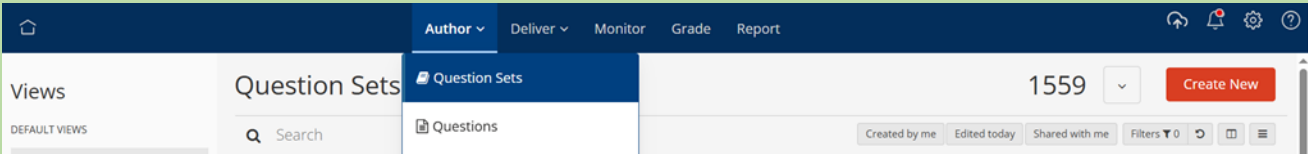


Creating Question Sets Workflow

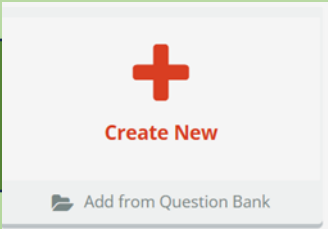


1 – In Author module, create new Question Set
Ensure it has a clear, meaningful and specific name for easy identification

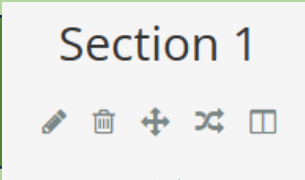


2 - Add questions to Question Set

- Create new questions, or
- Select from Question Bank



3 – Create required Sections in the Question Set
A Section is a group of questions in the Question Set. It therefore provides an organisational function plus the ability to add randomisation features and layout changes.



Randomisation features

- Randomise order of questions in Section
- Pull questions – select number of questions from the Section to be presented
- Candidate selection – allow students to select which questions they respond to



Section Layout

- Alter how the Section layout is presented to students.
- Includes option to include 'Stimulus' (i.e. scenario or case study information)



4 – Design Settings
Select how the Question Set will display to students.

Recommended Settings

Table of contents; Hide Question titles; Show sections on table of contents; Enable flagging; Question maximum marks; Show progress indicator

5 – Add any additional resources
Add PDF or URL links to any resources students need access to during the test

6 – Transfer Question Set to Inspera Production Server
Once the Question Set is complete it can be exported as a QTI file to transfer from the Test Server to the Production Server ready for scheduling of the test