**Guidelines for the Use of All Q4B Concept Inventories**

We understand that different protocols, course goals, and teaching styles dictate the way any teaching tools are used in different institutions across the globe. However the Q4B (<http://q4b.biology.ubc.ca>) team have put together a short list of guidelines and requests that we ask all instructors to follow when using one of our inventories.

We ask:

**1:**  That concept questions, individually and/or as whole inventories, are not made available electronically (on course websites, student service centers etc.) or printed on paper. The value of validated inventory questions can be severely compromised if they enter the public domain so that students might be able to see them before sitting pre- or post-course tests. **Please use the PowerPoint slides that accompany the concept inventory package you have downloaded.**

**2:** That you do not alter concept questions, individually and/or as whole inventories in any way; all our inventories have been rigorously validated so we know they test the concepts we intend them to. If any changes are made, it prevents comparisons being made between classes/schools/years of students who will all have seen different versions.

**3:**  That you do not give specific feedback to individual students, or classes, following deployment of a concept inventory. We do, however, encourage instructors to give summary feedback to the whole class, detailing the concepts students scored relatively poorly on, as well as suggesting reading material and/or further quizzes that will help them address areas of conceptual weakness.

**4:** That instructors, when possible, give us feedback on whether our inventories were useful; we would love to hear suggestions for improvement and know how students performed on the recommended pre- and post-course deployments of these inventories. **Please use the Excel Template file that accompanies the concept inventory package you have downloaded to analyze and/or share data with the Q4B team.**

**5:** If you are unsure of anything or have questions that are not answered by our concept inventory packages, please contact a relevant team member (see: <http://q4b.biology.ubc.ca/people/>).