Creating an Online Test

When creating tests you can either submit a properly formatted Microsoft Word document or use Respondus Test Generator (software can be installed by the HelpDesk).

The correctly formatted document (.doc, .docx, .txt, .rtf) needs to be emailed to the Center for Teaching and Learning at ctl@nmu.edu

- **A minimum of one week's notice prior to the exam date is required.** For mid-term and final exams, two weeks' notice is requested. Faculty are responsible for verifying the content of the posted assessments prior to the exam date.

- Please contact the CTL for more information on formatting a document - including multiple choice, true/false, essay, short answer, matching, and other question types.

- A correctly formatted document includes:

    - No auto format in Word, all lines must be left justified.

    - No line space after the question text.

    - Do not use auto format for bulleted or numbered lists for the answers.

    - An asterisk " * " before the identifier for the correct answer.

    - Only 1 line space between questions.

    - One space after periods.

Example: for Multiple Choice, True/False, Essay*, Short Answer (with all acceptable answers)

01. The capitol of the United States is

    a. Atlanta

    b. Baltimore

    c. Richmond

   *d. Washington D.C.

02. True or False - Northern's colors are Green and White

    a. True

   *b. False

> True/False are essentially two answer multiple choice, so they are formatted the same
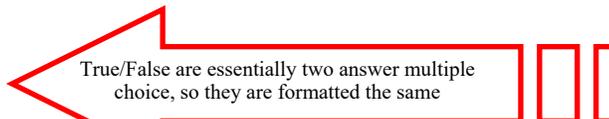
Type: E

03. Explain the Theory of Relativity

> Type: E will create an Essay box for student response (these must be manually graded)
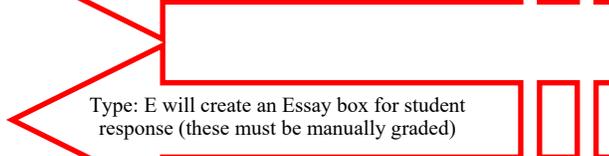
Type: S

04. Who is the President of the US?

    a. Obama

    b. Barack Obama

    c. Barack

> Type: S creates a short answer to compare to a finite list of acceptable 'correct' answers
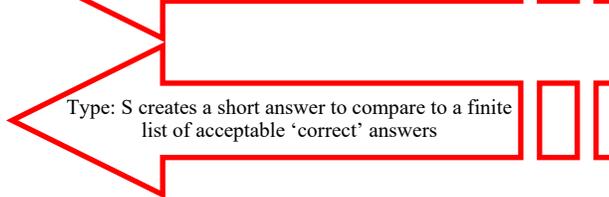
Question types can be:	
Multiple Choice and True/False	Essay
Numerical/Calculated	Matching
Short Answer	Embedded Answer

NMU Center for Teaching and Learning

nmu.edu/ctl