Word test format cheat sheet

How to write a test in Word so that ExamQR can shuffle it into versions, convert it to Moodle XML or QTI, and import it, with the correct answers read from the file.

1 Questions

- Start each question with `Question 1:` or `Question 1.`, with a space before the number.
- A score can follow the number: `Question 3 (0.5 points):`
- Use one question word for the whole test. `Pregunta 1:`, `Frage 1:`, `Câu 1:` and the other languages in the guide work too.

2 Answer options

- Start each option with a capital letter and a full stop: `A.` `B.` `C.` `D.`, up to `F.`
- One option per line, or several on one line separated with the **Tab** key, never with spaces.
- `a)`, `1.` or `A)` may not be read: convert those files first.

3 Correct answer

Pick one method and use it in the whole test. Mark only the correct option.

C. 36	**Underline the letter** (recommended)
C. 36	Red text; the rest stays black
C. 36	Highlight, any colour
C. 36	Bold, only the correct option
`Answer: C`	A line under the options; `Answer: A, C` for several

If a question underlines words for emphasis, mark answers in red instead.

4 Keep an option in place

- Put `#` before the letter: `#D. Both of them` stays last in every version.
- Options such as *All of the above*, *None of the above* and *Both A and B* stay in place without `#`.

5 Tests in several parts

Start each part heading with a tag. Tags are removed from the versions.

`<g>`	Multiple choice A B C D
`<g2>`	True/false: statements `a)` `b)` `c)` `d)`; underline the true ones
`<g1>`	Short answer: a line `Answer: 12` under the question
`<g4>`	Essay, no answer needed
`<#g>` ...	Same, but the questions keep their order

6 Questions sharing a passage

`<mpr>` ... `</mpr>`	Passage first, its questions shuffled below it (reading)
`<pr>` ... `</pr>`	Questions keep their order (listening, sequences)
`<ud>`	At the start of a part heading: options never move (error identification)

Opening tag before the passage, closing tag on its own line after the last question.

7 Images, equations, tables, solutions

- Pictures: Wrap Text → **In Line with Text**, so they move with their question.
- Equations (Word Equation or MathType) in the same paragraph as their question or option.
- Tables inside a question are fine; do not put A B C D in separate cells.
- A solution goes after the options and starts with `Solution:`

8 Your own layout, when shuffling

- Everything above the first question, and the Word header and footer, are kept.
- Type `{CODE}` where the version code should be printed.
- A line `END` after the last question keeps what follows below the questions.
- An answer-key section at the end is left out of the versions. Save as **.docx**.

Example

```
<g> PART I. Multiple-choice questions
Question 1: What is 12 × 3?
A. 32   B. 36   C. 38   D. 42
Question 2 (0.5 points): Which of these is a mammal?
A. Whale
B. Bat
C. Mouse
D. All of the above
<g2> PART II. True/false questions
Question 3: Given y = x² − 4x + 3.
a) The graph passes through (1; 0).
b) The function is increasing on ℝ.
<g1> PART III. Short-answer questions
Question 4: Work out 2³ + 4.
Answer: 12
Solution: 2³ = 8 and 8 + 4 = 12.
END
```

The underlined letters are the correct answers. Statement a) is true, b) is false.