

### **\*5 Conditions to Improve Accuracy Self-Report Questionnaires**

1. Information is known to the respondents.
2. Questions are clearly phrased and well defined.
3. Questions refer to recent activities.
4. Respondents think questions merit a thoughtful or serious response.
5. Questions are not perceived as threatening, embarrassing, or in violation of privacy.

### **Tips for Writing a Quality Questionnaire**

1. Write several drafts of your questionnaire.
2. Operationalize any terms that are unclear.
3. Write a clear purpose statement and directions at the beginning.
4. Consider the flow and order.
5. Pilot, Pilot, Pilot! Ask several others to take the questionnaire and comment on its clarity, flow, necessity of each question.

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\*NSSE: "A Facilitator's Guide to Using Data" retrieve online at:

[http://cpr.iub.edu/uploads/Kinzie\\_Now\\_What\\_Session\\_IARC\\_2007\\_.pdf](http://cpr.iub.edu/uploads/Kinzie_Now_What_Session_IARC_2007_.pdf).

Assessment Team  
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