

# Writing 'Dyslexia Friendly' Exam Questions

## Recommended

- Write questions in **clear, concise, sequential steps**.
- For **practical exams**, provide written instructions to support verbal instructions.
- Use **white space** so that it is easy to see the different components of a question.
- **Bold key words** e.g., give **two** answers.
- Where possible, include a **word count guide** for each question.
- Keep **MCQ answer options** as simple as possible.
- List **MCQ answer options** under questions to avoid visual tracking difficulties.
- For **remote exams**, provide instructions for any additional task e.g., if a diagram is required, state type of diagram (hand drawn / computer generated).
- Use a **Sans-serif font** (e.g., Arial and Verdana) and **minimum font size** of 12.
- Use **bullet points** instead of paragraphs where possible.
- **Highlight marks available** for each exam question, with a reminder of the exam total mark value e.g., 4 of 50 marks.

## To avoid

- **Double negatives** as these can be easily misunderstood.
- **Long, verbose questions** which can lead to information overload.
- Providing **long answer options** for MCQs which can lead to information overload.
- **MCQ answer options listed on a separate sheet** as this may increase visual tracking difficulties.