



UNIVERSITÀ  
DEGLI STUDI DI MILANO-BICOCCA

## COURSE SYLLABUS

### Laboratory: Methods of Constructing Tests and Questionnaires

2021-3-E2401P071

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#### Learning area

4: Knowledge about qualitative and quantitative research methodology

#### Learning objectives

##### *Knowledge and understanding*

- Generic knowledge on tests and questionnaires
- Basic structure of tests
- Basic structure of questionnaires
- Write results

##### *Ability to apply knowledge and understanding*

- How to plan a research questionnaire
- How to write questions for a research test/questionnaire
- Items for the rating scales
- Socio-demographic questions
- How to write results for a specific destination (simple presentation, generic report, article, thesis)

## **Contents**

The laboratory will provide practical knowledge for the construction of tests and questionnaires both in paper and online (through Qualtrics software) version.

## **Detailed program**

The workshop will take place in 8 meetings of 3 hours each. In the Covid-19 emergency period, the first and last meetings will take place in attendance; the other meetings will be synchronously online.

1st meeting. Theoretical part: the difference between interview, test, and questionnaire; type and format of the questions. Creation of workgroups consisting of 5 or 6 people. Practical part: each group will choose between building a test or a questionnaire. The groups will decide the topic and sub-topic and define the recipients. Homework: bibliographic research on the chosen topic; search for usable Italian or English tools. Draw up of socio-demographic questions, taking into consideration the theoretical sample.

2nd-7th meeting. At each meeting, the group members present the work done, ask questions, and prepare for the next phase. Phases: make the introduction to the questionnaire; submit a trial version of the tool; if it is a translation, do the back-translation; prepare the final version of the survey and distribute it; statistically analyze data; interpret the results; make a final report.

8th Meeting. The groups will present the results of their test/questionnaire (each member of the group will present part of the results).

## **Prerequisites**

- Basic concepts of statistics and psychometrics corresponding to the programs of the first two years of the Bachelor in Science and Psychological Techniques (descriptive statistics, t-test, chi-square, correlation, regression, anova, factor analysis).
- Use of SPSS or any other statistical software.

## **Teaching methods**

Development of a real questionnaire. Distribution and administration of a real (already existing) questionnaire, data collection and partial data analysis.

## **Assessment methods**

- The attendance check will depend on the way it is carried out and will be published on the e-learning page at least one week before the start of the workshop.
- 75% of attendance will be required (including any remote activities and homework) for positive laboratory validation.

## **Textbooks and Reading Materials**

There are no textbooks. The material of the theoretical part will be available on the e-learning page. If participants request additional content, I will indicate online books available in the university library.

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