

Sample Question/Answer Format for RESPONDUS

Although RESPONDUS is a tremendous time-saver by letting you create exam questions in Word and then import them through RESPONDUS, you must make sure that your Word document is properly formatted for the import process. As shown in the example below, you MUST adhere to the following specifications.

- There can be only one space between the period after the question number or answer letter and the text that follows it.
- Your answer list must appear at the end of the document, beginning with "Answers:"
- There must be one space between the period after the answer number and the letter that follows it.

1. Question number one's text.

@ General feedback goes here and can span as many lines as needed.

- a. Answer one
- b. Answer two
- c. Answer three
- d. Answer four

2. Question number two's text.

@ General feedback goes here and can span as many lines as needed.

- a. Answer one
- b. Answer two
- c. Answer three
- d. Answer four

3. Question number three's text.

@ General feedback goes here and can span as many lines as needed.

- a. Answer one
- b. Answer two
- c. Answer three
- d. Answer four

Answers:

1. b
2. c
3. a