

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

How to set up a test

SELECT QUESTION TYPE – MULTIPLE-CHOICE

Question Types

- Multiple Choice
- Fill in the blanks
- Written and recorded
- Classify, match, order
- Maths
- Graphing
- Charts
- Highlight
- Chemistry
- Other
- Geogebra

Variation Types

- Multiple choice - block layout
- Multiple responses
- Standard
- Matrix with top row headers
- Matrix with inline headers
- Matrix with top row headers and labels

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.

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CREATE A MULTIPLE CHOICE QUESTION

Standard

1.1

Undo

Redo

Edit

Preview

Question text

Enter the question text here ...

A1

Options

[Choice A]

[Choice B]

A2

[Choice C]

[Choice D]

+ ADD

You have 4 answers by default but if needed you may add more using the button “+ Add”.

You can delete any option just by selecting the dustbin on the right.

To see how the question looks like just click the button preview at the top of menu.

1.1. Defining the question – multiple choice question

After selecting “Standard”, a window as shown on the left should appear.

A1. Insert the question

A2. Insert the possible options for the answer.

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CREATE A MULTIPLE CHOICE QUESTION

Set correct answer(s)

1.2

Correct +

A1

1 Point(s) to be rewarded

☐ [Choice A]

☒ [Choice B]

A2

☐ [Choice C]

☐ [Choice D]

A3

☐ Multiple responses

A4

☐ Shuffle options

SAVE

A5

Undo

Redo

Edit

Preview

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”

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CREATE A MULTIPLE CHOICE QUESTION

▼ More options

Scoring

☐ Practice question, do not score

☒ Allow verification of the answer

Penalty for incorrect answers
0.3

Number of attempts to verify the answer if it is allowed (0 equals unlimited attempts)
0

Scoring type
Exact match

☒ Enable auto-scoring

Minimum points if attempted
0

Layout

Layout
Block

Number of columns
1

Orientation
Vertical

Font size
Normal

Label type
Upper case letters

Numeration of correct answers (for assessor only)
Number

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.