

SME MEASURE IMPLEMENTATION

TEST CHECKLIST

Instrument: _____ **Date:** _____ **SME:** _____

For each test step below, mark Pass, Fail, or N/A, note whether the issue is documented in writing for the Data Coordinating Center (DCC) to fix, and add SME initials once reviewed.

#	Test Step	Status	Issues Documented for DCC?	Notes
INSTRUMENT & DATA DICTIONARY				
1	Review the survey's questions and response options for typos, inaccuracies, and gaps.	Pass / Fail / N/A	No / Yes	
2	Review the data dictionary's questions and response options for typos, inaccuracies, and gaps.	Pass / Fail / N/A	No / Yes	
3	Review question order and response option order in the survey.	Pass / Fail / N/A	No / Yes	
4	Review question order and response option order in the data dictionary.	Pass / Fail / N/A	No / Yes	
5	Verify branching logic is implemented correctly, if applicable.	Pass / Fail / N/A	No / Yes	
6	Verify implausible-value checks: entering an implausible value should prompt re-entry.	Pass / Fail / N/A	No / Yes	
7	Verify scoring is correct, if applicable.	Pass / Fail / N/A	No / Yes	
INSTRUMENT-SPECIFIC PLATFORM CONFIGURATIONS				
8	Verify the instrument is configured for the correct study visits.	Pass / Fail / N/A	No / Yes	
9	Verify the instrument is configured for the correct cohorts.	Pass / Fail / N/A	No / Yes	
10	Verify the instrument is configured for the correct ages.	Pass / Fail / N/A	No / Yes	
11	Verify in Launchpad that the instrument is correctly configured as pre-visit, in-person, or post-visit.	Pass / Fail / N/A	No / Yes	
12	Verify the Reasons for Missingness are configured correctly for the specific instrument	Pass / Fail / N/A	No / Yes	
13	Verify the instrument's order of appearance in Launchpad.	Pass / Fail / N/A	No / Yes	

#	Test Step	Status	Issues Documented for DCC?	Notes
14	Confirm the Return of Results template and selected scores are correct.	Pass / Fail / N/A	No / Yes	
15	Confirm the double data entry workflow is configured as expected.	Pass / Fail / N/A	No / Yes	
16	Confirm the reliability workflow is configured as expected.	Pass / Fail / N/A	No / Yes	
17	Verify the QC feedback workflow works as expected.	Pass / Fail / N/A	No / Yes	

OTHER NOTES FOR DCC