TEACHER'S GUIDE TO PLANNING WORKSHEETS

driver youth trust
for literacy

About this resource

Refer to this checklist to ensure your worksheets are accessible for everyone.

	Yes/no	Changes that need to be made
Is there too much information on one sheet?		
Is the amount of content on the worksheet overloading some pupils? (Too much text, too many visuals?)		
Does the overall content make sense and flow in a logical order?		
Is key information framed?		
Could bullet points reduce text?		
Are the symbols used ones the pupils have used or seen before?		
Have I used visuals to support pupils in understanding specific parts of text?		
Is there enough room for pupils to write their answers?		
Is colour used consistently as part of a theme? For example, red for formulas		
Are there links to previous teaching?		
Have I included key vocabulary?		
Can I provide an electronic copy of this for pupils to complete on their own devices?		
Have I used a font no smaller than size 12?		

Do not print this page. The resource starts on page 2.

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