

# How do I determine the content of an assessment?

[Add form](#)

[Add welcome screen](#)

[Change question order](#)

[Add sections](#)

[Include or exclude items](#)

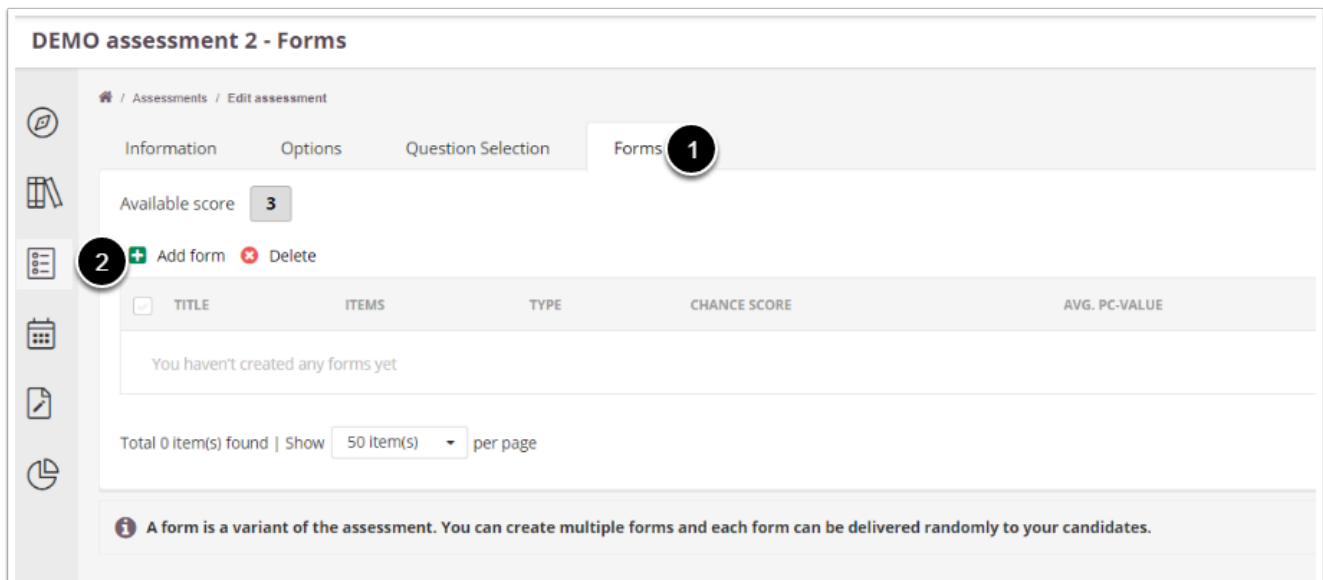
[Add finish screen](#)

[Assessment scale](#)

## Add form

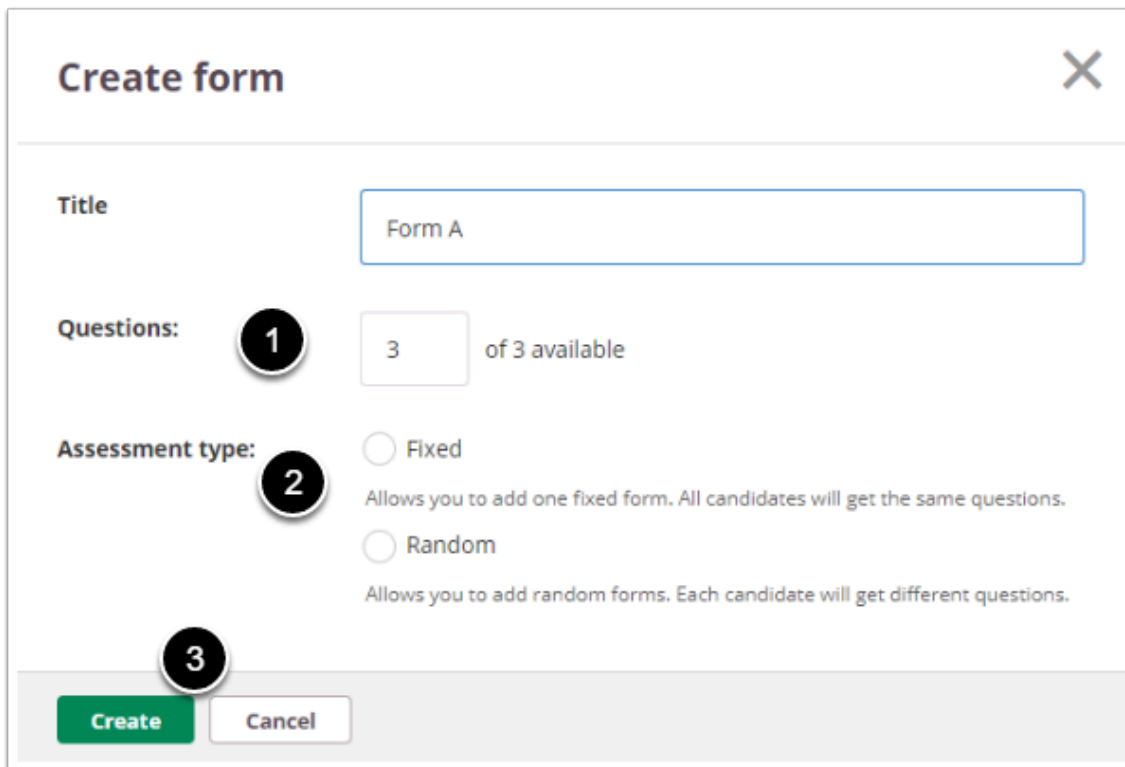
After you have [added questions](#), you can start generating the assessment.

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



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

# Werkinstructies



**Create form** [X]

**Title**

**Questions:** 1  of 3 available

**Assessment type:** 2

☒ Fixed  
Allows you to add one fixed form. All candidates will get the same questions.

☐ Random  
Allows you to add random forms. Each candidate will get different questions.

3

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**.

# Werkinstructies

**DEMO assessment 2 - Forms**

Assessments / Edit assessment

Information Options Question Selection **Forms**

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

[+ Add form](#) [- Delete](#)

<input type="checkbox"/>	TITLE	ITEMS	TYPE	CHANCE SCORE	AVG. PC-VALUE
<input type="checkbox"/>	Form A	3	Fixed	0,25	0,11

Total 1 item(s) found | Show  per page

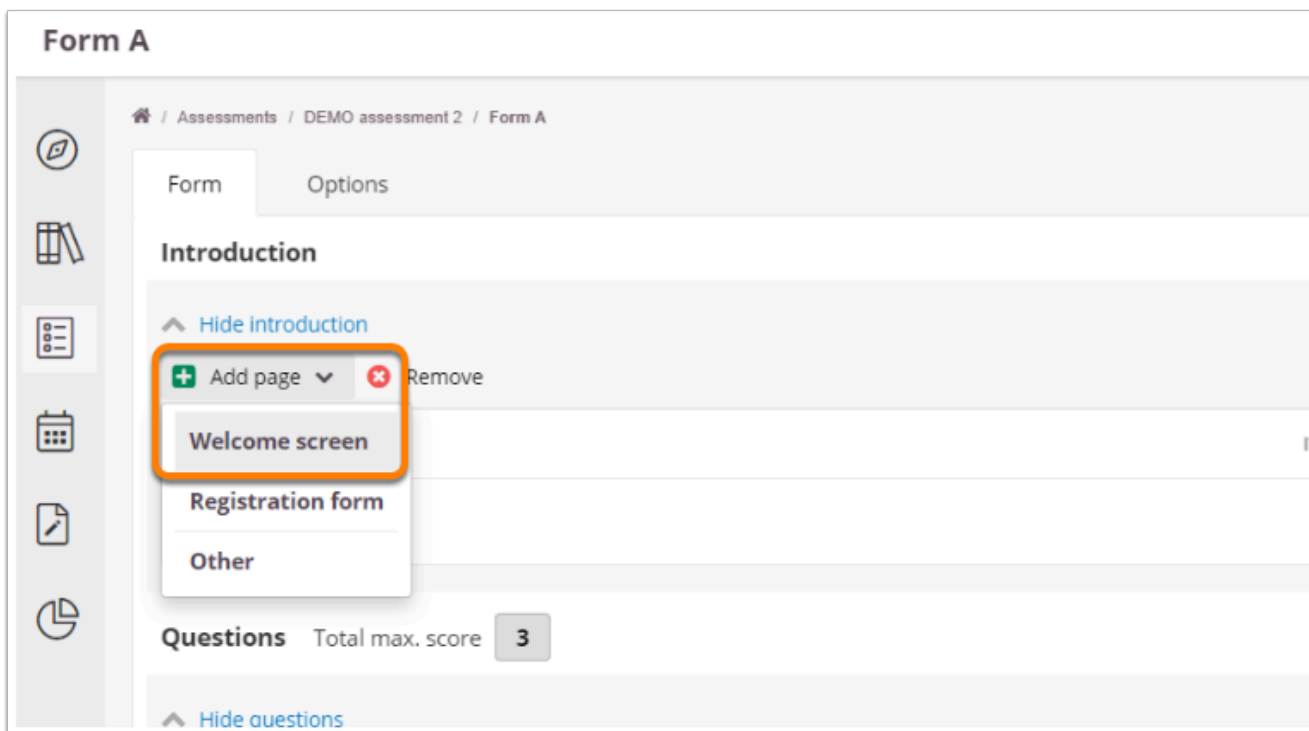
**i** A form is a variant of the assessment. You can create multiple forms and each form can be delivered randomly to your candidates.

- 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

**i** To add a welcome screen, you first have to create one. Read the article [How do I create a page?](#) for more information.

# Werkinstructies



**Form A**

/ Assessments / DEMO assessment 2 / Form A

Form Options

**Introduction**

^ Hide introduction

+ Add page Remove

Welcome screen

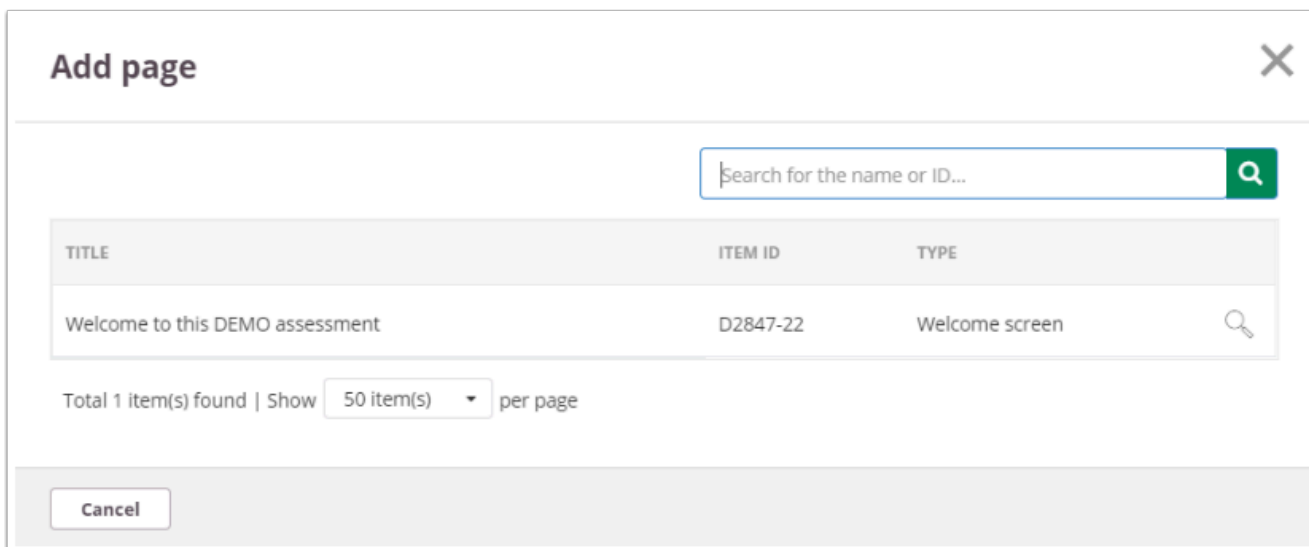
Registration form

Other

**Questions** Total max. score **3**

^ Hide questions

- Go to **Introduction** and click **Add Page**.
- Click **Welcome screen**.



**Add page**

Search for the name or ID...

TITLE	ITEM ID	TYPE
Welcome to this DEMO assessment	D2847-22	Welcome screen

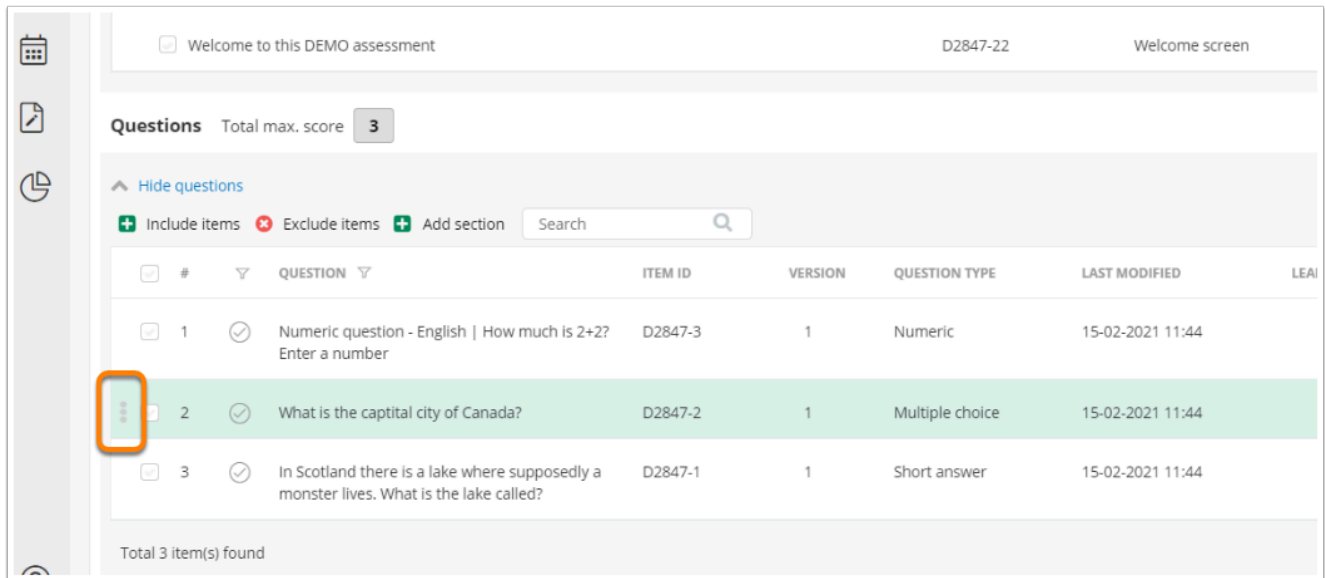
Total 1 item(s) found | Show 50 item(s) per page

Cancel

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

# Werkinstructies

## Change question order



Questions Total max. score **3**

Hide questions

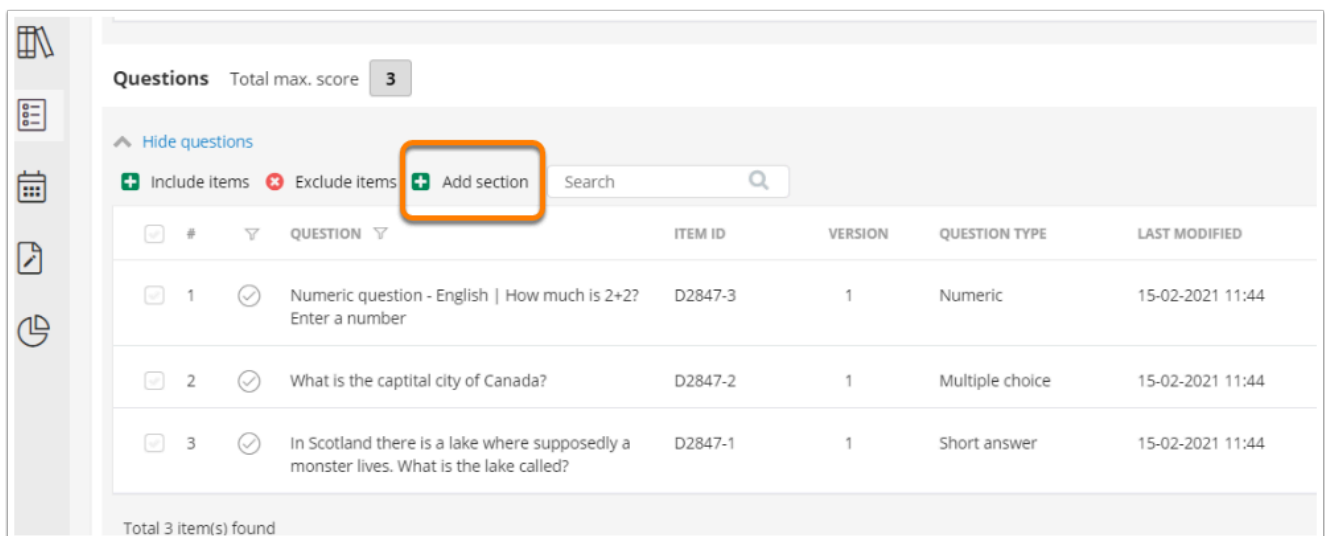
+ Include items - Exclude items + Add section Search

#	QUESTION	ITEM ID	VERSION	QUESTION TYPE	LAST MODIFIED	LEAI
1	Numeric question - English   How much is 2+2? Enter a number	D2847-3	1	Numeric	15-02-2021 11:44	
2	What is the capital city of Canada?	D2847-2	1	Multiple choice	15-02-2021 11:44	
3	In Scotland there is a lake where supposedly a monster lives. What is the lake called?	D2847-1	1	Short answer	15-02-2021 11:44	

Total 3 item(s) found

- 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



Questions Total max. score **3**

Hide questions

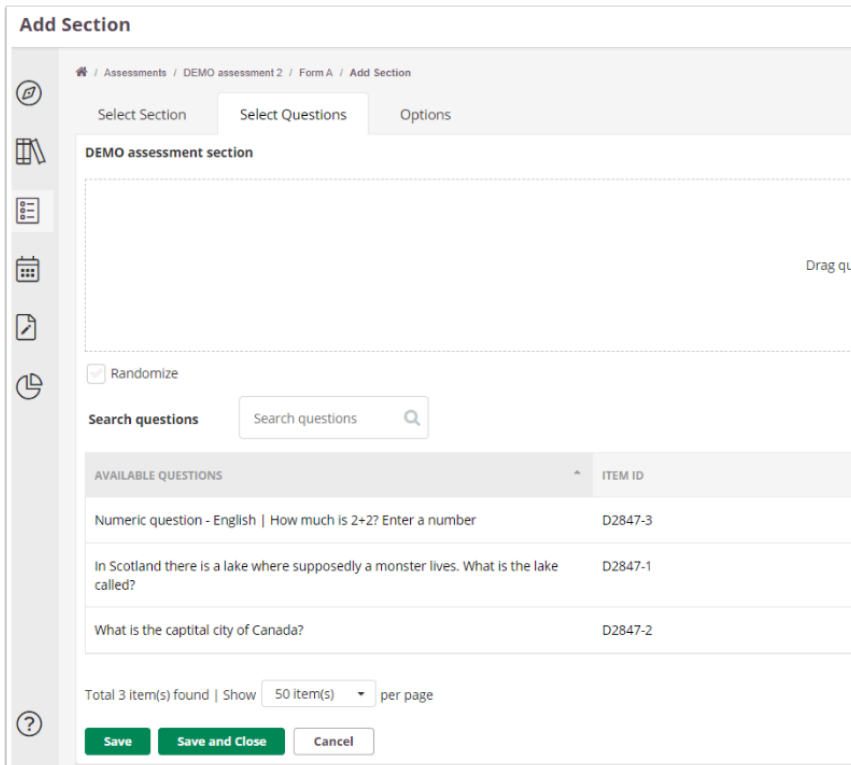
+ Include items - Exclude items + Add section Search

#	QUESTION	ITEM ID	VERSION	QUESTION TYPE	LAST MODIFIED	LEAI
1	Numeric question - English   How much is 2+2? Enter a number	D2847-3	1	Numeric	15-02-2021 11:44	
2	What is the capital city of Canada?	D2847-2	1	Multiple choice	15-02-2021 11:44	
3	In Scotland there is a lake where supposedly a monster lives. What is the lake called?	D2847-1	1	Short answer	15-02-2021 11:44	

Total 3 item(s) found

## Werkinstructies

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



**Add Section**

Assessments / DEMO assessment 2 / Form A / Add Section

Select Section | **Select Questions** | Options

**DEMO assessment section**

Drag qu

☒ Randomize

**Search questions**

AVAILABLE QUESTIONS	ITEM ID
Numeric question - English   How much is 2+2? Enter a number	D2847-3
In Scotland there is a lake where supposedly a monster lives. What is the lake called?	D2847-1
What is the capital city of Canada?	D2847-2

Total 3 item(s) found | Show 50 item(s) per page

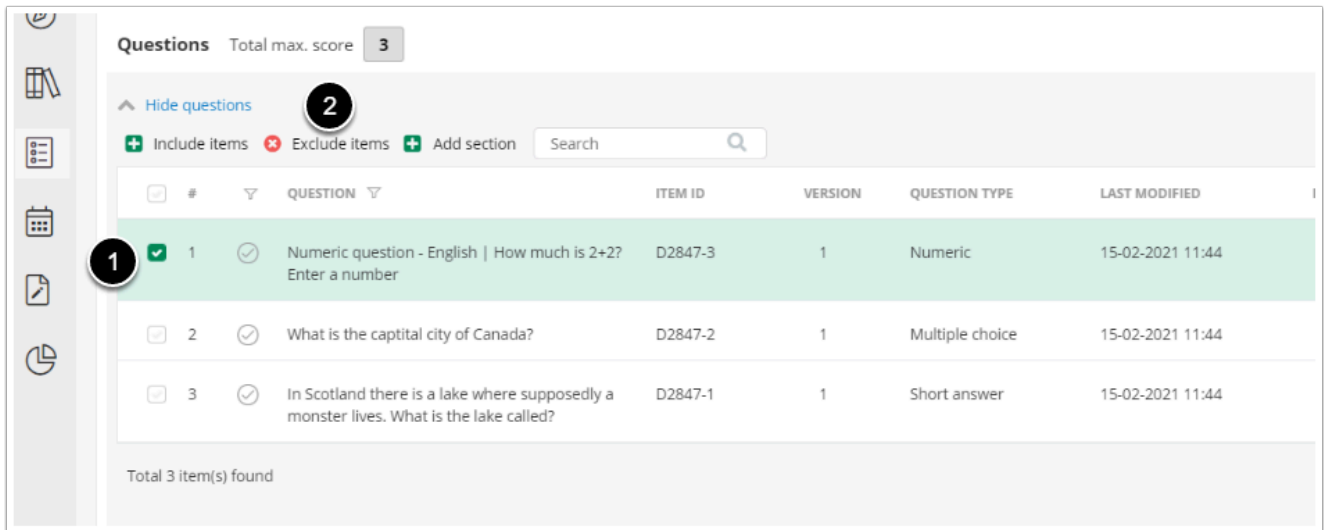
**Save** **Save and Close** Cancel

- 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.

# Werkinstructies



**Questions** Total max. score **3**

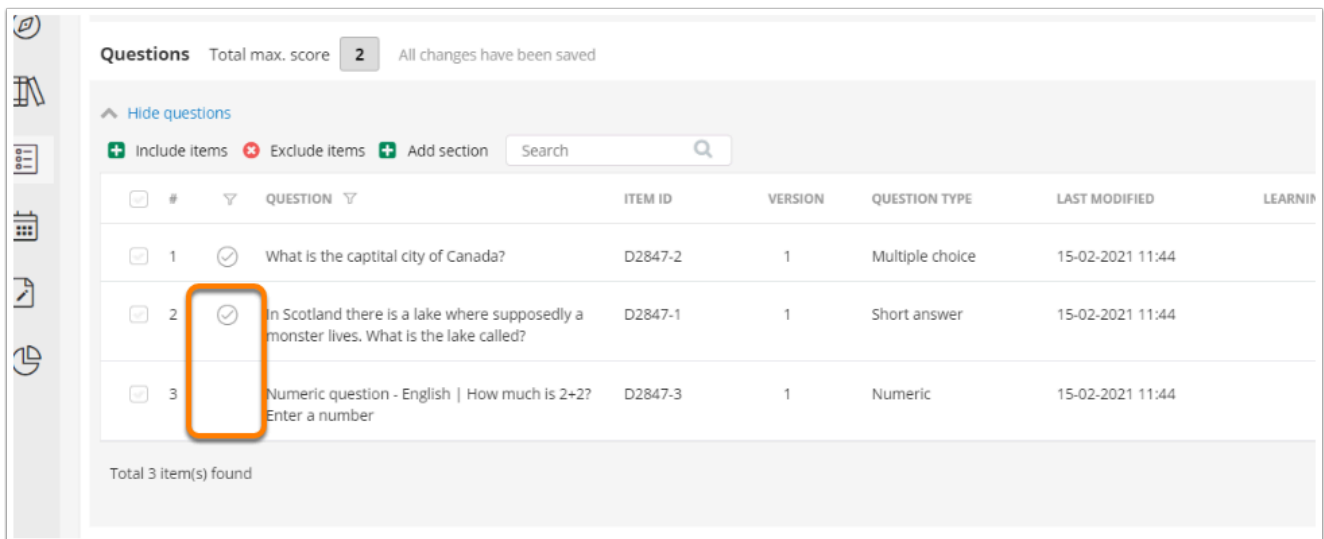
[Hide questions](#)

[+ Include items](#) [- Exclude items](#) [+ Add section](#)

#	QUESTION	ITEM ID	VERSION	QUESTION TYPE	LAST MODIFIED
1	Numeric question - English   How much is 2+2? Enter a number	D2847-3	1	Numeric	15-02-2021 11:44
2	What is the capital city of Canada?	D2847-2	1	Multiple choice	15-02-2021 11:44
3	In Scotland there is a lake where supposedly a monster lives. What is the lake called?	D2847-1	1	Short answer	15-02-2021 11:44

Total 3 item(s) found

1. Select the question(s) you want to exclude.
2. Click **Exclude items**.



**Questions** Total max. score **2** All changes have been saved

[Hide questions](#)

[+ Include items](#) [- Exclude items](#) [+ Add section](#)

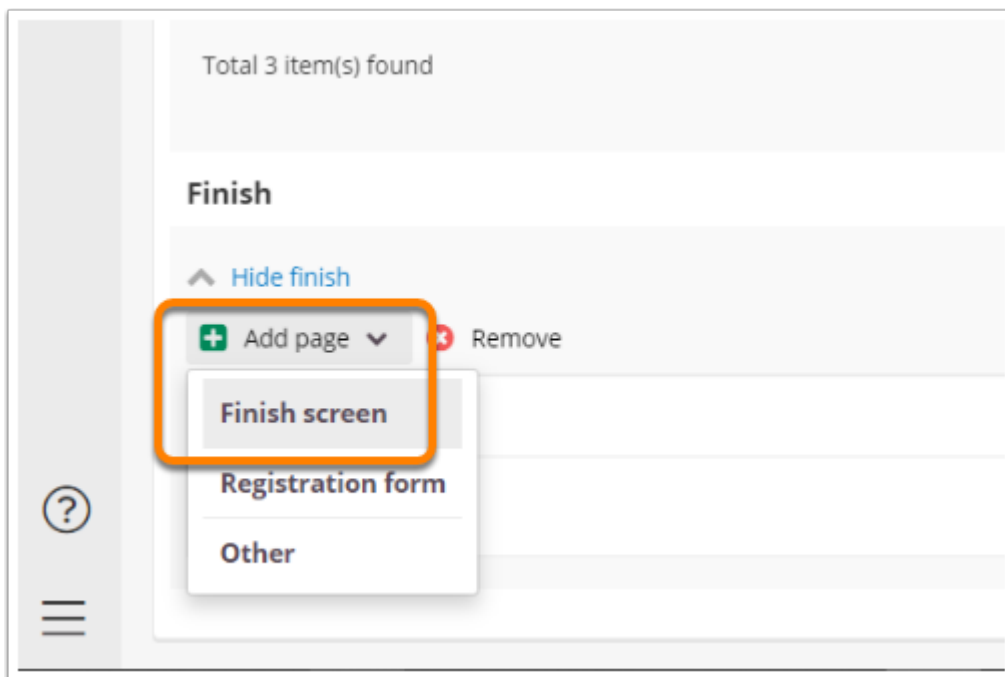
#	QUESTION	ITEM ID	VERSION	QUESTION TYPE	LAST MODIFIED	LEARNIN
1	What is the capital city of Canada?	D2847-2	1	Multiple choice	15-02-2021 11:44	
2	In Scotland there is a lake where supposedly a monster lives. What is the lake called?	D2847-1	1	Short answer	15-02-2021 11:44	
3	Numeric question - English   How much is 2+2? Enter a number	D2847-3	1	Numeric	15-02-2021 11:44	

Total 3 item(s) found

- 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

**i** 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**.



# Werkinstructies

## Add page

TITLE	ITEM ID	TYPE
This is the end of the DEMO assessment	D2847-23	Finish screen

Total 1 item(s) found | Show  per page

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

## Assessment scale

### Form A

#### SETTINGS

##### Assessment scale

Select how you want to grade this assessment

GRADE	FROM AND INCLUDING %	FROM AND INCLUDING SCORE
10	95	1.90
6	<input type="text" value="55"/>	1.10
1	0	0

[View complete assessment scale](#)

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

## Werkinstructies

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