|  |
| --- |
|  |
| *Development of [survey/ module]* |
| *Last updated: [date]* |
|  |
| ***AUTHOR [name]*** |

# General Points

*[Insert relevant background on the survey or module. For example, current mode (interviewer led, online, paper, etc.), survey background, aims of or reason for development and mode which this audit trail relates to]*

# Testing details

## *[Insert details of qualitative and quantitative tests which have taken place, and which are mentioned throughout the audit trail]. For example:*

* *Type of test (e.g., Cogability interviews with members of the public)*
* *Number of respondents*
* *Set of questions (e.g., Module 1 only)*
* *Links to other relevant documentation such as analysis reports*

# Initials table

*[Populate with initials or acronyms used within the audit trail]*

|  |  |  |
| --- | --- | --- |
| **Initial** | **Name**  | **Team** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

# *[Question Name/ Code]*

## 4.1 Brief detail of the question

*[This could explain the data user need or placement of the question for example]*

## 4.2 Current business as usual (BAU) version of the question

*[If applicable, include details of the current question in use. State what mode this is used in]*

## 4.3 Business as usual (BAU) guidance

*[If applicable, any guidance or information given to interviewer or respondent in pre-existing modes or surveys]*

## 4.4 Harmonised standard equivalent

*[Provide details of the harmonised standard, if there is one]*

## 4.5 Current version

*[Screenshot of the version you are currently using/ testing, along with a date or version number]*

## 4.6 *[Question name]* table of findings

*[Fill table as appropriate, detailing testing findings, discussions held or adaptions]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aspect** | **Date of change/ finding** | **Details of testing findings, the discussion had or information gained***[This could be an important finding, a discussion with stakeholders or a decision made regarding version changes for example]* | **Outcome to maintain***[This is important to ensure features that are working well continue to be used]* | **Action***[Be as specific as possible and mark when implemented or actioned]* |
| General |  |  |  |  |
| Question order/ routing |  |  |  |  |
| Completion process |  |  |  |  |
| Question Stem |  |  |  |  |
| Response options |  |  |  |  |
| Response type |  |  |  |  |
| Missing data allowed? |  |  |  |  |
| Guidance |  |  |  |  |

## 4.7 Previous version details

*[Screenshots of previous versions used during testing or development, labelled with date]*

## 4.8 Other versions

*[Screenshots or details of similar questions/versions that have been used elsewhere]*