

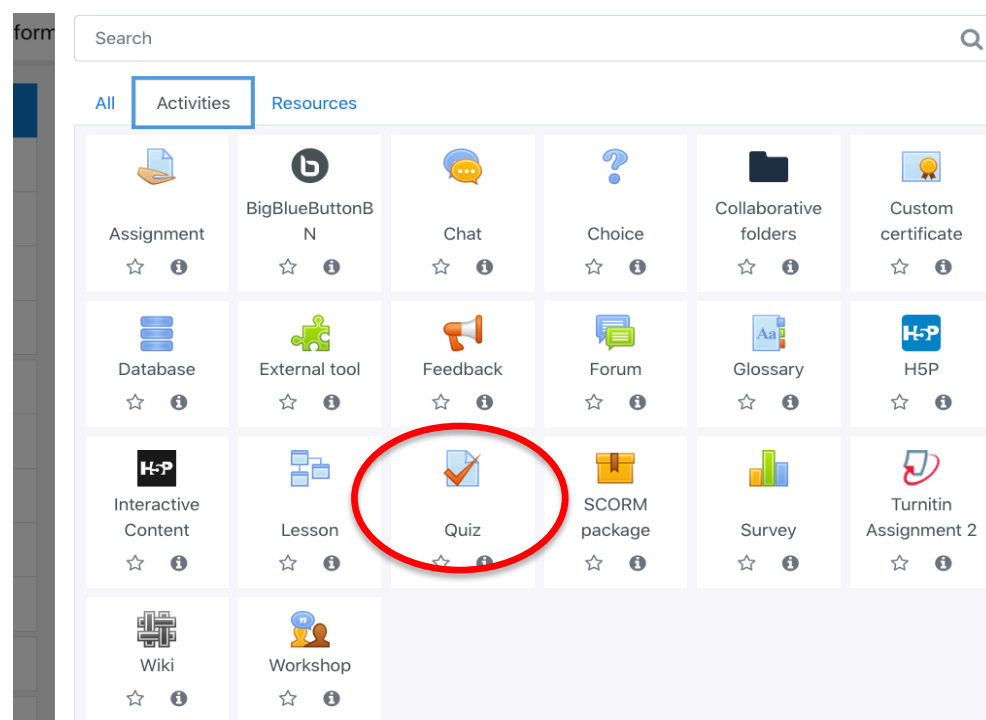
How to Create a Quiz

A quiz is a very important activity in Moodle, as it is a primary means of assessing students. Quizzes can be used in several ways:

- A quiz can be used as a tool for student self-assessment, as well as summative assessment. This way a quiz motivates students to revise course content.
- A quiz can be used as a pre-test to qualify student for a course.
- A quiz can help a lecturer to identify gaps in course content.

Creating the Quiz

1. Go to the course where you need to create a quiz.
2. On the right of the screen, click the **Turn editing on** button.
3. Click the **Add an activity or resource** link in the topic where you want the quiz to be. This will open a window that lists the Activities and Resources; a Quiz is an Activity.
To see more information about what an Activity or Resource is, click the **i** icon in the box.
4. Click the **Quiz** icon.



5. The only mandatory field is the **Name** of the quiz.

✎ Adding a new Quiz to Topic 3 ?

▶ Expand all

▼ General

Name



Description

Rich text editor toolbar with icons for: Bold (B), Italic (I), Underline (U), Bulleted list (☰), Numbered list (☰), Link (🔗), Unlink (🔗), Image (🖼️), Video (📺), Audio (🎤), and Help (H-P).

Rich text editor content area.

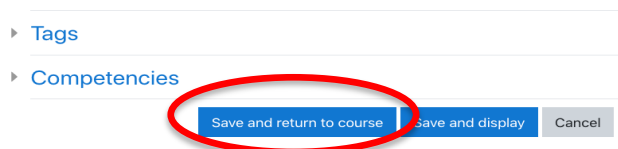
Display description on course page ?

▶ Timing

Other important settings:

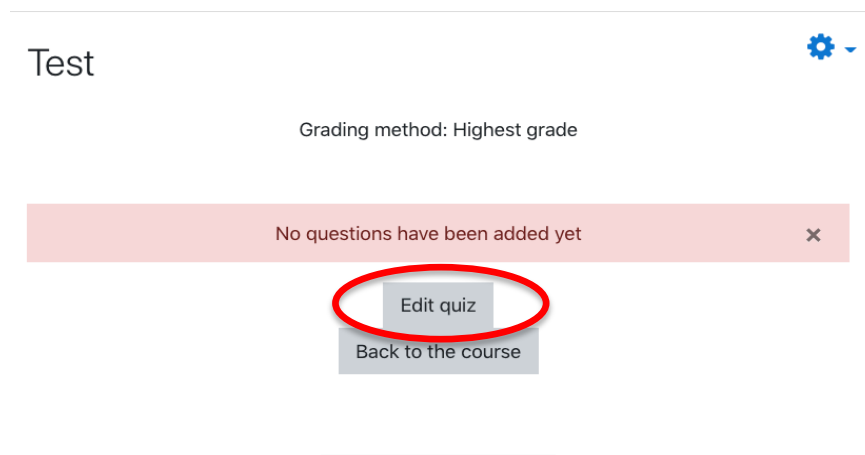
- Timing:** This allows the lecturer limit the time that a quiz is available. The quiz can be set to allow open attempts, a grace period in which a quiz can be received yet no new questions answered, or to not receive answers after the quiz has closed.
- Grade:** This section allows the lecturer to determine whether this is a pass mark that students must achieve, how many times the quiz may be attempted, and if multiple attempts are allowed, which grade will be used.
- Grade to pass:** This allows the lecturer to set the minimum pass mark for the quiz, as well as conditional access to further course content based on the quiz completion status.
Attempts allowed: By default, students have unlimited attempts for a quiz. To allow a quiz to only be taken once, choose 1.
Grading method: This stipulates how the grade will be calculated when students have multiple attempts to pass a quiz.
- Layout:** This allows the lecturer to choose how many questions appear on a page.
- Question behaviour:** This controls feedback students receive during a quiz. The most popular options are:
 - Differed Feedback:* feedback is offered only upon quiz completion

- *Immediate Feedback*: the feedback is offered after each question
 - *Interactive Feedback*: where hints can be given and the student has the option to re-attempt the question
- f. **Review Options**: These options control the information that students see when they review a quiz.
 - g. **Safe Exam Browser**: If enabled, the students will have to complete the quiz using the safe exam browser configured.
 - h. **Overall feedback**: The feedback that has to be shown at the end of the quiz should be added here. Feedback can be determined by score.
 - i. **Activity completion**: You can restrict access to course activities using this option.
6. When you have finished setting up the quiz, click the **Save and return to course** button.



Add questions to the quiz

1. Now that the quiz has been created, it's time to add questions. Click the hyperlink for the quiz you just created, and you will see a screen that indicates that no questions have been added yet. Click the **Edit quiz** button.



2. On the far right of the screen, click the **Add** hyperlink, and then choose whether to add a new question, a question from the question bank, or a random question.

NB: If you wish to use the question bank, you must build the list of questions that it holds. You may create subcategories within your bank, but choosing the question bank without any subcategories will display all the questions you have added.

Editing quiz: Test [?](#)

Questions: 0 | This quiz is open

Maximum grade

Total of marks: 0.00

Shuffle [?](#)

Add ▾

- + a new question
- + from question bank
- + a random question


3. Choose to add a **new question**. The next screen prompts you to choose the type of question, and clicking on each type provides information about that type of question. After you have chosen the type of question, click the **Add** button.


Choose a question type to add

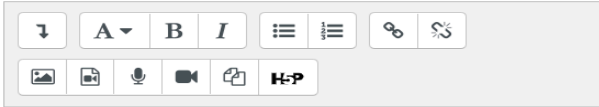
Select a question type to see its description.


- multichoice
- Calculated simple
- Drag and drop into text
- Drag and drop markers
- Drag and drop onto image
- Embedded answers (Cloze)
- Essay
- Matching
- Multiple choice
- Numerical
- Random short-answer matching
- Select missing words

4. For each question, you must add:
 - a. Question name: this is a unique identifier for the question.
 - b. Question text: this is the actual quiz question. If desired, you could embed multimedia content, such as a short video or audio clip.
 - c. Default mark: the marks awarded for the correct answer.

Question name 

Question text 



Default mark 

Click the **Save changes** button to save your quiz.

NB: If you have a quiz that you have already created and want to import it into Moodle, see the job aid titled **How to Import a Quiz**.