Overview

This page contains instructions to help you create quizzes in Moodle by various methods, and to perform some basic tasks in relation to quizzes.

When to use

For advice on when to use online assessment, see the page Using Technologies to Support Assessment.

Benefits

Moodle's Quiz activity allows you to design and build quizzes containing many question types (e.g. multiple choice, true/false, short answer). Moodle stores all quiz questions in a question bank, from which they can be imported into different quizzes—for example, for revision purposes.

Guide

Getting started

Video Series - How to Add a Quiz to your Moodle Course

Overview, setup of formative and summative quizzes, group quizzes, team quizzes, categorised questions, grading, importing quizzes from Word/Blackboard

Step by step instructions

- Create a quiz shell
- Add questions to a quiz
- Add and edit question bank categories
- Reactivate a quiz
- Grant an extension for a quiz
- View quiz reports

If you are likely to want to use the questions in more than one quiz, you can build your quiz in two different ways:

- Create the quiz / Create the questions in a question bank / Add questions to the quiz - or
- Build a question bank / Create the quiz / Add questions to the quiz from the bank.

Create a quiz

To create a quiz, first create the quiz shell, then add questions to the shell, either creating them as you go or using existing questions in the course question bank.

1. On the Moodle course home page, in the relevant section, click **Add an activity**, select **Quiz** from the list and click **Add**.

1. On the *Adding a new Quiz* page, click **Expand all** at the upper right of the page.
2. In the **General** section, enter a **Name**, and an introductory **Description** if necessary.

✅ Adding a new Quiz to Section 1 ⑦

2 ▶ Expand all

▼ General

Name *

3 Prior knowledge quiz

Description

| ⌨ | Font family ▼ | Font size ▼ | Paragraph ▼ | ↩ | ↪ | 🔍 | A |

This quiz is to give me an idea of what prior knowledge the class is bringing to the course so that I can adjust my teaching to suit.

1. In the **Timing** section:

- **Enable** and select dates to **Open the quiz** and **Close the quiz**.
- **Enable** and set a Time limit, if using.
- Select the appropriate option for **When time expires**.
- If you are allowing a grace period, **Enable** and nominate a **Submission grace period**.

1. In the **Grade** section:

- Select the **Grade category** within the Gradebook where you want this assignment to belong.
- Set the number of **Attempts allowed**, the **Grade to pass** and, if multiple attempts are allowed, which **Grading method** Moodle should use.

1. In the **Layout** section:
   - Select where you want **New page** breaks to fall.

- Click **Show more** and select, at **Navigation method**, whether you want Moodle to force students to answer questions sequentially.

Layout

New page ⑦ — Every question

Navigation method * ⑦ — Sequential ⬍

Show less...

1. In the **Question behaviour** section:

- Select whether to **Show question names in Quizzes**.
- At **Shuffle within questions**, select whether you want multiple choice or matched question options randomised.
- Select **How questions behave**. **Deferred feedback** (students must submit entire quiz before they see any grade or feedback) and **Interactive with multiple tries** (students submit each questions and get immediate feedback as they progress through the quiz) are the most common choices.
- If you allowed multiple attempts, click **Show more** and select whether **Each attempt builds on the last**, if you want each new quiz attempt to contain the results of the previous attempt. This allows students several attempts to complete a quiz.
- Depending on your selection for **How questions behave**, you may choose whether to **Allow redo within an attempt.**

Question behaviour

(7)

Show question names in Quizzes ☐
?

Shuffle within questions ? No ▲▼

How questions behave ? Deferred feedback

Allow redo within an attempt * ? No

Each attempt builds on the last * No ▲▼
?

Show less...

1. Under **Review options**, select what you want the student to be able to see when they view their attempt or report at various stages.

Review options ⑦

8

During the attempt

- ☑ The attempt ⑦
- ☑ Whether correct ⑦
- ☑ Marks ⑦
- ☑ Specific feedback ⑦
- ☑ General feedback ⑦
- ☑ Right answer ⑦
- ☐ Overall feedback ⑦

Immediat

- ☑ The a
- ☑ Whet
- ☑ Mark
- ☑ Spec
- ☑ Gene
- ☑ Right
- ☑ Over

1. In the **Appearance** section, make choices about how you want the quiz to display:

- Do you want to **Show the user's picture** during the attempt, and on the review screen, to make it easier to check that they are logged in as themselves in an invigilated exam?
- How many **Decimal places in grades** do you want to display to the students for this quiz?
- How many **Decimal places in grades** do you want to display to the students for individual questions in this quiz?
- Click **Show more** and select whether you want the normal blocks to display during the student's quiz attempt.

Appearance

Show the user's picture ⑦ — [No image ▲▼]

Decimal places in grades ⑦ — [2 ▲▼]

⑨ **Decimal places in question grades** ⑦ — [Same as for overall grade

Show blocks during quiz attempts * ⑦ — [No ▲▼]

Show less...

1. Under **Extra restrictions on attempts**:

- Do you want to **Require password** for students to access this quiz?
- The **Require network address** setting is for proctored quizzes, to ensure that only students in a certain room can gain access to the quiz. Obtain the IP addresses for all rooms in which the quiz will be taken, and enter them in this field, separated by commas.
- Enable and select whether you want to set up the 2 levels of **Enforced delay**.
- Click **Show more** and select whether you want to set up **Browser security** and restrict students' view and activity further (read the relevant help text ⑦).
- We recommend selecting No for the option to **Allow quiz to be attempted offline using the mobile app**.

▼ Extra restrictions on attempts

Require password ⑦   *Click to enter text* ✎ 🔍

Require network address ⑦

(10) **Enforced delay between 1st and 2nd attempts** | 10 | | minutes ⬍ | ☑ En
⑦

Enforced delay between later attempts | 0 | | minutes ⬍ | ☐ En
⑦

Browser security * ⑦   None

Allow quiz to be attempted offline using the mobile app *   No ⬍
⑦

Show less...

1. **Overall feedback**: Enter the **Feedback** text the students will automatically see, depending on which range of scores they fall within, as defined by the grades or percentages in the **Grade boundary** fields.

▼ Overall feedback ⑦

Grade boundary 100%

Feedback

⊞	Font family ▼	Font size ▼	Paragraph ▼

Thank you for completing this quiz. Please don't h
quiz caused you concern.

Path: p

⑪

1. Complete any other necessary page sections, then click **Save and display** to access the page for adding questions to the quiz.
2. For assistance adding questions to the quiz, see the instructions below and this [MoodleDocs](#) page.

Add questions to a quiz

You can add questions to a quiz in 3 ways:

- create them one at a time within the quiz
- retrieve them from a question bank
- import them from a file on your network or computer, or from one of your uploaded course files

To create questions one at a time within a quiz:

1. On the course home page, with editing turned on, click the link for the quiz.

① ✥ ✔ Introductory quiz ✎ Edit ▾ ▲

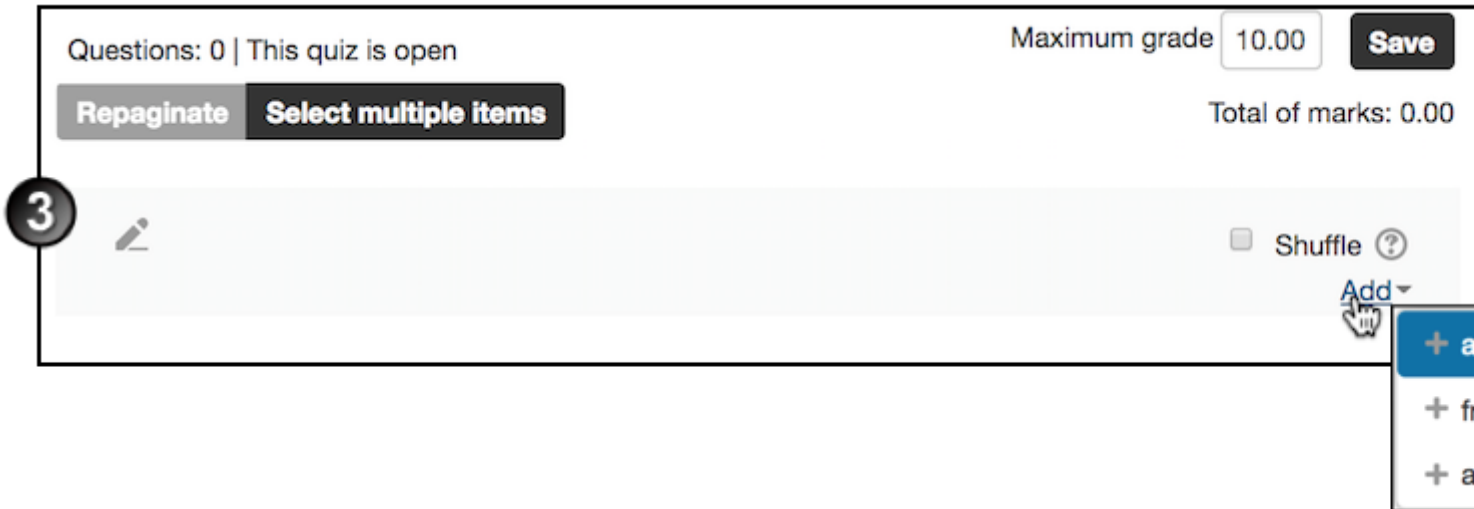1. On the quiz's home page select **Edit quiz**.

②

Attempts allowed: 2

Grading method: Highest grade

No questions have been added yet   ✕

Edit quiz

Back to the course

1. On the *Editing quiz* page, click **Add** and then select **a new question**.

1. In the *Choose a question type to add* window, select the question type and click **Add**.
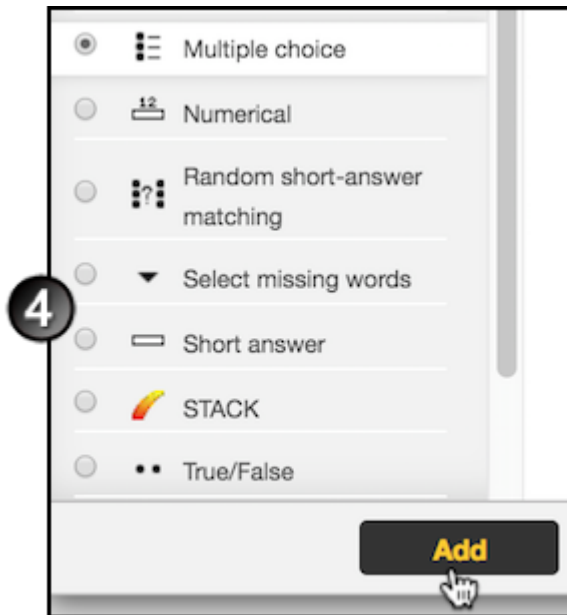
1. On the *Adding a [question type] question* page, select a question **Category**, enter a **Question name,** some **Question text** and the **Default mark,** and then complete the remainder of the fields as required, clicking Help ⑦ for assistance if necessary.

General feedback

General feedback is shown to the student after the question. Unlike specific feedback, which d question type and what response the student g feedback text is shown to all students.

You can use the general feedback to give stud answer and perhaps a link to more information not understand the questions.

> **Multiple choice question with multiple answers allowed:** When you set up the answers for a question of this type, not only must the questions' combined **Grade** amounts add up to 100%, but you must also assign a negative **Grade** for the incorrect answers. If you don't, a student who selects incorrect answers as well as all the correct answers will be marked as if they answered the question correctly.

1. If the question is complex and you want to check how it will display to the student, scroll to the bottom of the page and click **Save changes and continue editing**. Then:
   - Click **Preview**, and the question will display in the *Preview question* window.
   - If necessary, adjust the **Attempt options** and click **Start again with these options** to see how the revised question behaves.
   - If necessary, change **Display options** and click **Update display options** to check the display.
   - Close the window when you are happy with the way the question behaves.

1. Click **Save changes**. The question displays on the *Editing quiz* page. Click the arrows ⬆⬇ to change its position within the quiz.

**To retrieve questions from a question bank:**

1. On the *Editing quiz* page, click **Add** and then select **from question bank**.

1. Make your choice from the **Select a category** list.
2. Select the check box(es) of the question(s) to be added to the text.
3. Click the **+** icon next to the check box to add a single question, or click **Add selected questions to the quiz** to add multiple questions to the quiz. The questions are added to the quiz.
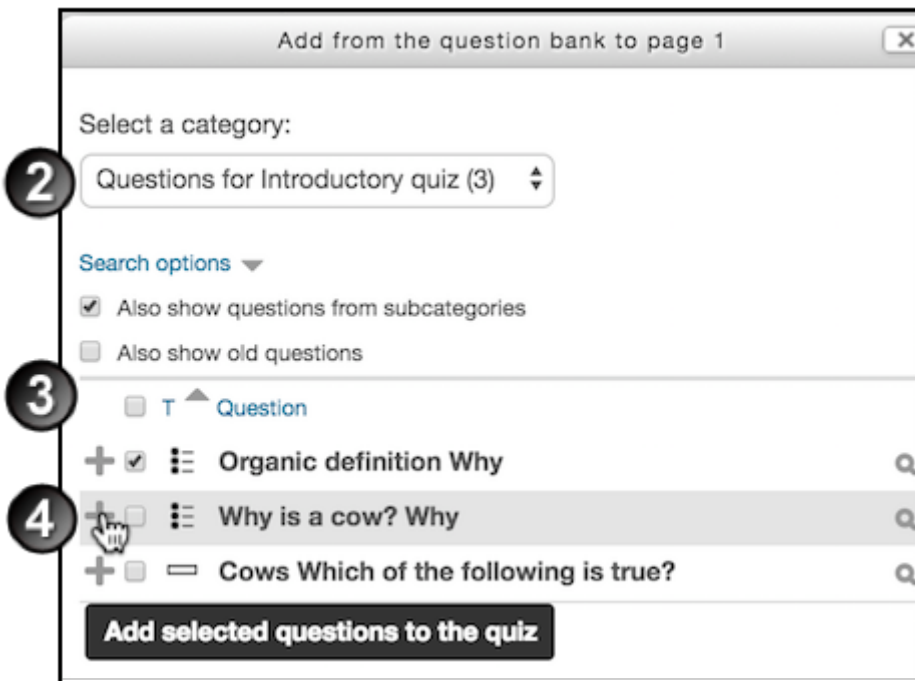
1. You can also add random questions from the chosen category to the quiz.

Click here for more detailed instructions on using question banks.

To import questions:

1. On the course home page, in the **Settings** block, select **Course administration > Question bank > Import**.
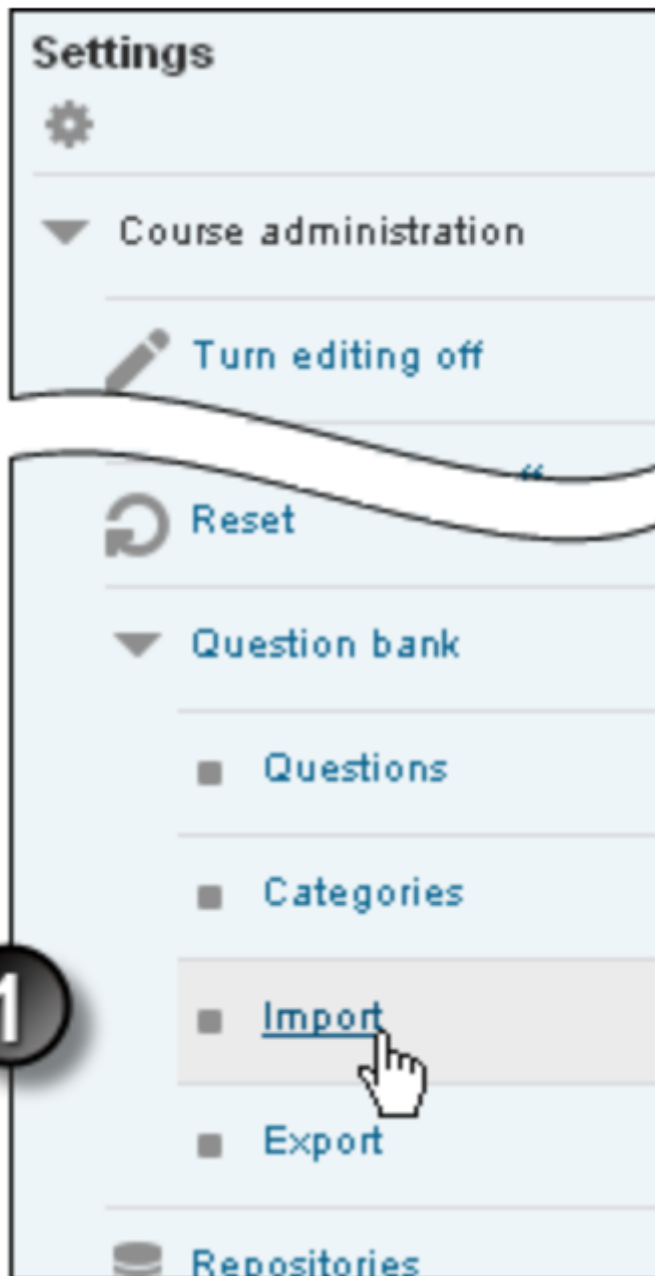
1. On the **Import questions from file** page:
   - Select the **File format**.
   - Complete the **General** fields as desired.
   - **Choose a file** to import.
   - Click **Import**.

Import questions from file ⓘ

▾ File format

②

* ○ Aiken format ⓘ
○ Blackboard ⓘ
○ Embedded answers (Cloze) ⓘ
○ Examview ⓘ
○ Gift format ⓘ
○ Missing word format ⓘ
○ Moodle XML format ⓘ
○ WebCT format ⓘ

▾ General

Import category ⓘ | Questions for Introductory quiz ⇕ |

     ☑ Get category from file   ☑ Get context from file

Match grades ⓘ | Error if grade not listed ⇕ |

Stop on error ⓘ | Yes ⇕ |

▾ Import questions from file

Import *   **Choose a file...**   Maximum size for new files: 200M

```
┌─────────────────────────────────
╎
╎
╎
╎                                    You can drag and drop
╎
└─────────────────────────────────
```

Import

Click here for more detailed instructions on importing questions into your Moodle course.

Add a question to a question bank

Every Moodle course comes complete with a question bank, where all questions created for the course are stored. To add questions to the bank:

1. On the course home page, in the **Settings** block, select **Course administration** > **Question bank** > **Questions**.
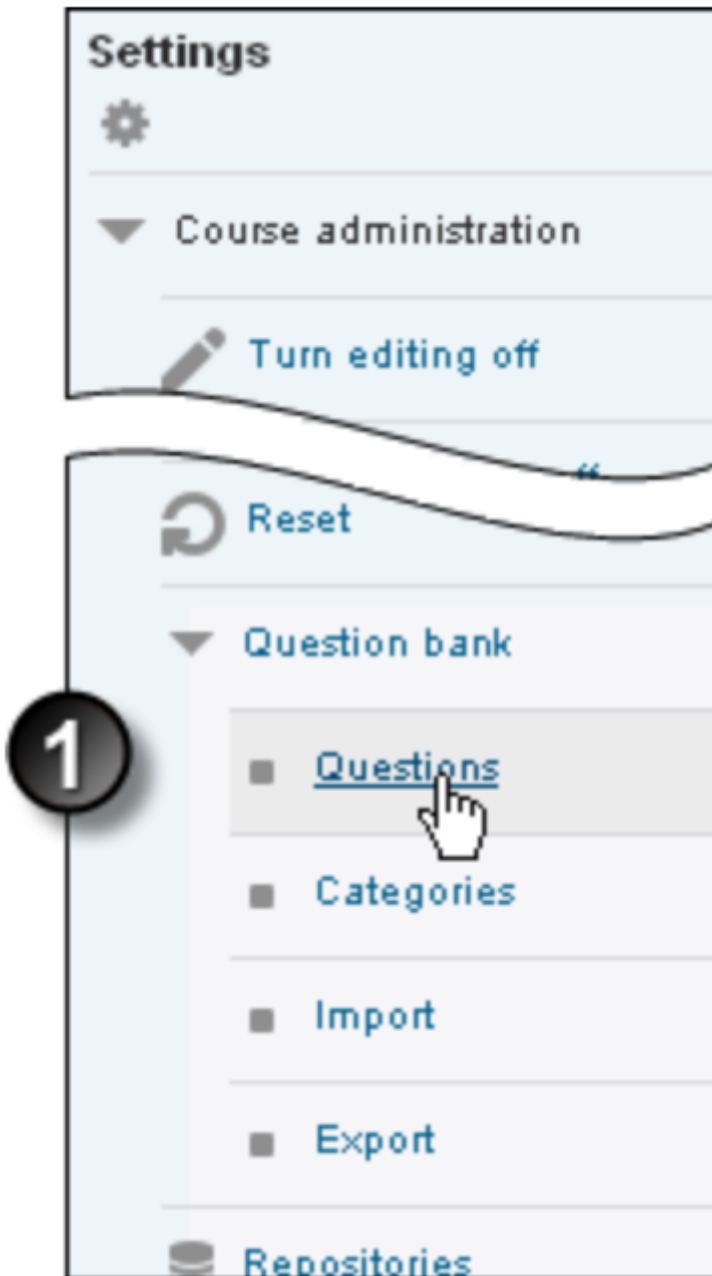
1. On the *Question bank* page, from the drop-down list, **Select a category** you want to add a question to. You can also select whether and how questions already created for that category display.
2. Click **Create a new question**.

1. In the *Choose a question type* window, select the question type and click **Add**.
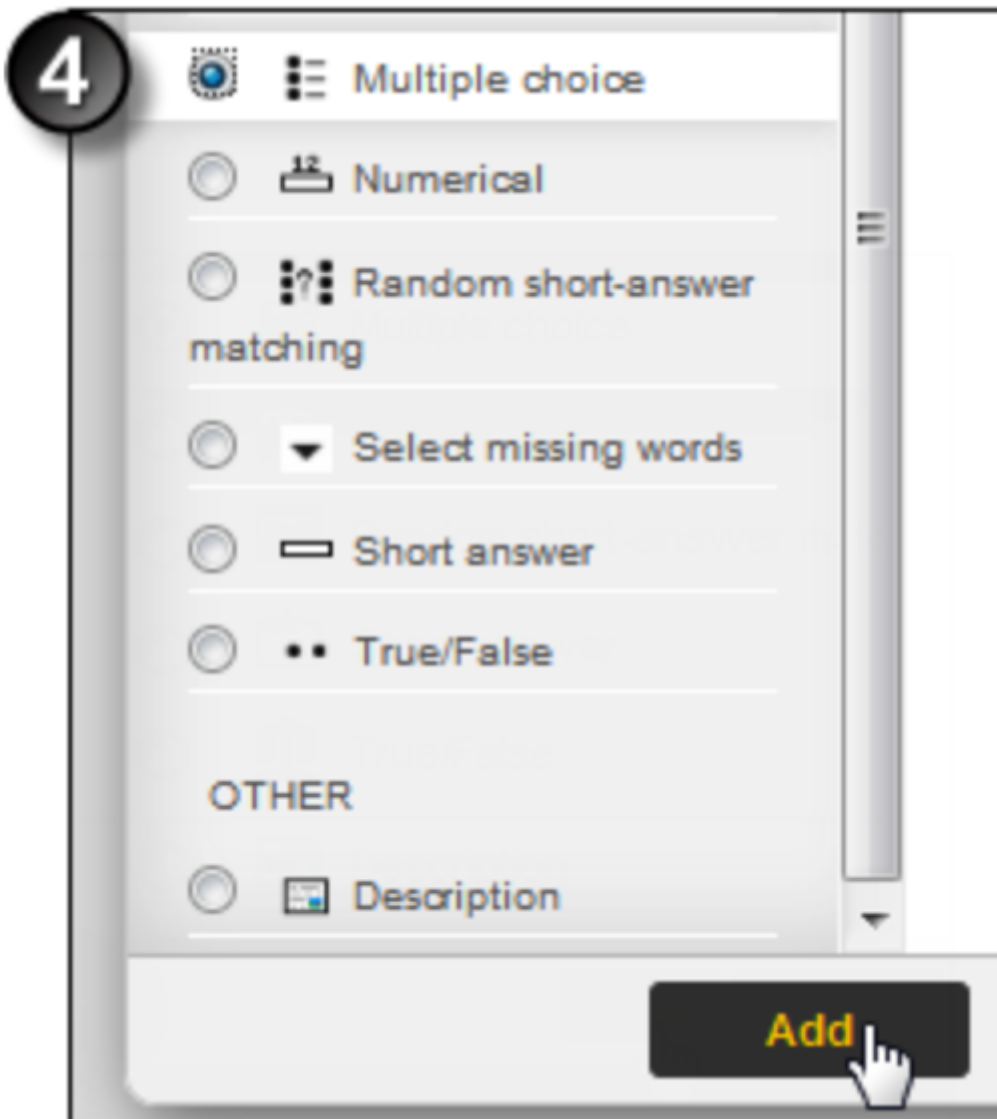
1. On the *Adding a [question type] question page*, complete the question, answer and feedback fields as required, clicking the Help button ⑦ for assistance if necessary.
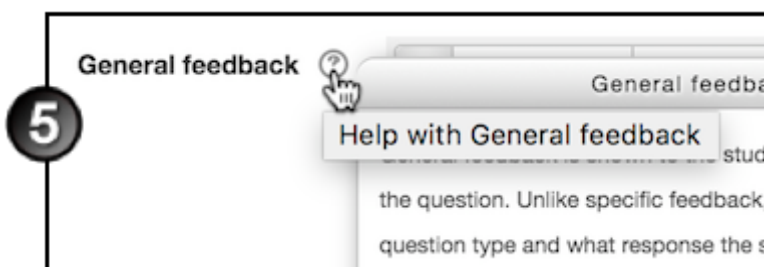
1. If the question is complex and you want to check how it will display to the student, scroll to the bottom of the page and click **Save changes and continue editing**. Then:
   - ○ Click **Preview**, and the question will display in the *Preview question* window.
   - ○ If necessary, adjust the **Attempt options** and click **Start again with these options** to see how the revised question behaves.

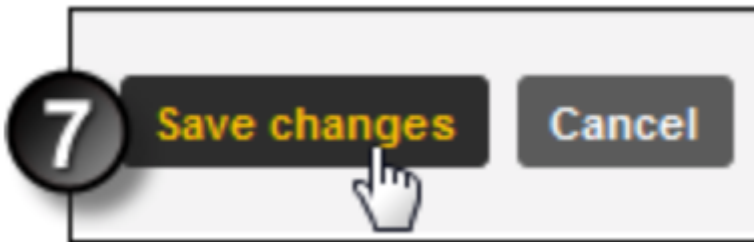- ○ If necessary, change **Display options** and click **Update display options** to check the display.
- ○ Close the window when you are happy with the way the question behaves.

1. Click **Save changes**. The new question displays, highlighted, on the category page.

Add and edit question bank categories

To start with, each course's question bank contains a single, 'Default' category. Create more, to make it easier to find questions, and to enable you to use random questions and matching questions more easily.

Within the course question bank, you can create hierarchies of parent categories and subcategories.

1. On the course home page, in the **Settings** block, select **Course administration > Question bank** > **Categories**.
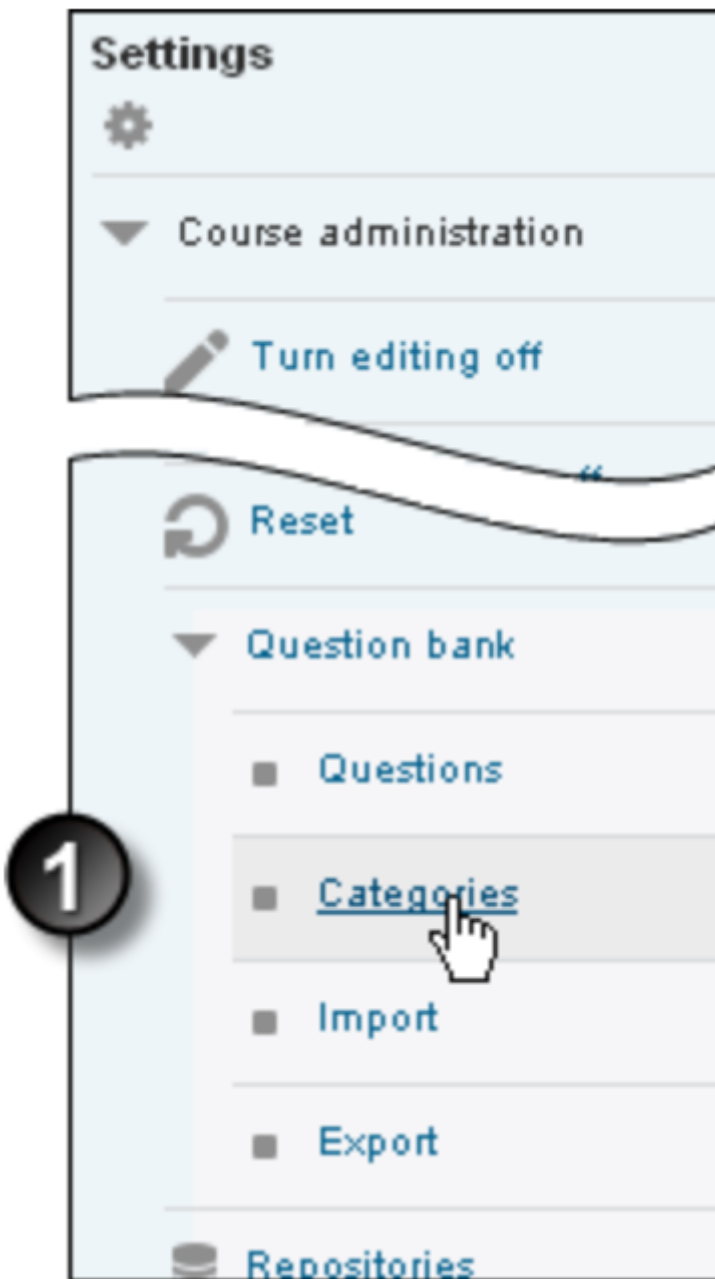
1. On the *Edit categories* page:
   - Select an appropriate **Parent category** from the drop-down list. Select **Top** to make this new category a top-level category.
   - Enter a **Name** for your new category.
   - Enter any **Category info** that will be useful for users compiling quizzes.
   - Click **Add category**. The new category displays in the list at the top of the page.

Edit categories ⑦

Question categories for

- **Cattle** (4) ✕ ⚙ ↓
- **Default for MoodleDoc** (1)
  The default category for que

✕ ⚙   ↑   →

▼ Add category

Parent category ⑦

| Cattle (4) | ⇕ |

Name *

| Types of cattle |

Category info

| ⌨ | Font family ▼ | Font size ▼ | Paragraph |

All questions about types of cattle.

Path: p

Add category

1. To edit the new category, click the Edit this category icon ⚙ next to the category's name.
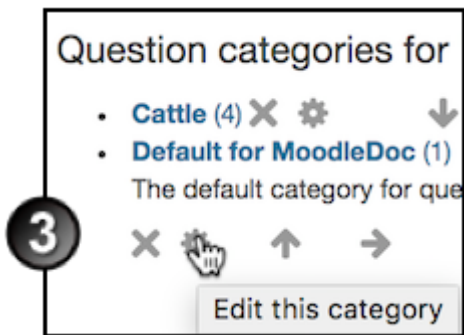
1. On the *Editing a category* page, change the **Parent category**, **Name** and **Category** as desired, and click **Save changes**.
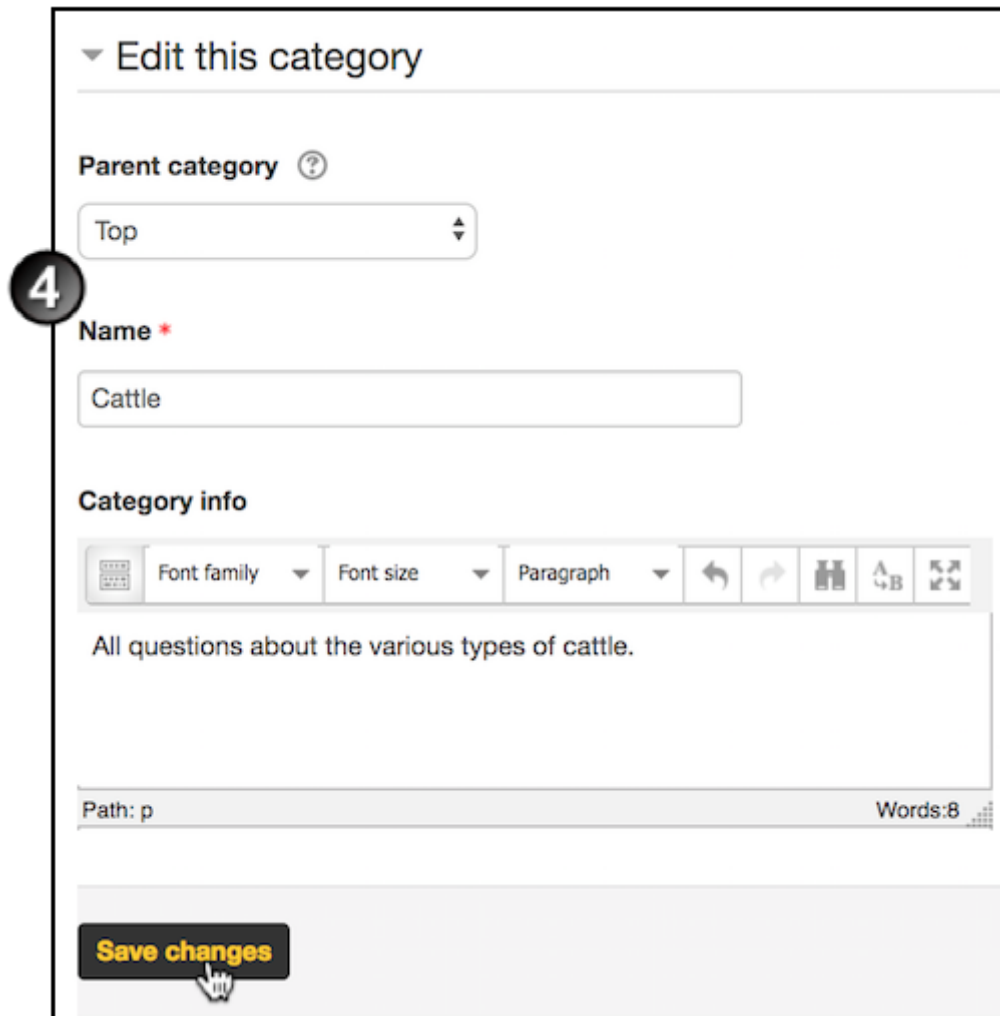
Reactivate a quiz

To reactivate a quiz that has passed its close date:

1. Click **Turn editing on** [Turn editing on].
2. Click **Edit** next to the quiz, and select **Edit settings** from the dropdown.
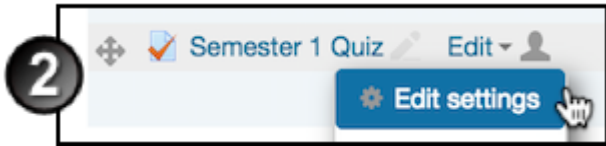
1. On the *Update quiz* page, click open the **Timing** section and change the date in the **Close the quiz** fields to the new, extended close date.

General

Name *   Semester 1 Quiz

Description

⌨	Font family ▾	Font size

B	*I*	U	S̶	X₂	X²

This quiz will help you decide
before the final exam.

Path: p

Display description on course page ☐

⑦

Timing

③

Open the quiz ⑦   17 ⬍ | October ⬍ | 2017 ⬍

➡ **Close the quiz**   20 ⬍ | November ⬍ | 2017 ⬍

1. **Save** your changes.

Grant an extension for a quiz

> Note: Be careful when using quiz overrides. If is not recommended to use a combination of group and user overrides. If you must do so, note that user overrides take precedence over group overrides.

To extend an individual's submission times or grant them special access **to a quiz**:

1. On the course home page, click **Turn editing on** Turn editing on .
2. Click the Update icon ⚙ for the relevant quiz.
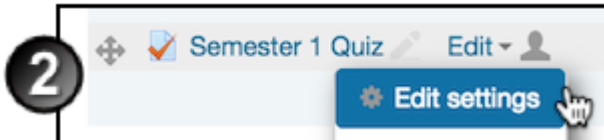
1. On the *Editing quiz* page, in the **Settings** block, under **Quiz administration**, click **User overrides**.
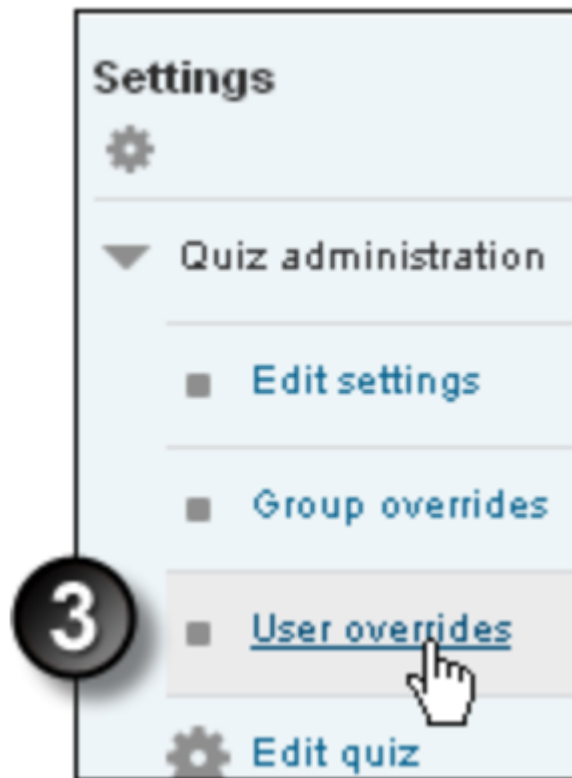
1. On the resulting page, click **Add user override**.

1. On the *Edit override* page, **Search** for the individual student, then make the appropriate changes. You can:
   - require this student to use a password to enter the quiz
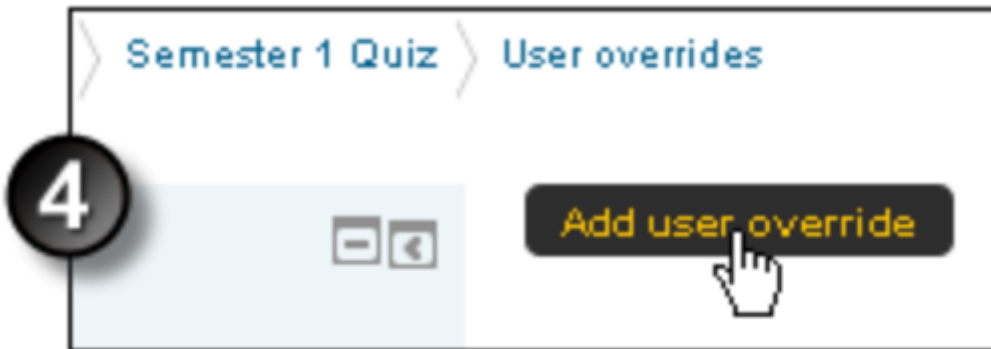   - specify different **Open** or **Close** dates or times (in the event of extenuating circumstances or special needs)
   - allow this student a different number of quiz attempts.
2. Click **Save**. The overrides overview page displays, showing all current overrides and their details. Add another user override or return to the *Editing quiz* page.

View quiz reports

To access reports relating to a quiz:

1. On the course home page, click the quiz's link.

2. In the **Settings** block, click **Quiz administration > Results**.
3. Select from the list of the 4 types of reports available: **Grades**, **Responses**, **Statistics** or **Manual Grading**.
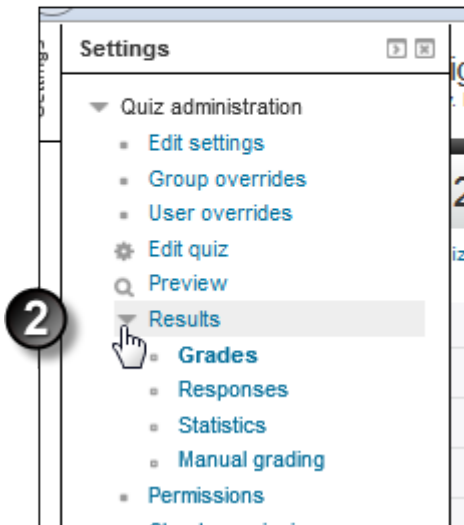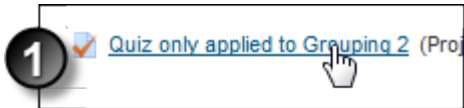
Grades

The Grades report tells you about student quiz attempts, displaying the overall grade, and a summary of each correct/incorrect answer. It also reports on the **State** (student progress through a quiz), the time the quiz was started/completed and the total time the student took to complete it. You can re-grade quiz attempts by selecting **Re-grade selected attempts**. A bar graph summarises the grade range and frequency.

Responses

The Responses report is visually similar to the Grades report, but it shows the responses students gave to quiz questions, not the marks they earned. You can view the question text/correct answer to compare students' responses.

Statistics

The Statistics report provides statistical ("psychometric") analysis of the quiz and the questions it contains. The report is divided into 3 sections:

- a summary of the whole quiz
- an analysis showing all questions in table format, and
- a bar graph of the percentage of correct answers (the "Facility index") and the "discriminative efficiency index".

The summary section contains the following data items:

- Quiz name
- Course name
- Open/Close dates (only if selected in Quiz settings)
- Number of complete graded first attempts
- Total number of complete graded attempts
- Average grade of first attempts
- Average grade of all attempts
- Median grade (for all attempts)
- Standard deviation (for all attempts)

- Score distribution skewness (for all attempts) - a measure of the asymmetry relative to Gaussian distribution
- Score distribution kurtosis (for all attempts) - a measure of the shape of probability distribution
- Coefficient of internal consistency (for all attempts) - a measure of whether each quiz question is testing the same concept. The higher the number the greater the consistency.
- Standard error (for all attempts)

The quiz structure analysis shows the following:

- Quiz number
- Question name
- Attempts
- Facility index describes - percentage of students who answered the question correctly
- Standard deviation - the variation of scores for the question
- Random guess score - the score a student would get for randomly guessing
- Discrimination index - the correlation between the score for a question relative to the student's score for the whole quiz. If a person does well in a question, they should do well in the quiz. The higher the number the better the correlation.
- Discriminative efficiency - the Discrimination index as a fraction of the maximum possible marks for the question. For a question with a very high average score (a high Facility index) it is very hard for a student to achieve a high Discrimination index on that question.

Below this section is a bar graph illustrating the Facility index and the Discriminative efficiency.

Details about the data items are available on the Moodle Docs [Quiz statistics report](#) page.

Manual Grading

The Manual Grading report enables instructors to manually grade written submissions within a quiz.

It contains the following information:

- Question number
- Question name
- Items to grade
- Items already graded
- Total submissions

To grade submissions, in the **To Grade** column select **Grade**. All the quiz responses to be graded will display. Read each submission, provide comments and a final mark and repeat the process until all submissions are graded. The comments and marks are exported to the Gradebook when you select **Save and go to next page** after marking each submission.

Further information

For more information about generating course logs and statistics, go to the [Generate reports in Moodle](#) page.

Advanced guide

- Want to give [feedback](#) with quiz grades? Click the link for instructions.
- Want to [download](#) grades and feedback for a single quiz from the Gradebook? Click the link for instructions.
- Want to grant an individual student [special access](#) to, or an extension on, a quiz? Click the link for instructions.

Additional information

External resources

- [Effective quiz practices](#)
- [Adding questions to a quiz](#) (Moodle Docs)

- [Importing questions](#) into your Moodle course (Moodle Docs)
- [Using question banks](#)
- [Quiz statistics report](#) (Moodle Docs)

Further assistance

If you experience technical or other issues, consult the [Where to get help](#) page.