

## Pre-publication Quality Control Checklist

This checklist sets clear expectations based on standards, helping you deliver high quality resources with confidence. It covers all aspects of development and production, regardless of content type or format. While not every point will apply to every resource, this checklist should be used as a guiding framework.

Suppliers should ensure that sufficient time, capacity, and review stages are built into their workflow so that all quality checks are fully completed before the final project delivery deadline.

**Important note:** Where resources are produced in both Welsh and English, suppliers must ensure that both versions are of equal quality, accuracy and presentation in all respects.

### 1. Content accuracy and curriculum alignment

- Clear alignment with the Curriculum for Wales, including relevant Areas of Learning and Experience (AoLE)
  - Content supports progression and intended learning outcomes as well as the development of cross-curricular skills
  - References to Progression Steps are appropriate and accurate
  - All facts, dates, examples, and calculations are correct
  - Subject matter expert has reviewed the information and content presented
  - All references and sources are credible and up-to-date
  - Welsh cultural, linguistic, and contextual relevance validated
  - Welsh and English versions are equal in content, meaning and sequence
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### 2. Teaching and learning quality

- Content is age and stage appropriate
- Learning progresses in logical order
- Resources are adaptable (not prescriptive), and do not include lesson plans



- Differentiation options are built in to meet varying needs (e.g. extra challenge or additional support)
  - Activities match the intended pedagogy (e.g. enquiry based, direct instruction)
  - Tasks align with learning objectives
  - Examples are clear and constructive
  - Resource is tested or reviewed by representative practitioners/learners to assess engagement level, interest, clarity, relevance etc
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### **3. Inclusivity, accessibility and representation**

- Language is clear, inclusive and free from bias
  - Examples reflect diverse backgrounds and experiences
  - Images and illustrations are age-appropriate and culturally respectful
  - Meets accessibility requirements (e.g. WCAG 2.2 AA standards for digital)
  - Alternative text added for images (digital)
  - Colour contrast suitable for print and screen
  - Background colour, typeface, font size and layout work for learners with ALN
  - Reading order and tab order are correct
  - Captions and transcripts added to audio/video
  - Welsh language register and dialect are consistent and appropriate
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### **4. Readability and language accuracy**

- Grammar, spelling, and punctuation are correct
- Line spacing ('leading') is appropriate, supports comfortable reading and is consistent throughout
- Word spacing is even, with no overcrowding or excessive gaps
- Paragraph spacing is consistent and supports clear readability

- Typeface / font is appropriate for the intended audience and format and does not cause any readability issues
  - Clear and natural language is used in both Welsh and English versions
  - Welsh-language resources do not include any English words, other than where intentional
  - Terminology is correct and aligns with all approved guidance, where relevant (e.g. Curriculum for Wales Framework, Welsh Language Race and Ethnicity Terminology, Byd Term Cymru / Y Termiadur)
  - Terminology is consistent
  - Sentence length and complexity match age group / intended audience
  - Instructions are clear and unambiguous
  - Language level checked (e.g. CEFR)
  - Welsh version reviewed by a professional translator and / or Welsh language specialist in the relevant field (e.g. mathematics)
  - Tone and style are consistent across all resources
  - Welsh-English parity check completed
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## 5. Layout, structure and formatting

### *Print*

- Page numbers are accurate and correctly sequenced
- Headings follow a consistent hierarchy (positioning, typeface, font size)
- Images, diagrams, and other visuals are placed appropriately and align with surrounding content
- No text cut-offs or overlapping elements
- Margins, gutters and bleed settings are correct
- White space enhances readability and is used intentionally
- Print quality meets expected standards (consistent in colour, contrast and sharpness)



- Binding is secure and durable - suitable for intended use (e.g. classroom handling, repeated reference)
- Final finish is clean and professional (no scuffs, marks, misalignment)
- All materials have been safety tested and approved
- Paper stock is FSC approved or from another verified sustainable source

### **Digital**

- Files are editable and clearly structured
- Navigation works as intended (menus, buttons, links)
- Layout adapts well across devices (mobile, tablet, desktop)
- Interactive elements function correctly and perform reliably
- Multimedia files (audio/video) load, play and sync correctly
- No broken links across the resource
- Embedded links in Welsh-language resources direct users to the Welsh-language (not English) versions of external websites or documents, where available.
- Formatting remains consistent across browsers
- Editing is accurate, consistent, well-paced and free from technical or content errors
- Audio quality is clear, balanced and free from distortion
- Compatible with text-to-speech tools, where relevant
- Screen reader functionality fully supported
- Closed captions embedded and/or transcripts included, where relevant
- All accessibility features function correctly and are easy to locate

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### **6. Visuals and media**

- Image resolution appropriate
- Copyright permissions obtained



- Captions and labels are correct
  - Graphs / diagrams match the text
  - Media is age-appropriate
  - Illustration and icon style consistent across the resource
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### **7. Technical quality (digital resources only)**

- Files load without errors
  - Hwb platform compatibility confirmed. Resources are free to use and access, without additional log-in
  - Accessibility shortcuts work
  - File sizes are not too large
  - Works on multiple devices
  - Works on low-bandwidth settings or offline (where needed)
  - Loading time within acceptable limits
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### **8. Safety, legal and compliance**

- Copyright / licensing checks done
  - Third-party content permissions secured
  - Privacy / data-handling requirements met
  - No harmful, offensive, or inappropriate content
  - Safeguarding considerations addressed (e.g. online links)
  - External links safe and reliable
  - No identifiable children in images (unless permission documented)
  - Resource adheres to Welsh Government safeguarding guidance
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## 9. Final editorial and design review

- Supplier style guide followed
  - Adnodd branding applied correctly (if applicable)
  - Glossary, index, and appendices correct
  - Version control correct
  - File names and metadata follow conventions and are correct in Welsh and English
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## 10. Final approval

- Subject-matter expert approval
- Editorial approval
- Accessibility check approval
- Design approval
- Copyright / permissions / legal compliance approval
- Full quality assurance checklist completed and archived
- Project manager sign off
- Ready for publication