

5.4.1.3.1 Modify an Item

Make corrections to an item

1. Click the **Modify** button on the **Examine Questions** page. On the **Modify Question** page, which is identical to the **Write Questions** page that authors view, you may be asked to enter a reason for the modification if the project configuration requires it.

The screenshot shows the 'Examine Questions' interface for 'Project: Vikys Project'. The 'Modify' button is highlighted with a red circle. The question summary includes the following details:

- Type: MCQ, One Correct Option
- State: Review: Review One
- Weight: 1
- Stem: What is the final stage of a caterpillar's life?
- Options: A. Caterpillar, B. Egg, C. Butterfly, D. Chrysalis

Below the question summary, there are tabs for 'Question Metadata', 'User Tracking', 'Comments', 'History', 'Item Comparison', and 'Advanced Properties'. A table shows the review status for different review levels:

Review Level	Status
Validate:	Not validated
Review: Review Three:	Not reviewed
Review: Review Two:	Not reviewed
Review: Review One:	Not reviewed

At the bottom, there is a 'Question State' dropdown menu set to '<Select One>' and a 'Change State' button.



For details on writing items refer to [Write Items](#).



After an item has been Completed through the Review and Validate process and the number of users required to Advance an item is set to 0, if a Project Manager tries to modify the item from the Examine Questions page the Modify Question pop-up message no longer includes the option to **Send for Review**.

Modify Question

⚠ Warning: You are about to make a change to a question with Validation data. If this change is **minor**, you may choose to **leave** the validation data. If the change will alter the **meaning** of the question, we recommend you clear the validation data and have the questions **reviewed and validated** again. What would you prefer?

Keep Validation Data



Locked Items

When an item is checked out by another user, a message at the top of the page tells you who checked out the item and when they checked it out. The **Return to Author** and **Modify** buttons, and the **Change State** button are all disabled as long as the item is checked out by another user. If you need to modify the item that is checked out, you must first check-in the item by clicking the **Check-in** button and then clicking the **Modify** button. This act overrides the lock on the item placed by the other user.

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Questions

Collections

Item Similarity

Examine Questions Project: Vikys Project [Help](#)

Reviewer 1 checked out item 176617 on Feb 19, 2019 at 16:11.

Question Status: Review: Review One

1 of 1

Jump to 1 (176617) ▾

Question Summary

Type: MCQ, One Correct Option State: Review: Review One Weight: 1

Stem:

What is the final stage of a caterpillar's life?

Options:

Question State: ▾

- The **Modify Questions** page opens with a message at the top of the pages stating that you checked out the item. This is an automatic item check-out. Make the required edits to the item.

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Settings | Blueprint | Users | **Project Bank** | Reports | Import | Custom Menu | Queue

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Questions
Collections
Item Similarity

You checked out item 176617 on Feb 19, 2019 at 16:19.

Question Type: Question Number : 176617 Language: English Weight :

* Question Stem:

* Answer Options: Please select the correct answer by ticking the box next to it Custom Option Label [?](#)

A: ↓ -

B: ↑ ↓ -

C: ↑ ↓ -

D: ↑ -

[Check Spelling](#) [+](#)

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[Advanced Properties](#)



If you missed adding enemies in the **Write Question** page, you can add enemies from the **Modify Question** page. To add enemies refer to **Create Item Enemies**.

User cannot specify an item as an enemy if it is in the same case/section/exam form as the current item.

3. Click **Submit** to save the changes. The changes are saved, the item is checked in, and you are returned to the Examine Questions page.



The buttons on the Modify Questions page affect the automatic check-out status as follows:

- **Save and Exit** - Performs Save validations, saves changes to the item if all validations pass, check-in the item, and returns you to the Examine Questions page (the item is not advanced to the next state in the review process)
- **Submit** - (only available for Draft or Returned state items) Performs the Submit validations, saves changes to the item if all validations pass, checks-in the item, advances the item to the next state in the review process, and returns you to the Examine Questions page
- **Exit** - Removes any edits to the item, returns you to the Examine Questions page, and the item remains checked out
- **Navigate away from the page** - Does not save the item, and the item remains checked out for 5 minutes

Note: You will only see the **Submit** button if you are modifying an item in a **Draft** state.

Advanced Properties

For item types except Shared Option List (R-Type) items:

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Modify Question Project: Vikys Project Help

Questions
Collections
Item Similarity

You checked out item 176617 on Feb 19, 2019 at 16:19.

Question Type: **MCQ, One Correct Option** Question Number : 176617 Language: English Weight: Default

* Question Stem: What is the final stage of a caterpillar's life?

* Answer Options: Please select the correct answer by ticking the box next to it Custom Option Label

A: Caterpillar Correct  

B: Egg Correct   

C: Butterfly Correct   

D: Chrysalis Correct  

[Check Spelling](#) 

Blueprint
References
Comments
Metadata
Split Screen Exhibits
Popup Exhibits
Advanced Properties

Save and Exit Exit



To remove an option, you can simply click the  **Remove Distractor** icon, or click the  **Add Distractor** icon to add one. The order of the options can also be changed by using the up and down arrows to the right of the option.



To view details about an embedded asset, double-click to open the details in a pop-up window.



- You can modify the item type of an item from the **Question Type** drop-down list for items that are not of the type **Shared Option List (R-Type)**. Such an item type cannot be changed to the type **Shared Option List (R-Type)**.
- An item can now be *modified* even if it has been included in a *published* exam form or section.
- An item contained in a published section can be modified without having to change the state of the section, even though a section itself cannot be unpublished.
- Items in a *published* exam form, or section are now in a *Completed* state as against the Locked state in previous versions of ExamDeveloper. Once modified, the item retains its Question ID, but is assigned a new revision code.
- The *published* exam form retains the version of the item *before* it was modified. If the item is added to a new exam form, then its *latest* version is used.
- All versions of the items can still be viewed in the **History** tab, along with the respective revision codes, while examining the item.

For Shared Option List (R-Type) items:

Modify the lead-in, item and/or answer options on the **Options** tab, as well as item stems and/or correct option choice on the **Stems** tab, as necessary.

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Settings | Blueprint | Users | **Project Bank** | Reports | Import | Custom Menu | Queue

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Modify Question Project: Vikys Project Help

Questions
Collections
Item Similarity

You checked out item 173779 on Feb 19, 2019 at 16:39.

Question Number : 173779 Language: English

Lead-in: Parts of the Indian flag.

Options Stems

Select template options group : Select One Populate Options List

Custom option label

A: Orange ↓ -

B: White ↑ ↓ -

C: Green ↑ ↓ -

D: Navy Blue ↑ -

Check Spelling

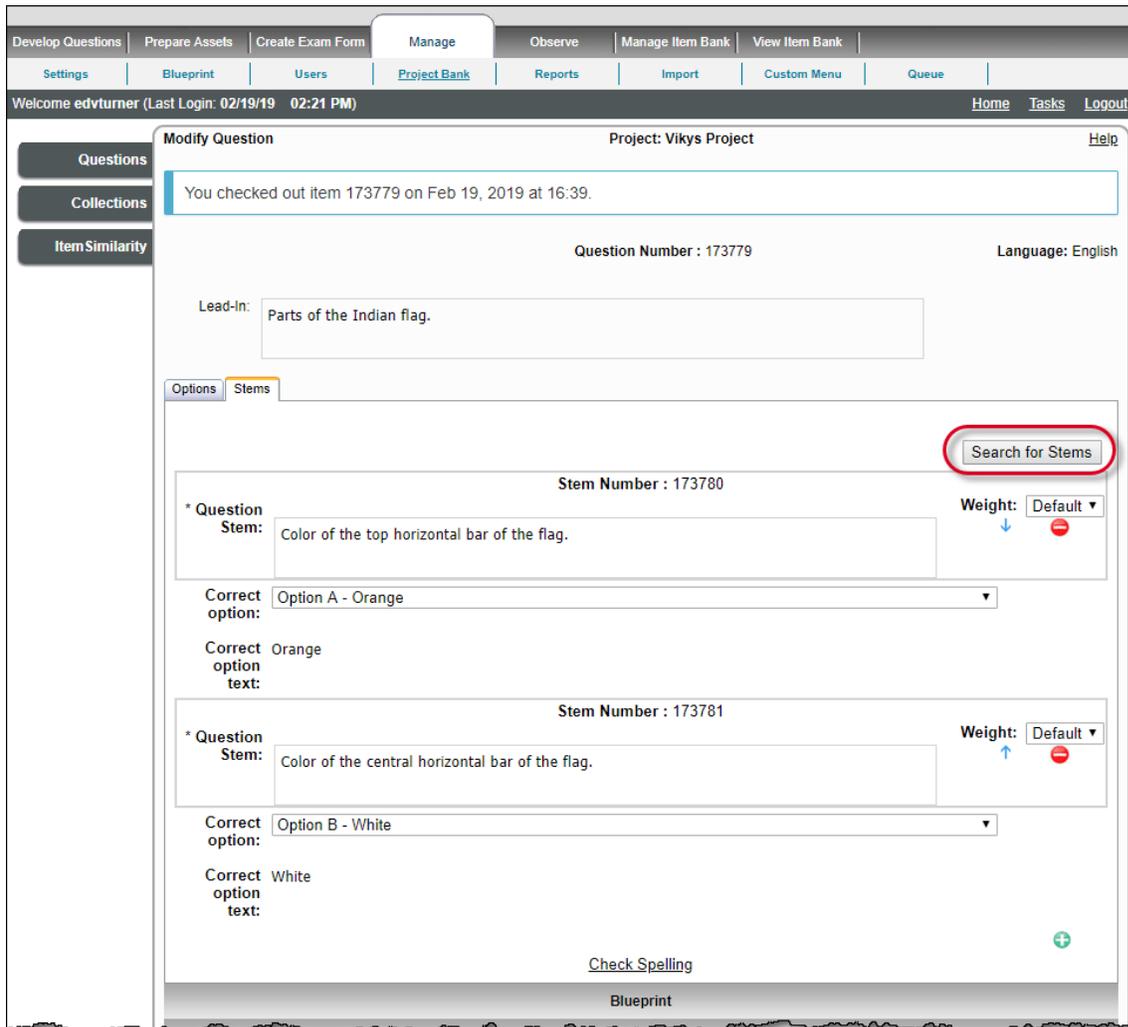


To remove an option, you can simply click the  **Remove Distractor** icon, or click the  **Add Distractor** icon to add one. The order of the options can also be changed by using the up and down arrows to the right of the option.

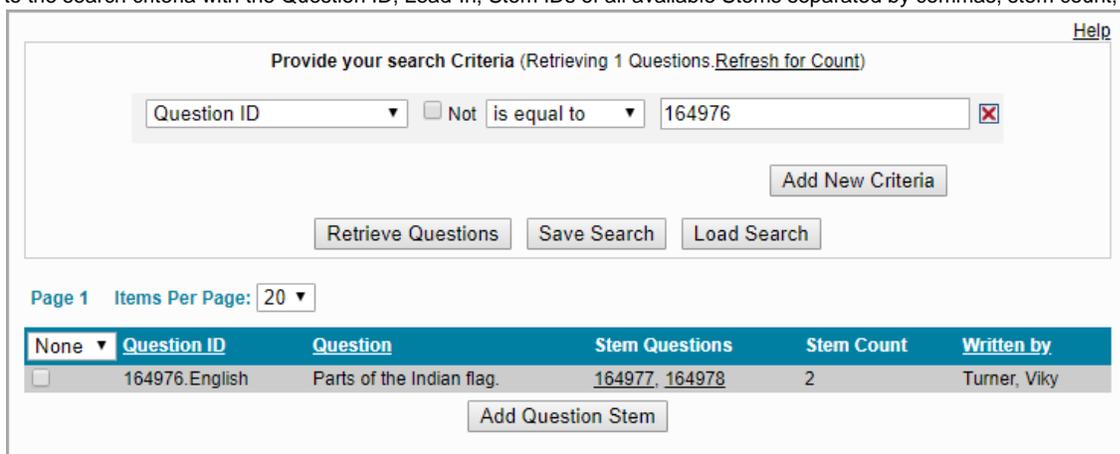
Modifying the question stems:

To remove a question stem, you can simply click the  **Remove a Distractor** button, or click the  **Add Distractor** button to add one. You can also add question stems of other R-Type items present in the project, to the Stems tab of an R-Type item. The order of the question stems can also be changed by using the up and down arrows on their right.

1. On the **Stems** tab, click the **Search for Stems** button to search for and add additional stems.

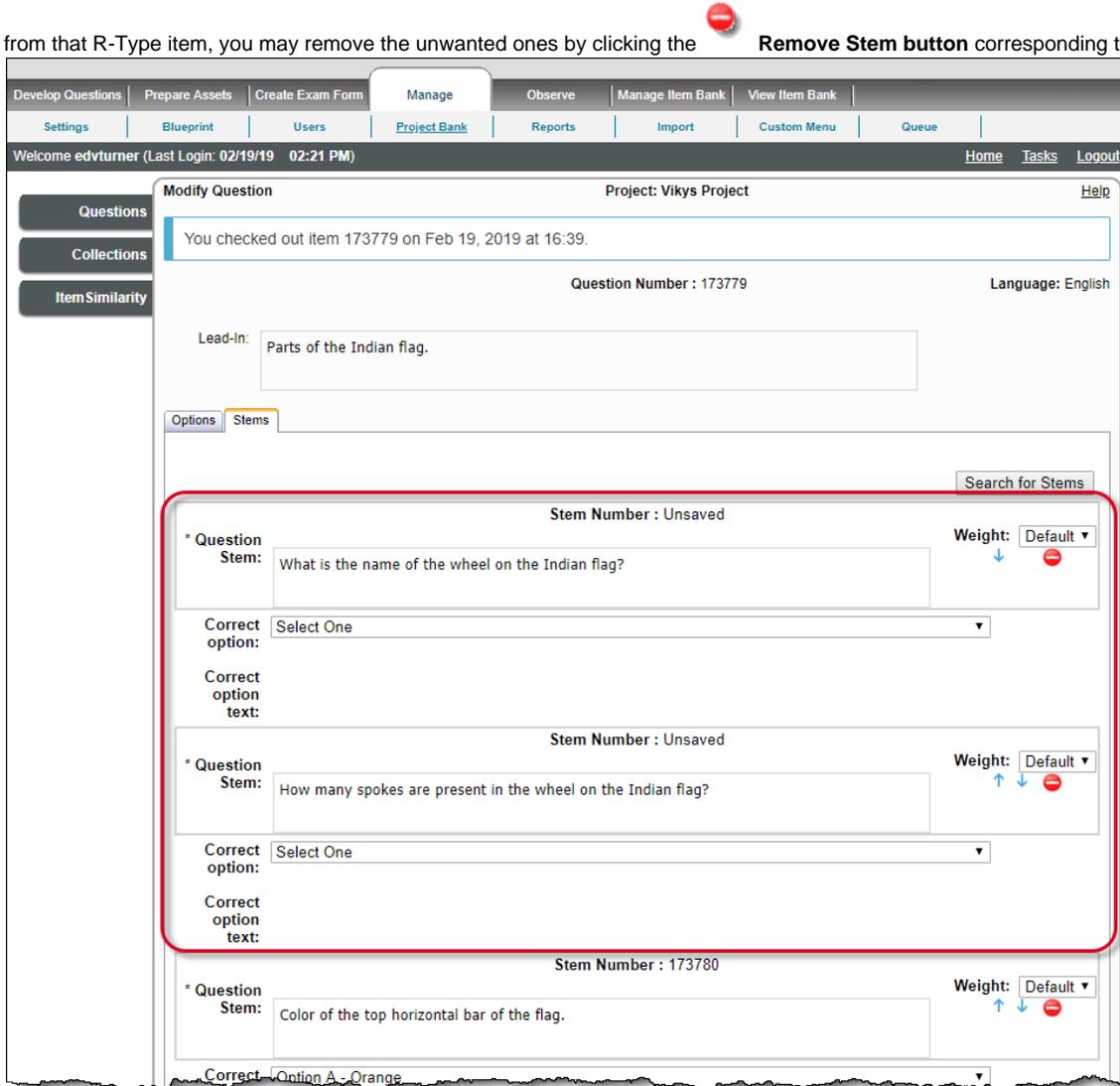


2. A new pop-up window opens with the usual options to retrieve items. The **Type** search criteria and **Shared Option List (R-Type)** is selected by default. Selecting any other search criteria still results in only R-Type items being displayed on this page, as long as the criteria holds true. Other item types are not displayed.
3. Click the **Retrieve Questions** button to display R-Type items from the currently selected project. The result lists R-Type items according to the search criteria with the Question ID, Lead-In, Stem IDs of all available Stems separated by commas, stem count, and author name.



4. Select the check box corresponding to the item whose stems are to be added to the R-Type item and click the **Add Question Stem** button. All the question stems from the selected R-Type item are added to the R-Type item being modified. If you do not require all the stems

from that R-Type item, you may remove the unwanted ones by clicking the **Remove Stem button** corresponding to them.



5. You must add the answer options on the **Options** tab. When you import question stems from another R-Type item, only the stems are imported.
6. Select one of the Shared Options as the correct option for this new question stem.

 User is advised not to reorder or modify the number of question stems for R-Type items that have multiple language versions, as this can have undesirable results when exported to Pearson VUE Compiler.

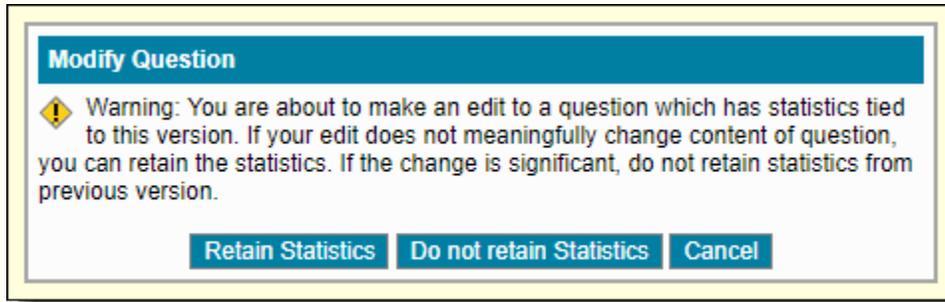
 A user cannot modify the item type of a **Shared Option List (R-Type)** item from the **Question Type** drop-down.
 When a user modifies and saves an item, it approves the item. Therefore, the system automatically registers the modification as an "Acceptance." However, note that anyone else who "Advanced" the item previously must review that user's changes and "Advance" the item again.

7. Click one of the following options:
 - **Submit** button: Save the R-Type item's modifications, checks-in the item, and returns you to the Examine Questions page
 - **Exit** button: Removes any edits to the item, returns you to the Examine Questions page, and the item remains checked out

 When a user examines an item with statistics tied to the version and tries to save it after modifications, he/she sees a pop-up message prompting him/her to **Retain Statistics**, **Do not retain Statistics**, or **Cancel**.

- **Retain Statistics**: Statistics of the item prior to modifications are inherited by the modified item.
- **Do not retain Statistics**: The modified item does not have any statistics.

- **Cancel:** Discards the edited content and does not update the item.



The pop-up to confirm retaining statistics is not shown while saving the item with statistics after modifications if the **Show 'Retain Statistics' pop-up warning for modified items** check box on the **Project** tab of the project's Configuration page is not selected, and the statistics are retained. This check box is enabled by default, and therefore the pop-up also appears by default.

The user is required to have *Review Question* or *Validate Question* permission to modify an item.



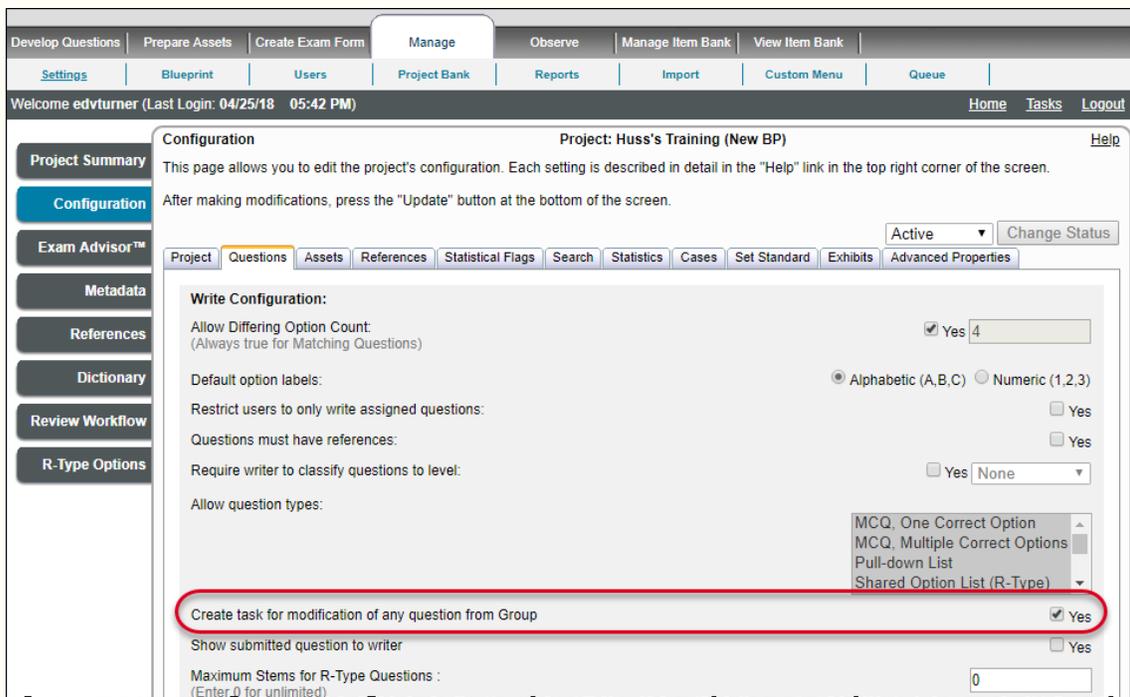
Blueprints, references, comments, and metadata can also be modified in the same way as on the **Write Question** page.

Modify an item with multiple language versions

When the default language version of an item having multiple language versions in a project is modified, task notifications are created to modify the remaining language versions of the same item to reflect the change of content. This happens when one or more of the following modifications are made: stem, answer option, correct answer option, adding/deleting answer options, lead-in, assets, adding/deleting stem, and changing the item type.



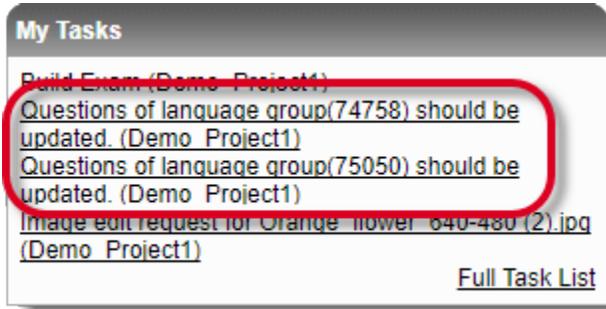
In order for a task notification to modify other language versions of an item, to be created once the default language version of the item is modified, the check box next to **Create task for notification of any Question from Group** in the project's **Configuration** page must be selected. If this check box is not selected, then the task notifications are not created.



Once the default language version of the item is modified, task notifications appear under the **My Tasks** section on the home page, prompting the user to modify the remaining language versions of the same item.



- When a Project Manager/Reviewer modifies the default language version of an item, task notifications to modify the remaining language versions of the same item are created and assigned to the respective writers of the items except the writer whose item has been modified.
- When a Project Manager modifies the default language version of an item he/she has created on behalf of another user, task notifications to accordingly modify the remaining language versions of the same item are created and assigned to the respective writers of the items except the Project Manager who has created the item on behalf of another user.



Click the task titles under **My Tasks** on the home page, the **Task View** page opens and displays information about the task. As you can see in the screenshot below, a deadline of 7 days from the date of modification of the default language version of the item is set to complete the task.



- A section cannot be unpublished, once it is part of a published exam form. An item contained in such a published section can still be modified without having to change the state of the section.
- No task notification is created if a translated version of the item is modified.
- The language code of an item cannot be modified once it is set while its creation.

Visit [Work with Enemy Items](#) to learn more about enemy items.