Standard format for importing questions into Respondus

- There are nine question types that can be created in Respondus: **Multiple Choice, True and False, Paragraph, Matching, Short Answer, Multiple Response, Fill in the Blank, Jumbled Sentence, and Calculated.**

- Each question must begin with a question number, followed by either a period **"."** or a parentheses ")". At *least one space* should be between the question number and the question wording.
- A Title can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with "Title:" followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.
- If an image needs to be imported along with question text, the images must be in .gif, .jpg, or .jpeg format and a tag must be placed at each location in the text file where the image should appear. The image tag would follow this sequence:

[img: "filename.jpg"].

Importing Correct Answers

For questions being imported to an Exam file, *correct answers* can be indicated in two ways:

- First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).
- Second, you can place correct answers at the end of the document. The list must begin with the word "Answers:" and the answers should start on the following line (no blank lines are allowed). *Any text after the answer list will be ignored*.
- It does not matter if there is a space after the answer letter and the answer wording.
- Each answer must begin with a **letter (A-Z)** followed by a period **"."** or a parentheses " **)** ".
- Feedback for individual answer choices can be imported by placing the feedback immediately after the answer choice and by beginning the line with the **@** symbol. There must be **at least one space** between the **@** symbol and the feedback text.

True or False

Each question must begin with a *question number*, followed by either a period "." or a parentheses ")". The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example:
1) Albert Michelson determined the exact speed of light.
a) True
b) False
Answer
*a) True
  b) False

The **True** (or "T") answer choice must be listed above 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.

Multiple Choices

Example
3) Who determined the exact speed of light?
3. Who determined the exact speed of light?
a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

Answer
3. a
3) b

Multiple Responses

Example:
Type: MR
Title: Speed of light
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

Note: Answers can also be placed in a list at the end in one of the following ways:
- placing a blank space between the letters representing the correct answers, or
- placing a comma between the letters representing the correct answers, or
- placing a comma and a blank space between the letters representing the correct answers.

Answer
1. b d
2. b,d
3. b, d

Short Answers
Example:
Type: S
Title: Who invented television?
5. Who is known as the "father of television"?
a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin

You can enter multiple forms of an answer by repeating the question number.
Answers:
1. A
2. C
3. B
4. C
5. Zworykin
5. Vladimir Zworykin
5. Vladimir Kosma Zworykin
6. B

Paragraph Questions
Example:
Type: P
Title: Michelson-Morely experiment
4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?

Answer
There are two ways in which answers to paragraph questions can be written.
 you may provide an answer immediately after the question wording
Example
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.

<img_bullet> Second way is to list it as shown below at the end of the file.

Answer:

1. A
2. C
3. B
4. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun.

Matching questions

<img_bullet> The first line of formatting must begin with "Type: MT", followed by the "title" (which is optional), the question number, and the question wording.

<img_bullet> 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.

Example

Type: MT

Title: Scientific discoveries

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

OR

Match Column

D	Afghanistan
A	Albania
C	Algeria
D	Angola
A	Argentina
A	Austria

Note : **1.** The list on the right will appear as a drop down list which students can use to select the appropriate match.

2. If you plan to list correct answers at the bottom of the document, simply skip the number for all questions that are of the matching variety.

Importing questions with images.

Example

3) The interferometer, shown here [img: "interferometer.jpg"], was used by which of the following scientists.

a. Albert Einstein

*b. Albert Michelson

c. Thomas Edison

d. Vladimir Zworykin