

# A4i Information

A4i is brief guidance provided to support teaching, learning and digital environment needs at King's

## MCQ Exam Checklist

### Description

Add instructions for students including time allowed, question order (e.g. 'Answer all the questions' or 'Answer one question from section A and one from section B'), and the time limit.

### Timing

Make sure the open and close dates (i.e. the 'window' for which the quiz will be accessible) are correctly set. Students will not have access to the quiz outside of these dates. Ensure that the time limit is enabled and correctly set. The time limit is the amount of time students have to complete the quiz once they have started it. A countdown timer will be displayed to students.

Set the 'when time expires' option appropriately. You will usually want to set this either to 'Open attempts are submitted automatically' or 'There is a grace period when open attempts can be submitted, but no more questions answered'. For summative assessments check your faculty policy. If the grace period option is selected enable the Submission grace period and set an appropriate time (e.g. 30 minutes)

### Grade

Set the minimum grade to pass. This is related to the total marks set in the quiz. For example if Total marks is set to 10, the grade to pass might be 4, if Total marks are 100, the grade to pass might be 40. Set the number of Attempts allowed. For summative assessments this should be 1. Set the grading method. This will usually be 'Highest grade' – which is automatically set if Attempts allowed is set to 1.

### Layout

Choose the number of questions per page and repaginate if necessary.

### Question behaviour

Choose whether to shuffle the answers within question. If Yes is selected, the answers for each question will be displayed in a different order each time they are viewed. How questions behave determines when students receive feedback. This will usually be set to Deferred feedback.

### Review options

These options control what information students can see when they review a quiz attempt or look at the quiz reports. For summative assessments uncheck all boxes other than the one labelled 'The attempt' in the column 'During the attempt'.

### Extra restrictions on attempts

A password can be added here which students will need to enter to access the quiz. If the open and close dates have been correctly set up a password should not be necessary.