

This guide will explain:

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## Why use categories

**Question Categories** are used to group questions together based on a criterion that makes sense for your exam.

You should create at least 2 Categories – one for the actual exam and one for the practice exam. You may have a third category for a revision exam.

We also have a separate guide on what to include when you **Create a Practice Exam**.

Depending on the complexity of your exam you can create further delineation by adding sub-categories within the exam category. In sub-categories, you can group questions based on a criterion that makes sense for your exam.

Here are some sub-category examples:

- Similar random questions – each student will see a random selection of questions
- Different random questions – as above but you might need to further categorise based on the difference between questions, e.g. level of difficulty (so some students don't get all the easy or hard ones)
- All questions randomised – students get every question but in a random order

You can also categorise by topic/week, the question type or any grouping where you want to delineate between questions.

You should create at least 1 sub-category called **Description** questions. This is because every exam quiz must begin with this particular question type to provide exam instructions. If you need more information, see the separate guide **Question Types in a quiz**.

When you know how you want to sort your questions proceed to the next section, Create a category.

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## Create a category

Start on the course home page and from the Administration block select **Question bank** then **Categories**.

Note: if categories have been added previously these will be listed at the top of the screen. Just scroll down to the **Add category** section.

1. Select the **Default** category for your course, e.g. Default for ABCD 1234.
2. **Name** the category Exam 2020.
3. Add a description in Category info if you wish.
4. Select **Add category**.

The screenshot shows a web form titled "Add category". It includes a "Parent category" dropdown menu, a "Name" text input field, and a "Category info" section with a rich text editor. The "Name" field contains the text "Exam 2020". The "Category info" section contains the text "Top category for all questions in the Exam 2020." and a "Path" field with the value "p". A green "Add category" button is located at the bottom of the form.

## Create a sub-category

Scroll to **Add category** again. Repeat the steps above, only this time:

1. Select the category you just created **Exam 2020**.
2. **Name** the category **Description questions**.
3. Add a description if you want.
4. Select **Add category**.

Continue to add sub-categories as required.

You are now ready to add questions to the categories.