Respondus-Exam Wizard
CREATE A NEW EXAM

This wizard helps familiarize new users with the basics of Respondus. This is also the best way
to create an exam using questions contained in one or more Respondus files. The Wizard can be
used to randomly select from files. Point values can be assigned across the entire question type.

This option should be selected if each of the questions is to be added manually to the exam.
When this option is chosen, there are only two steps to the wizard.

✦ Click the Exam Wizard button on the Start Menu (see illustration below).

✦ The Respondus Exam Wizard window will display.
✦ Select the Create a new exam in which all questions will be entered manually option (see
illustration below).
Click the Next button to move to the second step in the wizard.

Input a Name and Description for the exam (see illustration below).

Click the Finish button.

The exam Edit window will display (see illustration below).

This window is used to add questions to the test.

Select the type of question that is to be created.

Input the appropriate information into each of the boxes.

NOTE:

For information on creating different question types, go to the Question Type document on the Respondus page of the Training Assistance Site.

For information on formatting questions in Word, go to the Standard Format for Importing Questions document on the Respondus page of the Training Assistance Site.