

# QA & Review Templates

Quality assurance checklists for AI-generated content

## Content Quality Checklist

Review this content for quality issues:

[Paste content]

Check for:

- Accuracy of facts and procedures
- Alignment with learning objectives
- Appropriate difficulty level for audience
- Clear, scannable structure
- Examples are relevant and realistic
- Language is inclusive and bias-free
- Tone matches brand/organization
- No gaps or logical leaps
- Grammar and spelling correct
- Consistent terminology throughout

Flag any issues and suggest improvements.

## Assessment Review

Review these assessment items:

[Paste assessment]

Verify:

- Questions test learning objectives
- Distractors are plausible but wrong
- No trick questions or ambiguity
- Difficulty is appropriate
- Feedback explains why answers are correct/incorrect
- No bias in questions or scenarios
- Realistic job scenarios
- Consistent format and style

Revise problematic items.

## Scenario Authenticity Check

Evaluate this scenario for realism:

[Paste scenario]

Check:

- Situation is realistic for this role/industry

- Complexity matches learner experience level
- Choices are all plausible (no obvious right/wrong)
- Consequences are realistic
- Language/terminology matches workplace
- Diversity and inclusion considered

Revise to increase authenticity.