

## Formatting and Settings for Online Quizzes

**REMINDER:** Please allow a 5-day turnaround for the uploading of any materials into your course.

**IMPORTANT NOTE:** **DO NOT** use any paragraph formatting features when creating your quiz questions. Formatting features you should **NOT** use, include:

- multiple spaces
- tabs
- automatic numbering
- automatic outlining
- indenting

## Format for Submitting Multiple Choice & True/False Quiz Questions to CID

If you are creating a multiple choice quiz/test for your online course that CID will be uploading for you, we ask that you follow certain procedures in the creation and submission of the quiz/test questions. The quiz that you send to CID **must be** in the following format (see example below):

- Each question must have a title, which should appear as: **Title: Question number.**  
**Note:** The question number must be a two digit number; for numbers 1 through 9, insert a zero before the number.  
**Note:** One space must be between the colon and the word Question.
- Each question must begin with a question number, followed by either a period "." or a parentheses ")".
- The question wording must follow the question number.  
**Note:** One space should be between the question number and the question wording.
- Each answer must begin with a letter (A-Z) followed by a period "." or a parentheses ")".  
**Note:** All text should be aligned flush left to the left margin.
- The correct answer is indicated by placing an asterisk (\*) directly in front of the answer.  
**Note:** Do not put a space between the asterisk and the correct answer.

### Multiple Choice Example:

Title: Question 03

3) Who determined the exact speed of light?

- a. Albert Einstein
- \*b. Albert Michelson
- c. Thomas Edison
- d. Guglielmo Marconi

### True/False Example:

Title: Question 03

3) Albert Michelson determined the exact speed of light?

- \*a. True
- b. False

## Quiz Settings

In addition, please provide CID with **ALL** of your quiz settings listed below for each quiz. You can include these settings at the end of the quiz document that you send to CID.

### Basic Settings

1. What is the Quiz Name/Title?
2. How many points are given for each correct question?
3. Do you want to randomize the quiz questions so that each student receives different quiz questions?
4. Do you want to shuffle the quiz answers?
5. Do you want to deliver the questions one at a time? If so, do you want students to be able to revisit the questions after they have answered them?
6. Time Limit: What is the time limit for students to complete the quiz, stated in number of minutes.
7. After the quiz has been completed, do you want students to be able to see their quiz responses, in addition to their score?
8. If you wish for students to see their quiz results, do you want the students to be able to see the correct answer as well?
9. Will the students be allowed to take the quiz more than once? If so, how many times?
10. If the students are allowed multiple attempts, which score would you like to keep: the highest score or the latest score? (average is not an option)
11. What is the starting date that the quiz is available to students: state both date and time.
12. What is the date that the quiz is no longer available to students: state both date and time.