

5.1.2.2 Questions Tab

Select the **Manage Settings Configuration** menu and select the **Questions** tab. The **Questions** tab on the **Configuration** page is where the item-creation process is configured as well as including allowable actions for Writers, Reviewers, Validators, and Observers.

Configuration Project: Vikys Project [Help](#)

This page allows you to edit the project's configuration. Each setting is described in detail in the "Help" link in the top right corner of the screen.

After making modifications, press the "Update" button at the bottom of the screen.

Active

Project Questions Assets References Statistical Flags Search Statistics Cases Set Standard Exhibits Advanced Properties

Write Configuration:

Allow Differing Option Count: Yes 4

(Always true for Matching Questions)

Default option labels: Alphabetic (A,B,C) Numeric (1,2,3)

Restrict users to only write assigned questions: Yes

Questions must have references: Yes

Require writer to classify questions to level: Yes None

Allow question types:
 MCQ, One Correct Option
 MCQ, Multiple Correct Options
 Pull-down List
 Shared Option List (R-Type)

Create task for modification of any question from Group Yes

Show submitted question to writer Yes

Show submitted question to translator Yes

Maximum Stems for R-Type Questions : 0
(Enter 0 for unlimited)

Spreadsheet Configuration:

Show Scoring for Spreadsheet Questions : Yes

Validate Configuration:

Number of people needed to validate a question: 3

Collect Angoff data during validation: Yes

Allow users to validate their own questions:
If changing then existing assignments update when questions are next modified and at 03:00 server time Yes

Standard Setting Configuration:

Display users response Yes

Allow the SMEs to run and see the Standard Setting report Yes

Display question metadata and blueprint Yes

Display the Answer Key during the Rate Difficulty Yes

Observer Configuration:

Which questions can observers see? All questions

Allow users to search obsolete questions Yes

Can observers see names of writers, reviewers and validators? Yes

Hide Answer asterisk Yes

Allow user to toggle Yes

Disable HTML Report Yes

The **Write Configuration** section allows you to specify basic aspects of allowable items and actions that the Writer is allowed to take.

Option	Description
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Allow Differing Option Count

To mandate that every item should use the same number of Answer Options, deselect the **Yes** check box, then specify the number of Options that each item must have.

To allow items to have differing numbers of Answer Options, select the **Yes** check box.

This setting has no affect on **Matching** type items and is always considered as true for such item types.

 This setting is not selected by default, with 4 Answer Options set per item. There is no limit to the number of Answer Options that can be set for an item. The numeric value must be an integer.

How can I make the number of Answer Options for Items stay at something other than 4?

The text box to specify the number of Answer Options grays out when the **Yes** check box is selected. The number entered into this box, before it is grayed out by selecting this setting, is the default number of Answer Options that appear when a Writer authors an item. The number in the text box (thus the default number of Answer Options) can be modified by momentarily deselecting the **Yes** check box to make the text box editable, modifying the integer value in the text box, then selecting the **Yes** check box again, and clicking **Update**.

The Writer can change the number of Answer Options

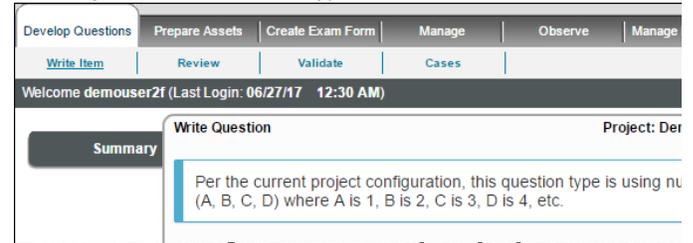
while authoring the item by clicking the  **Add Distractors** icon to add an Answer Option, and use the

 **Remove Distractors** icon to remove the corresponding Answer Option.

Default option labels

This setting allows you to specify whether the default Answer Option Labels are alphabetic or numeric via the radio button selection. Select **Alphabetic (A, B, C)** for alphabetic or **Numeric (1, 2, 3)** for numeric Answer Option Labels default.

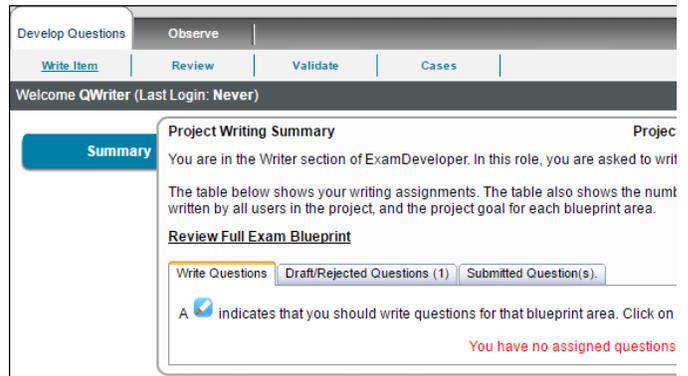
When **Numeric (1, 2, 3)** is selected, a message box appears for **Drag and Drop** and **Point and Click** type items as shown below:



The screenshot shows the 'Write Question' interface. At the top, there are navigation tabs: 'Develop Questions', 'Prepare Assets', 'Create Exam Form', 'Manage', 'Observe', and 'Manage'. Below these are sub-tabs: 'Write Item', 'Review', 'Validate', and 'Cases'. A welcome message reads 'Welcome demouser2f (Last Login: 06/27/17 12:30 AM)'. The main content area is titled 'Write Question' and includes a 'Summary' button. A message box is displayed, stating: 'Per the current project configuration, this question type is using numeric (A, B, C, D) where A is 1, B is 2, C is 3, D is 4, etc.'

Restrict users to only write assigned questions

Select this setting if you do not want to allow Writers to author items except according to their individual **work assignments**. This means that if there is no work assignment for the Writer to write items, then the **Write Question** link on the **Project Writing Summary** page is not active and the Writer is not able to author any item as shown below.



Deselecting the **Yes** check box displays a **Write Question** link on the **Project Writing Summary** page for Writers so they can write an item assigned to any area of the blueprint even if they do not have any Write Question assignments.

This setting is not selected by default.



This setting has no affect if the **Require writer to classify Questions to level** setting on the **Questions** tab of the project's configuration is not selected.

Questions must have references

Select the **Yes** check box to mandate that every item must have at least one reference assigned. This setting is selected by default.



If this is selected as **Yes**, then either **Allow users to add Book references**, **Allow users to add URL references**, **Allow users to add Journal references**, or **Allow users to add Equation references** must be selected.

Require writer to classify Questions to level

Choose **Yes** if the writer is required to classify the item to a blueprint area.

Require writer to classify questions to level:

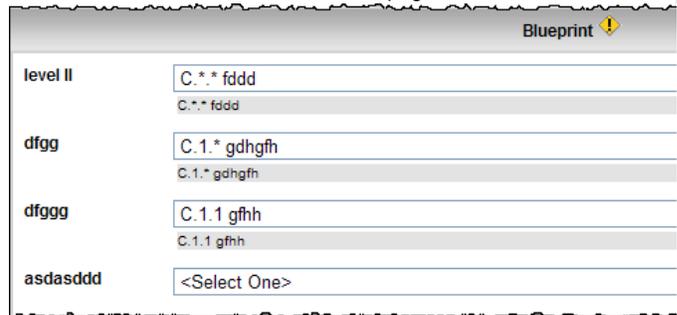
Choosing **Yes** on this setting also displays an **Unclassified** assignment in the assignment table for the user so they can write items outside of their blueprint assignment. It shows all the blueprints available for the project.

Select a blueprint level for which you want to classify an item, and click **Update**.

Require writer to classify questions to level:

Allow question types:

Go to **Develop Question Write Item Write Question** page **Blueprint** tab to select a blueprint for the item currently being written from the accordion control near the bottom of the page. Then click **Submit**.



The screenshot shows a 'Blueprint' section with a warning icon. It contains an accordion control with the following items:

Level	Question Type
level II	C.*.* fddd
dfgg	C.1.* gdhgfn
dfggg	C.1.1 gfhh
asdasddd	<Select One>

For unclassified Question: While submitting an item, the selected level of the item must have a corresponding level in the blueprint. If the blueprint does not have levels up to the level selected for the item, an error message is displayed: **Additional blueprint information required. Please select additional levels in the blueprint section below the Question.**

Allow Question types

Choose the **Question types** you will allow the authors to submit for the project.



Limiting the types of items in a project impacts everyone in the project

If a project is restricted to allow only certain types of items, all other types are disabled for the project. This includes the users' ability to write new items, the Project Manager and Observer's ability to search for items, and the exam builder's ability to add those items to exam forms. Also, the **Cases** page is *not* displayed - items belonging to R-Type or G-Type Cases are hidden unless the Project Manager enables those kinds of items in the project.

Create task for modification of any question from Group	<p>This affects items that exist in multiple language versions, items having a language group with multiple language codes. When the Yes check box is selected and one of these items is modified, a task notification is created for authors of the remaining language versions of the item, stating that they must update their respective language version of the item.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  This setting does not affect a Project Manager. </div>
Show submitted question to writer	<p>Select this check box to display the Submitted Question(s) tab on the Project Writing Summary page to an item writer. When the setting is not selected, clicking on any of the numbered hyperlinks under the Submitted column takes the user to the Draft/Rejected Questions tab of the Project Writing Summary page as the Submitted Question(s) tab are hidden. This is not selected by default. This setting does not have any affect on a Project Manager.</p>
Show submitted question to translator	<p>Select this check box to display the Submitted Question(s) tab on the Project Translate Summary page to a translator. This option is not selected by default. Project Managers can always see the Submitted tab.</p>
Maximum Stems for R-Type Questions : (Enter 0 for unlimited)	<p>Specify the maximum number of stems that an R-Type item can have. The default value is 0 for unlimited number of stems. A positive integer can be specified here to limit the number of R-Type item stems.</p>

The **Spreadsheet Configuration** section holds settings that apply to Spreadsheet type of items.

Option	Description
Show Scoring for Spreadsheet Questions	<p>Select the check box for Yes if scoring results options should be visible on the Create/Edit Question page for Spreadsheet items. This is not selected by default.</p>

The **Validate Configuration** section holds settings that apply to the validation process.

Option	Description
Number of people needed to validate a Question	<p>The number of people who must rate an item before it is completed. Allowed values range from 0 to 15. The default is 3.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  Setting this to 0 causes the validation process to be entirely skipped. </div>
Collect Angoff data during validation	<p>This specifies whether validators must be asked for Angoff difficulty ratings in addition to the other ratings. The default is Yes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  Angoff ratings are used to help determine the passing point or cut-off score for the exam form. </div>
Allow users to validate their own Questions	<p>Specify if a user, in the validation phase, is allowed to validate items that he/she wrote. If the number of people required to review and validate an item is set to fewer than three, it is recommended that this option be set to No.</p>

The **Standard Setting Configuration** section

Option	Description
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Display users response	This specifies whether users can see the <i>% of users who correctly answered</i> value for an item in the Set Standard - Rate Difficulty and Set Standard - Evaluate Rating sections. This setting is selected by default.
Allow the SMEs to run and see the Standard Setting report	Select Yes if SMEs are allowed to view the Standard Setting report. This setting is selected by default.
Display question metadata and blueprint	Select Yes if SMEs are allowed to view the metadata and blueprint for items. This setting is selected by default.
Display the Answer Key during the Rate Difficulty	Select Yes if the SMEs are allowed to view the answer for the item. This setting is selected by default.

 A user with *Project Manager* permissions is always allowed to see the % of SMEs that answered correctly. This setting prevents users with the Standard Setting permission from seeing this number.

The **Observer Configuration** section specifies what Observers are allowed to see when viewing or searching for items.

Option	Description
Which Questions can the observers see?	<p>This specifies which items the Observer can see from the Observe Questions tab.</p> <ul style="list-style-type: none"> • No Questions: Observer cannot see any items, irrespective of the user's assignments. • User's own Questions: Observer can see his/her own items only, not items submitted by other users. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> Reviewers, Validators, and other users without Write permission, cannot view any items.</p> <p>The Project Manager does not need permission to view any items; the Project Manager can view all of the items.</p> </div> <ul style="list-style-type: none"> • All within User's assignments: The Observer can view the items belonging to the assigned blueprints and tasks. • All Questions: Observer can see all the items of the project, irrespective of the user's assignments. This is selected by default.
Allow users to search obsolete questions	Select Yes if Observers are allowed to search items in Obsolete state. This setting is not selected by default.
Can observers see names of writers, reviewers and validators?	<p>Select Yes if Observers are allowed to see who wrote, reviewed, and validated each item. This setting is not selected by default.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; background-color: #e6ffe6;"> <p> Why can't I see the Writer, Reviewer, and Validator information on my HTML report? The Can observers see names of writers, reviewers, and validators? setting on the Questions tab, controls this information. If this option is not selected, the names of the Writers, Reviewers, and Validators are not shown on any HTML reports that are run for items.</p> </div>
Hide Answer asterisk	Select Yes if the Observers are not allowed to view the answer for the item. This setting is not selected by default.
Allow user to toggle	Select Yes if the Observers are allowed to view Show Answer button. This setting is not selected by default.
Disable HTML Report	Select Yes if the Observers are not allowed to view the HTML Report . This setting is not selected by default.