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Checklist Paper with a Checkbox Margin Column: Design and Use

Separate answer sheet: one valid layout and rubric notes

One valid example layout description plus rubric-based notes; other valid layouts exist.

One valid one-page layout: a shallow header field at the top with one line for a title and one for a date; below it, ten evenly spaced ruled lines; a narrow left margin column separated by a vertical rule, with one checkbox centered on each ruled line; the checkbox column kept clear of the text area. Because paper size and printer margins vary, measure your own output and adjust column width and line spacing rather than assuming fixed values.

One valid two-column variant: divide the page into two equal text columns with a central gutter; give each column its own checkbox margin aligned to its ruled lines; add a priority box beside each done box using a distinct shape or label; confirm the gutter is clear after printing.

Correction for a too-narrow checkbox column: widen the column until a hand-drawn mark fits without touching the vertical rule, then reprint a draft and mark several boxes by hand to confirm.

Why priority and done boxes must differ: using the same shape makes the two marks indistinguishable, so a reader cannot tell whether an item is complete or flagged as priority; a distinct shape or label keeps the two statuses separate.

Checklist Paper with a Checkbox Margin Column: Design and Use

Rubric key for judging a checklist layout

Rubric criteria are qualitative; a layout can meet some and miss others.

Criterion	What to check
Checkbox column separate and aligned	Column is visually separate from the text area and aligned to the ruled lines.
One checkbox per line	One checkbox per ruled line, centered vertically on that line.
Header shallow	Header field is shallow and does not reduce usable task rows excessively.
Distinct box types	Done boxes and priority boxes are visually distinct in the two-column variant.
Legible after printing	Layout remains legible after printing on the reader's own paper and printer.