

## Adding Questions to Your Quiz

Review the guides available on the [Learnonline exam guides page](#) to learn how to create online exams using the quiz tool. This section outlines some key settings that are necessary if working with an RPNOW invigilated exam.

**Important Note:** For all invigilated exams using RPNOW, your first preference should be to use the Moodle quiz settings to avoid any unnecessary confusion or unwanted interactions in the exam. There are instances where this will not be possible. If this is the case for your exam, look at the scenarios outlined below, and their associated suggested settings, to ensure they work effectively in an RPNOW invigilated exam.

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Your exam requires short answer responses.

In some instances, students will be required to enter long text-based answers in response to the question. In this instance, and in all instances where a short answer is required, regardless of length, we suggest providing a text-entry box for students to enter their answers. This avoids any unnecessary complications that providing an answer sheet for download and upload could cause during an RPNOW invigilated exam.

1) While in the 'Edit quiz' setting, you should **'Add'** a question

The screenshot shows the 'Editing quiz: Test Quiz' interface. At the top, it says 'Questions: 1 | This quiz is closed'. On the right, there is a 'Maximum grade' field set to '100.00' and a 'Save' button. Below this, there is a 'Total of marks: 1.00' label. On the left, there are buttons for 'Repaginate' and 'Select multiple items'. The main area shows 'Page 1' with a list of questions. The first question is 'Question 1 Scenario' with a grade of '1.00'. A red circle '1' is next to the 'Add' dropdown arrow. The dropdown menu is open, showing three options: '+ a new question', '+ from question bank', and '+ a random question'. A red circle '2' is next to the '+ a new question' option.

2) Choose **'+ a new question'**

3) Choose the 'Essay' type question

4) Add your question/scenario/images in the 'Question text' section of the quiz question

5) The following settings are important for providing a text entry response (only) for this question type:

▼ **Response options**

Response format  1

Require text  2

Input box size  3

Allow attachments

Require attachments ?

Accepted file types ? Accepted file types   No selection

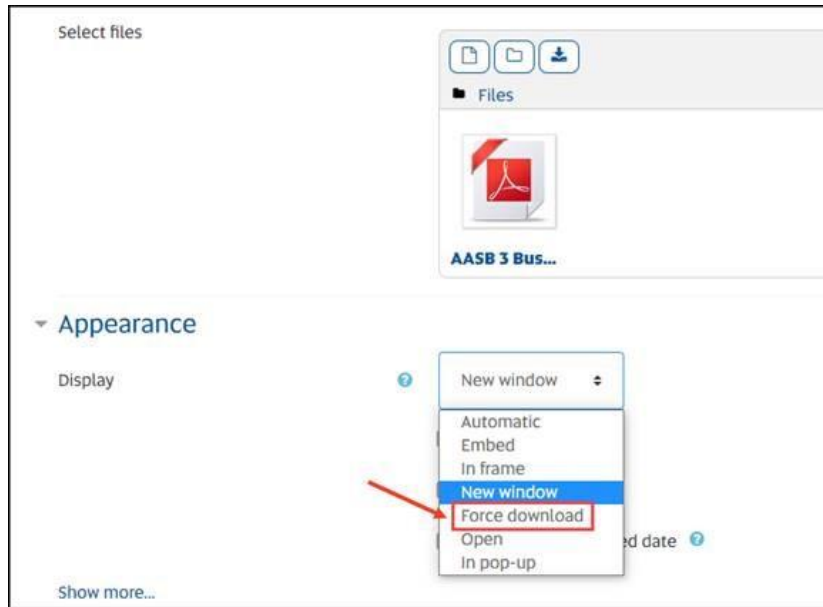
- 1) **Response format:** Select the HTML editor from the dropdown menu. This provides a text entry space for students to enter their responses.
- 2) **Require text:** Select 'Require the student to enter text' (Note that this setting does not force the student to type text into the text editor; they can still leave it blank and continue to another question.)
- 3) **Input box size:** for this setting you can choose a box size that is appropriate for the word count you are expecting in response to the question. For example, for a sentence answer, you may choose '5 lines' from the drop-down menu (Note the amount of lines you choose does not limit the amount of text the student may enter).

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Your exam requires an excel spreadsheet/word document answer sheet or Pdf file

1) First you will need to upload your file to Moodle and ensure you choose the following **important** settings:

- In the '**Appearance**' settings select '**Force Download**' – if the PDF file opens in a tab, it can time out and students may not be aware of how to retrieve the document. – **this is an important setting.**



- In the '**Common module settings**' select '**Make available but not shown on course page**' – This setting ensures that the student cannot access the document unless they access it via the hyperlink you create in the Moodle Quiz. With this setting, students will not be able to use the left navigation panel to access the document. Therefore, important exam information contained in the document is hidden from the students until they are able to access the exam – **this is an important setting.**

## Common module settings

Availability

? Show on course page

? Show on course page

? Hide from students

Make available but not shown on course page

ID number

Group mode

? No groups

Add group/grouping access restriction

2) Then to add the file in to your quiz, you will need to be in the 'Edit quiz' setting, you should **'Add'** a question

## Editing quiz: Test Quiz

Questions: 1 | This quiz is closed

Maximum grade 100.00 Save

Repaginate Select multiple items

Total of marks: 1.00

Page 1

1 Question 1 Scenario 1.00

Shuffle

Add

Add

2

1

- + a new question
- + from question bank
- + a random question

- 3) Choose **'+ a new question'**
- 4) Choose the 'Essay' type question
- 5) Add your question/scenario/images in the 'Question text' section of the quiz question
- 6) Within your scenario, hyperlink to the answer sheet or pdf file and select 'open in a new window'

Question text

Outline the scenario.....

Answer the following questions in the **BUSS 1234 (Final Exam) - Question 1 - Answer Sheet**

Question here....

Default mark

Create link

Enter a URL

Browse repositories...

Open in new window

Create link

- 1) Select the text (Name of answer sheet or Calculation sheet)
- 2) Select the 'Link' tool from the editor
- 3) Insert the hyperlink to the resource
- 4) **Select 'Open in new window' – This is an important setting**
- 7) The following settings are important for providing an upload document space for this question type:

## ▼ Response options

Response format

No online text ▾

1

Require text

Require the student to enter text ▾

Input box size

15 lines ▾

Allow attachments

1 ▾

2

Require attachments



1 ▾

3

Accepted file types



Accepted file types

Choose

No selection

4

- 1) Select 'No online text'
- 2) Select '1' from the 'Allow attachments' dropdown
- 3) Select '1' from the 'Require attachments'
- 4) For the 'Accepted file types' you can choose to only accept 'Excel' sheets etc. but you do risk the students not being able to submit an earlier version of excel or another file type that could be deemed acceptable.

## Your exam requires a calculator or scratch paper

Although you can use an online scientific calculator, as mentioned before, it is best to try and use the Moodle settings where you can. Similarly, although the student can have paper on hand for making notes, it is not recommended. For the questions that require calculations, we suggest including a calculator with each question. For any questions where students might benefit from having a space to make notes, we suggest including 'Scratch Paper' for the students to make notes inside the Moodle quiz. The following steps outline how to do this:

- 1) While in the 'Edit quiz' setting, you should **'Add'** a question

**Editing quiz: Test Quiz**

Questions: 1 | This quiz is closed

Maximum grade: 100.00 **Save**

Repaginate **Select multiple items**

Total of marks: 1.00

Shuffle

Page 1 **Add**

1 **Question 1** Scenario 1.00 **Add**

**2** + a new question  
+ from question bank  
+ a random question **1**

- 2) Choose **'+ a new question'**
- 3) You can add a calculator to various question types including 'Essay' and 'Multiple choice' so select the question type that suits you
- 4) Add any relevant information in the 'Question text' section of the quiz question and if you wish to add a calculator or scratch paper, use the following settings:



The screenshot shows a question editor interface. At the top, there is a 'Question name' field containing 'Question 1'. Below it is a 'Question text' field. A toolbar is visible with various icons for text formatting and insertion. A red circle with the number '1' highlights the 'G' icon, which is the 'Generico Atto' button. Below the toolbar, the 'Scenario' field contains two lines of code: `{GENERICO:type="FinanceCalculator"}` and `{GENERICO:type="ScratchPaper"}`. An 'Enter Preferences' dialog box is open, asking 'What do you want to insert?'. It has three buttons: 'Standard Calculator', 'Finance Calculator', and 'Scratch Paper'. A red circle with the number '2' highlights the 'Finance Calculator' button, and a red circle with the number '3' highlights the 'Scratch Paper' button.

- 1) Select the 'Generico Atto' button
- 2) Select 'Finance Calculator or
- 3) Select 'Scratch Paper

**Important notes:**

- Should you still wish to use an external calculator, you will need to let the Exams and Results team know when filling in the Exam Portal: Online Exam Request. You also need to ensure that the hyperlink to the calculator 'Opens in a new window'.
- Make sure to add the calculator to the practice exam so students can familiarise themselves with it before the exam.
- Commonly used external calculator: desmos scientific calculator - <https://www.desmos.com/scientific>

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## Other important considerations

- Avoid using PNG files, try instead to use JPEG images where possible
- Check how images, tables and questions appear in your exam using the RPNOW browser
- Why not record a video of how the exam will look and how to interact with the exam while in the RPNOW Browser and make this available on the course site. Use the practice exam so that you are not providing the students with the actual exam questions.