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.

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

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QUESTION TYPES AND FORMATTING

There are more question types available than the below, we have only included the most common.

**Multiple choice questions (MC)**

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

MCQs are also known as MC question types once imported into CloudDeakin.

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 TITLES section of this document.

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, just be careful of special characters and symbols. **Paste the results back into Word** for submission.

**Randomisation of answer options** – **on by default**

Answer options are set to be randomised by default.

In the example above, Albert Michelson will always be the correct answer, but when delivered to a student it might appear as a, b, c or d and each attempt could be different.

**Answer options that can’t be randomised** – **best to avoid**

If a question contains 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**. We will need to manually intervene with these questions before import.

It is best to **avoid these types of questions** if possible.

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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. Stanley Tucci
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.)

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

Paragraph questions (P)

Paragraph questions are also known as long answer, written response, essay, open-ended questions.

Indicating question type
To indicate the question type is Paragraph, "Type: P" should sit above the question title.

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

Answer key for your markers
For paragraph 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-Morely experiment related to Albert Einstein’s theory of relativity?
   a. In 1887, Albert Michelson and Edward Morely 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.

Point values
More often than not Paragraph questions will require a different point value associated with them – please refer to page 6 of this document for how to indicate different point values to questions. An example can also be found below.

Points: 2
Type: P
Title: T1-L1-Q04
4. How is the Michelson-Morley experiment related to Albert Einstein’s theory of relativity?

Built-in feedback for Paragraph questions is not possible
It is not possible to transfer built-in hints or feedback for Paragraph questions. This is because these types of question are manually graded and feedback would usually respond specifically to a student’s answer.

If you want to include general feedback for these types of questions you will need to manually add this detail after the question has been imported into CloudDeakin.
**Short answer questions (S) – the type that are auto-graded**

As short answer questions are auto-graded by the system you must list every single response you would accept as correct, including spelling, punctuation, spacing and hyphenation variations.

Capitalisation can be ignored by the system if you wish but the option that responses must adhere to specific capitalisation can be switched on.

**Indicating question type**
To indicate the question type is Short Answer, "Type: S" should sit above the question title.

```
Type: S
Title: Quiz01-L1-Q05
5. Who is known as the "father of television"?
   a. Zworykin
   b. Vladimir Zworykin
   c. V Zworykin
   d. V. Zworykin
```

**Matching questions (MT)**

Each line 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.

**Indicating question type**
To indicate the question type is Matching, "Type: MT" should sit above the question title.

```
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
```

When the question is presented student will need to match each option using the dropdown and selecting a number.

**Grading options**
The below grading options are available with the default upon import being “equally weighted”. The others can be applied after import. We suggested letting students how these questions will be graded.

- Equally weighted
- All or nothing
- Right minus wrong
**Multi-Response questions (MR) – not recommended**

We **do not recommend** Multiple Response questions (MR) be used in quizzes delivered in CloudDeakin as the grading options do not always yield the intended outcome and can be confusing for students.

Multi-Response (also known as Multi-Select MS) questions are, essentially, multiple choice questions in which more than one correct answer can be selected by the student.

All correct answers are designated with an asterisk.

To indicate the question type is Multi-Response, "Type: MR" should sit above the question title.

```
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
```

**Grading options**
The below grading options can be set after import.

- Equally weighted
- All or nothing
- Right minus wrong
FEEDBACK OPTIONS AND FORMATTING

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

Note: Students will only be able to see feedback if attempt details are released after submission and grading. If these details are released the questions cannot be used again for summative assessment.

Feedback for 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

Built-in feedback for Paragraph questions is not possible

It is not possible to transfer built-in hints or feedback for Paragraph questions. This is because these types of question are manually graded and feedback would usually respond specifically to a student’s answer.

If you want to include general feedback for these types of questions you will need to manually add this detail after the question has been imported into CloudDeakin.
INDICATING POINT VALUES

Point values can be set for each question or for a series 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 0.5 points.
From question 2 onwards, questions will be assigned a point value of 1 point.

Points: 0.5

Title: Test1-L1-Q01
1) Albert Michelson determined the exact speed of light?
   *a) True
   b) False

Points: 1

Title: Test1-L2-Q01
2) Who determined the exact speed of light?
   a. Albert Einstein
   *b. Albert Michelson
   c. Thomas Edison
   d. Guglielmo Marconi

Title: Test1-L2-Q02
3) 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

Title: Test1-L2-Q03
4) 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.

INCLUDING IMAGES

- An image file should use the same title as the question it pertains to.
- Acceptable file types are .jpg, .gif. Some file types such as .png files can be used but are often too big and will impact the time a test takes to load.
- An image should be of good quality and legible.
- 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 2020-T1-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 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

For test 1, difficulty level 2 questions 'Medium':
Title: Test01.L2.Q01
Title: Test01.L2.Q02
Title: Test01.L2.Q03
Title: Test01.L2.Q04

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

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

For 'Musculoskeletal' questions:
Title: MSK.Q01
Title: MSK.Q02
Title: MSK.Q03
Title: MSK.Q04

For 'Infection' questions:
Title: INFCTN.Q01
Title: INFCTN.Q02
Title: INFCTN.Q03
Title: INFCTN.Q04

For "Vascular" questions:
Title: VASC.Q01
Title: VASC.Q02
Title: VASC.Q03
Title: VASC.Q04

If you build a 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.

- You can also include set details at the top of the document. This won’t interfere with the question import.
- Once the questions start there are no extra heading or spaces, just the required text.
- You will also see that question stems are numbered 1 through to the end even though there are multiple sets in the one file.

Set details:
Set 1 - From 3 questions, select 2
Set 2 - From 3 questions, select 1
Total delivered, 3 questions, 2 points.

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