

Getting the best out of GradeMaker Pro

QA FORMS

What is a QA Form?

Quality Assurance (QA) Forms are forms which can be attached to a step within a workflow template, which the user(s) at that step can complete. Exam organisations find these useful because they prompt authors, reviewers, or approvers to check a paper or item's content and ensure it aligns to their various quality standards.

Getting started

To create and use QA Forms as part of customised workflows within your Awarding Body, you'll need the Workflow Management functionality to be enabled on your site.

QA Forms are made up of **form elements** which users who fill in the QA Form will interact with and answer to complete the form. These form elements typically ask the user a question, or to confirm that they have done something.

These are the elements you can use when building your QA Form:

- Checkbox
- Yes/No buttons
- Comment box

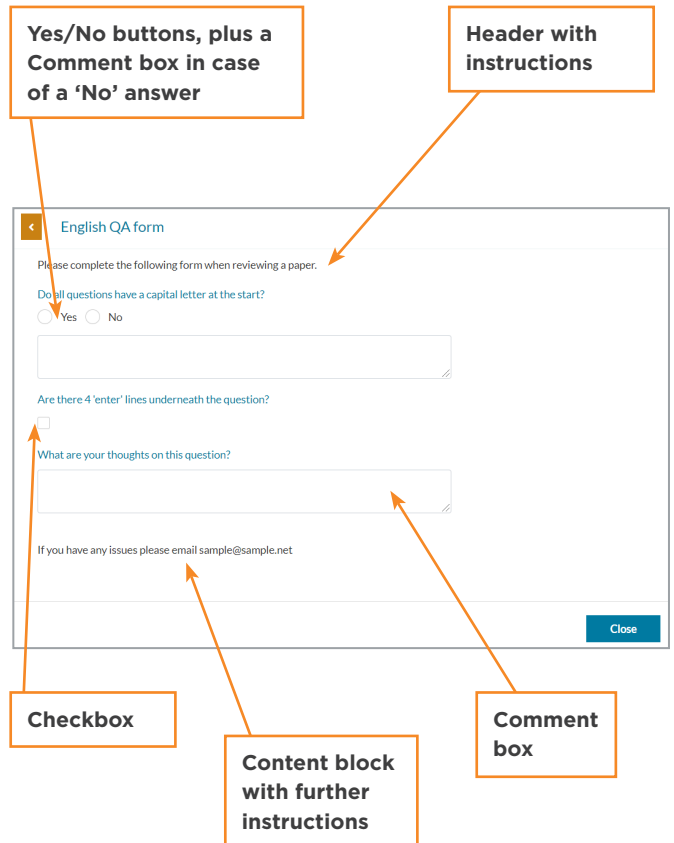
Each form element has a Prompt text which displays in blue. This is typically the question that the user must answer in the QA Form.

You can make a form element mandatory by selecting the 'Required' toggle button.

You can add an optional header with instructions for the user. You can also add content blocks with further information/instructions.

What does a QA Form look like?

Here is an example QA Form:



The screenshot shows an 'English QA form' interface. It includes a header with instructions: 'Please complete the following form when reviewing a paper.' Below this is a Yes/No question: 'Do all questions have a capital letter at the start?' with radio buttons for 'Yes' and 'No'. A text input field follows. Then a checkbox question: 'Are there 4 'enter' lines underneath the question?'. Another text input field follows with the prompt 'What are your thoughts on this question?'. At the bottom, there is a footer with the text 'If you have any issues please email sample@sample.net' and a 'Close' button. Callout boxes point to these elements: 'Yes/No buttons, plus a Comment box in case of a 'No' answer' (pointing to the radio buttons), 'Header with instructions' (pointing to the top text), 'Checkbox' (pointing to the checkbox), 'Content block with further instructions' (pointing to the footer text), and 'Comment box' (pointing to the text input field).

What questions can be asked as part of a QA Form?

This will be dependent on your quality standards and processes, but here are a few example questions that could be used on a QA Form:

- Do all questions conform to the assessment brief / setting instructions?
- Are all questions accurate and fit for purpose?
- Are all questions worded clearly and unambiguously?
- Are all materials accessible?
- Are all diagrams used clear and consistent with their wording?
- Have you checked the additional documents tab for any other relevant assessment materials that need to be reviewed?
- Has the item information tab been completed for each item?
- Have you considered all the reviewer's comments and made amendments as appropriate?
- (For papers) Does the structure of the paper conform to the required format, with page/section breaks inserted as required?
- (For papers) Is the paper paired with the correct syllabus?
- (For asset briefs) What should the asset dimensions be? Do asset dimensions need to be exact, or can asset be scaled to fit if necessary?

What happens once a QA Form is built?

Once a QA Form is built, it should be saved and published. After that, the QA Form can be attached to a workflow step as part of a workflow template.

Things to consider

- If your organisation uses Whole Paper Authoring, we recommend you attach the QA Form to the paper workflow, and not to each item.
- You can assign different QA Forms to different workflow steps. However, you cannot assign one QA Form per user (and therefore multiple forms) to a single workflow step.
- If you require the QA Form to be completed at the assigned workflow step, add a mandatory form element within the QA Form. This will ensure the item/paper will not move onto the next step without the QA Form being completed.
- If a QA Form is unpublished, and the form is currently in use as part of an in-progress workflow, it will be removed from any future workflow steps. Similarly, if the QA Form is then edited and republished, any future steps of all in-progress item/paper workflows that were previously using the original QA Form will be automatically updated to include the new version of the form. You can read more about this feature, including the steps to follow if you need to edit a form without it affecting any in-progress workflows, in our **QA Forms user guide**.