

User Guide to Create an Assessment with Multiple Blocks Using (Questionmark Authoring Manager)

The following guide will give you the basic instructions for creating an assessment with more than one section (block). This kind of assessments mostly used in ELI exams that usually have multiple sections including instructions, listening, grammar, vocabulary, reading, etc. Therefore, the assessment will be structured by creating different separated blocks. Such assessments can contains 2 or more different blocks, For example:

First block: Usually contains exam instructions for example (No. of questions, total score of the exam,...) in addition to an **audio clip** to allow the student to test the headphones before proceeding to the actual listening questions.

Second block: Listening questions, and they can be divided into 2 or more different blocks.

Third block: includes the rest of the questions (Reading, grammar, vocabulary, etc...).

...

Note: Students have to submit each block before proceeding to the next one and cannot go back to the pervious block.

The basic steps for creating an assessment with multiple blocks are:

1. Create basic assessment with one block.
2. Edit the assessment.
3. Add another block to the assessment.
4. Apply the appropriate settings to the block.
5. Add the required questions to the block.
6. Save the changes and close the editing window after finishing.

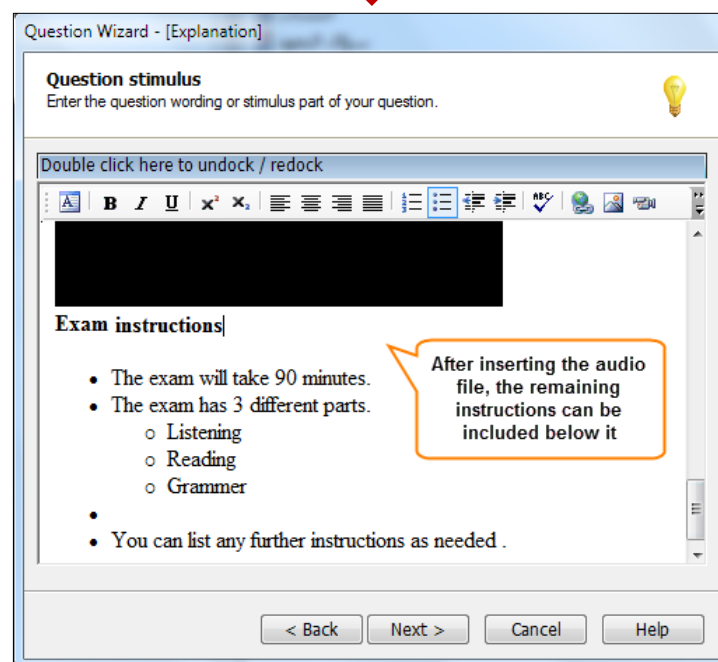
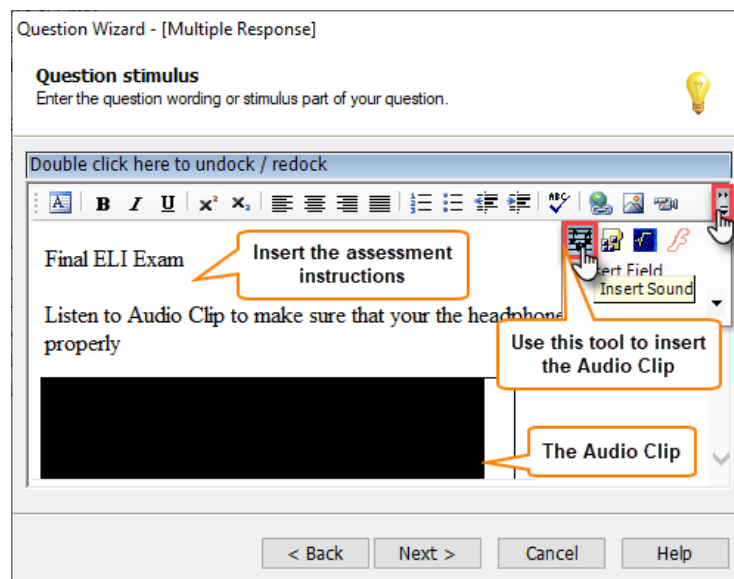
Notes:

- When more than two blocks are needed, the steps from step number (2) must be repeated.
- In order to create an assessment with more than one block (like ELI exams), **Questionmark Authoring manager interface** must be used.
- **No score** should be added when creating the **instructions** question.
- If the first block contains the assessment instructions, it is preferable to **exclude it from the assessment time limit**.
- In order to use the audio clips with limited attempts in the assessment, they must be in mp4 format and the name of each clip must ends with the desired number of listening attempts. For example: if we have mp3 audio file and we want to allow the students to have only 2 attempts to listen to it, the name of the file must be: file name 2.mp3

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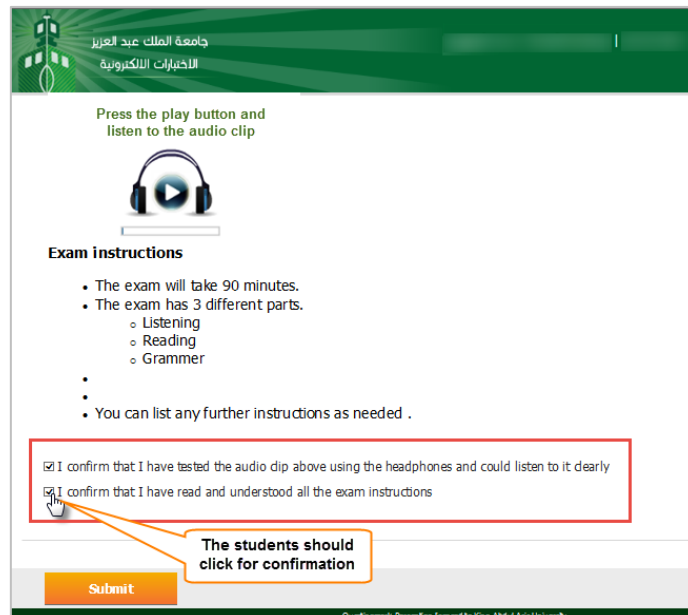
- Before creating the assessment, all the required questions must be prepared including a question containing the assessment **instructions** and an **audio clip** for testing the headphones.

For example, if we use **multiple response type question** we can add the instructions and ask the student to confirm that they have read instructions provided to proceed to the exam as the following pictures:



After finishing, you can tryout the question to see how it will appear to the students as shown:

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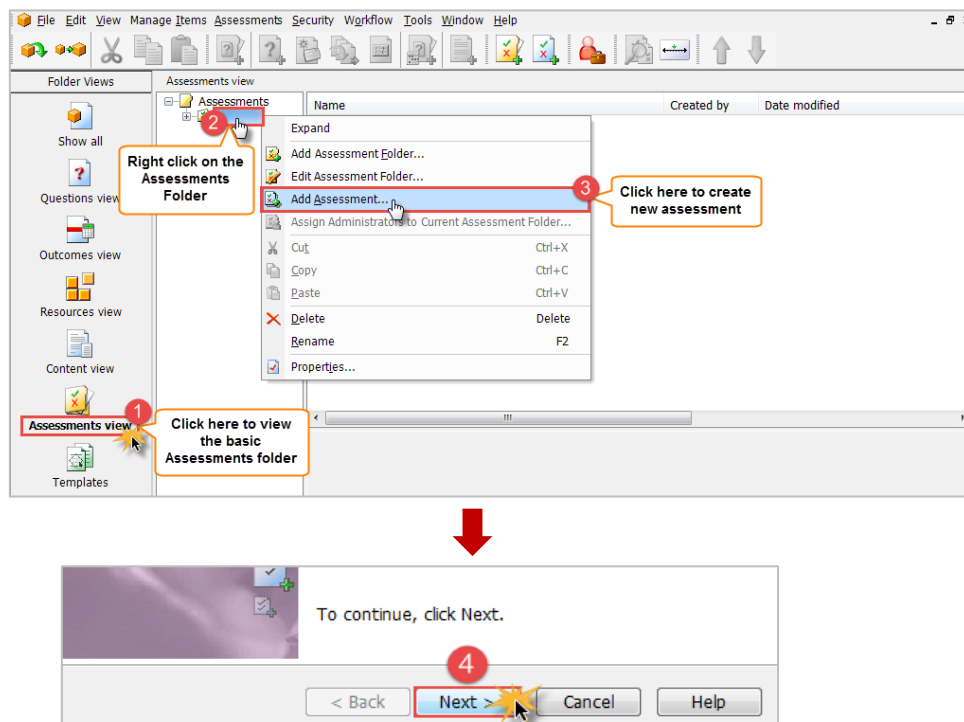


Note: the instructions can be written in **Arabic** also.

So now you prepare the question that include the assessment's instruction along with the rest of the assessment's questions and we are ready to create the assessment.

A- Creating the assessment:

Follow these steps to create an assessment with multiple question blocks:



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Assessment Name
Enter the assessment name, then choose its type

Assessment Name: **5** Enter the assessment name

Assessment types: **Exam** **6** Select the assessment type Here we must choose: Exam
An exam does not give feedback, and is secured against unauthorized access.

Assessment Language:

Assessment Description: **7** Optional: you can type simple description for the assessment

The description will not appear to the students

< Back **Next** Cancel Help

Assessment Control
This page allows the user to set the main control features of the assessment

Record answers in the answer database **8** Activate the assessment time limit feature and specify it in minutes

Display feedback

Allow open access

Assessment time limit: (mins)

Require Questionmark Secure

Anonymous result

Template to use when presenting assessment: **9** There are official templates for KAU, choose the suitable template for the first block from the list

< Back **Next** Cancel Help **10**

Templates types:


- **KAU-INTRO-ENGLISH:** usually used in the first block of the multiple blocks assessments which contains the exam instructions.
- **KAU-ENGLISH:** used for English questions and it will display all the questions of the block in one page.
- **qxqKAU-ENGLISH:** used for English questions and it will display each question in the block in separate page and the students can navigate forward and backward between the questions.

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Assessment Introduction

Message given at start of assessment

Double click here to undock / redock



We don't need to type anything here because we will insert the instructions as a question

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< Back Next Cancel Help



Assessment Questions

Choose the questions you wish to add to the assessment

<press 'Add' to insert a question>

Move Up

Move Down

12 Add

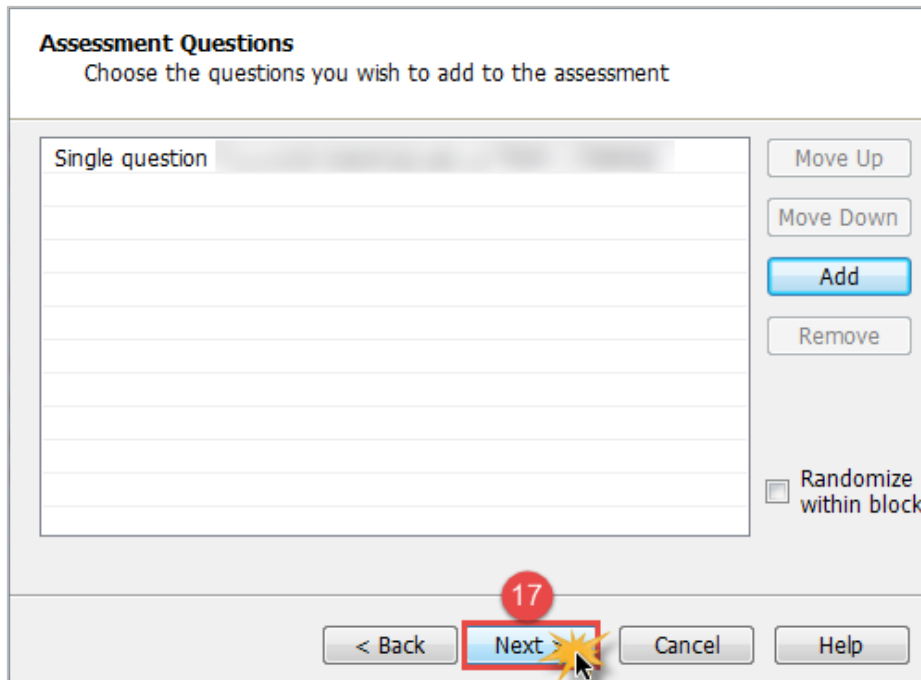
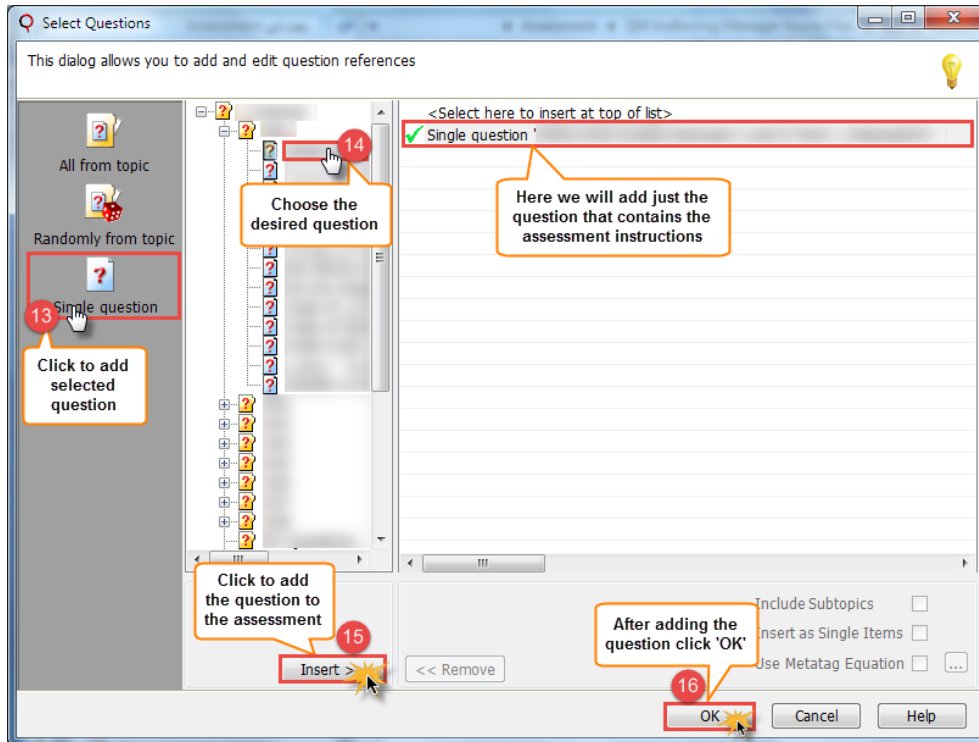
Remove

Randomize within block

Click to add the desired question that contains the assessment instructions

< Back Next > Cancel Help

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Assessment Feedback
This page allows you to set assessment feedback and pass / fail percentage

Enable pass / fail

Feedback

Double click here to undock / redock

Fail

Go to URL when done

Outcome name

18

< Back Next Cancel Help

19

< Back Finish Cancel Help

Name	Created by	Date modified	Asses...	Description
Final ELI exam			13:50	Exam

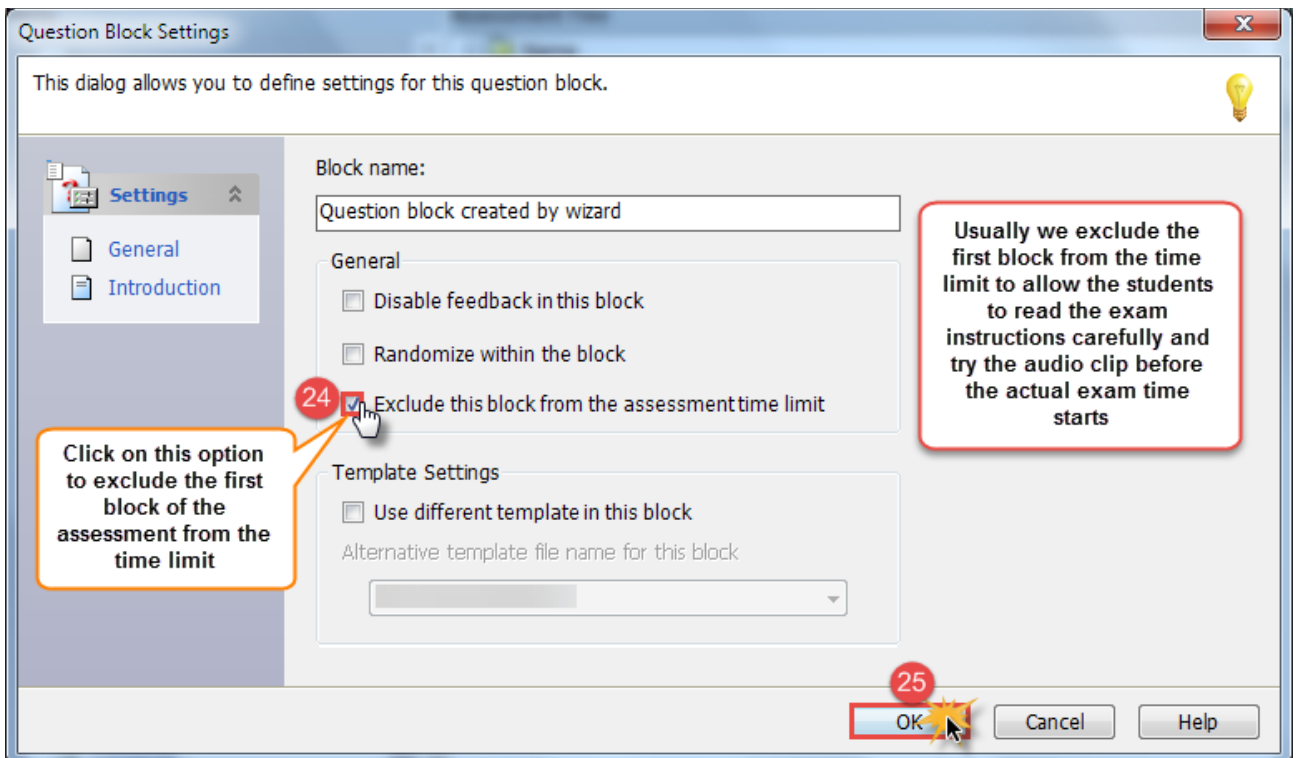
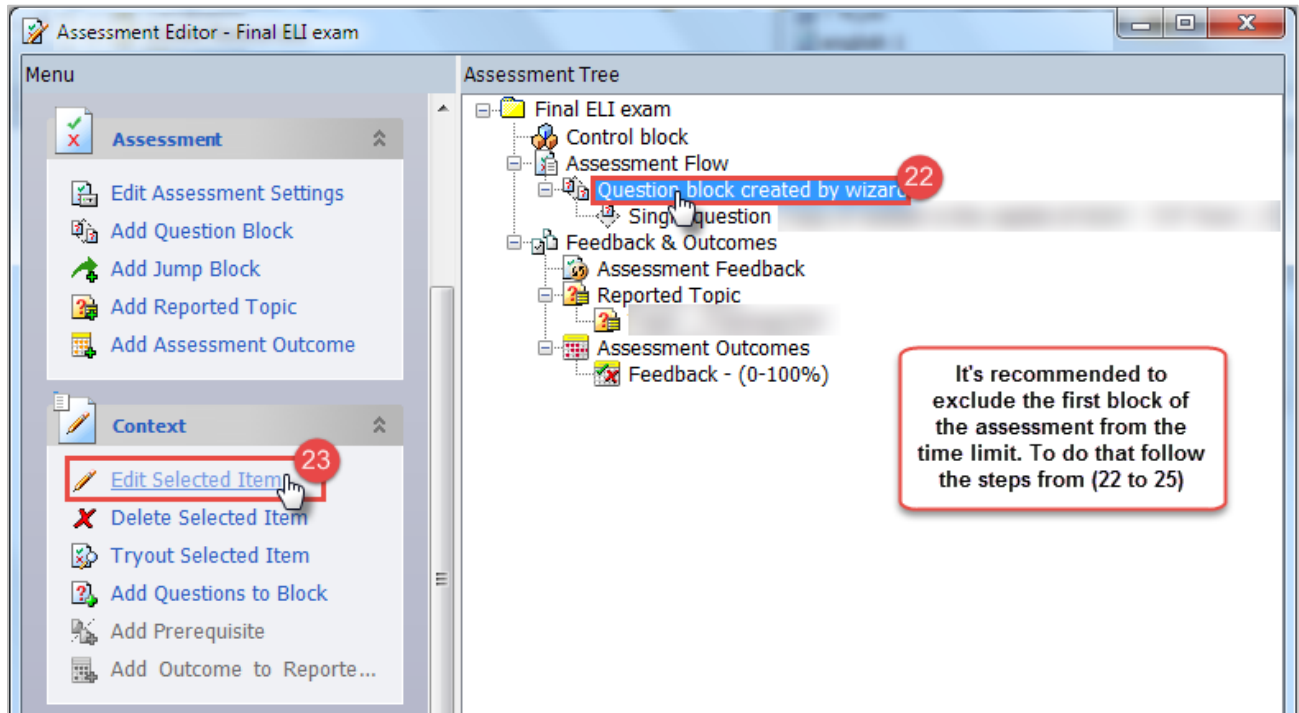
20

Right click on the assessment

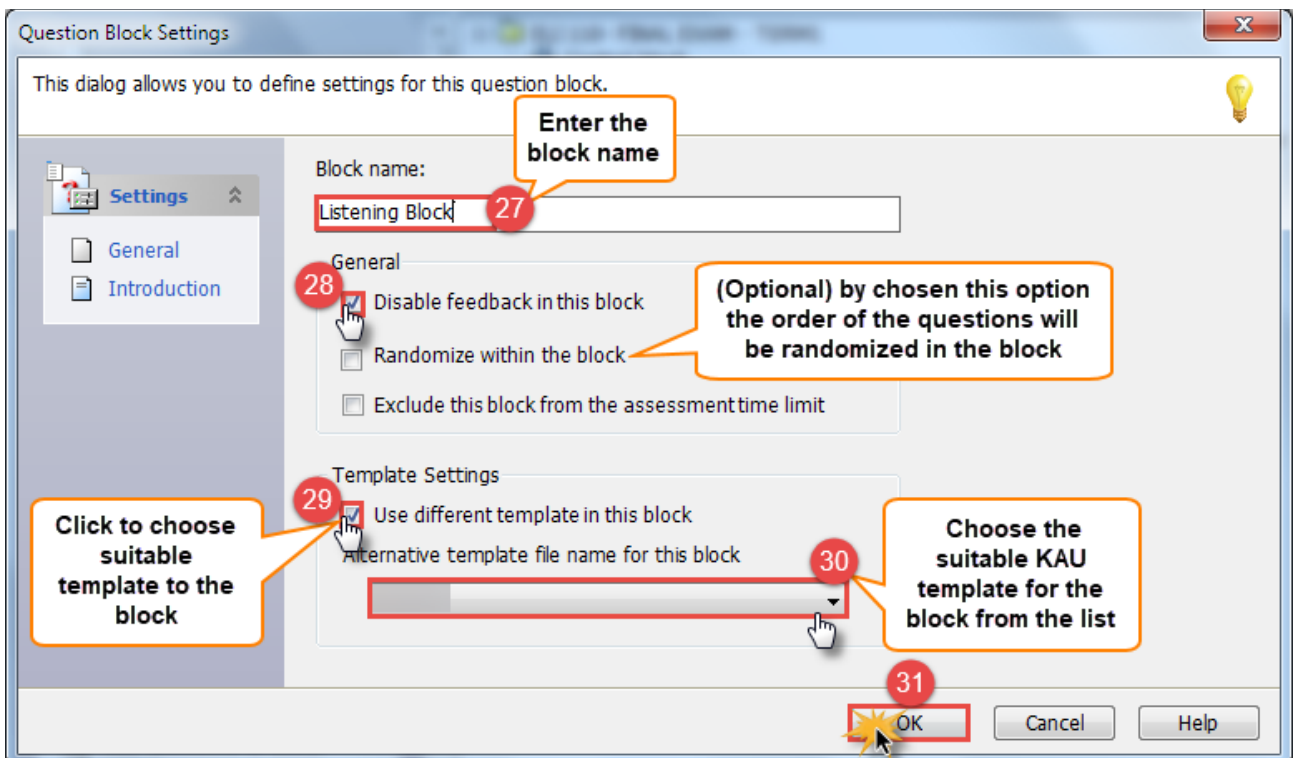
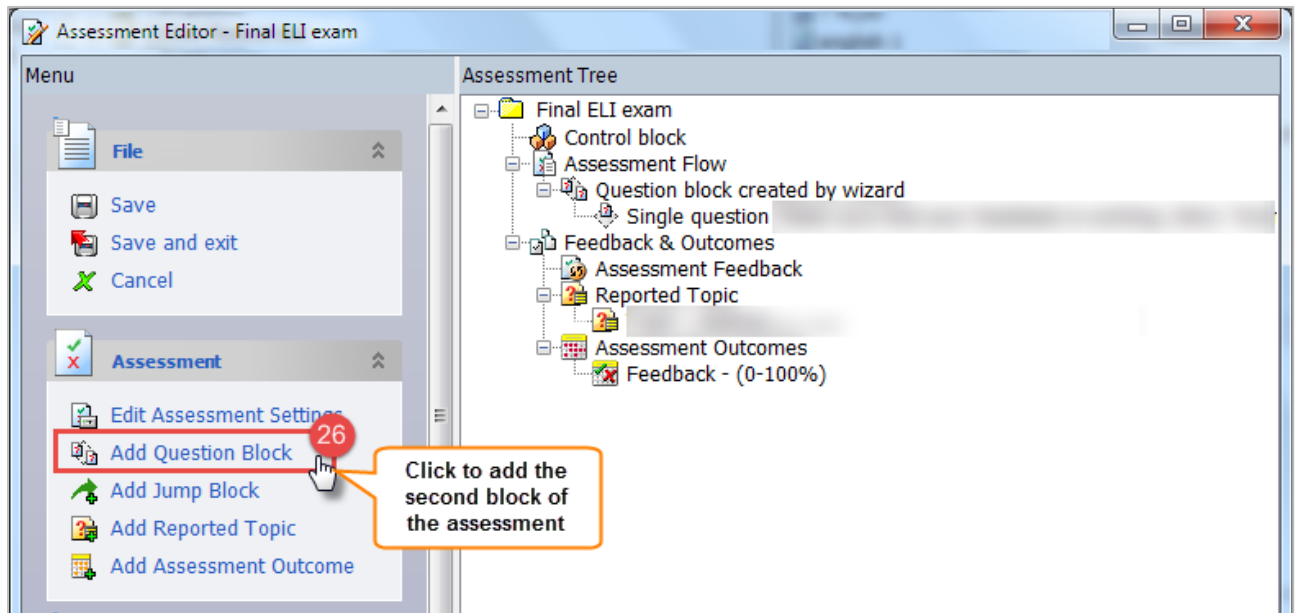
- Tryout
- Add Assessment...
- Edit Assessment... 21
- Publish to LMS
- Publish to Windows...
- Print Assessment to HTML...
- Print Assessment to Word...
- Print Assessment for Scanning...
- Cut Ctrl+X

Click here to edit the assessment

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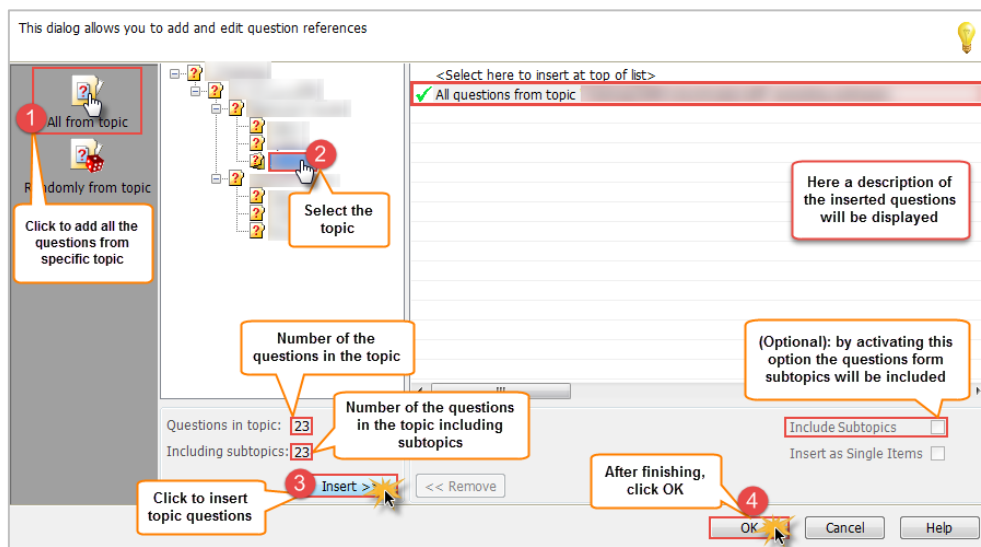


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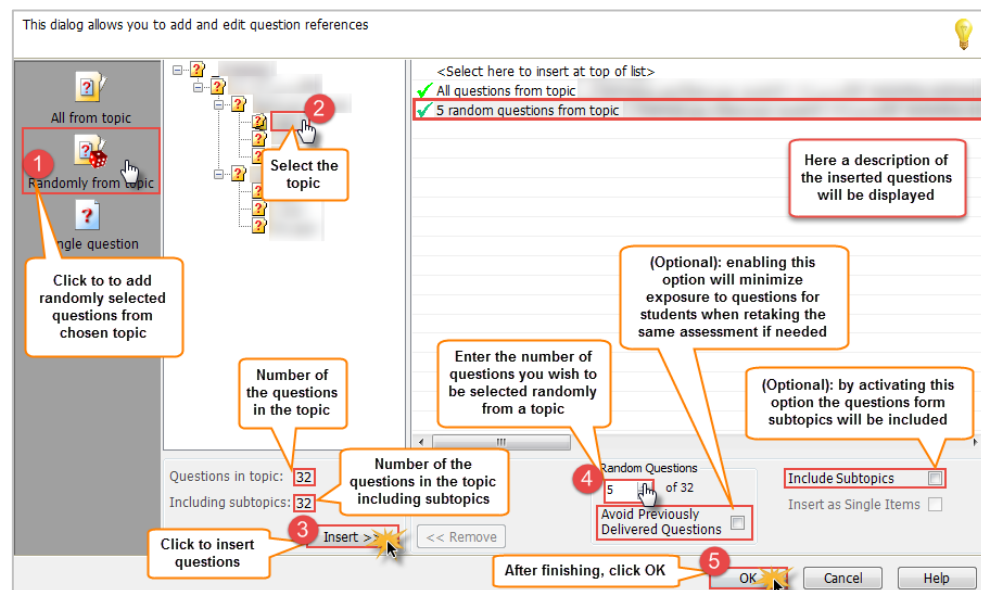
Methods to insert the questions

The step **32** will be inserting the required questions in the block. There are three different methods to insert the questions in the block:

- **(All from topic):**
It will add all the questions from a selected topic to the block and the questions in the subtopics can be included also. To add the questions using this method follow the steps:



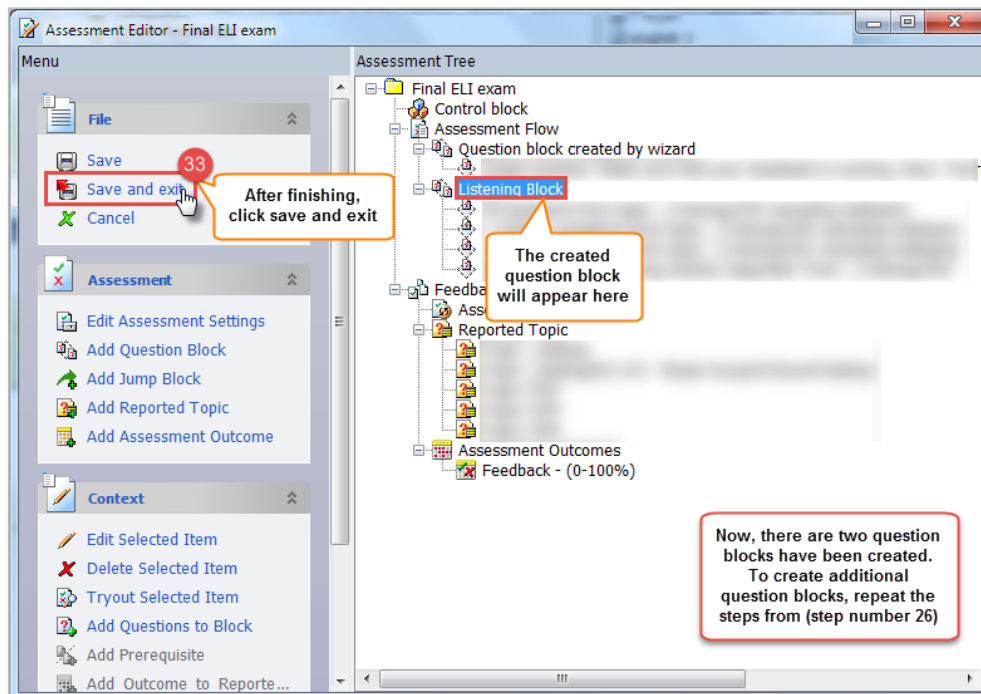
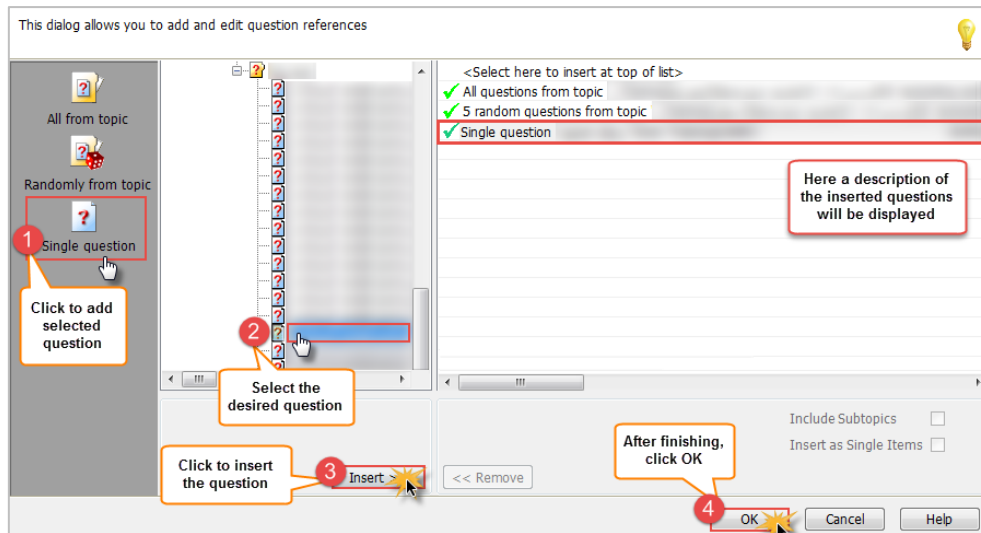
- **(Randomly from topic):**
It will add a specified number of questions randomly selected from a chosen topic and the questions in the subtopics can be included as well. To add the questions using this method, follow the steps:



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- **(Single question):**

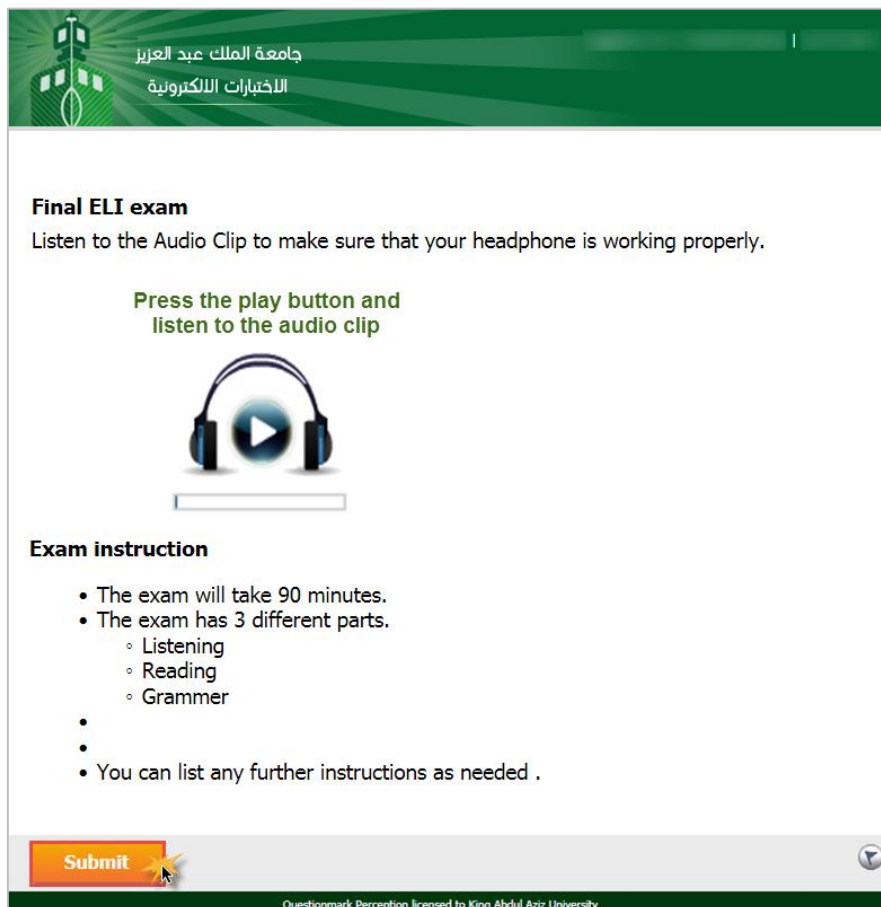
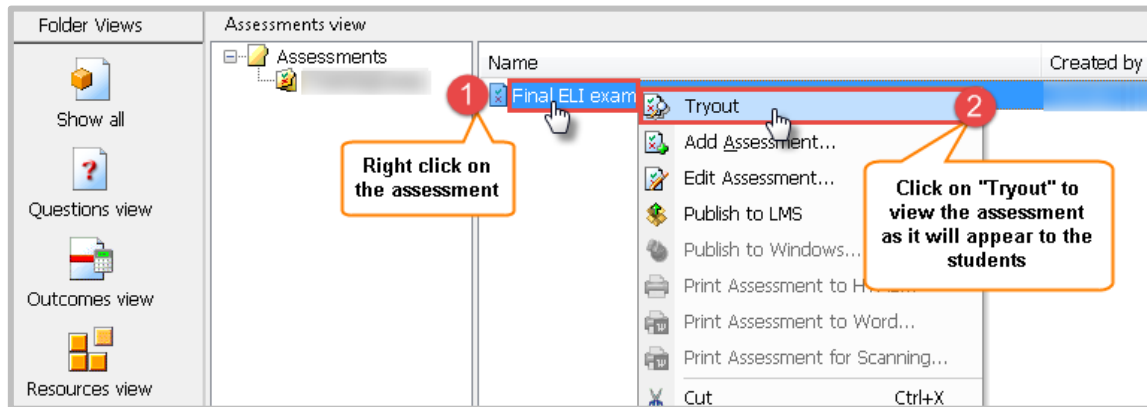
It will add particular manually selected question to the block. To add the questions using this method follow the steps:



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B- Tryout the assessment:

After creating the assessment with all the required blocks, we can try the assessment to see how it will appear to the students. **To do this follow the next steps:**




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Final ELI exam

Listen to the Audio Clip to make sure that your headphone is working properly.

Press the play button and listen to the audio clip



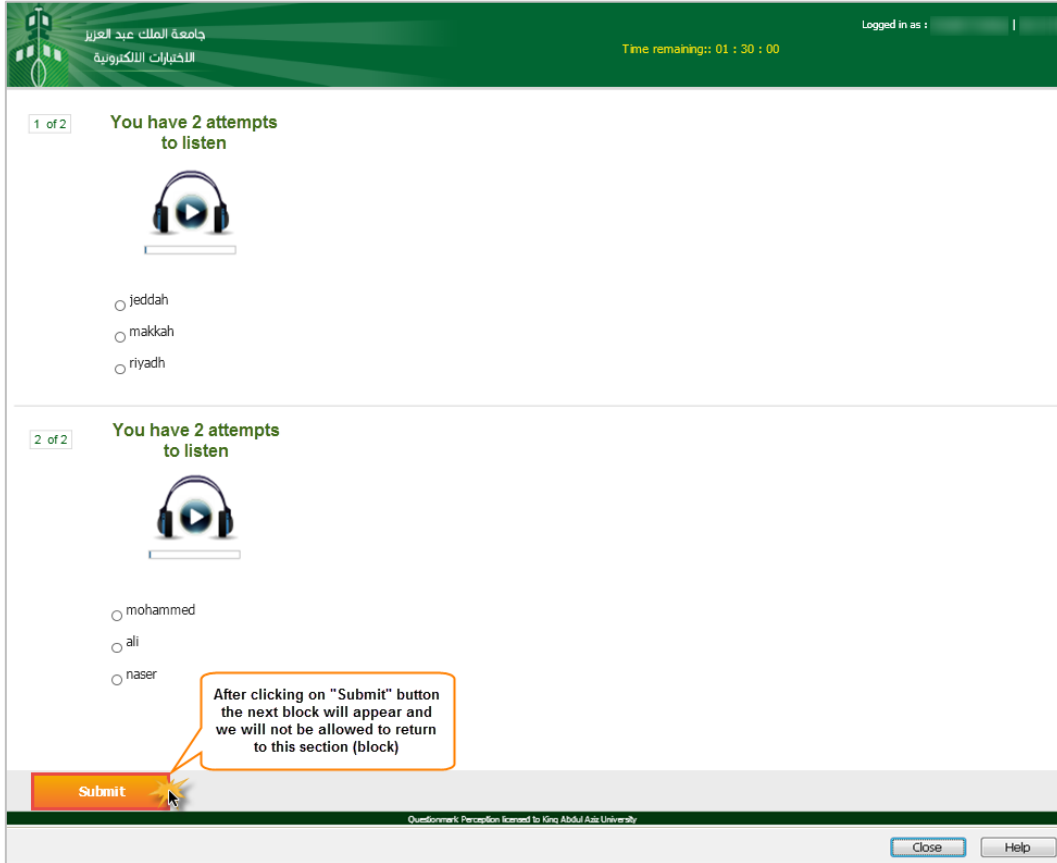
Exam instruction

- The exam will take 90 minutes.
- The exam has 3 different parts.
 - Listening
 - Reading
 - Grammer
-
-
- You can list any further instructions as needed .

Submit

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1 of 2 You have 2 attempts to listen

jeddah
 makkah
 riyadh

2 of 2 You have 2 attempts to listen

mohammed
 ali
 naser

Submit

After clicking on "Submit" button the next block will appear and we will not be allowed to return to this section (block)

Close Help

For more information, contact us: ddlg.exu@kau.edu.sa