Create and Manage a Quiz in Moodle

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.

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Benefits

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Getting started

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 or resource, select Quiz from the drop-down list and click Add.
2. On the Adding a new Quiz page, click Expand all at the upper right of the page.
3. In the General section, enter a Name, and an introductory Description if necessary.

4. 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.

5. In the Grade section:

   Select the Grade category within the Gradebook where you want this assignment to belong.
   Set the number of Attempts allowed, and, if multiple attempts are allowed, which Grading method Moodle should use.
6. In the **Layout** section:
   Select whether you want the **Question order** to be randomised, and 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.

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

   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 question 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 **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.

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

<table>
<thead>
<tr>
<th>Display</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Show the user's picture</td>
<td>No</td>
</tr>
<tr>
<td>Decimal places in grades</td>
<td>1</td>
</tr>
<tr>
<td>Decimal places in question grades</td>
<td>1</td>
</tr>
<tr>
<td>Show blocks during quiz attempts</td>
<td>No</td>
</tr>
</tbody>
</table>

10. 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).
11. **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.

12. Complete any other necessary page sections, then click **Save and display** to access the page for adding questions to the quiz.

13. 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.
2. On the quiz’s home page, in the **Settings** block, select **Quiz administration > Edit quiz**.
3. On the **Editing quiz** page, click **Add a question**.
4. In the **Choose a question type to add** window, select the question type and click **Next**.
5. On the **Adding a [question type] question** page, select a question **Category**, enter a **Question name** and some **Question text**, then complete the remainder of the fields as required, clicking Help for assistance if necessary.
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.

6. 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, at the upper right, next to Question bank contents, click Show.
2. Make your choice from the Select a category list.
3. Select the check box(es) of the question(s) to be added to the text.
4. Click the arrow next to the check box to add a single question, or click Add to quiz to add multiple questions to the quiz. The questions are added.
5. 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**.

2. On the **Import questions from file** page:
   - Select the **File format**.
   - Complete the **General** fields as desired.
   - **Choose a file** to import.
   - **Click 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.
2. 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.
3. Click **Create a new question**.
4. In the Choose a question type window, select the question type and click Next.
5. On the Adding a [question type] question page, complete the question, answer and feedback fields as required, clicking the Help button for assistance if necessary.
6. 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.

2. 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.
3. To edit the new category, click the Edit this category icon beside the category's name.

4. 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
2. Click the Update icon next to the quiz.
3. 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.
4. 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**.
2. Click the Update icon for the relevant quiz.
3. On the *Editing quiz* page, in the *Settings* block, under *Quiz administration*, click *User overrides*.
4. On the resulting page, click **Add user override**.
5. 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.

6. 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

Additional information

+ External resources