

ExamSoft Formatting

When writing exam items, please send them to your academic assistant and provide the following information:

- Title of lecture
- Question
- Image(s) associated with each question
- Answer marked with *, in front or behind
- Distractors
- Rationale (In your rationales, please refer to the answer choice text rather than the answer choice letters, since answer choices are randomized for students.)
- Learning Outcomes (LO#) (Optional)
- *If you are re-using an exam item, please provide the item number. This can be found with the question in ExamSoft in your category folder under "Questions." If you do not have access to ExamSoft, you can just label the question as RE-USED. If you are making changes to an old exam item, indicate this by highlighting any changes.*

You can provide these within the word doc or in an external folder. But please be sure to indicate to which question each image should be attached. I suggest immediately after the Rationale of the associated question.

(Example 1)

This is the name of the Lecture the question is from.

Introduction to Space Travel

1. Star Trek or Star Wars?

*A. Star Trek

B. Star Wars

C. Neither

Rationale: This is a rationale.

(Example 2)

This question was used on a previous exam. This is the item number from ExamSoft. Your academic assistant can give you the item numbers.

ITEM 54321/1

2. Which Star Trek character came from Vulcan?

A. Captain Kirk

B. Spock *

C. Both

Rationale: This is a rationale.

(Example 3)

This question was used on a previous exam but has been altered. In this case, a distractor was changed, hence it is highlighted.

ITEM 12345/1

3. Spock always says, "live ____".

A. like there is no tomorrow

*B. long and prosper

C. laugh, love

Rationale: This is a rationale.

(Example 4)

Camping Survival Skills **LINKED/CASE PT1**

4. You are camping alone in the woods. You stumble upon a bear. It begins to growl at you.

What should you do?

- A. Stand very still
- B. Scream and run away
- *C. Take a selfie

Rationale: This is a rationale.

These questions are linked and will appear in sequence when students are taking the exam. They will see the stem ("You are camping alone in the woods. You stumble upon a bear. It begins to growl at you.") each time, but the question ("What should you do?") will change.

Camping Survival Skills **LINKED/CASE PT2**

5. You are camping alone in the woods. You stumble upon a bear. It begins to growl at you.

Why is the bear growling?

- A. I am in its territory
- B. It is protecting cubs
- *C. It wants to take a selfie

Rationale: This is a rationale.

PLEASE DO NOT:

Insert tables into your questions

Send your questions in a format other than a Word document

Deadlines:

All exams will be finalized one business day before exam day. In the case of a Monday morning exam, questions will be finalized by the Friday before. No changes can be made to an exam once it has been posted. The course coordinator is responsible for the final review and approval of the exam content. All questions should be submitted for review and formatting one week before exam day.

PLEASE DO:

Number the questions consecutively. The numbers should be at the beginning of the question block, as shown in the examples.