

DESIGN QUALITY ASSURANCE CHECKLIST

USER INTERFACE NAVIGATION (If applicable)	YES	NO	COMMENTS
The navigation throughout the course includes: Menu/Back/Forward/Replay/Progress/Transcript/Volume/Help/Glossary (if required)/Resources/Exit.			
The navigation is responsive and functions across different platforms (tablet, smartphone etc)			
Have touchscreen elements been designed with thumb-zone in mind, and with easy accessible hit target areas.			
VISUAL DESIGN	YES	NO	COMMENTS
Visual design includes the look and feel of the course itself, image assets and treatment, and use of whitespace. The aim is to ensure each screen is easy and interesting to interpret and learn from. It should also follow the Style Guide.			
The visual appeal of the course is maintained throughout.			
Graphics are appropriately used throughout to help learners develop a mental model of the content.			
Graphics have been appropriately developed or purchased, and comply with copyright legislation.			
The visual design is simple, uncluttered, and clear.			
Does the layout use UI design principles.			
Illustrations are used to support learning and reduce text burden.			
Images used are culturally appropriate			



Text written on screen is easy to read on all devices			
White space is used to help learners scan text.			
There are no spelling mistakes or space inconsistencies.			
Image optimisation for quicker loading times			
CONSISTENCY	YES	NO	COMMENTS
Is the overall theme consistent against the content and Style Guide.			
Is the assessment feedback style consistent.			
Is the breadcrumb navigation consistent.			
Is the icon style consistent.			
Is the placement of buttons consistent.			
Is the instruction style consistent.			
Are the colours and graphic styles consistent.			
Are the heading styles consistent.			
Are the font sizes consistent.			
Are the graphic styles consistent.			
CULTURAL FIT	YES	NO	COMMENTS
Any bias to specific employee groups is avoided.			
The visual design is reflective of the workplace culture and activities.			



Imagery reflects accuracy in depiction of cultures			
FUNCTIONALITY (Where applicable)	YES	NO	COMMENTS
Have you checked all functionality			
Are all the assessment questions correct			
Do all assessment questions score correctly			
Do all layers reset where necessary			
Do all pages reset where necessary			
Do all layers function			
Do all buttons link to the correct screens			
Can you navigate back through the module			
Has it been published for correct output			

