



Question Rotation User Guide

Competency Module



Introduction

This User Guide will provide an overview of the Question Rotation feature including layout, button functions, and how to use the tool efficiently.

The Question Rotation functionality allows administrators to create a series of rotating questions for standard competency exams. Questions may then be randomized for standard exams instead of the same questions appearing year to year. Randomization creates a mostly new exam each time an exam is taken.

Question randomization increases the need for employees to be prepared year-to-year as opposed to memorizing answers or, in some cases, cheating. Employees spend more time preparing and test results are more reflective of true competency, assisting managers with better analysis of employee's actual skills.

Once you've mastered Question Rotation, you will be able to easily adjust competency exams to allow for variability in questions and responses.

Other topics related to Question Rotation, including setting up Skillsets and Publishing Assessments, are listed on the Resources Page.

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Creating a New Folder

To begin setting up an exam with a rotational question set, first navigate to the Setup tab of the Competency module. (Figure 1)

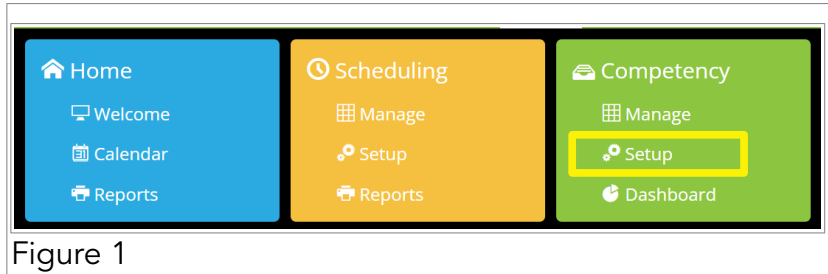


Figure 1

From the perspectives selection, you can choose from Skillsets, Requirements, and Documents. Select the documents option on the far right. (Figure 2)

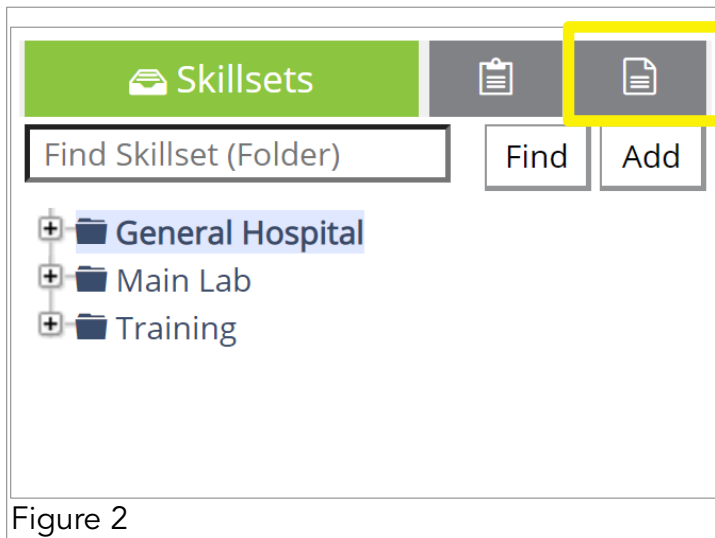


Figure 2

To create a new document folder, select the parent folder under which you wish to create the document folder. Once this is selected you will need to add a new document to the folder which will contain your questions for the exam.

Select the Add button to open the **Add New Folder or Document** menu. (Figure 3)

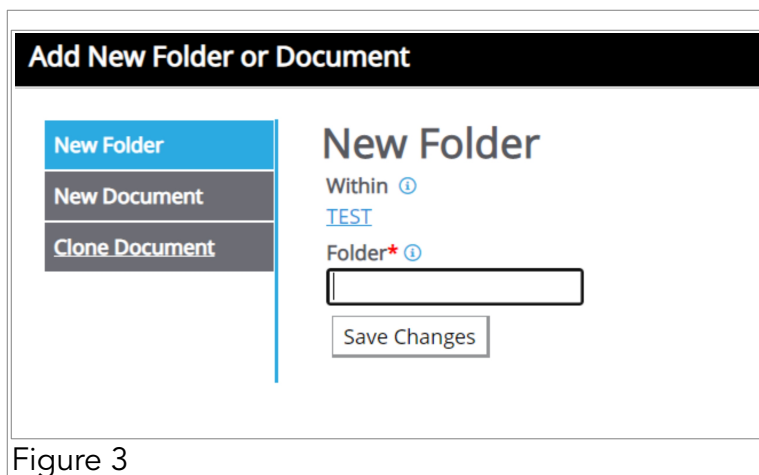


Figure 3

Enter the desired name of the folder and select the Save Changes button. If you need to change the parent folder for the folder you want to create, selecting the 'Within' link will give you the option to alter your choice. (Figure 4)

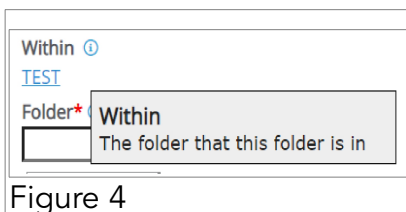


Figure 4

Your newly set up folder will be displayed below the parent folder and you will then be able to add a new document.

Creating New Documents

To begin, open the **Add New Folder or Document** menu and select the tab for New Document. (Figure 1)

Enter the **Document ID** (Short name for the document), **Document Name** (long form name of the document), and **Document Type**. For clarity, it is recommended that document ID and Name contain the same information. You can choose from Exam, Blind Duplicate, Remedial Exam, and Graded Exam. (Figure 2)

You may choose to enter a description for the document which can function as instructions for completing the document.

Once you have entered all required information, select the **Save Changes** button.

Your newly created document will appear beneath the parent folder you've designated. By default, the document will not have any exam questions attached to it and will be highlighted with an orange exclamation symbol to indicate that the document is missing questions. (Figure 3)

Select the **Edit Document Contents** link to open the **Document Editor**.

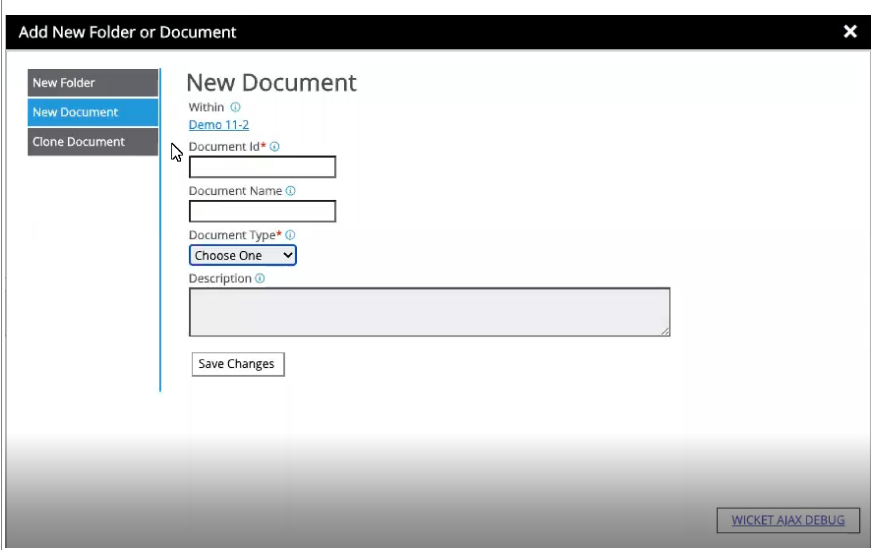


Figure 1

Note: Question Rotation will only function by choosing the 'Exam' document type. Question Rotation will not be a selectable option for any of the other document types.

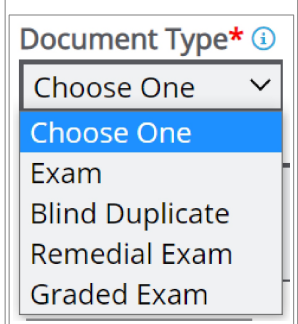


Figure 2

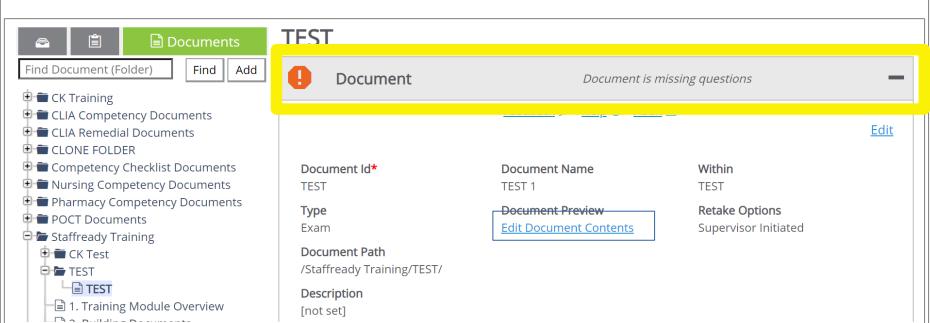


Figure 3

Creating New Documents (Continued)

Select the name of the document you just created or the **Add a Section** button beneath the Sections heading. (Figure 1)

This will open the **New Section** menu.

Select **Rotation Question Set** from the **Section Type** dropdown menu. (Figure 2)

Enter in the name of the section in the Section Id field.

Next select the number of questions to show. This determines how many questions appear on the exam when the test taker sees it. You may enter as many questions as you wish into the rotation but the test taker will only see the specified number of questions.

Within the **Section Description** field, you can enter in additional information or exam instructions for the test takers to utilize.

Once you have selected the Section Type, Section Name, Description, and number of questions to show select **Save Changes**. (Figure 3)

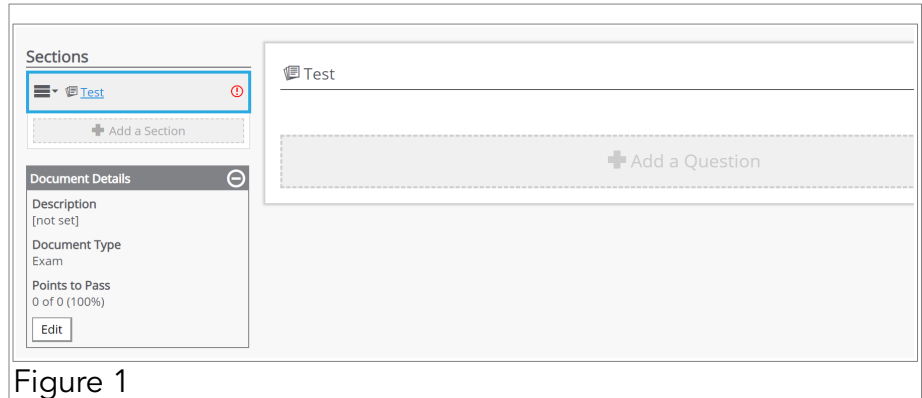


Figure 1

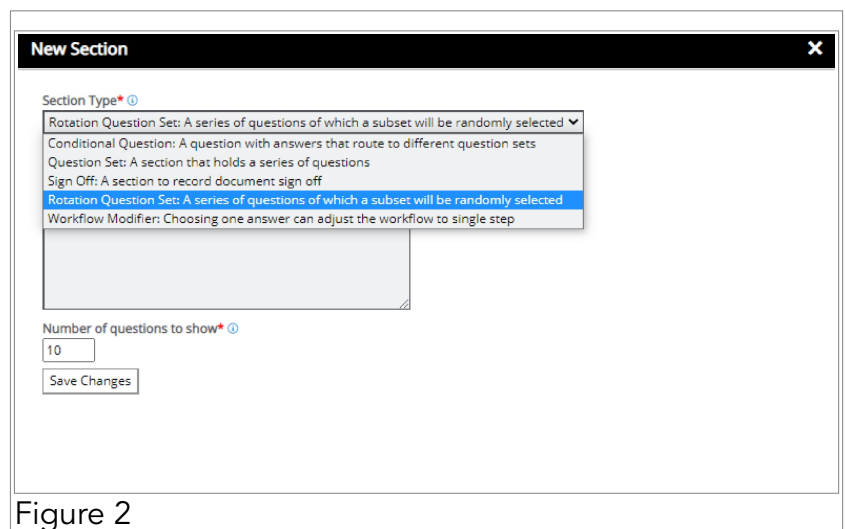


Figure 2

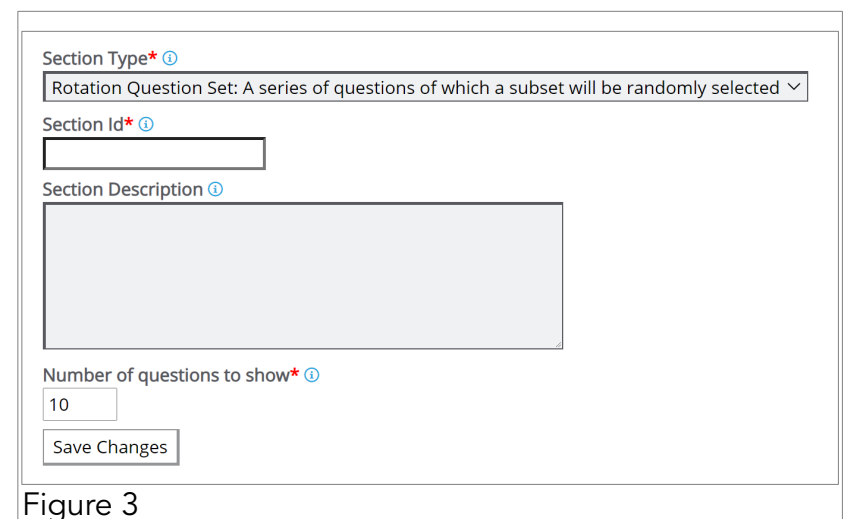


Figure 3

Creating New Questions

Once you have created your new **Question Rotation** section, you are ready to begin adding questions. Any question sets that do not currently have questions added will be highlighted with a red caution symbol. (Figure 1)

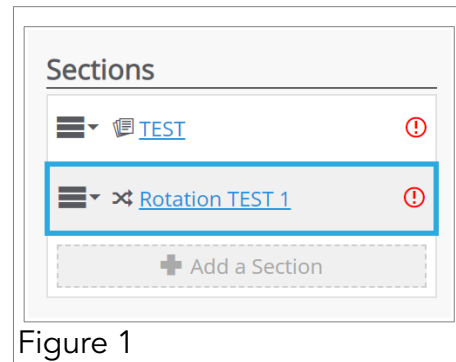


Figure 1

Selecting your newly created section will prompt you to add a question. (Figure 2)

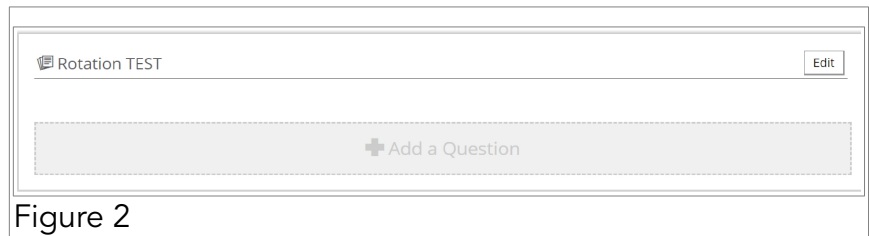


Figure 2

Selecting the **Add a Question** button will open the **New Question** menu. (Figure 3)

In the **Question Type** dropdown menu, you can choose from four different question types to enter into the section. You can choose from the **Checkboxes** type which can contain multiple choices and answers, **Observation w/ N/A** which awards points for a Yes and a N/A answer, **Radio buttons** which is multiple choices with one correct answer, and **Sortable** where the test taker must arrange the answers into a specific order.

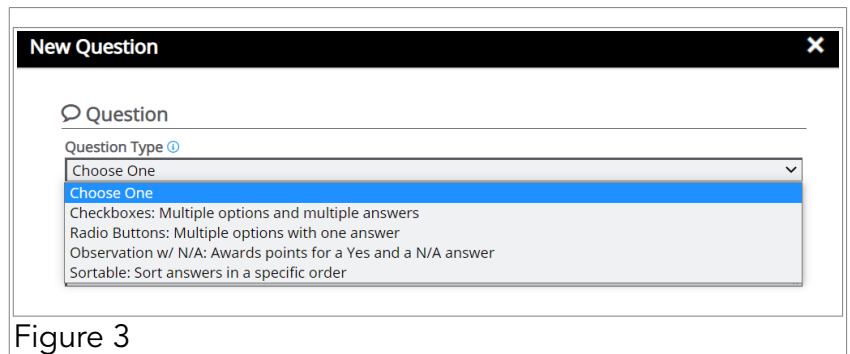


Figure 3

Depending on the question type you selected, you will need to update the Answer Configuration. (Figure 4)

Once you have finished entering your question, adding any additional details or instructions, adding a file or website for the test taker to reference, or uploading an image, select the Save Changes button.

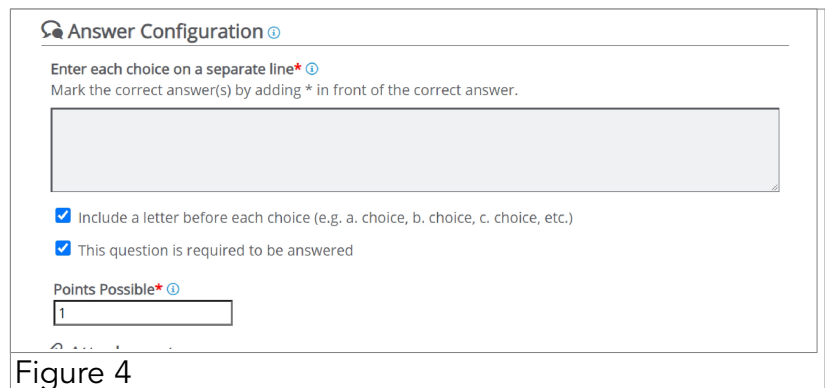


Figure 4

Finishing Your Question Rotation

Before you've entered any questions into the rotation section, the system will tell you how many questions you still need to enter.

(Figure 1)

The number it lists is based off of whatever number you listed in the 'Number of Questions to show' field. The number of questions you need to enter will update as you save each new question.

The greater the number of questions in the rotation, the greater the variance between exams will be from employee to employee.

For optimal efficacy and to increase the amount of randomness and permutations of questions in the quiz, it is recommended that the total number of questions in the rotation be greater than the number of questions you choose to show.

Once you have entered the minimum number of questions, the system will display 'Add at least 0 more questions'.

(Figure 2)

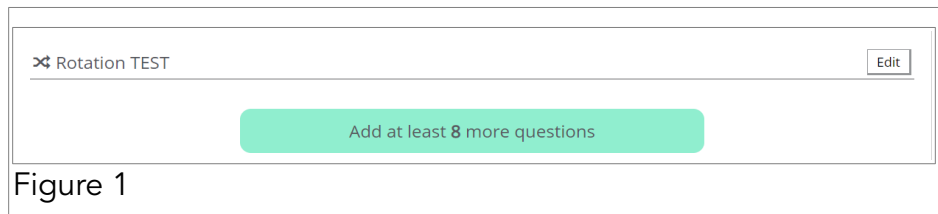


Figure 1

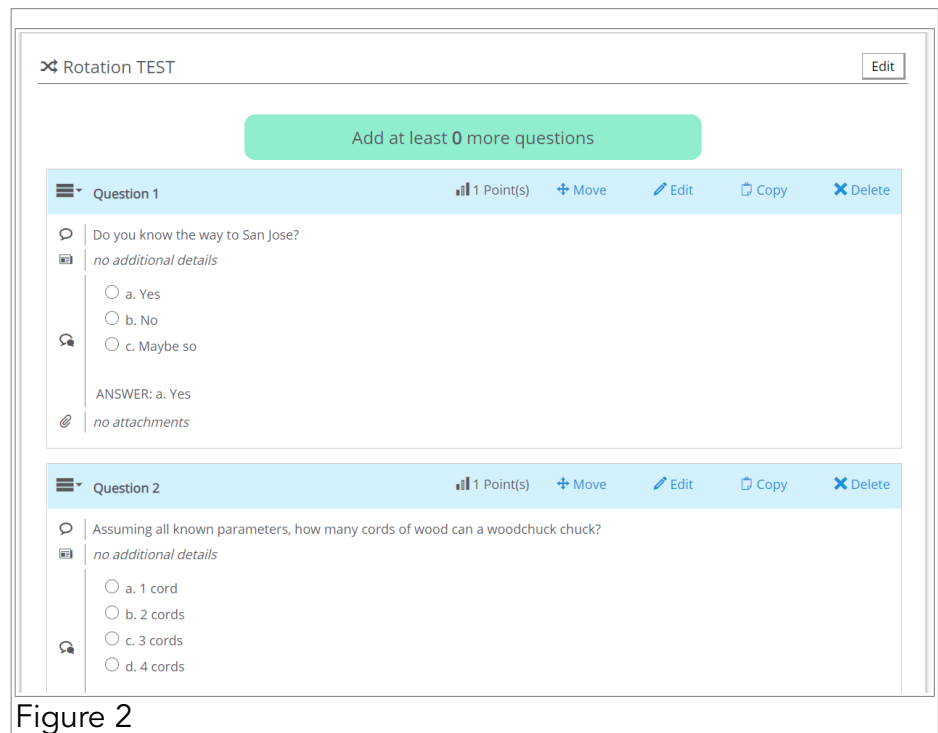


Figure 2

Note: If at any juncture you choose to restart the assessment that has a rotational question set, questions will be randomized again. Test takers will receive a different set of questions the second time.

Resources

We hope that after reading this guide you have a better understanding of how useful this tool is and how much it will reduce the amount of time you spend updating your exam questions. **Question Rotation** allows for greater flexibility in administering exams and competency documents

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)

Related Topics

(Please select any link to skip to that topic.)

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