

## Tips for Writing Good Survey Questions

You may refer to our [Question Library](#) for suggestions. There are more than 300 sample questions covering topics like inclusion, open educational resources, classroom activities, and gathering midterm feedback.

### Here are some suggestions when writing your own questions:

#### Do:

- Use simple, direct language
- Put easy questions first but be aware of the flow of the questions
- Ask one thing per question - Avoid the use of the word “and”
- Ask questions that you need to know the answers to not just that you would like to know
- Keep answers mutually exclusive if it is a single choice question
  - Make sure that only one of the answers could apply and not multiple selections
- Give all possible answers
  - Make sure that there is a response choice for possible answer
  - May have to have an “other” option
- Try and keep your scales consistent
  - Changing types of scales and wording on surveys can be confusing and some respondents may not be aware of the change and thus answer erroneously
  - Good idea to emphasize the scale and the direction of it in the instructions
- Keep the survey short
  - Survey fatigue can be a real issue
  - Good idea to let students know how many questions the survey has and/or the amount of time anticipated to complete it

#### Avoid:

- Asking questions that would reveal the identity of the student. Questions about program enrollment or expected grade are acceptable but be wary of how class size can affect student anonymity.
- Asking questions that are leading, emotional, or use evocative language
- Asking questions if nothing can be done based on respondent’s answer
  - Do not ask students if they would like to have or do something if it is an impossibility or something that you would not do
  - Do not give false hope

#### Resources:

[https://psr.iq.harvard.edu/files/psr/files/PSRQuestionnaireTipSheet\\_0.pdf](https://psr.iq.harvard.edu/files/psr/files/PSRQuestionnaireTipSheet_0.pdf)

<https://www.rider.edu/offices-services/teaching-and-learning-center/resources/course-evaluation>