

HOW TO SET UP AN EXAM

USER GUIDE

User guide: How to set up a test

Step 1.1: Create a question

How to set up a test

CREATE A QUESTION

User Name NOVA

Participation

Invigilation

Authoring

Marking

Reviewing

Managing

Support

Create

Overview / Assignments / Exam + Course Name

Current assignment

Exam + Course Name

Optional

To the assignment list

0 0

Last saved 16/06/2023, 11:48:59

Flow versions

Items in the assignment

Each item represents a page for the participant and can contain one or more questions and tools

Add an item

1

	Item	Title	Labels	No. of questions	Max score	Created at	Latest update	
	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	1	Group I		0	0	16/06/2023, 11:48:59	16/06/2023, 11:48:59	

1

The assignment created is now in your assignments list and you may add items to it.


1.To add a item (and its first question) you should press the “Add an item” button;

Please note that each item may have more than one question. Items correspond to groups of questions.

How to set up a test


CREATE A SECOND QUESTION





Current assignment





 Exam + Course Name
Optional

Item 1 Item 1 of 1 [To the assignment setup](#)


Item setup


 Group I
Optional


   

 0  0   -

Last saved 16/06/2023, 11:48:59

 SAVE

 Settings [Edit](#) [Preview](#)

 2
Add new

If you wish to add more than one question to one section you should:

2. Select the option “Plus sign (+)”, and then you may choose whether to create a multiple choice question, a custom question (where multiple choices are included) and other types of questions.