REQUIRED FORMAT FOR CREATING QUESTIONS FOR TRANSFER VIA RESPONDUS TO CLOUDDEAKIN

Respondus is a tool used for creating and managing online tests that can be printed to paper for review at a later date, or published directly to a learning management system such as CloudDeakin.

One of the benefits of constructing questions for online tests in this way is that users can work in an off-line environment if they choose. It also means that the questions that make up an online test can easily be printed provided to assessment review panel to be and revised.

Preferred file type is .DOCX (as opposed to .doc or .txt)

QUESTION TYPES AND FORMATTING

Multiple choice questions (MCQs)

True or false questions (T/F)

Paragraph/essay/long answer questions (P)

Short answer questions (S)

Matching questions (MT)

Multiple response questions (MR)

FEEDBACK OPTIONS AND FORMATTING

Individual answer choices

General question feedback

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INCLUDING IMAGES

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EXAMPLE QUIZ FILE
**QUESTION TYPES AND FORMATTING**

*Multiple choice questions (MCQs)*

The following **MUST BE ADHERED TO** in order for the questions to be recognised correctly by Respondus:

**Each question MUST begin with a title** i.e. the word "Title:" followed by the actual text for the title. Each title should be unique. Refer to the DEFINING

**Each question MUST begin with a question number,** followed by either a period "." or a parentheses ")".

The question wording must follow the question number. One space should be between the question number and the question wording.

**Answer options MUST begin with a letter a-z** followed by a full stop "." or a bracket ")".

**Correct answers MUST be indicated by placing an asterisk * directly in front of the answer choice.** Do NOT put a space between the * and the letter.

**Tip** If you are unable to turn off auto-formatting in Word for this task, use a plain text application such as Notepad (already available on your computer) to format your questions. Paste the results back into Word for submission.

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**Title: Test1-Q01**

01) Who determined the exact speed of light?
   a. Albert Einstein  
   b. Thomas Edison  
   *c. Albert Michelson  
   d. none of the above

Avoid these types of questions if possible as they can’t be randomised.

If a question contains answer options that **must appear in a set sequence** such as ‘none of the above’ or ‘all of the above’ these should be highlighted so they are not randomised.
**True or false questions (T/F)**

The process of importing a "true/false" question is similar to that used for importing multiple choice questions (see above).

The "True" answer choice must be listed above the "False" answer choice in order for Respondus to recognise it as a true/false question type. (If "False" appears first in the list, the question will be imported as a multiple choice question.)

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Title: T1-L1-Q03
3) Albert Michelson determined the exact speed of light?
   *a) True
   b) False
```

**Paragraph/essay/long answer questions (P)**

The process of importing a "paragraph" question (also known as "essay" or "open-ended" questions) is similar to that used for importing multiple choice questions (see above). The primary difference is that the first line of the formatting must begin with "Type: P". This is followed by the title, the question number and question text.

**Note:** More often than not Paragraph/Long Answer questions will require a different point value associated with them – please refer to page 6 of this document for how to apply different point values to questions.

```
Type: P
Title: T1-L1-Q04
4. How is the Michelson-Morley experiment related to Albert Einstein's theory of relativity?

For long answer questions you can supply an answer key for your markers. This answer key can only be seen by staff and cannot be seen by the students when undertaking the test or afterwards once graded if feedback is released.

To include an answer key add "a." or "a)" immediately after the question wording (stem), and then the text for your markers:

```
Type: P
Title: T1-L1-Q04
4) How is the Michelson-Morley experiment related to Albert Einstein’s theory of relativity?
a. In 1887, Albert Michelson and Edward Morley carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source’s motion and observer’s movement.
```
Short answer questions (S)

Respondus allows you to import only one correct answer per question, but it does permit you to enter multiple forms of that answer. You should list every answer you would accept as correct. Capitalisation can be ignored by the system if you wish. In this example the question would be automatically graded.

Type: S
Title: T1-L1-Q05
5. Who is known as the “father of television”?
   a. Zworykin
   b. Vladimir Zworykin

Matching questions (MT)

To import a Short Answer question, the first line of formatting must begin with "Type: MT". This is followed by the title, the question number, and the question wording.

Each answer (which consists of both portions of a correct match) must begin with a letter (a-z) followed by a period "." or a parentheses ")". The two parts of the match must be separated with an "=" symbol and there should not be any hard returns or blank lines within either parts of the answer.

Type: MT
Title: T1-L1-Q06
6) Match the correct name to the discovery or theory.
   a. Michelson-Morely = Speed of light
   b. Einstein = Theory of Relativity
   c. Marconi = radio waves

Multiple response questions (MR)

We DO NOT recommend Multiple Response questions (MR) be used in quizzes delivered in CloudDeakin as the grading options leave a lot to be desired.

Multiple Response (also known as Multi-Select) questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student. The primary difference is that the first line of the formatting must begin with "Type: MR". This is followed by the title, the question number, and the question wording. All correct answers are designated with an asterisk.

Type: MR
Title: T1-L1-Q02
2) Which of the following individuals are credited with determining the exact speed of light?
   a. Albert Einstein
   b. Albert Michelson
   c. Thomas Edison
   d. Edward Williams Morley
FEEDBACK OPTIONS AND FORMATTING

Both of the following types of feedback can be used within a single question:

**Individual answer choices**

To provide feedback for individual answer choices place the feedback immediately after the *answer choice* and by beginning the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text. You can choose to include feedback for one or all answer choices.

Title: T1-L1-Q01

1) Who determined the exact speed of light?
   a. Albert Einstein
   @ No. Albert Michelson determined the exact speed of light.
   *b. Albert Michelson
   @ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light
   c. Thomas Edison
   @ No, Thomas Edison did not determine the exact speed of light.
   d. Guglielmo Marconi
   @ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

**General question feedback**

To provide general feedback place the feedback immediately after the *question wording* and before any of the answer choices. The line must also begin with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

Title: T1-L1-Q01

1) Who determined the exact speed of light?
   @ Albert Michelson was the first American to win the Nobel Prize in Physics (1907) for his measurements of the speed of light. His experiments laid the groundwork for Einstein’s Theory of Relativity.
   a. Albert Einstein
   *b. Albert Michelson
   c. Thomas Edison
   d. Guglielmo Marconi
INDICATING POINT VALUES

Point values can be set for each question or for a group of questions. Points are set by adding “Points:” followed by a space and the point value before a question title. The point value is used for the next question and all following questions until a new point value is set.

In the example below:
Question 1 will be assigned a point value of 1. From question 2 onwards, questions will be assigned a point value of 3.

Points: 1
Title: T1-L1-Q01
1) Who determined the exact speed of light?
   a. Albert Einstein
   *b. Albert Michelson
   c. Thomas Edison
   d. Guglielmo Marconi

Points: 3
Title: T1-L1-Q02
2) Albert Michelson determined the exact speed of light?
   *a) True
   b) False

INCLUDING IMAGES

- An image file should use the same title as the question it pertains to.
- Acceptable file types are .jpg, .gif, .png.
- An image should be of good quality.
- The dimensions of an image should be larger rather than smaller as it can be re-sized if necessary.
- It is helpful to include a highlighted reference to the image in the question text.

Title: T1-L1-Q01
1) Who determined the exact speed of light?
   INSERT IMAGE 2016-T2-Test1-L1-Q01.JPG
   a. Albert Einstein
   *b. Albert Michelson
   c. Thomas Edison
   d. Guglielmo Marconi
DEFINING TITLES

Titles allow you to easily separate out the groupings for each question to create question sets. The only mandatory requirements are that "Title: " must precede the actual title text and that each title is unique.

You have up to 20 characters for the title names.

The following are examples of how you might title your questions:

If you build your first test containing questions from the same theme but comprising 3 levels of difficulty (L1-L3) you might title each question in the following way:

- For test 1, difficulty level 1 questions
  - ‘Easy’:
    - Title: Test01.L1.Q01
    - Title: Test01.L1.Q02
    - Title: Test01.L1.Q03
    - Title: Test01.L1.Q04
    - Title: Test01.L1.Q05

- For test 1, difficulty level 2 questions
  - ‘Medium’:
    - Title: Test01.L2.Q01
    - Title: Test01.L2.Q02
    - Title: Test01.L2.Q03
    - Title: Test01.L2.Q04
    - Title: Test01.L2.Q05

- For test 1, difficulty level 3 questions
  - ‘Hard/Applied’:
    - Title: Test01.L3.Q01
    - Title: Test01.L3.Q02
    - Title: Test01.L3.Q03
    - Title: Test01.L3.Q04
    - Title: Test01.L3.Q05

If you build a second test comprising 3 themes ‘Musculoskeletal’, ‘Infection’ and ‘Vascular’ you might title each question in the following way:

- For test 2, theme 1 questions
  - ‘Musculoskeletal’:
    - Title: Test02.MSK.Q01
    - Title: Test02.MSK.Q02
    - Title: Test02.MSK.Q03
    - Title: Test02.MSK.Q04
    - Title: Test02.MSK.Q05

- For test 2, theme 2 questions
  - ‘Infection’:
    - Title: Test02.INFCTN.Q01
    - Title: Test02.INFCTN.Q02
    - Title: Test02.INFCTN.Q03
    - Title: Test02.INFCTN.Q04
    - Title: Test02.INFCTN.Q05

- For test 2, theme 3 questions
  - ‘Vascular’:
    - Title: Test02.VASC.Q01
    - Title: Test02.VASC.Q02
    - Title: Test02.VASC.Q03
    - Title: Test02.VASC.Q04
    - Title: Test02.VASC.Q05

If you build a third test comprising 3 sets of questions all from Week 8 you might title each question in the following way:

- For test 3, Week/Topic 8 questions, Set 1:
  - Title: Test03.Wk08.Q01a
  - Title: Test03.Wk08.Q01b
  - Title: Test03.Wk08.Q01c

- For test 3, Week/Topic 8 questions, Set 2:
  - Title: Test03.Wk08.Q02a
  - Title: Test03.Wk08.Q02b
  - Title: Test03.Wk08.Q02c

- For test 3, Week/Topic 8 questions, Set 3:
  - Title: Test03.Wk08.Q03a
  - Title: Test03.Wk08.Q03b
  - Title: Test03.Wk08.Q03c
FILE TYPES AND FORMATS

- paragraph and line spacing, tabs, indents and page or section breaks should **not** be used
- **only one line should** be included between questions
- **Preferred file type is .DOCX** (as opposed to .doc or .txt)

EXAMPLE QUIZ FILE

Following is an example of how your final document might look. As you can see there are no extra heading or spaces, just the required text.

You will also see that the questions are numbered 1 through to the end even though there are multiple sets in the one file.

Points: 0.5

Title: Test1-Set01-Q01
1) Pat Cash was a renowned lawn bowls player.
   a. True
   *b. False

Title: Test1-Set01-Q02
2) Alfred Hitchcock had a bellybutton.
   a. True
   *b. False

Title: Test1-Set01-Q03
3) The first Harley Davidson motorcycle built in 1903 used a tomato can for a carburettor.
   *a. True
   b. False

Points: 1

Title: Test1-Set02-Q01
4) Who determined the exact speed of light?
   a. Albert Einstein
   b. Albert Michelson
   c. Thomas Edison
   *d. Guglielmo Marconi

Title: Test1-Set02-Q02
5 Which of the following sentences has a misplaced modifier?
   a. He only talks about changing his habits. [Intended meaning: He only talks but does nothing else, like consulting a physician or, about changing his habits.]
   *b. A dog appeared in my dreams that sang like an angel.
   c. The chop on the BBQ is hers.
   e. **none of the above**

Title: Test1-Set02-Q03
6) What television channel is the main broadcaster of the 2010 Winter Olympics in Australia?
   a. SBS
   b. Channel 7
   *c. Channel 9
   d. Channel 10