This guide describes how to test student knowledge using quizzes. These may contain multiple-choices and short text answers.

You can use Quizzes for continuous assessments but these can account for no more than around 15% of a student’s grade.

Center for Digital Education (CEDE) and Teaching Support Center (CAPE)

Feedback and Support: flexible-teaching@epfl.ch

More information: https://go.epfl.ch/flexible-teaching
Design the test

• Getting started
• Configure the test
• Results display options for students
Getting started

- Turn editing on’ in Moodle
- Scroll to the week in which the quiz will happen
- Choose quiz Activity in Moodle
- Click ‘Add’

You now have an open quiz for testing your students.

You must name the quiz and give instructions before adding questions.

! Important: Give complete instructions: (e.g. ‘Points awarding per type of question, … . Once submitted you will not be able to change your answer’)

<table>
<thead>
<tr>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Description</td>
</tr>
</tbody>
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Midterm exams

Write here the instructions
Configuring the test

After adding the instructions, scroll down to continue the set-up.

Add a specific timing

- Indicate the dates to open and close the quiz. This are the start and end dates when the quiz will be available for the students, which can last several days.
- Select ‘Time limit’ to indicate the total countdown.
  *If the students get disconnected from moodle, or close the window, the timing is on countdown!
- On time expires: select "Open attempts are submitted automatically".
- Ensure to ‘Enabled’ each date.

Grade: In ‘attempts allowed’ select ‘1’

Question behavior: Choose Yes if you want to be able to shuffle your multiple choice questions answers.

⚠️ Common module settings: Availability choose ‘Hide from students’

Review options: uncheck all (except During the attempt : The attempt). To show the results to your students after the quiz is closed, click here.

Click ‘Save and display’
Results display options for students

You must have set a **specific timing** beforehand!

When you have finished scoring and the final results are ready, you can display them to your students. To do this, edit your quiz settings, and activate the following options under **Review options → After the quiz is closed**:

- The attempt
- Whether correct
- Marks
- Right answer

Your students will then have a link on the quiz page to see their results. This will show them their attempt, along with the note. They will also be able to see their answers by following the **Review** link, with details on correct and incorrect answers and the points awarded.
Add questions

• Single choice questions
• Multi-choice questions
• True / false questions
• Open-ended question
• Open-ended question with submission file
• Equation/LaTeX editor
• Awarding points
• Create sections (headings)
• Shuffle questions and answers
Adding and editing questions

**Single choice questions (with only one correct answer)**

- From the quiz (e.g. ‘Week 9 graded exercises’) go to the configuration menu and select: "Edit quiz".
- Click on add
- Choose the type of question Multiple choice
- Under question name: insert the name of the question (do not use special characters in the name (_,/,$,...)
- Under Question text: write the question
- Under Default mark: insert the default mark for the question. (for more details about grading, click here)
- Under : One or multiple answers? Select One answer only
- Optional: check "Shuffle the choices" to mix answers
- Under Answer: insert the answers: select the desired scale. You can refer to “awarding points” for more details.
- Click on Save changes and continue editing
- Click on ![Preview](image) to check the question’s rendering

⚠️ “no answer” option

For this type of question, the student can change the answer but no longer has the option to not answer and deactivate his or her choice. So remember to add an additional "no answer" answer with Grade -> None so that the student can choose not to answer the question. This is especially important if negative points are awarded for wrong answers.
Add the questions in the quiz

**Multi-choice questions (with several correct answers)**

- From the quiz (e.g. 'Week 9 graded exercises') go to the configuration menu and select: "Edit quiz".
- Click on add
- Choose the type of question Multiple choice
- Under question name: insert the name of the question (do not use special characters in the name (_,/,$,...)
- Under Question text: write the question
- Under Default mark: insert the default mark for the question. (for more details about grading, [click here](#))
- Under: One or multiple answers? Select Multiple answers allowed
- Optional: check "Shuffle the choices" to mix answers
- Under Answer: insert the answers: select the desired scale. You can refer to "[awarding points](#)" for more details.
- Click on Save changes and continue editing
- Click on [Preview](#) to check the question's rendering
Add the questions in the quiz

**True / False questions**

**Info**: If you have a negative scale create a Single choice question, and set TRUE and False as answer and give the grade 100% to the correct and -100% to the incorrect answer.

- From the quiz (e.g. ‘Week 9 graded exercises’) go to the configuration menu and select: "Edit quiz".
- Click on add
- Choose the type of question True / False
- Under question name: insert the name of the question (do not use special characters in the name (_,/,$,...)
- Under question text: write the question
- Under Default mark: insert the default mark for the question. (for more details about grading, click here)
- Under Correct answer select True or False
- Click on Save changes and continue editing
- Click on **Preview** to check the question's rendering
Open-ended questions

In the next 2 sections, you will be able to create "open-ended questions":

**Open-ended question**

The students will have to answer your question by inserting text in the field provided.

**Open-ended question with submission file**

The students will have to answer by writing the answers on a piece of paper, take a picture and upload the PDF file.
Add the questions in the quiz

Open-ended question

Info: with that question type,

- From the quiz (e.g. ‘Week 9 graded exercises’) go to the configuration menu and select: “Edit quiz”.
- Choose the type of question essay
- Under question name: insert the name of the question (do not use special characters in the name (_,/,$,...)
- Under Question text: write the question
- Under Default mark: insert the default mark for the question. (for more details about grading, click here)
- Under Response format: choose the type HTML editor
- Under Require text: Select Require the student to enter text
- Under Input box size: choose the number of lines
- Under Require attachments: select No
- Under Allow attachments: choose none
- Under Grader information: If needed, add dedicated information for the awarding points for your assistants.
- Click on Preview to check the question’s rendering
Add the questions in the quiz

**Open-ended question with submission file**

- From the quiz (e.g. ‘Week 9 graded exercises’) go to the configuration menu and select: "Edit quiz".
- Question types: question with submission file
- Choose the type of question Essay
- Under question name: insert the name of the question (do not use special characters in the name (_,/,$,...)
- Under Question text: write the question
- Under Default mark: insert the default mark for the question. (for more details about grading, click here)
- Under Response format: choose the type HTML editor
- Under Require tex: Select the desired option, depending on whether you want the student to enter a text or not.
- Under Input box size: Select the desired option
- Under Allow attachments: choose the number of files to attach
- Under Require attachments: Select the desired option
- Under Accepted file types: select document / pdf
- Under Grader information: Add dedicated information for the awarding points for your assistants.
- Click on Preview to check the question rendering
Equation / LaTex Editor

Info: on Moodle quiz questions, you can use latex to write some formules. To use it in a question please refer to the following sections "add the questions in the quiz".

When you write the question:

- You can write your formule between the tags \( \cdots \) directly in the question text field.
- You can also insert LaTeX with the Equation editor by clicking on \( \) then on \( \).
Awarding points

- Each question is ‘graded’ out of a maximum weight of 100%. This weighting is applied to the ‘default mark’.

  **For non-negative marking**, the total of the Grade(s) for correct answer(s) must be 100%, and incorrect answers must have None as grade.

- **For negative marking**, the total of the grade(s) for correct answer(s) must be 100%. For all incorrect answers the Grade for an incorrect answer is 100%/(n-1), where n is the number of responses possible. For example, with 4 possible answers, the correct answer(s) is scored 100% and each incorrect answer is scored -33.3%.

⚠️ **“no answer” option**

For this type of question, the student can change the answer but no longer has the option to not answer and deactivate his or her choice. So remember to add an additional "no answer" answer with Grade -> None so that the student can choose not to answer the question. This is especially important if negative points are given for wrong answers.
Create Section (Headings)

Info: When creating quizzes, you can group the questions by part: for example, make one part for simple or multiple choice questions and another for true-false questions and another for open questions. This gives you the possibility to shuffle only a part of the questions.

Warning: this option is not available for the first question.

- From the quiz go to the configuration menu and select: "Edit quiz".
- Click on "Add" and select + a new section heading
- Edit the name
- Check the box to shuffle the questions if needed
Shuffle questions and answers

Shuffle the questions

- From the quiz go to the configuration menu and select: "Edit quiz".
- Check the Shuffle box.

Shuffle the answers

To use this function you must first shuffle each attempt:

- From the Quiz go to the configuration menu and select: "Edit settings".
- Click on Question behaviour → Shuffle within questions, and select yes.

Then edit the question

- From the quiz go to the configuration menu and select: "Edit quiz".
- Click on the gear wheel to edit the question
- Under One or multiple answers? : check Shuffle the choices?
Grading setup

• General setup
• Create groups for reviewers
Grading

Info: concerning the publication of results to students, by default the grades are displayed as results after the quizzes.

We recommend not to display them directly after the quiz is finished. We have explained how to deactivate them [here].

To allow more flexibility in the point to grade conversion scales, we suggest making the following modification to display the results as points.

- From the quiz go to the configuration menu and select: "Edit quiz".
- Under Maximum grade insert the total points of the quiz.

Changing the awarding points:

If you want to modify the number of points of your questions, you need to do this in the Editing quiz. On the right to each question there is a box with the number of points. Use the pencil icon to edit it.

Changing the Default mark value in the question will have no effect. That is only the default, used when the question is added to the quiz.
Create groups for reviewers

**Info**: if your quiz has open-ended questions. You can create groups of students and assign your assistants to them. Your assistants will then be able to assess for the students in their group.

- From your course, on the left menu, click on Participants
- Go to the configuration menu and select Groups
- Click on Create group
- Insert the group name
- Click on Save changes
- Click on the group
- Click on Add/remove users
- Then, allocate your assistants to the different groups
- You can also create groups and assign students automatically by clicking Auto-create groups.
- For use, please refer to the "Assess open questions" section.
Preview quiz
Preview the quiz

- From the Quiz go to the configuration menu and select: "Preview".

Info:
- You will be able to preview the quiz like a student but your attempt will not be register.
- When you finish the attempt you will find the summary with all the questions and answers.
Open the quiz
Open the quiz

Edit your Quiz settings and change following options:

Timing
- Select dates for **Open the quiz** and **Close the quiz** and check the **Enable** boxes
- Select the **Time limit** and check **Enable**

Common module settings
- Select **Show on course page** for the **Availability**
Assess open questions
Assess open questions

If your Quiz contains open questions (with or without attachments)

- From the Quiz go to the configuration menu and select: "Results /Manual grading".

- If you use groups for your reviewers, they can select their group from the "Visible groups" drop-down list to filter the student list.

- Click on grade all

- Insert a Comment if needed

- Under Mark insert the points obtained in the question

- Click on Save and go to next page
View the results

- View the results
- Regrading
View the results

- From the Quiz go to the configuration menu and select: "Results".
- If needed, you can download the result file by clicking on Download.
Regrading

If you found that your question is incorrect and want to cancel it, or if the correct/wrong answers are incorrect in a True-False or Multiple choice question and want to make changes, you will need to regrade all the attempts.

To cancel a question:

● Go to Edit quiz and set the points on the right of the question to zero

To modify the correct/wrong answers of True-False or Multiple choice questions:

● Edit your question and modify the Grade on each answer

To test your modification, you can first click on the Dry run a full regrade button to see which score will change before regrading.

Finally click on the Regrade all button to apply your modification and regrade all attempts.
More information

Only the functionalities of this guide have been tested on the current installation and configuration of the EPFL Moodle.

You can find more information about the Moodle Quiz in the official Moodle documentation, but it is not guaranteed to work and we are not responsible for it.

[Official Moodle Quiz video]