

4.2.1 Add an Exam Section

Exam Sections can be used to group items together, or to administer parts of the exam form in separate batches.

You can add, remove, and reorder items on exam sections from the **Create/Edit Exam Section** page.

Add an exam section

1. Select the **Create Exam Form Add Section** menu.

2. Enter the **Section Name** for the exam section. The section name must be unique within the [project](#).
3. You can also specify the QTI Ident in the **Section ident** text box. This saves you the trouble of specifying it later in the Exam Editor on the **Delivery Configuration Tool (QTI Builder)** page before exporting the QTI Package containing the section.

 If you do not specify any **QTI Ident** for the section in the application, the Exam Editor displays a blank in the **Ident** field. When you specify text in this **Ident** field and click the **Save** button, it is saved in the QTI Package template for that particular section and becomes the section name for the particular section that will be used in the exported QTI Package. That particular section itself retains its original **QTI Ident** from the application (if any is specified on the **Create/Edit Exam Section** page as detailed earlier) and the new ident is only applicable to that section contained in the exported QTI Package.

4. The **Use External Id instead of Question Id when available** shows the external Question ID in the Question field. This option is only used for a QTI output.
5. You can search for items to add to the exam section in the **Select Questions** tab.
 - a. Set the search criteria using the fields in the **Add Questions** tab.

 For more details, refer to [Search for Items](#).

- b. Click **Retrieve Questions**. The items that meet the criteria are displayed in the lower half of the page.

 All states of items except Draft, Imported, Rejected, and Obsolete state are displayed in these search results. Stems of R-Type items do not show up in the Item search results.

All case items (Display-Type Exhibits) do not show up in the item search results.

The search results can be sorted by clicking on the column headers. Clicking a header a second time sorts the items in reverse order.

Contents Add Questions

Provide your search Criteria (Retrieving 22 Questions Refresh for Count)

Language Not is equal to English

Add New Criteria

Retrieve Questions Save Search Load Search

Page 1 Page 2 Items Per Page: 20

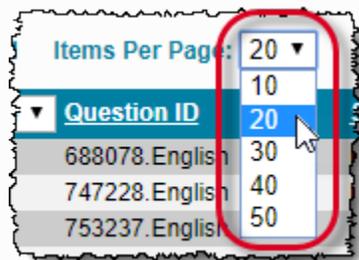
Some	Question ID	State	Blueprint Case	Question Stem
<input type="checkbox"/>	663463	English	Review 0	Rainbow Case There are eight colors in the rainbow.
<input checked="" type="checkbox"/>	663500	English	Review 0	Rainbow Case Select the colors that are included in the rainbow.
<input checked="" type="checkbox"/>	665981	English	Review 0	Trees Identify the tree not native to Minnesota.
<input checked="" type="checkbox"/>	707310	English	Review 0	Rainbow Case Place the colors on the rainbow in the correct order.
<input type="checkbox"/>	707391	English	Review 0	Rainbow Case What two weather conditions must be present to make a rainbow visible in the sky?
<input type="checkbox"/>	707396	English	Review 0	Test English
<input type="checkbox"/>	707511	English	Review 0	My Test Case Test question
<input checked="" type="checkbox"/>	707522	English	Review 0	My Test Case Question 2
<input checked="" type="checkbox"/>	707530	English	Review 0	My Test Case Question 3
<input type="checkbox"/>	709733	English	Review 0	My Test Case Question 4
<input type="checkbox"/>	714859	English	Review 0	Detach case
<input type="checkbox"/>	714860	English	Review 0	Detach question 1
<input type="checkbox"/>	714862	English	Review 0	Standalone Exhibit Case
<input checked="" type="checkbox"/>	714863	English	Review 0	Standalone question 1
<input type="checkbox"/>	714864	English	Review 0	My Test Case Standalone Question 2
<input type="checkbox"/>	714972	English	Review 0	Which of the following is a berry?
<input type="checkbox"/>	718285	English	Review 0	Trees The Northern White Cedar is Coniferous or Deciduous?
<input type="checkbox"/>	718329	English	Review 0	Stand-alone question 1
<input type="checkbox"/>	718330	English	Review 0	Stand-alone question 2
<input type="checkbox"/>	731761	English	Review 0	My Test Case Standalone Question 5

Add Contents

Save Cancel

i How does the selection and pagination of search results work?

Users can optimize the number of search items per page by selecting a value from the **Items Per Page** drop-down ; this number ranges from 10 to 50 per page. The default number is 20.



The selected number of search items is displayed in the grid below the drop-down.

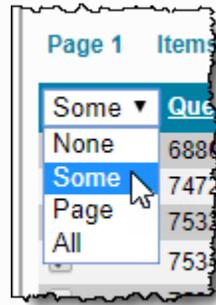
The search items per page can be changed and viewed at any time for the user's convenience.

The search results are listed on multiple pages according to the selected number of **Items Per Page** in the drop-down, if the total number of search items resulting from the search criteria exceeds the selected number of items per page.

The user can also directly jump to another page of the search results grid by clicking its corresponding link above the search results grid.



The **Selection** drop-down in the left of the header row has four selection options: **None**, **Some**, **Page**, and **All**.



This **Selection** drop-down is present on pages in which users need to select multiple search items for use such as viewing, modifying, etc.

The **Selection** drop-down options perform the following functions:

Column	Description
None	All items in the list across all pages of the search results grid are deselected.
Page	All items on the currently visible page of the search results grid are selected. If you move to another page of the search results grid, you will see that none of the items on that page are selected, but the items selected on the earlier page are still retained.
Some	This selection appears when you manually select a few items from the list by selecting their corresponding check boxes. This selection also appears if you select Page from the drop-down and then increase the Items per page , or if you select All from the drop-down and then deselect any item on the search results page. It is also possible to select items across multiple pages of the search results grid by simply making the selection on one page and moving on to another - the item selection made on the earlier page is retained even if you move to another page to make additional selections.

All

All items in the list across all pages of the search results grid are selected.

Even when moving to any other page of the search results grid, all the items on that new page are also selected.

The selection drop-down remains as **All** if any of the items are not deselected, and it changes to **Some** if any of the items on any of the pages of the search results grid are deselected. Furthermore, if the deselection is made on the first page of the search results grid, then all the items on other pages are deselected. However, if you move to another page of the search results grid while the selection drop-down is **All** and deselect any item, the selection drop-down for that page changes to **Some**, while all items on the remaining pages remain selected with the selection drop-down selection showing as **Page** on those pages.

c. Select the  check box to the left of the item to add it in the section.



You can add **stand-alone items**, **all the items from a case**, or a **subset of items from a case**. For example, you may have a case that groups a set of items regarding Geography. In one section, you may only want to include the questions regarding South American Geography. You can select only those items that pertain to South American Geography. All items that belong to a case are identified in the Case column. The Case column is blank for stand-alone items.

When items are added to the section, the following rules are followed:

- First, all **stand-alone items** are added and sorted by **Question ID** in ascending order.
- Second, **case items** are added and sorted by **Case Name** in ascending order and then by **case item** in ascending order.
- Third, if items already exist on the section, any new items are added to the end of the section following the rules listed above.

d. Click **Add Contents** to add the selected items to the section.

6. The **Contents** tab displays the items that have been added to the section.

The message at the top of the window identifies the types of items that have been added to the section (case and/or stand-alone), and it identifies if a subset of items from a case have been added to the section.

Develop Questions | Prepare Assets | **Create Exam Form** | Manage | Observe | Manage Item Bank | View Item Bank

Add Exam Form | View Exam | Add Section | **View Sections** | Set Standard | Auto Build

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The section contains both case and standalone questions.
 The section is using 2 of 4 available case questions in Rainbow Case.
 The section is using 1 of 2 available case questions in Trees.
 The section is using 4 of 6 available case questions in My Test Case.

Project: Vikys Project Help

Create/Edit Section Section History

Section name *

Section ident

Use External ID instead of Question ID when available

Contents Add Questions

<Select> Sort

Randomize Order (Drag to reorder) AngOff : 0.00

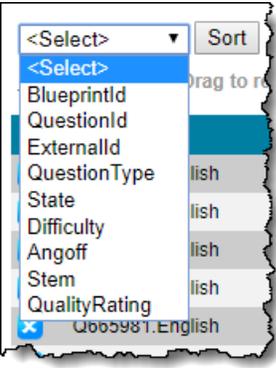
Question ID	State	Case	Stem
Q714864.English	Review: Table Review	My Test Case	Standalone Question 2
Q731761.English	Review: Table Review	My Test Case	Standalone Question 5
Q714863.English	Review: Table Review		Standalone question 1
Q707522.English	Review: Table Review	My Test Case	Question 2
Q707530.English	Review: Table Review	My Test Case	Question 3
Q663500.English	Review: Table Review	Rainbow Case	Select the colors that are included in the...
Q707310.English	Review: Table Review	Rainbow Case	Place the colors on the rainbow in the correct...
Q665981.English	Review: Table Review	Trees	Identify the tree not native to Minnesot...
Q714860.English	Review: Table Review		Detach question 1

Add Contents

Save Cancel

The Contents tab includes following features

Column	Description
Remove	Remove the corresponding item.
Question ID	Displays the System generated ID for the item. If there are items in multiple languages, the ID is appended with ".language".
State	Displays the current state of the item.
Case	Displays the name of the case, if an item is on a case. This field is blank for stand-alone items. You can click the Case name link to view the case details in a pop-up window.
Stem	Displays the Question stem. You can click the Question stem link to view the Question Summary in a pop-up window.

<p>Sort Order & Sort button</p> 	<p>Select the desired column by which you want to sort the items from the Sort Order drop-down list and click the Sort button.</p>
<p>Randomize Order</p>	<p>Click the Randomize Order link to randomly rearrange the order of the items. You can also manually drag  items in the list to change the order of the items.</p>

 The **AngOff** value displayed on the top right is calculated from the individual AngOff values of the selected items, including items in selected cases.

  The **Scroll** icon can be clicked to toggle enable/disable scrolling of the selected items list on the **Contents** tab, when the number of selected items exceeds the tab height. Scrolling is enabled by default and a small scrollbar appears on the right when required. When a user clicks the Scroll icon to disable scrolling, the list of all the selected items appear on the same page and you may be required to use the browser's vertical scrolling capability to view the entire list.

7. Click **Save** once you are satisfied with the contents on the exam section. The Exam Sections page now lists your section.

 An information message is displayed if you add **Enemy items** to a section. You are notified but not permitted from adding enemy items to a section.

Develop Questions | Prepare Assets | **Create Exam Form** | Manage | Observe | Manage Item Bank | View Item Bank

Add Exam Form | View Exam | **Add Section** | View Sections | Set Standard | Auto Build

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The section was saved successfully.

The section contains [enemy content](#).

Project: Vikys Project ? Help

Create/Edit Section

Section name *

Section ident

Use External ID instead of Question ID when available

Contents [Add Questions](#)

<Select> Sort

[Randomize Order](#) (Drag to reorder) AngOff : 0.00

Question ID	State	Case	Stem
<input type="checkbox"/> Q306619.English	Review: Review One		Sample Question 1
<input type="checkbox"/> Q306620.English	Review: Review One		Enemy item

The details about enemy contents can be seen by clicking the **enemy content** hyperlink, which displays a pop-up as shown below:

The section was saved successfully.

The section contains [enemy content](#).

Project: Vikys Project ? Help

Create/Edit Section

Section name *

Section ident

Use External ID instead of Q

Contents [Add Questions](#)

<Select> Sort

[Randomize Order](#) (Drag to reorder) AngOff : 0.00

The following enemies appear on this section:

Page 1

ID	Type	Enemies
306619.English	Question	306620.English
306620.English	Question	306619.English

If you determine the enemy items should not be on the same section you must remove one of the enemy items.