

Manual for Module II-Creating and Publishing a Test in Testmoz

Testmoz allows the free users to create two types of question, Graded question and Survey questions. Graded questions are marked questions where the students will be given points after they give right answers. In Survey question, only data will be collected without any points.

- **Create Questions in a Test**

To insert question in Testmoz test, go to 'Question' tab (shown in Figure 1). A page will appear as shown in Figure 1.

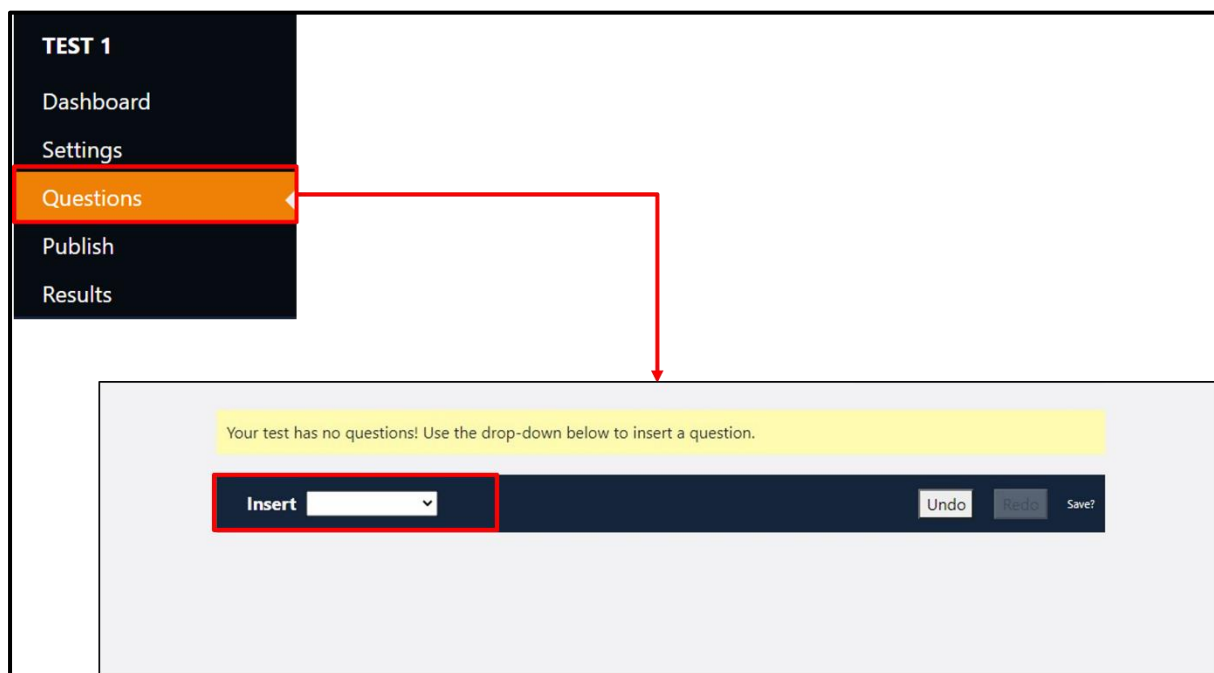


Figure 1

Click on drop-down arrow next to 'Insert' (highlighted in Figure 1). A drop-down menu will appear as shown in Figure 2. Select the preferred question type from the menu to create a question.

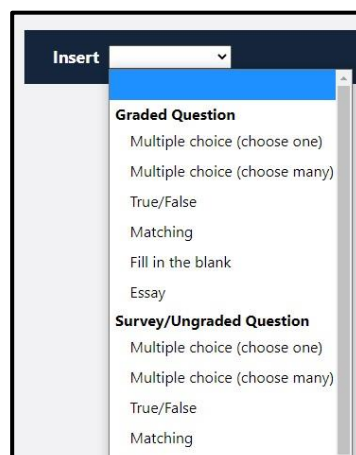


Figure 2

Following figures describe the details about the settings and editing of different types of questions in Testmoz.

Figure 3 – Multiple choice

Figure 4 – True or False

Figure 5 – Match the following

Figure 6 – Fill in the blanks

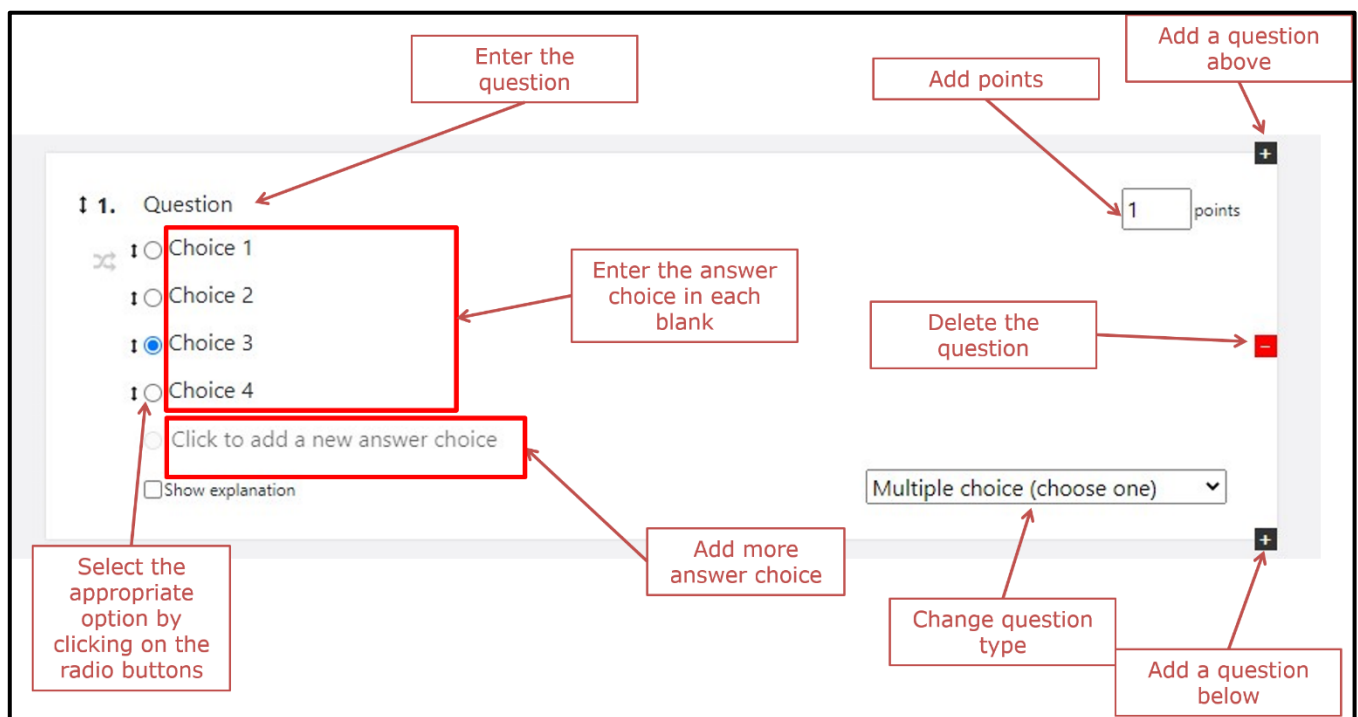


Figure 3

Figure 4

Figure 5

Figure 6

Figure 6

To add next question in the test, go to the 'Insert' section (shown in Figure 7) that appears below each question and click on the arrow and select preferred type of the question.

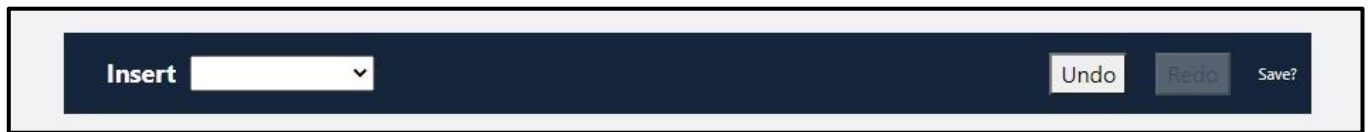


Figure 7

- **Publish the Test**

The students cannot attempt the test till it is published. To publish the test, go to 'Publish' tab on the dashboard (shown in Figure 8). A page will appear as shown in Figure 8. Click on 'Publish' (highlighted in Figure 8) to publish the test.

To save or print the test as a document, go to 'Export/Print' section highlighted in Figure 8 and click on 'View/Print/Download' to save the test offline.

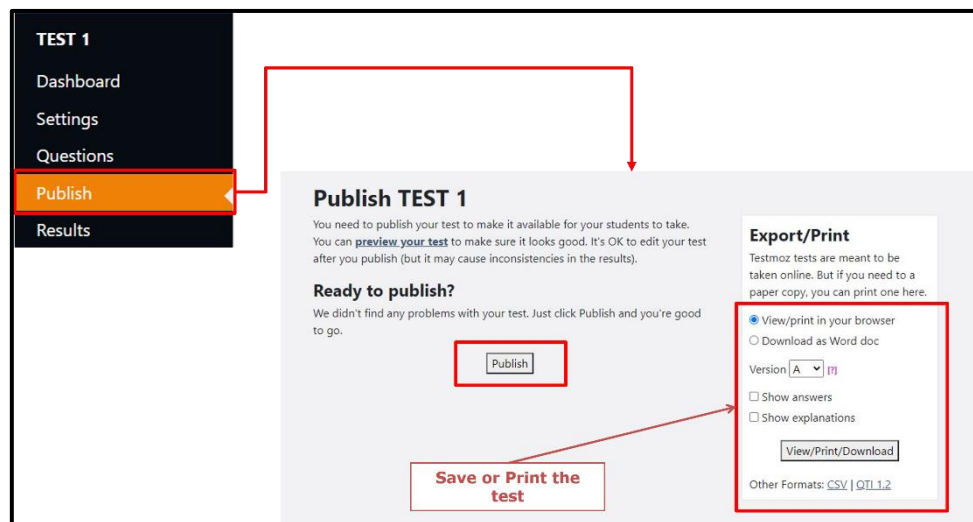


Figure 8

A page will appear as shown in Figure 9, with the link for the students (highlighted in Figure 9). Share the link with students for them to attempt the test.

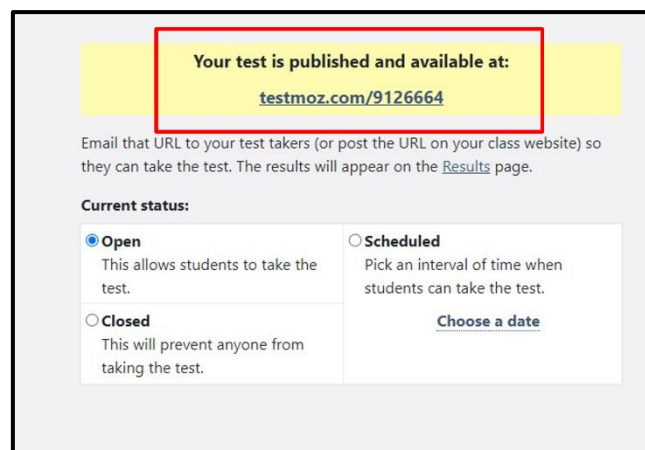


Figure 9

- **View and Save the Results of a Test**

To view the results of a test, go to 'Results' tab (shown in Figure 10). A page will appear as shown in Figure 10. The page shows the results of the students who has attempted the test (details shown in Figure 10).

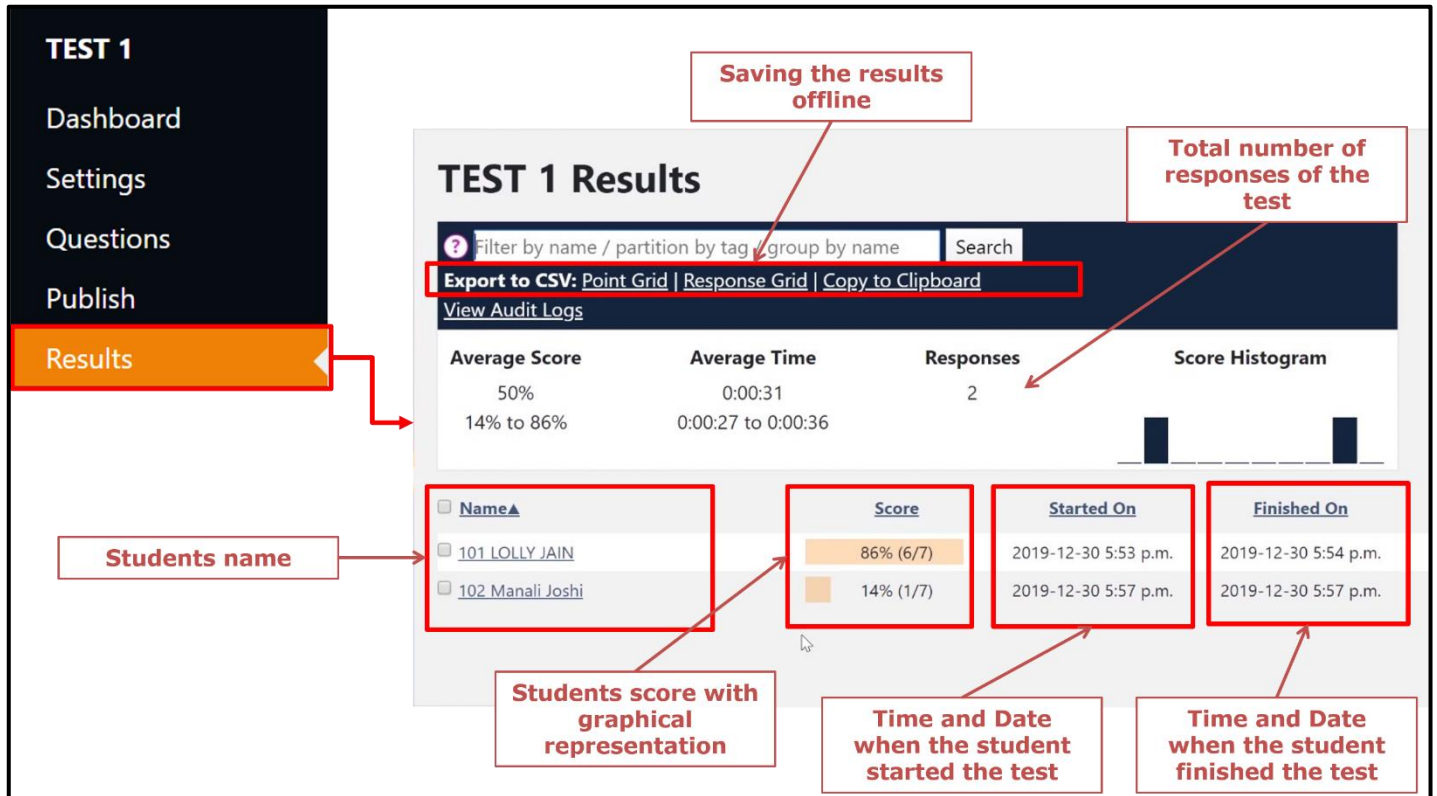


Figure 10

To save the test results, go to 'Export to CSV' section (shown in Figure 10). The result file will be exported into excel sheet. There are two ways to save the results and they are as follows.

To save with points

Point Grid

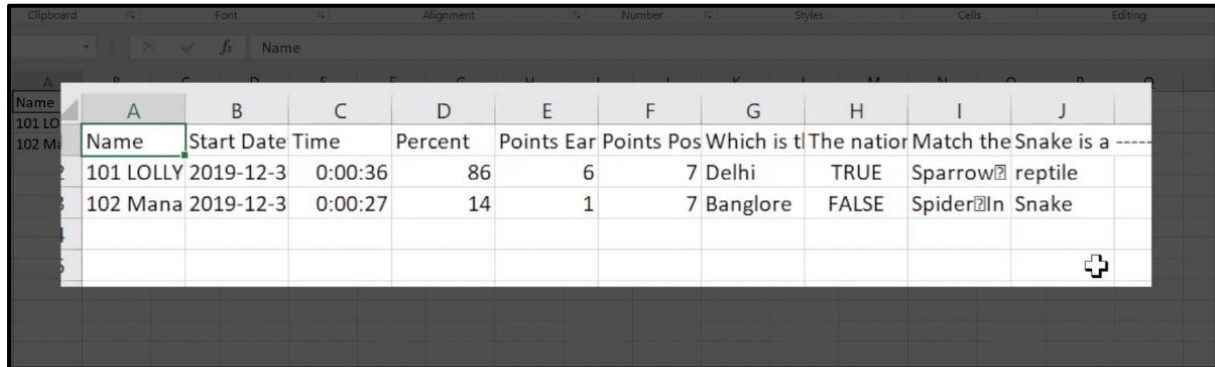
To save the results with points, click on **Point Grid** in the 'Export to CSV' section (shown in Figure 10). The results will be saved in excel file format with points as shown in Figure 11.

	Name	Start Date	Time	Percent	Points Ear	Points Pos	Which is t	The nation	Match the Snake is a	-----
1	101 LOLLY	2019-12-3	0:00:36	86	6	7	0	1	4	1
2	102 Mana	2019-12-3	0:00:27	14	1	7	0	0	1	0
3										
4										
5										

Figure 11

To save with responses

To save the results with responses, click on **Response Grid** in the 'Export to CSV' section (shown in Figure 10). The results will be saved in excel file format with students' responses to each question as shown in Figure 12.



The screenshot shows an Excel spreadsheet with the following data:

Name	Start Date	Time	Percent	Points Ear	Points Pos	Which is t	The natio	Match the	Snake is a	-----
101 LOLLY	2019-12-3	0:00:36	86	6	7	Delhi	TRUE	Sparrow	reptile	
102 Mana	2019-12-3	0:00:27	14	1	7	Banglore	FALSE	Spider	In Snake	

Figure 12