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:

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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
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<table>
<thead>
<tr>
<th>#</th>
<th>Set</th>
<th>Title</th>
<th>Format</th>
<th>Question Wording</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
<td>New World</td>
<td>Multiple Answer</td>
<td>Who are the first two European mariners?</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>South Pole</td>
<td>Multiple Choice</td>
<td>Who is credited as being the first person to reach the South Pole?</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Wireless radio</td>
<td>Multiple Choice</td>
<td>Who is credited for inventing the wireless radio?</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Louisiana Purchase</td>
<td>Multiple Choice</td>
<td>In 1803, the U.S. negotiated the Louisiana Purchase treaty.</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Independence</td>
<td>Multiple Choice</td>
<td>In 1803, ________________ was the first to ________________ in the ________________</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>First computer</td>
<td>Fill In The Blank</td>
<td>In 1946, J. Presper Eckert and John M.</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Inca</td>
<td>Fill In The Blank</td>
<td>The remains of the Inca empire can be located at ________________</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Timeline</td>
<td>Matching</td>
<td>For each of the following dates, match the event to the date.</td>
</tr>
</tbody>
</table>
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.

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.
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.