

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 * or bolded
 - Distractors
 - If possible, please include the learning objective(s) from the lecture that are addressed by the question.
 - If you are re-using an exam item, please provide the item number. Let us know if you do NOT have the item number. 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.

(Example 1)

Title has instructor's name, lecture name, and the number of the question from that lecture

Title: T. Stark Introduction to Space Travel 1 1. (T. Stark) Star Trek or Star Wars?

*a. Star Trek

b. Star Wars

c. Neither

LO: 1,3

This question address objectives 1 and 3 from this lecture.

(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 Title: T. Stark Introduction to Space Travel 2 2. (T. Stark) Which Star Trek character came from Vulcan?

a. Captain Kirk

b. Spock

c. Both

LO: 2

(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 Title: T. Stark Introduction to Space Travel 2 2. (T. Stark) Spock always says, "live ____".

a. like there is no tomorrow

*b. long and prosper

c. laugh, love

LO: 2

(Example 4)

Title: H. Solo Camping Survival Skills **LINKED/CASE PT1** 1. (H. Solo) 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

LO: 5

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.

Title: H. Solo Camping Survival Skills **LINKED/CASE PT2** 2. (H. Solo) 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

LO: 5

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 two business days prior to exam day. In the case of a Monday morning exam, questions will be finalized by the Wednesday 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 prior to exam day.