

What this Guide includes:

- [Description question](#)
- [Multiple Choice Questions](#)
- [True/False Questions](#)
- [Essay Questions](#) – including adding a file/image as part of the question
- [Tips on randomisation](#)

These are the most common question types in the quiz we recommend being used for an online exam.

## Description question

The **Description** ‘question’ is actually a text field for providing information, instructions or context. It can be added at the start of your quiz or can be used in between questions. Here is an example:

### Preview question: Case study scenario

Information	<p><b>Scenario:</b></p> <p>The recent .....etc [add the scenario]</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dictumst vestibulum rhoncus est pellentesque elit ullamcorper dignissim cras. Enim tortor at auctor urna nunc id cursus metus aliquam. Faucibus interdum posuere lorem ipsum dolor sit amet consectetur adipiscing. Sit amet venenatis urna cursus eget nunc scelerisque. Morbi non arcu risus quis. Nunc lobortis mattis aliquam faucibus purus. Orci a scelerisque purus semper eget dui at. Quam id leo in vitae turpis massa sed elementum. Phasellus egestas tellus rutrum tellus pellentesque. Tristique senectus et netus et malesuada fames ac. Enim facilisis gravida neque convallis a. Ac turpis egestas maecenas pharetra convallis posuere. Ultrices sagittis orci a scelerisque purus semper. Ullamcorper morbi tincidunt ornare massa eget egestas purus viverra accumsan. Facilisis magna etiam tempor orci. Nunc sed id semper risus in hendrerit. Amet risus nullam eget felis eget nunc lobortis.</p>
-------------	---

## Multiple Choice Question (MCQ)

A MCQ consists of a stem and one or more potential answer options. You can include media in the stem question or answer options, such as video or images. When writing the MCQ answer options take care using “All/none of the above” if you chose to randomise the order the answer options are displayed. An alternative may be “Any/none of these answers”.

Two answer options are available:

- single correct answer, or
- multiple correct answers (i.e. student can select multiple correct options from a list).

A MCQ exam question is automatically marked.

## True/False Questions

The True/False question type is a single answer in the form of *True* or *False*. Avoid double negative questions, for example “This behaviour is not uncommon”.

A True/False exam question is automatically marked.

## Essay Questions

You can add files, images or embed videos in an Essay question.

Essay questions can be answered in two ways - typing the answer online directly into a text box in the quiz and/or by uploading a file (e.g. word/excel doc) containing the answer.

**An Essay question will need to be marked manually.**

### Add a file as part of the question

Preview question: Determine the value of the project

Question 1  
Not yet answered  
Marked out of 1.00

Download the [Financial Report for Project A](#).

Determine the value of the Project assuming all units are sold at 12.7% above cost price.

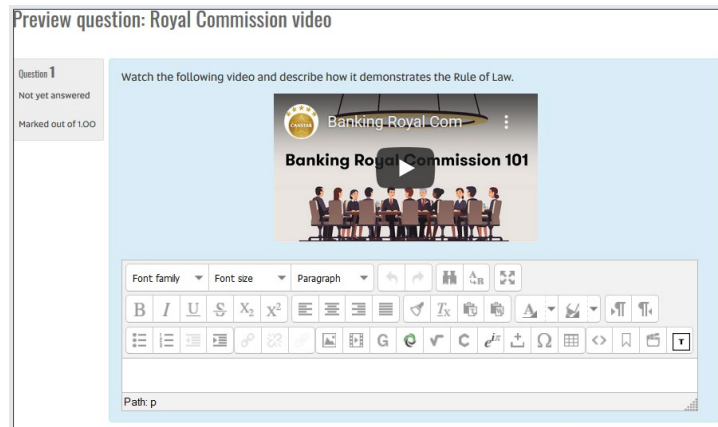
Add your answer below with a brief synopsis.

Rich text editor toolbar: Font family, Font size, Paragraph, Bold, Italic, Underline, Strikethrough, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table border, Table border width, Table border color, Table border style, Table border collapse, Table border spacing, Table border width, Table border color, Table border style, Table border collapse, Table border spacing, Table border width, Table border color, Table border style, Table border collapse, Table border spacing.

Path: p

Start again Save Fill in correct responses Submit and finish Close preview

## Embed an image or video as part of the question



## Questions requiring a written (paper based) response

Questions that require students to write their answers on paper (which could be a downloaded file) can upload their written answer to the Essay question.

To submit a written answer, students can either scan their paper on a local printer or take a photograph with the mobile phone. In both cases they email the file to themselves, save on their computer and upload to the quiz.

A written question type must be included in the Practice Exam if these questions are included in the actual exam, to allow students to practice.

The additional hour added to exams is expected to allow students time to scan/photograph their written answers and upload to the quiz before final submission.

This has been articulated in the Student Guide.

## Other types of questions

There are a number of other question types you can either investigate via the [Moodle website](#) or book a consultation session with an OED for advice.

## Randomisation

When offering random questions from the question bank, the quiz must still be fair and equal for all. If the sequence of the questions is not important, and there are 150 questions, you can offer 150 random questions. It will randomise the sequence of questions, but still offer the same 150 questions to all.

Some quizzes are set up with a bank of questions that can be drawn from randomly, this can offer different students, different questions. Care needs to be taken to ensure that in this random mode the difficulty of the quiz does not change as a result of this setting. This can be done by using categories, using separate categories for question type and level of difficulty. Then random questions can be offered from the categories.

### **Not all exams fit a series of random MCQ's.**

Sometimes the questions build on previous questions, and students will go back and forward, adding, editing and redoing. Some exam segments are scenario-based or have clusters of questions, and the order of where these questions are placed is important. An example of this is problem-solving and analysis type questions, they have an important flow. Take care not to randomise during these sections of creating the quiz.