear, concise sentences** **separated by full stops** used. | 🞏 |
| * **Formatting consistent throughout**. | 🞏 |
| * All pages show the [**page number**](https://support.office.com/en-gb/article/insert-page-numbers-9f366518-0500-4b45-903d-987d3827c007) in the footers. | 🞏 |
| * All pages show **"Turn the page over"** in the footers, apart from the final page. | 🞏 |
| * The final page shows **"End"** in the footer. | 🞏 |

* 1. Writing Style

See pages 10 and 11 of "Assessing inclusively. v9."

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| --- | --- |
| * **Short, simple sentences** used, in a **direct style**. | 🞏 |
| * Instructions given clearly. | 🞏 |
| * **Long sentences of explanation** avoided. | 🞏 |
| * **Active voice** rather than passive voice used. | 🞏 |
| * **No double negatives**. | 🞏 |
| * **Ambiguous terms** avoided. | 🞏 |
| * **Question clarity checked**. (Ideally, peer review them). | 🞏 |

* 1. Increasing accessibility

See pages 12 to 14 of "Assessing inclusively. v9."

|  |  |
| --- | --- |
| * **Linear explanations** used to explain flow charts and images. | 🞏 |
| * Lists of **"dos" and "don'ts"** used instead of continuous text for instructions. | 🞏 |
| * **Abbreviations avoided** where possible. When using abbreviations, you have used the full term first, followed by the abbreviation in brackets. | 🞏 |

* 1. Preparing a document for text-reading software

See pages 17 to 19 of "Assessing inclusively. v9."

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| * Semi-colons, commas, or full stops used after bullet points. | 🞏 |
| * [**Styles** in Word](https://support.office.com/en-us/article/customize-or-create-new-styles-d38d6e47-f6fc-48eb-a607-1eb120dec563) used to organise headings and formatting. | 🞏 |
| * Contents page listings are hyperlinked to the relevant section. | 🞏 |
| * Contents page items are numbered. | 🞏 |
| * Internal and external hyperlinks used for ease of navigation. | 🞏 |
| * As few signs and symbols used as possible, e.g. asterisks or dashes (both short and long). | 🞏 |
| * Colons used to make the voice pause. | 🞏 |
| * **S**[**traight quotation**](https://support.office.com/en-us/article/change-curly-quotes-to-straight-quotes-and-vice-versa-017963a0-bc5f-486b-9c9d-0ec511a8fb8f) marks used. | 🞏 |
| * **Roman Numerals and "No."** for number avoided. | 🞏 |
| * Text in images avoided or repeated in the main text. * [**Alt-text description**](https://support.office.com/en-us/article/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669) included for images. | 🞏 |
| * Hyphens used in compound words. | 🞏 |