

USING THE QUIZ TOOL IN MOODLE 3.5

Before you start

- A quiz is made up of two parts: (1) a set up page or 'front cover' where you add the criteria for the quiz, such as grading and time limits, and (2) the questions themselves. The questions are stored separately from your quiz in a course [Question bank](#). This means you can reuse your questions in a later quiz. It also means you could display an empty quiz (a 'front cover' with no questions added) on your course page, so be careful!
- Some people prefer to make their quiz questions separately first and then add them to a quiz 'front cover' later. If you would like that, then look at the documentation on [Question bank](#) or just read on below until we get there!

Set up the quiz 'front cover'

- In the course where you want your quiz, turn on the editing and from the Activity Chooser, select 'Quiz'.
- Give it a name and if desired, a description telling students what the quiz is about.
- If you want, you can now scroll down to the bottom of the page, click 'Save and display' and start adding questions. (Go to the section 'Add your questions' below.)



Default settings for your quiz

If you don't change anything on the quiz setup page (your 'front cover'), then your quiz will work like this:

- It will not have a time limit and students can take it as many times as they wish, with the recorded grade being their best attempt.
- Each question will be on a different page and they can move freely between previous and later questions.
- Students won't know their score or get feedback until they complete the quiz.

To change some of those settings, read on:

Quiz settings

If you expand the sections in the quiz setup page and click the ? icon and the 'Show more' links, you can explore alternative settings for your quiz. Here are some popular settings:

Time limit - if you only want to allow students a limited amount of time from when they start until they must have finished. If, instead you want students to finish by a certain date and time, set the **Close the quiz** setting.

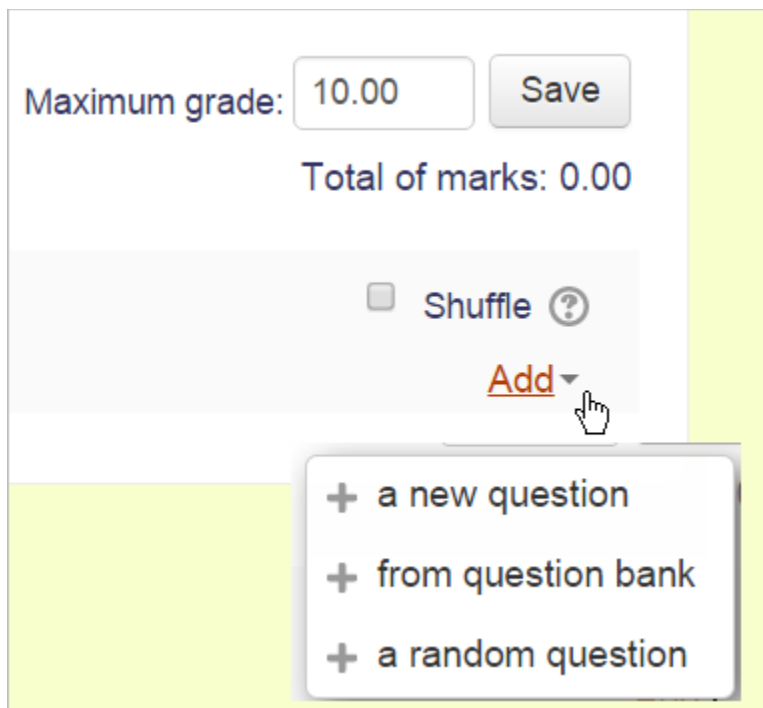
How questions behave -Interactive with multiple tries -instead of the quiz being like a test where students only see their results at the end, this setting allows them to get immediate feedback for each question and keep trying. (Good for formative assessment.) Learn more about [Question behaviours](#).

Overall feedback -completing this will give your students customised feedback according to what grade range they obtained.

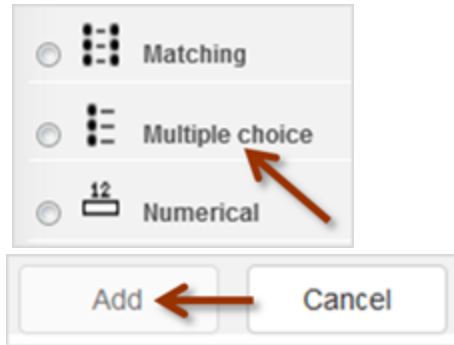
Add your questions

So you have completed the quiz set up page and clicked 'Save and display':

1. Click the button 'Edit quiz'
2. Click 'Add' on the right and then click '+ a new question'. (If you already made questions in the question bank, then click '+ from question bank' or if you wish to add a question randomly picked from a category of questions, click '+ a random question'.)



3. Choose the type of question you want to add and then click 'Add' at the bottom:



4. Add your question. If you need help, click the documentation link at the bottom of your question page or explore the [Question types](#) documentation. Note that students won't see the question name; it is for your records only.

5. Click 'Save changes' when you have made your question.

6. Repeat steps 2- 5 for as many questions as you need.

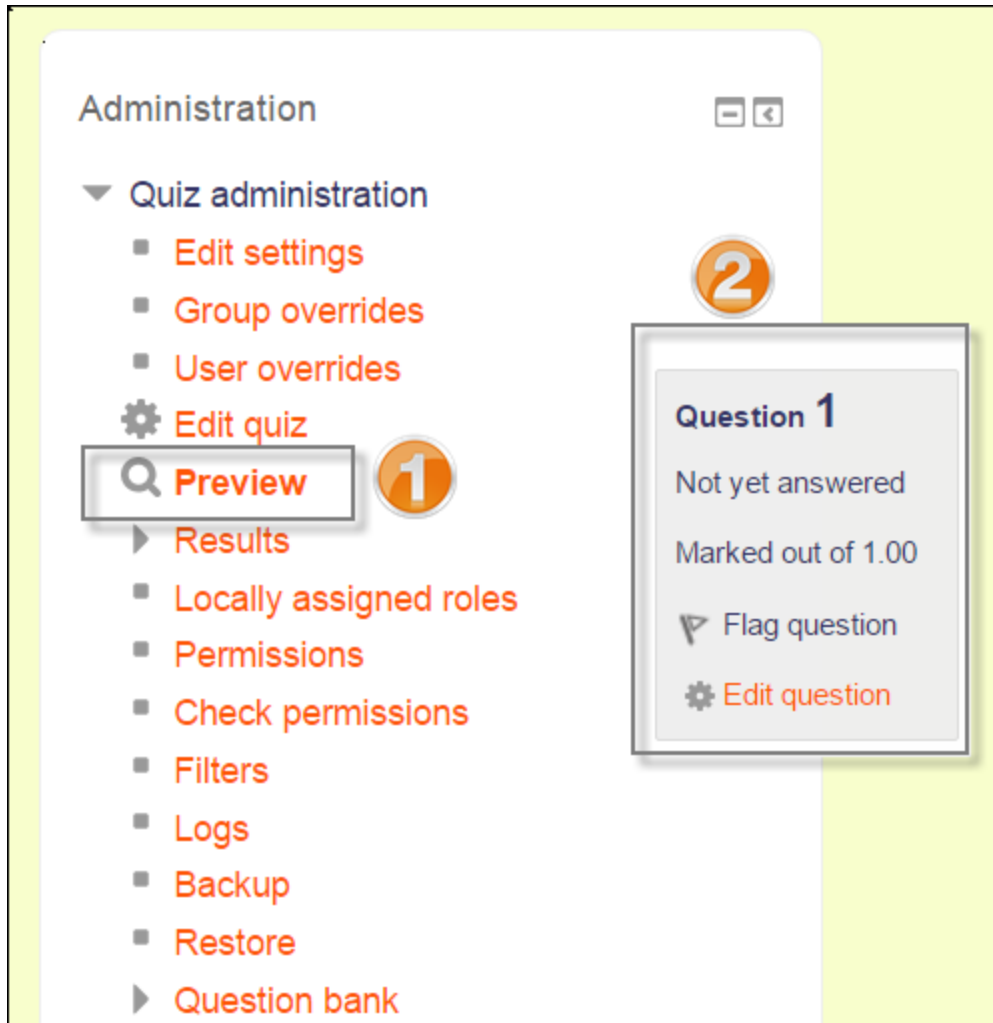
7. If you want to,change the maximum grade for your quiz to reflect the number of questions.



Getting your quiz ready for students

Once you have added all the questions you need, your quiz is ready for students and will already be visible on the page (unless you hid it while you were setting it up.)

It is a good idea to preview your quiz by clicking in the block *Administration > Quiz administration > Preview*. (1 below) You can then check for any oversights and edit a question directly from a link provided (2 below):



Viewing quiz results

To see the grades once students have done your quiz, you can either:

- click the quiz itself and then the link 'Attempts =' (where the number is the number of attempts) - or -
- click the quiz and then from the block *Administration* > *Quiz administration*, expand 'Results' and select the analysis you need.

Quiz administration

When you first set up your quiz from *Add an activity or resource* > *Quiz*, (or, if you don't have this link, the dropdown *Add an activity*>*Quiz*) you will get the following settings, (which can also be changed later in the Edit Settings link of the Quiz administration settings block) All settings may be expanded by clicking the "Expand all" link top right.

General

Add a name here (which students will click on to access the quiz) and, if desired, a description of what they must do.

Timing

Note: The user's time-zone - as set in the user profile - only affects how a particular time is displayed to that user. The actual timing for the quiz is not changed by that.

Open the quiz

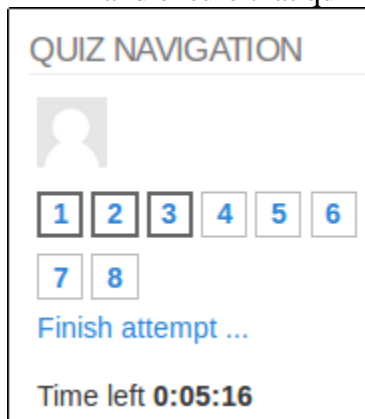
You can specify times when the quiz is accessible for people to make attempts. Before the opening time the quiz will be unavailable to students. They will be able to view the quiz introduction but will not be able to view the questions. Quizzes with start times in the future display both the open and close date for students.

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. What exactly they will see depends on the settings you choose for review options (see below).

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:



Navigation block showing quiz timer

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

When time expires..

There are three options as to what will happen when the time limit is up. Choose the one you need from the dropdown menu:

1. Open attempts are submitted automatically (This is the default)
2. There is a grace period when open attempts can be submitted, but no more questions answered
3. Attempts must be submitted before time expires, or they are not counted

If you select "*There is a grace period...*" then you can check the box to enable the "Submission grace period" and specify a period of time during which learners may still submit the quiz after the time is up.

Note: You can change quiz availability and duration for different groups or users in the Group or User override sections in quiz administration.

Examples of how timing is handled

1. A student starts a quiz at noon. The quiz has a one-hour time-limit, and a 1 hour delay between attempts. The student gets distracted, and so actually does not submit (using the overdue handling) until 1:30pm. *They are allowed to start their second attempt at 2. pm*
2. The quiz count-down timer submits a student's quiz attempt at the last second when time expires. Because the server is heavily loaded, it takes 30 seconds to process the student's attempt. *The submission is accepted nonetheless.*
3. Same situation as above but with a 120 second delay: *The submission is rejected.*
4. The delay is not because of server load but because the student found a way to cheat the timer. *Moodle cannot know what causes a delay. The behaviour is controlled by the admin setting (quiz / graceperiodmin), 60 seconds by default.*
5. A student is a member of 3 groups, all of which have different override settings. Which limits will apply to this student? *If there is any user-specific override, then that is used, and the group overrides for that setting are not used at all. Otherwise, if there are multiple group overrides, the most generous values are used (the earliest open date, the latest close date, the longest time limit, the most number of attempts, and the student can type any of the passwords).*

Grade

Grade category

If you have categories in your gradebook, select the one you wish the quiz to be in here.

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.

Note: You can change the allowed number of attempts for different groups or users in the Group or User override sections of the Quiz Administration settings block.

Grade to pass

Here you can set a passing grade for the quiz. This may be connected with [Activity completion](#) and [Conditional activities](#) such that a student will not be able to access a follow up activity until they have passed the quiz.

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.

Note that changing this setting has no effect on questions you have already added to the quiz. The setting will only apply to questions you add subsequently. To change the page breaks in an existing quiz, you need to go to the quiz editing screen, tick the 'Show page breaks' checkbox, then use the repaginate control.

If you have many questions that use many high definition images and the server suffers performance issues, showing only one question per page is easier on the server than showing many (or all) questions in one page.

Navigation method (available by clicking *Show More*)

Choose *Sequential* instead of *Free*, if you want to force the student to progress through the questions in order and not go back to a previous question or skip to a later one.

Question behaviour

How questions behave

See [Question behaviours](#).

Allow redo within an attempt (available by clicking "Show more")

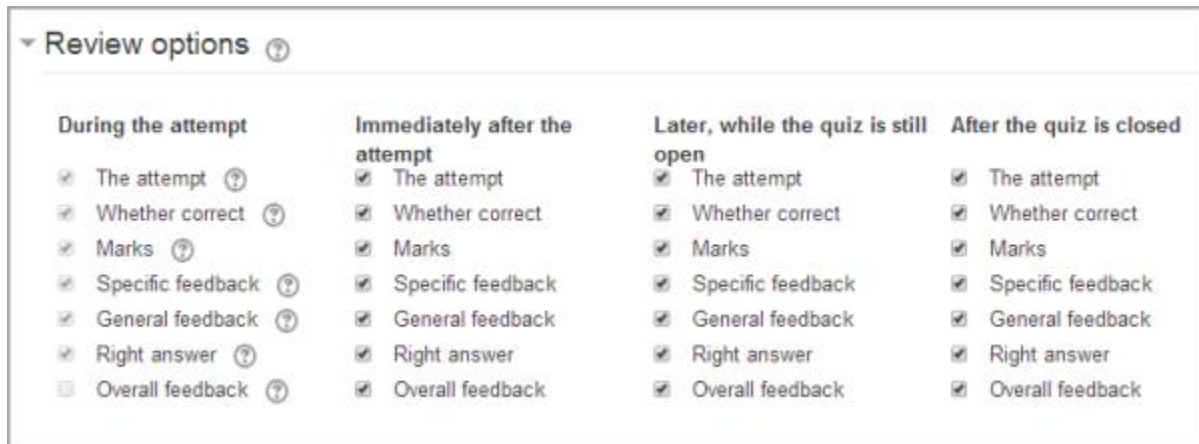
If using Interactive or Immediate feedback mode, enabling this setting means students can try a question again even if they have used up their allowed attempts. This is helpful if they wish to learn from the feedback given at the end of their attempts. They will be given a different question from the one they were working on previously if there are other questions available. A student's grade for that question slot is based on the most recent question they have started.

Each attempt builds on the last (available by clicking "Show more")

If multiple attempts are allowed and this setting is set to Yes, then each new attempt contains the results of the previous attempt. This allows the student on the new attempt to concentrate on just those questions that were answered incorrectly on the previous attempt. If this option is chosen then each attempt by a particular student uses the same questions in the same order, independent of randomization settings. To show a fresh quiz on every attempt, select No for this setting.

Review options

(These settings are collapsed by default)



Review options			
During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

Review options expanded

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 students 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 timeframe 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 timeframe 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.

Note: Currently, the Answers display is a bit inconsistent between different question types. For example, the matching question type shows students which of their responses are correct, but does not tell them the right answer for the ones they got wrong. The short answer and multiple choices question types do tell the student what the correct answer is.

Users with the capability 'View hidden grades' [moodle/grade:viewhidden](https://moodle.org/grade:viewhidden) (typically teachers and administrators) are not affected by these settings and will always be able to review all information about a student's attempt at any time.

In your list of review options, you must have 'The attempt' (the first option in the lists) selected before you can enable the options to show 'Whether correct', 'Specific feedback', 'General feedback', and 'Right answer'. If you choose not to let the students review the attempt, your only options are to display 'Marks' and 'Overall feedback'.

Appearance

Show the user's picture

It is now possible, when displaying the user's profile picture for proctoring purposes, to choose whether a large image or thumbnail will be displayed.

Decimal places in grades

This option determines how many digits will be shown after the decimal separator (see [langconfig](#)) when the grade is displayed. A setting of 0 for example means that the grades are displayed as integers. This setting is only used for the display of grades, not for the display or marking of answers.

Extra restrictions on attempts

Require password

If you specify a password in here then participants must enter the same password before they are allowed to make an attempt on the quiz. This is useful to give only a selected group of students access to the quiz. If you have many users taking one simultaneous quiz, it may help to assign a very long password to the quiz, so that the load on the server is spread over time (see [this forum thread](#)).

Require network address

You can restrict access for a quiz to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers. This is especially useful for a proctored (invigilated) quiz, where you want to be sure that only people in a certain room are able to access the quiz. For example: 192.168. , 231.54.211.0/20, 231.3.56.211

There are three types of numbers you can use (you can not use text based domain names like example.com):

1. Full IP addresses, such as 192.168.10.1 which will match a single computer (or proxy).
2. Partial addresses, such as 192.168 which will match anything starting with those numbers.
3. CIDR notation, such as 231.54.211.0/20 which allows you to specify more detailed subnets.

Spaces are ignored.

Enforced delay between attempts

You can set a time (from seconds to weeks) between the first and second attempt of a quiz. You can also (or alternatively) set a time from seconds to weeks for subsequent attempts after the second attempt. Thus, you might allow a student to take the quiz twice immediately with no delay, but if they want to improve their score with a third attempt, they are forced to wait a week and use the time for extra revision.

Browser security

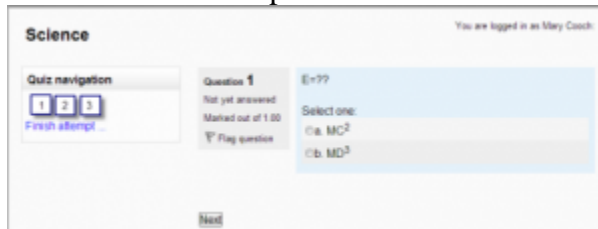
This is by default an advanced field, visible by clicking "Show advanced".

The options in this section offer various ways to try to restrict how students may try to 'cheat' while attempting a quiz. However, this is not a simple issue, and what in one situation is considered 'cheating' may, in another situation, just be effective use of information technology. (For example, the ability to quickly find answers using a search engine.)

Note also that this is not just a problem of technology with a technical solution. Cheating has been going on since long before computers, and while computers make certain actions, like copy and paste, easier, they also make it easier for teachers to detect cheating - for example using the quiz reports. The options provided here are not fool-proof, and while they do make some forms of cheating harder for students, they also make it more inconvenient for students to attempt the quizzes, and they are not fool-proof.

Full screen pop-up with some JavaScript security

There is a limit to what the quiz, which runs on a web server, can do to restrict what the student sitting at their computer can do while attempting the quiz. However, this option does what is possible:



Student view of quiz question with full screen popup.

- The quiz will only start if the student has a JavaScript-enabled web-browser.
- The quiz appears in a fullscreen popup window that covers all the other windows and has no course navigation controls. (However, it is impossible for a web site to create a browser window that cannot be minimised or moved aside.)
- The students are prevented, as far as is possible, from using facilities like copy and paste.

Require the use of Safe Exam Browser

This option will only appear if your administrator has enabled it in *Site administration > Development > Experimental > Experimental settings*.

[Safe Exam Browser](#) is a customised web browser that must be downloaded and installed on the computer that the student uses to attempt the quiz. It restricts student use more effectively than a pop up window option. Features include full screen, without web navigation options, shortcut keys including copy and paste are disabled and of course surfing the web during an exam.

Overall feedback

Overall feedback is shown to a student after they have completed an attempt at the quiz. The text that is shown can depend on the grade the student got. Click "Show editing tools" to display the rich text editor, and drag the bottom right of the text box out to expand it.

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.

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

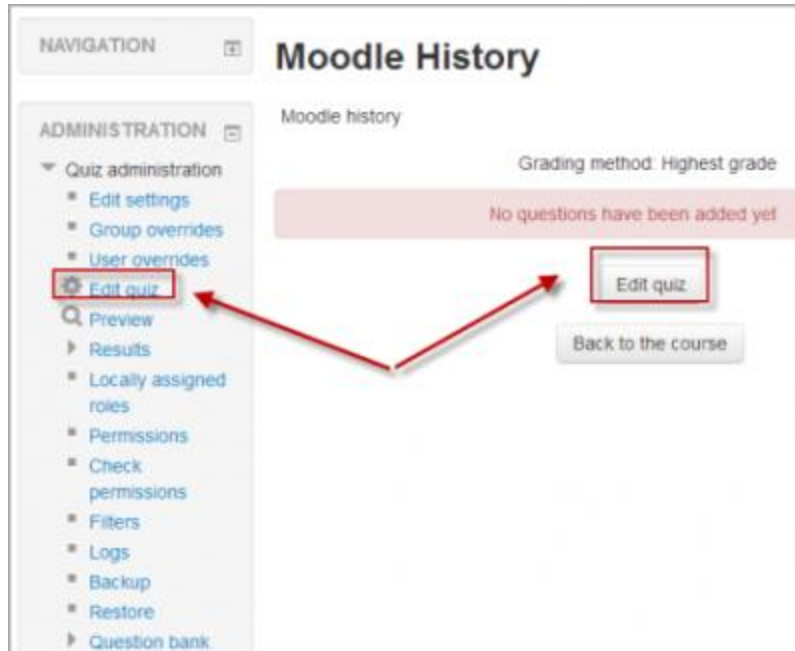
You can set as many or as few grade boundaries as you wish. The form allows you up to 5 ranges at first, but you can add more by clicking the "Add 3 fields to form" button underneath.

If you're getting confusing error messages about a boundary being out of sequence (when it's obviously *in* sequence), or "boundaries must be between 0% and 100%" (and they are) -- check that the Maximum Grade for this quiz is set to something greater than zero.

How a Moodle quiz works

Note: If you're new to quiz creation, try the [Quiz quick guide](#) first.

Once a quiz has been added to the course and the [Quiz settings](#) established, the teacher can start to build the quiz. The teacher can access the quiz to edit the questions by clicking directly on the Quiz name on the course home page or by clicking "Edit quiz" in *Administration > Quiz administration*. (You can also make questions in the [Question bank](#) without first creating a quiz. These questions may then be used later.)

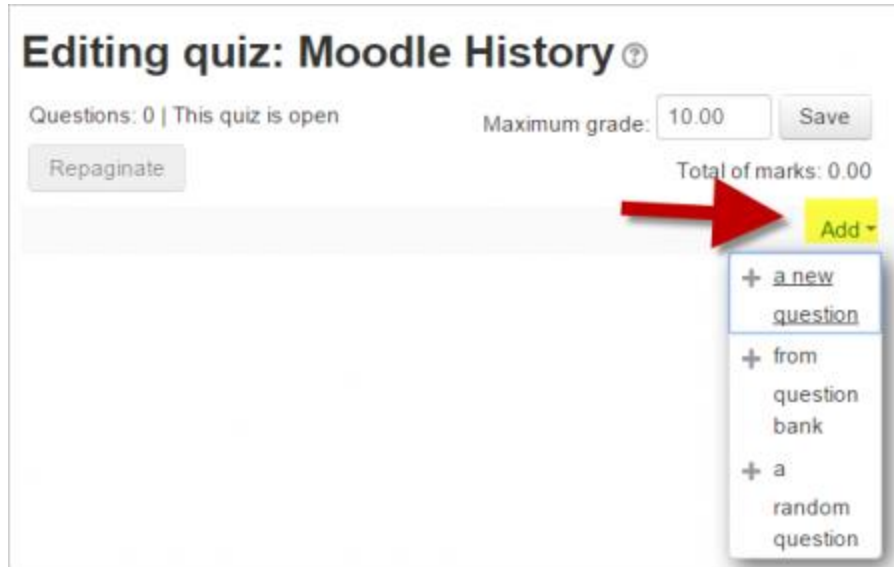


Accessing the quiz to add or edit questions

Adding questions

Once you have accessed the quiz editing screen as above, you can add questions from a number of locations:

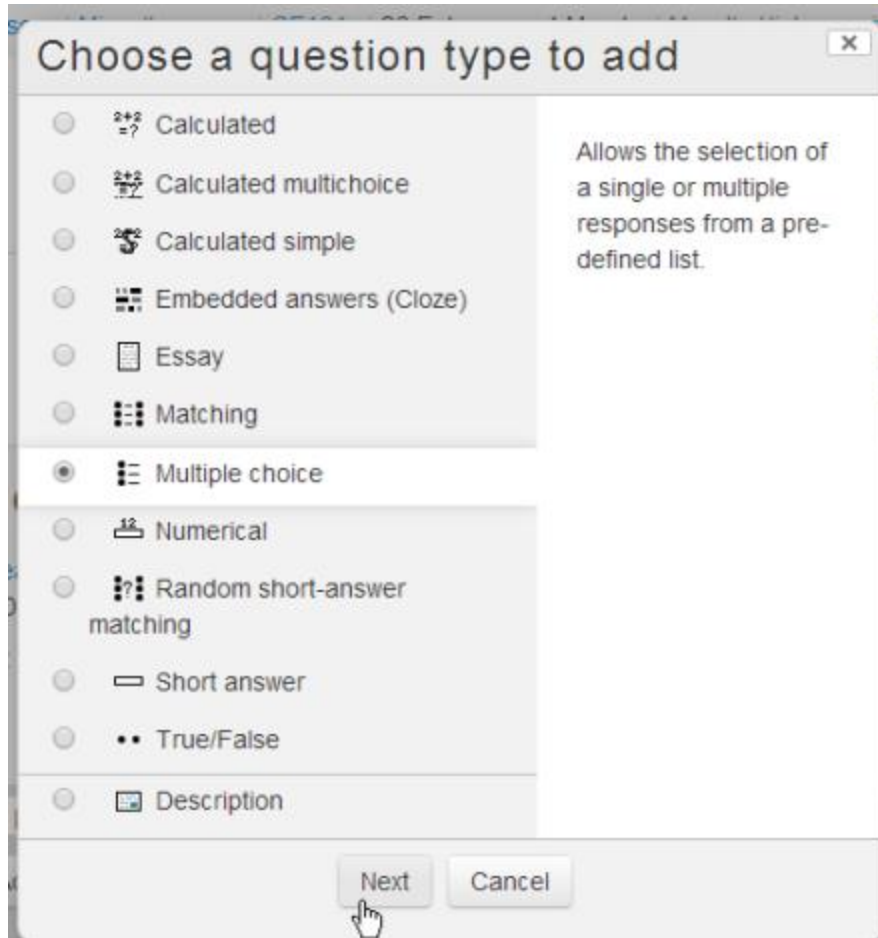
1. Click the 'Add' link as in the screenshot below. (*Note that in the US, the term 'marks' is replaced by 'points'.*)
2. When it opens up, choose either to add a new question, to select a question from the question bank or to add a random question.



Adding a question

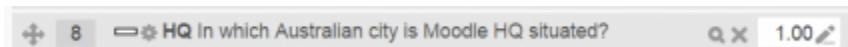
Creating a new question

1. To make a brand new question, click 'Add' and then '+ a new question'.
2. From the next screen, choose the question type you want to add and click "Next" ('When you click on a question type on the left, helpful information appears on the right.')




Selecting a question type

3. Fill in the question form, making sure to give a grade to the correct answer.
4. Click "Save changes".

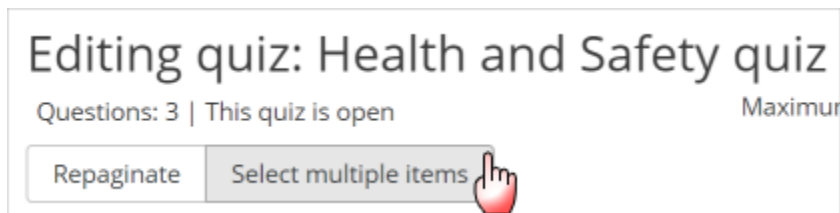


A question when it has been created

Note: If you have a very complex question, and you want to check it as you go along, you can preview it and then click "Save changes and continue editing".

When a question has been created, an icon and words display its type (eg multiple choice). It can be modified by clicking the edit icon (eg ) and previewed by clicking the magnifying glass icon.

As well as deleting individual questions with the delete (bin/trash can) icon, it is possible to delete more than one question by pressing the 'Select multiple items' button and choosing the questions to be removed:



Adding responses and feedback

5. When you add responses and feedback, remember you can expand the toolbar to show more buttons.

6. You can continue adding questions this way, clicking 'Add' and '+ a new question' each time.

Choosing a pre-made question

- If other teachers in the course have made questions, or if a teacher made questions in an earlier quiz, these can be added to the current quiz by clicking 'Add' and '+ from question bank' .
- Click the + sign next to one question you want to add it (1 in screenshot below)
- If you have several questions, or you want to add all the questions, tick the box of each question or the top box (2 in screenshot below) and then click 'Add selected questions to the quiz' (3 in the screenshot below).
- To sort the questions, click the column headings. The default sort order (T) is short for question type. (2 in the screenshot below)
- To ensure all previously made questions are available, make sure to tick the boxes "also show questions from sub-categories/old questions".



Using a previously made question

Note: It is also possible to import pre-made questions into your quiz, from *Quiz administration > Question bank > Import*. See [Import questions](#) for more information. Sample questions are available from the [Moodle.net content database](#).

Adding a random question

As long as you have questions in the question bank, you can add random questions to your quiz by clicking 'Add' and then '+ a random question'. This might be useful if you have students in a class taking a quiz at the same time, because they are unlikely to get the same questions at the same time. The same question will never appear twice in a quiz. If you include several random questions then different questions will always be chosen for each of them. If you mix random questions with non-random questions then the random questions will be chosen so that they do not duplicate one of the non-random questions. This does imply that you need to provide enough questions in the category from which the random questions are chosen, otherwise the student will be shown a friendly error message. The more questions you provide the more likely it will be that students get different questions on each attempt. When a quiz with random questions is retaken, the random questions will be different from the ones in previous attempts. For a discussion on the behaviour of random questions, see [MDL-6340](#)

The grade for the randomly chosen question will be rescaled so that the maximum grade is what you have chosen as the grade for the random question.

You can add one or more random questions by choosing the number and category in the question bank. Note the die icon to highlight random question selection. Random questions may be filtered by tag and **New in 3.5** a list of random questions will be displayed when filtered.

Add a random question at the end
✕

Existing category

New category

Category

Default for Veg Cook (17) ▾

Include questions from subcategories too

Tags ?

x vegan

Search
▼

Number of random questions

1 ▾

Questions matching this filter: 3

<
1
>

☰
Bean curd

☰
Chia

☰
Laver bread

Add random question

Cancel

Adding a random question. Note tag and filtered list



Random question selected for quiz

Note: If you add random questions and your category of questions contains more than 10 different questions, when you look at the quiz statistics report related to position 1, it will not show them all on the front page of the report, just a summary, and then you have to click a link to drill down into the details (the report [MDL-48092](#) is about the fact that working out which link to click is too difficult).

Quiz question tags

[New feature in Moodle 3.5!](#)

Questions may be tagged as they are created (as well as from the [Question bank](#)). Questions may be searched and filtered by tag in the Question bank and when adding random questions, as above.

Question categories

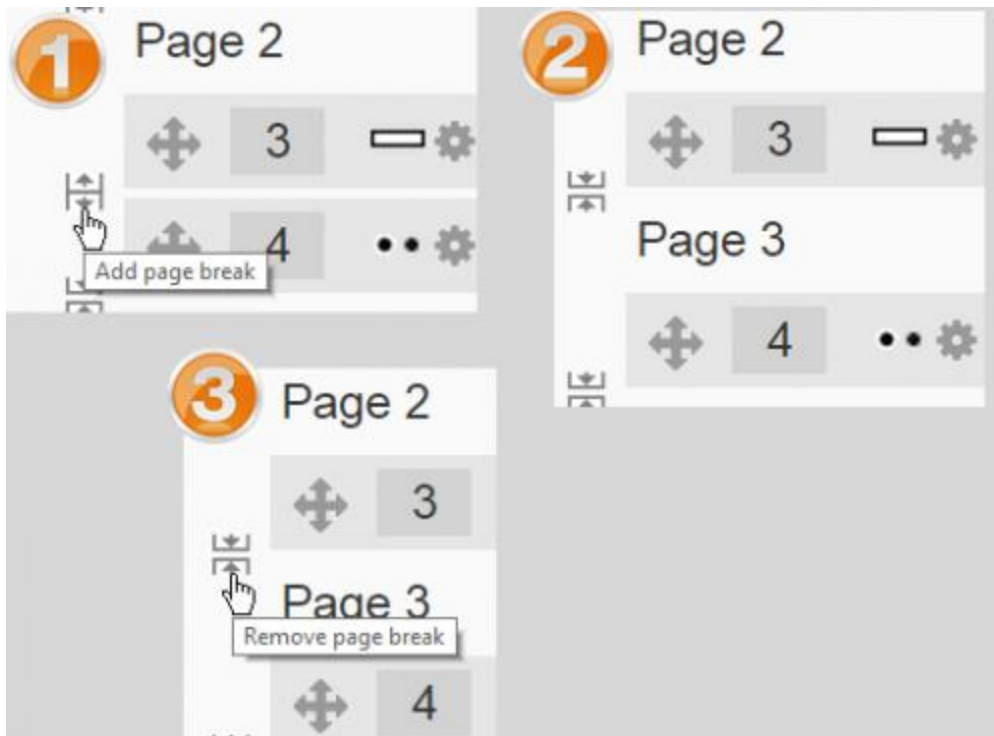
Questions can be stored and retrieved from categories in the Question bank. When you make a new question it defaults to the category with the course name. So if you make a quiz in the Senior Physics course, questions will automatically be added to "Default for Senior Physics". You can opt to have your quiz questions in a category of their own ("Quizname") or to add a subcategory.

To add a subcategory, go to *Administration > Quiz administration > Question bank > Categories*. For more information on question contexts and categories, see [Question bank](#)

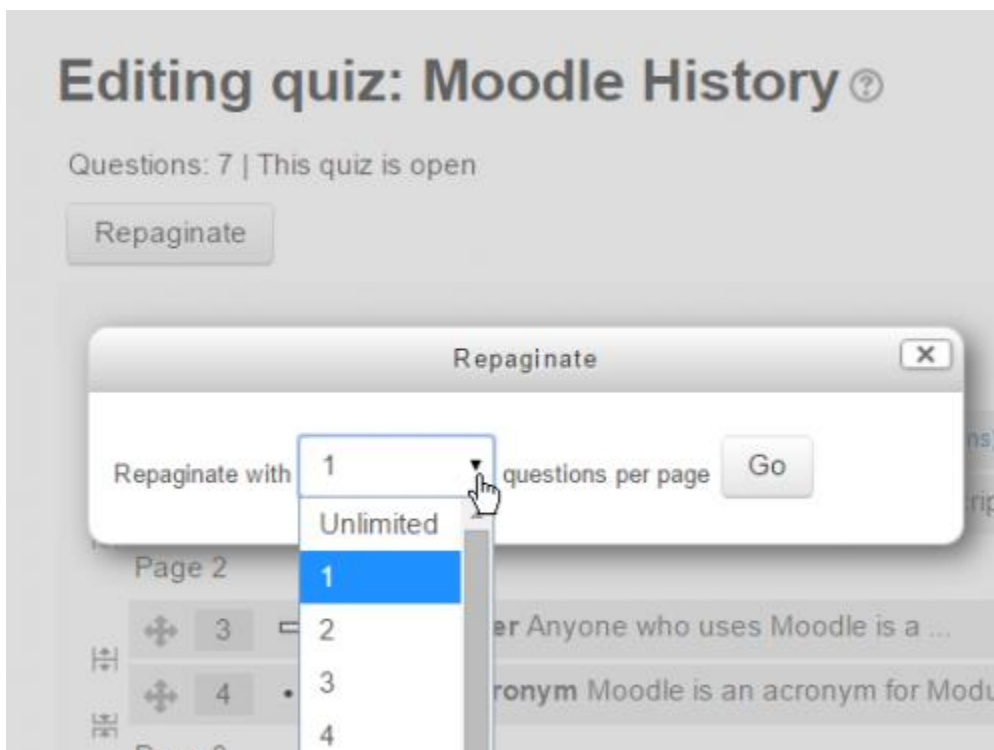
Users will have access to different categories according to their permissions. For example, a regular teacher might only have access to question categories in his own Physics course whereas his Faculty Head of Science with permissions in all science courses might have access to question categories in Biology and Chemistry as well.

Quiz layout

- You can choose in the Layout section of the quiz settings whether to have a new page for every question or after a certain number of questions.
- You can add a page break between questions by clicking the arrow icon (where the arrows are pointing away from each other) (1 in the screenshot below) A new page will be created. (2 in the screenshot below)
- You can remove pages by clicking the arrow icon (where the arrows are pointing towards each other). (3 in the screenshot below)



- You can also change the layout of the whole quiz by clicking the 'Repaginate' button:

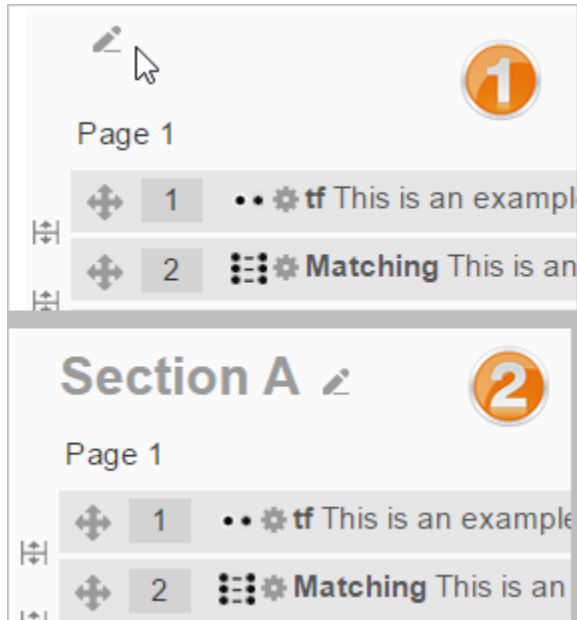


- Questions may be moved by dragging and dropping using the crosshairs icon:

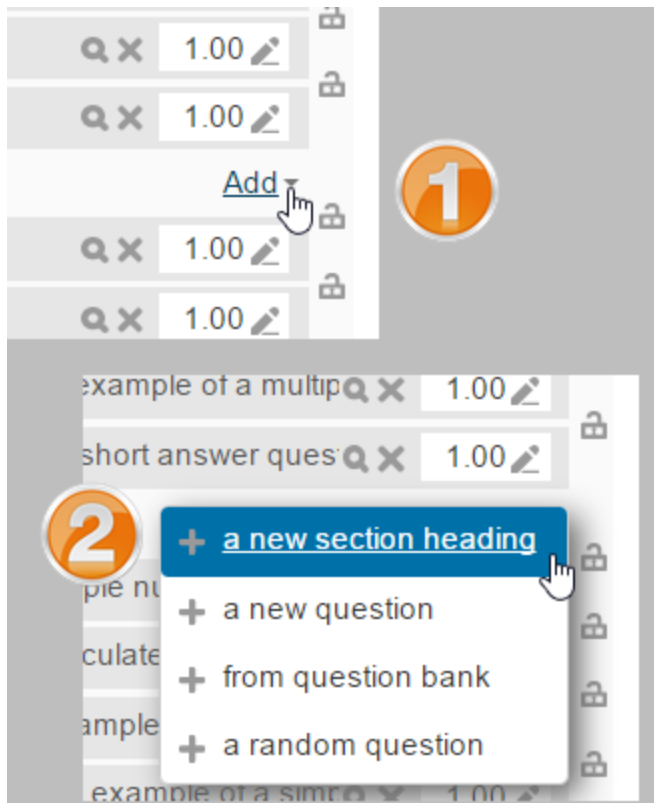


Section headings

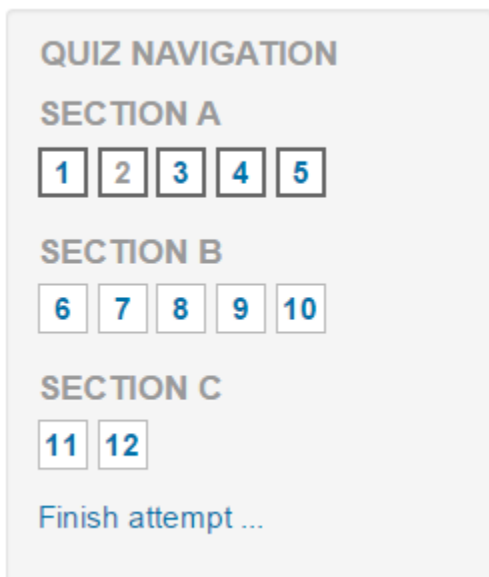
- Section headings may be added to each new page.
- For the first page, click the 'pencil' icon at the top (1) and add your heading (2):



- For other pages, click the 'Add' link (1) and choose 'a new section heading' (2), and then add your heading as for Page 1:

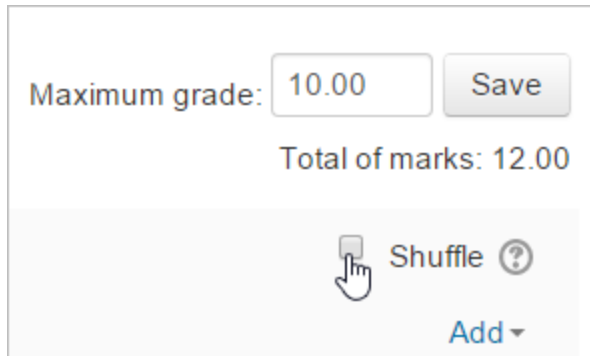


- The section headings are displayed in the Quiz navigation block:



Randomising the order questions appear

- The order in which questions appear to the student may be randomised or 'shuffled' by ticking the 'Shuffle' box at the top of the screen:



- Where questions are in different sections (see *Section headings* above), each section has its own 'Shuffle' box to tick. This means that you can mix up questions on one section, but in another section, where their order is important, you can keep them in the order you need them to display:



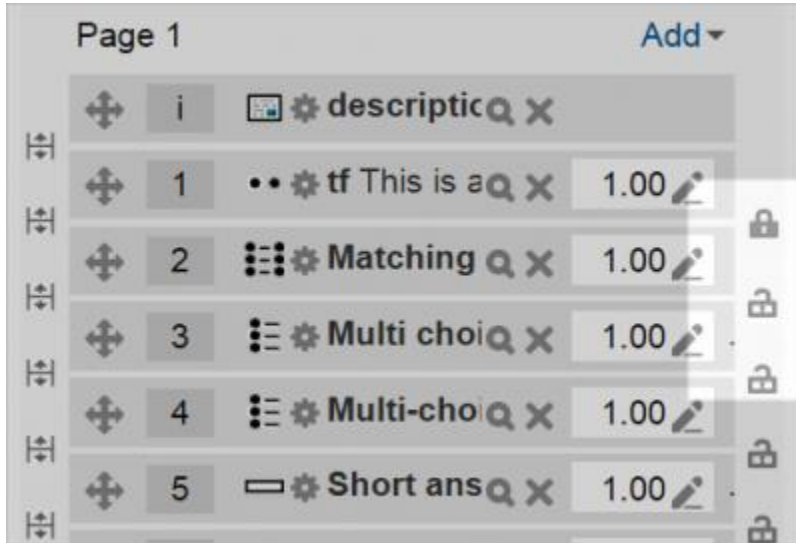
Making questions conditional upon other questions

- If using the *Interactive with multiple tries* or *Immediate Feedback* behaviour and with the navigation method set to 'Free', it is possible to make the display of a question dependent on a previous question being answered first.
- The question editing page will display padlock icons to the right of each question:



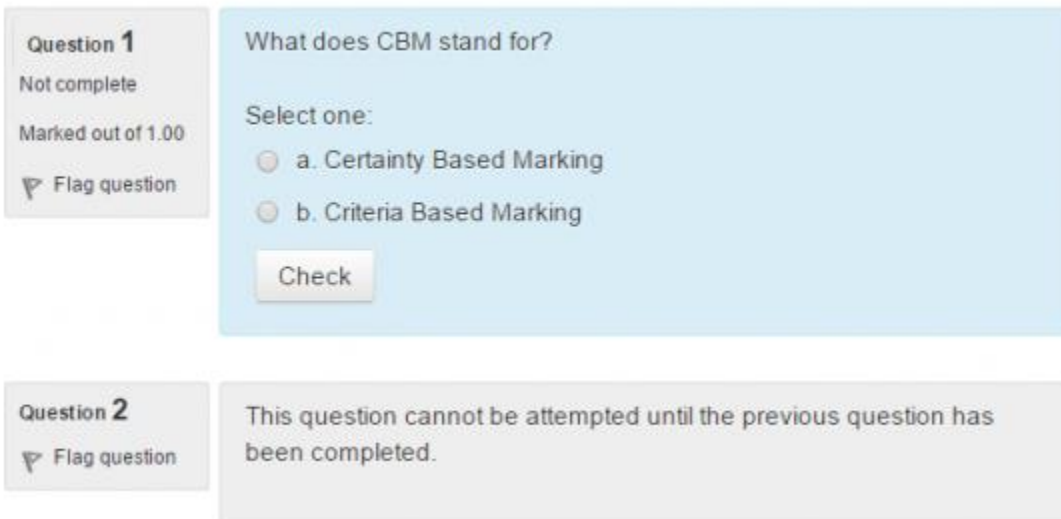
Padlocks - all unlocked

- If you want to make a question, for example Q2, conditional upon answering Q1, then click the padlock just above Q2:



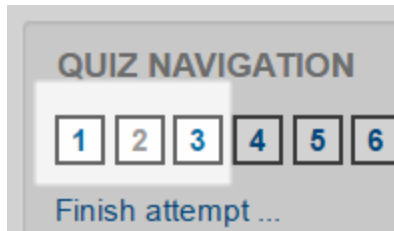
Padlocks - Q2 locked

- When a student accesses the quiz, they will see a message that Q2 is not available until they give a response to Q1:



What students see

- In the Quiz navigation block, Q2 will be greyed out:



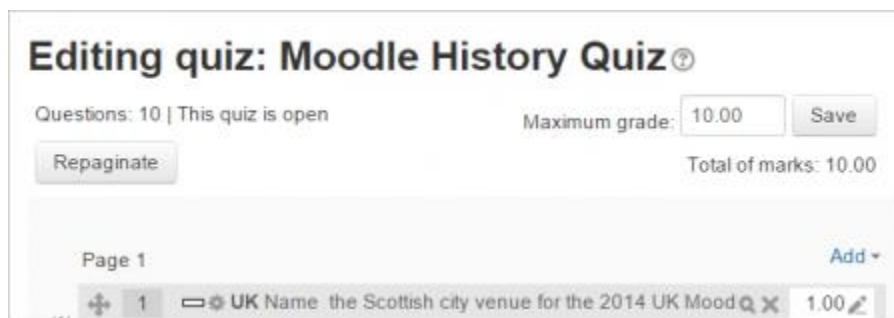
- In the following example, note that, Q1 follows a description, and a description 'questions' cannot be finished. Therefore, Q1 cannot depend on the previous question. Similarly, Q4 follows an Essay question. The Essay cannot be finished during the attempt, so the following question cannot depend on it. Note the lack of padlocks in the following screenshot because of the description and Essay question:



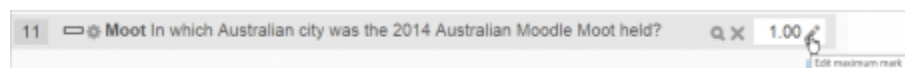
Assigning points to questions

Administration > Quiz administration > Edit quiz > Editing quiz

You can set how many points each question is worth by changing the number in the box to the right of each question and you can change the maximum grade by changing the number in the box top right at the top of the quiz. The default is one point per question and 100.00 maximum grade.



Points per question and max grade



Edit individual marks

The quiz module will do any maths, so for example, a 2 point question will be worth 2 times more when the Quiz module determines how many point out of 10 to award the student.

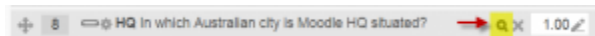
Assembled by Connie Corso. Source is Moodle.org

Previewing the quiz

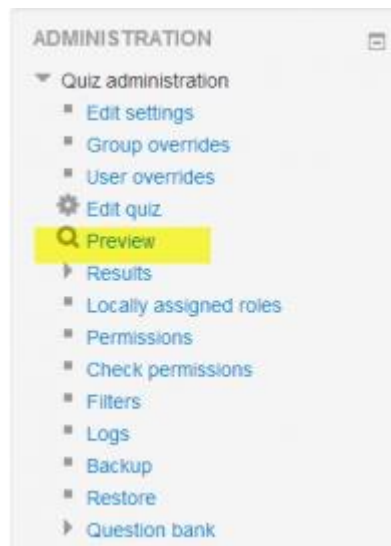
- You can preview individual questions by clicking the magnifying glass icon.
- You can preview the whole quiz by clicking the "Preview" link in *Administration>Quiz administration>Preview*
- The quiz works like a real quiz so you can see your grades and any feedback for correct/incorrect answers just as a student would see them.

NOTE: *To get a more accurate view of how a student would view your quiz, it is advised to log in with a "dummy" student account created by the admin for testing activities. This is more reliable than the 'switch role to student' feature.*

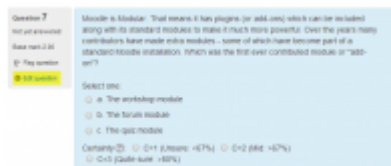
- See also the question: 'How can a teacher '-dry run a quiz..?' in [Quiz FAQ](#)



Previewing a single question



Click to preview the whole quiz



Quiz in preview mode

After quiz has been attempted

If one or more students have taken the quiz, you will see a list of all the questions in the quiz and a notice saying that you cannot add or remove questions.

You can change the order of questions, regrade them, preview an individual question and click on an question edit link that will allow you to directly edit the question stored in the question bank.

Note: You can delete all quiz attempts by students and then edit the quiz as if no students had attempted it. To do this,click the quiz name and then the Results link in the Administration block. This will present a list of students and their scores. Click "Select all" and then "Delete selected attempts".


Dealing with faulty questions

There are several ways to deal with "bad" questions in a quiz.

- Change the grade for the bad question to 0 in the quiz.
- Edit the question, changing what you will accept as a correct answer, then regrading the exam. Remember when changing a question that the next time it is used it will be as it was in the last edit. Also, regrading will only affect one quiz at a time.
- You can edit the question to explain the situation to the student and then you can set the grade for the question to zero. After you make such changes you should regrade the quiz by clicking on the **Results** tab and then the **Regrade** tab. This will change the grade for all students who have taken the quiz so far. Remember, if the question is used by another quiz, your "explanation" will appear as part of that quiz.
- You can change the grade for the bad question and then move or delete the question from your question category. The question will still appear on the quiz. Some places do not like to delete any question, but will move them to a "dead" or "bad" question category.
- When you discover a bad question in your quiz, it may affect the question bank. Remember that a final might be made up of a certain number of random questions drawn from different question categories, the same categories used in a smaller subject quiz. It can be very important do something about bad or invalid questions in a question category when the categories are use in other places.


How students take a quiz

- Click on the quiz link on the course homepage and read the information to check you're in the right quiz.
- Click on "Attempt quiz now" button.
- Click on the "Next" button at the bottom of the page to see the next page of questions
- Click on the "flag" in the box next to the question to put a temporary marker on it

Question **2**
Not yet answered
Marked out of 1.00
 Flag question

- Notice the Quiz navigation block. You can use it to jump to any question.

Quiz navigation



[Finish attempt ...](#)

[Start a new preview](#)

- - A flagged question is shown with a red triangle at the top right
 - Questions on the current page are shown with a thicker border
 - After viewing a description, it is shown with the bottom half grey
 - After saving an essay question, it is shown with the bottom half grey
 - A dependent question is shown in grey with a padlock icon
- To finish the exam, click "Finish attempt" in the navigation block of "Next" on the last page of the exam.
- The "Summary of attempt" page - reviews the questions and alerts you to questions not attempted.

Summary of attempt

Question	Status	Marks
1	Not yet answered	
2	Not complete	
3	Not complete	

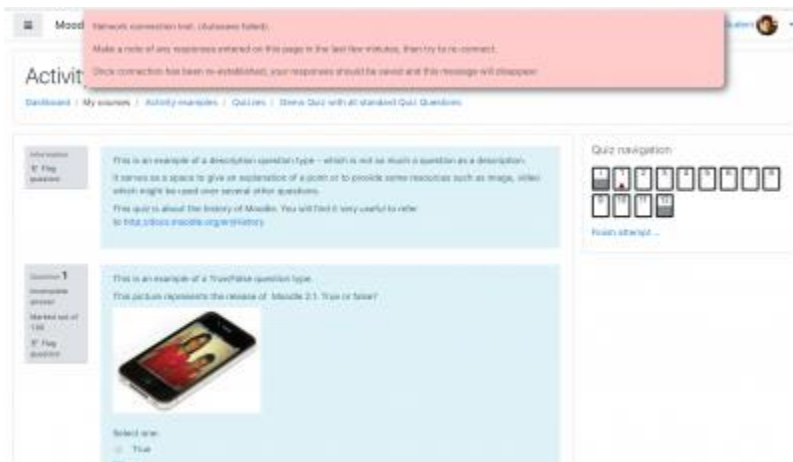
Return to attempt

Submit all and finish

- Click on any question page number or "Return to attempt" to go back to the quiz.
- Click on "Submit all and finish" to have your quiz scored. A warning will pop up telling you you can no longer change your answers.

Autosave

If Moodle detects that the student's Internet connection has dropped, and the Quiz autosave feature is enabled, a warning message is displayed, prompting the student to make a note of recent responses.

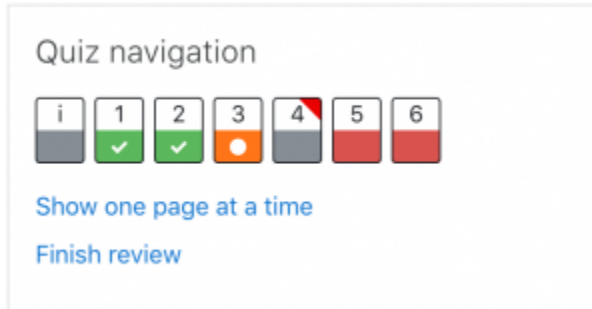


Quiz autosave is enabled by default, with the default time period set to 2 minutes. This autosave period can be changed, or the setting disabled completely, from *Site administration > Plugins > Activity modules > Quiz > Autosave period*.

How students review a quiz

Assembled by Connie Corso. Source is Moodle.org

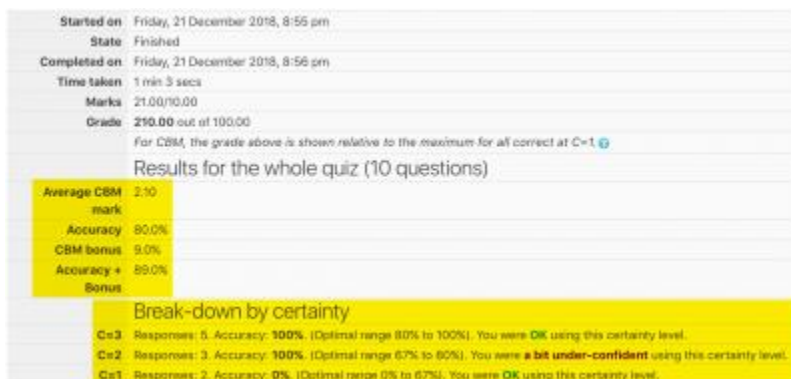
- In the quiz navigation block
 - A correct answer is shown with the bottom half green with a white tick
 - A partially correct answer is shown with the bottom half orange with a white circle in it
 - A wrong answer is shown with the bottom half red
 - An essay question (requiring manual marking) is shown with the bottom half grey
 - A flagged question is shown with a red triangle at the top right



- In the questions themselves, correct answers will be in green with a check mark next to it. Incorrect answers will be in red with a cross next to it.
- According to your teacher's settings, you might get general feedback, specific feedback on each question and/or overall feedback on your final score.
- Although the quiz may have been split into multiple pages, the review will show all the questions on a single page to make it easier to navigate. You can choose to review the quiz with separate pages as it was when you took the quiz.

Results in a quiz using CBM (Certainty-based marking)

Quizzes using CBM provide detailed feedback relating to accuracy and certainty:



For more information on how CBM works and how students may benefit from it, see [Using certainty-based marking](#).

Saving questions and returning later to a quiz

Assembled by Connie Corso. Source is Moodle.org

- If you answer a number of questions and then want to complete the quiz at a later time,click "Finish attempt".
- When you return to continue the quiz, Moodle will remember which page you were on and allow you to continue from there, having saved your previous questions.

Retaking a quiz

If your teacher has allowed multiple attempts, when you click on the quiz again you will be informed how many attempts you have remaining along with your previous scores.

How teachers view a quiz

Note: Once a quiz has been attempted, it is not possible to add or delete questions unless previous scores are removed.

- When attempts have been made on the quiz, the teacher can click the quiz name and access the reports by clicking the link "Attempts - (No. of attempts).
- It is then possible to filter the reports according to preference:

Attempts: 1

▼ What to include in the report

Attempts from

Attempts that are In progress Overdue Finished Never submitted

Show at most one finished attempt per user (Highest grade)

Show only attempts that have been regraded / are marked as needing regrading

- A teacher may also access quiz results by clicking on the quiz name in the Navigation block. This opens up other links, enabling them to view by grade, by correct response, by statistics and by manually graded responses:

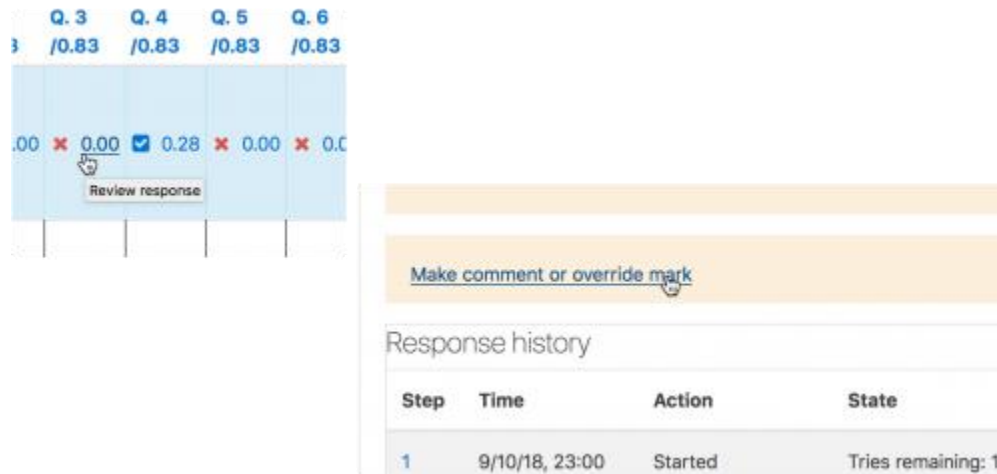
📊 Results

- Grades
- Responses
- Statistics
- Manual grading

- Each individual question may be filtered in score order and individual student quiz responses may be viewed by clicking "Review attempt" next to their name.
- *For more information on how quiz responses are reported, see [Quiz reports](#).*

Commenting on or regrading responses

- By clicking on the score of an individual question, a teacher may comment on it or override the grade:

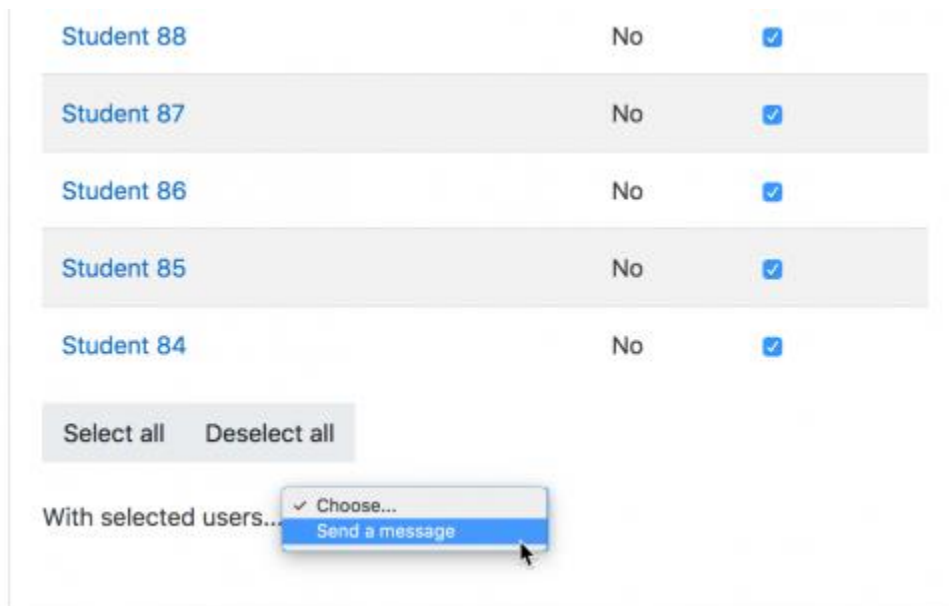


The screenshot shows a Moodle quiz interface. At the top, there are four question columns labeled Q.3, Q.4, Q.5, and Q.6, each with a score of /0.83. Below this, a row of scores is displayed: .00, 0.00, 0.28, 0.00, 0.00. A mouse cursor is hovering over the '0.00' score, and a 'Review response' button is visible. To the right, a dropdown menu is open, showing the option 'Make comment or override mark'. Below the dropdown is a 'Response history' table.

Step	Time	Action	State
1	9/10/18, 23:00	Started	Tries remaining: 1

Messaging students who haven't completed a quiz

- From the Administration block, click *Reports>Course participation*
- From the drop down, choose your quiz.
- In *Show only*, choose "Student" and in *Actions*, choose "post"
- In the list that appears, tick/check the boxes next to those you wish to message.
- In the bottom dropdown *With selected users*, choose "send message"



The screenshot shows a Moodle course participation report. It displays a list of students with their names and a 'No' status. Each row has a blue checkmark in the rightmost column. Below the list are two buttons: 'Select all' and 'Deselect all'. At the bottom, there is a dropdown menu labeled 'With selected users...' with two options: 'Choose...' and 'Send a message'. A mouse cursor is pointing at the 'Send a message' option.

Ideas for using Quiz

Quizzes may be used:

1. as unit or course exams
2. as mini-tests for reading assignments or at the end of a topic
3. as exam practice using questions from previous years' exams
4. to deliver immediate feedback for printed workbook activities
5. to provide feedback about performance
6. for self assessment
7. (with the use of the [Question creator role](#)) to allow students to generate their own quiz questions for a practice question bank.

See also

- [Working example of a quiz on School demo site](#) (Log in with username:student/password:moodle)
- [See how a teacher analyses quiz results on School demo site](#) (Log in with username:teacher/password:moodle)
- [Effective quiz practices](#)
- [How to let teachers share questions between courses](#)
- [Quiz submission email notification](#)
- [Online Quizzes and Exams with Moodle](#) - reflections by [James Neill](#)
- [Styles of interactive computer marked assessments](#) from the Open University
- [Making homework work using Moodle quizzes to make interactive homework system](#) YouTube video from MoodleMoot US 2015 by Joshua Bragg.
- [How do i display the log IP address on the Quiz report download?](#)
- [Constructing Written Test Questions For the Basic and Clinical Sciences](#) - The manual is intended to guide educators of healthcare professions in writing high-quality, multiple-choice questions (MCQs) related to the foundational and clinical sciences. It covers the development of MCQs, common flaws related to item (question) development, and the basics of item analysis. Also, special attention is given to rules for writing one-best-answer questions in the clinical vignette format.

Grades report

[Grade reports](#) shows all the students' quiz attempts, with the overall grade, and the grade for each question. There are links to review all the details of a student's attempt, just as the student would see it.

There is a setting form at the top of the page that can be used to control what is displayed.

▼ What to include in the report

Attempts from

Attempts that are In progress Overdue Finished Never submitted

Show at most one finished attempt per user (Highest grade)

Show only attempts that have been regraded / are marked as needing regrading

Form for selecting what to include in the report

The teacher can select from:

- enrolled users who have attempted the quiz;
- enrolled users who have not attempted the quiz;
- enrolled users who have, or have not, attempted the quiz;
- all users who have attempted the quiz

First name / Surname	Email address	State	Started on	Completed on	Time taken	Grade/100.00	Q. 1 /11.11	Q. 2 /11.11	Q. 3 /11.11	Q. 4 /11.11	Q. 5 /11.11	Q. 6 /22.22	Q. 7 /11.11	Q. 8 /11.11
<input type="checkbox"/> Jerry Hart	jerryhart155@example.com	Finished	17 October 2012 9:52 PM	17 October 2012 9:53 PM	48 secs	44.44	✗ 0.00	✓ 11.11	✓ 11.11	✗ 0.00	✗ 0.00	✓ 11.11	✗ 0.00	✓ 11.11
<input type="checkbox"/> Carol Blann	carolblann213@example.com	Finished	17 October 2012 9:54 PM	17 October 2012 9:54 PM	42 secs	51.85	✓ 11.11	✓ 11.11	✓ 7.41	✓ 11.11	✗ 0.00	✗ 0.00	✗ 0.00	✓ 11.11
<input type="checkbox"/> David Stewart	davidstewart157@example.com	Finished	17 October 2012 9:55 PM	17 October 2012 9:56 PM	46 secs	70.37	✓ 11.11	✓ 11.11	✓ 7.41	✗ 0.00	✓ 11.11	✓ 11.11	✓ 11.11	✓ 11.11
Overall average						55.84 (3)	7.41 (3)	11.11 (3)	7.41 (3)	3.70 (3)	3.70 (3)	7.41 (3)	3.70 (3)	11.11 (3)

Report showing information for 3 students

The results can be downloaded in a variety of formats.

There is a setting form at the top of the page that can be used to control what is displayed.

At the bottom of the page is a graph showing the distribution of scores.

There are check boxes to allow you to individually regrade or delete the selected attempts.

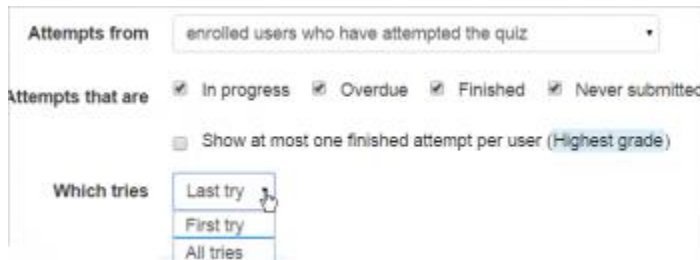
By clicking on the score link, you are able to look at an individual student exam.

Responses report

This is very similar to the Grades report, except that it shows the responses the students gave, rather than the marks they earned.

It is also possible to show the question text or the right answer, to compare with the student's response. This is helpful when the question is randomised.

For quizzes with interactive question behaviour, it is possible to display responses for the first, last or all tries a student makes:



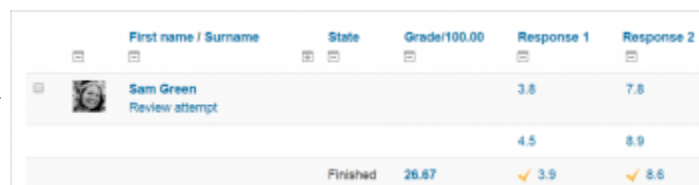
Attempts from: enrolled users who have attempted the quiz

Attempts that are: In progress Overdue Finished Never submitted

Show at most one finished attempt per user (Highest grade)

Which tries: **Last try**, First try, All tries

Selecting number of tries to display



First name / Surname	State	Grade/100.00	Response 1	Response 2
Sam Green Review attempt			3.8	7.8
			4.5	8.9
Finished	26.67	✓ 3.9	✓ 8.6	

Displaying all tries

Statistics report

This report gives a statistical (psychometric) analysis of the quiz, and the questions within it. The front page of this report gives a summary of the whole test. There are then links to drill down into a detailed analysis of a particular question.

The full report (overview, and detailed analysis of all questions) can be downloaded in a variety of formats, as can the quiz structure analysis table.

Please refer to [Quiz statistics report](#) for more detailed information about the different types of statistics that can be gathered via this link.

Manual grading report

The [Quiz manual grading report](#) makes it easy to manually grade questions in the quiz.

The first screen of the report lists all the questions in the quiz that need to be, or have been, manually graded (for example essay questions) with the number of attempts. There is an option to also show the questions that have been automatically graded, which is useful if you ever need to edit the grades by hand.