# HOW TO SET UP AN EXAM

**USER GUIDE** 



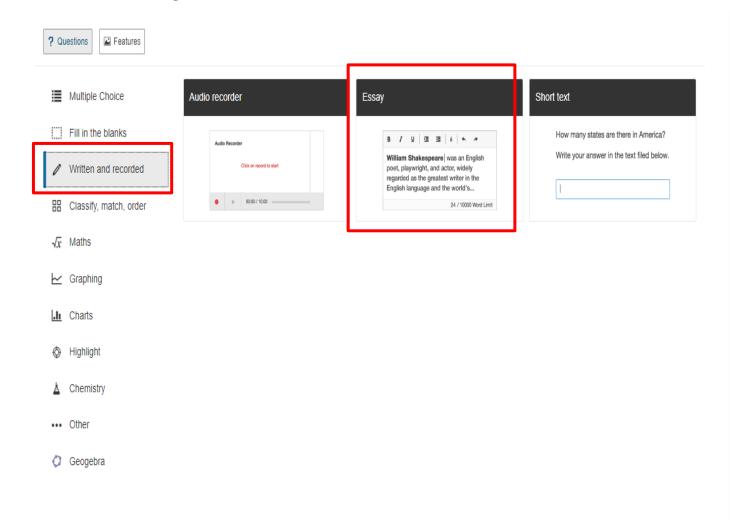


User guide: How to set up a test

Step 1.2: Add a question – essay types

#### How to set up a test

# SELECT QUESTION TYPE – ESSAY

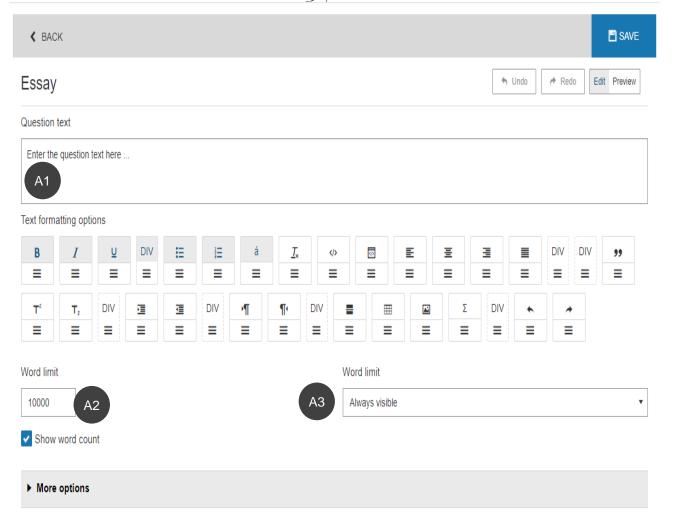


#### **Adding the question – ESSAY QUESTIONS**

On the left menu you can find all categories and you can select "Written and recorded", then click on "Essay".

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# CREATE AN ESSAY QUESTION



#### **Defining the question – ESSAY QUESTIONS**

After the selecting custom question – essay, you should:

- **A1.** Create the question in the editor;
- **A2.** Define a limit in terms of words for the answer, if applicable;
- **A3.** Select if students should be able to see this word limit. Here, you have three options:
- Always visible students may always see the limit defined:
- On limit: students will only see the word limit after they surpass the maximum number of words defined;
  - Off: students will not see the word limit.



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### CREATE AN ESSAY OUESTION

▼ More options	
Score  Max score  5 A1  Submit over limit	Minimum score if attempted
Layout and selection	
Special characters A2	
Min height (px)	Max height (px)
Placeholder	✓ Spellcheck and text correction
Font size	Disable auto link
Normal	
Extras	
Assessment guidance for assessors and participants (when viewing feedback). This replaces the question text.	Comment for authors (also visible to the assessor in the assessor tool)

#### defining the question – ESSAY QUESTIONS

## A1. More options – Scoring

Insert how many points the question is worth.

#### **A2. More options - Layout**

Any changes in the terms of font size or implementation of a spellchecker must be performed in the section layout.

#### A3. More options - Extras

In the section details you may add any guiding comments for graders/TAs correcting the assignment and comments for students if you wish to provide them an immediate feedback.

A4. After performing all the configuration please press "SAVE".