Tips and Tools in Preparing Exam Questions

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Tips and Tools in Preparing Questions

How can you design fair, yet challenging, exams that accurately gauge student learning?

Here are some general guidelines.

❑ **Choose appropriate test questions type for your objectives.**

There are two general categories of test questions:

(1) objective questions

Such as multiple-choice, true-false, matching and completion

(2) subjective questions

Include short-answer questions, extended-response essay, problem solving and performance test items.

Ready sources: Past papers , progression tests, check points

IGCSE
Physics

IGCSE
Maths

Lower
primary

How can you design fair, yet challenging, exams that accurately gauge student learning?

Here are some general guidelines.

❑ **Highlight how the exam aligns with course objectives.**

- **Identify which course objectives the exam addresses**

❑ **Write instructions that are clear, explicit, and unambiguous.**

- **Make sure that students know exactly what you want them to do.**

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Here are some general guidelines.

❑ **Write instructions that preview the exam.**

- **Instructions can prepare students for what they are about to be asked.**

This helps students use their time more effectively during the exam.

❑ **Enlist a colleague or TA to read through your exam.**

❑ **Think about how long it will take students to complete the exam.**

How can you design fair, yet challenging, exams that accurately gauge student learning?

Here are some general guidelines.

❑ **Consider the point value of different question types.**

    The point value you ascribe to different questions should be in line with:

- Their difficulty
- The length of time they are likely to take
- The importance of the skills they assess.

❑ **Think ahead to how you will score students' work.**

Tools used in preparing exam papers

- ❑ Using tables in words

- ❑ Snipping tools

- ❑ OCR

- ❑ Nitro pdf

- ❑ I-love pdf web

Nitro links:

https://www.youtube.com/watch?v=Tr8NxG5QeNs

https://drive.google.com/drive/folders/1QeVQH8iKjwtGLDtM1Hl6rwisO_eONQAm?usp=sharing

Tools used in preparing exam papers

❑ **Using tables in words**

- **To place** information into **rows** and **columns**.

- **To** position images that **would** otherwise be hard **to** place in the overall layout of a **document**.

  Then we can save as a pdf and use it with nitro

Tools **used in preparing exam papers**

❑ **Snipping tools**

- Allows you to take a snap shot of any part of your screen (text or images).

- Easy to past in pdf or word.

- Can be edited using Paint.

Tools used in preparing exam papers

❑ **OCR (Optical character recognition** technology)

- Data extraction from printed or written text from a scanned document or image file

  https://www.onlineocr.net/

❑ **I-love pdf web**

  iLovePDF is an online service to work with PDF files completely free and easy to use

  Merge PDF, split PDF, compress PDF, office to PDF, PDF to JPG and more!

  https://www.ilovepdf.com/

Tools used in preparing exam papers

❑ **Nitro pdf**

Nitro pdf is a software used to create, edit, sign, and secure Portable Document Format (PDF) files and digital documents.

Points to be practiced:

- Copy and paste
- Editing text
- Extraction of pages
- Numbering pages

- Combining files
- Converting images to pdf
- Unlocked files

Thank you