

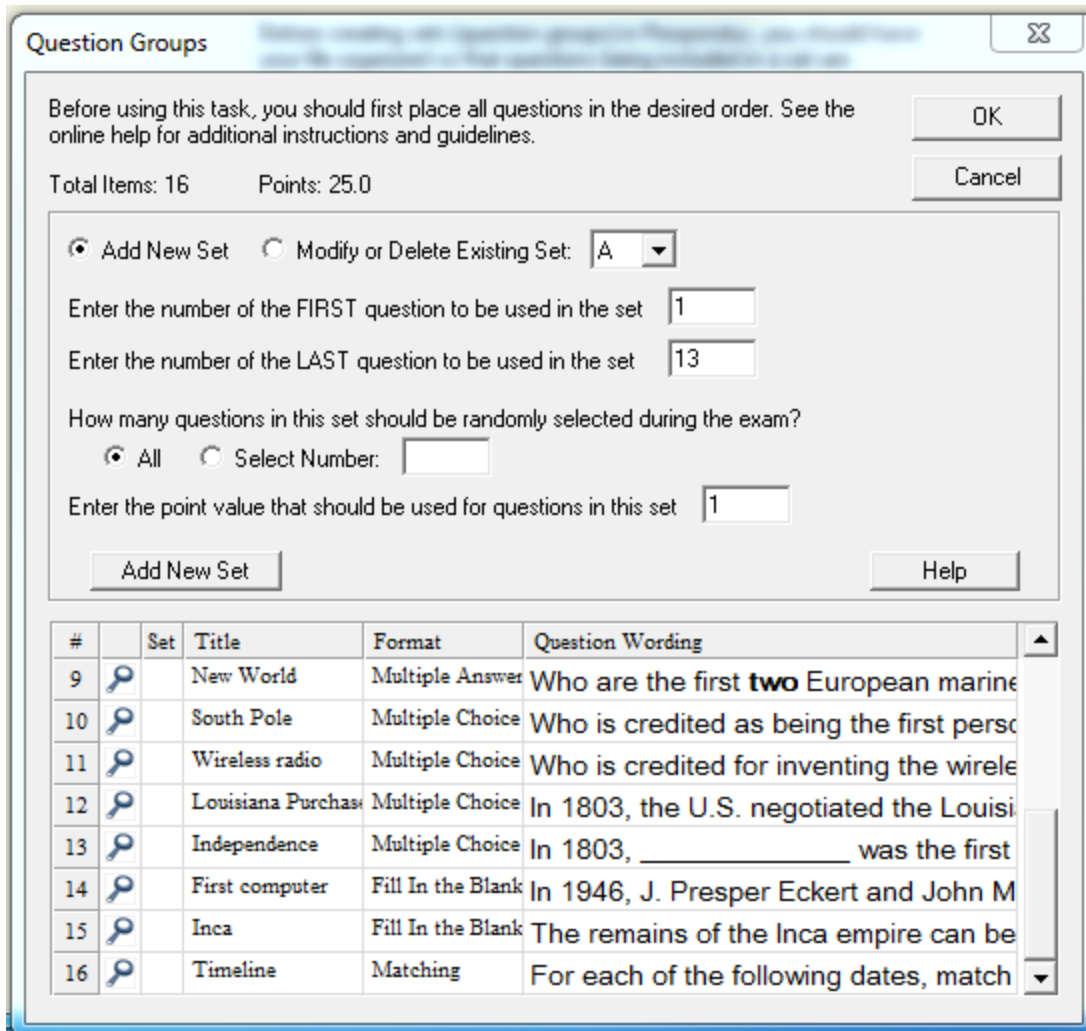
Instructors can create a question group to randomly display the order of all or a specific number of questions within an assessment. Assessments using question groups allow for each student test to be unique as the order of the questions or the selection of questions may be different for each student. This handout describes the steps to creating question groups using Respondus.

When creating a question group:

- All questions for the group must be listed sequentially near each other (i.e. question 1-10).
- Each question in the group must have the same point value.

Creating a Question Group

1. Open the Respondus document that you would like to create question groups.
2. Click on the **Settings** tab.
3. Click on **Question Groups** on the left side of the Settings page. The following window will open:



Before using this task, you should first place all questions in the desired order. See the online help for additional instructions and guidelines.

Total Items: 16 Points: 25.0

Add New Set Modify or Delete Existing Set: A ▾

Enter the number of the FIRST question to be used in the set: 1

Enter the number of the LAST question to be used in the set: 13

How many questions in this set should be randomly selected during the exam?

All Select Number:

Enter the point value that should be used for questions in this set: 1

Add New Set Help

#	Set	Title	Format	Question Wording
9		New World	Multiple Answer	Who are the first two European marine
10		South Pole	Multiple Choice	Who is credited as being the first perso
11		Wireless radio	Multiple Choice	Who is credited for inventing the wirele
12		Louisiana Purchase	Multiple Choice	In 1803, the U.S. negotiated the Louisi
13		Independence	Multiple Choice	In 1803, _____ was the first
14		First computer	Fill In the Blank	In 1946, J. Presper Eckert and John M
15		Inca	Fill In the Blank	The remains of the Inca empire can be
16		Timeline	Matching	For each of the following dates, match

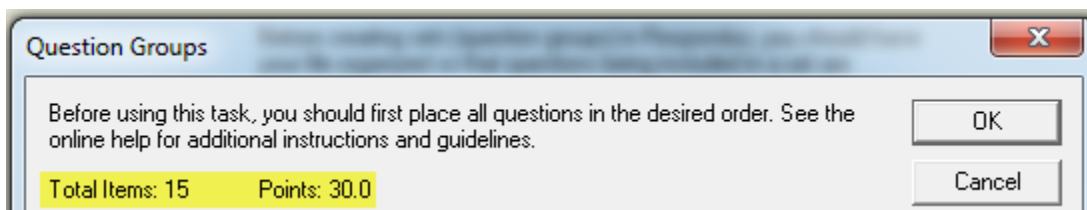
- a. Select **Add New Set**. In our example, we will be randomizing the first thirteen questions.
- b. Enter the number of the question to be used at the beginning of the group (i.e. 1).
- c. Enter the number of questions to be used at the end of the group (i.e. 13).
- d. Determine how many of the questions will be displayed or used when the test is delivered to the student. Select **All** to include all questions or select **Select Number** and **enter the number of questions** to include.

For example, if you have a test bank of 20 questions for a chapter quiz and only want the students to receive 10 questions, you would use Select Number and then enter the number 10. Each student will not receive the same set of 10 questions during the examination.

- e. Enter the point value for each of the questions in the group. Remember they must all have the same point value.
4. Select **Add New Set**
 5. You will then see a list of the newly created Question Group/Set, indicated by Set letter "A."
 6. Repeat the steps above if you'd like to add another question group, when completed these will be indicated by another letter.

#	Set	Title	Format	Question Wording
9	A	New World	Multiple Answer	Who are the first two European marine
10	A	South Pole	Multiple Choice	Who is credited as being the first persc
11	A	Wireless radio	Multiple Choice	Who is credited for inventing the wirele
12	A	Louisiana Purchas	Multiple Choice	In 1803, the U.S. negotiated the Louisi
13	A	Independence	Multiple Choice	In 1803, _____ was the first
14	B	First computer	Fill In the Blank	In 1946, J. Presper Eckert and John M
15	B	Inca	Fill In the Blank	The remains of the Inca empire can be
16		Timeline	Matching	For each of the following dates, match

7. Review the point value at the top of the page for the number of questions that will be displayed to students.

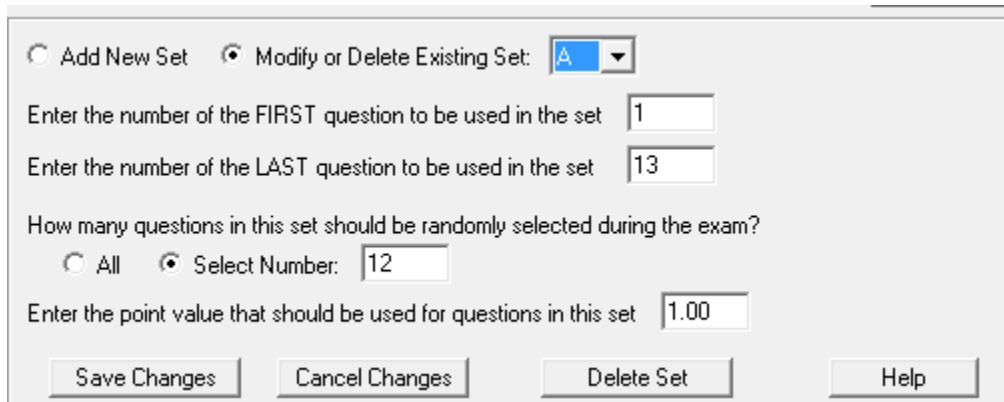


8. Click OK to return to the Settings tab in Respondus.

Modifying or Deleting a Question Group

You may also make changes to a pre-existing question group by following the instructions below:

1. Open the Respondus document that you would like to create question groups.
2. Click on the **Settings** tab.
3. Click on **Question Groups** on the left side of the Settings page.
4. Select **Modify or Delete set**, and select the set letter from the drop down menu.



The screenshot shows a dialog box for modifying or deleting a question set. It contains the following elements:

- Radio buttons for "Add New Set" (unselected) and "Modify or Delete Existing Set:" (selected).
- A dropdown menu showing the set letter "A".
- Input fields for "Enter the number of the FIRST question to be used in the set" (value: 1) and "Enter the number of the LAST question to be used in the set" (value: 13).
- Text: "How many questions in this set should be randomly selected during the exam?"
- Radio buttons for "All" (unselected) and "Select Number:" (selected).
- An input field for "Select Number:" (value: 12).
- Input field for "Enter the point value that should be used for questions in this set" (value: 1.00).
- Buttons: "Save Changes", "Cancel Changes", "Delete Set", and "Help".

5. Modify the remaining settings as needed.
6. Click **Save Changes**.
7. Click **Delete Set** if you wish to remove the set. This will not delete the questions.
8. Click **OK** when finished.