



Standard Respondus Format for Microsoft Word Questions

Respondus will allow users to import questions formatted in Microsoft Word, plain text, or rich-text. The document must be organized in a “Standard Format” before it can be imported into Respondus.

Respondus will import the following question types:

- A. Multiple Choice
- B. True-False
- C. Essay
- D. Multiple Answer
- E. Fill in the Blank

When formatting the questions, please note that:

1. The file must be saved as a rich-text (.rtf), plain text (.txt), or Word (.doc) file for importing into Respondus.
2. The file must be saved and closed before it can be imported into Respondus. If the file is open in Microsoft Word, you will not be able to import it into Respondus.
3. The questions must be formatted using the standard format outlined in Items A-E below.

A. Multiple Choice Questions

1. Question Numbering

Each question must begin with a question number, followed by either a period “.” or a right parentheses “)”.

Example 1: 3.

Example 2: 3)

2. Question Wording

The question wording must follow the question number and the period (or right parentheses). **One space or one tab** should be placed before the question wording.

Example 1: 3. Who determined the exact speed of light?

Example 2: 3. Who determined the exact speed of light?

Example 3: 3) Who determined the exact speed of light?

Example 4: 3) Who determined the exact speed of light?

3. Answer Choices

Each possible answer choice must begin with a letter (a-d or A-D) followed by a period "." or a right parentheses ")".

Example 1: 3. Who determined the exact speed of light?
a. Albert Einstein
b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

Example 2: 3) Who determined the exact speed of light?
a) Albert Einstein
b) Albert Michelson
c) Thomas Edison
d) Guglielmo Marconi

4. Correct Answers

Correct answers can be indicated in two ways:

1. First, you may place an **asterisk (*)** directly in front of the answer choice. (Do not put a space between the asterisk and the answer choice.)

Example: 3) Who determined the exact speed of light?
a. Albert Einstein
b. Albert Michelson
 *c. Thomas Edison
d. Guglielmo Marconi

2. The second option is to place a list of correct answers at the end of the file. The list must begin with "**Answers:**". (Any text typed after the answer key will be ignored so no additional questions can be added.)

Example: **Answers:**
1. a
2. b
3. c

B. **True-False Questions**

1. Question Format

The process of formatting "True-False" questions (question numbering and question wording) is similar to that used to format multiple choice questions (**see Section A on Page 1**).

Example: 3) Libby Hill determined the exact speed of light?
a) True
*b) False

2. Order

When typing the answer choices of “True” (or “T”) and “False” (or “F”), “True” (or “T”) must be typed first in order for Respondus to recognize the question as a True-False question type. (If “False” appears first, the question will be recognized as a multiple choice question.)

3. Correct Answers

Correct answers can be indicated in two ways:

1. First, you may place an **asterisk (*)** directly in front of the answer choice. (Do not put a space between the asterisk and the answer choice.)

Example: 3) Libby Hill determined the exact speed of light?
a) True
→ *b) False

2. A second way to designate the correct answer for a True-False question is to place the correct answer in a list of correct answers at the end of the file. The list must begin with “**Answers:**” and it must be positioned at the end of the file. (Any text typed after the answer key will be ignored so no additional questions can be added.)

The correct answers in a True-False answer key can be designated in three ways: (1) the complete word “True” or “False”, (2) the letter “T” or “F”, or (3) the alphabetical letter “A” (for true) and “B” (for false).

Examples:	Answers:	Answers:	Answers:
	1. True	1. T	1. A
	2. True	2. T	2. A
	3. False	3. F	3. B

C. **Essay Questions**

1. Question Format

The question format for an essay question is very similar to multiple choice and true-false questions. The difference is that the first line of formatting must begin with “**Type: E**”. This notation is followed by the question number and the question wording.

Example: **Type: E**
4. Describe Albert Einstein’s theory of relativity?

No correct answers are needed for essay type questions. Providing an answer is optional.

D. Multiple Answer Questions

1. Question Format

The multiple answer question format is very similar to the format for multiple choice questions (question numbering and question wording). One significant difference is that the first line of formatting must begin with “**Type: MA**”. This notation is followed by the question number and the question wording (see **Section A on Page 1**).

Example: **Type: MA**
3) Which of the following are days of the week?
a. August
*b. Monday
*c. Tuesday
d. June
*e. Saturday

2. Correct Answers

Correct answers can be indicated in two ways:

1. First, you may place an **asterisk (*)** directly in front of the answer choices. (Remember that a multiple answer question will have more than one correct answer, so there will be more than one asterisk.)

Example: Type: MA
3) Which of the following are days of the week?
a. August
*b. Monday
*c. Tuesday
d. June
*e. Saturday

2. The second option is to place a list of correct answers at the end of the file. The list must begin with “**Answers:**”. (Any text typed after the answer key will be ignored so no additional questions can be added.)

If a question has been designated as a “Multiple Answer” question (Type: MA), the “multiple answers” can be supplied in the answer key in one of three ways: (1) by placing a blank space between the letters that represent the correct answers – see item #1 below, (2) by placing a comma between the letters that represent the correct answers – see item #2 below, or (3) by placing a comma and a blank space between the letters that represent the correct answers – see item #3 below.

Example: **Answers:**
1. A C D
2. A,C,D
3. A, C, D

E. Fill in the Blank Questions

1. Question Format

Fill in the blank questions must be formatted by starting the first line of question with “**Type: F**”. This notation is followed by the question number and the question wording (**see Section A on Page 1**).

Example: **Type: F**

- 3) _____ is known as the father of television?
a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin

2. Correct Answers

Correct answers can be indicated in two ways:

1. Students are allowed to type only one correct answer per question, but **multiple forms** of that answer can be provided by the instructor for grading purposes. If the student types any of the answer choices provided by the instructor, the question would be marked correct.

Example: Type: F

- 3) _____ is known as the father of television?
a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin

2. Correct answers can also be placed at the end of the file in an answer key, using a format similar to multiple choice questions and true-false questions. The list must begin with “**Answers:**”. (Any text typed after the answer key will be ignored so no additional questions can be added.) You can enter multiple forms of an answer by repeating the question number.

Example: Answers:

1. A
2. B
3. True
4. Zworykin
4. Vladimir Zworykin
4. Vladimir Kosma Zworykin

Some information contained in this document can be found in the “Help Topics” section of the Respondus program.