

The 5-step process

This guide will cover:

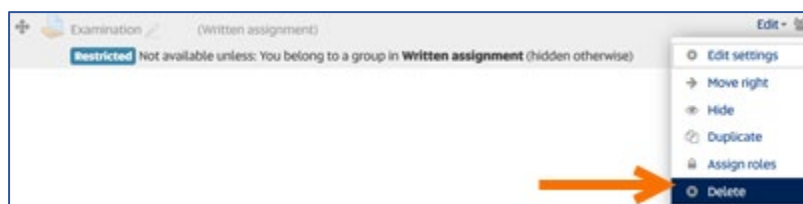
- [Linking the exam to Grader report](#)
- [Edit the quiz with the correct settings](#)
- [Use Categories to manage your question bank](#)
- [Create questions](#)
- [Add questions to the quiz](#)

Linking the exam to Grader report

If you already have an assignment linked to Grader report, as shown below, you need to delete this original assignment to enable the new exam quiz to be linked to Grader report.

Assessment activity name	Due date	Category weighting (%)	Internal (City East)
Written assignment	March 29, 2020, 11:00 pm	20%	[x] *
Research Report	May 14, 2020, 9:00 am	30%	[x] *
Examination	June 14, 2020, 11:00 am	50%	[x] *

1. Go to the original assignment and select **Delete**.



2. Add a new quiz via **Add an activity or resource**.

[Link the new quiz to the Examination](#) as this is now available since you deleted the original assignment. Proceed with editing the settings.

Assessment activity name	Due date	Category weighting (%)	Internal (City East)
Written assignment	March 29, 2020, 11:00 pm	20%	[x] *
Research Report	May 14, 2020, 9:00 am	30%	[x] *
Examination	June 14, 2020, 11:00 am	50%	[] *

Edit the quiz with the correct settings

1. **Name** the exam quiz.
2. In **Description** add the text below this screenshot.
3. Select the **Display description** checkbox.

The screenshot shows a form for creating an online exam. The 'Name' field contains 'Online Examination'. The 'Description' field is empty. Below the description field is a rich text editor toolbar with options for font family, font size, paragraph, bold, italic, underline, strikethrough, link, unlink, list, and image. The 'Display description on course page' checkbox is checked.

Text to add in Description:

Read this before the start of your exam

An extra hour has been allowed for this online version of your exam. This extra hour has already been included in the total time limit for the exam.

Make sure you attempt every question.

Once the exam starts you should begin by scanning each question to see if you have any questions. If you do have questions, then please refer to the following:

Technical difficulties - call HELP DESK

If you experience any technical issues while completing your exam contact the IT Help Desk, this may include internet connection issues or computer performance which has impacted on your ability to complete your exam. Tell the Help Desk the specific details of the technical issue, including time and any screenshots or other evidence to support your request.

*** Write down the relevant phone number below on paper in case you lose your internet connection. Use your mobile phone if your laptop is not working.

South Australia: 8302 5000

Interstate & Country: 1300 558 654 (cost of a local call)

International: (+61 8) 8302 5000 (we can call you back to minimise your call costs)

Please **do not hang up** even if you are on hold as a service ticket will be raised once the call is answered. This service ticket will be your evidence of an issue occurring.

Questions about the Exam - Email your Course Coordinator

To clarify any questions in the exam email me. Make sure you do this in a new web browser window or a dedicated email client to ensure you are not logged out of the exam. You can email me at any time during the exam period.

*** Write down my email on paper in case you lose your internet connection. Use your mobile phone if your laptop is not working.

[replace this text with your email]

Timing – this is a key setting

1. Edit the **Open** and **Close dates/times** as per the scheduled exam.
2. Change **Time limit** to hours and edit the total hours *inclusive* of the additional hour.
3. Leave **When time expires** as the default, i.e. Open attempts submit automatically.

A 2-hour exam with the additional hour starting on 22nd June 2020 at 9.30am.

The screenshot shows the 'Timing' configuration panel. It includes the following settings:

- Open the quiz:** 22 June 2020 09:30
- Close the quiz:** 22 June 2020 12:30
- Time limit:** 3 hours, with an 'Enable' checkbox checked.
- When time expires:** Open attempts are submitted automatically.

Grade – this is a key setting

1. Change **Attempts allowed** to 1.
Note: if students lose access during the exam this setting will still allow them to return to the exam quiz.

The screenshot shows the 'Grade' configuration panel with the following settings:

- Grade to pass:** 0.00
- Attempts allowed:** 1
- Grading method:** Highest grade

Layout

1. Change **New page** to Every 2 questions

Note: This can be changed later.

Question behaviour

1. Change **Shuffle within questions** to **Yes** if you want the choices in a multiple answer question (e.g. MCQ) to be shuffled so each student sees a different order of choices.
2. Leave **How questions behave** as **Deferred feedback**.

Review options – this is a key setting

1. **Uncheck** all the boxes in the last column – start unchecking from the bottom up. This ensures all boxes are unchecked.

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

This completes all the key settings. You can now select **Save and return to course**.

Continue over the page to create your question categories.

Use Categories to manage your question bank

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.

The practice exam will only contain one example of each type of question from the actual exam. For example one MCQ, one drag & drop or one Essay question. You want to keep these examples separate from the actual exam though by adding them to a category.

The practice exam is not for revision.

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.

Every exam quiz must begin with a particular question type called **Description**. It isn't a question it's just listed along with all the other question types. The Description will repeat the text you added earlier to your quiz description so that it's easy for students to find this information once the exam begins.

You never want to randomise this, or any other Description question, because they are placed in a certain position to provide information/instructions.

When you know how you want to sort your questions proceed over the page to create the categories.

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**.

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.

Create questions and add them to the quiz

From the Administration block select **Questions**. Add each question to the Category **Exam 2020** or the sub-category if you have them.

In this example, we are adding a Description question. See the Guide, **Question Types in an Online Quiz** for more information.

1. Under **Select a category** choose the sub-category you want to add the question to.

The screenshot shows the 'Question bank' interface. At the top, there is a dropdown menu labeled 'Select a category:'. The current selection is 'Default for NC00029 (3626) (3)'. Below this, the course is identified as 'Course: NC00029 (3626)'. Underneath, there are two more options: 'Default for NC00029 (3626) (3)' and 'Exam 2020'. The 'Description questions' option is highlighted in blue, and an orange arrow points to it from the right.

2. Select **Create a new question ...**

The screenshot shows the 'Question bank' interface. The 'Select a category:' dropdown is now set to 'Description questions'. Below it is a 'Filter by tags...' dropdown. There are two checkboxes: 'Also show questions from subcategories' and 'Also show old questions', both of which are checked. At the bottom, the 'Create a new question ...' button is highlighted in yellow.

3. Scroll to the end of the question list and select **Description**.
4. Select **Add**.

The screenshot shows a dialog box titled 'Choose a question type to add'. On the left, there are four radio button options: 'Drag and drop into text', 'Multiple choice', 'Short answer', and 'True/False'. Below these is an 'OTHER' section with a radio button and a 'Description' option, which is selected and highlighted in yellow. On the right side of the dialog, there is a text box that reads: 'This is not actually a question. Instead it is a way to add some instructions, rubric or other content to the activity. This is similar to the way that labels can be used to add content to the course page.' At the bottom, there are two buttons: 'Add' (highlighted in yellow) and 'Cancel'.

The first two settings are always **Question name** and **Question text**. Only you can see the Question name so you can find it in a list of questions.

For questions with a short amount of text, we recommend that you add the Question text to the Question name as well. But for longer text use a description of the text in the Question name.

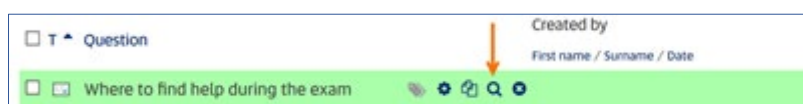
We will continue with the example of a Description question.

1. Add a description to **Question name**.
2. Add the text information/instructions to **Question text**.
3. Select **Save changes**.

The screenshot shows the 'Description questions' category selected. The 'Question name' field contains 'Where to find help during the exam'. The 'Question text' field contains a detailed notice: 'Technical difficulties - call HELP DESK. If you experience any technical issues while completing your exam contact the IT Help Desk, this may include internet connection issues or computer performance which has impacted on your ability to complete your exam. Tell the Help Desk the specific details of the technical issue, including time and any screen shots or other evidence to support your request.' Below the text fields are 'Save changes and continue editing', 'Save changes', and 'Cancel' buttons.

The question will be displayed in your **Question bank**, which is a list of all your questions in this category.

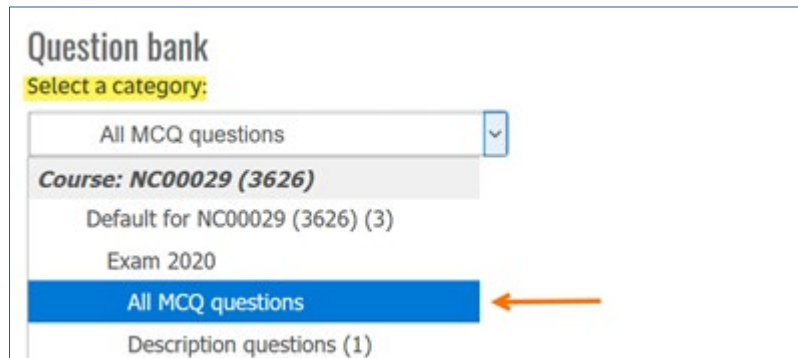
You can preview this question by selecting the looking glass icon.



Continue over for an example with another question type.

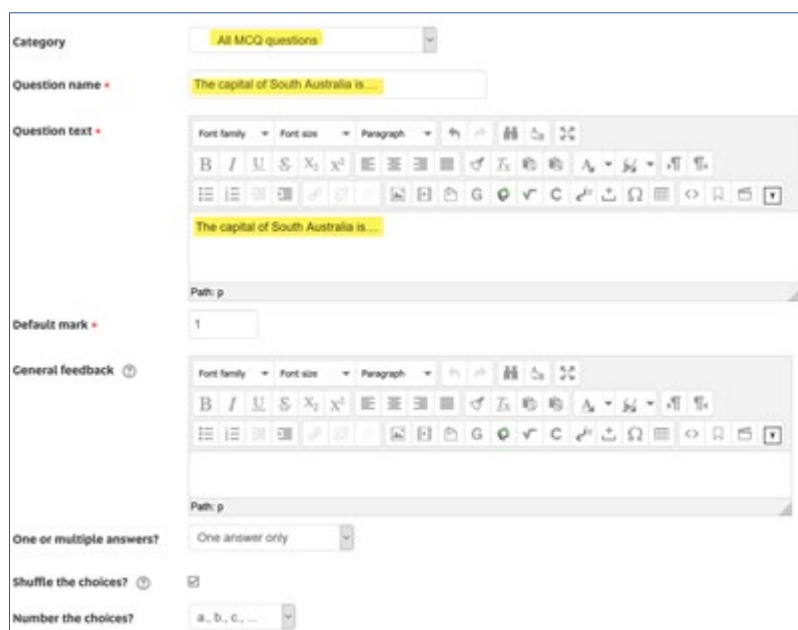
Once again from the Administration block select **Questions**.

This time the example is adding a MCQ to a sub-category called All MCQ questions.



Here are the settings for the top part of adding a question.

1. Use the question text for both the **Question name** and **Question text**.
2. Edit the **Default mark** (1) if required.
3. **General feedback** is not required as this is an exam question.
4. Edit **One or multiple answers** as required.
5. **Shuffle the choices** means the answer options are shuffled.
Note: Do not use "All of the above" as an answer option as when shuffled this option may not be the last one. Instead, use "All of these answers".
6. Number the choices **optional as you want**.



Answers

1. Enter an answer option for each **Choice** you want to use. You can use all 5 choices, less than 5 or keep adding 3 more as you require.
2. Change the **Grade** to 100% for the correct answer. Or a partial percentage if there are 2 or more correct answers. The total must add up to 100.
3. There is no need to add any Feedback.
4. There is no need to edit Multiple tries.
5. Select **Save changes**.

Answers

Choice 1

Font family Font size Paragraph

B I U S X₂ X² [List icons]

[Image icons]

Adelaide

Path: p

Grade 100%

Font family Font size Paragraph

B I U S X₂ X² [List icons]

[Image icons]

Path: p

Choice 2

Font family Font size Paragraph

B I U S X₂ X² [List icons]

[Image icons]

Australia

Path: p

Grade None

Font family Font size Paragraph

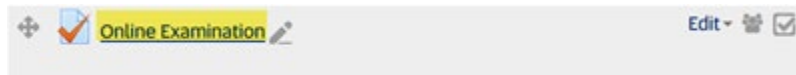
B I U S X₂ X² [List icons]

[Image icons]

Path: p

Add questions to the exam quiz

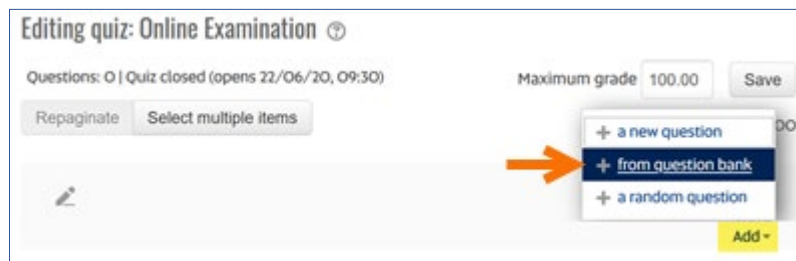
Return to the course home page and select the Exam Quiz.



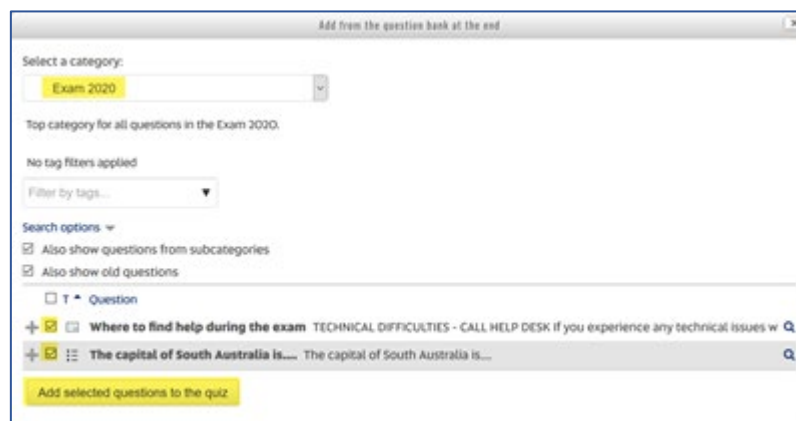
From the **Administration** block select **Edit quiz**.

To add a question:

1. Select the **Add** button on the right.
2. Select **from question bank**.



3. Select **Exam 2020** in Select a category.
4. Choose the questions to add to the exam quiz.
5. Select **Add selected questions to the quiz**.



On the following screen, you can move questions up and down, insert/delete page breaks.

Edit the order of the Exam quiz.

1. Choose the cross-arrows to drag questions up or down.
2. Select the up/down arrow to insert/delete page breaks.

