Moodle - Quiz activity (staff/faculty)

Topics Covered In This Article

- Overview of the Quiz Activity
- How To Add A Quiz
- How To Create A New Question
- Quiz Question Bank
    - Adding Questions To The Question Bank
    - Adding A Question From A Question Bank
- Editing A Quiz
- Importing Questions Into Quiz
- Adding Randomly Selected Questions

Related Articles

- Moodle - Types of quiz questions (staff/faculty)
- Moodle - Quiz time extension / user override
- Moodle - Quiz activity (staff/faculty)
- Moodle - Quiz activity design ideas (staff/faculty)
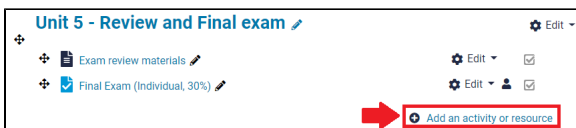- Moodle - Chat activity (staff/faculty)

Overview of the Quiz Activity:

How To Add A Quiz

1. Turn editing on by clicking **Turn editing on** under the gear menu in the top right corner.
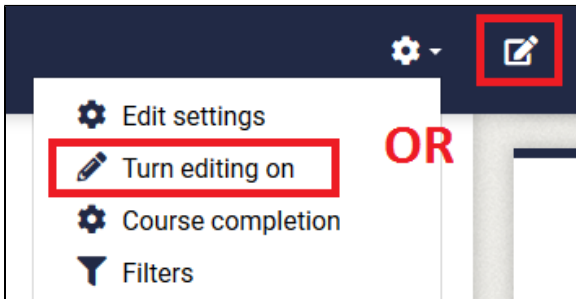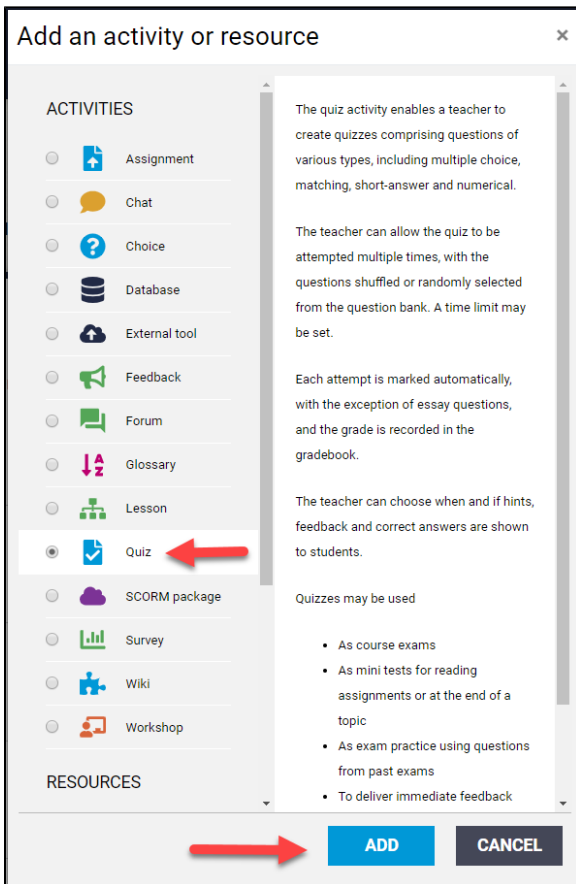

2. Locate the section in your course where you want to add the **Quiz**. At the bottom of the section, click **Add an activity or resource.**
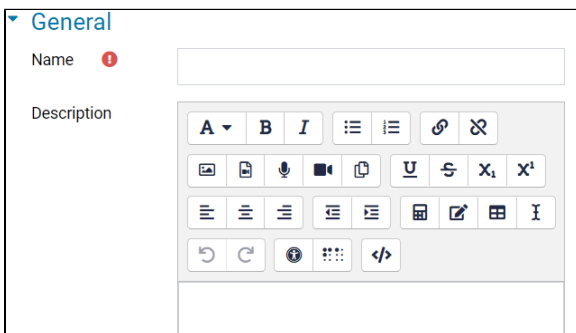

From the pop-up window, choose **Quiz** and click **Add**.

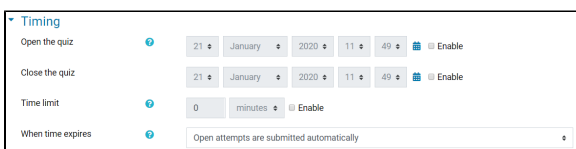Add an activity or resource   ×

ACTIVITIES

○ 🔼 Assignment

○ 💬 Chat

○ ❓ Choice

○ 🗄 Database

○ ☁ External tool

○ 📢 Feedback

○ 💬 Forum

○ ↓A Z Glossary

○ 🔀 Lesson

◉ ☑ Quiz

○ ☁ SCORM package

○ 📊 Survey

○ 🧩 Wiki

○ 🗂 Workshop

RESOURCES

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback

ADD   **CANCEL**

3. Type a name into the **Name** field. This will appear as the activity title. The **Description** field is optional, but it's recommended that you describe the purpose of the Quiz. Students will see the Description before they start the quiz, so it is a good place to include any special instructions for taking the quiz such as the number of attempts allowed, time limit or scoring rules.

▾ **General**

Name ❗

Description

[text editor toolbar]

Timing

▾ Timing

Open the quiz   ❓   21 ⬦ January ⬦ 2020 ⬦ 11 ⬦ 49 ⬦ 🗓 ☐ Enable

Close the quiz   ❓   21 ⬦ January ⬦ 2020 ⬦ 11 ⬦ 49 ⬦ 🗓 ☐ Enable

Time limit   ❓   0   minutes ⬦ ☐ Enable

When time expires ❓   Open attempts are submitted automatically   ⬦

Caution: It is important that you choose **"Open attempts are submitted automatically"** from the **"When time expires"** option under **"Timing"** .
What this will do is automatically submit all of the answers that have already been done and saved as a completed quiz when the time limit or the due time and date are reached (depending on how you have the quiz set up).

Open the quiz

- You may specify when students are able to start the quiz. Before opening the quiz, students will only be able to see the quiz description.

Close the quiz

- After the closing time, the students will not be able to start new attempts. Answers that the student submits after the quiz closing date will be saved but they will not be marked.
- Even after the quiz has closed, students will still be able to see the quiz description and review their attempts.
- **Note:** *The quiz closing time is the last access time AND the time when the quiz must be completed. If a time limit is set, regardless of whether there is time left on the timer, the quiz closing time determines when a student's attempt ends.*

Time limit - By default, quizzes do not have a time limit, which allows students as much time as they need to complete the quiz. If you do specify a time limit, several things are done to try and ensure that quizzes are completed within that time:

1. A countdown timer is shown in the quiz navigation block.
2. When the timer has run out, the quiz is submitted automatically with whatever answers have been filled in so far.
3. If a student manages to cheat and goes over the allotted time, no marks are awarded for any answers entered after the time ran out.

Grade

Grade category - optional, only use this if you want to place the quiz into a category in the gradebook.

Grade to pass

- This setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.

Attempts allowed

- Students may be allowed to have multiple attempts at a quiz. This can help make the process of taking the quiz more of an educational activity rather than simply an assessment. If the quiz is randomized then the student will get a new version for each attempt. This is useful for practice purposes.

Grading method

When multiple attempts are allowed, there are different ways you can use the grades to calculate the student's final grade for the quiz.

- Highest grade - the final grade is the highest (best) grade in any attempt
- Average grade - the final grade is the average (simple mean) grade of all attempts
- First grade - the final grade is the grade earned on the first attempt (other attempts are ignored)
- Last grade - the final grade is the grade earned on the most recent attempt only

Layout

New page

- For longer quizzes it makes sense to stretch the quiz over several pages by limiting the number of questions per page. When adding questions to the quiz, page breaks will automatically be inserted according to the setting you choose here. However, you will also be able to move page breaks around by hand later on the editing page.

Navigation method

- When sequential navigation is enabled a student must progress through the quiz in order and may not return to previous pages nor skip ahead.

Question behaviour

Shuffle within questions

- If enabled, the parts making up each question will be randomly shuffled each time a student attempts the quiz, provided the option is also enabled in the question settings. This setting only applies to questions that have multiple parts, such as multiple choice or matching questions.

How questions behave

- **Adaptive mode** and **Adaptive mode (no penalties) -** Allows students to have multiple attempts at the question before moving on to the next question. The question can adapt itself to the student's answer, for example by giving some hints before asking the student to try again.
- **Deferred feedback -** Students must enter an answer to each question and then submit the entire quiz before anything is graded or they get any feedback.
- **Immediate feedback -** Similar to interactive mode in that the student can submit their response immediately during the quiz attempt, and get it graded. However, they can only submit one response; they cannot change it later.
- **Deferred feedback** or **Immediate feedback with Certainty-based marking (CBM) -** With CBM, the student does not only answer the question, but they also indicate how sure they are they got the question right. The grading is adjusted by the choice of certainty, so that students have to reflect honestly on their own level of knowledge in order to get the best mark.
- **Interactive with multiple tries -** After submitting one answer and reading the feedback, the student has to click a 'Try again' button before they can try a new response. Once the student answers the question correctly, they can no longer change their response. If the student answers incorrectly too many times, the question is graded incorrect (or partially correct) and the student is shown the feedback and can no longer change his/her answer. There can be different feedback after each try the student makes.

Allow redo within an attempt

- If enabled, then when students have finished attempting particular question, they will see a Redo question button. This allows them to attempt another version of the same question, without having to submit the entire quiz attempt and start another one. This option is mainly useful for practice quizzes.
- This setting only affects questions (for example not Essay questions) and behaviours (for example Immediate feedback, or Interactive with multiple tries) where it is possible for student to finish the question before the attempt is submitted.

Each attempt builds on the last

- If multiple attempts are allowed and this setting is enabled, each new quiz attempt will contain the results of the previous attempt. This allows a quiz to be completed over several attempts.

Review options

This section controls what information students will be shown when they review their past attempts at the quiz, and during the attempt in adaptive mode. It is a matrix with check boxes. The various pieces of information that can be controlled are:

The attempt

- Will show how the student responded to each question.

Whether correct

- Displays whether the student's response to each question is correct or incorrect.

Marks

- Reveals the marks awarded to the student and the grade for the quiz.

Specific feedback

- Will show the feedback for the response to the answer as set when adding the question to the quiz. Each response to a question can have feedback for both correct and incorrect answers.

General feedback

- Displays the general feedback for the whole question as set when adding the question to the quiz. You can use the general feedback to give students some background to what knowledge the question was testing.

Right answer

- Reveals the correct answer to each question, whether the student answered correctly or not (See note below).

Overall feedback

- Displays feedback for the entire quiz as set in the quiz settings (See note below).

For each of the above items, you can determine the time frame when the students will see them:

During the attempt

- Is only available when 'How questions behave' has been set to 'Immediate feedback', 'Immediate feedback with CBM' and 'Interactive with multiple tries'. If set to one of these options then a 'Check' button will appear below the answer and when clicked the student will submit that response and then receive immediate feedback.

Immediately after the attempt

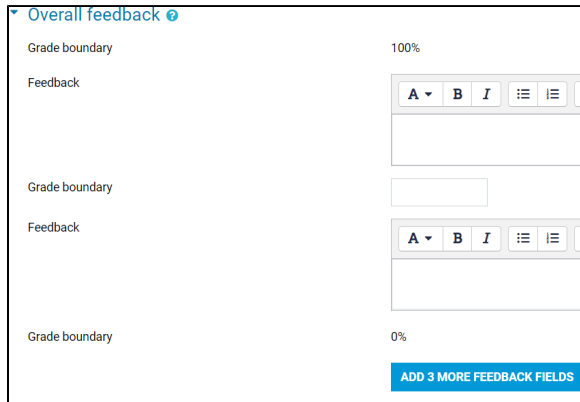- Means within 2 minutes of the student clicking "submit all and finish".

Later, while the quiz is still open

- Means after 2 minutes, but before the close date (if the quiz does not have a close date, this phase never ends).

After the quiz is closed

- Means what it says (you never get here for quizzes without a close date).
- Tip: Checking any of the boxes in the time frame row will reveal the test to the student. For example, to allow students to see their quiz immediately after taking it but not later, make sure none of the boxes in "Later" or "After" rows are checked. The student will be able to see their grade but not get into the quiz.

Overall feedback

feedback is shown to students after they have completed an attempt at the quiz. The text that is shown can depend on the grade the student received. For example, if you entered:

- Grade boundary: 100%
- Feedback: "Well done"
- Grade boundary: 40%
- Feedback: "Please study this week's work again"
- Grade boundary: 0%

Then students who score between 100% and 40% will see the "Well done" message, and those who score between 39.99% and 0% will see "Please study this week's work again". That is, the grade boundaries define ranges of grades, and each feedback string is displayed to scores within the appropriate range. Grade boundaries can be specified either as a percentage, for example "31.41%", or as a number, for example "7". If your quiz is out of 10 marks, a grade boundary of 7 means 7/10 or better.

You can set as many or as few grade boundaries as you wish. The form allows you up to 5 ranges at first, but you can add more by clicking the "Add 3 fields to form" button underneath.

Note: the maximum and minimum grade boundaries (100% and 0%) are set automatically.

4. When you have finished setting up the quiz, click **Save and return to course**. If you want to review the quiz, click **Save and display**.
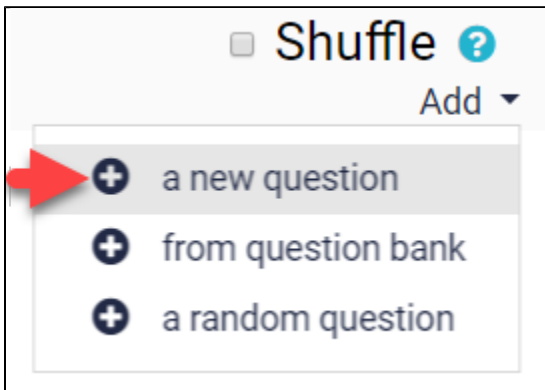

How To Create A New Question

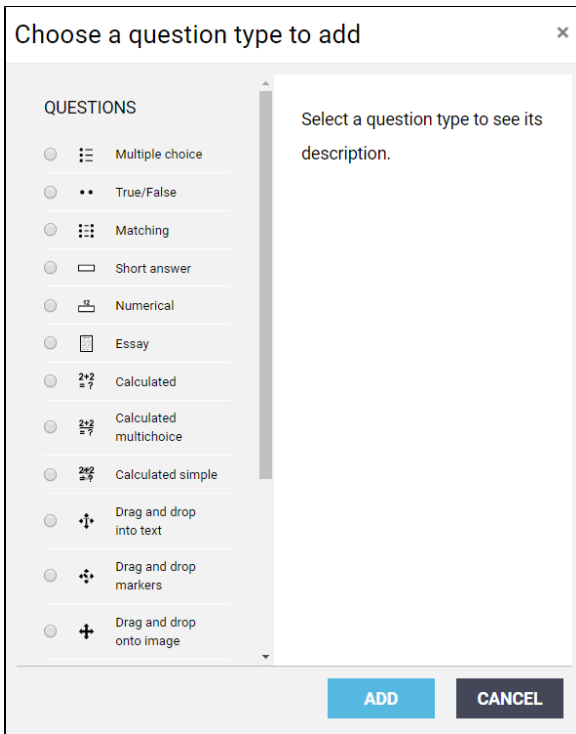Navigate to the quiz, and then click the **Gear icon** on the top right of the page and select **Edit quiz**.

Click on the **Add** button at the bottom right.
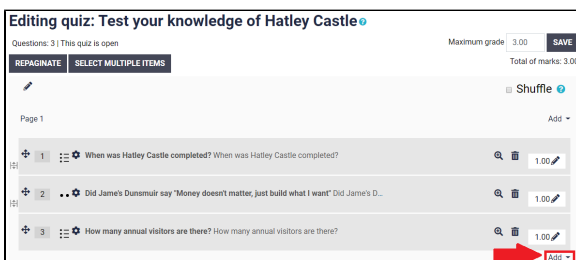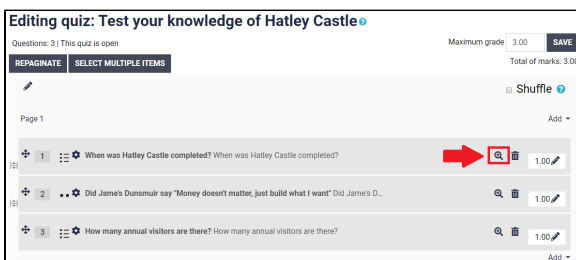

Then click on **a new question**.

Select the type of question to add and click the Add button. Information on types of Quiz questions may be found here.
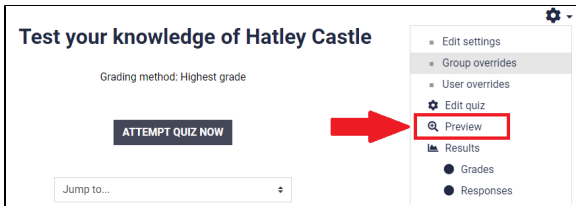

Fill out the required fields for the question type you've selected and click the **Save changes** button.

You may preview the question by clicking on the **Preview question** button shown below.

You may preview the full quiz by clicking **Preview** under Quiz administration in the Administration block.
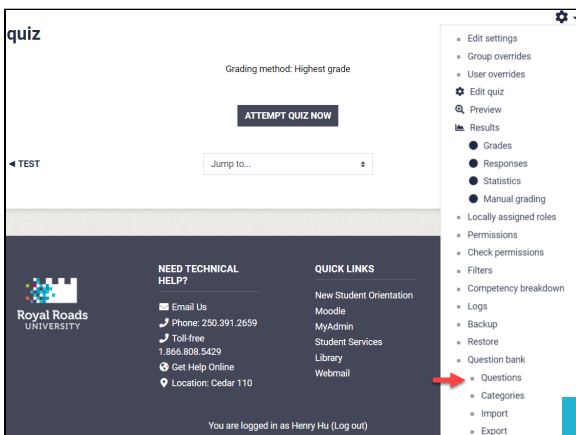
Quiz Question Bank

You can create questions in the question bank, and then use them in one or more quizzes in your course.

If you think you will want to use your quiz questions in more than one quiz, you are strongly encouraged to use the Question bank to create the questions. Categories can be created in the question bank and questions moved from one category to another.

Adding Questions To The Question Bank

Click on **Questions** under Question bank in the Administration block.

Select the category you wish to add a question to and then click the **Create a new question** button.
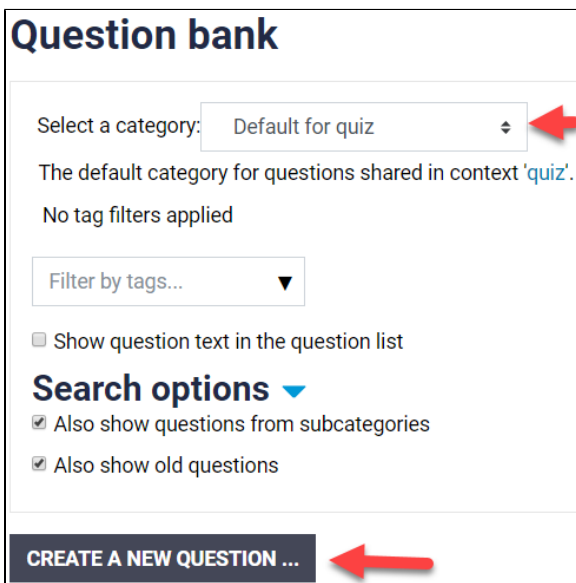
The remaining steps are similar to How To Create A New Question.

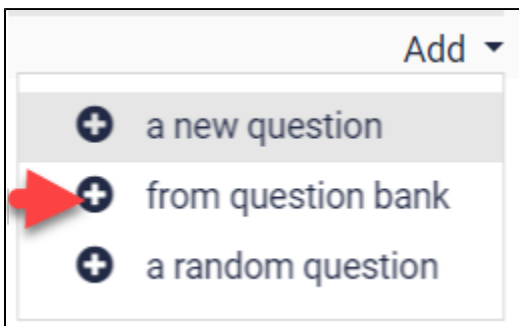# Adding A Question From A Question Bank

Navigate to the quiz, and then from the **Administration** block, click on **Edit quiz** under Quiz administration.
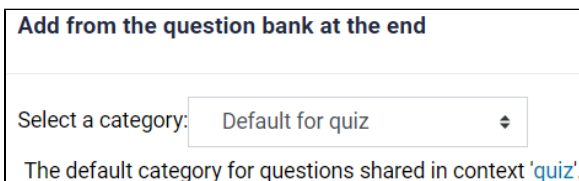

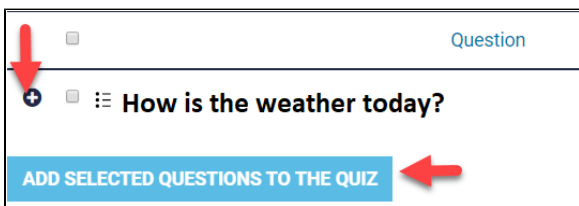Click on the **Add** button at the bottom left.

Then click on **from question bank**.

Select the category to add quiz questions from.

Click the **Add to quiz** button to add the question and then click **Add selected questions to the quiz**.

If you want to add multiple questions from one question bank, click the select boxes next to each question that you would like to add and then click the **Add selected questions to the quiz** button.

Editing a Quiz

If you need to edit the quiz questions, navigate to the quiz. Then click the **Gear icon** and select **Edit quiz**. If you need to change the name of the quiz or change other administrative settings for the quiz, click **Edit settings**.

Note: *Questions can only be edited if there are no attempts on the quiz, in other words, only if students have not taken the quiz. If there are attempts, you will need to delete the attempts before you can edit the questions for that quiz. Deleting an attempt will delete the grade obtained by the student on that quiz. You can download student responses before you delete an attempt. It is a good idea to preview your quiz before you make it available to students. That way you can edit any questions or fix any errors before students access it.*

Questions in the Question bank can be edited at any time, however, changes made to the question will not be reflected in the quiz where the question is being used. You will need to re-add the edited question to the quiz. Likewise, any edits made to a question from within a quiz will not be reflected in the question bank.

Importing questions into Quiz

You may have quiz questions from a publisher that you want to import into Moodle. For more information on importing quiz questions, refer to the moodle.org documentation or contact STUDIO.

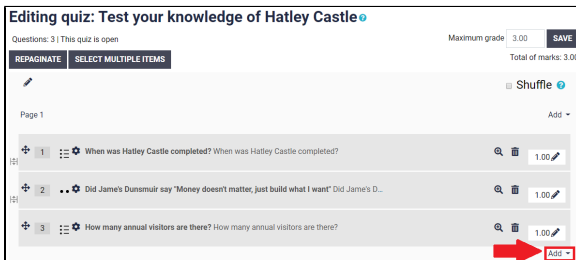# Adding Randomly Selected Questions

Once you've added questions to a category in the question bank, you may choose to have a certain number of those questions randomly selected when a student is completing the quiz, which will ensure that each student isn't completing the same quiz questions.
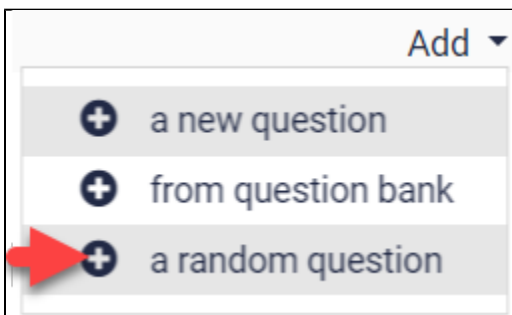
Navigate to the quiz. Then click the **Gear icon** and select **Edit quiz**.

Click on the **Add** button at the bottom right.

Then click on **a random question**.

Choose the category you would like the questions to be randomly selected from. You may also choose to include all subcategories.

Select the number of random questions.

When you're done click the **Add random question** button.

The edit quiz page will list the random questions.