

# Formatting Instructions for CVM On-line Exam Material Submission

Material should be submitted via a MS Word or rich-text file type. Please apply any formatting you like (i.e.: **bold**, underline, special characters [i.e.  $\gamma$   $\alpha$   $\beta$ ], <sub>sub</sub>/<sup>super</sup>-script etc.).

Please note the following **formatting requirements**:

- Questions should be numbered sequentially within a document
- All possible answers need to be preceded by a letter. There is a limitation of 20 answer choices (A-T). **True for both Blackboard & Canvas.**
- The correct answer(s) are indicated by an asterisk (\*), placed directly in front of the letter (no space)

## IMPORTANT CANVAS DIFFERENCES

- Answers will **NOT** be preceded by a letter (i.e. cannot use A and B above) in exam mode.
- Answer randomization is **GLOBAL** and cannot be set per question.
- Question randomization can only be done in groups of questions worth the same value.
- Multiple Answers (MA) questions are set for partial credit – you cannot apply All or None points.
- ONLY MC, MA & T/F can be re-graded. ALL other score editing will need to be done in the Speed Grader by individual submission.
- Partial credit is only available for MA question types.
- GRADING Fill-in & Essay questions cannot be done BY QUESTION – you will need to use the Speed Grader to individually grade each submission.

**Points:** If all questions are evenly weighted, indicate this at the top of the document. Otherwise, include the point value for each question on the line before each question (see examples below).

The first two examples are the most common: True/False & Multiple Choice. Please keep the formatting consistent throughout your submitted documents.

Points: 2.5

1. Albert Michelson determined the exact speed of light?  
\*a. True  
b. False

**Blackboard ONLY:** True/False questions **MUST ALWAYS** have True listed first.

Points: 1

2. Who determined the exact speed of light?  
a. Albert Einstein  
\*b. Albert Michelson  
c. Thomas Edison  
d. Guglielmo Marconi

The following question types: Multiple Answers (MA), Fill-in's (F), Essay (E) and Matching (MT) require you provide a prompt before the question.

Type: MA

3. Which of the following individuals are credited with determining the exact speed of light?  
a. Albert Einstein  
\*b. Albert Michelson  
c. Thomas Edison  
\*d. Edward Williams Morley

**CANVAS ONLY:** Automatically set for partial credit. Cannot apply All or None points.

Type: F

Points: 5

4. Who is known as the "father of television"?

\*a. Zworykin

\*b. Vladimir Zworykin

\*c. Vladimir Kosma Zworykin

Type: E

Points: 3

5. How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?

\*a. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun...

Type: MT

Points: 1

6. Match the correct name to the discovery or theory.

a. Michelson-Morely = Speed of light

b. Einstein = Theory of Relativity

c. Marconi = radio waves

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**NOTE:** *Fill-in's are graded by the computer, but answers given by the students must match provided answers exactly. ALL Essay type questions will need to be graded by the instructor.*

There are several other types of questions available: Ordering, Calculated, Jumbled Sentence, Opinion Scale, Numeric and Fill in Multiple Blanks. Please let me know if you would like more information about these types of questions.

## **MEDIA**

ALL **images**, **charts** and/or **graphs** should be **INCLUDED** within your MS WORD file. Please insert within the question stem before the answers. For **movies**, note the name of the file at the end of the question stem and provide the file(s) to me in my secure exam material drop box.

**MATERIAL SUBMISSION** – Either by email or placed in my secure exam material drop box [S:\User-Dropboxes\BossallerStephanie\ExamMaterialDrop]. This folder is only accessible by Faculty. If you do not have access, please let me know.

Please don't hesitate to let me know if you need any assistance or have any questions.

Thank you,  
Stephanie

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*Question examples used above were taken from the Respondus help file documentation.*

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