

Assessment (Quizzes)

The quiz module allows you to design and deliver tests, consisting of multiple choice, true-false, calculated, essay, matching, and short answer questions. These questions are kept in a categorized database, and can be re-used within courses and even between courses. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback or to show correct answers. Quizzes can contain random questions, calculated questions, and can have IP address and password restrictions. Moodle supports a number of methods to create quizzes, including text based formats for generating large numbers of questions rapidly or importing questions from test banks or a standard question authoring form.

When you create a quiz activity in Moodle, it is automatically placed in the grade book for you. (The grade book will be presented during Track 4 training.) Automatic scoring of objective questions is valuable to you, as faculty, and is also valuable to your students. You will appreciate the reduced workload of individual scoring of student papers, and students will appreciate the immediate feedback.

When you create a quiz activity in Moodle, the first thing you will do is determine its settings.

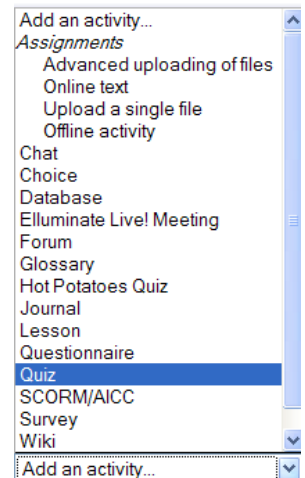
When creating a quiz there are several key steps:

1. **Set up basic identifying information** for the quiz as you would for any other Moodle activity. Name the quiz, add introductory information (instructions to students on completing the quiz, if necessary), and select the variables, e.g., time allowed to complete the quiz, availability dates, etc. Save these settings and continue.
2. **Edit the quiz by creating the pool of questions.** Choose the category for the questions to be drawn from or added to (depending on whether they already exist in a database already or not). For new questions, either input the questions individually or import them from a file in a variety of acceptable formats. Either way, the questions will become part of a database of questions that can be accessed by category. You will see your list of possible questions for your quiz in the column on the RIGHT when you access the "Edit" tab.
3. **Add questions to the quiz. *This is the step that is most often overlooked, resulting in a quiz that doesn't work.*** Select the questions from the right-hand column by checking the associated selection box, then click on the "<< Add to quiz" button at the bottom to enter the question(s) in the quiz. The selected questions will now appear in the left-hand column. The questions now are part of the quiz.
4. **Enter the Maximum Grade possible** for the quiz in the designated box in the left column and click the "Save changes" button.
5. **Preview the quiz.** This is an important step to see if the quiz will perform as you expect for your students. Check to see that the questions are being scored properly and that the chosen questions are appearing in the quiz.

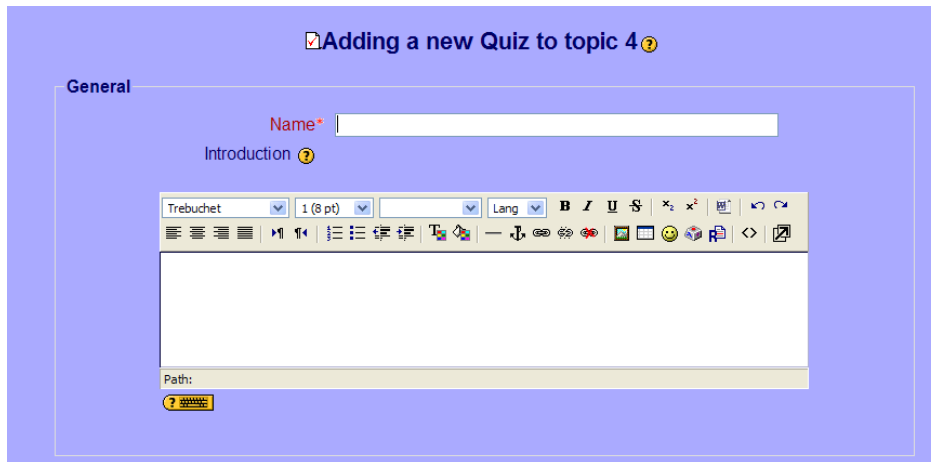
Part A: Steps to create a quiz activity and determine settings

1. **Log in** to Moodle and enter your course.
2. **Turn editing on.**

3. Click **Add an Activity...** then select **Quiz** in the section of your course you'd like to add the quiz as shown.



Note the following General settings window appears:






4. Click in the **Name** textbox and type quiz name.
5. In the **textbox** under Introduction, **type** in your instructions for the test
 Note: If you click on the question mark after the word "Introduction", you will get the following description provided by Moodle.org:

About the Rich text HTML editor

The Rich text HTML editor provides a word-processor interface embedded in your web page to allow you to edit text in an intuitive way, and produces normal HTML code.

In addition to formatting text, this editor provides a number of extra features you may find useful.

- *Paste text in from other Applications*
- *You can cut and paste rich text from other Windows applications such as Microsoft Word straight into this editor, and your formatting will be preserved. Just use the normal cut and paste menus in your web browser (or Control-C and Control-V).*
- *Inserting images* 
- *If you have images that are already published on a web site and accessible via a URL, you can include these images in your texts using the "Insert Image" button.*
- *Inserting Tables* 
- *To add layout to your texts, you can use the "Insert Tables" button in the toolbar.*
- *Inserting Links* 

- To make a new link, first type the text that you want to be a link. Then select it and click the link button in the toolbar. Type the URL you want to link to and it's done!
- Inserting smilies (emoticons) 😊
- To embed these small icons in your text, click on the smiley icon in the toolbar. A dialog will pop up that allows you to select from the following smiley icons. (Alternatively, you can just type the corresponding code straight into your text and it will be converted later when your text is displayed).

😊	smile	:-)	😞	sad	:-(
😄	big grin	:-D	😳	shy	8-.
😉	wink	;-)	😊	blush	:-I
😬	mixed	:-/	😘	kisses	:-X
😏	thoughtful	V-.	😬	clown	:o)
😜	tongue out	:-P	👁️	black eye	P-
😎	cool	B-)	😡	angry	8-[
😃	approve	^.)	😇	dead	xx-P
😮	wide eyes	8-)	😴	sleepy	-.
😲	surprise	8-o	😈	evil	}-]

The next sections are the Timing and Display sections, as shown.

Timing

Open the quiz ? 17 | October | 2008 | 11 | 35 | Disable

Close the quiz ? 17 | October | 2008 | 11 | 35 | Disable

Time limit (minutes) ? 0 | Enable

Time delay between first and second attempt ? None | v

Time delay between later attempts ? None | v

Display

Questions per page ? Unlimited | v

Shuffle questions ? No | v

Shuffle within questions ? Yes | v

6. For the Timing section, you need to **click** on the checkmark in disable at the end of the “Open the quiz” line to remove this if you want to limit the time the quiz is open to students. You can then **set** the date and time at which you would like your quiz opened. **Repeat** this **procedure** to set the date and time you would like your quiz to close by using the “Close the quiz” line.
7. **If** you would like your quiz to have a time limit, **click** the **checkmark** in front of “Enable” in the “Time limit (minutes) line and **set** your **time limit**.

Once a student starts a test, a timer will start according to the limit set, however, this setting will be overridden by the “Close the quiz” time set. For example, if a student starts a test that has a duration of 30 minutes but closes in 5 minutes from the time the attempt begins, the student will have only 5 minutes total to take the quiz. At the end of the quiz, the test attempt will automatically submit.

8. **Clicking** in the **drop-down textboxes** next to “Time delay between first and second attempt” and “Time delay between later attempts” allows you to set the delay time if you are allowing students to retake the quiz.
9. The Display section allows you to determine how many questions student will view per page, if the questions will be shuffled, and/or if you want shuffling within questions. **Click** on each of the **drop-down arrows** and **select** your choice.

The following is a continuation of the window from above but is shown with advanced settings (found by clicking on “Show Advanced” button):

The screenshot shows a configuration window for quiz attempts. It has a light blue background and a title bar that says "Attempts". There are three rows of settings, each with a label, a question mark icon, and a dropdown menu:

- Attempts allowed: 3 attempts
- Each attempt builds on the last: No
- Adaptive mode: No

10. The Attempts section allows you to determine how many times students will be allowed to take the quiz and whether or not each attempt will build on the last one. If multiple attempts are allowed and this setting is set to Yes, then each new attempt contains the results of the previous attempt. This allows a quiz to be completed over several attempts. To show a fresh quiz on every attempt, select No for this setting.

Adaptive mode (source: Moodle.org)

If you choose Yes for this option then the student will be allowed multiple responses to a question even within the same attempt at the quiz. So for example if the student's response is marked as incorrect the student will be allowed to try again immediately. However a penalty will usually be subtracted from the students score for each wrong attempt (the amount of penalty is determined by the penalty factor, set by the next option). This mode also allows adaptive questions that can change themselves in response to a student's answer. Here is how the IMS QTI specification defines adaptive questions (items):

An adaptive item is an item that adapts either its appearance, its scoring (Response Processing) or both in response to each of the candidate's attempts. For example, an adaptive item may start by prompting the candidate with a box for free-text entry but, on receiving an unsatisfactory answer, present a simple choice interaction instead and award fewer marks for

subsequently identifying the correct response. Adaptivity allows authors to create items for use in formative situations which both help to guide candidates through a given task while also providing an outcome that takes into consideration their path.

In adaptive mode an additional Submit button is shown for each question. If the student presses this button then the response to that particular question is submitted to be scored and the mark achieved is displayed to the student. If the question is an adaptive question then it is displayed in its new state that takes the student's answer into account and will in many cases ask the student for another input. In the simplest adaptive questions this new state may differ only in the feedback text and prompt the student to try again; in more complicated question also the question text and even the interaction elements can change.

11. Click the **drop-down** arrows next to each **option** if you want to change anything under Attempts.
12. The Grades section, shown below in advanced view, allows you to decide the method in which you want grades recorded, if penalties apply, and if you want decimals within the grade.

Grades * Hide Advanced

Grading method ? Highest grade ▾

Apply penalties ? No ▾

Decimal digits in grades ? 2 ▾

13. You can control how, when and what the student is allowed to review the quiz by selecting options in the Review options section: **Select your options** now. (Click on the question mark if you need help and Moodle will provide it to you!)

Review options ?

Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> Responses	<input checked="" type="checkbox"/> Responses	<input checked="" type="checkbox"/> Responses
<input checked="" type="checkbox"/> Answers	<input checked="" type="checkbox"/> Answers	<input checked="" type="checkbox"/> Answers
<input checked="" type="checkbox"/> Feedback	<input checked="" type="checkbox"/> Feedback	<input checked="" type="checkbox"/> Feedback
<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Scores	<input checked="" type="checkbox"/> Scores	<input checked="" type="checkbox"/> Scores
<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

The Security section is shown below:

Security

Show quiz in a "secure" window ? No ▾

Require password ? Unmask

Require network address ?

The first option in the Security section, if changed to “Yes”, will launch the quiz in a new browser window using JavaScript so students cannot cop, save, and/or print. However, this is not a full-proof security measure! If you require a password for students to take this quiz, then you would type the password into this textbox. (Click “Unmask” if you want to see the password you typed.) By typing in a

network address, students will only be able to access the quiz on one computer or any IP address starting with those numbers. See Dave Siemens, DE technical coordinator, if you want this type of restriction.

14. **Determine** your Security options now or accept default of “No”.

The Common module settings advanced section is shown below:

Common module settings Hide Advanced

Group mode ? Visible groups ▼

Grouping * None ▼

Available for group members only

Visible Hide ▼

ID number ?

Grade category Uncategorised ▼

15. **Accept the defaults** unless you are going to use groups for your quizzes. (To find more information about groups mode, click on the question mark beside “Group mode.”) Note: the Grade category is used once you have set up your grade categories in your grade book.
16. The final section “Overall feedback” determines what feedback you want the students to receive, which can be customized according to their grade on the quiz. See example on the following page. Note: If you start to type “You” in the feedback textboxes, a suggested feedback appears...but be careful, as there are typos in this automatic feedback suggestion!

Overall feedback ?

Grade boundary 100%
Feedback Excellent! Keep up the good work.

Grade boundary 89%
Feedback You're doing great. You might review the ones you mis...

Grade boundary 79%
Feedback Average. Be sure to review the ones you missed.

Grade boundary 69%
Feedback You need to do better than this. Take some time to rev...

Grade boundary 59%
Feedback You need to review the material more before trying this

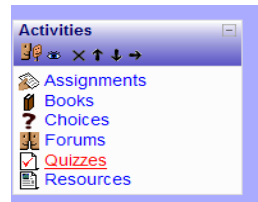
Grade boundary 0%

17. **Make your selections** in the overall feedback section now.
18. **Click** on either **Save and return to course** or **Save and display**.

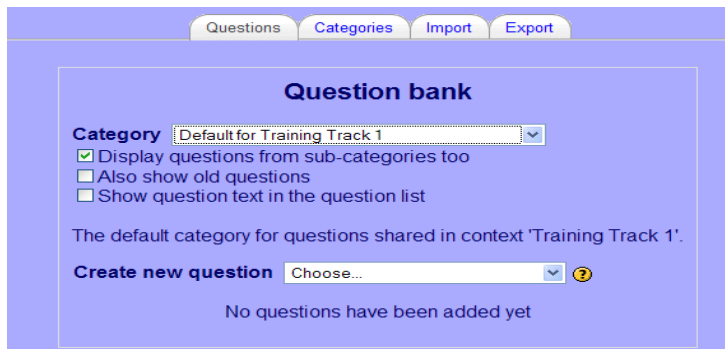
You have just created your quiz with settings. You now need to create questions in the quiz using Moodle.

Part B: Steps to create quiz categories and questions

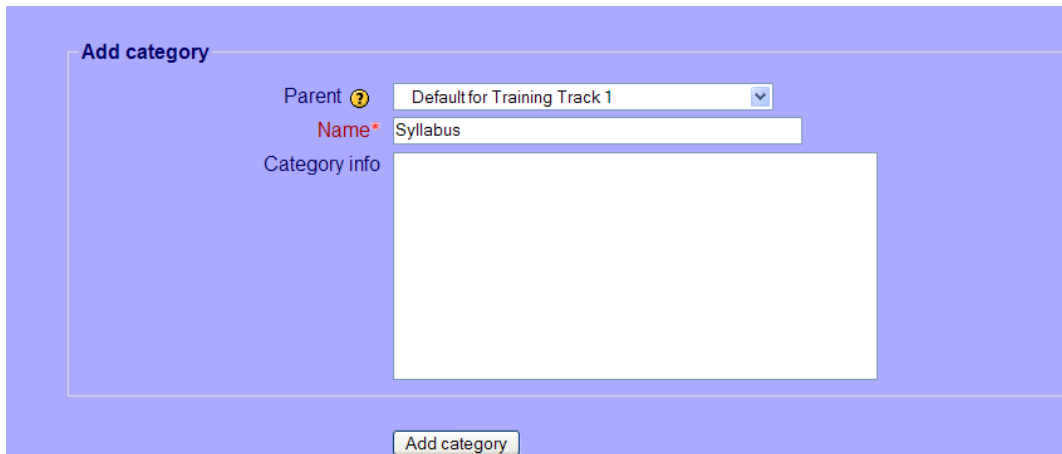
1. Click Quizzes under the Activities block on your course's home page. The following window appears which will list the quizzes already created in your course. In this case, there is only one quiz created.



2. Click **Edit questions** button. You will see four tabs listed. The first tab content is visible.

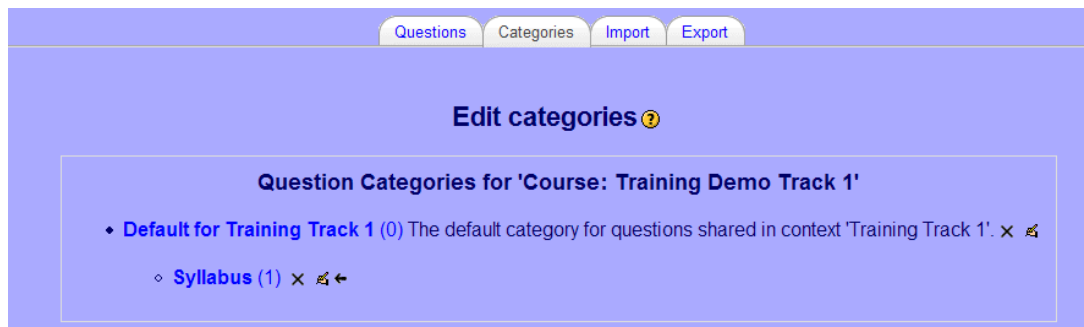


3. Click on the **Categories** tab. There is only one category created in your course so far, the Default category. You may need to scroll a bit to see the “Add category” option. You will want to create categories for you question banks to keep your question bank organized. Categories can be created according to weeks, topics, units, specific tests, etc.

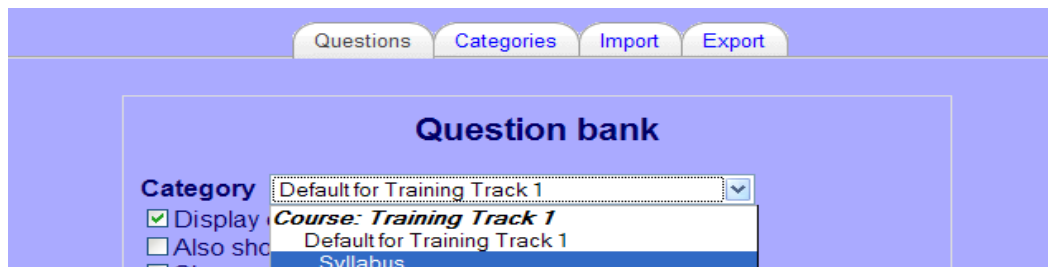


4. **Accept** the default for the Parent category.
5. **Click** in the textbox after “Name” and **type** in a name for this question bank category. The example above shows “Syllabus” as the name of the category.

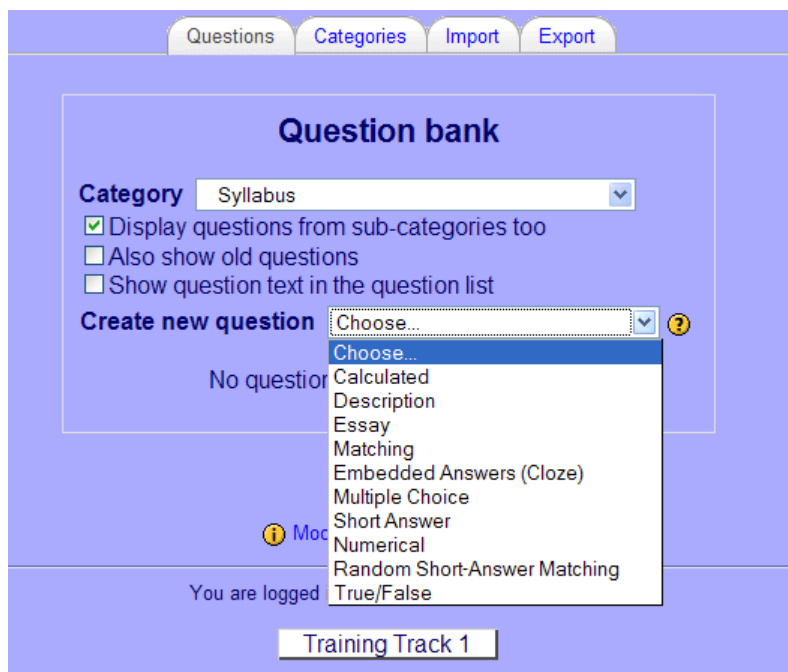
6. Click **Add category** button. The new category will appear indented under the Default category.



7. Click on the **Questions** tab.



8. Switch to the new category by **clicking** on the drop-down arrow in the Category textbox and selecting the name of the category you just created.
9. Click on the **drop-down arrow** next to “Create new question” to choose the type of question you want to create. (For more information on types of questions available, click on the question mark icon).



The “General Feedback” section follows the Adaptive Mode factor section. Moodle.org provides the following information about general feedback:

General feedback is some text that gets shown to the student after they have attempted the question. Unlike feedback, which depends on the question type and what response the student gave, the same general feedback text is shown to all students. You can control when general feedback is shown to students using the "Students may review:" check-boxes on the quiz editing form. You can use the general feedback to give students some background to what knowledge the question was testing or to give them a link to more information they can use if they did not understand the question.

- If you are adding feedback**, scroll down and click in the textbox under the “Feedback for the response [answer]”. Enter desired text under each option.

Feedback for the reponse 'True'.

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~ x_2 x^2

Excellent! Please feel free to call, email, or if you are on campus, stop by to see me during my office hours! For virtual office hours listed. enter my “Virtual Office” chat

Path:

Feedback for the reponse 'False'.

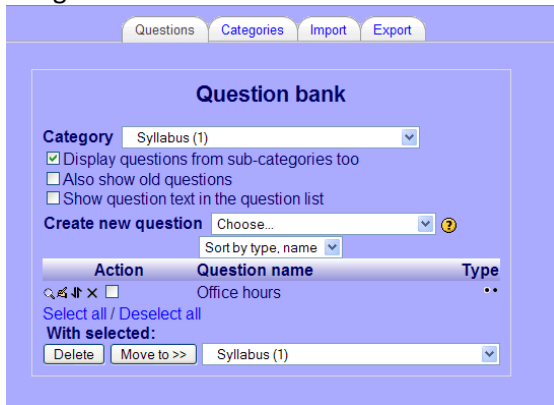
Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~ x_2 x^2

Please re-read the syllabus for this course. It is important that you know the information it contains.

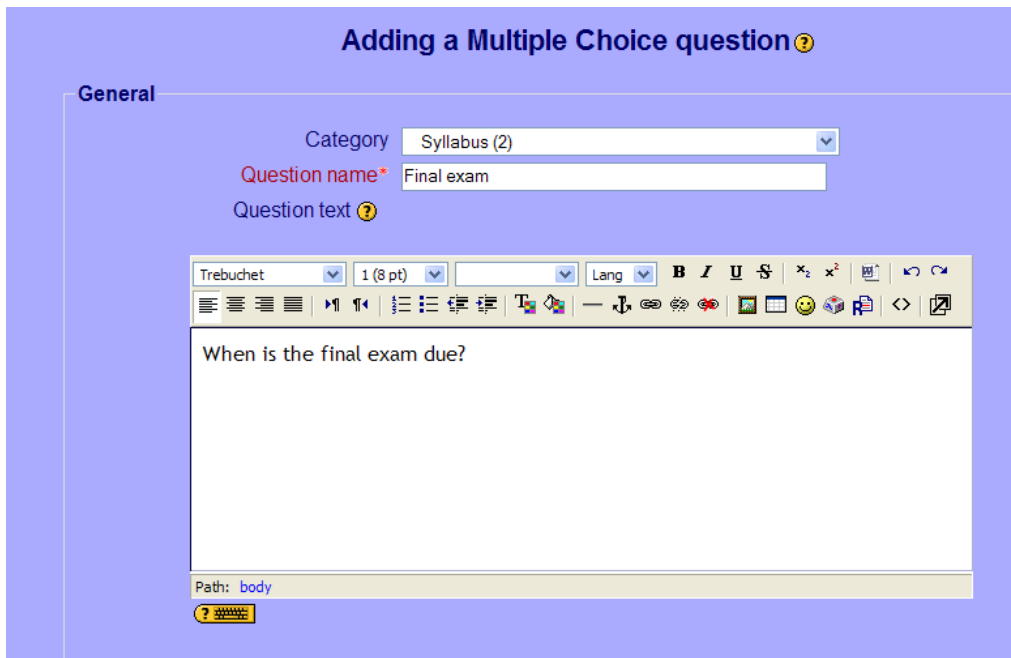
Path:

Go back over your feedback comments and **revise** formats, etc., if desired or needed.

- Click on **Save changes**. You will be returned to the Question Bank.



13. A **multiple choice** instead of true and false and you will get the following options:



19. Be sure you have **selected** the correct category.

20. Type an identifying name for the question in the “Question name” textbox.

21. **Click** in the textbox under Question text and type the question text.

22. Settings for the questions will be similar to the ones shown.








Format  HTML format

Image to display

Default question grade*


Adaptive Mode factor only!*  .01

General feedback 

Trebuchet Lang **B** *I* U ~~S~~ x_2 x^2    

Path:

One or multiple answers?

Shuffle the choices? 

Number the choices?

(Note: the Adaptive Mode factor of 0 allows student to attempt an answer without penalty).

14. The next sections are the answer choice sections. In this area you will enter the possible answers and grade for the correct answer. Feedback is optional.

Choice 1

Answer

Grade

Choice 2

Answer





Grade

Choice 3

Answer


Grade

Feedback

Trebuchet Lang **B** *I* U ~~S~~ x_2 x^2    

Yes! Knowing this date is very important!

Path:



Choice 4

Answer

Grade

23. Overall feedback can also be entered at this point for any correct or incorrect response.

Overall Feedback

For any correct response

Trebuchet 1 (8 pt) Lang **B I U S** $x_2 x^2$

Knowing what your syllabus contains is an important way to start this course!
Good work!

Path: body

For any incorrect response

Trebuchet 1 (8 pt) Lang **B I U S** $x_2 x^2$

Re-read your syllabus!

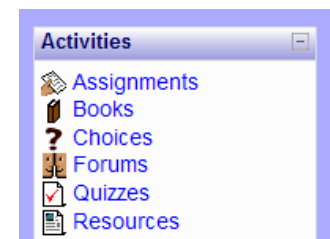
Path: body

24. Click **Save changes**.

Part C: Steps to move quiz questions into quiz/preview quiz:

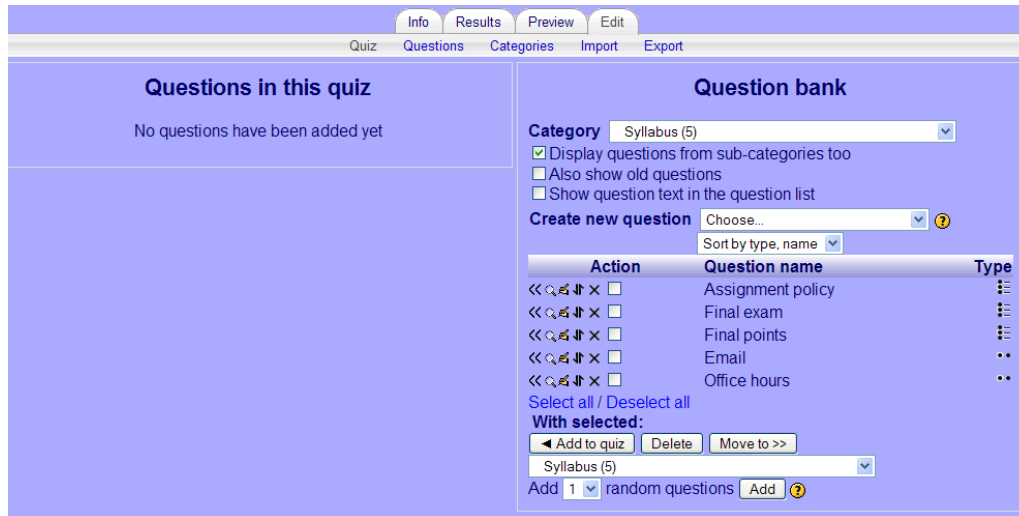
1. From your home page in your course, **click on Quizzes** under the Activity block.

After creating questions, you will see them listed inside the question



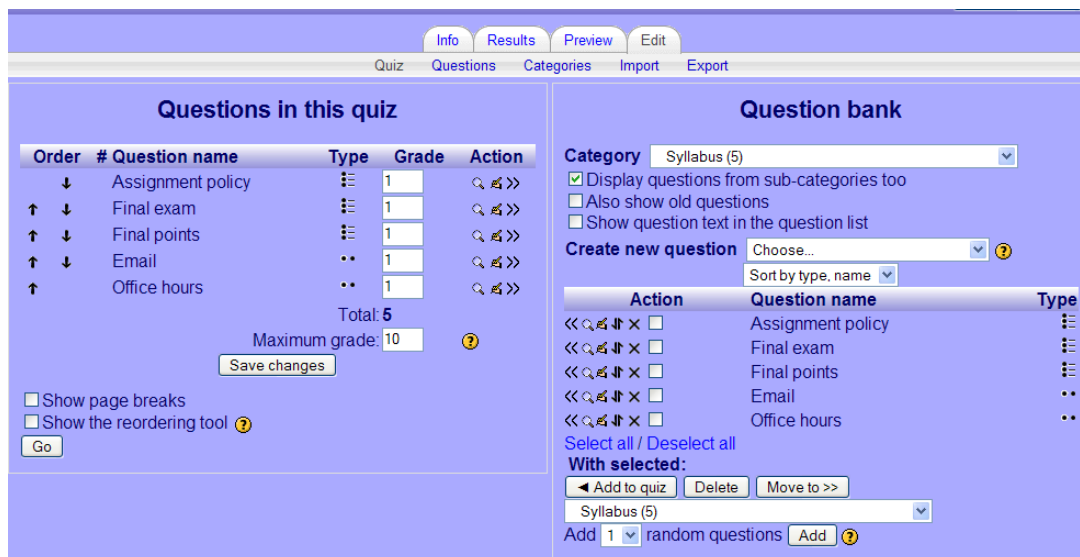
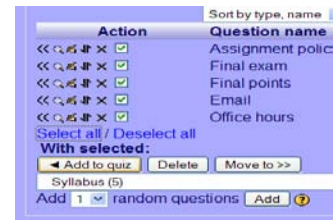
bank.

They can also be accessed within the “Edit” quiz tab.



Note that the Category name shows there the number of questions within the category. From this window, you can continue to add questions by clicking on the Choose drop-down arrow next to “Create new question” or sort questions within this category. Other actions that can be conducted are shown by moving your mouse over the symbols under the word “Action” for each question. Note the icons that distinguish between true/false and multiple choice questions that you typed for this activity.

2. **Click** on the white box under the word “Action” for each of the questions to select them.
3. Click **Add to quiz** button to add the selected questions to the quiz. The questions added will be displayed on the left side of the page. That means that the questions are part of the quiz.

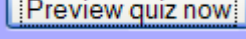


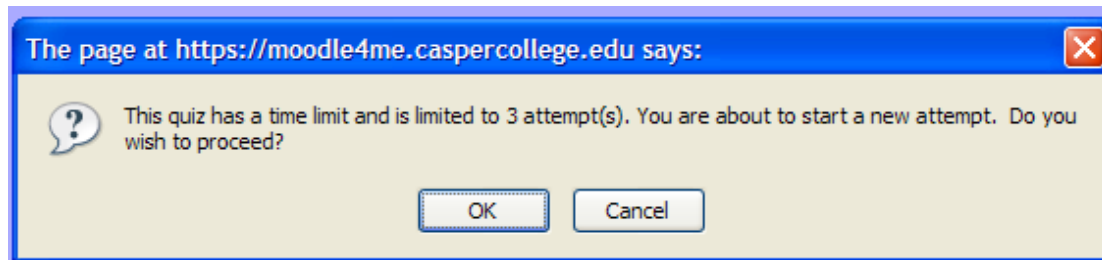
The Maximum grade information provided by Moodle is as follows:

The maximum grade you set for a quiz is used for the aggregation to be scaled. For example, you might set the max grade to 20, because the quiz is worth 20% of the whole course.

Even though you might have 10 questions in your quiz worth a total of 50 marks, all grades out of 50 will be "scaled down" to the quiz max grade of 20.

4. **Change** the Maximum grade to desired number. **Save changes.**

5. Click  button. This action will prompt the same message students will receive when accessing an open quiz.

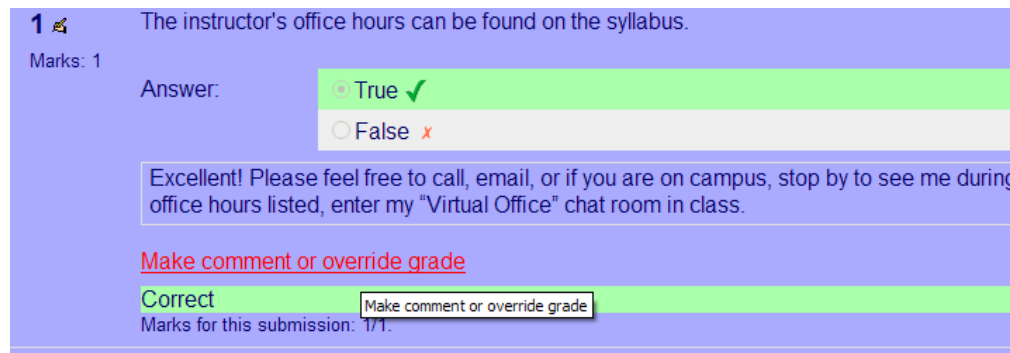


6. Click **OK** to begin quiz.

7. Click **Submit all and finish.** Click **OK.**

8. Be sure to **review** all feedback (if used).

9. **Note** how instructors can make comments or override a grade as shown



Part D: Aiken format for quiz questions (For more information, see the “Upload Questions” handout.

The Aiken format is a very simple way of creating multiple choice questions using a clear and readable format. Here are two examples of the format:

The last date to change to audit status or to withdraw with a W grade is October 22, 2008.

A. True

B. False

ANSWER: B

What color is the apple the witch leaves for Sleeping Beauty?

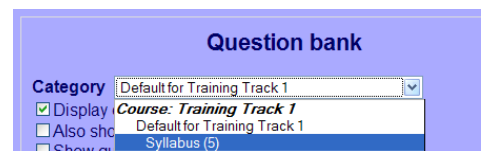
- A. green
- B. yellow
- C. black
- D. red

ANSWER: D

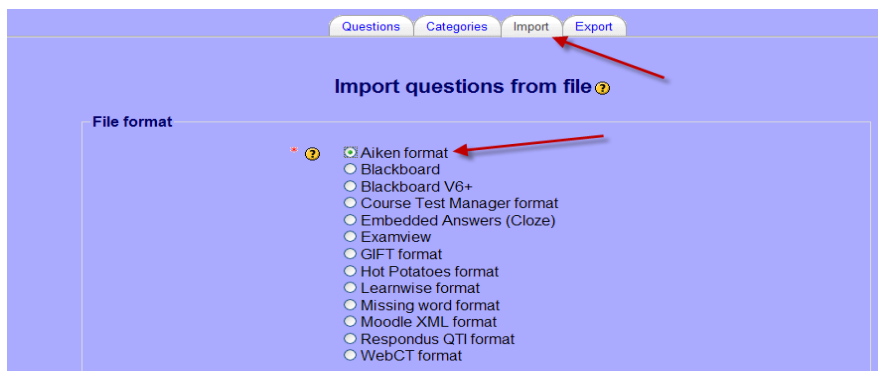
Create the question file this file either Word (.doc), **then save as Plain Text format before uploading these questions into Moodle.** When prompted, select “Other encoding” > Unicode (UTF 8).

Part E: Steps to import Aiken quiz questions

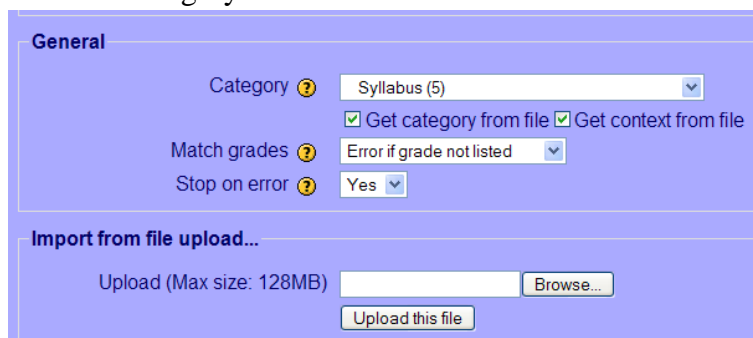
1. From your course’s home page, **click on Questions** under the **Administration** block.
2. **Click on the drop down arrow** in Category and select the category that you created for the questions to be imported. If you need a new category, create it now and then return to the import process.




3. **Click on Import** tab and **Aiken format** as shown

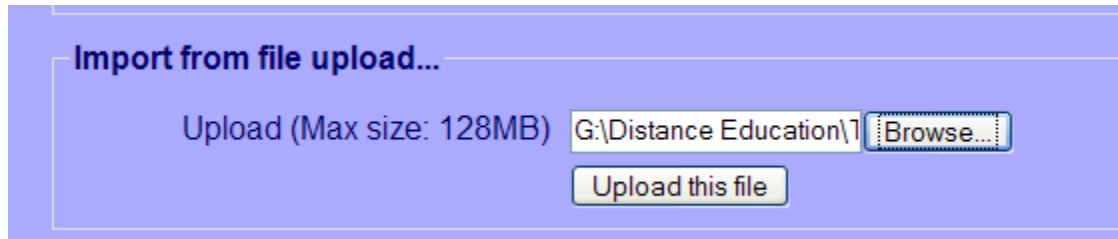


4. **Click** the drop down arrow to select the desired category under the General section. **Uncheck** the “Get category from file” option.

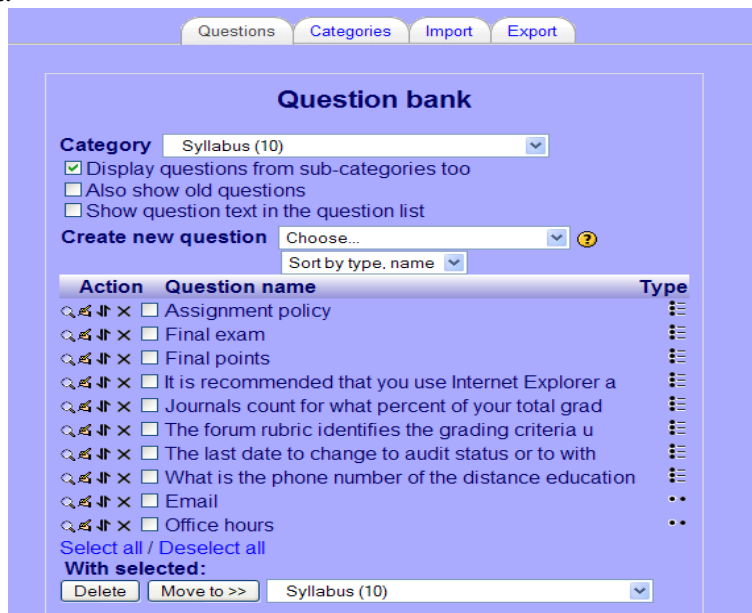


5. Under “Match grades”, select “Nearest grade if not listed”. Leave other defaults.
6. Under the Import from file upload... section, click on the “**Browse**” button and browse to the place you saved the Aiken questions file you created. Remember that you saved it in Plain Text Format so the icon will be the one representing a plain text file . Be sure you click to **select** it then click the **Open** button.

7. You will be returned to the import window and the path to the question file will be listed.



8. **Click Upload this file.** If the file uploaded properly, you will see the questions displayed with information about parsing and importing. (If file did not import properly, go back into your file and see if you have any errors in your Aiken format. You can also go into the specific question and edit it within your question bank).
9. **Click Continue.** You will see a window that resembles the following that shows your own questions in the new category of the question bank, which now has the number of imported questions within it.



10. You can edit quiz questions, including add/remove questions until there are attempts. Once a student has submitted an attempt, changes in this manner will not be possible. If you need to make changes, other options are available.

Part F: Quiz results

Instructors can view student results, regrade, manually grade, view groups, or view item analysis by clicking on Quizzes in the Activity block, selecting the quiz to view, then clicking on Results tab. See Moodle.docs for more information.

Info Results Preview Edit

Overview Regrade Manual grading Item analysis

[See all course grades](#)

Visible groups:

Attempts: 0

Showing graded and ungraded attempts for each user. The one attempt for each user that is graded is highlighted. The grading method for this quiz is **Highest grade**.

Nothing to display

Preferences just for this page

Show / download

Show / download only the attempt that is graded for each user (**Highest grade**)

Your preferences for this report

Page size

Show / download marks for each question