Assessment Answer Sheet Question Types

There are several question type options available when creating an answer sheet. Below is a list of the available question types.

- **Multiple Choice and Alternating Multiple Choice**
- **Multiple Response**
- **True or False**
- **Short Answer**
- **Rubric**
- **Number Grid**

**Multiple Choice**

Multiple Choice is a question type available in Answer Sheet creation and Item Bank Question creation. Multiple Choice is a marking scheme were students are asked to select the best answer(s) from choices in a list.

This question type **allows for only one correct answer**.

**Example**

If a=1, b=2. What is a+b?

A. 2  
B. 3  
C. 4  
D. 10

**Predefined Options**

[Radio buttons for A, B, C, D, E, F] with A, B, C, D, E checked.
When customizing, answer choices are added in the order in which they are selected. Answer choices can be deleted or reordered.

1. Select the **Custom** radio button
2. Select answer choices. Selection can be all alpha, numeric or a combination of alpha-numeric.
3. Click **Done** to return to the answer sheet.

To delete a selection, hover your mouse pointer over a selection and click the red "x".

**Note:** You can select up to 25 letter choices (A-Y) to use for a **Matching** type situation. If you use more than six letter choices, each answer will be on a separate line.

**Alternating Multiple Choice**

Alternating Multiple Choice is a question type available in Answer Sheet creation (the default is 4 choices: ABCD,EFGH). This means all odd numbered questions are A,B,C,D choices and even numbered questions are E,F,G,H.

Alternating Multiple Choice is an alternating marking scheme used on many types of standardized tests as a test taking strategy to help students stay on the correct question number. (example: Explore, PLAN, ACT)

You are presented with **A, B, C, D / E, F, G, H** as default answer choices during answer sheet creation. You can customize the options by clicking **edit** and selecting one of the other pre-defined options or selecting **Custom** and create your own option.
Predefined Options

☐ A, E, C, D, E / F, G, H, I, J
☒ A, E, C, D / E, F, G, H
☒ A, E, C / D, E, F
☒ Custom
☒ Custom Alternate

Creating Custom Answer Choices

Selecting Custom changes the first portion of the response. So for example, if the default is A,B,C,D / E, F, G, H, and you choose Custom and select 0,1,2, 3, the answer choices will be: 0, 1, 2, 3 / E, F, G, H. Choose Custom Alternate to customize the alternating set of answer choices. Using the previous example, choose Custom Alternate and select 4,5,6,7 and your answer choices will be 0,1,2,3 / 4, 5, 6, 7.

1. Select the Custom radio button
2. Select your answer choices. Selection can be all alpha, numeric or a combination of alpha-numeric.
3. Click Done to return to the answer sheet.

Note: The number of answer choices must match the number of alternative choices. So if you choose 3 answer choices, and customize the alternative, you may only choose 3 alternatives. Since the default is 4 choices, if you want five custom choices, first choose the 5 option from the list, then click edit again and choose “custom alternate” for your second set of answer choices.

Example: To get an alternating multiple choice of ABCDE/FGHJK, first you have to click the edit button and choose the 5 letter option ABCDE/FGHIJ (the default is a 4 letter choice), click done, it changes your question to ABCDE (it was ABCD). Now click edit again, then choose custom alternate and click on the letters FGHJK, click done. Your first question remains ABCDE. Click “add a question” and you get FGHJK. When you add your next question it will be ABCDE, then add another it will be FJHJK, etc. If you add multiple questions they will be the alternating choice you have chosen and now that option also shows up in the edit box.

To delete a selection, hover your mouse pointer over a selection and click the red "x".
**Multiple Response**

Multiple Response is an answer type option available during assessment creation. Multiple Response is a multiple choice answer type that allow students to select more than one answer choice for a question. The correct answer can be one, two, three, etc letters.

A multiple response question would appear on the answer sheet just as any other multiple choice question, however, the response is not scored as correct unless the student marks all of the correct choices.

The answer key would look like the example below with more than one response darkened. The students would only receive a correct score if both A and C were marked on the answer sheet. If one or the other was marked but not both, the response would be scored as incorrect.

A B C D

You are presented with A, B, C, D as default Answer choices during answer sheet creation. You can customize the options by clicking edit and selecting one of the other pre-defined options or selecting Custom and create your own option.

**Pre-defined Options**

| A, B, C, D, E, F | A, B, C, D, E | A, B, C, D | A, B, C | Custom |

Creating Custom Answer Choices

1. Select the Custom radio button
2. Select up to six answer choices. Selection can be all alpha, numeric or a combination of alpha-numeric
3. Click Done to return to the answer sheet.

Note: To delete a selection, hover your mouse pointer over a selection and click the red "x".
**True or False**

True or False is a question type available during assessment creation. True or False requires the student to respond either True or False to a question.

For example, if the correct answer is "True", but they answer "False", the question will be scored as "wrong".

You are presented with T, F as default Answer choices during answer sheet creation. You can customize the options by clicking edit and selecting one of the other pre-defined options or selecting Custom and create your own option.

### Pre-defined Options

- T, F
- Y, N
- Custom

### Creating Custom Answer Choices

Follow these steps to create custom answer choices:

1. Select the **Custom** radio button
2. Select two answer choices. Selection can be all alpha, numeric or a combination of alpha-numeric
3. Click **Done** to return to the answer sheet.
**Short-Answer (Fill In the Blank)**

Short-Answer is a question type available during assessment creation. The short-answer question type **allows the student to enter a word or phrase in response to a question**. The word or phrase must match what is defined as an acceptable answer.

Short answer questions appear as Y/N followed by a short line for entering a response by default. You can change the answer choices during test creation to any combination of letters (A-Z) or numbers (0-9).

![Y/N](image)

How a short-answer question appears on the bubble sheet.

Note: Assessments that contain short-answer question types are **not eligible for online testing**. You are presented with Y,N as default Answer choices during answer sheet creation. You can customize the options by clicking edit and selecting one of the other pre-defined options or selecting Custom and create your own option.

**Pre-defined Options**

- T, F
- Y, N, Custom

**Creating Custom Answer Choices**

Follow these steps to create custom answer choices:

1. Select the Custom radio button
2. Select two answer choices. Selection can be all alpha, numeric or a combination of alpha-numeric
3. Click Done to return to the answer sheet.
Rubric

Rubric is an answer type option available during assessment creation. A rubric is a scoring method that lists the criteria for receiving a score on a point scale and makes it possible to award credit for partially correct responses. This method allows scoring of questions that require an essay response on an assessment.

In rubric scoring the levels of performance are given numerical scores. Example: Excellent = 4, Good = 3, Satisfactory = 2, Needs Improvement = 1

Student responses are compared to established scoring criteria and a number of points are awarded based on level of performance. Rubric scores in Data Director Answer Sheets are represented as numbers.

Creating the Answer Sheet

The default for a Rubric question is a 5 point rubric and a point value of 1:

Click “edit” to change the rubric score. You are limited to the pre-defined options below:

Predefined Options

The rubric score that appears on the answer sheet or teacher score sheets can contain up to six numbers, arranged from lowest to highest (whole numbers 0 to 6). The point value relates to the numbers bubbled in on the answer sheet. For example, if you use a rubric of 0,1,2,3,4 with a point value of 4, each bubble is worth 1 point, the question is worth 4 points total. If you use a 5 point rubric and make the point value 10, each bubble is worth 2 points for a total of 10 points for that essay question. If you use a 5 point rubric and leave the point value the default of 1 point, each bubble is then worth .2 because the question is only worth 1 point total.

For each rubric question, choose the score that will appear on the answer sheet and the corresponding point value.
**Number Grid**

Number grid is a question type available during assessment answer sheet creation. Number grids require students to solve a problem to a question and fill in the bubbles in the grid on the answer sheet that correspond to the answer. The available number choices appear on the answer sheet in a grid format.

**Characteristics of a Number Grid**

- Number grids may consist of one to five columns.
- The grid cannot accommodate negative numbers, mixed numbers, or numbers greater than 99999.
- Students must darken no more than one number per column and complete the grid properly to get credit for the correct answer.

**Assigning a Correct Answer**

The grid contains five columns and the correct answer is set to zero by default. You must click edit during answer sheet creation and select the Custom radio button.

To reduce the number of columns, move the slider bar to the left.

To assign the numeric correct answer, click on the appropriate numeric buttons in the grid.