



This checklist sets out a wide range of things you need to consider when you are testing elearning.

Use this as a basis for your quality testing both within the authoring tool and/or the published version.

Elearning quality testing checklist

Module: Project stage:

Text

Titles and headings	
Body text style	
Bullet points (use of capitals and full stops)	
Body text position on screen	
Spacing correct between body and navigation text	
Instruction text visual style and language consistency	
Instruction text position on screen	
Instruction text alternative states checked	
Spacing between sentences/after full stops as per client requirements	
Next button referred to correctly throughout	
Spelling, punctuation and grammar correct	
Check for other language spellings (e.g. American English)	
Spacing errors (in words, after words, padding around text)	
Make sure the tone is right for the topic/audience	
Is it easy to understand, can it be improved?	
Buttons labelled consistently and named correctly in instruction text	
Make sure the content sequence is logical (e.g. does the flow feel right?)	
Are there any inconsistencies in text, graphics or layout	
Missing content/text/facts?	
Does the module support the learning objectives/targeted outcome/s?	

Visuals and graphics

Check that the images are clear/not blurred/distorted	
Do the images presented follow brand guidelines?	
Make sure the design is clear and consistent	
Are images presented consistently?	
Are the graphics relevant to the content being covered? (e.g. if content is distressing, graphics shouldn't be of person looking happy).	
Is there a connection between an image and information on screen/does it make sense?	
Are there any missing graphics?	

Functionality

Does the navigation provide a way to return to the start menu, navigate within and exit from the module?	
Can you navigate as you expect to?	
Are interactions/animations smooth?	
Do active objects take you to the correct place?	
Are the swipes working correctly?	
Is the module in the correct order as you navigate through? (i.e. it's not skipping slides or going to the wrong place when published)?	
Do PDF's, links, menus, progress, and glossary's work?	
In any drag and drop interactions does the drop item return to starting point if dropped outside of a drop location?	
Does the menu unlock correctly? Does it link to the correct sections? What happens when you go backwards and try to revisit a section?	
Download links and documents work and link to the correct place	

Do videos run smoothly and have no functional issues. Can you pause or stop it? Does the slider and timer work?	
Should the module scale when made larger or smaller? Should it?	
Does resume work?	

Quizzing

Are users allowed the correct number of attempts per slide or quiz?	
Should feedback be provided?	
Should post quiz feedback be enabled?	
Is the maximum fail feedback text set up correctly?	
Can you pass/ can you fail?	
Are the quiz scores set to the right pass/fail percentage?	
Is the question number updating as required if it's being drawn from a questionbank?	
Does the question number variable reset when attempting quiz again?	

Client fixes

Have all requested changes/fixes been applied from the previous review correctly?	
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