



QA Review System – Role Guide & How-To

Version 1.0 · For internal use

Overview

This guide explains how to use the QA workflow for math questions. Roles include QA Reviewer, QA Lead, Publisher, and Administrator. The system enforces clear states so questions move from drafting to public release without ambiguity.

Key Concepts

- Every question has two statuses:
 - QA status (unreviewed, needs_revision, flagged, approved, ai_generated).
 - Visibility status_id (Draft vs Public). Approved questions become Public, anything else remains Draft.
- You'll work mainly on the QA Dashboard (admin → QA) and the Review page for a single question.

Access & Navigation

Action	How
Open QA Dashboard	Go to /admin/qa. Use filters for Status, Type, Skill, Level, Assigned To.
Review a question	Click the eye icon or the question title.

Roles & Responsibilities

QA Reviewer

- Reviews questions for clarity, correctness, and alignment.
- Can Approve, Flag, or mark Needs Revision.
- Adds concise reviewer notes and assigns to self when working on an item.
- Uses keyboard shortcuts for speed (see below).

QA Lead

- All QA Reviewer abilities, plus:

- Assign/reassign tickets, set severity, escalate/resolve edge cases.
- Approve high-severity (P1) items when enabled.
- See all QA tickets (qa_view_all).

Publisher

- Views QA output, creates releases, publishes or reverts releases.
- Ensures only approved questions are included.

Administrator

- Full access. Can perform all QA/Publish actions and manage permissions.

Dashboard Workflow

Use cards and filters to focus your queue. Typical flows:

- Click “Pending Review” to see unreviewed items → open the first item → review and decide.
- Filter by “Assigned to Me” to resume your work.
- Use the Next button on the Review page to jump to the next unreviewed item not being edited.

Batch Actions

Select multiple items in the table to:

- Approve Selected — bulk approve items with no open issues.
- Flag Selected — create a single flagged issue for multiple items with a shared problem.

The UI will skip items with open issues when bulk-approving and report how many were skipped.

Review Page Workflow

Action	How
Approve	Sets qa_status=approved, stamps reviewer and time, promotes to Public.
Needs Revision	Sets qa_status=needs_revision and appends a note telling the author what to change.
Flag Issue	Creates a QA issue (e.g., incorrect answer, unclear wording) and sets qa_status=flagged.
Notes	Use Reviewer Notes to leave crisp guidance; you can append or replace notes.
Next	Jump to the next unreviewed item not currently being edited by your colleagues.

Keyboard Shortcuts

Shortcut	Action
A	Approve
R	Needs Revision (prompts for note)
F	Flag Issue (prompts for reason)
U	Set Unreviewed
M	Mark as AI-generated
S	Save Notes
N	Go to Next

How “Needs Revision” Returns to QA

When you choose Needs Revision, the question is set to Draft and the author is expected to edit it. Once updated by the author or a QA Editor, it automatically re-enters the QA queue as Unreviewed so a reviewer can pick it up.

Who Can Edit Content?

By default, Authors (original creators), Administrators, and anyone with the permission `qa_edit_content` can edit questions. QA Reviewers focus on review signals (`approve/flag/needs_revision`) rather than editing, unless they also have edit rights.

Troubleshooting & Tips

- Don't see any results under a card? Clear filters or confirm you have `qa_view` permissions.
- 403 on `/admin/qa`? Ensure you're logged in and have a QA role or Admin rights.
- Can't approve? Confirm your role permits approvals (`qa_approve_p2p3` or `qa_approve_any`).
- Next button skipped too far? Another reviewer may have claimed items; use Assigned to Me or the status filter.
- For bulk tasks, prefer the Dashboard; for precision and notes, use the Review page.