HOW TO SET UP AN EXAM

USER GUIDE

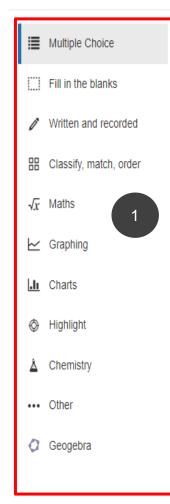


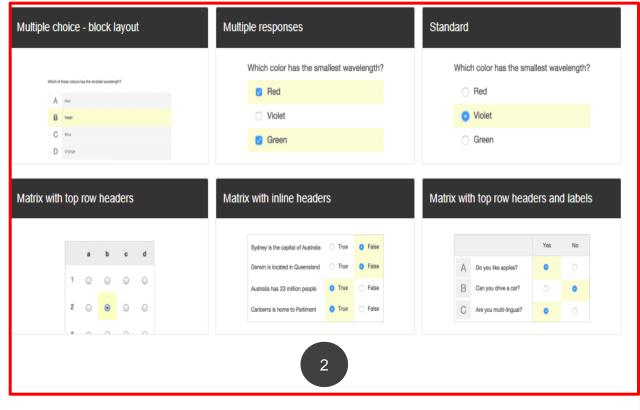


User guide: How to set up a test

Step 1.1: Add a question – multiple choice types

SELECT QUESTION TYPE – MULTIPLE-CHOICE





Variation Types

In this menu, you may select the type of question you wish to perform.

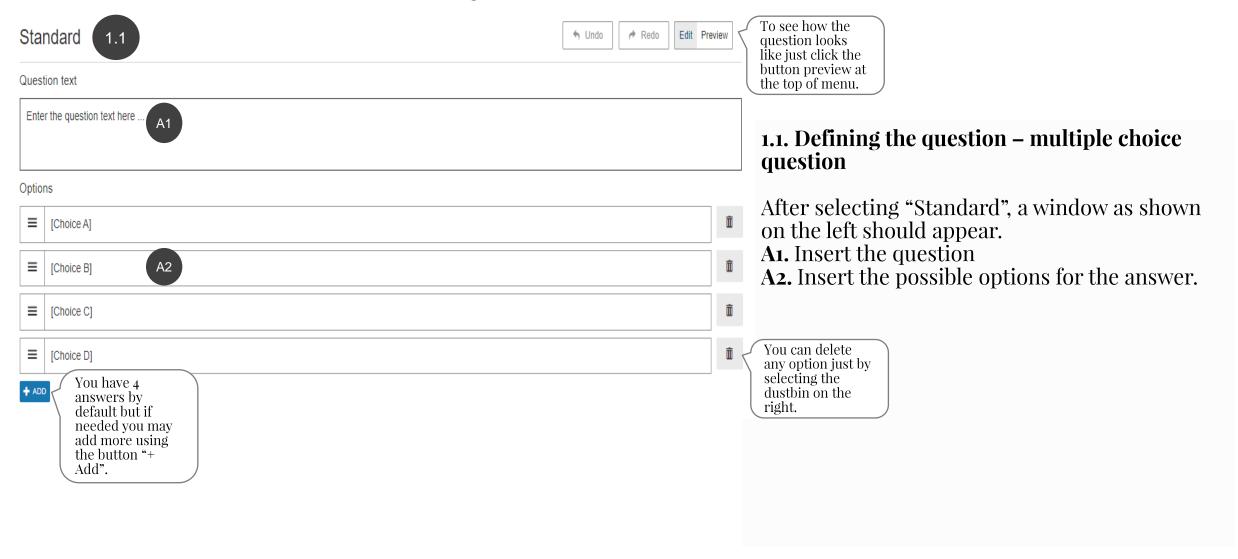
At this menu, you have:

- 1. The different question types (at the left)
- **2.** The variations within each question type (at the right).

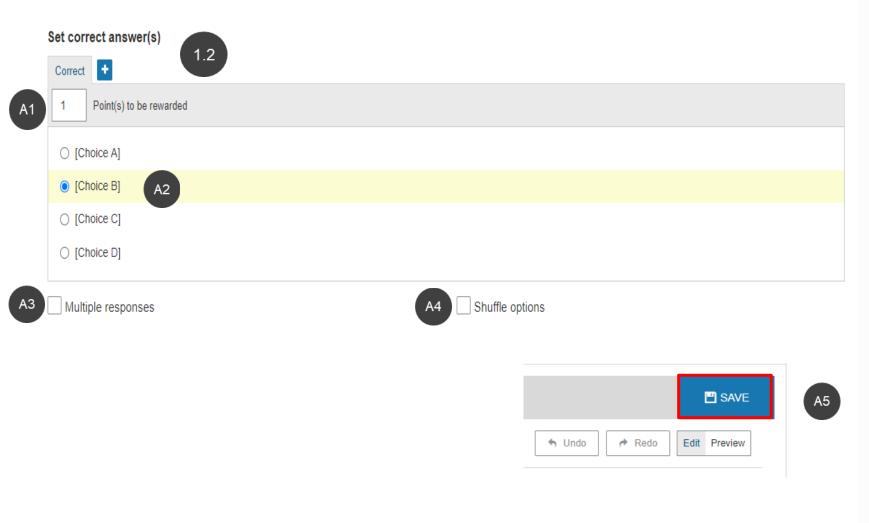
For example, for the multiple-choice questions, you may select one of the possible sub-types presented in the print.

Question Types

CREATE A MULTIPLE CHOICE QUESTION



CREATE A MULTIPLE CHOICE QUESTION



1.2 Setting answers for automatic correction

To define correction criteria:

A1. Insert the score of the question

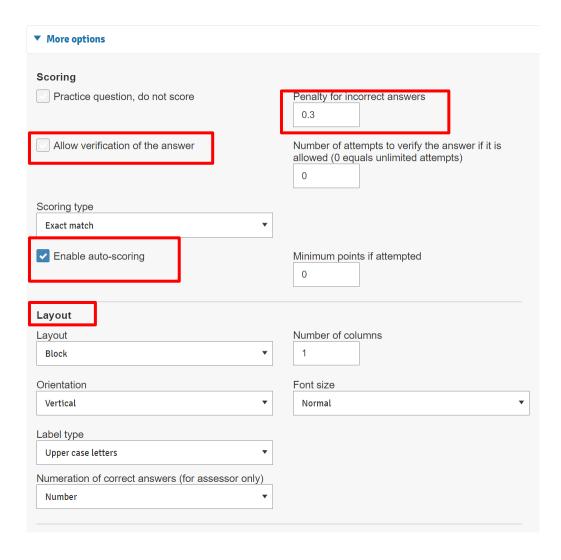
A2. Select the correct answer as identified

A3. Identify if it is possible to have multiple responses by selecting "Allow multiple choice responses".

A4. Identify if you wish the students to see the possible responses in a different order, by selecting the "Shuffle options".

A5. Select "Create question"

CREATE A MULTIPLE CHOICE QUESTION



Setting answers for automatic correction (Cont.)

If you click more options, you will get a menu, like the one on the left, with additional settings.

- 1. You may establish a defined penalty for each incorrect multiple choice question. The penalty for the question should be inserted in "Penalty for incorrect answers".
- 2. Select the "Enable auto-scoring" if you wish the system to perform an automatic correction of the answer.
- 3. In case you wish the student to see immediately after the exam ends the correct answer, please select "Allow verification of the answer".
- 4. Any changes in the terms of font size or orientation of the answer page must be performed in the section layout.