



Guidelines for Question Setters

Please read these guidelines carefully and ensure that you follow them. They are designed to help everyone's enjoyment of our quiz evenings.

1 – Identity: Identify yourselves at the start of the quiz.

2 – Breadth:

Please pay particular attention to the guidelines in this section. Quizzes which ignore them cause a lot of annoyance to many players.

- Ensure that, over the eight rounds, you cover a range of topics.
- Avoid having two or more similar rounds. There should never be more than eight questions in one subject area in the whole quiz (plus spares, of course).
- Always broaden the round out (different types of music rather than all pop, books rather than Dickens, sport rather than football).
- Avoid rounds which have a narrow subject range – e.g. the life or work of one person, albums of the 1990s, the history of one football club.
- It is a general knowledge quiz so do not ask questions that require esoteric specialist knowledge. For example: the name of a villain in a James Bond film, the number of Test runs Geoffrey Boycott scored, a particular word in a song or poem.

3 - Questions: The Committee urges you not to set the following types of questions: -

- Spelling – these can be influenced by the pronunciation of the QM.
- Odd one out – there may be several possibilities, some of which may not have occurred to the setters.
- Yes/No – True/False type questions
- Lead in or closely paired questions where a wrong answer may be the correct answer to the next question.
- Memory tests – these give an advantage to the team going first.

It is essential that each team is treated equally. If you set a question which requires two or three answers there should be a similar requirement for a player in the other team in the same round. Having just one question that requires two or three answers is clearly unfair to the player and team concerned.

The Committee recommends that you set a general round as Round 8.

May we remind you not to set questions that may give offence to other teams.

4 – Balance: This is the MOST difficult task – some setters spend MORE time over balancing a quiz than setting the questions. Always remember that an unbalanced quiz can mean that games are won and lost on the toss.

Try to achieve an overall seat balance as well as a team balance. If one of you has set a specialist round he/she might be the least able to attempt to balance it. Try the questions between yourselves – this can help determine a balance – and it's good fun!

5 – Sources: Avoid using quiz books, as these can be inaccurate and the questions inappropriately worded. If using the Internet to research questions, please be wary. There are many excellent sites but even more bad ones. Use accurate sources such as encyclopedias.



6 – Wording:

- Avoid ambiguity in the questions and ensure there can be only one correct answer.
- Keep the wording as concise, clear and neutral as possible.
- Do not give any more information than is necessary.
- Avoid value judgments.
- Indicate clearly how specific the answer should be.

Do not ask – “Where is ...?” **Do ask** – “In which country/city is ...?” Example: “Where was this season’s 1st Grand Prix held” should be set as “In which city/country/venue was this season’s 1st Formula One Grand Prix?”

Never ask for the definition of a word – give a definition and ask for the word.

Remember that the answer you give is the one the QM will require from the player. Always word both questions and answers so that the QM never has to make any decision other than a simple yes or no.

7 – Editing: Co-ordinate the quiz. You are a team – work as a team.

Check for: -

- accuracy - an inaccurate question or answer can cause a lot of trouble!
- balance
- absence of ambiguity
- repetition

Ensure that you have got **8** rounds and that there are **8** questions and a spare(s) in each round. Where a round is divided into two halves it is usually better to provide a second spare to cover both types of question.

8- Production:

Produce a typescript for photocopying. If you have problems contact the secretary.

Adopt the routine layout. Do not use a font size below 12 pts as this can be difficult to read if the lighting is dim.

Rounds of **8** questions numbered **1a** to **4b** each round with a spare(s).

Give the QM general directions at the start of the quiz and specific directions at the start of each round, if necessary, and highlight in UPPER CASE type.

Indicate answers clearly and separate them from the question.

If you require the forename as well as surname, indicate. It is conventional to give those parts of an answer which are essential in **bold** type

Where you include marks for part answers, indicate clearly how marks are to be allocated.

The only information given in the answer should be the answer required.

Do not give additional information that could confuse the QM.

Picture rounds **must** have 4 copies – 2 for each side. **Check clarity!!**



9 – Difficulty:

- Remember that you should aim to set a wide ranging quiz. Overall, a quiz should not lean excessively towards either the 'academic' or towards 'popular culture'.
- Remember we have 4 divisions and **all** teams have the right to expect a quiz with a reasonable balance.
- Remember we are not all **Brain of Britain** calibre.

We hope that you will enjoy setting the quiz and thank you for doing it.