

The Teaching Hub: Exam Formatting Guide

www.nipissingu.ca/academics/teaching-hub

What Information Do I Need to Provide for my Secure Online Exam Submission?

This document outlines the information you must include with your digital exam submission to FASS in order to have the exam processed expeditiously. Please note that all exams must be submitted in a Word document.

If you are using a Publisher Test Bank/Pools, your submission must be provided in a zip file format, including direction on which questions or question sets you will use.

If you are using Tests or Pools that were already created in an offering less than 1 year ago you must provide the exact course code in Blackboard and the exact Test and/or Pool names.



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The Teaching Hub: Exam Formatting Guide

Before You Begin Writing Your Questions

Turn off Auto-Formatting in Word

Recommended method: Turn off auto-formatting and manually type in your numbers and letters. To turn off auto-formatting, follow these steps.

1. In Word 2013-2016: click File > Options > Proofing > AutoCorrect Options
2. Click AutoFormat > uncheck Automatic bulleted lists.
3. Click AutoFormat as you Type > uncheck Automatic bulleted lists and Automatic numbered lists. > OK

OR Clear Formatting from Existing Text in a Word Document

Recommended method: for an existing Word document

1. Select all (Ctrl+A).
2. On the Home tab > expand the Styles menu
3. Click Clear Formatting

Alternate method: for an existing Word document

1. Save document as a .txt file (strips all formatting)
2. Re-open the document and add any asterisks, bold, italics, underlines, images, tables
3. Save document as a .docx or a .doc file

First Page

Please include the following information with your submission on the first page:

Exam Instructions

Include explicit direction to students about what they are required to do in each section of the Exam.

It is also important to provide a Points break down per section here as well as suggested time allotment. Listing the maximum bonus points available is also recommended.

Total Exam Points

Please provide the total marks out of which this assessment will be graded (e.g., 100 marks).

Points Per Question

Please provide the point value for each question. The points value must be a whole number (e.g., 1, 2, 3). We will not accept anything else.

Bonus Questions

Bonus questions must be clearly identified. Bonus questions also need a whole-number point value.



The Teaching Hub: Exam Formatting Guide

Important Notes About Question Types

"Choice" Questions

If you want students to answer a certain number of questions from a list of options - Blackboard does NOT have a specific type for this. You will need to clearly express this in the question text, e.g. Please answer three (3) of the following five (5) questions. The essay question type is the best way to present this.

Multiple Answer Questions

There are several question types in Blackboard that allow students to provide multiple answers to, or in, one question (e.g., matching, multiple answers, fill in multiple blanks, etc.), and each has its own structure/formatting requirements.

Additional Question Types

This document provides many of the options available, there are many others. If the question style that you would like to use is not present, please book time with the Teaching Hub support team for your School to learn the correct way to use the question.

Formatting

Please use the following formatting guidelines to format your exam questions:

Formatting Multiple Choice Questions

- When writing your multiple-choice exam questions, ensure:
- Each question is numbered, followed by a period or parentheses.
- Each answer must be a letter followed by a period or parentheses.
- Place an asterisk * directly in front of the correct answer choice (do not put a space between the asterisk and the answer choice).
- For an example, click [here](#).

Formatting True / False Questions

True/false questions must be entered as options. When entering the options (true/false) ensure:

- Similar to multiple-choice questions.
- True/false must be entered as options
- It's important to note that the "True" answer choice must be listed prior to the "False" answer choice in order for Respondus to recognize it as a true and false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).
- For an example, click [here](#).

Formatting Fill in the Blank Questions

Fill in the blank questions are identified using the following notation: "Type: F". When formatting these questions ensure:

- The first line of formatting is "Type: F"
- The second line of formatting is the question Title (optional)
- The third line of formatting is the number and question wording
- Please note only one correct answer per question, but it does permit you to enter multiple forms of the correct answer.
- For an example, click [here](#).

Formatting Multiple Fill in the Blank Questions

Fill in the blank questions that require multiple answers are identified using the following notation: "Type: FMB". When formatting these questions ensure:

- The first line of formatting is "Type: FMB".
- The second line of formatting is the question "Title" (optional)
- The third line of formatting is the number, and the question wording with the words to be filled in provided in [square brackets]. The wording can include up to 10 [words] to be filled in, each of which can have up to 20 correct answers.
- Multiple correct answers per blank can be specified by separating each correct answer inside the brackets with commas.
- For an example, click [here](#).



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The Teaching Hub: Exam Formatting Guide

Formatting Multiple Fill in the Blank Questions (more than 10 [words])

- For questions above the limit of 10:
- Use the same formatting as above but use a lettering sequence within the question wording [A], [B] for all of the options in your question. You may utilize double letters if necessary.
- Following the question supply the answers aligned with the letter code.
- For an example, click [here](#).

Formatting Short Answer/Essay Questions

Short answer and essay questions are identified using the following notation: "Type: E" or "Type: SA." When formatting these questions ensure:

- The first line of formatting begins "Type: E" OR "Type: SA" including the space between the colon and identifying letter.
- The second line is the Title (optional),
- The third line is the number and question wording.
- If you wish to give an answer as feedback, you provide an answer immediately after the question wording, beginning the answer with "a." or "a)" (without the quotes).
- For an example, click [here](#).

Formatting Questions with Images

- All questions using images:
- Require alternate text to meet AODA requirements.
- Images should be actual images and not images of text.
- If you need assistance creating alternate text, please refer to the Microsoft support page: <https://support.microsoft.com/en-us/office/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669>

Formatting Questions with Video

All questions using video must include:

- Web link capable of being embedded (required)
- Transcription file if Closed Captioning is not available (highly recommended)

Formatting Document Questions

If your question has a large amount of additional text or material it needs to be provided in an accessible PDF. Scanned documents are not acceptable.

Formatting Questions with Audio

If you are using audio in your questions:

- You must provide a transcript file of the audio.

Formatting Spreadsheet Questions

If you are using spreadsheet questions:

- You must provide the spreadsheet document in a working format.
- Include only one question per sheet, and give students enough space on the sheet to provide their responses.

Formatting Case Based Questions

If you are using case-based questions:

- Cases must be provided in an accessible PDF. This means, all images must also contain Alternate text.
- Scanned documents are not acceptable.
- For additional support, click [here](#).



The Teaching Hub: Exam Formatting Guide

Appendix 1: Examples of Question Types

Question Type	Example
Multiple Choice	<p>3. Who determined the exact speed of light?</p> <p>a. Albert Einstein</p> <p>*b. Albert Michelson</p> <p>c. Thomas Edison</p> <p>d. Guglielmo Marconi</p> <p>OR</p> <p>3) Who determined the exact speed of light?</p> <p>a) Albert Einstein</p> <p>*b) Albert Michelson</p> <p>c) Thomas Edison</p> <p>d) Guglielmo Marconi</p>
True/False	<p>3. Albert Michelson determined the exact speed of light?</p> <p>*a. True</p> <p>b. False</p> <p>OR</p> <p>3) Albert Michelson determined the exact speed of light?</p> <p>*a) True</p> <p>b) False</p>
Fill in the Blank	<p>Type: F</p> <p>Title: Who invented television?</p> <p>5. Who is known as the "father of television"?</p> <p>a. Zworykin</p> <p>b. Vladimir Zworykin</p> <p>c. Vladimir Kosma Zworykin</p>

Question Type	Example
Multiple Fill in the Blank (10 Words or Less)	<p>Type: FMB</p> <p>Title: Multiple blanks</p> <p>6. A [rose, red flower] by any other [name] would smell as [sweet, good].</p>
Multiple Fill in the Blank (10 Words or More)	<p>A = Answer</p> <p>B = Answer</p>
Short Answer	<p>Type: SA</p> <p>Title: Michelson---Morely experiment</p> <p>4) How is the Michelson---Morely experiment related to Albert Einstein's theory of relativity?</p> <p>a) In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative.</p>
Essay	<p>Type: E</p> <p>Title: Michelson---Morely experiment</p> <p>4) How is the Michelson---Morely experiment related to Albert Einstein's theory of relativity?</p> <p>a) In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative.</p>

