

	MANAGEMENT SYSTEM	Manual	Type/Number
		Name	
		Course Quality Assurance Checklist	

Course Creators:	
Course Name:	
Project Reference:	
Instructional Designer:	

Selection Criteria	Criteria Achieved	Continuous Improvement
Development		
Launching of course		
Does the course launch correctly on login?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Navigation		
Does the menu play properly?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Do all the buttons take the learners to where they are supposed to take them?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Are all buttons, links and objects displayed correctly on the screen?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Does the scroll bar work correctly?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Load time		
Is the load time of all screens including interactions and quizzes relatively quick?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Interactions		
Do all interactions within the course play correctly?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Do all videos play smoothly?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Is the video quality acceptable?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Is the audio audible?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Do all the animations play smoothly and appear in the appropriate time and place?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Do all flash files work correctly?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Links, downloads and attachments		
Do all external links work correctly?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Do all attachments open?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Do all downloads work correctly?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	

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Style Guide		
Branded Template		
Has the organisations/clients branded template been used?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Style Guide Used		
Fonts are well sized and readable?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Styles of text and images consistent?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Colour scheme consistent with guide?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Images are saved in appropriate format and size?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Instructional Design		
Content structured for online viewing (Uses short sentences and paragraph lengths with minimal need for scrolling)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Contains clear instructions (Includes instructions for students on how to use the course and what they are required to do?)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Is easy to navigate? (Learners know where they are within the course, and can easily access other sections).	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Site is accessible (Buttons or links have meaningful names. Site includes alt tags and text alternatives.	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Learning Content		
Course information provided? (Includes information about the qualification or unit addressed by resource).	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Includes an introduction? (Includes a welcome or course introduction)?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Content is well structured? (Content makes use of headings and sub-headings H1, H2, H3 and in a consistent format?)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Engaging material (Includes resource and activities aimed at encouraging learner interaction?)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Supporting resources (Includes adequate supporting resources that may include textbooks, documents, video, audio and web links?)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Files are well structured? (All files are named and organised correctly)?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	

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Style Guide		
Editorial		
Easy to follow and understand (Content is written in plain English/short concise paragraphs?)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Accurate spelling and grammar?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
No plagiarism (Where appropriate acknowledge, or referencing has been used?)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Assessments		
Variety of assessment activities (A variety of activities have been used to assess learner's ie. quiz, assignments, forum)?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Types of assessment (Assessment activities have been designed to meet the knowledge and skill unit of competence/standard requirements)?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Learner Instructions (Clear and detailed instructions provided to the learner online prior to commencement of the assessment?)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Assessor Instructions (Clear and detailed instructions provided to the assessor online - only viewed by the assessor/teacher)?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Rules of Evidence (Assessment activities take into account rules of evidence)?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Principles of Assessment (Assessment activities take into account principles of assessment requirements)?	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Validation of assessments (All assessment activities have undergone validation?)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Record Keeping		
Setup of gradebook (A gradebook has been setup within the LMS to track learners grades and completions?)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Setup of course marking sheets (Either online or document attachment for marking sheets has been developed to provide feedback to learners).	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	