Part-66-style MCQ blueprint, review and release record

part-66-mcq-development-workbook · Revision 0 · Initial release

Use of this blank record

Use this public planning record alongside an authorised secure process. Do not enter an operational scenario or stem, key, distractor, key rationale or distractor rationale here; secure content belongs only in the organisation's restricted authoring system. Record blueprint plans, a secure reference and checklist outcomes only.

This template is an original Aviocourse working aid, not an authority form. It does not confer approval, competence, task authorisation, or regulatory acceptance.

The app does not send values entered here to Aviocourse or deliberately store them. Your browser may temporarily retain or restore page state or autofill values. Save, print or copy any record needed for transfer into the controlled system used by your organisation, then use Clear and close the tab on a shared device.

A completed template records the information entered; it does not by itself prove competence, compliance, training effectiveness, or regulatory acceptance.

Saved, copied or printed copies are uncontrolled. Record the version, owner, date, source basis, and review trigger before operational use.

Record control and applicability

Stable item record reference

Use the controlled identifier that links versions without revealing secure content in filenames.

_____

Record status

Show whether the item may be used or still requires review or action.

_____

Organisational owner or function

Identify the function accountable for the controlled item record and its currency.

_____

Jurisdiction and approval context

State whether Part-66 Appendix II applies and identify the relevant approval setting.

_____

Applicable procedure and source basis

Cite the current syllabus, provision, technical source and examination procedure used.

_____

Source checked date

Enter when the rule, syllabus and technical reference were verified as current.

_____

Item version

Record a controlled revision that will not be overwritten after release.

_____

Planning limitations and unresolved actions

List any condition preventing release or restricting use without including secure question content.

_____

Review trigger

Identify source change, exposure, appeal, data signal or date that reopens the controlled review.

_____

Change notes

Describe the public planning-record change without copying operational item content.

_____

Secure reference and review, security and release decision checklists

Secure item reference

Enter only the controlled identifier used to find the item in the restricted system, never any operational wording or answer content.

_____

Objective and blueprint alignment

Record the objective, blueprint row and alignment conclusion using references and statuses without transcribing secure item content.

_____

Technical review conclusion

Record the technical review outcome only; secure findings remain in the restricted authoring system.

_____

Independent review conclusion

Record the independent instructional, fairness and accessibility review outcome without publishing secure item content.

_____

Security and exposure checklist

Record access, storage, export, exposure and incident-control checks using statuses and references only.

_____

Release decision

Complete the release decision checklist in the restricted system, then record only its outcome here.

_____

Optional post-use checklist control

Post-use review checklist reference

Optionally link the post-use rows to the organisation's restricted review record without copying secure content.

_____

Assessment blueprint

Plan coverage without placing secure item wording or answers in the blueprint.

Source and syllabus objective

Identify the controlled objective and source provision sampled by this row.

_____

Importance or criticality

Classify the objective using the organisation's documented blueprint method.

_____

Intended knowledge level

State the applicable syllabus or cognitive demand without inventing a new regulatory level.

_____

Content area

Name the area used to check balance and prevent unintended concentration.

_____

Planned item count

Enter the planned number and reconcile totals before assembly.

_____

Format

State the assessment format required for this objective and its applicable basis.

_____

Weight and time basis

Record applicable marks, weighting or timing and the source or rationale.

_____

Pass or critical criteria

Record the applicable pass treatment or critical criterion without inventing a universal threshold.

_____

Coverage warning or uncovered objective

Flag missing coverage, excess concentration or another blueprint limitation requiring action.

_____

Blueprint version and actual item IDs

Link the controlled blueprint revision to released identifiers without including item text.

_____

Post-use item review and change history

Use statistics as investigation signals and state small-sample limitations.

Item ID and version

Identify the exact released version whose use is being reviewed.

_____

Uses and sample limitations

Record attempts, missing data and reasons the sample may be unstable or unrepresentative.

_____

Difficulty, discrimination and option signals

Record available indicators without converting them into an automatic decision.

_____

Omissions

Record unanswered-item frequency and any missing-response pattern relevant to review.

_____

Comments, appeals, timing and exposure

Add qualitative evidence and any delivery or security context affecting interpretation.

_____

Objective coverage

Confirm the item still samples the intended objective and note any blueprint effect.

_____

Technical-change check

Record whether the technical source, applicability or accepted terminology changed after release.

_____

Review decision

Choose the evidence-based controlled status after expert review.

_____

Reason, owner and date

State the decision rationale, accountable function and effective date.

_____

Reviewer

Identify the competent reviewing function or controlled reviewer reference.

_____