

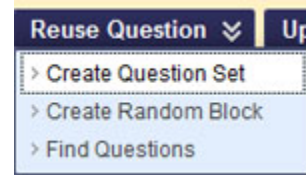
# Create Test From Existing Questions

## Introduction

This handout explains how to create a test from another assessment and/or pool of questions either by selecting questions or by pulling a random block of questions. This handout assumes knowledge of Create Test Overview and that a test has been built to the point of adding questions.

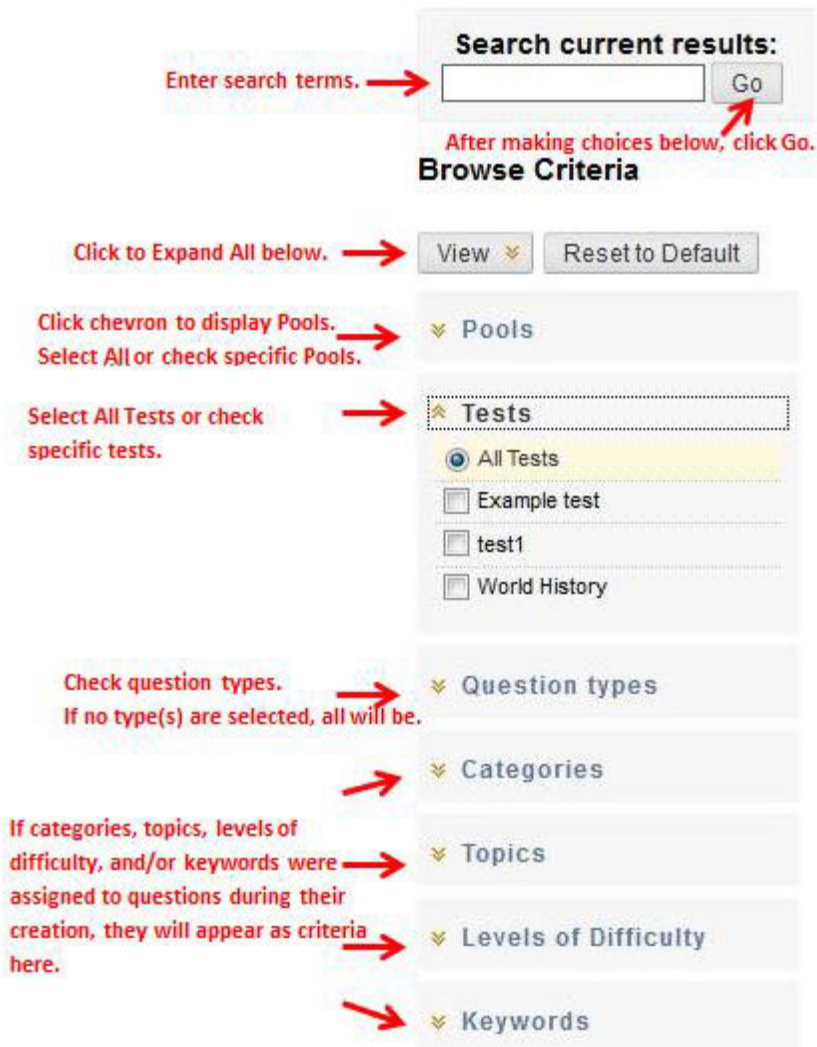
There are three ways to create a test with existing questions.

1. Question Set - create a random block of questions from multiple assessments/pools.
2. Random Block - pull a random set of questions from pool(s).
3. Find Questions - identify and pull specific questions.



## Create Question Set

1. Using the various criteria below, search for a set of questions. (Usually, tests/pools and perhaps question types are the criteria used to search for questions.)



**Search current results:**  
Enter search terms. →    
After making choices below, click Go.

**Browse Criteria**

Click to Expand All below. →

Click chevron to display Pools. Select All or check specific Pools. →  Pools

Select All Tests or check specific tests. →  Tests  
 All Tests  
 Example test  
 test1  
 World History

Check question types. If no type(s) are selected, all will be. →  Question types

→  Categories

If categories, topics, levels of difficulty, and/or keywords were assigned to questions during their creation, they will appear as criteria here. →  Topics  
→  Levels of Difficulty  
→  Keywords

2. Check the boxes next to the desired questions (see image below). Click Submit.

### Criteria Summary

Pools Practice Test Tests All Tests

Displaying 1 to 11 of 11 items

Question Display		Question Type	Source Name	Source Type
<input type="checkbox"/>	<b>Question Text</b>			
<input type="checkbox"/>	<input type="checkbox"/> North Carolina is located in which state?	Multiple Choice	Practice Test	Pool
<input type="checkbox"/>	<input type="checkbox"/> There are three seasons in each year.	True/False	Practice Test	Pool
<input type="checkbox"/>	<input type="checkbox"/> If I have 20 people, how many groups of four can I have?	Multiple Choice	Practice Test	Pool
<input type="checkbox"/>	<input type="checkbox"/> Which of the following is not an animal?	Multiple Choice	Practice Test	Pool
<input type="checkbox"/>	<input type="checkbox"/> The Iditarod dog sled race takes place in Florida .	True/False	Practice Test	Pool
<input type="checkbox"/>	<input type="checkbox"/> ____ are something that you wear on your feet.	Multiple Choice	Practice Test	Pool
<input type="checkbox"/>	<input type="checkbox"/> UNCG has the top ranked football team in the country.	True/False	Practice Test	Pool
<input type="checkbox"/>	<input type="checkbox"/> Choose the items below that increases traffic safety.	Multiple Answer	Practice Test	Pool
<input type="checkbox"/>	<input type="checkbox"/> Dogs are a type of ____.	Multiple Choice	Practice Test	Pool
<input type="checkbox"/>	<input type="checkbox"/> There are more men than women undergraduates at UNCG.	True/False	Practice Test	Pool
<input type="checkbox"/>	<input type="checkbox"/> North Carolina is located in what region of the country?	Multiple Choice	Practice Test	Pool

Question Display

← Click chevron to select full text of question stem.

← Check to select all questions.

← Check to select a specific question.

← Click to preview question and answer choices.

Click to change number of questions to display per page.

Question Display Click to preview question and answer choices.

Displaying 1 to 11 of 11 items  
Click to show all questions. →

Show All Edit Paging...

Click Submit to add selected questions to test.

Cancel Submit

3. The selected questions are added to the test and will be randomly displayed to students (see first image below). See second image below for editing, adding, or deleting questions from the question set.

**1 - 6.** **Question Set** Click chevron to add question above/below or to delete. Points per question:

Total Questions: 11 No. of questions in question set.

Number of Questions to display:  No. of questions on each student test. Total Points: 60

Questions in the Set Click chevron to view, add, or delete questions from the question set.

**1 - 6.** **Question Set** Points per question:

Total Questions: 11

Number of Questions to display:  Total Points: 60

Questions in the Set

<input type="checkbox"/>	Question Type	Question Text
<input type="checkbox"/>	True/False	There are three seasons in each year. <input type="button" value="v"/>
<input type="checkbox"/>	Multiple Choice	North Carolina is located in which state? <input type="button" value="v"/>
<input type="checkbox"/>	Multiple Choice	_____ are something that you wear on your feet. <input type="button" value="v"/>
<input type="checkbox"/>	True/False	The Iditarod dog sled race takes place in Florida. <input type="button" value="v"/>

4. When test creation is complete, click OK. See Deploy Test or Survey for the next step.

## Create Random Block

1. The process for creating a test containing a Random Block of questions is similar to the procedure above for Question Set with the following differences:

- Search criteria include Pools and Question types only, not other assessments or keywords, etc.
- All questions retrieved are entered into the block of questions; it is not possible to select questions to omit.

2. The number of questions to display and points per are set in the same way as Question Sets.

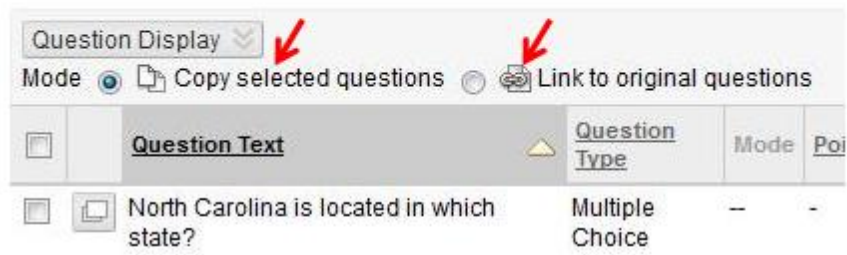
## Find Questions

1. The process for creating a test using Find Questions is similar to the procedure above for Question Set with the following differences:

- All the questions selected will display and there is no randomizing.
- There is a Mode function that enables 1) questions to be copied - and therefore modified without modifying the original question - or 2) linked to the original question - useful if a question in a pool is updated/corrected, it is updated/corrected in whatever test(s) in which it appears (see image below). Mode applies to all questions selected for a test under Find Questions.

## Criteria Summary

Pools All Pools Tests All Tests



The screenshot shows the 'Find Questions' interface. At the top, there is a 'Question Display' dropdown menu with a red arrow pointing to it. Below this, the 'Mode' section has two radio button options: 'Copy selected questions' (which is selected) and 'Link to original questions' (with a red arrow pointing to it). Below the mode options is a table with columns for 'Question Text', 'Question Type', 'Mode', and 'Points'. A single row is visible in the table with the text 'North Carolina is located in which state?' and 'Multiple Choice'.

	Question Text	Question Type	Mode	Poi
<input type="checkbox"/>	North Carolina is located in which state?	Multiple Choice	--	-