moodle

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**.

- Design the test
- Add questions
- Grading setup
- Preview quiz
- Open the quiz
- Assess open questions
- View the results
- Display results to students

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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')

Questionnaire

Quiz

Scheduler

SWITCHcast
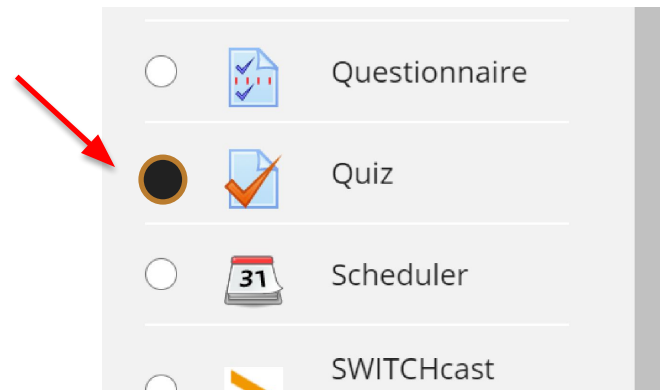
▼ General

Name ❗ Midtem exams

Description   Write here the instructions

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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".
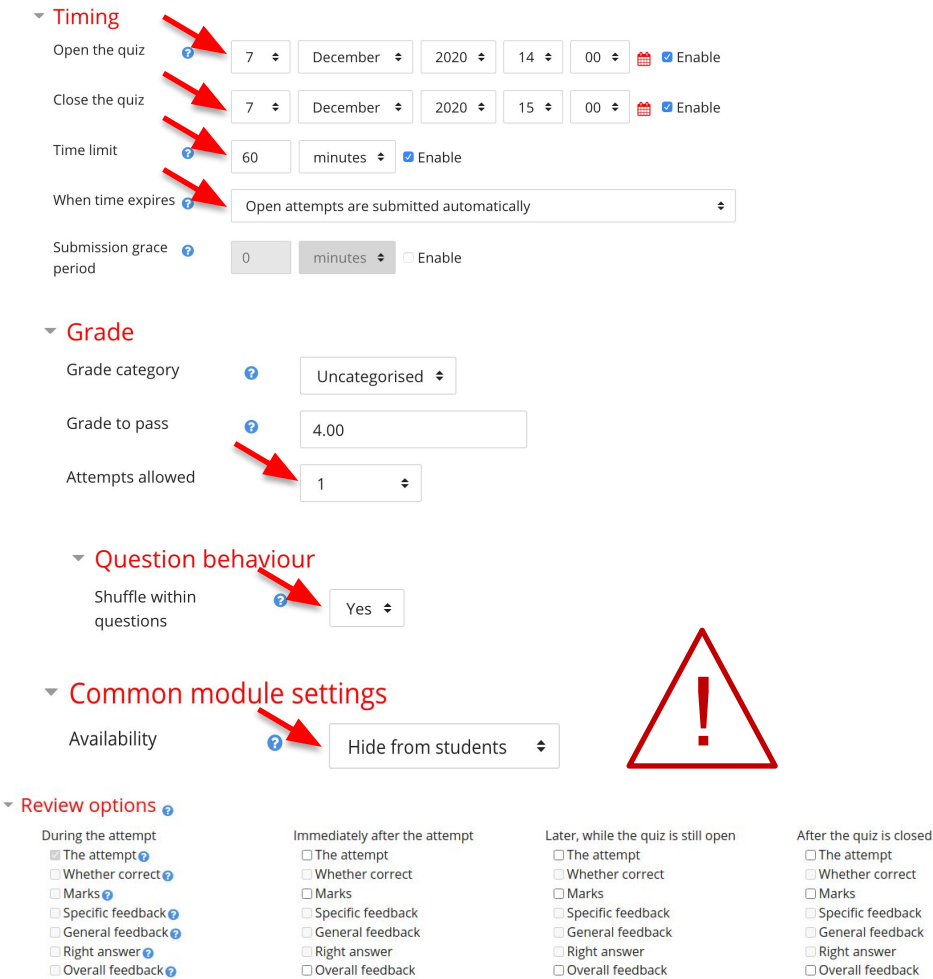
- Ensure to 'Enabled' each date.

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'

Timing

Open the quiz	7	December	2020	14	00	☑ Enable
Close the quiz	7	December	2020	15	00	☑ Enable
Time limit	60	minutes	☑ Enable
When time expires	Open attempts are submitted automatically
Submission grace period	0	minutes	☐ Enable

Grade

Grade category	Uncategorised
Grade to pass	4.00
Attempts allowed	1

Question behaviour

| Shuffle within questions | Yes |

Common module settings

| Availability | Hide from students |

Review options

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
☑ The attempt	☐ The attempt	☐ The attempt	☐ The attempt
☐ Whether correct	☐ Whether correct	☐ Whether correct	☐ Whether correct
☐ Marks	☐ Marks	☐ Marks	☐ Marks
☐ Specific feedback	☐ Specific feedback	☐ Specific feedback	☐ Specific feedback
☐ General feedback	☐ General feedback	☐ General feedback	☐ General feedback
☐ Right answer	☐ Right answer	☐ Right answer	☐ Right answer
☐ Overall feedback	☐ Overall feedback	☐ Overall feedback	☐ Overall feedback

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Results display options for students

You must have set a <u>specific timing</u> 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](#)

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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 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.

Week 9 graded exercises

Grading method: Hig

Edit settings
Group overrides
User overrides
⚙ Edit quiz

No questions have bee

General

Current category   Current category CAPE-Mock (14) ☑ Use this category

Save in category   CAPE-Mock (14)

Question name   QCM with only 1 correct answer

Question text

Either the subset $E \subset \mathbb{R}$ defined by $\displaystyle E = \Bigg\{2\left(1+\frac{1}{n}\right)^{\hspace{-1mm}n}: n \in \mathbb{N} \setminus \{0\} \Bigg\}$. Then

$\{a \brack b\}$

Default mark   3

One or multiple answers?   One answer only

☑ Shuffle the choices? ⓘ

Number the choices?   a., b., c., ...

Answers

Choice 1

admet une infinité de solutions si et seulement si $h \in \{4, -1\}$.

Grade   100%

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Add the questions in the quiz

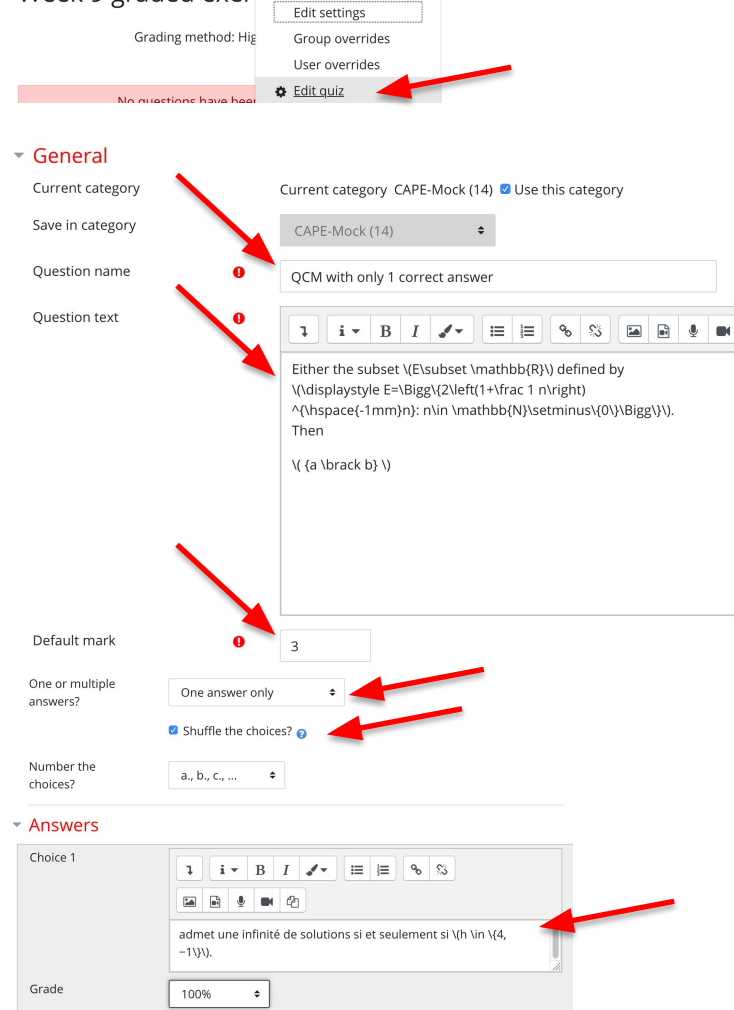## Multi-choice questions (with several correct answers)

- 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

General

Current category		Current category CAPE-Mock (15) ☑ Use this category
Save in category		CAPE-Mock (15) ⇕
Question name	❶	QCM with multiple corrected answers
Question text	❶	

Which quotes are from Alber Einstein ?

Default mark	❶	3
One or multiple answers?		Multiple answers allowed ⇕
		☑ Shuffle the choices? ⓘ
Number the choices?		a., b., c., ... ⇕

Answers

Choice 1	
	Logic will get you from A to Z; imagination will get you everywh
Grade	33.33333% ⇕
Feedback	

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

▼ General

Category		Default for CAPE-Exams (2)
Question name	❗	My T/F question
Question text	❗	Did Donald Trump win the U.S. presidential election ?
Default mark	❗	1
General feedback	❓	
Correct answer		False

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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

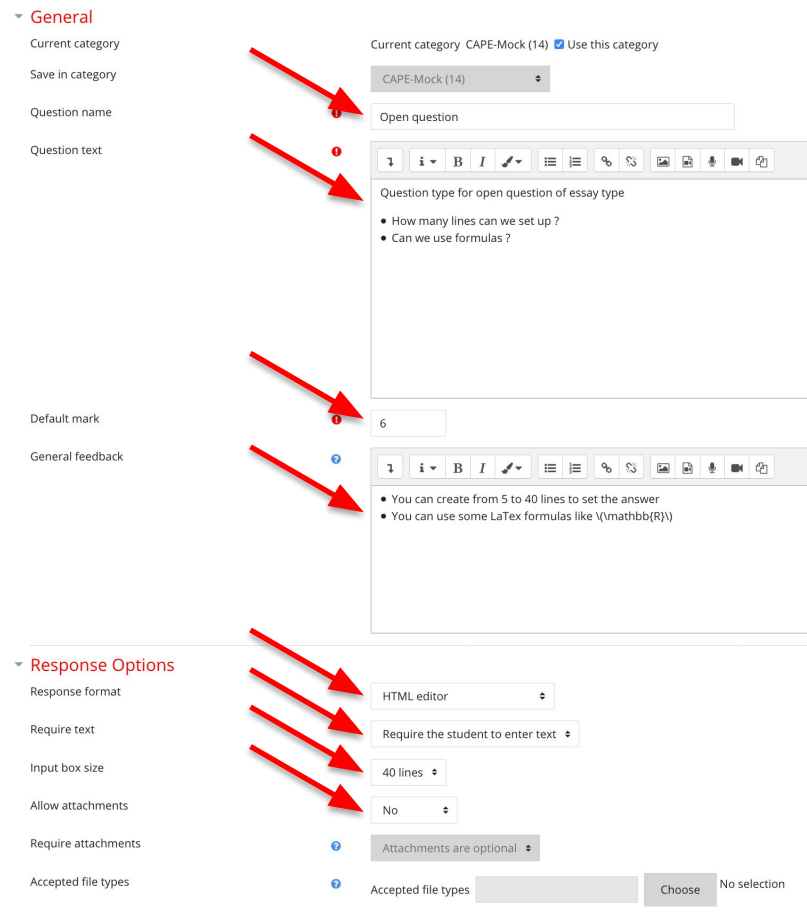The students will have to answer by writing the answers on a piece of paper, take a picture and upload the PDF file.

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

General

Current category	Current category CAPE-Mock (14) ☑ Use this category
Save in category	CAPE-Mock (14)
Question name	Open question
Question text	Question type for open question of essay type • How many lines can we set up ? • Can we use formulas ?
Default mark	6
General feedback	• You can create from 5 to 40 lines to set the answer • You can use some LaTex formulas like \(\mathbb{R}\)

Response Options

Response format	HTML editor
Require text	Require the student to enter text
Input box size	40 lines
Allow attachments	No
Require attachments	Attachments are optional
Accepted file types	Accepted file types [ ] Choose No selection

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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

General

Current category   Current category CAPE-Mock (14) ☑ Use this category

Save in category   CAPE-Mock (14) ⇅

Question name   open question with file submission

Question text   Question should be answer by a PDF....

Default mark   3

Response Options

Response format   HTML editor ⇅

Require text   Text input is optional ⇅

Input box size   5 lines ⇅

Allow attachments   Unlimited ⇅

Require attachments   1 ⇅

Accepted file types   Accepted file types document,.pdf   Choose   Document files .doc .docx .epub .gdoc .od PDF document .pdf

▸ Response Template

Grader Information

Information for graders

If the file has been attached give 3pts

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 \(… \) 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

Page 10   Add ▾

⊕ 10   ☰ ⚙ **common-mc10** Soient [\mathcal B = \left\{\left (\begin{arr...   ⚲ 🗑 3.00 ✎

Deuxième partie, questions du type Vrai ou Faux ✎ 🗑   ☑ Shuffle

Page 11   Add ▾

⊕ 11   ☰ ⚙ **tf-common-01** Soit [A] une matrice de taille [n{\times }n] ...   ⚲ 🗑 1.00 ✎

Page 12   Add ▾

⊕ 12   ☰ ⚙ **tf-common-02** Soit A une matrice de taille [m{\times}n] et...   ✚ a new question

Page 13   ✚ from question bank

⊕ 13   ☰ ⚙ **tf-common-03** L'ensemble [\mathcal {E} 4 = \{ {a^{} 0+a...   ✚ a random question

Page 14   ✚ a new section heading

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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 <u>here</u>.

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

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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

Questions that need grading

Also show questions that have been graded automatically

Q #	T	Question name	To grade	Already graded	Total
1		Open question with answer by text	1 grade	0	1 grade all
2		open question with file submission	1 grade	0	1 grade all

Visible groups All participants ⇕   Attempts: 6 (4 from your gr

- All participants
- **My groups**
  - Group A
- **Other groups**
  - Group B

▾ What to ... e report

Attempts fr...   enrolled users who have attempted the quiz

Attempts that are   ☑ In progress ☑ Overdue ☑ Finished ☑ Never

Show only attempts   ☐ that have been regraded / are marked as neec

Grading attempts 1 to 1 of 1

Attempt number 1 for Sylvie Lan Bui (275804)

Question **2**
Complete
Marked out of 3.00
⚑ Flag question

Question should be answer by a PDF....

📄 question3_myuser.pdf

If the file has been attached give 3pts

Comment

| ↴ | i ▾ | **B** | *I* | ✎▾ | ☰ | ☰ | 🔗 | 🚫 | 🖼 | 📄 | 🎤 | 📹 | ⧉ |

The answer is written on the PDF !

Mark

3 out of 3.00

Save and go to next page

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View the results

- **View the results**

- **Regrading**

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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

What to include in the report

Attempts from	enrolled users who have attempted the quiz
Attempts that are	☑ In progress ☑ Overdue ☑ Finished ☑ Never submitted
Show only attempts	☐ that have been regraded / are marked as needing regrading

Display options

Page size	30
Marks for each question	Yes

Show report

Regrade all   Dry run a full regrade

Only one attempt per user allowed on this quiz.

Download table data as Comma separated values (.csv)   Download

	State	Started on	Completed	Time taken	Grade/13.00	Q. 1 /3.00	Q. 2 /3.00	Q. 3 /3.00	Q. 4 /1.00	Q. 5 /1.00	Q. 6 /1.00	Q. 7 /1.00
epfl.ch	Finished	26 October 2020 1:57 PM	26 October 2020 1:58 PM	1 min 5 secs	3.00	✗ -1.00	✓ 3.00	✗ -1.00	✗ -1.00	✓ 1.00	✓ 1.00	✓ 1.00
l.ch	Finished	26 October 2020 1:59 PM	26 October 2020 2:00 PM	34 secs	3.00	✓ 3.00	✗ -1.00	✗ -1.00	✓ 1.00	✗ -1.00	✓ 1.00	✓ 1.00
ofl.ch	Finished	26 October 2020 2:02 PM	26 October 2020 2:03 PM	48 secs	-2.00	✗ -1.00	✗ -1.00	✓ 3.00	✗ -1.00	✗ -1.00	✗ -1.00	✗ 0.00

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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

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