How do I determine the content of an assessment?
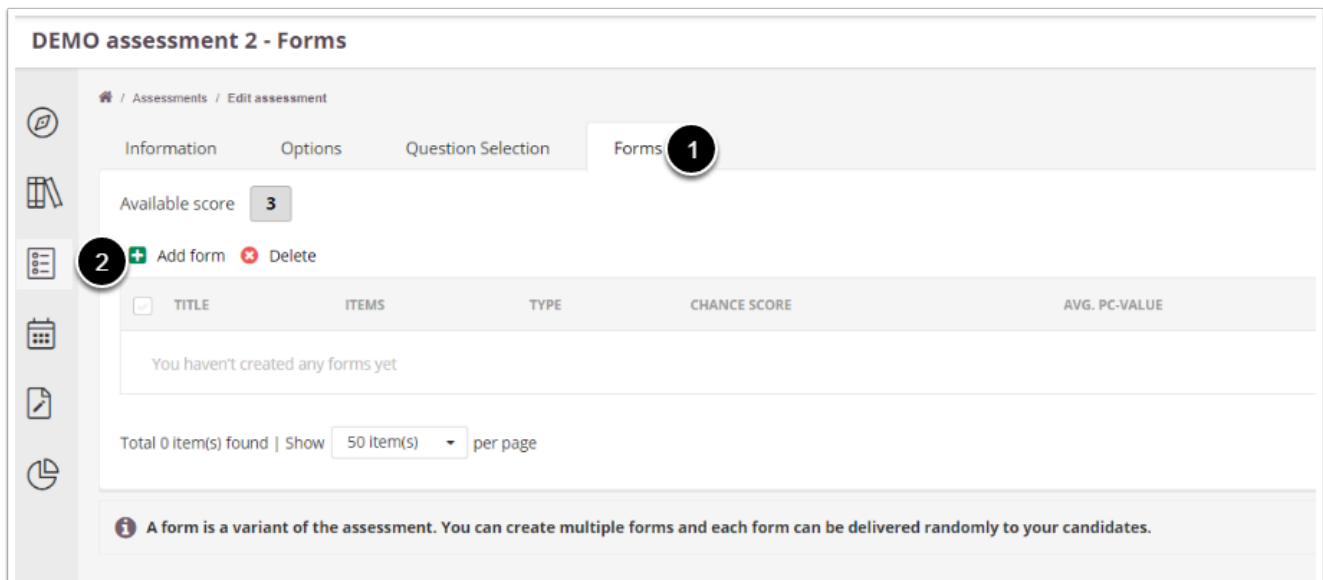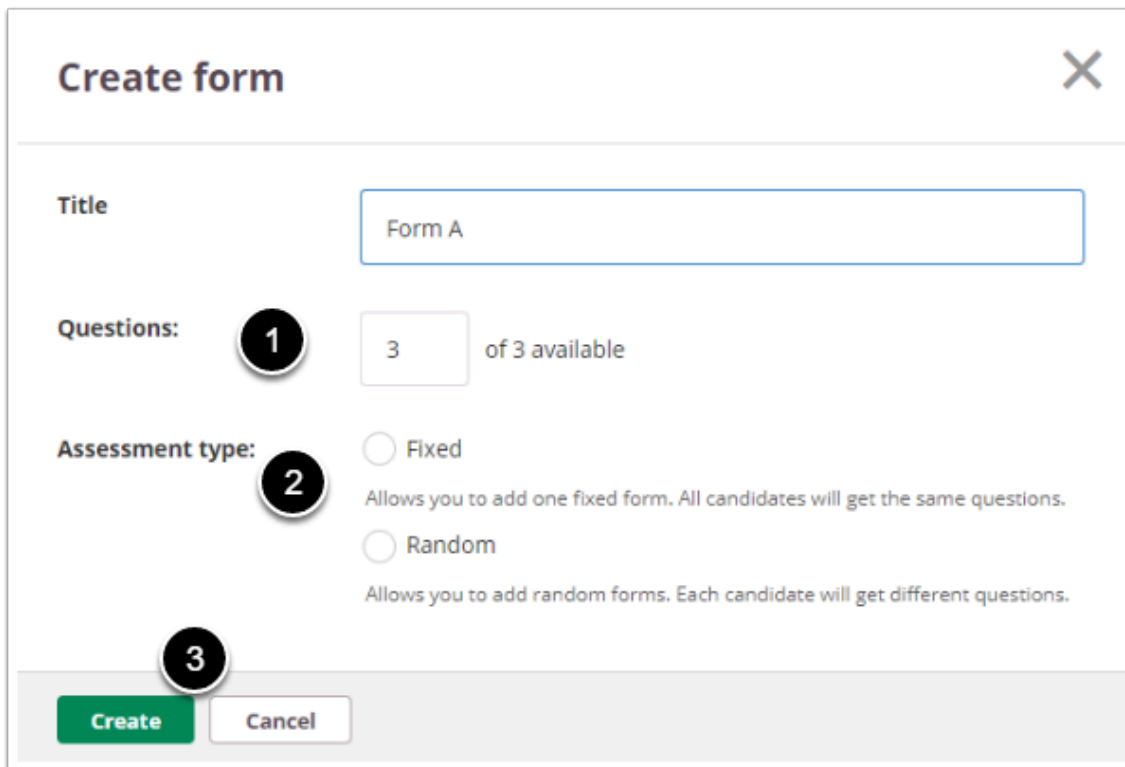
Add form

After you have added questions, you can start generating the assessment.

- Use the navigation bar on the left to navigate to **Assessments.**
- Select the desired assessment.

1. Navigate to **Forms.**
2. Click **Add form.**

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1. Choose how many questions you want to use in your exam. Normally you would use the questions you have selected for this assessment. If you have a lot of questions, you can choose for a random selection.
2. Choose the type of assessment:
    *   Fixed: the assessment is fixed and all students will get the same question.
    *   Random: the assessment is not fixed and each candidate will get a random set of questions.

3. Click **Create.**

DEMO assessment 2 - Forms

A / Assessments / Edit assessment

| Information | Options | Question Selection | **Forms** |

Available score **3** All changes have been saved

➕ Add form ❌ Delete

	TITLE	ITEMS	TYPE	CHANCE SCORE	AVG. PC-VALUE
☑	Form A	3	Fixed	0,25	0,11

Total 1 item(s) found | Show [50 item(s) ▾] per page
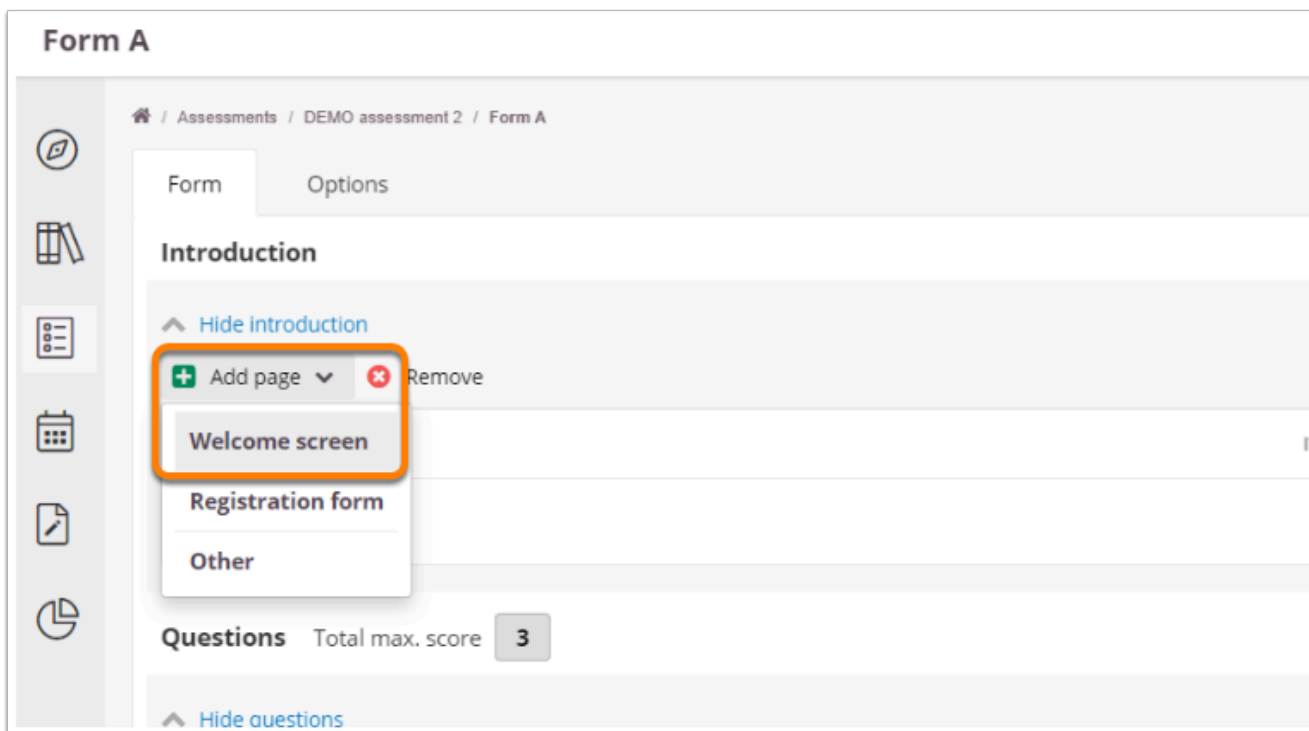
ℹ️ A form is a variant of the assessment. You can create multiple forms and each form can be delivered randomly to your candidates.

- The form will now be on the list. Click on the form to continue its composition. You can:
  - Add a welcome or finish screen.
  - Change the order of questions.
  - Add sections.
  - Exclude questions.

Add welcome screen

ℹ️ To add a welcome screen, you first have to create one. Read the article How do I create a page? for more information.
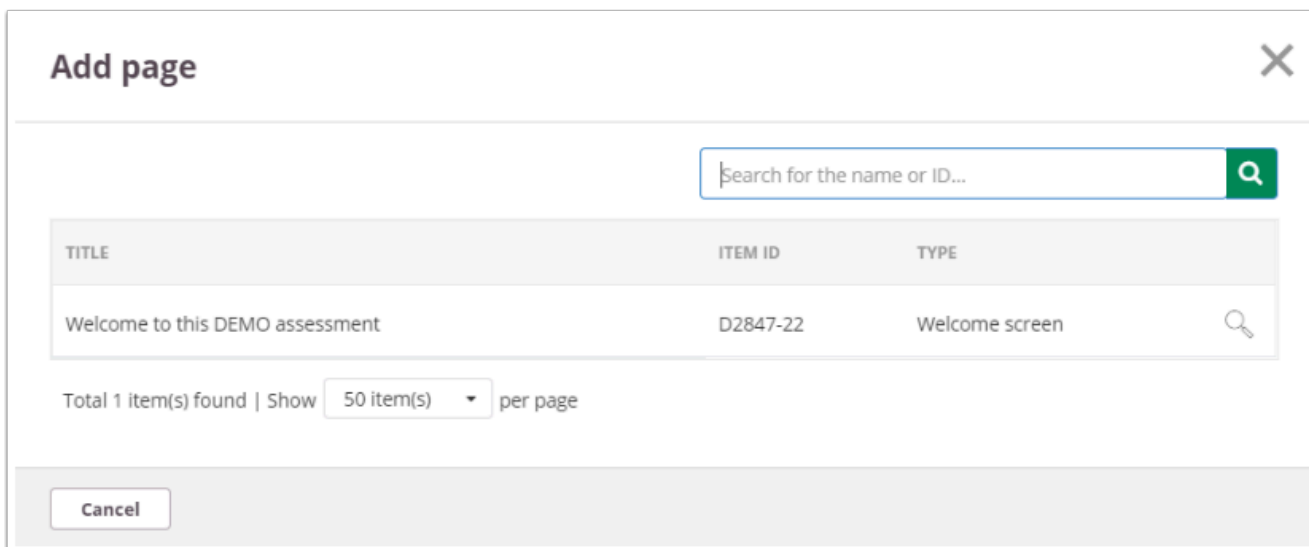
- Go to **Introduction** and click **Add Page.**
- Click **Welcome screen.**

- Select the right page (in case their are more than one).

Change question order
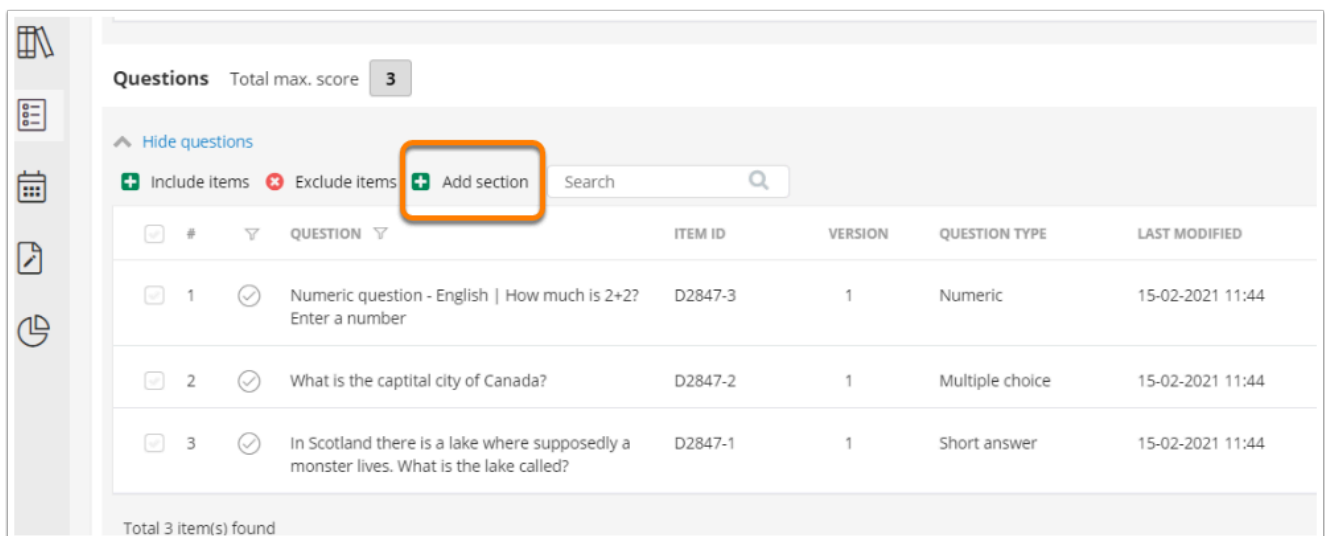
- Move your mouse over the item you want to move. Three small dots will appear on the left side.
- Drag your mouse to the three dots and continue to click it. As long as you do this, you can drag the question up or down. Release the mouse when you have dragged the question to its new preferred place.
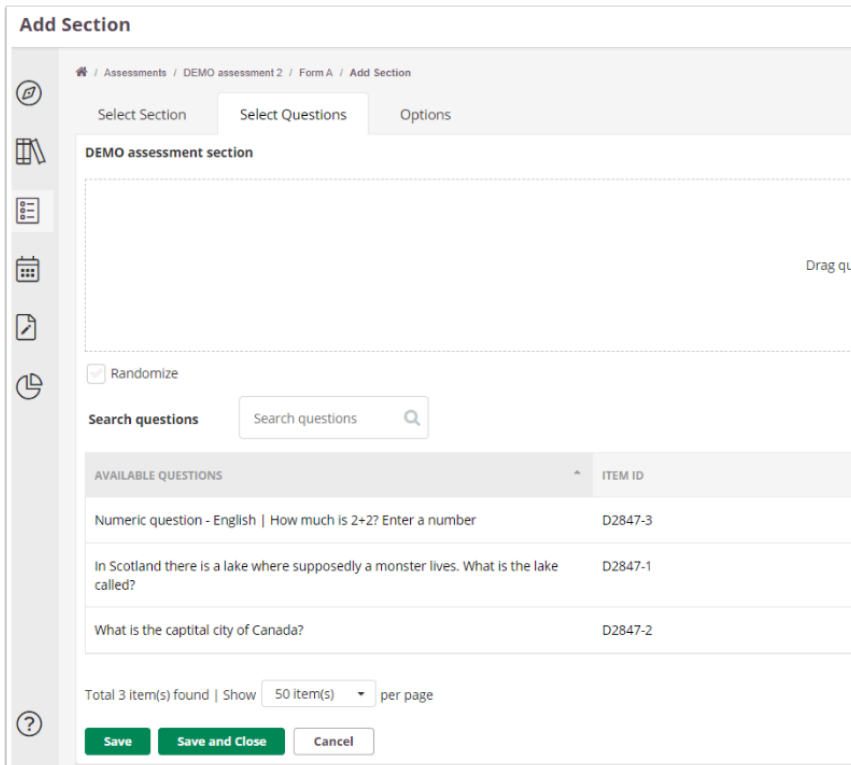
Add sections

- Click **Add Section** below the **Questions** section. Select the desired section and click **Save.** Read the article [How do I create a section?](#)
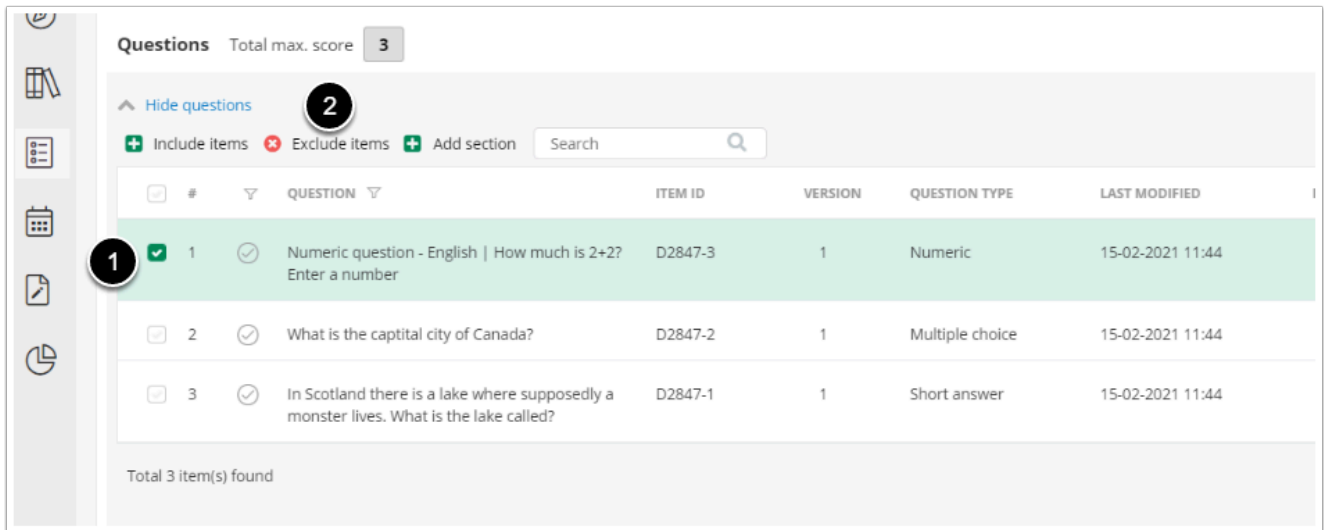

- Select the questions that need to be part of the section. You can do so by continuing to click on the desired question and then dragging it to the top field.
- Select **Randomize order** to randomize the order of the questions for each student.

Include or exclude items

By excluding items they will no longer be a part of the assessment.
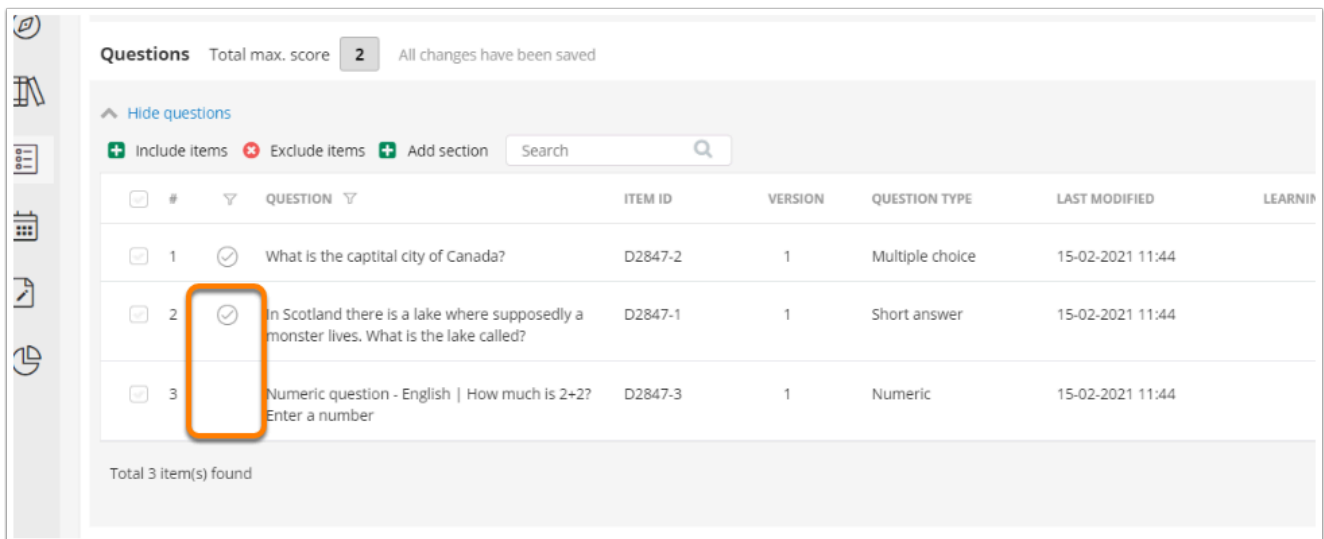
1. Select the question(s) you want to exclude.
2. Click **Exclude items.**

- The excluded items will be moved to the bottom of the list. You can recognize them by the missing check in front of the question's title. Additionally, you will see that the total score at the top of the list (net to **Questions**) has gone down.
- To reinclude items, select them and then click **Include items.**

Add finish screen

ℹ️ To add a finish screen, you first have to create one. Read the article **How do I create a page?** for more information.
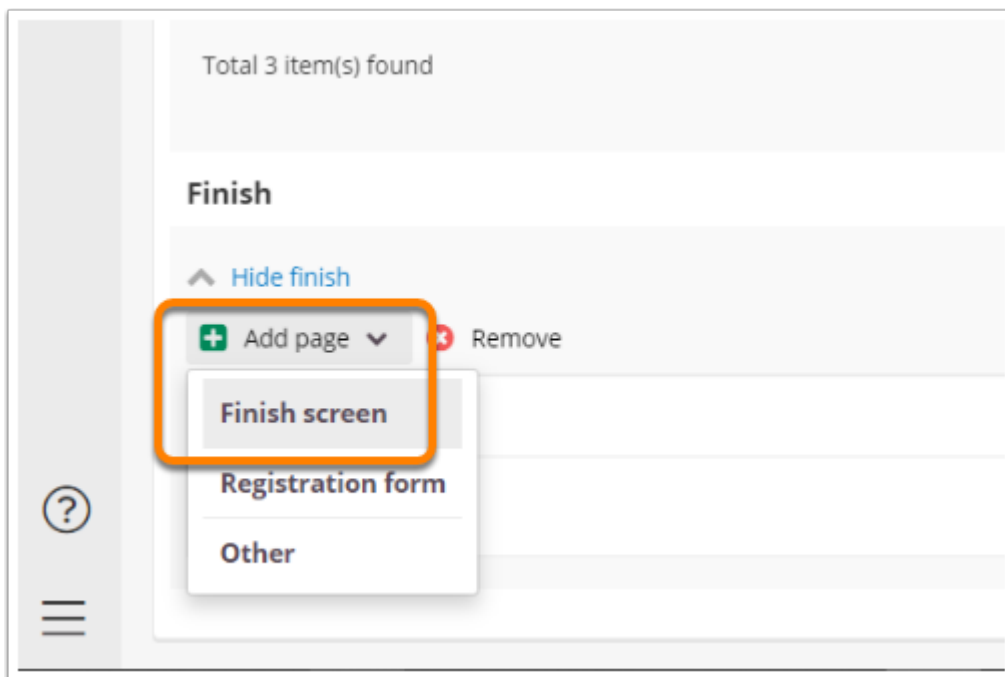
- Click **Add Page** below **Finish.**
- Click **Finish screen.**

- Select the right page (in case there are more than one). You can use the search bar to search for the pages.

Assessment scale

1. Click **Settings.**
2. Select the **Assessment scale.**

3. Click **View complete assessment scale** to view the details for the selected scale.
4. Click **Save.**