

# Quality Assurance (QA) Checklist Template

## Module 1

### Course Content

*Determine whether the course contains comprehensive information and resources for successful learning and meets appropriate ethical and legal requirements.*

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Course provides clear goals and measurable learning objectives aligned to relevant standards or outcomes.			
Course includes core materials, supplemental resources, and relevant digital tools.			
Content is appropriate for the intended audience and aligns with institutional or organizational standards.			
Learning materials are scaffolded to support varying levels of learner ability or prior knowledge.			
Instructional materials include multimodal resources (e.g., audio, video, interactive tools).			
Course adheres to copyright and fair use guidelines for all included materials.			
Accessibility standards are implemented (e.g., closed captioning on videos, alt text for images, screen reader compatibility)			

### Proofreading

*Ensure the course is free of mechanical errors and consistent in voice.*

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
All course content is free from grammar, spelling, and typographical errors.			
Voice and tone are professional, consistent, and appropriate for the intended audience.			
Formatting is clear and consistent throughout the course (e.g., heading, font style/size, spacing)			
Language is concise, clear, and free from unnecessary jargon.			
Sentence structure supports readability and comprehension.			
Punctuation and capitalization are used correctly and consistently throughout.			
Hyperlinks are functional, clearly labeled, and error-free.			
Instructions clearly explain expectations, tasks, and outcomes.			

## Module 2

### Course Design

*Ensure the course utilizes a logical progression of learning activities and engaging learner experiences.*

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Learning objectives are clearly stated, measurable, and written in accessible language.			
Activities incorporate multiple learning modalities (e.g., visual, auditory, kinesthetic).			
Content is organized into clearly labeled, logically sequenced units or modules.			

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Instructions are clear, consistent, and include examples or visuals when appropriate.			
The course includes opportunities for interaction, collaboration, and/or reflection.			

## Multimedia

Determine whether the course provides high-quality audio, video, and interactive elements.

Criteria	Criteria Met?	If No: Location and Summary of the Issue
Audio: Audio is clear and includes captions or transcripts to ensure accessibility.		
Video & Interactivity: Videos are focused, appropriately timed, captions, and include prompts or guiding questions.		
Images: Images are high-quality, relevant, and include descriptive alt text.		
Multimedia: Multimedia support comprehension and learning outcomes.		

## Navigation and Technical Functionality

Ensure the course incorporates seamless navigation and functionality appropriate for the learner.

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Navigation is intuitive and includes visual/structural cues to support users.			

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
All interactive elements (e.g., links, buttons, tools) function across major devices and browsers.			
Tools used are familiar or include support (e.g., tutorials, guides).			
Accessibility tools (text-to-speech, captions, translation) are available or supported.			

## Module 3

### Accessibility

*Determine whether the course reflects the principles of universal design and ensures inclusivity and accessibility of all learners.*

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Course meets all WCAG and POUR accessibility standards.			
All multimedia (videos, audio) includes accurate closed captions and/or transcripts.			
Text uses readable font and sizes.			
All images and graphics include alt text.			
Activities include multiple means of representation and engagement.			

### Assessment

*Determine whether the course's assessments prioritize clarity, engagement, and alignment.*

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Rubrics and scoring guides use clear and written in accessible language.			
Assessments align with stated objectives.			
Assessments offer flexibility and support learner choice.			
Major assignments include rubrics or evaluation criteria.			
Assessments are inclusive, bias-free, and culturally responsive.			
Reflection and/or self-assessment opportunities are included.			

## Consistency and Branding

*Determine the course is cohesive in its design and utilizes organizational branding.*

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Visual and design elements are cohesive and consistent throughout.			
Consistent use of visual cues (colors, icons, headings).			
Navigation and layout remain uniform across all modules.			
Tone is professional, welcoming, and suited to the target audience.			

## Module 4

### Copyright Compliance

*Ensure the course complies with all copyright laws and standards of practice.*

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
All third-party media (images, videos, text, audio) are properly cited or licensed.			
Instructor-created materials do not contain unlicensed copyrighted content.			
External links point to publicly accessible or appropriately licensed sources.			
Copyright expectations and policies are clearly communicated to learners where relevant.			

## Other

*Learners are encouraged to set goals, reflect, collaborate, and make choices to support both academic and emotional development.*

Criteria	Criteria Met?		If No: Location and Summary of the Issue
	Yes	No	
Content and examples are inclusive and culturally sensitive.			
Course materials and communications use respectful, trauma-informed language and structure.			
Language, visuals, and tools support a diverse range of learners, including those with language or accessibility needs.			
Technology used in the course is functional, accessible, and does not require specialized or unavailable software.			

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