

Questions formatting for Respondus 4.0

Importing Questions - General Requirements

- Each question regardless of the question type, must begin with a question number, followed by either a period “.” or a parenthesis “)”.
 - Example: 3)
 - Example: 3.
- The question wording must follow the question number. (Note: at least one space should be between the question number and the question wording.)
 - Example: 3) Who determined the exact speed of light?
 - Example: 3. Who determined the exact speed of light?

Importing Multiple Choice Questions

For multiple-choice imports into an exam file, correct answers can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do not put a space between the asterisk and the answer choice).

Example: 3) Who determined the exact speed of light?

 a. Albert Einstein

 *b. Albert Michelson

 c. Thomas Edison

 d. Guglielmo Marconi

The second option is to place a list of correct answers at the end of the file. This option is recommended when using "Auto Numbering" and "Auto Lettering" in Microsoft Word and other word processors. The list must begin with the word “Answers:” and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

Example: Answers:

 1. A

 2. C

 3. B

Importing True and False Questions

The process of importing “true and false” questions is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

Example:

3) Albert Michelson determined the exact speed of light?

*a) True

b) False

Importing Essay Questions

The logic for importing essay questions is similar to what is described above for Multiple Choice and True & False questions. The primary difference is that the first line of formatting must begin with “Type: E”. This is followed by the “Title” (which is optional), the question number, and the question wording.

Example: **Type: E**

4) How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?

Importing Fill in the Blank Questions

Fill in the blank questions may be imported by starting the first line of formatting with “Type: F”. This is followed by the “Title” (which is optional), the question number, and the question wording.

Example: Type: F

5. Who is known as the "father of television"?

a. Zworykin

b. Vladimir Zworykin

c. Vladimir Kosma Zworykin