TELL-Center //
Word-Template for ILIAS-Tests

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Dipl.-Päd. Mag. (FH) Frank Weber

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1. Introduction – purpose of this document

There are different ways of implementing examinations with the help of digital tools; one of these is the implementation of electronic examinations. Our learning platform ILIAS offers a tool for creating online tests or examinations.

This ILIAS test object offers a wealth of functions and setting options - and is therefore quite complex to use.

This document provides a template that you can use to create the questions for your ILIAS test in advance. It provides a grid in which the general information required for a test or for the individual questions can be filled in.

The aim of this document is to enable external lecturers or lecturers with little technical affinity to carry out an online test in ILIAS. The completed grid can be translated into an online test by the TELL Centre, provided that the time constraints are met.

1. IMPORTANT NOTES
	1. Follow the Process!

**The steps for carrying out an electronic test are defined
and described here:** [**https://inside.fhv.at/x/adOnDQ**](https://inside.fhv.at/x/adOnDQ)

**Please follow these instructions carefully!**

* 1. Procedure / Responsibility

The test implemented by ILIAS support must be tested and put online by the responsible teacher (course head). The responsibility for the online test remains with the course instructor in any case!

* 1. Deadlines:
* The completed test template must be submitted to ILIAS-Support *at least* 14 days before the examination date via ilias@fhv.at
* ILIAS-Support makes the test available at the location specified in the template at least one week before the exam and informs the responsible lecturer via e-mail.
* The responsible lecturer is obliged to test the test and to give feedback to ILIAS-Support about any necessary corrections. This must be done within 48 hours after notification. Please use the address ilias@fhv.at for this. If no feedback is received within this period, the test is considered accepted.
* The responsible lecturer puts the test online him-/herself.
	1. Restrictions

Tests implemented by ILIAS-Support using the ILIAS test template are subject to the following restrictions for organizational reasons:

* Questions are created directly in the test. It is not possible to create question pools. However, the questions of the test can be copied into a question pool later without any problems.
* For tests implemented with the test template, only the question types listed in the template are available.
	1. Notes on working with the Word-Template

Please use **only** this Word template to create your test. **All** information required for your test must be entered into this document.

* + 1. Information and support

You can find a range of support services in the ‘*ILIAS GROUP // Test & Assessment’*. This resource is accessible to all lecturers at FH Vorarlberg at

<https://ilias.fhv.at/goto_ilias_fhv_at_grp_451811.html>

As a lecturer at the FH Vorarlberg, you should automatically have access. If this is not the case, please send an e-mail to: ilias@fhv.at

* + 1. Questions

Please ask questions directly in the ILIAS - Test and Assessment Forum:

<https://ilias.fhv.at/goto_ilias_fhv_at_frm_453069.html>
Questions in English will be answered in English. You can also drop a mail to: ilias@fhv.at

* + 1. ILIAS Demo-Test

You can also find a sample test with all ILIAS question types online here:
<https://ilias.fhv.at/goto_ilias_fhv_at_tst_521061.html>

Please complete this test before you start working on the Word template. This will give you an idea of what a test and the different question types look like from the students' perspective.

* + 1. How to use this word-template

Please provide each question in the Word template with its own heading (format *"ÜBERSCHRIFT 2 MIT NUM"*), which contains both the question type and the question title (examples: "Enter free text: Imputed Costs" or: "Single Choice Question: Internal Activity Allocation"). In this way, a table of contents can be generated in which the individual questions can be found quickly. Unused and therefore empty question templates can be deleted from the template.

* + 1. Use of graphics/images in test questions

It is generally possible to use images in ILIAS online tests, both in the questions and - for some question types - in the answer options.

Graphics can be transferred from the Word template to the ILAS test as screenshots. Please ensure that the quality of the graphics is good enough.

If you would like to use additional images in the answer options, please write the exact name of the image file in the Word template in the exact place where you would like the image to be inserted.

Send all image files for the test (possible file formats: .jpg or .png) together with the completed Word template as a zipped file to ILIAS support at ilias@fhv.at

1. General information about the test

|  |
| --- |
| **General Information about the test** |
| \*Responsible lecturer (course head): |  |
|  |
| Other lecturers involved: |  |
|  |
| \* Title of the course in which the test will take place: |  |
|  |
| \*URL of the course in which the test will take place:1 |  |
|  |
| \*Number of test participants: |  |
|  |
| \*Test title: |  |
|  |
| \*Test date: | dd.mm.yy |
|  |
| \* Execution of the test: start time / end time / duration of the test3 |
| hh:mm / hh:mm / xx min. |
|  |  |
| \*Total number of questions: |  |
|  |
| \*Total score of the test: |  |
|  |
| \*Shuffle Questions (Y/N)?4: | Y |
|  |
| Introductory Message:5 |  |
| Dear etc.The test will take place on dd.mm. It starts at hh:mm and ends at hh:mm.There are xy questions and the total score is xy . etc.Please note the instructions for taking an ILIAS test in advance. They are available at:<https://ilias.fhv.at/goto_ilias_fhv_at_pg_38720_727080.html>  |
| \*Concluding Remarks:6 |  |
| Thank you very much ...etc.You will be informed about the result of the test via A5 latest on dd.mm.etc. |

**Notes to the general settings**

**\*** = Mandatory information

**1** Please provide the direct link to the course in ILIAS (function "Permanent Link" at the bottom of the screen).

**2** Approximate indication of the maximum number is sufficient

**3** Execution date/time please specify in the form: dd.mm.yy / hh:mm.

**IMPORTANT:** Please note that the submission of files may take some time depending on their size and the quality of the internet connection of the participants! This time span must be taken into account in the processing time of the test!

**4** This option ensures that each participant is presented with the questions in a different order and thus makes cheating more difficult. We recommend selecting "YES" here, unless the questions have to be answered in a certain order.

**5**The introductory message should welcome the participants and provide them with the necessary information before the test.

The introductory text can clarify the following questions in advance, for example:

* Date, start and end time of the test!
* Is there a time limit? (If yes, please specify)
* What are the contents of the test (in 1-2 sentences)?
* Which tools are needed?
* What impact does it have on the (overall) grade?
* How many questions are there in total?
* How many points can be scored?
* Are points deducted for not answered questions?

**6**This text is presented to the participants after completion of the test. Here the participants can be given further information, e.g., when the feedback (grade in the A5 campus management system) will be available.

1. Question Types in ILIAS

In an ILIAS test you have a total of 15 different question types at your disposal. For most of them a template is given here. Few question types are not listed here for organizational reasons.

* 1. Essay Question

***Hints:*** *Essay questions offer an open input area for text-based answers. They are particularly suitable for checking the independent structuring, organization, integration and formulation of the acquired knowledge. Furthermore, this question type allows for finding and presenting creative ideas and personal statements. It enables a deeper examination of complex questions.*

***IMPORTANT:*** *With this type of question, no meaningful machine evaluation is possible! In this case, the test results must be post-processed manually.*

|  |
| --- |
| **Template Essay Question** |
| \*Question title1 |  |
|  |
| \*Points2 |  |
|  |
| \*Question text:3 |  |
|  |
| Estimated Processing Time4 |  |
| Maximum Number of Characters:5 |  |
|  |

**\*** = Mandatory field

**1** The titles of the questions are important for creating the test. However, by default they are not displayed to the participants when they take the test in order to make it more difficult to cheat.

**2** Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** The question editor offers various simple formatting options. For the use of images, please refer to point 2.4.5 on page 4!

**4** Indicate here in minutes how long the students will need to answer the question.

**5**If this field is left blank, there is no upper limit, otherwise the value entered here applies.

* 1. Numeric Question

***Hints:*** *In numerical questions the participants are expected to enter a numerical value. In most cases, the task contains different basic values from which the participants should then calculate the result.*

***IMPORTANT:*** *A lower and an upper limit can be set. All values within these limits are considered correct. This way for example rounding errors can be caught or estimated values can be queried.*

|  |
| --- |
| **Numeric question** |
| \*Question title1 |  |
|  |
| \*Points2 |  |
|  |
| \*Question text:3 |  |
|  |
| \* Maximum Number of Characters:4 |  |
|  |  |
| \*Lower Bound:5 |  |
|  |  |
| \*Upper Bound:5 |  |
|  |  |

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**2** Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** The question editor offers various simple formatting options. For the use of images, please refer to point 2.4.5 on page 4!

**4** If this field is left blank, there is no upper limit, otherwise the value entered here applies.

**5** A lower and an upper limit for valid values can be specified. All values within these limits are considered correct. Decimal numbers are also possible here.

* 1. Single Choice Question

***Hints:*** *In the single choice question, the participants have to choose the correct answer from several given answers. Only one answer can be selected. The order of the answers can be randomly generated.*

***IMPORTANT:*** *For single true/false questions, the guessing probability is 50%. Here it is more appropriate to combine several statements in one question of the type "KPRIM-Choice"!*

|  |
| --- |
| **Template Single Choice Question** |
| \*Question title1 |  |
|  |
| \*Points2 |  |
|  |
| \*Question text:3 |  |
|  |
| Reply options4 | Points |
| **\*correct answer5** |  |
| \*Wrong answer 1 |  |
| \*Wrong answer 2 |  |
| \*Wrong answer 3 |  |
| Wrong answer 4 |  |
| Etc. |  |

**\*** = Mandatory field

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**2** Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** The question editor offers various simple formatting options. For the use of images, please refer to point 2.4.5 on page 4!

4 Answer options can also be displayed as images. For the use of images, please refer to point 2.4.5 on page 4!

**5** Please indicate at least one correct and three incorrect answer options.

* 1. Multiple Choice Question

***Hints:*** *In the multiple-choice question, the participants have to select all the correct answers from several given answers. One, several or all answer options can be correct. This can greatly reduce the probability of guessing. The order of the answers is determined by the random principle. By cleverly formulating the question, even complex learning objectives can be tested.*

|  |
| --- |
| **Template Multiple Choice Question** |
| \*Question title1 |  |
|  |
| \*Points2 |  |
|  |
| \*Question text:3 |  |
|  |
| Answer options4 | Points when selected5 | not selected5 |
| \*Answer 1 |  |  |
| \*Answer 2 |  |  |
| \*Answer 3 |  |  |
| Answer 4 |  |  |
| Answer 5 |  |  |
| Answer 6 |  |  |

**\*** = Mandatory field

**1** The titles of the questions are important for creating the test. However, by default they are not displayed to the participants when they take the test in order to make it more difficult to cheat.

**2** Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** The question editor offers various simple formatting options. For the use of images, please refer to point 2.4.5 on page 4!

**4** Please provide at least three answer options; they can also be presented in the form of images. If you want to use images, please write the exact name of the image file in the table. Send all image files belonging to the test in .jpg format as a zipped file to ilias@fhv.at. Attach a text document to the .zip file that clearly states to which test or question the respective image files belong.

**5** For the multiple-choice question, points can be awarded or deducted for both selecting ***and*** not selecting answers. The awarding of minus points for the total score of a question is prevented by a default setting, i.e., less than zero points are not awarded. However, this can be changed. By default, one point should be awarded for selecting a correct option and one point should be deducted for selecting an incorrect option. Otherwise, participants could simply tick all options all the time to get the full score.

* 1. KRPIM Choice Question

***Hints:*** *In the KPRIM Choice Question, a question or incomplete statement is followed by four answers or additions. For each of them you have to decide whether it is correct or incorrect. The guessing probability can thus be greatly reduced. The order of the answers can be determined by the random principle. By cleverly formulating the question, even complex learning objectives can be tested.*

|  |
| --- |
| **Template KPRIM Choice Question** |
| \*Question title1 |  |
|  |
| \*Points2 | 4 |
|  |
| \*Question text:3 |  |
|  |
| Mix answers? (Y/N)4 | Y |
| \*Option Labels:5 |  |
|  Right / wrong |  |
|  + / - |  |
|   applicable / not applicable |  |
|  adequate / not adequate |  |
|   User defined Labels5 |  |
|  Term for "TRUE": |  |
|  Term for "FALSE": |  |
|  |
| Activate Half-Point Scoring? (Y/N)6 | Y |
|  |
| Answer options7 | CORRECT | INCORRECT |
| \*Answer 1 |  |  |
| \*Answer 2 |  |  |
| \*Answer 3 |  |  |
| \*Answer 4 |  |  |

**\*** = Mandatory field

**1** The titles of the questions are important for creating the test. However, by default they are not displayed to the participants when they take the test in order to make it more difficult to cheat.

**2** Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** The question editor offers various simple formatting options. For the use of images, please refer to point 2.4.5 on page 4!

**4** By default, answers should be mixed, only in justified exceptions do not mix.

**5** Please mark applicable option with "X"; only **one** designation can be selected.

**5** If **none** of the predefined option labels suits you, you can create your own user-defined labels for "TRUE" or "FALSE".

**6** In a KPRIM choice question, points are only awarded if all four options are correct. It may be useful to award half of the maximum possible number of points for three correct answers. No points are awarded for less than three correct answers.

**7** There must always be **four** answer options in a KPRIM Choice question.

* 1. Error text

***Hints:*** *Questions of the type "error text" show the participants a text whose individual words are clickable. The task is to mark certain words; marking wrong words can result in a deduction of points. The classic context of use is in finding errors; however, the question type can certainly be used for other scenarios where individual words must be selected. It is important to make it clear to students which words are to be marked.*

|  |
| --- |
| **Template Error Text** |
| \*Question title1 |  |
|  |
| \*Points2 |  |
|  |
| \* Question text:3 |  |
|  |
| \*Error Text4 |  |
|  |
| \*Error data5 |  |
| Incorrect text | Incorrect text | Points |
| Error 1 | Term 1 |  |
| Error 2 | Term 2 |  |
| Error 3 | Term 3 |  |
| Error 4 | Term 4 |  |
|  |  |  |
|  |  |  |
| Point deduction for wrong selections (Y/N)?6 |
|  |

**\*** = Mandatory field

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**2** Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** The question editor offers various simple formatting options. For the use of images, please refer to point 2.4.5 on page 4!

 **4**Enter the text that the participants are to analyze. Mark each word that the participants should mark as "wrong" with a hashtag symbol (e.g.: #Error).

**5** Enter the terms marked as errors in the first column and the correct terms in the middle column. These can be displayed to the participants during the test evaluation. Please enter the respective points in the right column

**6** Please indicate whether incorrectly marked terms should result in points being deducted. If you enter "Yes" here, 1 point will be deducted from the participant's score for each incorrectly marked term.

* 1. Ordering Question - vertical

***Hints:*** *In the vertical order question, the participants have to put terms (or pictures) in an order. Examples are the individual steps of a certain process, a chronological order, etc.*

*This type of task is suitable for a variety of sorting tasks.*

***IMPORTANT:*** *Partial points can only be awarded by manually grading the question!*

|  |
| --- |
| **Template Order question - vertical** |
| \*Question title1 |  |
|  |
| \*Points2 |  |
|  |
| \*Question text:3 |  |
|  |
| Ordering items4: |
| \*Ordering item 1 |
| \*Ordering item 2 |
| \*Ordering item 3 |
| \*Ordering item 4 |
|  |

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**2** Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** The question editor offers various simple formatting options. For the use of images, please refer to point 2.4.5 on page 4!

**4** Please enter the correct order here - at least four arrangement elements. For the use of images please note point 2.4.5 on page 4!

* 1. Ordering Question - horizontal

***Hints:*** *In the horizontal order question, the participants have to put parts of a text (mostly single words or groups of words) in the correct order. An example of use would be a task on correct sentence order.*

***IMPORTANT:*** *Partial points can only be awarded by manual evaluation of the question!*

|  |
| --- |
| **Template Ordering question - horizontal** |
| \*Question title1 |  |
|  |
| \*Points2 |  |
|  |
| \*Question text:3 |  |
|  |
| \* Text to be arranged:4 |  |
|  |

**\*** = Mandatory field

**1** The titles of the questions are important for creating the test. However, by default they are not displayed to the participants when they take the test in order to make it more difficult to cheat.

**2** Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** The question editor offers various simple formatting options. Tables cannot be created here but can be transferred to the question as a screenshot from the Word template. For the use of images, please note point 2.4.5 on page 4!

**4**Please enter the text in the order in which it is to be arranged horizontally. The individual components are separated by spaces. If you need a different separation, please use the separator :: instead of the spaces. As soon as you use the "double colon" as a separator at a position, the spaces are no longer considered as separators.

* 1. Matching Question

***Hints:*** *In matching questions, test takers must group given elements into pairs. Both text and picture elements can be assigned to each other. The elements to be matched are called "terms" and "definitions". In order to minimize the guessing probability, it is also possible to offer surplus terms that cannot be assigned correctly. The assignment question is suitable when the aim is to relate terms or assign concepts to each other. Typical examples: Capitals to countries, or historical facts to years etc.*

|  |
| --- |
| **Template Matching question** |
| \*Question title1 |  |
|  |
| \*Points2 |  |
|  |
| \*Question text:3 |  |
|  |
| \*Matching mode:4 |  |
|  (1:1) |  |
|  (n:n) |  |
|  |
| \*Definitions:5 |  |
| Definition 1: |  |
| Definition 2: |  |
| Definition 3: |  |
| Definition 4: |  |
|  |  |
| \*Terms:6 |  |
| Term 1: |  |
| Term 2: |  |
| Term 3: |  |
| Term 4: |  |
| \* Assignment pairs:7 |  |
| Definition | Term | Points |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**\*** = Mandatory field

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**2**Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** The question editor offers various simple formatting options.

**4** (1:1) means: *One Term Matches One Definition (1:1)* (=default).

 (n:n) means: *One or More Terms match One or More Definitions* (n:n)

 Please mark applicable option with "X".

**5** „Definitions" are the elements to which the "terms" are to be assigned.

**6** „Terms" are the elements that are to be assigned to the definitions.

**7** Please enter the correct pairings (just the numbers) here.

* 1. Cloze text question

***Hints:*** *In a cloze question, key terms are removed from a continuous text and must be reinserted by the test taker during the exam. In addition to the text gap numerical gaps and selection gaps are available. With a selection gap, the test takers can select the gap term from a pull-down menu. Cloze questions can be used for example to test the correct use of terminology.*

|  |
| --- |
| **Template Cloze text question** |
| \*Question title1 |  |
|  |
| \*Points2 |  |
|  |
| \*Cloze text:3 |  |
| Example for a close text and how it has to be written down in the template:Please enter your (*cloze text /* 1P) here. Words that should be (*completed* / 1P) should be (*italicised* / 1P) and in (*brackets* / 1P). Please enter the (*number of points* / 1P) for the correct completion of a gap directly after the gap word - separated by a slash. If you want to accept several (*words, words* / 1P) for a gap, separate them with a comma. If you work with (*selection gaps* / 1P), the participants do not have to write the words, but can select them via a (*pull-down menu* / 1P). In this case, you can also use additional distractors (= wrong answers). Please list these distractors at the end of the cloze text in italics and separated by commas: (*words, hyphens, colons, first letters, end of sentence, list)*. |
| \* Details of the individual gaps: |
| Gap 1 – Text gap |  |
| \*Text Field Length4 |  |
| \*Terms5 |  | Points |
| Term 1 |  |
| Term 2 |  |
| Term 3 |  |
| etc. |  |
| Gap 2 – Select gap |
| \*Terms5 | Points |
| Term 1 |  |
| Term 2 |  |
| Term 3 |  |
| etc. |  |
|  |  |
| Gap 3 – Numeric Gap |
| Text Field Length6 |  |
| \*Correct Value: |  |
| \*Lower Bound: |  |
| \*Upper Bound: |  |
| \*Points: |  |
|  |

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**2**Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** Please enter the text **including** the gaps here. Please put each gap term in **brackets**!

**4**If required, specify here the number of characters that should have space in the text gap

**5** In the selection gap, the participants can select the term from a pull-down menu. Please indicate the points for each term (0 or 1).

**6** All values between the lower and upper bound are counted as correct.

* 1. Text Subset Question

***Hints:*** *For questions of the "Text subset" type, test takers must independently specify a given number of terms, which can be any section of a (larger) set of correct answer choices. When creating the question, all possible correct answers must be given. This is therefore a special variant of the text gap.*

|  |
| --- |
| **Template Text subset question**  |
| \*Question title1 |  |
|  |
| Points |  |
|  |
| \*Question text:2 |  |
|  |
| Number of Requested Answers3 |
|  |
| Correct answers | Points4 |
| \*Answer 1 |  |
| \*Answer 2 |  |
| \*Answer 3 |  |
| etc. |  |
|  |  |

**\*** = Mandatory field

**1** The titles of the questions are important for creating the test. However, by default they are not displayed to the participants when they take the test in order to make it more difficult to cheat.

**2** The question editor offers various simple formatting options. For the use of images, please refer to point 2.4.5 on page 4!

**3**Specifies the number of text fields that must be filled in by the participants.

**4** The maximum achievable score is automatically calculated from the points entered here.

* 1. File Upload Question

***Notes:*** *The question type "File Upload" allows the submission of elaborations of an exam question as a digital file. Classic questions of this type are open tasks that go beyond writing texts, such as creating sketches, graphics, presentations or computer programs.
For this question type manual grading is required.*

***IMPORTANT:*** *If the students only have to upload (one or more) files in your exam, please use the ILIAS assignment tool. It's called "Exercise" and is the much better choice in this case.*

|  |
| --- |
| **Template File Upload Question** |
| \*Question title1 |  |
|  |
| \*Points2 |  |
|  |
| \*Question text:3 |  |
|  |
| Maximum file upload size:4 |  |
|  |
| Allowed File Extensions:5 |  |
|  |

**\*** = Mandatory field

**1** The titles of the questions are important for creating the test. However, by default they are not displayed to the participants when they take the test in order to make it more difficult to cheat.

**2**Please enter integer values if possible. The point value of the question is not automatically displayed to the participants. If required, add this information at the end of the question text.

**3** The question editor offers various simple formatting options. For the use of images, please refer to point 2.4.5 on page 4!

**4** An upper limit for the file size (in bytes) can be specified here. Files that exceed this limit **cannot be uploaded**. If this field is left empty, the upper limit of the ILIAS system applies (4GB per file).

**IMPORTANT:** Please note that the submission of files can take a longer time depending on their size and the quality of the test takers internet connection! This time span must be taken into account in the processing time of the exam!

**5** Specify a comma-separated list of allowed file extensions here if you want to restrict uploading to specific file types (e.g.: docx, pdf, odt, ppt).