

Questionnaire Editor QTI 1.2 in Detail

Format and Standardization

Tests and questionnaires will be stored in a standardized format, the so-called IMS QTI format (version 1.2 or 2.1). For more information please go to the following website of [IMS](#).



Creating and saving tests and questionnaires in a standardized format enables you to use them as course elements in different OpenOLAT courses on the one hand; on the other you can apply your tests and questionnaires in other LMS that support the same version of that IMS QTI format.


In tests or questionnaires you can also include multimedia files.

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Types of Questions

There are five different types of questions in QTI 1.2 to be explained in the following. Information on the creation of a question type can be found in the respective question type row. Settings concerned with scores or assessment do not apply for the questionnaire.

Type of Question	Description	Example
Single Choice 	<p>A single-choice question comprises a question and at least two answers; only one of them can be selected. In a test only one of those two answers is correct.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Please click on the editor icon  in the column <i>Actions</i> in order to edit a question or answer text.</p> <p>Additional answers can be generated by means of the button "Add new answer". You determine your correct answer by highlighting the column <i>Correct</i> at the relevant position. The answers' order can be altered by means of the arrow icons in the column <i>Pos</i>.</p> <p>Score Please indicate the number of points for a correct answer.</p> </div>	<div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>In what year was OpenOLAT created?</p> <p><input type="radio"/> 1999</p> <p><input type="radio"/> 2003</p> <p><input type="radio"/> 2011</p> </div>

Multiple-Choice 

A multiple-choice question comprises one question and at least two answers; several answers can be selected. In a test several answers can be correct.

Please click on the editor icon  in the column *Actions* in order to edit a question or answer text.

Additional answers can be generated by means of the button "Add new answer". You determine your correct answers by highlighting the column *Correct* at the relevant position. The answers' order can be altered by means of the arrow icons in the column *Pos.*

Method of assessment: By selecting *«All correct answers»* points will only be distributed if all answers are correct. Please indicate your score in the field **Score by means of assessment method All correct answers**. If you select and save *«Score per answer»* the column *Score* will appear. Please enter the number of points per answer.

Minimum score: Please enter a minimum score, e.g. if you want to avoid a negative number of points.


Maximum score: Please enter the maximum score for this question.

What types of course elements are available in OpenOLAT?

- Assessment
- Blog
- Chat
- Portfolio

Kprim 

A Kprim question can only be used in a test. It comprises one answer and exactly four answers. The one taking that test has to decide for every single answer if it is correct or not. 0 to 4 answers can be correct.

Please click on the editor icon  in the column *Actions* in order to edit a question or answer text.

You determine your correct answers by highlighting the column *Correct* at the relevant position. The answers' order can be altered by means of the arrow icons in the column *Pos.*

Maximum score: Please enter the maximum score for this question.


Which type of questions are available for the questionnaire?

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- Single Choice
- Multiple Choice
- Kprim
- Lückentext

Cloze ■ ■ ■

In a cloze question terms are replaced by gaps to be filled in by the one taking the test or questionnaire. In a test you provide the correct answers (synonyms separated by semicolons) and decide at the same time if there should be case sensitivity or not.

Please click on the editor icon  in the column *Actions* in order to edit a question or answer text.

You can include gaps and other text elements by clicking on the buttons "Add new text fragment" or "Add new blank". Please write the correct answer into the gap. You can define the gap's size (column *Gap size*) and limit the number of characters per gap (column *Number of characters*).



In questionnaires there are no limitations as regards to gap sizes!

You can further determine whether the answer's capitalization should be considered or not (column *Capitalization*).

Please enter synonyms for correct answers into the same gap; options should be separated by a semicolon (e.g. university; University).

The answers' order can be altered by means of the arrow icons in the column *Pos*.




Method of assessment: By selecting *«All correct answers»* points will only be distributed if all answers are correct. Please indicate your score in the field **Score by means of assessment method All correct answers**.

If you select and save *«Score per answer»* the column *Score* will appear. Please enter the number of points per answer.

Minimum score: Please enter a minimum score, e.g. if you want to avoid a negative number of points.

Maximum score: Please enter the maximum score for this question.

What does the acronym OpenOLAT mean?

<p>Free text </p>	<p>The answer to a free-text question is inserted into a field of variable size. In a test environment, the free-text question must be evaluated separately and manually.</p> <p>Please click on the editor icon  in the column <i>Actions</i> in order to the question text.</p> <p>Indicate the Width (number of letters per line) and Height (number of lines) of the answer field provided for students. You define the maximum length of the answer through those values.</p> <p>Score Please indicate the number of points for a correct answer.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p> The essay has to be corrected manually and the final score after the test does not reflect the correction of the essay type and might need to be adjusted manually later.</p> </div>	<div style="border: 1px solid black; padding: 10px;"> <p>What do you think about OpenOLAT?</p> <div style="border: 1px solid gray; height: 80px; width: 100%; margin-top: 5px;"></div> </div>
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Structuring and Organization

Each test and each questionnaire has to comprise at least one section as well as one question. This is why there is already a section ("New section") along with a single-choice question ("New question") when creating a test or questionnaire. If you do not need a single-choice question in your test you can delete it as soon as you have added another type of question. Just click on the title of a section or question on your left to be able to modify it.

Sections serve to give your tests or questionnaires a certain structure. For example you can pose general questions at the beginning and therefore create a section "Preface." Your test or questionnaire can contain as many sections as you like.

If you want to add a new section or question just navigate to the position of your choice and select in the drop-down menu "Add" in the toolbar the new element. You can also add one or more questions directly from the [question bank](#) or via [Excel-Import](#) into your test or questionnaire. Just navigate to the corresponding menu item. It is possible to delete or move sections or questions anytime. You can even copy questions.



It is advisable to copy questions if there are questions with the same possibilities to answer, e.g. if several questions could be answered by selecting a value between 1 and 5.

Display Options and Configuration

Further options regarding tests and questionnaires can be set at different levels. The respective titles may contain numerals and symbols (exception: >, <, &). You can limit the time span for solving the entire test, a section or a single question (min and sec).

On the test level...

you provide your test with a title that will then appear in the navigation. Optionally, you can further add a description, which will appear when starting the Test or Questionnaire.

Determine whether all included test **sections** should be displayed or just a selection. In addition to that, sections can be displayed randomly or in the predefined order.

The following settings only apply to the test editor:

You can also determine if a test should be taken within a certain period of time. If a test has some **time limit** this can be recognized by the hourglass icon and the display of total time and time ending.

You can determine whether you want a display of solutions for each question and a **feedback** during the test. Enter feedback, hints, and correct answers corresponding to your questions. Options regarding feedback and solutions will be explained in the section "[Hints to Solutions and Feedback in a Test](#)".

In the **Necessary passing score** row, you can determine the necessary score in order to pass the entire test.



Attention: This score does only matter if your test is part of a course by means of the course element *Test*.

Further information regarding scores can be found in "[Scores in Tests](#)".

On the section level...

... you can optionally describe your section further. This description will appear when activating the section.

You determine if there should be a **time limit** when working on a section, how many questions from that section should appear in your test or questionnaire, and if the sequence of your questions should be at random or not. If you have limited the **amount of this section's questions**, those questions as well as their **order** will be selected at random. If all questions are displayed, you can determine whether your questions should be selected at random (*«Random order»*) or whether they should appear according to the test editor's order (*«Fixed order»*).



You can only add a time limit to a test, but not to a questionnaire.

On the question level...

... you can optionally describe your question further. This description will appear when activating that question. The settings

- number of attempts
- time limit
- order of answers
- hints
- correct solution

are available for the test, but not the questionnaire.

For *Single Choice* and *Multiple Choice* questions, please define if the question's **Alignment of answers** should be *«Horizontally»* or *«Vertically»*.

All question types except free text can have a **limited number of attempts**. Please define how often this question may be answered. By not checking this box your question can be accessed and answered any number of times.

You can add **time limits** for solving *all question types* (min and sec). Please mind further time limits (Section, Test) you may have set before.

Please determine whether answers to the question types *Single Choice*, *Multiple Choice* and *KPrim* should be displayed at **random** or in a specific **ord**er of your own definition.

By checking the radio button **Show hints?** your provided hints will be displayed in case of a wrong answer. You can show hints for *all question types except free text*. Please make sure that your settings concerning feedback and hints are set accordingly for the entire test. You can also provide **correct solutions** for *all question types* in case of a wrong answer. Please make sure that your settings concerning feedback and hints are set accordingly for the entire test. This is further described in the section "[Hints to Solutions and Feedback in a Test](#)".



The correct solution for the free text question type is only available for the word export. It will never be shown to your users.

On the course level...

...there are further display options. When embedding your test or questionnaire in a course you will find these options in the tab "Test configuration" or "Questionnaire configuration." You can limit the number of attempts to answer a question and determine how often a user may try and take a test. The maximum to be specified is 20. If you specify for the first successful attempt to be valid though, a user is no longer able to improve his test results with more tests. As long as the user fails to pass the test, he can try as often as specified before.

In order to prohibit a user to access other OpenOLAT functions during a test, you can use the option "Display only module, hide LMS". OpenOLAT will be hidden during the test and only be visible again after closing or completing the test. If you plan to forbid the menu navigation, one question after the other will automatically appear; the person taking your test will not be able to navigate to another question. To display the menu navigation is still possible; just use the option "Display menu navigation." You can also allow users to make personal notes during a test. However, after that test those notes will no longer be available. When terminating a test no results will be saved; when pausing all answers sent so far will be saved.



If you pause in a test with time limit it can very well be that your time is up when trying to continue.

If persons taking your test should see their results immediately after completing it select the option "Show results after completing a test." Results can also be displayed on your course's homepage. When choosing this option you can additionally indicate when those results should be made public. You can further determine how detailed your display should be.

By means of this field you can decide how a Test shall be displayed in the ongoing course.

Limit the number of attempts: Check this box to limit the number of attempts and indicate how often this test may be taken by your users. The max value to be indicated in the field "Maximum number of attempts" is 20. (only available for test)

First successful attempt counts: Check this box if participants should not be able to improve valid test scores with further attempts. (only available for test)

Display only module, hide LMS: Check this box if you do not want your participants to be able to access OpenOLAT during a test. While the module takes up the whole of the browser window, access to OpenOLAT during the test is prohibited.

Show menu navigation : Check this box if the navigation menu should be displayed at all.

Allow menu navigation : Then you have the possibility to determine if navigating should be allowed. Check the box to activate the menu navigation.

Menu layout: You can determine if "All questions" or "Only section titles" should be displayed in the menu.

Clustering of questions: You have the possibility to choose if each question should be shown on a single page or if questions of one section should be displayed together on a single page.

Show question title: Check this box if you do not want your participant to see the questions' titles.

Sort answers alphabetically: Check this box if you'd like to have your answers to be sorted alphabetically. This means that in front of the first answer there is the letter A, in front of the second one the letter B, in front of the third one the letter C, etc.

Personal notes: Check this box to offer your course participants a field for personal notes. Please keep in mind that the content of this field will only be visible for course participants and only during your test. After taking that test these notes will no longer be available.

Show number of questions in test: Check this box to show your course participants the number of questions. (not available for questionnaire)

Show score in test: Check this box if you want your course participants to know their present score while answering your questions. (not available for questionnaire)

Allow to cancel: Check this box to allow your course participants to cancel a test without saving the answers already given.

Allow to suspend: Check this box to allow your participants to interrupt a test. All given answers will be saved in order to be able to continue taking that test later on.



If you have set a time limit for answering time will keep running despite any interruption.

Show score on test homepage: Check this box if your course participants should see their scores. (not available for questionnaire)

Show results on test homepage: Check this box if your course participants should see their results on the test's home page after taking that test, thus allowing permanent access. You can determine if test results should be available right after taking that test or afterwards at a certain date of your own choice. (not available for questionnaire)

Show results after test has been submitted: Check this box if your course participants should immediately see their results after taking a test. (not available for questionnaire)

Overview results: If you want to show test results right after a test or on that test's home page you can determine how much you want to go into detail. (not available for questionnaire)

- By selecting "Compact (without solutions)" any achieved score as well as the maximum score will be displayed.
- By selecting "Section abstract (without solutions)" any achieved score as well the maximum score will be displayed for the entire test as well as for every single section.
- By selecting "In detail (with solutions)" your correct answers will be displayed as well as the ones the participant has selected.

Scores in Tests

The minimum score to pass a test can be determined in the test editor on top-level. This score is only relevant if your test is included in a course with the course element "Test."

On the question level you determine how many points can be received with each question. The correct answer to a single-choice question will gain all points; giving a wrong answer will gain 0 points. Indicate the score to a certain question in the field "Score" of the tab "Question/answers."

Using a multiple-choice question means either scoring if all answers are correct or if one single correct answer already counts. First decide on a method of assessment in the tab "Question/answers" and save your settings. Then indicate the score for all correct answers or the score for each correct answer (right next to your answers).

The assessment of Kprim questions is preset. Three correct answers always gain half the score, four correct answers mean full score. Indicate your maximum score in the tab "Question/answers."

If there are several possible answers to your cloze question separate them by semicolons. You can choose between two different assessment methods: either scoring per all correct answers or scoring per one correct answer. First decide on your method in the tab "Question/answers" and save your settings. Then either indicate your score for all correct answers or for each single answer (right next to the cloze).

Free-text questions can only be evaluated manually. You can use the assessment tool.

Hints to Solutions and Feedback in a Test

You can provide feedback immediately after having received a test result. Hints to solutions and/or the correct solution will be displayed if the question has not been answered correctly. You determine in the tab "Meta data" if hints and/or correct solutions should be displayed. Just indicate your hints and/or correct answers in the corresponding fields.

The correct solution of an essay question will never be shown in OpenOLAT. It is intended only for the Word export, and will only be displayed in the exported file with the correct answers like other test solutions. Files are provided with the name of the course element and the date.

By displaying feedback you can provide a separate feedback to each of your answers; this feedback will be given immediately after having sent an answer. You can indicate your feedback in the tab "Feedback."



The option "Feedback (wrong answer)" is not effective if in a multiple-choice question no wrong answers have been selected but not all correct answers have been checked.



Often feedback and hints to solutions are used in a self-test to give persons a helping hand in finding the correct answers.

Source Code of Tests

Participants will not be able to see in the test's or self-test's source code which solutions are right or wrong; answers will be sent to the OpenOLAT server before being analyzed.

Export to Word

Tests and questionnaires created in OpenOLAT can be exported as a Word file. Click "Export as Word file" in the editor tools in the test editor in order to download the test or questionnaire as .zip-file. The file contains two files in the MS .docx format, one containing only the test questions, while the other contains questions and answers. The exported files contain important additional information such as the score, thus enabling you to use the test document directly for e.g. offline testing.

Modifications of Embedded Tests or Questionnaires

As soon as a test or questionnaire is embedded in a course you have only limited possibility to make modifications. For more information please go to "[Using Editors During Course Operation](#)".