

# Standard Formatting for Respondus Exam Software

## Overview

Respondus will import multiple choice, multiple answer, true-false, essay, fill in the blank, and matching questions. The file must be organized in a “Standard Format” before it can be imported into Respondus. The Standard Format for most question types has *required elements* and *optional elements*, each of which is described below.

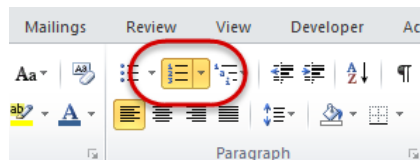
Once the import file is organized to the required specifications, it should be saved as a Word document (.docx or .doc). It is then ready to be imported by Respondus.

## Multiple Choice Questions

Each question must begin with a *question number*, followed by a period “.”.

Example:     **3.**

Do NOT use Microsoft Word’s automatic numbering feature to number your questions. Instead, type each number manually. To turn OFF the automatic numbering, place your cursor on the question and click on the Numbering button on the Home tab.



The *question wording* must follow the question number. At least one space should be between the question number and the question wording.

Example:     **3. Who determined the exact speed of light?**

Each *answer* must begin with a letter (a-t) followed by a period “.” and then a single space. Once again, do NOT use Microsoft Word’s automatic numbering feature to number your answer choices.

Example:     **3. Who determined the exact speed of light?**

- a. Albert Einstein**
- b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

*Correct answers* are indicated by placing an asterisk (\*) directly in front of the answer choice. Do NOT put a space between the asterisk and the answer choice.

Example:      **3. Who determined the exact speed of light?**

- a. Albert Einstein**
- \*b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

If you do not select a correct answer, Respondus will warn you prior to completing the import. If you continue with the import, Respondus will automatically select the letter “A” as the correct answer. (Note that survey files should not have “correct answers” indicated. If you are importing questions into a survey file, any correct answer designations will be ignored.)

### **Feedback**

Optional feedback can be added for each question. Feedback for *correct answers* is designated by placing a tilde “~” symbol in front of the text. Feedback for *incorrect answers* is designated by placing an ampersand “@” symbol in front of the text. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. **IMPORTANT:** All feedback must appear after the question and *before the answer choices*.

Example:      **3. Who determined the exact speed of light?**

**~ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.**

**@ No. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light.**

- a. Albert Einstein**
- \*b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

(Note: if you are importing questions into a survey file, all feedback designations will be ignored.)

To import feedback for individual answer choices of *multiple-choice* questions, place the feedback immediately after the answer choice and begin the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

- Example:     **3. Who determined the exact speed of light?**
- a. Albert Einstein**  
@ No. Albert Michelson determined the exact speed of light.
  - \*b. Albert Michelson**  
@ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.
  - c. Thomas Edison**  
@ No, Thomas Edison did not determine the exact speed of light.
  - d. Guglielmo Marconi**  
@ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.

### Multiple Answer Questions

The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice questions. Multiple Answers questions are, essentially, multiple choice questions in which more than one correct answer can—and generally should—be selected by the student. The primary difference is that the first line of the formatting must begin with “Type: MA”. This is followed by the question number and the question wording. Correct answers are designated with an asterisk.

- Example:     **Type: MA**
- 3. Which of the following individuals are credited with determining the exact speed of light?**
- a. Albert Einstein**
  - \*b. Albert Michelson**
  - c. Thomas Edison**
  - \*d. Edward Williams Morley**

Once again, do NOT use Microsoft Word’s automatic numbering feature to number your questions or answers. Instead, type each number/letter manually.

To include “feedback” with a Multiple Answer question, follow the same formatting rules described above for multiple choice questions. For instance,

- Example:     **Type: MA**
- 3. Which of the following individuals are credited with determining the exact speed of light?**

**~ Yes. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.**

**@ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.**

- a. Albert Einstein**
- \*b. Albert Michelson**
- c. Thomas Edison**
- \*d. Edward Williams Morley**

### True or False Questions

The process of importing “true or false” questions is similar to that used for importing multiple choice questions except that you only have two answer choices. Here is what that might look like:

Example:      **3. Albert Michelson determined the exact speed of light?**

- \*a. True**
- b. False**

It’s important to note that the “True” (or “T”) answer choice must be listed prior to the “False” (or “F”) 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).

To include “feedback” with the true and false question, follow the same formatting rules described above for multiple choice questions. For example,

Example:      **3. Albert Michelson determined the exact speed of light?**

**~ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.**

**@ Incorrect. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.**

- \*a. True**
- b. False**

## Essay Questions

The logic for importing essay questions is similar to what is described above for Multiple Choice and True & False questions. The primary difference is that the first line of formatting must begin with “Type: E”. This is followed by the question number and the question wording.

Example:      **Type: E**

**4. How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?**

You can provide an answer immediately after the question wording by beginning the answer with “a.” (without the quotes).

Example:      **Type: E**

**4. How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?**

**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. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.**

Again, all answers are ignored if they are imported into survey files.

## Fill in the Blank Questions

Fill in the blank questions may be imported by starting the first line of formatting with “Type: F”. This is followed by the question number and the question wording.

Example:      **Type: F**

**5. Who is known as the "father of television"?**

Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer.

Example:      **Type: F**

**5. Who is known as the "father of television"?**

- a. Zworykin
- b. Vladimir Zworykin
- c. Vladimir Kosma Zworykin

## Matching Questions

The process of importing a “matching” question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with “Type: MT”. This is followed by the question number and the question wording.

Each *answer* (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period “.”. The two parts of the match must be separated with an “=” symbol, and there should not be any hard returns or blank lines within either parts of the answer.

Example:      **Type: MT**

- 4. Match the correct name to the discovery or theory.**
- a. Michelson-Morely = Speed of light**
- b. Einstein = Theory of Relativity**
- c. Marconi = radio waves**

Spaces before or after the “=” symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match.

## Importing Images with Questions

You can include images with your questions by inserting them into your Word document. Just make sure that the image is located after the question text but BEFORE the answer choices (and feedback, if included). You can also include images in your answer choices, but make sure the image that goes with an answer is inserted BEFORE the letter of the following answer choice.