

The Assessment Readiness Checklist

42 questions to work through before you trust your next exam to a digital platform — for school and college administrators evaluating, switching, or auditing an online assessment system.

Most schools don't discover the gaps in an assessment platform during the sales demo — they discover them three weeks into the term, when a teacher can't grade fast enough, a student exploits a loophole during a test, or an admin realizes there's no real record of what happened to a batch of paper-based scores from last year.

This checklist walks through the full lifecycle of running an assessment — from building the question bank to handling student data responsibly afterward — so you can pressure-test a platform (yours or a vendor's) before you're depending on it with real students and a real exam schedule.

Work through each section with your current setup in mind. For every item you can't confidently answer "yes," make a note — the last page tells you what to do with it.

SECTION 1

Question Bank & Test Authoring

How much of building a test is assembly versus starting from scratch

- ☐ Can teachers reuse and tag questions instead of writing new ones for every single test?
 - ☐ Can a test be assembled by filtering an existing bank by subject, board, difficulty, and question type — not just pasted in manually?
 - ☐ Does the platform support objective (MCQ) and subjective or coding questions in the same test?
If you teach both theory and practical/coding subjects, a platform limited to MCQs forces you to run a second system alongside it.
 - ☐ Can a teacher preview a test exactly as a student will see it before publishing?
 - ☐ Can an existing test be cloned for a different section or term instead of rebuilt from zero?
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SECTION 2

Coding & Technical Assessments

Only relevant if you teach CS, programming, or any subject with practical/code answers

- ☐ Can students actually write and run code during the test — not just answer multiple-choice questions about code?
Conceptual MCQs about code are not the same as testing whether a student can write working code.
 - ☐ Is submitted code executed in an isolated, sandboxed environment with a hard time and memory limit?
Without sandboxing, one student's submission can affect server stability or other students' sessions.
 - ☐ Can you set both visible test cases (so students get feedback while working) and hidden test cases (so grading can't be reverse-engineered from what's shown on screen)?
 - ☐ Does it support the specific languages your curriculum actually teaches, not just one generic language?
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SECTION 3

Exam Delivery & Integrity

What actually happens once students start the test

- ☐ Can a test be assigned to an entire class in one action, and also to a hand-picked subset of students, without duplicating the test itself?
 - ☐ Is tab-switching or leaving the test window detected and logged during the exam?
Detection only helps if it's visible to the teacher afterward, not just silently recorded.
 - ☐ Can fullscreen be enforced, with the test auto-submitting if a student exits it?
 - ☐ Is copy/paste disabled during the test, so a student can't paste in an answer written outside the platform?
 - ☐ Can time limits be set per question, with harder questions getting more time — or is it only one timer for the whole test?
A single test-wide timer rewards speed on easy questions over care on hard ones.
 - ☐ If a device disconnects or the browser crashes mid-test, does the student lose their progress, or does the platform pick back up where they left off?
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SECTION 4

Grading & Turnaround

How long it actually takes to go from "test closed" to "results ready"

- ☐ Are MCQ and code answers graded automatically, with results available the moment the test closes?
 - ☐ For subjective or written answers, is there a fast in-platform grading queue, or does a teacher export to a spreadsheet to grade by hand?
This is usually where the real time is lost, even on platforms that auto-grade everything else.
 - ☐ Can a teacher override an auto-graded answer or apply partial credit when a case genuinely needs judgment?
 - ☐ Today, realistically: how many hours pass between a test closing and a teacher being able to tell a struggling student where they went wrong?
Write down your honest current answer — it's the clearest measure of whether this section is a real gap.
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SECTION 5

Reporting & Analytics

Whether performance data is something you have, or something you have to build

- ☐ Can a teacher see class-level performance — average, pass rate, top and bottom performers — without assembling it manually?
 - ☐ Can a school admin see performance across every class and teacher from one place, not teacher-by-teacher?
 - ☐ Are results from offline, paper-based tests tracked in the same reports as online tests?
Most platforms only know about tests taken on their own system, which fragments your picture of a student the moment they take one paper exam.
 - ☐ Can one student's performance be tracked across multiple tests over a term, not just viewed test-by-test?
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SECTION 6

Onboarding & Scale

What it takes to actually get a school live, not just one pilot class

- ☐ Can an entire class roster be imported in bulk, or does every student have to be added one at a time?
This single item is often the difference between a rollout that takes an afternoon and one that takes a month.
- ☐ Realistically, how long would it take to onboard 200+ students into this platform today?
- ☐ Can school admins manage teachers, classes, and subjects themselves, or does every change require a vendor support ticket?

- ☐ If your institution has multiple branches or campuses, can each be managed separately while still rolling up to one admin view?

SECTION 7

Data Privacy & Compliance

Student data is often minors' data — this section deserves more than a skim

- ☐ Does the vendor have a written Data Processing Agreement, not just a generic privacy policy?
A DPA is what your compliance officer or school board will actually ask for; a privacy policy alone usually isn't sufficient.
- ☐ Is there a specific, published Student Data Notice, separate from the general privacy policy?
- ☐ Is there a clear data retention and deletion policy stating how long data is kept and how it's removed?
- ☐ Are passwords stored using a proper one-way hash, not a reversible encryption scheme?
This is a fair, specific question to ask any vendor directly — a confident, precise answer is a good signal.
- ☐ Is the platform served over HTTPS with modern security headers, and are inputs sanitized against common web attacks?
- ☐ Is there a clear answer to who, internally at the vendor, can access student data, and whether that access is logged?

SECTION 8

Vendor Evaluation

Questions worth asking any platform out loud, in the sales conversation itself

- ☐ Can you actually try it with real students before committing, or only watch a scripted sales demo?
- ☐ If you switch platforms later, can you export your own data, or is it locked in?
Ask this before you sign, not after you need the answer.
- ☐ Is pricing based on active usage in a way that's predictable, or does growth trigger renegotiation?
- ☐ Is there a real support contact you can reach, or only a ticket queue with no SLA?
- ☐ Does the product roadmap point toward what your institution will need in two to three years, or only what it needs today?

Where you land

If you answered a confident “yes” to almost everything above, your current setup is in good shape — keep this checklist for the next time you re-evaluate.

If you found yourself writing “no” or “not sure” more than a handful of times — especially anywhere in sections 3, 6, or 7 — that’s usually not a sign you need to try harder with your current process. It’s a sign the process is missing infrastructure that a proper assessment platform is built to provide.

See how Wzdm handles every section above

Wzdm.in is an online assessment platform built for exactly the gaps this checklist surfaces — not as an afterthought, but as the core of how it's built.

- MCQ and real coding assessments in one platform, graded automatically with sandboxed code execution
- Fullscreen enforcement, tab-switch detection, and clipboard blocking built into every test
- Question-level time limits, so harder questions get more time than easy ones
- Class and test performance analytics the moment a test closes — no spreadsheets
- Offline test scores tracked in the same reports as online results
- Bulk student and class onboarding built for rolling out to hundreds of students at once
- A dedicated Data Processing Agreement, Student Data Notice, and Retention Policy — not just a generic privacy page
- Passwords hashed with bcrypt; HTTPS enforced with modern security headers

Book a free demo: www.wzdm.in/book-demo

Wzdm.in — the secure online assessment platform for schools and colleges. MCQ and coding tests, role-based portals, and reporting in one place.