Standard Format for Importing Questions

Respondus will import multiple choice, true-false, essay, fill in the blank, and multiple answer questions. The plain text, rich-text, or MS Word file must be organized in a "Standard Format" before it can be imported into Respondus.

The Standard Format for multiple choice questions has required elements and optional elements, each of which is described below. This section is followed by an explanation of the formatting required for true/false, essay, fill in the blank, and multiple answer questions.

I. How to Format a Multiple Choice Exam for Respondus: Required Elements

Each question must begin with a question number, followed by either a period "." or a parentheses ")".

Example: 3)

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The question wording must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: 3) Who determined the exact speed of light?

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Each answer must begin with a letter (A-T) followed by a period "." or a parentheses ")".

Example: 3) Who determined the exact speed of light?

a. Albert Einstein

b. Albert Michelson

c. Thomas Edison

d. Guglielmo Marconi
For imports into 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).

Example: Title: Speed of Light

3) Who determined the exact speed of light?

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

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

Example: Answers:

   1. A
   
   2. C
   
   3. B
   
   4. B

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. Don’t worry, you will be warned if a question does not have an answer selected for it prior to completing the import. (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.)