
Q-EXAM[®] INSTITUTION AUTHORS' MANUAL

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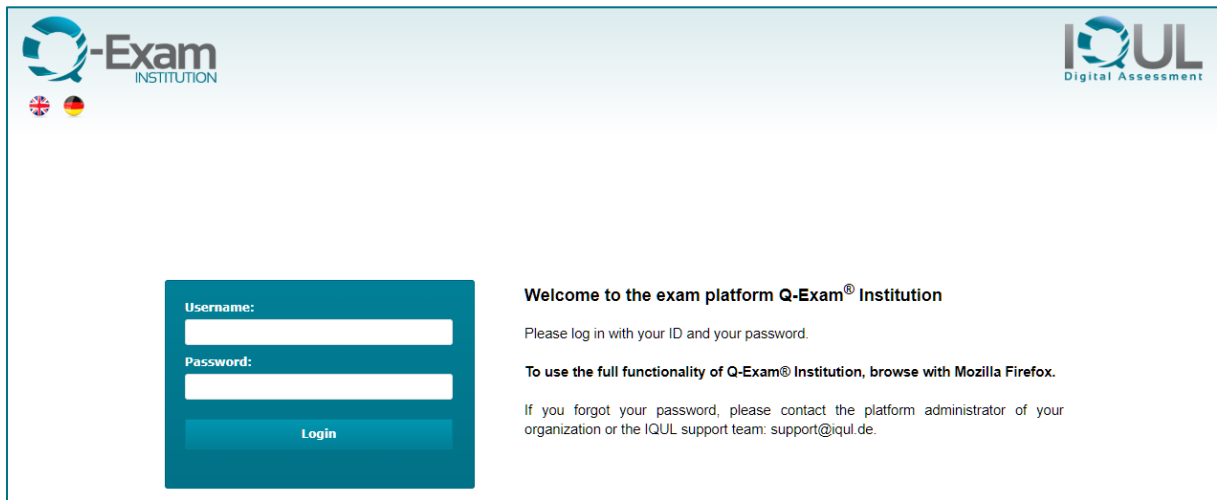
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1. General Overview

1.1. Login



Q-Exam
INSTITUTION

IQUL
Digital Assessment

UK Germany

Username:

Password:

Login

Welcome to the exam platform Q-Exam® Institution

Please log in with your ID and your password.

To use the full functionality of Q-Exam® Institution, browse with Mozilla Firefox.

If you forgot your password, please contact the platform administrator of your organization or the IQUL support team: support@iqul.de.

Exam questions are created in the online exam administration platform Q-Exam® Institution.

Link to the platform: <https://institution.q-exam.com>

Your access data has been sent to you by separate email. If you have any questions, contact the Q-Exam® contact person for your organization or the IQUL Support Team:

Email: support@iqul.de

Phone: +49 2204 585-0



Q-Exam
INSTITUTION

IQUL
Digital Assessment

UK Germany

Herr Support, IQUL

Your session will expire in: 12:38 minutes Extend session LOGOUT

You are in: Questions->My questions->MCQ-A, ID: -1

For security reasons, your session automatically expires after 20 minutes of inactivity. Your session time is displayed at the top right of the screen. It will automatically lengthen by each click in the platform. The session time can also be extended manually.

1.2. Section: My Questions

The screenshot shows the 'My Questions' section of the Exam Institution interface. The interface includes a sidebar with 'Questions' and 'Administration' sections. The main area displays a table of questions with columns for Action, Topic/Subject, Knowledge Type, Animal, Difficulty, ID/Ver., Question, State, Last change, and Short description. A red circle highlights the 'Create a new question' button. A magnifying glass icon is visible next to the first row of the table.

Action	Topic/Subject	Knowledge Type	Animal	Difficulty	ID/Ver.	Question	State	Last change	Short description
Contains	Contains	Contains	Contains	Contains	Equal To	Contains		Am Tag	Contains
	ECVS 01 Gastro-intestinal	ECVS 01 Anatomy/Surgical approach	ECVS 02 Food Animal	ECVS 01 Factual Recall	7115 Ver: 2	MCQ Type A This is a sample question. What time is it?	Public	02.10.2018 09:14:32	Short description/Internal comment

The section "My questions" shows all your personal exam questions. It also displays any questions shared with you by other authors.

Symbols:

- Pen: Edit question.
- Magnifier: Display question preview. The question preview will be generated below the table.
- Scales: Rights management. Share question with people or groups.
- X: Delete question.

Key button:

- Create a new question (1): Creates a new exam question.

1.3. Section: My Review

The section "My reviews" shows all exam questions shared with you to review. The review process in general takes two separate steps:

After the author has reassigned a question to the "public pool", the review process starts with a formal review of the question. At that stage, the reviewer is advised to look for superficial, as well as methodical, exam-didactical or systematical errors. The formal review does not have to be done by a content expert in the knowledge area of this question. If the reviewer thinks that the question needs to be revised, the question will be send back to the author with a feedback from the reviewer and the request to rework it. The author will receive an email.

Once the formal reviewer has approved the question, it will be forwarded to a content reviewer. During the content review the question is checked for logical, content-related errors. This stage of the review process needs to be done by an expert in the knowledge area of this question!

If the reviewer thinks that the question needs to be revised, the question will be send back to the author with a feedback from the reviewer and the request to rework it. The author will receive an email. Every time after editing the question, the review process starts over again beginning with a formal review.



Formal review (6)		Content review (5)	
Select columns		Apply Filter Hide Filter	
Action	ID		
	Equal To		
1	187638		
+	187606		
	187581		

Select the question you want to review by clicking on the batch symbol (1).

1.3.1. Formal Review


Edit the question

ID: 187638 (Version: 1), Typ: MCQ type A, 2.000 Punkte Max.

Faculty: DM Fakultät;
Chair: IQUL_DEMO_LEHRSTUHL;
Course: IQUL_DEMO_LV;
Author: Möbs, Daniel
Last changed on: 5/24/2019
State: Public - before Review,
Short description/Internal comment: Kurzbeschreibung/ Interner Vermerk
Review quality: ○ ○ ○ ○ ○

Question text:

What do you see in this picture?



Answers:

1. A pig
2. A cow
3. A duck

Question history [show](#)

The question has 1 versions

Please make your decision

Approve question Question needs to be revised

Question text:

- RFQ-1: The question contains a negation
- RFQ-2: The question can not be answered directly (cover-the-options rule)
- RFQ-3: The question is not well phrased or there is no question mark
- RFQ-4: The question is difficult to understand
- RFQ-5: The quality of the picture material is not sufficient

Answer:

- RFA-1: Answer contains word repetitions from the question stem
- RFA-2: The correct answer is countable
- RFA-3: Answer contains a double negative
- RFA-4: Answer is too long. Information can be moved to the question stem
- RFA-5: Answer contains absolute statements such as "always", "all", "never"
- RFA-6: Answers are not from the same category
- RFA-7: The correct answer is noticeably longer / more concrete
- RFA-8: Not homogeneous

Your comment to the author

Please write your comment for the question to the author

5

Key settings:

- | | |
|----------------------------|--|
| 1. Approval / disapproval: | Decide, whether you approve the question or not. |
| 2. Decision aid: | Please check the boxes, if the statement fits the given questions/answers. |
| 3. Comments: | Leave a comment to the author of the question. |
| 4. Save temporarily: | Save your progress and come back to the question later. |
| 5. Save and finish: | Conclude this step of the review process. |
| 6. Question history: | Look up previous versions of this question. |


1.3.2. Content Review

ID: 187638 (Version: 1), Typ: MCQ type A, 2.000 Punkte Max.

Faculty: DM Fakultät;
Chair: IQUL_DEMO_LEHRSTUHL;
Course: IQUL_DEMO_LV;
Author: Möbs, Daniel
Last changed on: 5/24/2019
State: Public - Review form. OK,
Short description/Internal comment: Kurzbeschreibung/ Interner Vermerk
Review quality: ○ ○ ○ ○ ○

Question text:

What do you see in this picture?



Answers:

1. A pig
2. A cow
3. A duck

Question history [show](#)

Please make your decision 1

Approve question Question needs to be revised

Please assess the quality of the question 2

The question is relevant
 Question/text are correct in content
 The correct answer is the "single best answer"
 The question is clearly asked
 The Distractors are sensibly chosen

Your comment to the author

Please write your comment for the question to the author

3

Save and finish review step 4

Review process

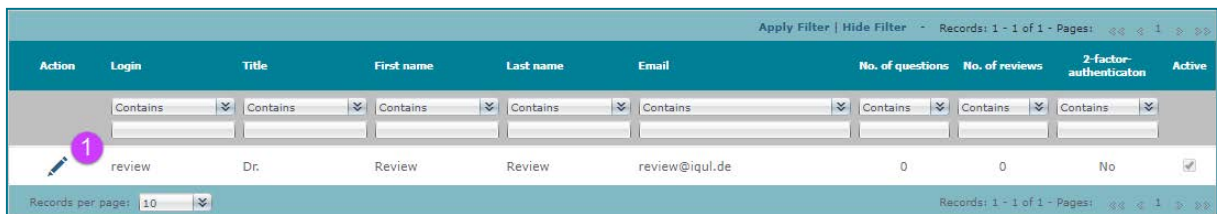
Reviewer invited to this question

Formal Review: Review positive
Review, Review, Mr. Dr.: Review is not available


Key settings:

1. **Approval / disapproval:** Decide, whether you approve the question or not.
2. **Quality check:** Please check the boxes, if the statement fits the given questions/answers.
3. **Comments:** Leave a comment to the author of the question.
4. **Save and finish:** Conclude the review process.
5. **Question history:** Look up previous versions of this question.

1.4. Section: My Profile

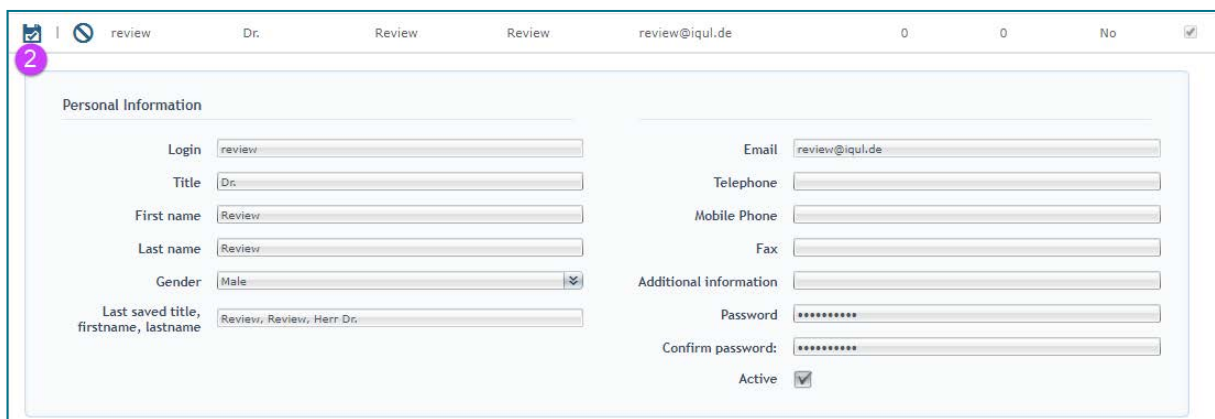


Apply Filter | Hide Filter - Records: 1 - 1 of 1 - Pages: 1

Action	Login	Title	First name	Last name	Email	No. of questions	No. of reviews	2-factor-authentication	Active
	review	Dr.	Review	Review	review@iqul.de	0	0	No	<input checked="" type="checkbox"/>

Records per page: 10 Records: 1 - 1 of 1 - Pages: 1

Edit your profile by clicking the pen button (1).



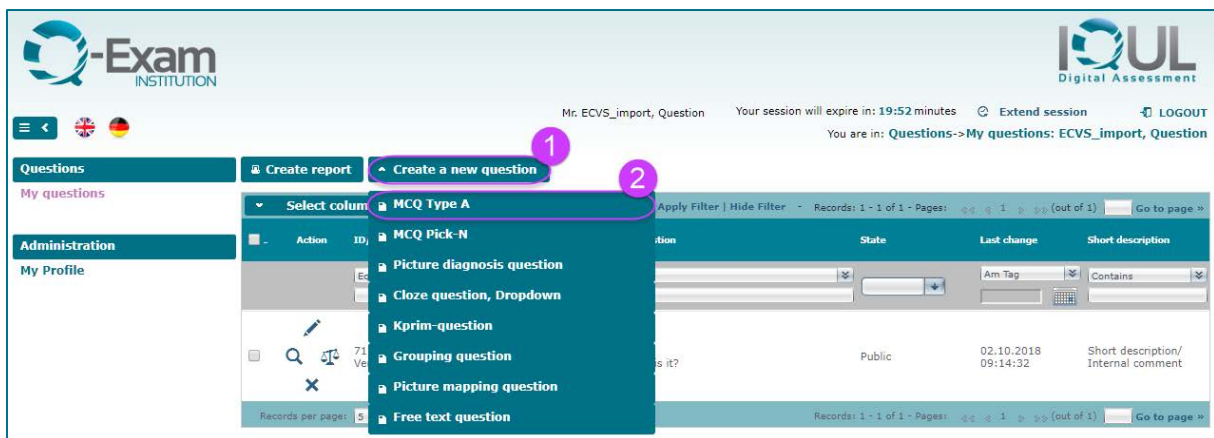
review Dr. Review Review review@iqul.de 0 0 No

Personal Information

Login	<input type="text" value="review"/>	Email	<input type="text" value="review@iqul.de"/>
Title	<input type="text" value="Dr."/>	Telephone	<input type="text"/>
First name	<input type="text" value="Review"/>	Mobile Phone	<input type="text"/>
Last name	<input type="text" value="Review"/>	Fax	<input type="text"/>
Gender	<input type="text" value="Male"/>	Additional information	<input type="text"/>
Last saved title, firstname, lastname	<input type="text" value="Review, Review, Herr Dr."/>		
	Password	<input type="password" value="*****"/>	
	Confirm password:	<input type="password" value="*****"/>	
	Active	<input checked="" type="checkbox"/>	

Save your changes with the saving button (2).

2. Creating Questions



Create a new question by clicking on "Create a new question" (1) in the menu "My questions". Select the desired question type (2).

IMPORTANT: Save changes to the question as "Version". Saving your changes as "Related" creates a copy of the question with a new question ID.

2.1. Overview of the Different Question Types

2.1.1. MCQ Type A

Question: 2 of 11 | Question type: MCQ Type A: Single choice (only one answer is correct) : There are 4 answer options.

Question text
This is an example of a multiple choice - type A (one correct answer) question. Select the correct answer by clicking anywhere in the desired row. The green fields on the right are exclusion fields and serve the candidate for his/her own overview. Entries made there are not be submitted as exam entries. MCQs can be marked automatically.

Who was not one of the founder members of the successful band "The Beatles" from the 1960s?

Exclusion	Answer text	Selection
<input type="checkbox"/>	Ringo Starr	<input type="radio"/>
<input type="checkbox"/>	George Harrison	<input checked="" type="radio"/>
<input type="checkbox"/>	John Lennon	<input type="radio"/>
<input type="checkbox"/>	Paul McCartney	<input type="radio"/>

Navigation buttons: Previous question, Overview, Mark question as uncertain, Next question

Display of a MCQ Type A question in Q-Examiner Secure (candidates' view).

An MCQ Type A question consists of a question stem and several answer options. Exactly one of the answers is correct. The question can be enriched with pictures.

Marking: This question type is marked automatically.

[Click here](#) to jump directly to the specifics of creating questions and answers for this particular type of exam question.





2.1.2. MCQ Pick-N

Candidate ID: Demo1133582 Mock Exam - All Question Types Finish exam

Question: 2 of 12 | Question type: MCQ Pick-N: Multiple choice (more than one answer is correct) : There are 4 answer options.

Question text
This is an example of a multiple choice pick-N (more than one correct answer) question. Select the correct answers by clicking anywhere in the desired rows. The green fields on the right are exclusion fields and serve the candidate for his/her own overview. Entries made there are not be submitted as exam entries. MCQs can be marked automatically.

Which of the following varieties are Swiss cheeses?

Pictures	Exclusion	Answer text	Selection
	<input type="checkbox"/>	Emmentaler	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	Vorarlberger Bergkäse	<input type="checkbox"/>
	<input type="checkbox"/>	Le Gruyère	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	Camembert	<input type="checkbox"/>

Previous question Overview Mark question as uncertain Next question


An MCQ Pick-N question consists of a question stem and several answer options. Several or all of the answers can be correct. The question can be enriched with pictures.

Marking: This question type is marked automatically.

[Click here](#) to jump directly to the specifics of creating questions and answers for this particular type of exam question.


2.1.3. Picture Diagnosis Question

Candidate ID: Demo1133582 Mock Exam - All Question Types A A A Finish exam

Question: 9 of 12 | Question type:  Picture diagnosis question (mark a point in the image)

Question text
This is an example of a picture diagnosis question. This question type can be marked automatically.

Where is the International Court of Justice (ICJ) located?
Please mark the requested position with the crosshairs.



Color/Contrast choice

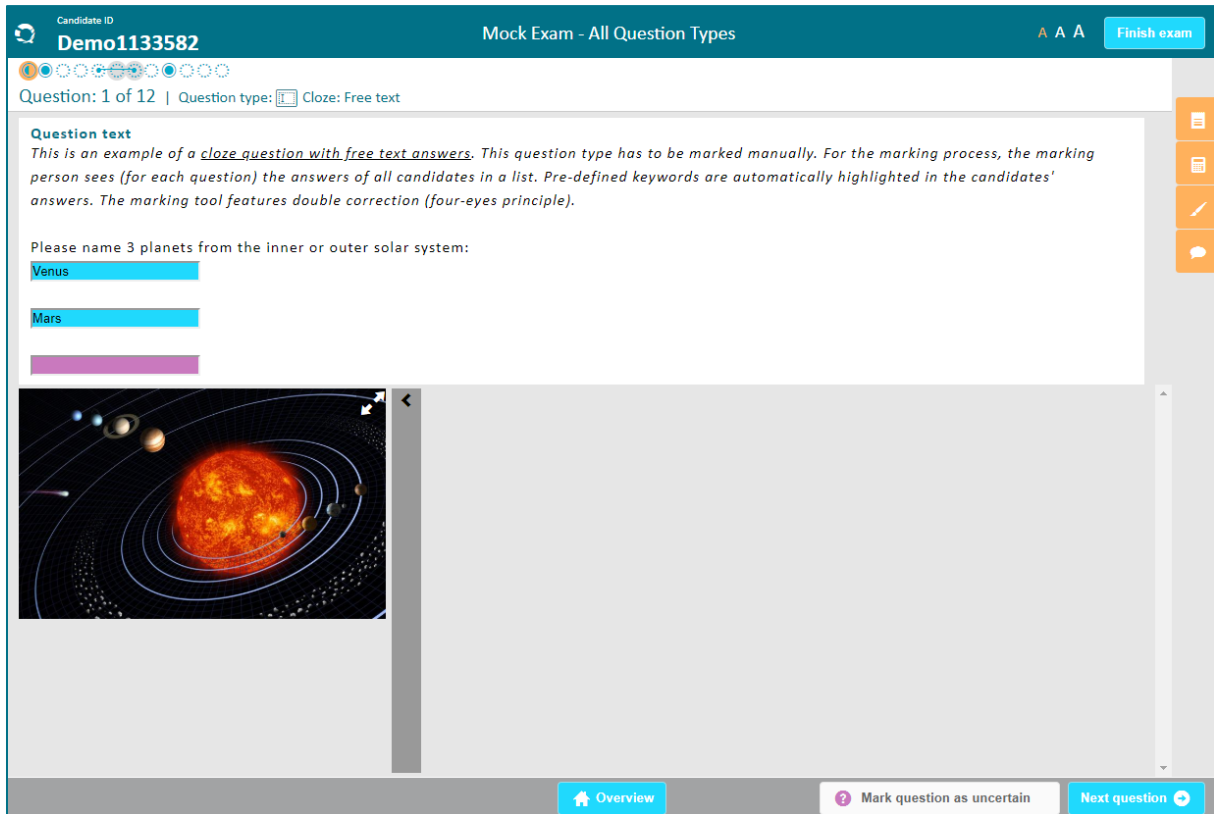
Previous question Overview Mark question as uncertain Next question

Central to a picture diagnosis question is a picture. The candidate is asked to mark a specific area in this picture.

Marking: This question type is marked automatically.

[Click here](#) to jump directly to the specifics of creating questions and answers for this particular type of exam question.

2.1.4. Cloze Question, Freetext



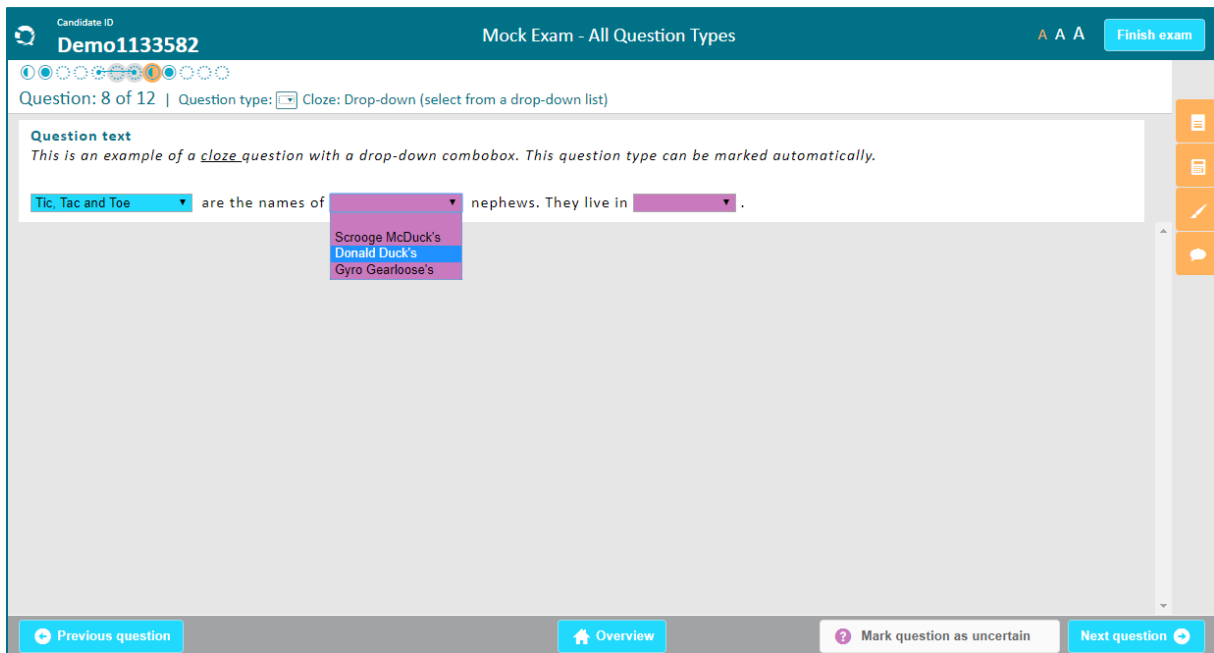
The screenshot displays a digital assessment interface. At the top, it shows 'Candidate ID Demo1133582' and 'Mock Exam - All Question Types'. A 'Finish exam' button is visible in the top right. The question is identified as 'Question: 1 of 12 | Question type: Cloze: Free text'. The question text reads: 'This is an example of a cloze question with free text answers. This question type has to be marked manually. For the marking process, the marking person sees (for each question) the answers of all candidates in a list. Pre-defined keywords are automatically highlighted in the candidates' answers. The marking tool features double correction (four-eyes principle).' Below the text, the prompt is 'Please name 3 planets from the inner or outer solar system:'. Three input fields are shown: the first contains 'Venus', the second contains 'Mars', and the third is empty. An image of the solar system is displayed below the input fields. The bottom navigation bar includes buttons for 'Overview', 'Mark question as uncertain', and 'Next question'.

With the option of the cloze question (free text) you can create a cloze, which gaps the examinee has to fill individually. The question can be enriched with pictures.

Marking: This question type needs a closer revision in terms of marking. In the automatic pre-marking process, points are pre-assigned if candidates name one of the correct answers. However, all pre-assigned points need to be confirmed or adjusted manually afterwards.

[Click here](#) to jump directly to the specifics of creating questions and answers for this particular type of exam question.

2.1.5. Cloze Question, Dropdown



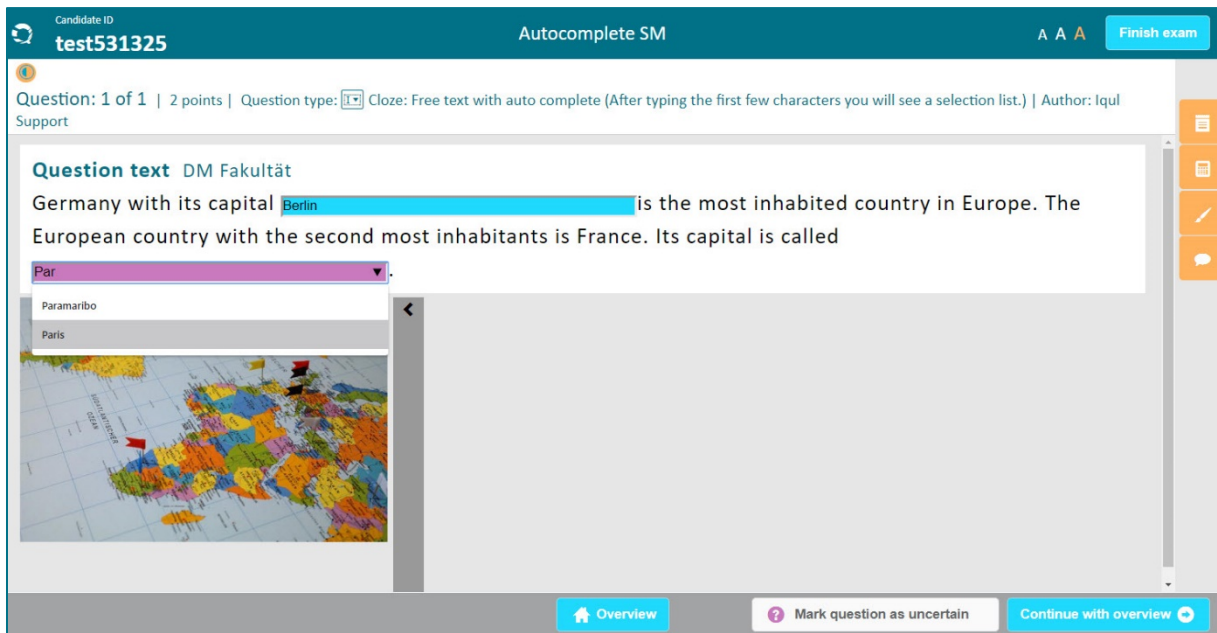
The screenshot displays a digital assessment interface. At the top, it shows 'Candidate ID: Demo1133582' and 'Mock Exam - All Question Types'. The question is identified as 'Question: 8 of 12' and 'Question type: Cloze: Drop-down (select from a drop-down list)'. The question text reads: 'This is an example of a cloze question with a drop-down combobox. This question type can be marked automatically.' Below the text, there are three dropdown menus. The first is set to 'Tic, Tac and Toe'. The second dropdown is open, showing options: 'Scrooge McDuck's', 'Donald Duck's', and 'Gyro Gearloose's'. The third dropdown is empty. The interface includes navigation buttons at the bottom: 'Previous question', 'Overview', 'Mark question as uncertain', and 'Next question'. A 'Finish exam' button is located in the top right corner.

With the option of the cloze question (drop down) you can create a cloze, which gaps hold several available answer options as a drop down menu. The candidate has to select the correct answer. The question can be enriched with pictures.

Marking: This question type is marked automatically.

[Click here](#) to jump directly to the specifics of creating questions and answers for this particular type of exam question.

2.1.6. Cloze Question, Autocomplete



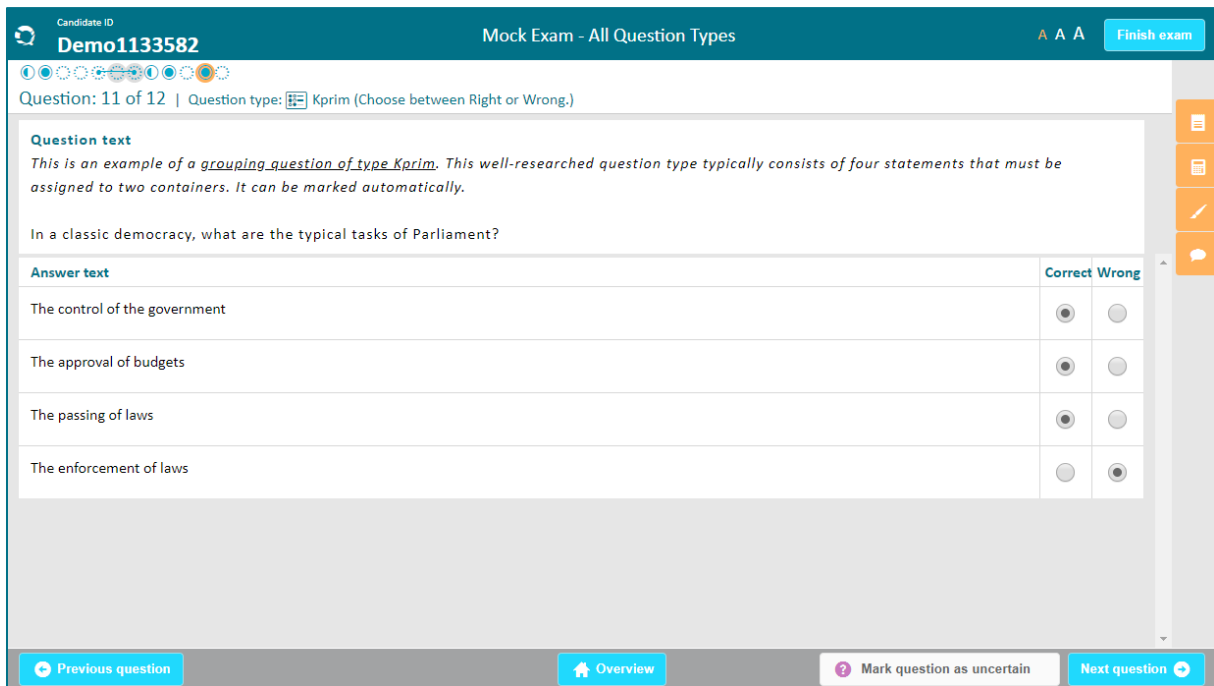
The screenshot displays a digital assessment interface. At the top, it shows 'Candidate ID test531325' and 'Autocomplete SM'. The question is 'Question: 1 of 1 | 2 points | Question type: Cloze: Free text with auto complete (After typing the first few characters you will see a selection list.) | Author: Iqul Support'. The question text is 'DM Fakultät Germany with its capital Berlin is the most inhabited country in Europe. The European country with the second most inhabitants is France. Its capital is called'. A dropdown menu is open below the text, showing 'Par' as the current input and 'Paramaribo' and 'Paris' as suggestions. A map of Europe is visible in the bottom left corner of the question area. At the bottom of the interface, there are buttons for 'Overview', 'Mark question as uncertain', and 'Continue with overview'.

With the option of the cloze question (autocomplete) the candidate is asked to complete given statements. If the candidate starts typing his answer into one of the gaps, auto-completion options are displayed in a drop-down menu from which he can choose. The question can be enriched with pictures.

Marking: This question type is marked automatically.

[Click here](#) to jump directly to the specifics of creating questions and answers for this particular type of exam question.

2.1.7. Kprim-Question



The screenshot shows a digital assessment interface for a 'Mock Exam - All Question Types'. The candidate ID is 'Demo1133582'. The current question is 'Question: 11 of 12' and is a 'Kprim' type. The question text asks for typical tasks of Parliament in a classic democracy. Below the text is a table with four rows of statements and two columns for marking: 'Correct' and 'Wrong'. The first three statements have the 'Correct' radio button selected, and the last statement has the 'Wrong' radio button selected. Navigation buttons at the bottom include 'Previous question', 'Overview', 'Mark question as uncertain', and 'Next question'.

Question text
This is an example of a grouping question of type Kprim. This well-researched question type typically consists of four statements that must be assigned to two containers. It can be marked automatically.

In a classic democracy, what are the typical tasks of Parliament?

Answer text	Correct	Wrong
The control of the government	<input checked="" type="radio"/>	<input type="radio"/>
The approval of budgets	<input checked="" type="radio"/>	<input type="radio"/>
The passing of laws	<input checked="" type="radio"/>	<input type="radio"/>
The enforcement of laws	<input type="radio"/>	<input checked="" type="radio"/>

Kprim is a type of grouping question. Typically, it consist of four statements that must be assigned to two containers (usually “correct” or “wrong”).

Marking: This question type is marked automatically.

[Click here](#) to jump directly to the specifics of creating questions and answers for this particular type of exam question.

2.1.8. Grouping Question

Candidate ID: Demo6960119 | Mock Exam - All Question Types | Finish exam

Question: 4 of 11 | Question type: Grouping (Assign terms to different categories.)

Question text
This is an example of a *grouping question*. It consists of several statements that must be assigned to two or more containers. It can be marked automatically.

Sort the countries to the appropriate continents.

Answers
Ecuador, Bolivia, Guatemala, Nicaragua, Cuba

Categories

South America	North America	Central America
Uruguay	USA	Mexico
Colombia	Canada	

Navigation: Previous question, Overview, Mark question as uncertain, Next question

The classic grouping question consists of several statements that must be assigned to two or more (maximum is five) containers.

Marking: This question type is marked automatically.

[Click here](#) to jump directly to the specifics of creating questions and answers for this particular type of exam question.

2.1.9. Picture Mapping Question

Candidate ID: Demo6960119 | Mock Exam - All Question Types | Finish exam

Question: 1 of 11 | Question type: Picture mapping (Assign terms to different pixels.)

Question text
This is an example of a *picture mapping question*. This question type can be marked automatically.

Please assign the individual stations of mitosis to the steps on the graph.

Answers
Anaphase | Prometaphase | | |

Color/contrast choice

Interphase (G2) X

Prophase X

Metaphase X

Telophase and Cytokinesis X

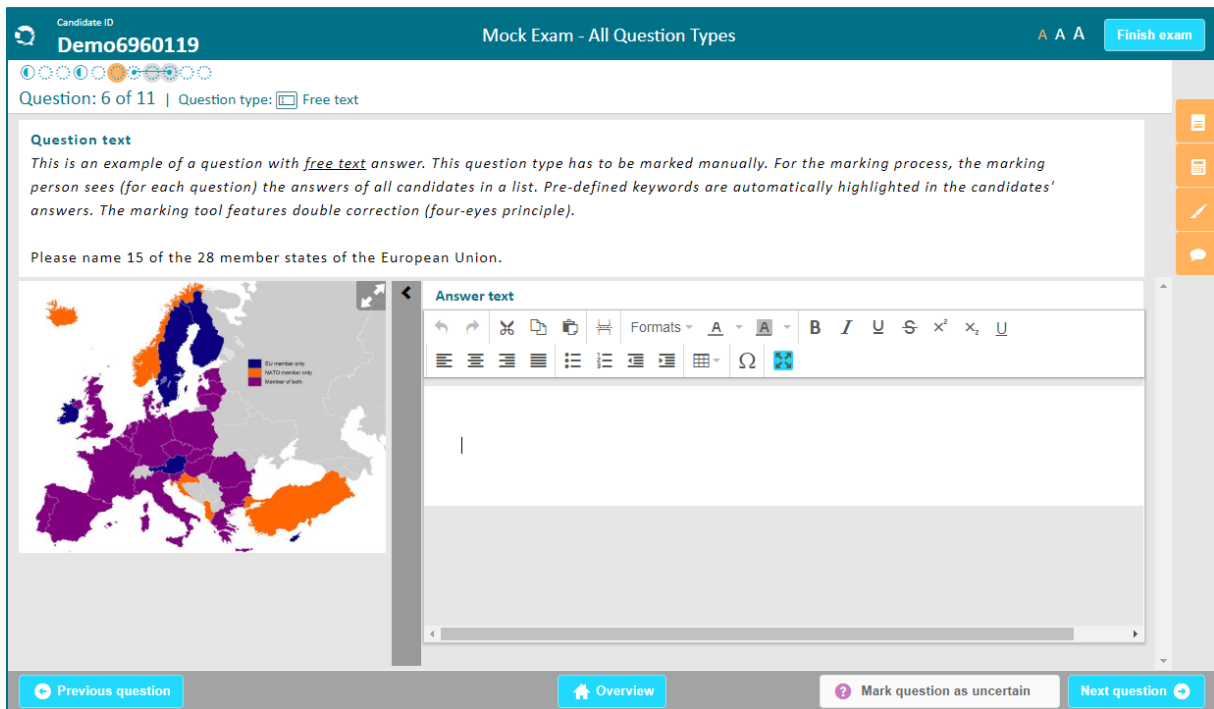
Overview | Mark question as uncertain | Next question

Central to a picture mapping question is a picture. There are several answers, statements or terms given, which have to be assigned to different dots on the picture.

Marking: This question type is marked automatically.

[Click here](#) to jump directly to the specifics of creating questions and answers for this particular type of exam question.

2.1.10. Free Text Question



The screenshot displays a digital assessment interface. At the top, it shows 'Candidate ID: Demo6960119' and 'Mock Exam - All Question Types'. The question is 'Question: 6 of 11 | Question type: Free text'. The question text reads: 'This is an example of a question with free text answer. This question type has to be marked manually. For the marking process, the marking person sees (for each question) the answers of all candidates in a list. Pre-defined keywords are automatically highlighted in the candidates' answers. The marking tool features double correction (four-eyes principle). Please name 15 of the 28 member states of the European Union.' To the left of the answer text is a map of Europe with a legend: 'EU member only' (blue), 'NATO member only' (orange), and 'Neither of them' (grey). The answer text area has a rich text editor with various formatting options. At the bottom, there are navigation buttons: 'Previous question', 'Overview', 'Mark question as uncertain', and 'Next question'.

The candidate can answer a free text question in an individual free text. The question can be enriched with pictures and other documents.

Marking: This question type has to be marked manually. In the marking process, the corrector sees (for each question) the answers of all candidates in a list. Pre-defined keywords are automatically highlighted in the candidates' answers. The marking tool features double correction (four-eyes-principle).

[Click here](#) to jump directly to the specifics of creating questions and answers for this particular type of exam question.

2.2. Structure of the Form

The screenshot shows a form titled "You are in: Questions->My questions->MCQ-A, ID: -1". The form is divided into six sections, each with a turquoise header bar and a "Fix area" button on the right:

- General information
- Key feature settings
- Question text
- Answers
- Metadata
- Review

Below the sections is a dropdown menu labeled "Select a person...". At the bottom of the form are five buttons: "Review process", "Preview", "Save", "Save and go to overview", and "Cancel".

Each question entry form contains six sections. A click on the turquoise colored bar opens the respective input area of a section.

The screenshot shows the same question entry form as above, but with a "Save question as:" dialog box open. The dialog box has a close button (X) in the top right corner and two radio buttons: "Version" (selected) and "Related". Below the radio buttons is a "Save" button. The dialog box is highlighted with a purple border. Three purple circles with numbers are overlaid on the image: circle 1 is on the "Save" button in the main form; circle 2 is on the "Version" radio button in the dialog box; circle 3 is on the "Metadata" section header bar.

Please save your entries regularly by pressing the "Save" button (1) at the bottom of the form.

- Select "Version" (2) to save a new version of the same question. Question ID remains the same, version counter raises by one.
- Select "Related" (2) to make a copy of the current question. The question gets a new question ID.

Confirm your selection again with "Save" (3).

2.3. Section: General Information

General information
Fix area ▢

ID: Not yet assigned

Version: 1

Author:

Questions pool: Open pool Private/Draft 1

Max. points: 2

Visibility:

Select template: If available, select an appropriate template:

Sorting criteria: 3

Faculty *	<input type="button" value="Change"/>
Chair *	<input type="button" value="Change"/>
Course *	<input type="button" value="Change"/>
Chapter	<input type="button" value="Change"/>
Taxonomy	<input type="button" value="Change"/>

Save template: Save these criteria as template:

Description: **Short description/ Internal comment** [Characters left:65]

Tags: **Keywords** [To end input of a new tag press enter]

Reviewprocess:

Comments, Reviews

No Comments/Emails/Reviews exist at the moment.

Process: **Question history**

Key settings:

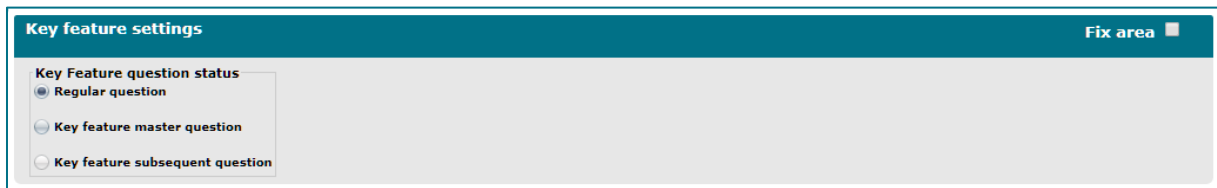
1. **Question pool:**
 Private / Draft : Your private draft mode. Only you our people with whom you have explicitly shared the question can see this question.

IMPORTANT: After completing an exam question, please change the status to "Open pool".
 Open Pool: Questions go through a review process and can then be used in exams afterwards.
2. **Max. points:** Define the desired maximum point value for this question.
3. **Sorting criteria:** Allocate blueprint categories to an exam question. Fields with * are mandatory.

Save template:

Create your own blueprint templates. Your templates are only visible to you.

2.4. Section: Key Feature Settings

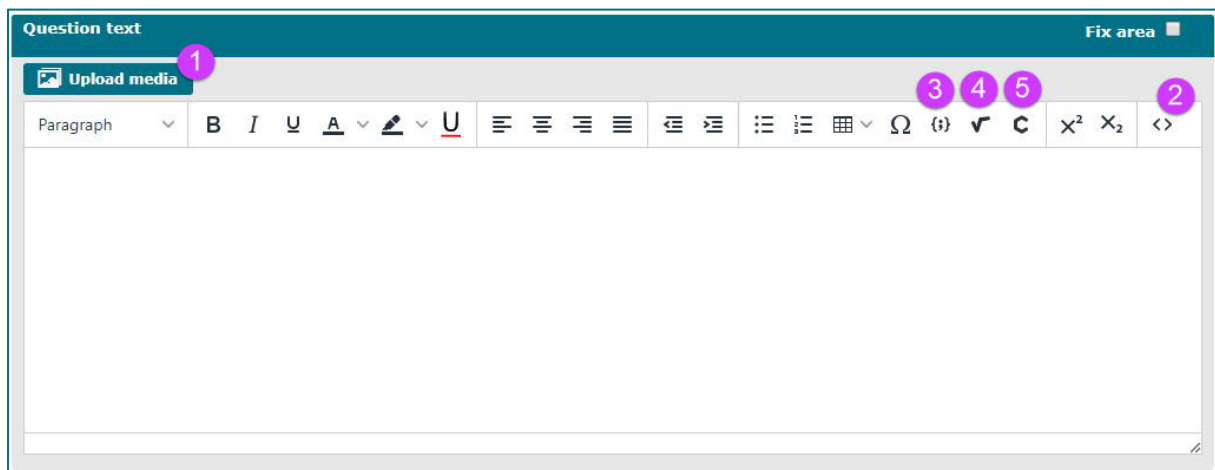


The screenshot shows a settings panel titled "Key feature settings". At the top right of the panel is a "Fix area" with a small square icon. Below the title bar, there is a section titled "Key Feature question status" with three radio button options: "Regular question" (which is selected), "Key feature master question", and "Key feature subsequent question".

Create groups of related exam questions (key feature case studies). The presentation of the question group in the exam follows special rules.

Questions in a key feature group always appear in the order in which they have been created. They will not be randomized. Subsequent questions in a key feature question group are hidden and cannot be seen by the candidate until he has answered his current question. Before moving to the next question, the candidate needs to confirm his entries and cannot change them anymore afterwards. He can navigate back but all answer fields are displayed in a read-only mode. This method allows to create didactical relationships between different questions in a group. E.g. one can provide the correct answer to the previous question if one wants to control for subsequent faults.

2.5. Section: Text Editor



The text editor is used to create exam questions and possible answers. Similar to an ordinary word processing program, the editor has a wide range of functions that make it easy to create the desired text format. For example, you can include software code, create tables, insert mathematical or chemical formulas and make use of an extensive library of special characters.

Key settings:

1. **Upload media:** Upload images or PDFs to an exam question.

IMPORTANT:

Always upload images in an image file format (e.g. .jpg) rather than PDF. A question can have multiple images but only one PDF! Please note that the system will compress the images to reduce data traffic during the exams. Make sure to edit pictures before uploading them in order to present the relevant part of the depiction best (cut away irrelevant parts).

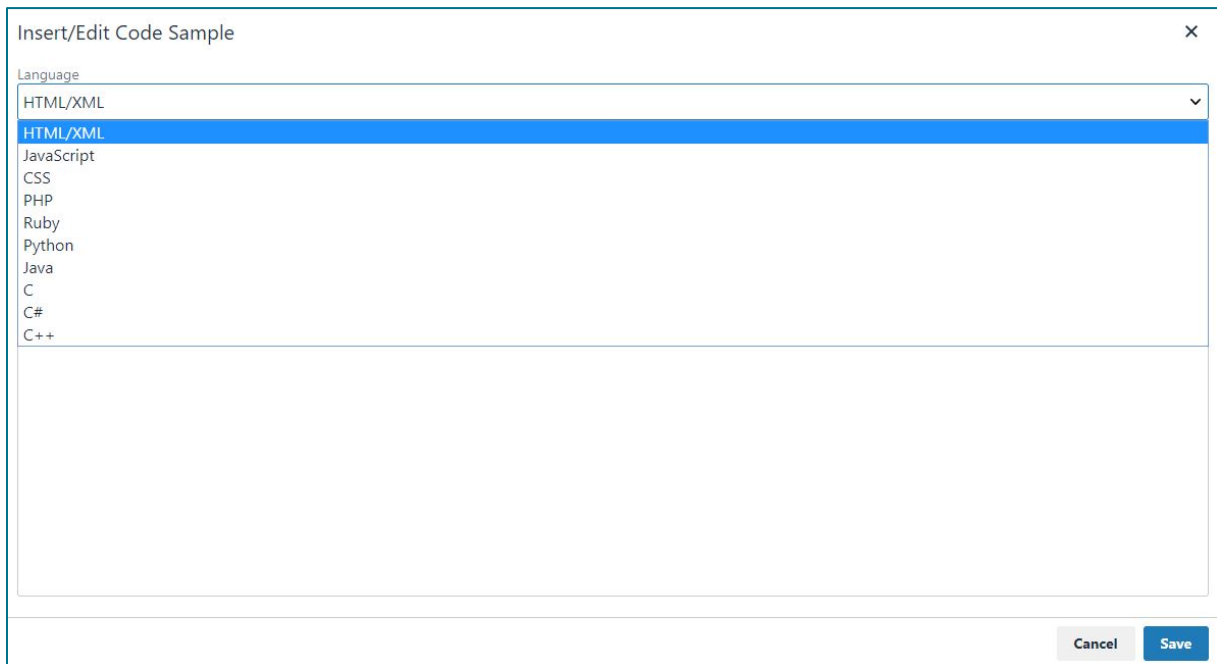
2. **<>:** Shows the HTML formatting of the entered text.

IMPORTANT:

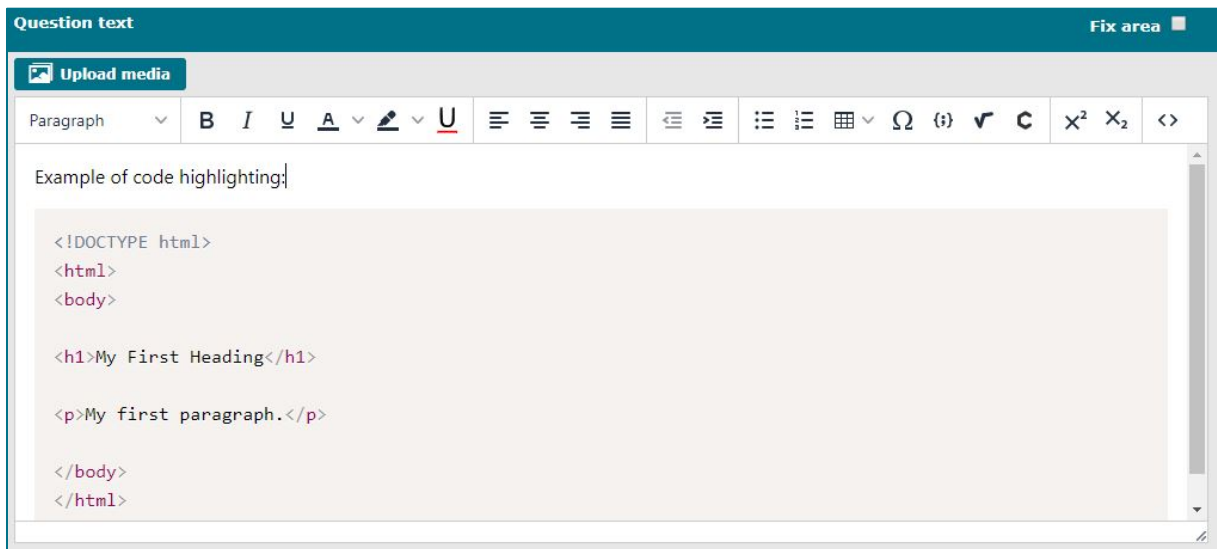
You can copy texts including formatting into the text field. However, for a clean presentation in the question in the exam it is recommended to import unformatted text. With the "HTML text" view you can remove unwanted or invisible HTML text formatting.

3. **Code sample:** Include software code in your question. This feature automatically formats and clearly displays code for many programming languages.
4. **Mathematical formula:** Add mathematical formulas to your question.
5. **Chemical formula:** Add chemical formulas to your question.

2.5.1. Software Code

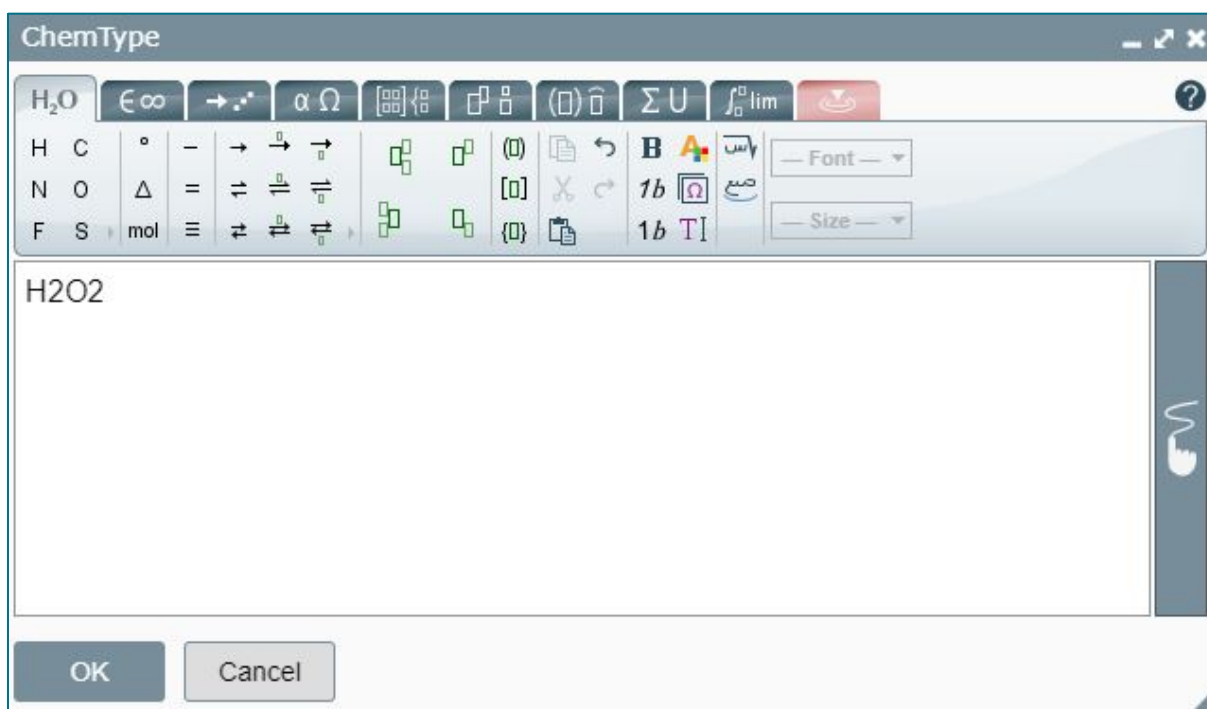
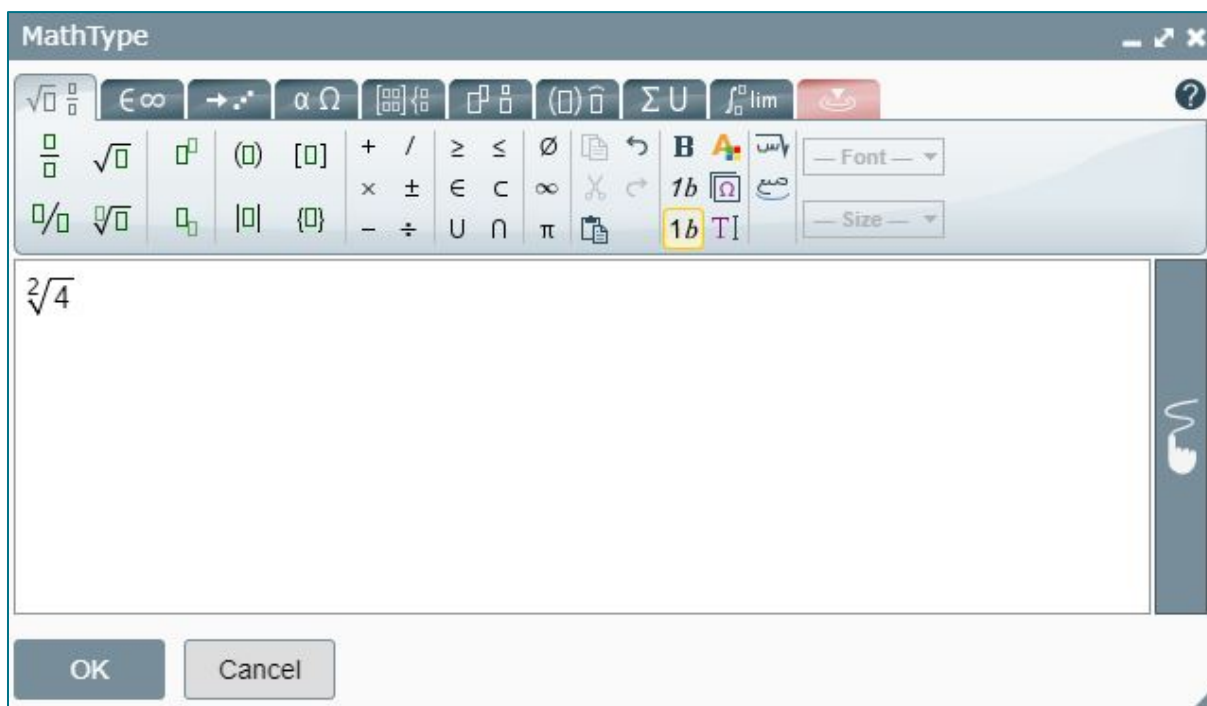


The text editor displays software code in a legible color. First select the desired programming language.



Afterwards you can copy code into the given field and it will be displayed as shown in this example.

2.5.2. Mathematical and Chemical Formulas



With the functions MathType and ChemType the text editor offers the possibility to integrate mathematical or chemical formulas into an exam question in a simple and uncomplicated way. In addition, a separate button allows handwriting for both mathematical and chemical formulas.

2.6. Section: Metadata

Metadata Fix area

Reference	<input type="text"/>
Reference PowerPoint	<input type="text"/>
Reference link	<input type="text"/>
Reference book title	<input type="text"/>
Other reference	<input type="text"/>
Diseases:	<input type="text"/>
Skills:	<input type="text"/>

Review process **Preview** **Save** **Save and go to overview** **Cancel**

Fill this section with references and other data, which help your peers to retrace every step of the process to create the question.

2.7. Section: Review

Allgemeine Information	Bereich fixieren <input type="checkbox"/>
Key Feature Einstellungen	Bereich fixieren <input type="checkbox"/>
Fragenstamm	Bereich fixieren <input type="checkbox"/>
Antworten	Bereich fixieren <input type="checkbox"/>
Metadaten	Bereich fixieren <input type="checkbox"/>
Review	Bereich fixieren <input type="checkbox"/>

Wählen Sie eine Person für das inhaltliche Review aus:

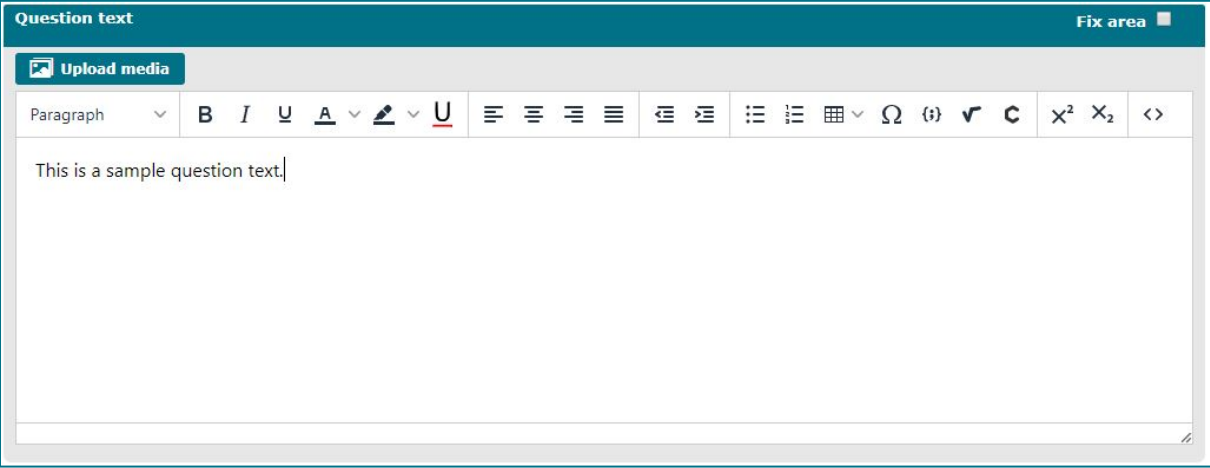
ReviewverlaufVorschau**Speichern****Speichern und zur Übersicht****Abbrechen**

After you reassigned the question to the public pool, decide who should be allowed to review the content of your question.

2.8. Specifics Due to Different Question Types

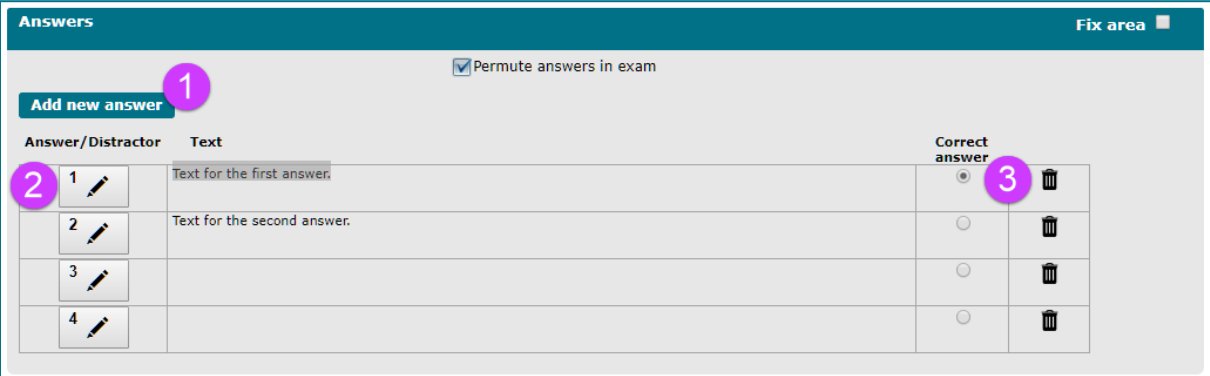
2.8.1. MCQ Type A

2.8.1.1. Section: Question Text



Enter the question text / question stem.

2.8.1.2. Section: Answers



Enter any amount of answers.

Key settings:

- 1. Add new answer: Create a new answer option.
- 2. Pen icon: Enter the answer text.
- 3. Correct answer: Mark the correct answer.

2.8.2. MCQ Pick-N

2.8.2.1. Section: Question Text

Enter the question text / question stem.

2.8.2.2. Section: Answers

Enter any amount of answers.

Key settings:

- | | |
|--------------------|-----------------------------|
| 1. Add new answer: | Create a new answer option. |
| 2. Pen icon: | Enter the answer text. |
| 3. Correct answer: | Mark the correct answer. |

2.8.3. Picture Diagnosis Question

2.8.3.1. Section: Question Text

Question text Fix area

Upload media

Paragraph **B** *I* U **A** U x^2 x_2 $\langle \rangle$

Where is Waldo?

Delete image 1

Colour of marked fields:
red

Colour of raster:
red

Opacity of marked fields:
- 0.5 +

Raster size:
- 20 +

Change the position of the raster:
Step size: - 1 +
up
left x: 0 y: 0 right
down

Hide grid Reset

Enter the question text / question stem.

Key settings:

1. Raster/grid:

As soon as you have uploaded an image it will be displayed to you in a grid. Adjust the position or size of the grid by using the menu on the right side.

IMPORTANT:

Mark all target fields where the candidate's click would be considered as a correct answer. The grid is invisible for the candidate in the exam. Please be aware that with this question type candidates can only mark one spot in the picture (not multiple, no areas).

2.8.4. Cloze Question, Freetext

2.8.4.1. Section: Question Text

The screenshot shows the 'Question text' editor interface. It features a teal header with 'Question text' and 'Fix area' buttons. Below the header is a toolbar with buttons for 'Insert new gap' (1), 'Weight gaps' (2), 'Logically linked gaps' (3), and 'Upload media'. A rich text editor follows with a paragraph dropdown and various formatting icons. The main text area contains the sentence 'I will leave a gap in this sentence and you _____ complete it.' Below this is a 'Question preview' section showing the same sentence with a dropdown menu containing 'are supposed', 'are supposed', 'can', and 'have to'. At the bottom is a 'Metadata' section with a 'Fix area' button.

Enter the question text / cloze in the text field.

IMPORTANT: The question preview is not identical to the way the cloze is presented to candidate! There will be no dropdown menu, but blanks. The author's preview is available after saving.

If you want to learn more about the dropdown function, [click here](#).

Key settings:

1. Insert new gap:

You can choose between two different variants of the free text cloze – for texts or for figures. In both cases you can define a set of correct answers beforehand. In the automatic pre-marking process, points are pre-assigned if candidates name one of the correct answers. However, all pre-assigned points afterwards need to be confirmed or adjusted manually.

Type Figure:

If you define free text gaps as type figure, only numbers are accepted as valid input formats in the exam. If you enter a decimal number, the number of decimal places allowed is automatically set in the exam according to the decimal places of the correct answer. In addition, two input fields are automatically created in the check, one before and one after the decimal point (e.g. __ , __).

IMPORTANT: You can copy information from existing cloze within the same question.

2. **Weight gaps:** Determine the influence of one gap on the total point value.

IMPORTANT: If you want all gaps to be equally important, leave the weighting factor at “1” for each cloze in this task.

3. **Logically linked gaps:** Link gaps logically by assigning them to a group. If gaps are logically linked, a correct answer selected in one gap will not be marked as correct in another gap of this group.

Example: Name three birds: 1. _____, 2. _____, 3. _____
Correct answers would be: blackbird, thrush, starling in any order. You have to enter the three correct answers in each gap, but you want to avoid that the same bird being mentioned several times will give the candidate multiple points.

IMPORTANT: All gaps in a group need to be completely identical in terms of content, they need to have equal weighting factors and the number of correct answers (per gap) has to equal the number of gaps in the group.

2.8.5. Cloze Question, Dropdown

2.8.5.1. Section: Question Text

The screenshot shows the 'Question text' editor interface. The top bar is teal and contains the title 'Question text' and a 'Fix area' button. Below this is a toolbar with three tabs: 'Insert new gap' (marked with a pink circle 1), 'Weight gaps' (marked with a pink circle 2), and 'Logically linked gaps' (marked with a pink circle 3). The main text area contains the sentence 'I will leave a gap in this sentence and I will give you different _____ to complete it.' Below the text area is a 'Question preview' section showing the same sentence with a dropdown menu for 'options' and 'possible answers'. At the bottom is a 'Metadata' section with a 'Fix area' button.

Enter the question text / cloze in the text field.

Key settings:

- 1. Insert new gap:** You can create new gaps and select with "equal" or "not equal" if they are correct or wrong. In the automatic pre marking process, points are pre-assigned if candidates name one of the correct answers. However, all pre-assigned points afterwards need to be confirmed or adjusted manually.
IMPORTANT: You can copy information from existing cloze within the same question.
- 2. Weight gaps:** Determine the influence of one gap on the total point value.
IMPORTANT: If you want all gaps to be equally important, leave the weighting factor at "1" for each cloze in this task.
- 3. Logically linked gaps:** Link gaps logically by assigning them to a group. If gaps are logically linked, a correct answer selected in one gap will not be marked as correct in another gap of this group.

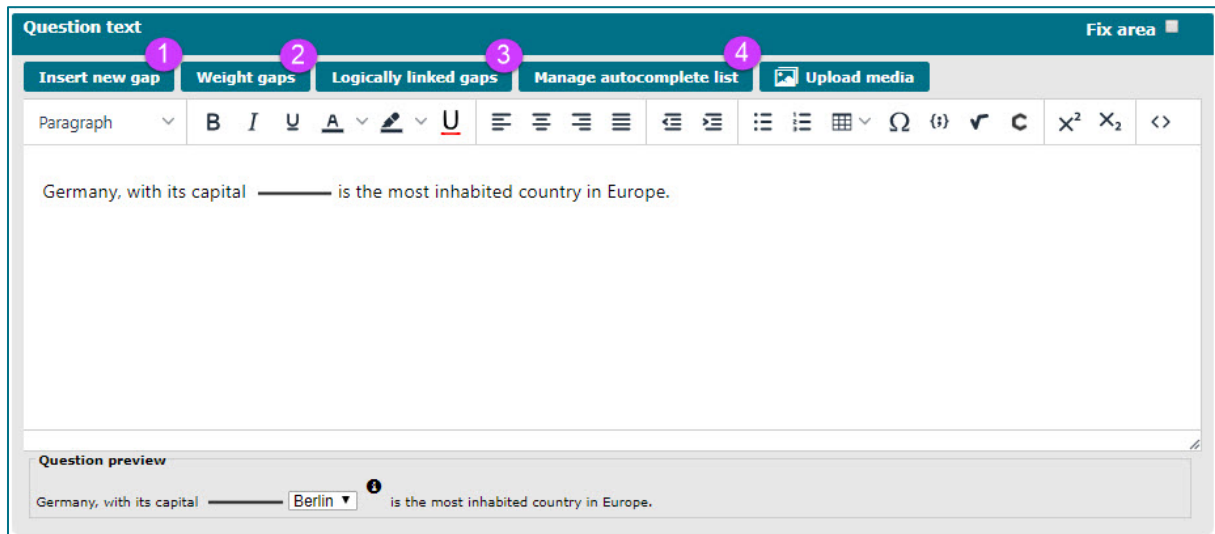
Example: Name three birds: 1. _____, 2. _____, 3. _____
Correct answers would be: blackbird, thrush, starling in any order. You have to enter the three correct answers in each gap, but you want to avoid that the same bird being mentioned several times will give the candidate multiple points.

IMPORTANT:

All gaps in a group need to be completely identical in terms of content, they need to have equal weighting factors and the number of correct answers (per gap) has to equal the number of gaps in the group.

2.8.6. Cloze Question, Autocomplete

2.8.6.1. Section: Question Text



Enter the question text / cloze in the text field.

Key settings:

- 1. Insert new gap:** When creating a new gap, you will first be asked to specify the minimum number of characters that the candidate must enter before the answer options are displayed. You then select the list you want to base the question on and the correct answers. In the automatic pre-marking process, points are pre-assigned if candidates name one of the correct answers. However, all pre-assigned points afterwards need to be confirmed or adjusted manually.
IMPORTANT: You can copy information from existing cloze within the same question.
- 2. Weight gaps:** Determine the influence of one gap on the total point value.
IMPORTANT: If you want all gaps to be equally important, leave the weighting factor at “1” for each cloze in this task.
- 3. Logically linked gaps:** Link gaps logically by assigning them to a group. If gaps are logically linked, a correct answer selected in one gap will not be marked as correct in another gap of this group.

Example: Name three birds: 1. _____, 2. _____, 3. _____
Correct answers would be: blackbird, thrush, starling in any order. You have to enter the three correct answers in each gap, but you want to avoid that the same bird being mentioned several times will give the candidate multiple points.

IMPORTANT:

All gaps in a group need to be completely identical in terms of content, they need to have equal weighting factors and the number of correct answers (per gap) has to equal the number of gaps in the group.

4. **Manage autocomplete list:** Manage, edit and copy existing cloze text lists or create new lists.

2.8.7. Kprim-Question

2.8.7.1. Section: Question Text

Enter the question text / question stem.

2.8.7.2. Section: Answers

Enter a set of four answers/statements in total.

Key settings:

- | | |
|--------------|------------------------------------|
| 1. True: | Insert a correct answer/statement. |
| 2. False: | Insert a false answer/statement. |
| 3. Pen icon: | Edit answer/statement. |
| 4. Discard | Delete answer/statement. |

2.8.8. Grouping Question

2.8.8.1. Section: Question Text

Enter the question text / question stem.

2.8.8.2. Section: Answers

Enter any amount of answers. Use a new answer segment for every new answer. Distractors are not possible (at the moment).

Key settings:

- | | |
|----------------------|---|
| 1. Add new answer: | Create a new answer/statement fitting this group. |
| 2. Pen icon: | Edit the group/container name. |
| 3. Create new group: | Add a new container. |
| 4. Pen icon: | Edit an answer/statement. |
| 5. Discard: | Delete a certain group or statement. |

2.8.9. Picture Mapping Question

2.8.9.1. Section: Question Text

The screenshot shows the 'Question text' editor interface. At the top, there is a 'Question text' header and a 'Fix area' button. Below this is an 'Upload media' button. A rich text editor toolbar is visible, followed by a text input area containing the question stem: 'What are these numbers called?'. Below the text area is a 'Delete image' button. The main content area displays a grid of six colorful, stylized numbers: 1 (blue and white stripes), 2 (yellow with orange spots), 3 (red with orange swirls), 4 (green and yellow stripes), 5 (purple with pink spots), and 6 (blue and white stripes). To the right of the image grid is a caption management panel. It contains a text box with instructions: 'Your captions will be displayed here. Use "Add caption" to set new captions. For distractors leave text box empty. Then set the caption mark by clicking on the image.' Below this are four rows of caption input fields: 'one', 'two', 'three', and 'four'. Each row has a pen icon and a trash icon. A '1' callout points to the 'Add caption' button, a '2' callout points to the pen icon for 'one', a '3' callout points to the trash icon for 'four', and a '4' callout points to the 'Deselect all' button.

Enter the question text / question stem. Afterwards click "Upload media" and select an image which as a next step is to be labelled.

Key settings:

1. **Add caption:**

After setting a new caption, click on the right area of the image to set the caption mark.

IMPORTANT:

In case you want to set a distractor point (point with no text attached), just leave the text box empty and position the caption mark by clicking at the desired area in the image. Please note that you CANNOT set a distractor textbox (text with no point attached).

2. **Pen icon:**

Edit the text or remove the caption mark.

3. **Discard:** Delete the caption.
4. **Deselect all:** Deselect all captions.

2.8.10. Free Text Question

2.8.10.1. Section: Question Text

Enter the question text / question stem.

2.8.10.2. Section: Answers

Key settings:

1. **Marking comments:** Leave marking comments in the field in order to obtain a correction result that is as consistent as possible across several correctors.
2. **Maximum number of characters:** Determine the maximum number of characters allowed for the answer. Depending on the settings of the Q-Examiner software, you can either prevent additional entries when the total number of characters is reached (A maximum of X characters can be entered.) or display warnings

when the total number of characters is reached (More than X characters can be entered. The candidate receives a note.).

3. **Add new keyword:**


Add keywords that you would expect in the candidate's solution. The keywords are automatically highlighted during manual marking.

4. **Pen icon:**

Edit keyword.

5. **Discard:**

Delete keyword.



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