# How to create Exam in NUML – LMS

## QUICK HELP

By: ICT Department

**NATIONAL UNIVERSITY**
**of**
**MODERN LANGUAGES**

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# 1. Introduction

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.
The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.
Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.
The teacher can choose when and if hints, feedback and correct answers are shown to students.

# 2. Before you Start

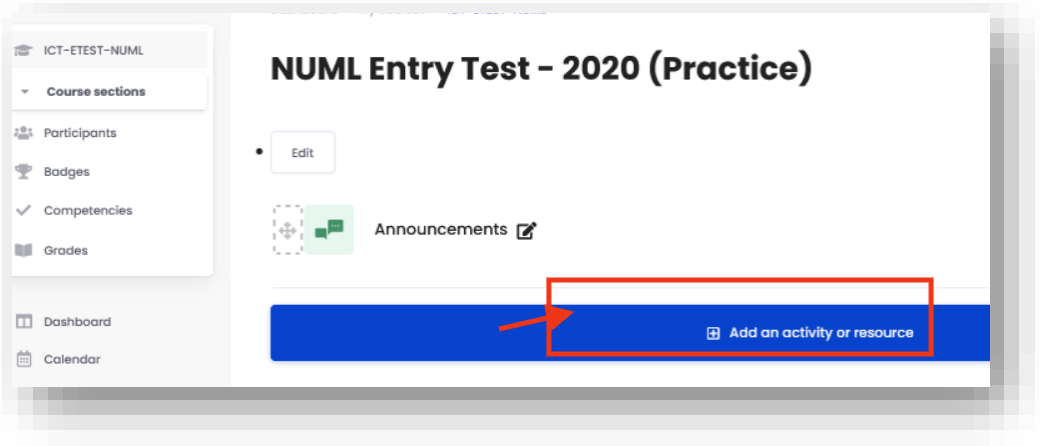
A quiz is made up of two parts:

i. A set up page or 'front cover' where you add the criteria for the quiz, such as grading and time limits
ii. The questions themselves. The questions are stored separately from your quiz in a course **Question bank**. This means you can reuse your questions in a later quiz. It also means you could display an empty quiz (a 'front cover' with no questions added) on your course page, so be careful!

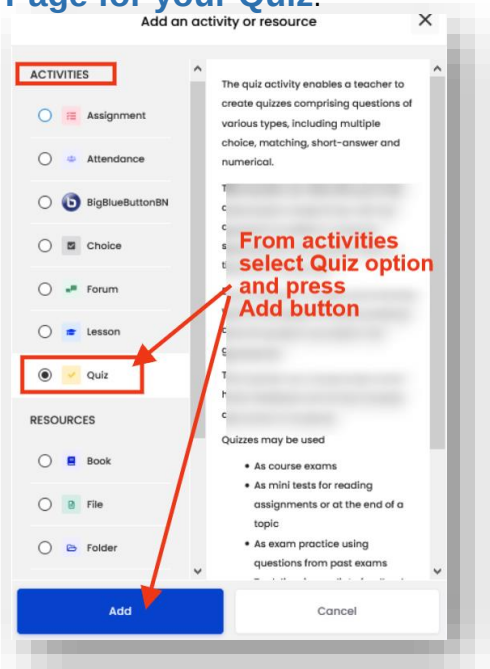
Some people prefer to make their quiz questions separately first and then add them to a quiz 'front cover' later.

# 3. Set up the quiz 'front cover'

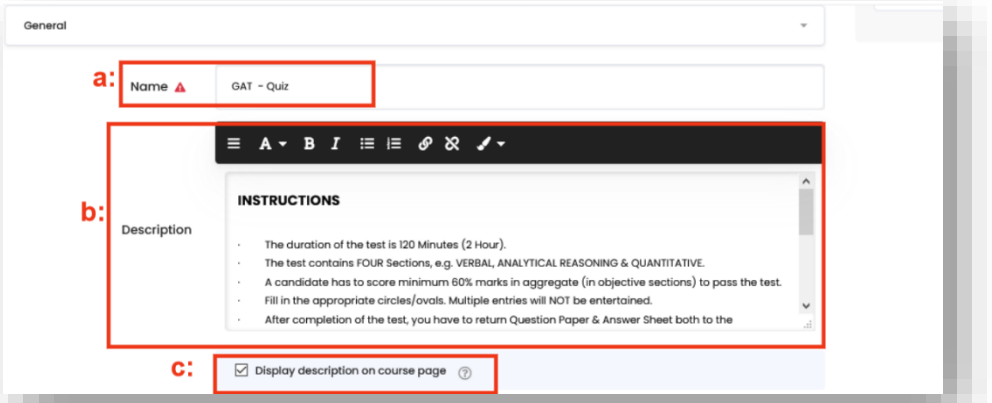
3.1.1. In the course where you want your quiz, turn on the editing and from the Activity Chooser, select 'Quiz'.



### 3.1.2. Select Quiz from Activities and press Add button to create Front Page for your Quiz.



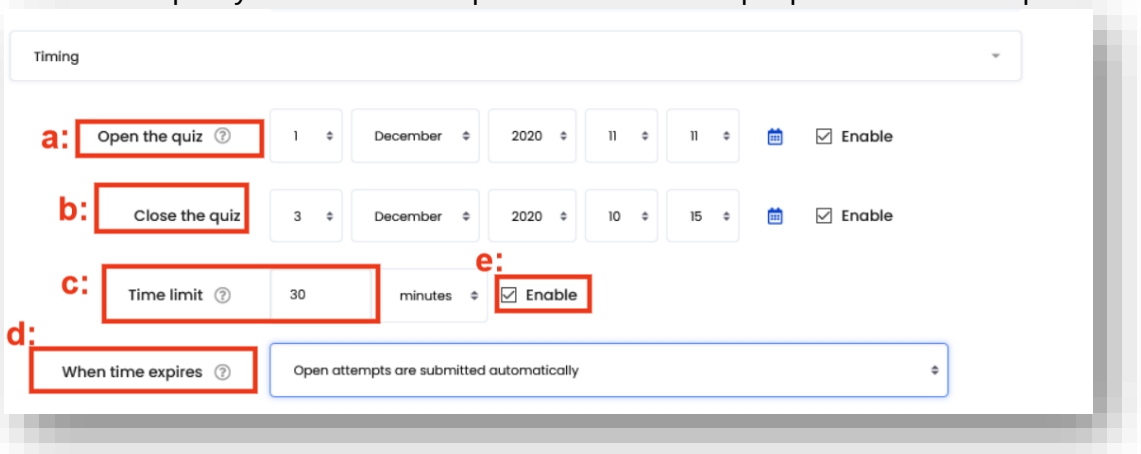

### 3.1.3. General Settings for Quiz Front Page




a. Give it a desired name
b. A description or General Instructions telling students what the quiz is about.
c. If you want to show students before entering in Quiz Section, check this option all Instructions will be displayed on their course page to provide help with instructions about Quiz.

## 3.2. Timing

You can specify times when the quiz is accessible for people to make attempts.



### a. Open the quiz

You can specify time when the quiz is accessible for students to make attempts. Before the opening time the quiz will be unavailable to students. They will be able to view the quiz introduction but will not be able to view the questions. Quizzes with start time in the future display both the open and close date for students.

### b. Close the quiz

After the closing time, the students will not be able to start new attempts. Answers that the student submits after the quiz closing date will be saved but they will not be marked.

Even after the quiz has closed students will still be able to see the quiz description and review their attempts.

### c. Time limit

By default, quizzes do not have a time limit, which allows students as much time as they need to complete the quiz. If you do specify a time limit, several things are done to try and ensure that quizzes are completed within that time.

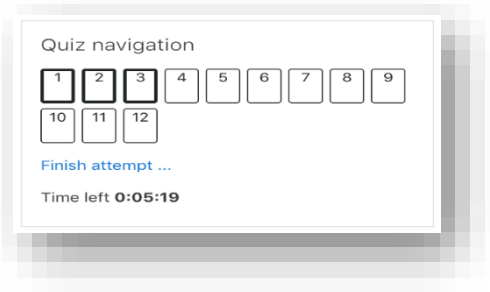
### d. When time expires

There are three options as to what will happen when the time limit is up. Choose the one you need from the dropdown menu:

i. Open attempts are submitted automatically (This is the default)
ii. There is a grace period when open attempts can be submitted, but no more questions answered
iii. Attempts must be submitted before time expires, or they are not counted.

### e. Navigation block showing quiz timer

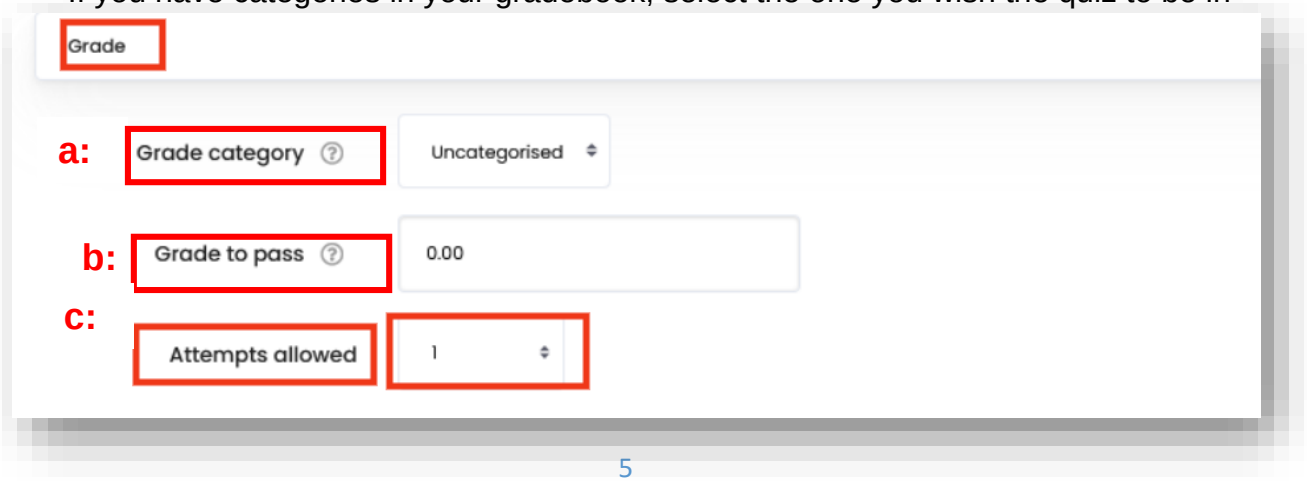
i. A countdown timer is shown in the quiz navigation block
ii. When the timer has run out, the quiz is submitted automatically with whatever answers have been filled in so far
iii. If a student manages to cheat and goes over the allotted time, no marks are awarded for any answers entered after the time ran out.




## 3.3. Grade

### a. Grade category

If you have categories in your gradebook, select the one you wish the quiz to be in



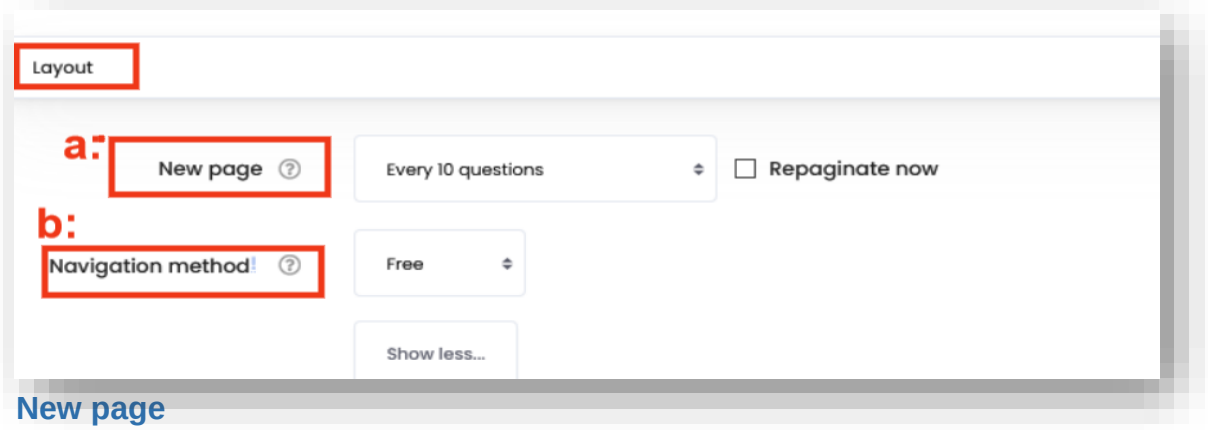
### b. Grade to pass

Here you can set a passing grade for the quiz. This may be connected with Activity completion and Conditional activities such that a student will not be able to access a follow up activity until they have passed the quiz.

### c. Attempts allowed

Students may be allowed to have multiple attempts at a quiz. But usually in examination teachers allow only one attempt.

## 3.4. Layout



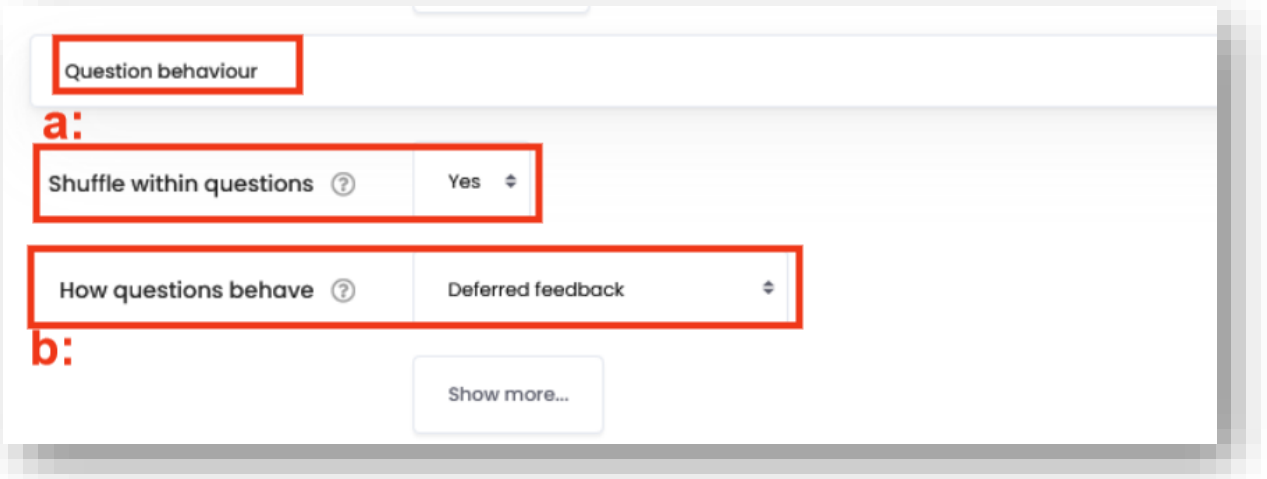

### a. New page

For longer quizzes it makes sense to stretch the quiz over several pages by limiting the number of questions per page. When adding questions to the quiz, page breaks will automatically be inserted according to the setting you choose here. However, you will also be able to move page breaks around by hand later on the editing page.

### b. Navigation method (available by clicking *Show More*)

Choose *Sequential* instead of *Free*, if you want to force the student to progress through the questions in order and not go back to a previous question or skip to a later one.

## 3.5. Question Behavior



## a. Shuffle within questions

This will allow you to shuffle the questions in your quiz. You can shuffle your questions on a per-section basis so each page can have its own set of shuffled questions. This is useful when you only want to shuffle a specific set of questions on your quiz.

## b. How questions behave

The following question behaviors are available when creating a quiz.

### i. Deferred feedback

Students must enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback.

### ii. Adaptive mode and Adaptive mode (no penalties)

Allows students to have multiple attempts at the question before moving on to the next question. This behavior requires that the "Whether correct" box is ticked under "During the attempt" in the "Review options" section, at a minimum.

### iii. Manual grading

Used for essay questions (irrespective of what the quiz is set to) but you can now choose to have every question in the quiz manually graded, if you wish.

### iv. Immediate feedback

Similar to interactive mode in that the student can submit their response immediately during the quiz attempt, and get it graded. However, they can only submit one response, they cannot change it later.

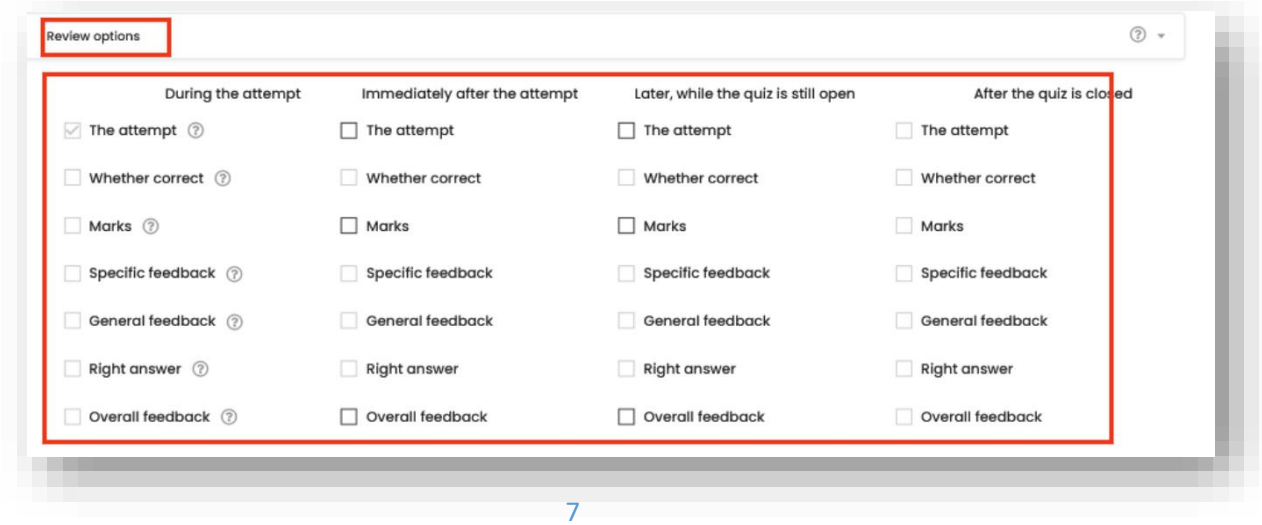
### v. Deferred feedback or Immediate feedback with Certainty-based marking (CBM)

With CBM, the student does not only answer the question, but they also indicate how sure they are they got the question right. The grading is adjusted by the choice of certainty, so that students have to reflect honestly on their own level of knowledge in order to get the best mark.

### vi. Conditional questions

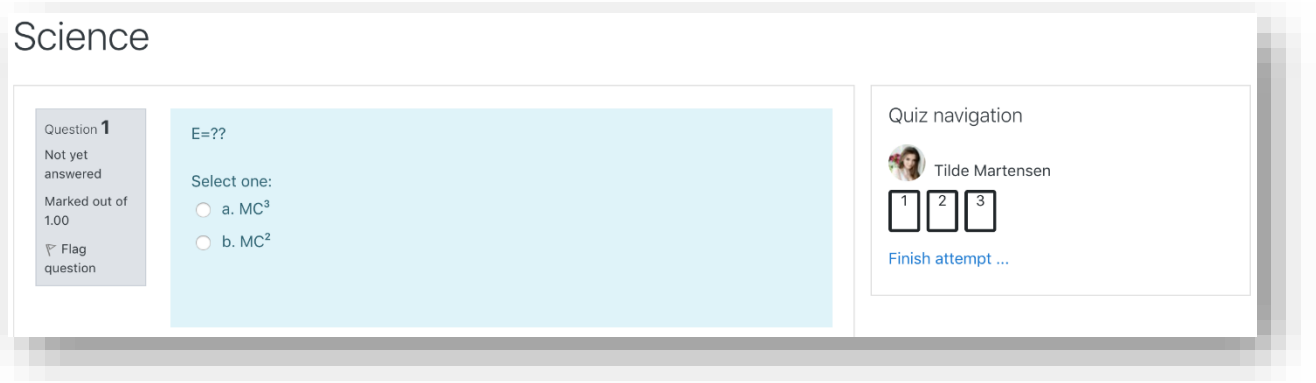
If using the Interactive with multiple tries or Immediate Feedback behavior and with the navigation method set to 'Free', it is possible to make the display of a question dependent on a previous question being answered first.
The question editing page will display padlock icons to the right of each question.

## 3.6. Review options



This section controls what information students will be shown when they review their past attempts at the quiz, and during the attempt in adaptive mode. It is a matrix with check boxes. **The best way is to uncheck/deselect all Options.**

## 3.7. Extra restrictions on attempts




### 3.7.1. Full screen pop-up with some JavaScript security

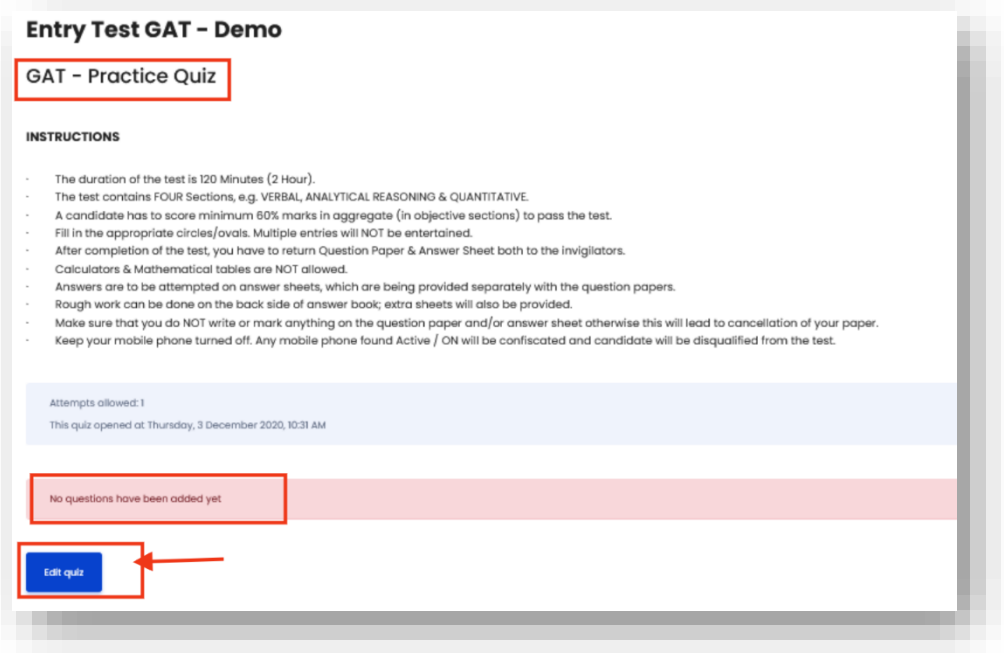
There is a limit to what the quiz, which runs on a web server, can do to restrict what the student sitting at their computer can do while attempting the quiz. However, this option does what is possible:

**Student view of quiz question with full screen popup.**

- The quiz will only start if the student has a JavaScript-enabled web-browser.
- The quiz appears in a full screen popup window that covers all the other windows and has no course navigation controls. (However, it is impossible for a web site to create a browser window that cannot be minimized or moved aside.)
- The students are prevented, as far as is possible, from using facilities like copy and paste.

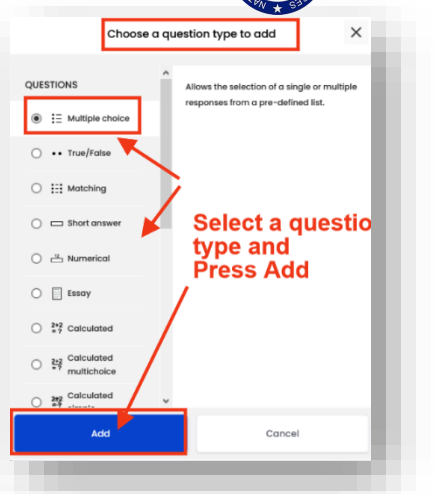
## 3.8. Save and Display

For now, you have done with the main settings. Click **Save and Display** and on this page on this page Click on **Preview Quiz.** The system will forward you to a new page, where you will see a message "**No questions have been added yet**", you will see another button **"Edit quiz"** Select this to add your Questions for Quiz.



# 4. Add Questions

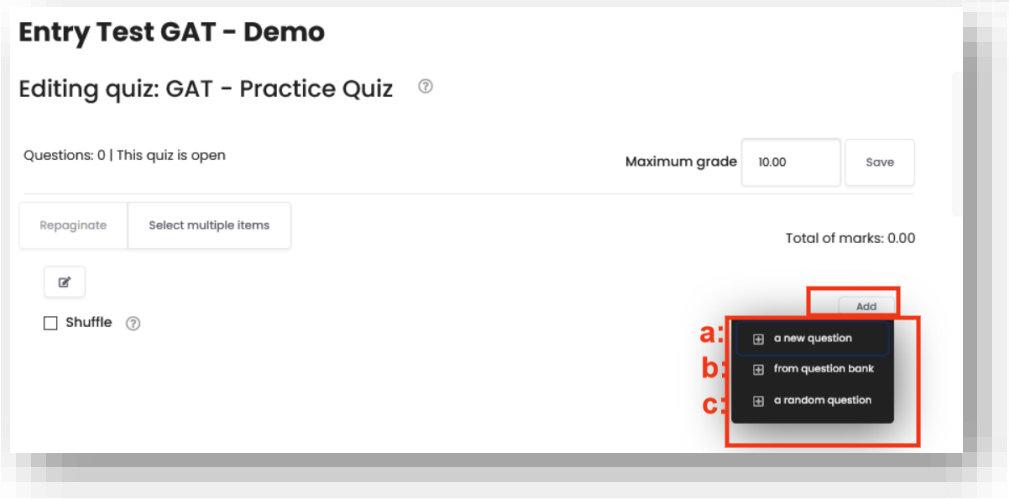
Click **Edit quiz** and enter the mark in a field that appears after clicking.




## 3.1. Add Questions in Quiz

Select "**Add**" on page, and you will see dropdown menu with three options:

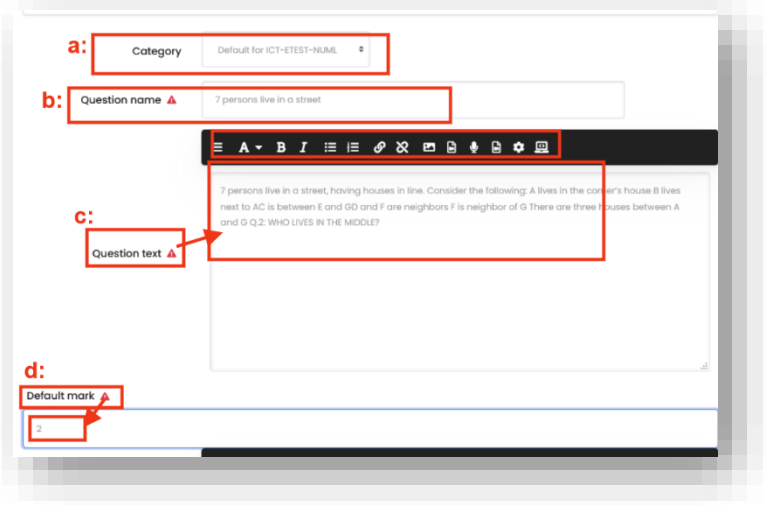
i. Add a new question
ii. From Question Bank (if you already have created a question Bank)
iii. A random question (already added questions and select one by one)

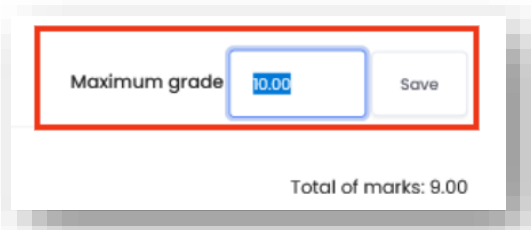



## 3.2. Add a New question

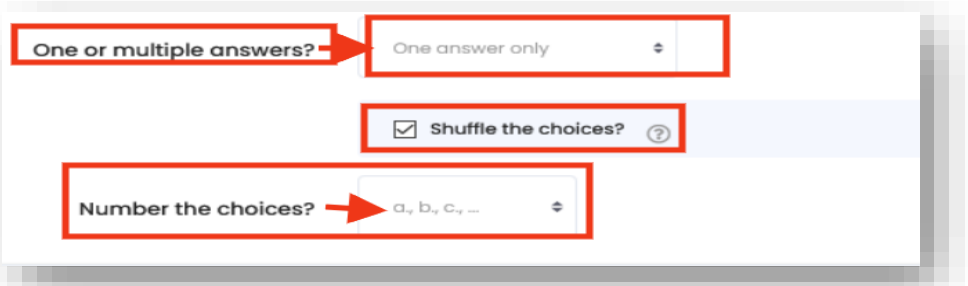
***There are different 15 types of questions. To add new question option, we are providing an Examples of multiple choice questions.***

For **Multiple Choice questions** there can be more than one correct answer, but there's only one correct response in our sample question. Choose this option in the question settings.

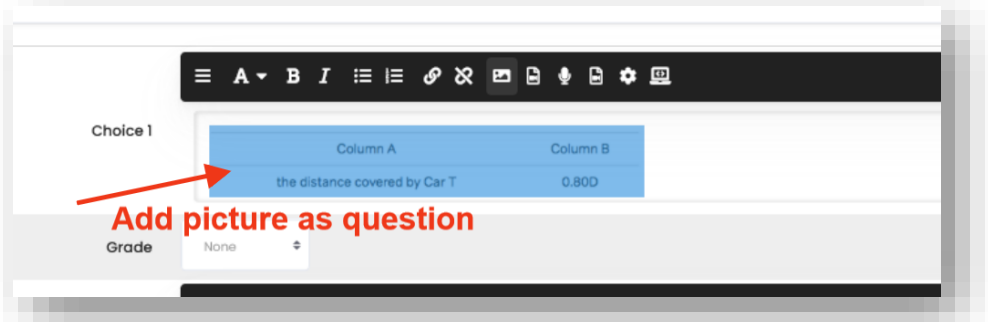


a. Give the question a descriptive name. You'll use the name to track your questions later so "Question 1" isn't a good idea. The name will be used in the question lists on the quiz editing page or in the lesson as a page title. It will not be shown to the students, so you can choose any name that makes sense to you.
b. Create the question text. If you're using the HTML Editor, you can format the question just like a word processing document.
c. Write a question text in HTML editor area. You can also select an image to display if you want to add a picture to the question. For the student, the image appears immediately after the question text and before the answer options.
d. Set the 'default question grade' (i.e. the maximum number of marks for this question).

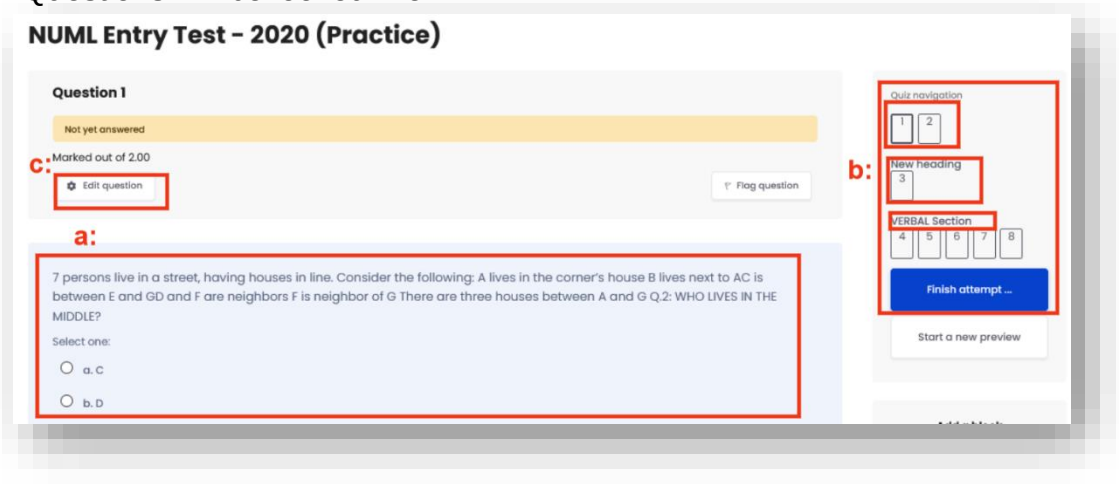



e. Choose whether students can only select one answer or multiple answers
f. Choose whether to shuffle the answer options



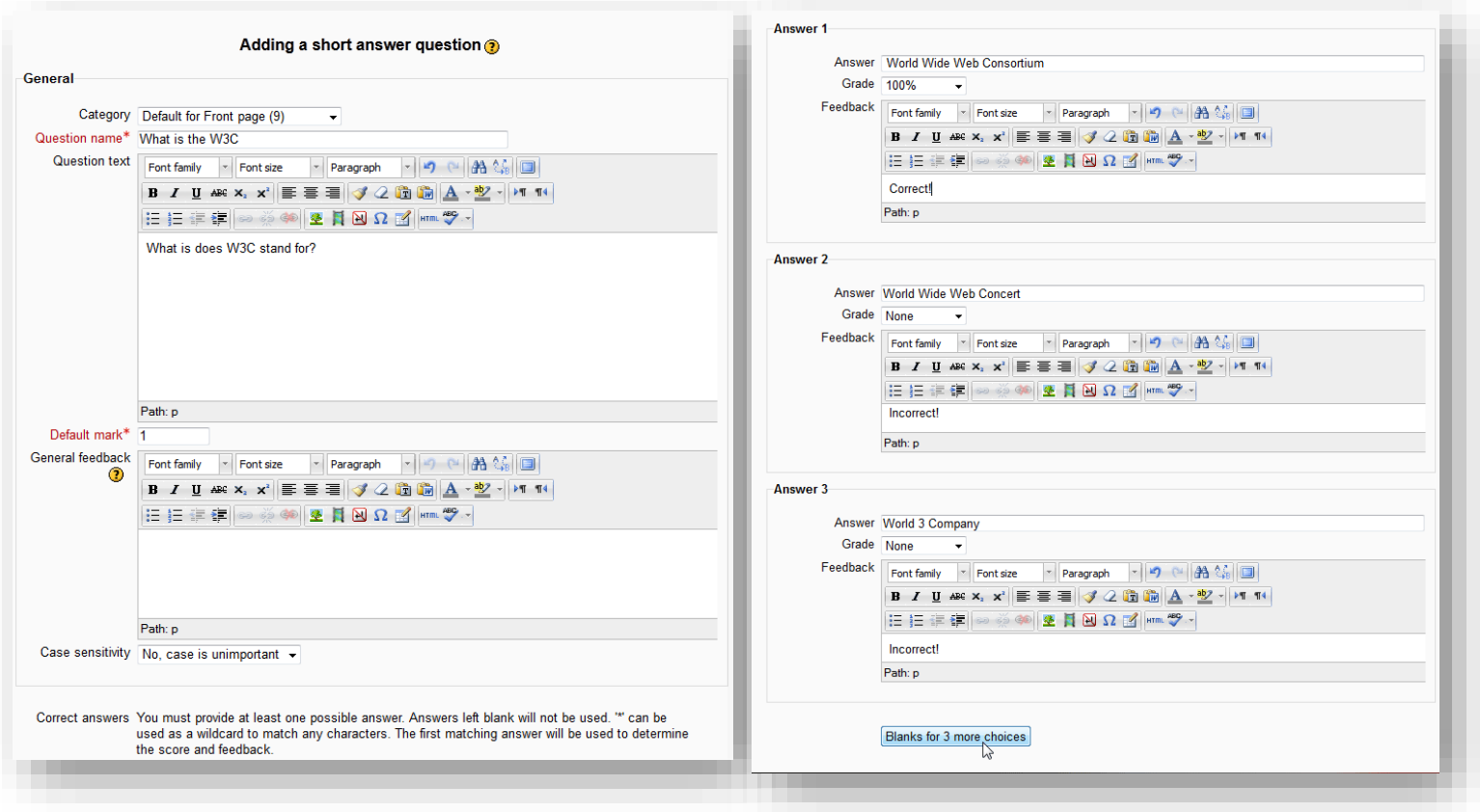

g. Write your first answer in the Choice 1 text field. Inserting HTML into this area also makes it possible to add an image or a sound file.
h. **Select a grade percentage** for the answer. This is the percentage of the total points for the question that selecting this response is worth. You can select negative percentages as well as positive percentages. So, selecting a correct response in a multiple answer question may give you 100% of the possible points, while selecting a wrong answer may take away 5% or Simply select None this will add 0 to answer as incorrect answer will be counted.

Select the "Save Changes" button at the bottom of the screen. And the pages for Questions will be looked like:



## 3.4. Short Questions

a. Select the question category
b. Give your question a descriptive name.
c. Create the question text. If you're using the HTML Editor, you can format the question just like a word processing document.
d. Tip: Normally the answer box appears below the question text. However, if you include five or more underscores in the text, the input box will be placed there. For example, the question "Moodle stands for 'Modular object oriented _____ environment".
e. Select an image to display if you want to add a picture to the question
f. Set the 'default question grade' (i.e. the maximum number of marks for this question).
g. Next, fill in the answers you will accept. You could give common misspellings partial credit with this option. For example, will you accept "Ban Ki moon"? Use wildcards to allow for variants on a word per phrase.
h. Add grade for each answer.
i. Click Save Changes to add the question to the category



### 3.4.1. Wildcard usage

You can use the asterisk character (*) as a wildcard to match any series of characters. For example, use
ran*ing
to match any word or phrase starting with *ran* and ending with *ing*. If you really do want to match an asterisk, then use a backslash like this:
*
If you want one question with the two answers *fuel* and *oxygen*, you ought to be able to limit the number of variants by writing
fuel*oxygen
. This would accept *"fuel oxygen", "fuel, oxygen", "fuel; oxygen", "fuel and oxygen", "fuel & oxygen" "fuel oxygen", "fuel und oxygen" "fuel&&oxygen"*. It would even accept *"fuel or oxygen", "fuel but not oxygen" "fuel|oxygen"* which might not be so good but you can never be completely safe!

Here are some answers and scores for a question "What does a rocket burn?".

a. oxygen*fuel

   with a score 100%

b. *fuel*

   with a score 50%

c. *oxygen*

   with a score 50%

d. *air*

   with a score 40%

e. *

   with a score of 0%

The order of the answers is important. The answers are evaluated from 1st to last. When a match is found the process stops. If no match is found the question is scored wrong and the general response is used. It is a good practice to put a wild card as the last answer so the evaluation process knows what to do when nothing above it matches.

Without wildcards, the answers are compared exactly, so be careful with your spelling

## 3.5. Add Random Questions

i. As long as you have questions in the question bank, you can add random questions to your quiz by clicking 'Add' and then '+ a random question'.

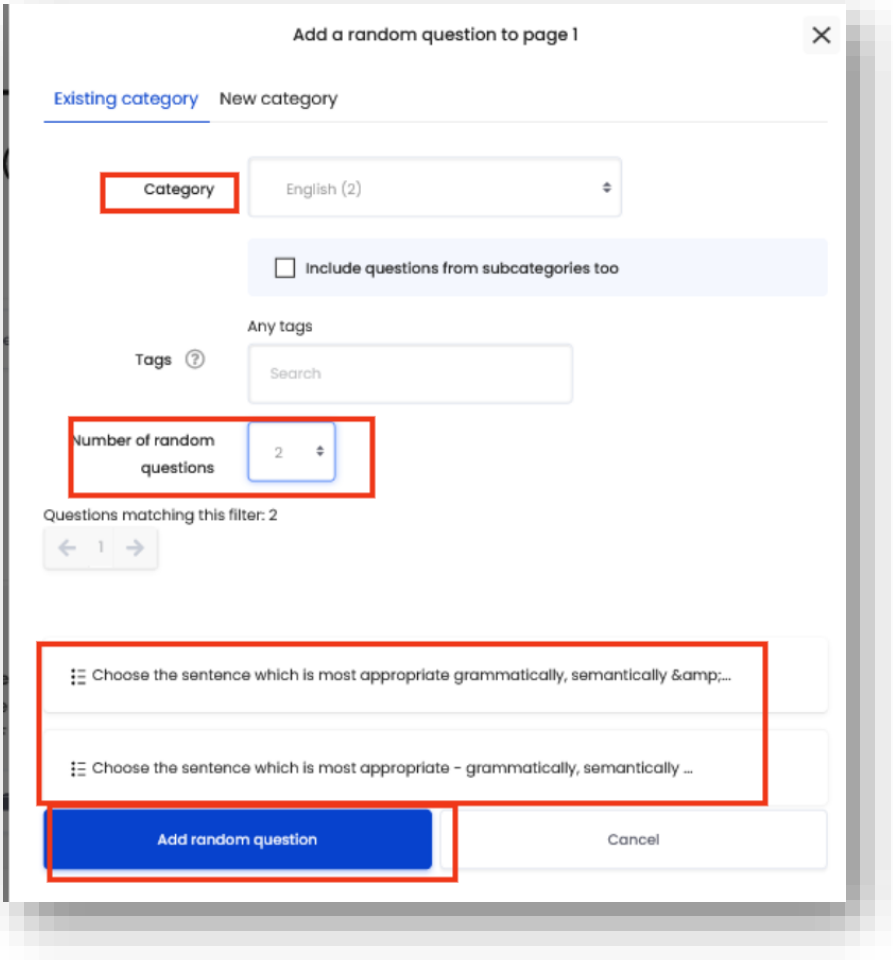
ii. This might be useful if you have students in a class taking a quiz at the same time, because they are unlikely to get the same questions at the same time. The same question will never appear twice in a quiz.

iii. If you include several random questions, then different questions will always be chosen for each of them.

iv. If you mix random questions with non-random questions, then the random questions will be chosen so that they do not duplicate one of the non-random questions.

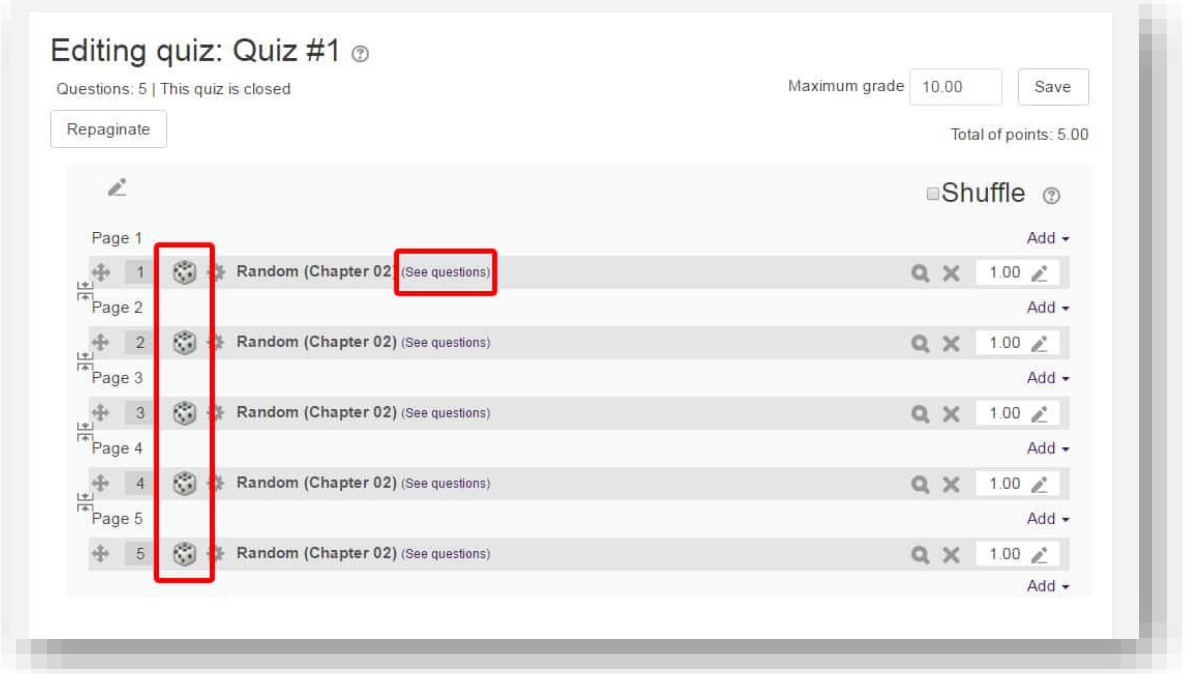
v. This does imply that you need to provide enough questions in the category from which the random questions are chosen, otherwise the student will be shown a friendly error message.

vi. The more questions you provide the more likely it will be that students get different questions on each attempt.



a. In the ‘Add a random question’ pop-up, select the category for the questions.
b. Indicate how many random questions you would like to add to the quiz.
c. When you have set the options, click the ‘Add random question’ button.

**3.6.** Back on the ‘Edit quiz’ page, you will now see indications of the random question(s) that you have added. The die in front of the question indicates that it is a random question



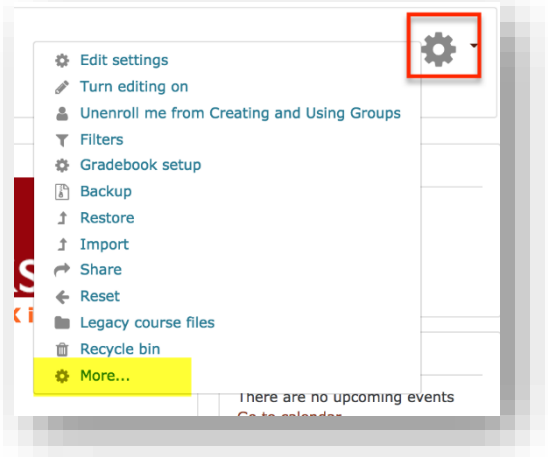

- You can see which questions are in the selected category by clicking on the “See questions” link to the right of the “Random” question’s category. This will bring you to the Question Bank, and into that specific category. You can then view an individual question by clicking on the magnifying glass by the questions.
- If you want to make sure that a certain question is on every exam, you can add it as you would normally add a question. When the system pulls random questions from that category, it will not pull that question.

# 4. Create a Question Bank

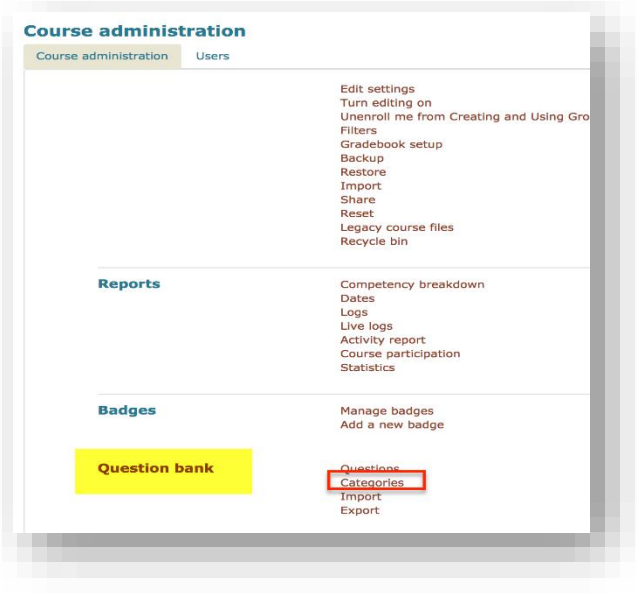
The Question Bank provides a simple way to organize and manage questions so you have access to them for future use. It also allows you to use random questions as well as re-use questions in later quizzes.

## 4.1. Creating a Category

a. Go to your Course page where you select Turn on Editing, at the end of this menu there is an option "More...":

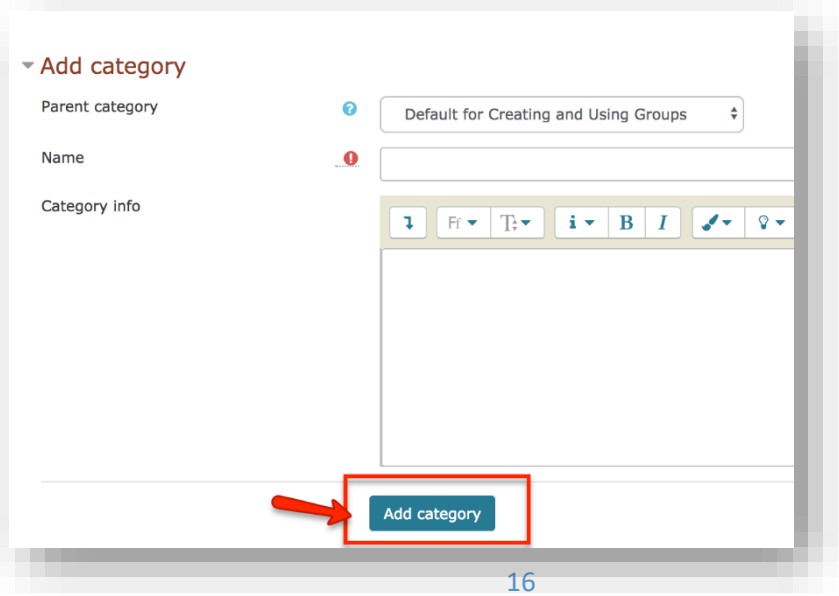


b. Then click on Categories at the bottom of Course Administration Window:

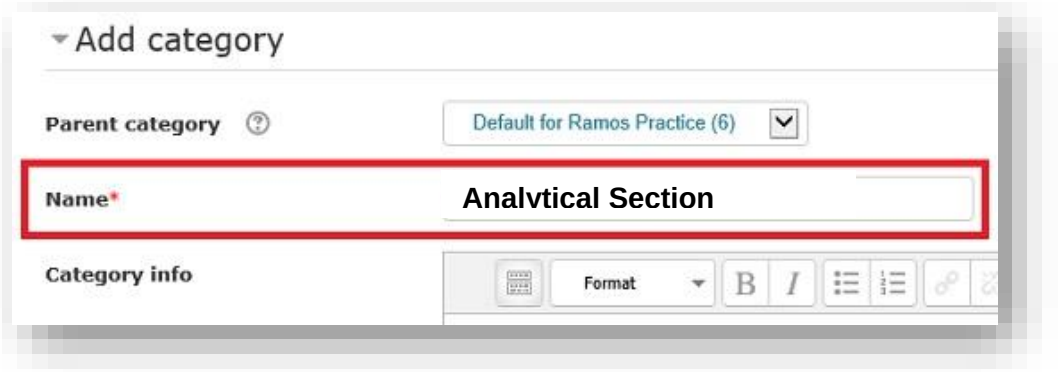



c. Next, the **Edit categories** page will appear. If quizzes have already been created they will automatically have a "Default" category in the Quiz bank.

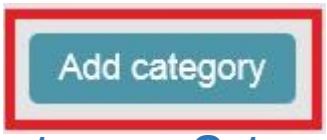
d. Select add a category. Next, select the **Parent category** you would like the new category to go under using the drop-down menu.



e. Create a name for this category. You may wish to include a brief description of the types of questions that can be found here.

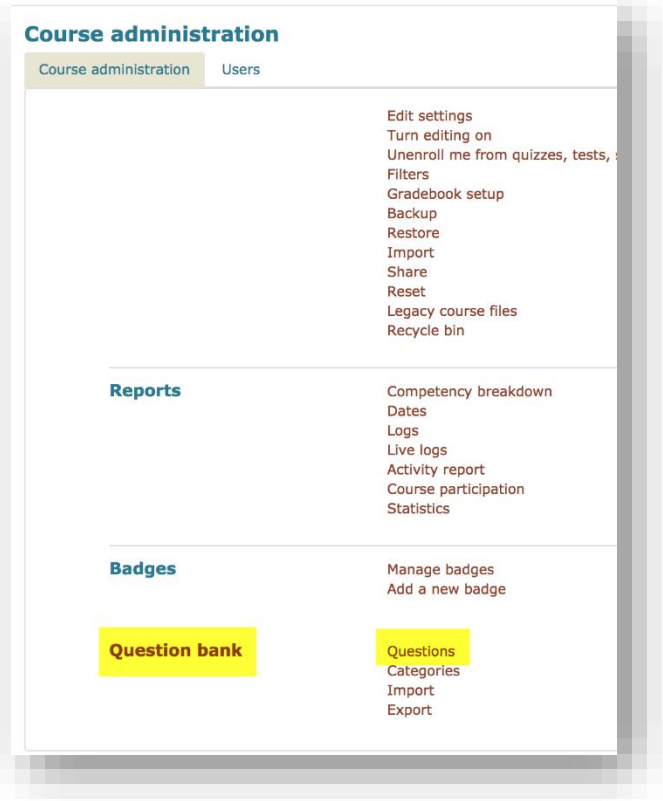



f. When you are ready to continue, select **Add category** at the bottom of the page.

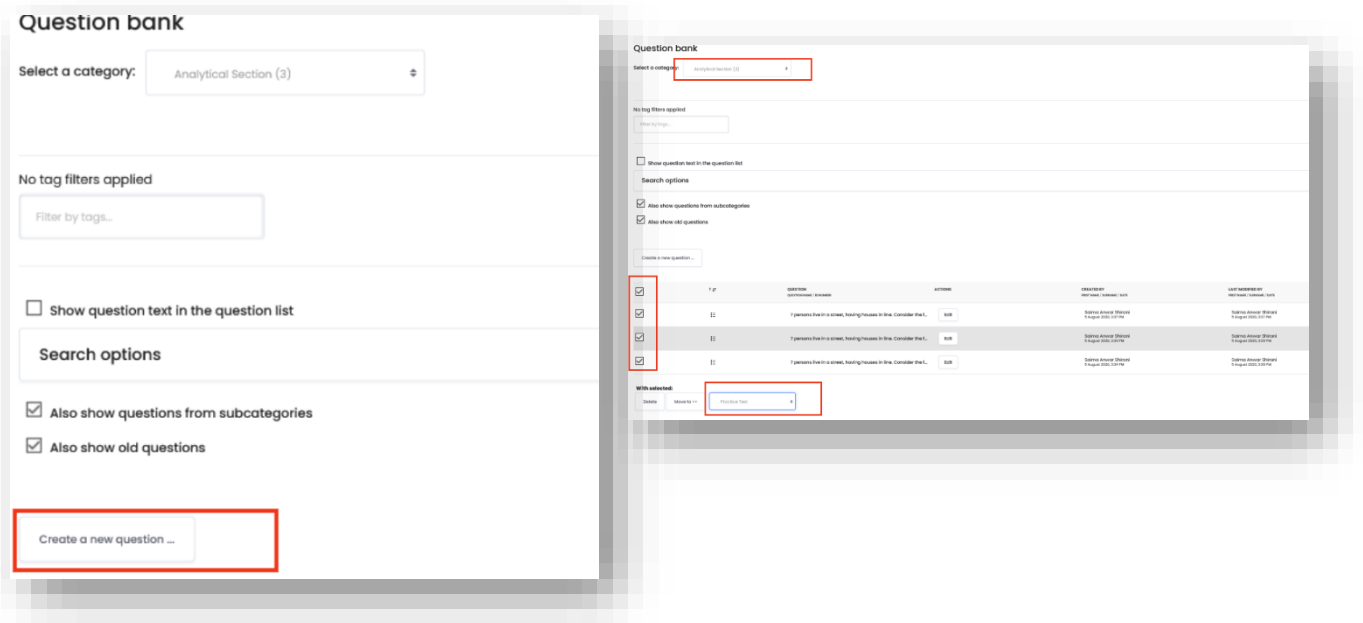



## 5. Adding Questions to your Categories

To move questions from your question bank into the categories you create, begin by selecting **Questions** under the **Question bank** area of the Course Settings tab.

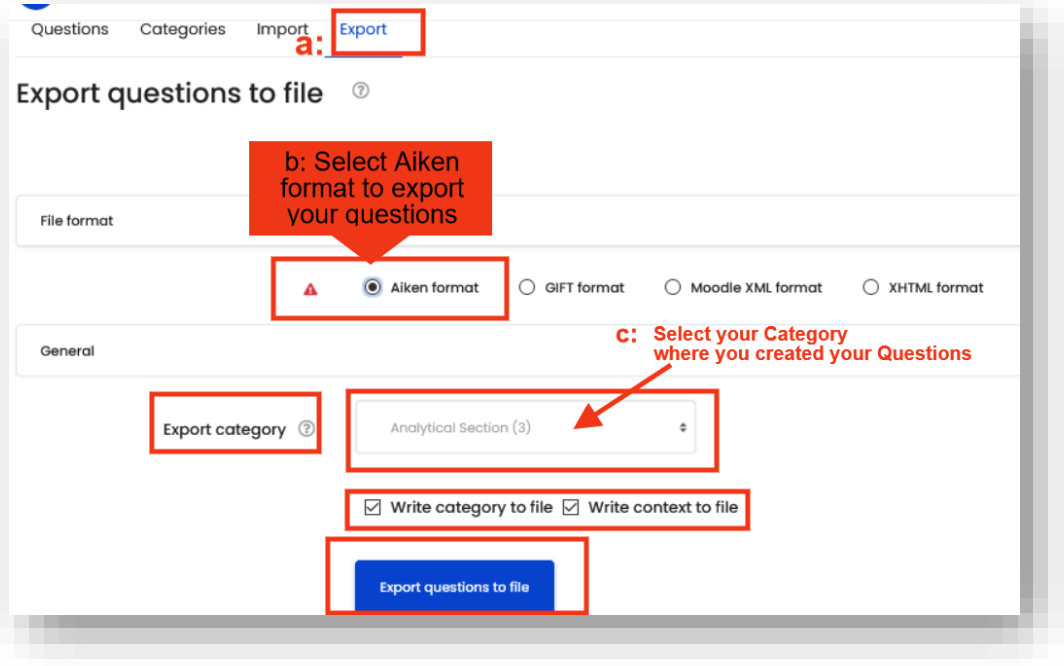



a. You can add New questions on this page.
b. You can re-use already created questions in LMS (A question bank keeps all the questions you've ever created with LMS).

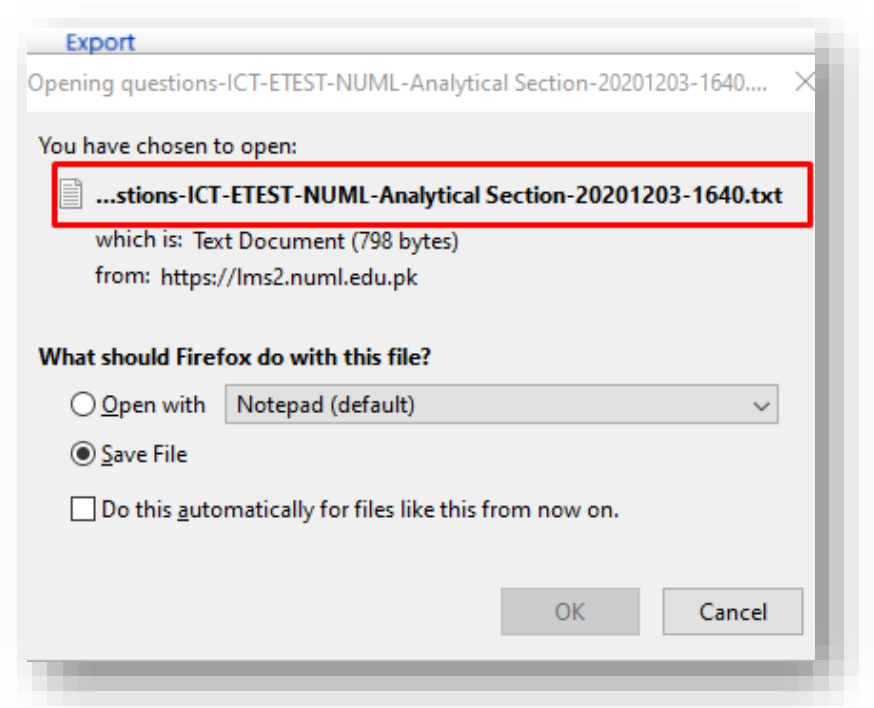



## 6. Export Questions from Question Bank

You can export your Questions created in Category to re-use in future

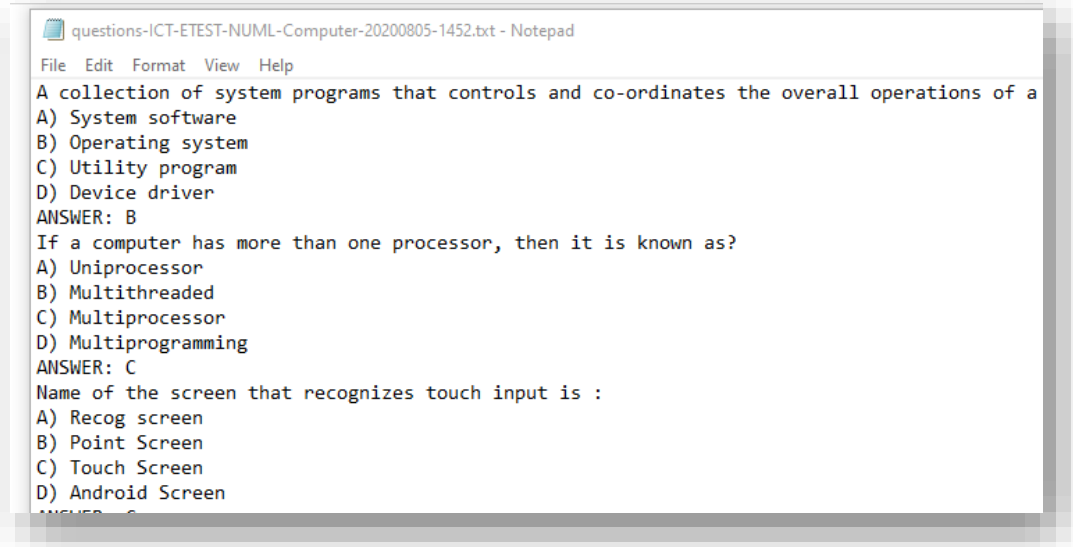



a. Select Export Tab on Question Bank Main page
b. Choose Aiken Format, your Questions will be saved in txt file.
c. Select Category where you created your Questions.
d. Check two check boxes to write name and Context in exported txt file.
e. Press Export button to export your Questions file.
f. Save text file in your folder.

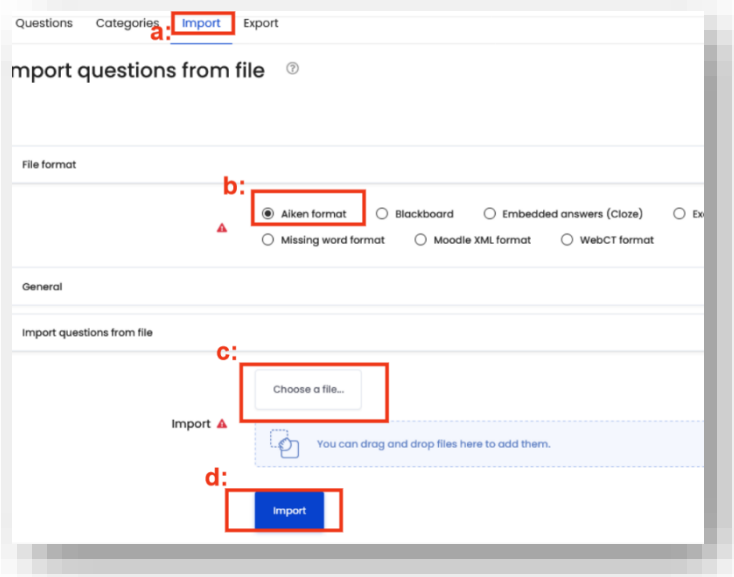


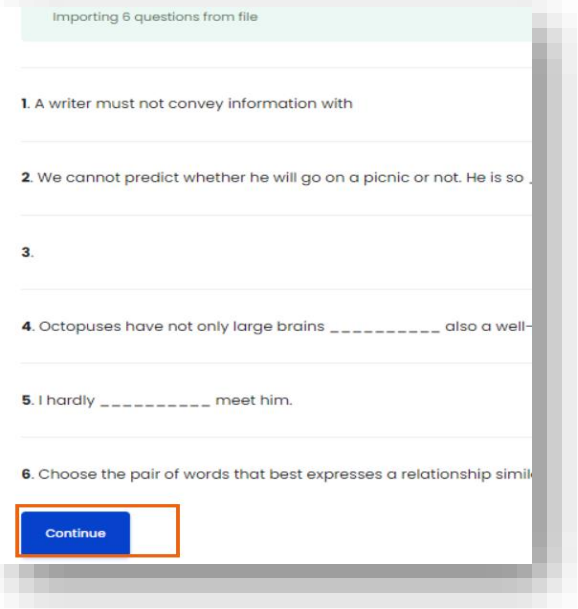

## 7. Import Questions into Question Bank

When you will export your questions from Question bank, you can check the format of that Aiken Text file. Now you can create your own Aiken Format File at once with Questions and Answers.

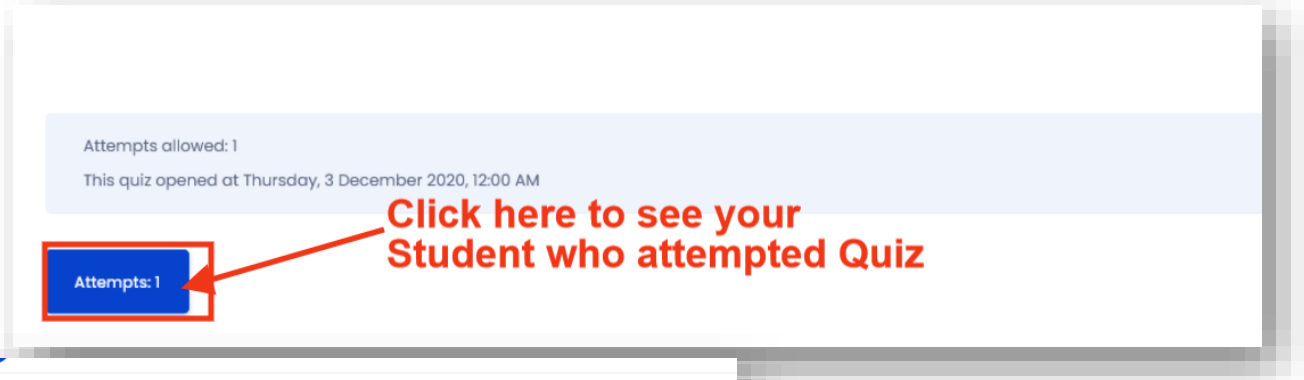
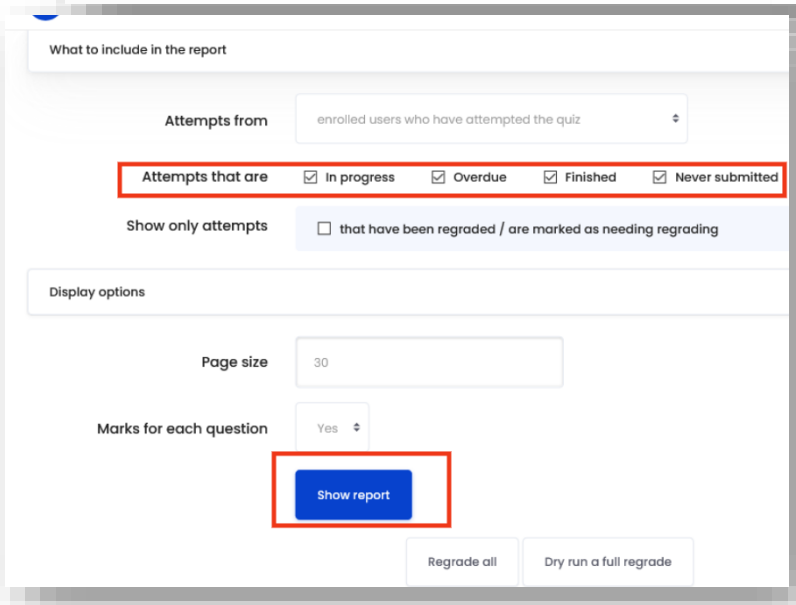
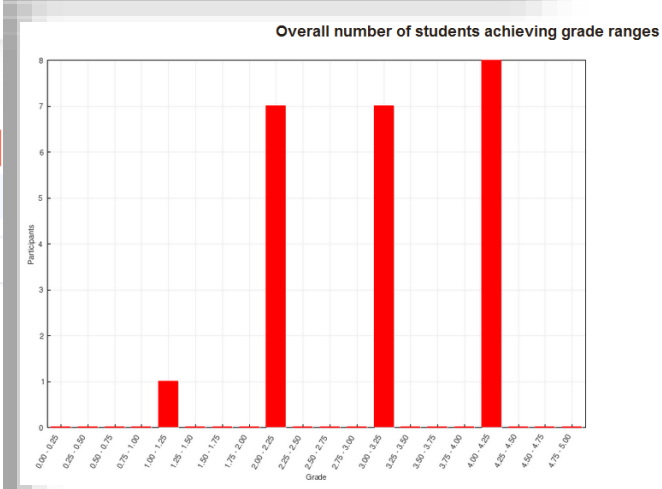



(Text file format to import bulk Multiple choice questions with answers)




a. When you have created Questions in Aiken Format (txt file) go to Import Tab
b. Select Aiken Format
c. Choose File from your destination folder.
d. Import Button.

## 8. Quiz Attempts Report (grades/marks)

You can check how many students have attempted quiz and can take report for their Grades. Once Student has submitted quiz, marks will be automatically counted and Teacher will only have rights to see the auto-generated marks/grades sheet and graph, they cannot change student's grades/marks in LMS.