

Online Quiz Exams Use Categories to manage your Question bank

This guide will explain:

- Why use categories
- Create a category
- Create a sub-category

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.

Create a category

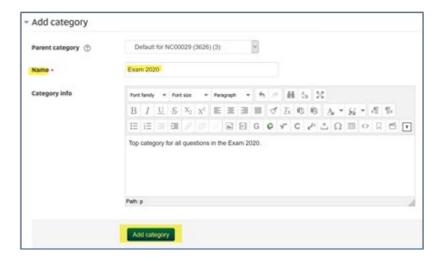
Start on the course home page and from the Administration block select **Question bank** then **Categories**.

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.



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- 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**.



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.