

## How to make an online quiz using the pre-made questions that you downloaded

### Step 1: Create an Account in OnlineExamMaker.com

OnlineExamMaker.com

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Everything you need to create, market & sell online exams & courses

No credit card required 5,000+ users sign up monthly Secure & high-performance servers

OnlineExamMaker Explainer Video

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- ✓ Access your exams on any device, anywhere anytime
- ✓ AI-Powered prevent cheating technology
- ✓ Bulk import questions, candidates from your device
- ✓ Remote proctor with video recording via webcams
- ✓ Online LMS - conduct testing & learning in one place
- ✓ Automate grading & insightful reports
- ✓ On-Premise - self-hosted & 100% data ownership

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The first step in creating an online quiz on OnlineExamMaker. Just visit the OnlineExamMaker.com and sign up for a free account to continue.

### Step 2: Upload Questions

OnlineExamMaker

Premium, Validity: 2023-07-07 Williams Sign out

Categories

TIPs: Right click for more actions

+ New category

Search category

+ New question Check duplication Import questions Question tags Move to Category More

1 / 1 View Found total 8 records

NO.	Title	Label	Auth...	Catego...	Question ty...	Poin...	Error ra...	Action
1	If you're injured on the job, your employer must pay for your medical care.		Syste...	Workplac...	True or False	2	0%	<a href="#">View detail</a>
2	If you are 16 years old, you are allowed to drive a car on public streets as part of your job.		Syste...	Workplac...	True or False	2	14%	<a href="#">View detail</a>
3	The law sets limits on how late you may work on a school night if you are under		Syste...	Workplac...	True or False	2	14%	<a href="#">View detail</a>
4	The law says your employer must give you training about health and safety hazards on your job.		Syste...	Workplac...	True or False	2	14%	<a href="#">View detail</a>
5	If you notice a damaged cable within your organization, what must you do?		Syste...	Workplac...	Multiple choice	5	14%	<a href="#">View detail</a>
6	If injured on the job, the first thing an employee should do is		Syste...	Workplac...	Multiple choice	5	57%	<a href="#">View detail</a>
7	Employees are responsible for doing which of the following? (Check all that apply.)		Syste...	Workplac...	Multiple response	5	14%	<a href="#">View detail</a>
8	Employers are responsible for providing which of the following? (Check all that apply.)		Syste...	Workplac...	Multiple response	5	29%	<a href="#">View detail</a>

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Login to OnlineExamMaker dashboard, Click "Question Bank" -> "Question List" located in the sidebar. Then click "Import questions" button, you can select the document of your pre-made questions to upload.

You can preview the questions in the question bank when the upload process is complete.

**Note:** If you fail to upload the questions, please check the questions in the Word or Excel document, and make sure the document meets requirements of Online rules. You can download a template file and read the upload document requirement carefully.

### Step 3: Create a Quiz

Go to "Exams" -> "Exam List", then click "Exam" and then the "+ New Exam" button to start making your online quiz!



The screenshot shows the 'Basic information' step of a 4-step process to create a quiz. The left sidebar contains navigation links: Dashboard, Exams (selected), Exam List, Prize Quizzes, Question Bank, Courses, Students, Surveys, Certificates, Profits, Statistic, Homepage, Sub Admins, Account, and Settings. The main content area has a progress bar at the top with steps: 1 Basic information, 2 Select questions, 3 Add settings, and 4 Finish. The form fields include: 'Title of Exam' with the text 'Workplace Security Quiz' and a character count '23/80'; 'Exam category' with a dropdown set to 'Default category' and a 'Select category' button; a toggle switch for 'Hide: will not be displayed on personal page' which is currently off; an 'Advanced Setting' dropdown; and a 'Save and Next' button. A red arrow points to the 'Title of Exam' input field.

On this page, you must input the necessary information regarding your online quiz.

The screenshot displays a modal window titled 'Demo: Introduction to OnlineExamMaker Quiz' with three sharing options. On the left, 'Option one: copy link' shows a URL 'https://t.onlineexammaker.com/c' and social media share buttons for Facebook and Twitter, which are highlighted by a red box and an orange callout bubble saying 'Share to social'. Below this, 'Copy the URL' and 'Open directly' buttons are highlighted by another red box and an orange callout bubble saying 'Share direct link'. On the right, 'Option two: QR code sharing' features a QR code and a 'Download QRcode' button, highlighted by a red box and an orange callout bubble saying 'Share scannable QR Code'. At the bottom of the modal are a 'More method' dropdown, a yellow circular icon with a cursor, and a 'Notify students' button.

Once you're satisfied with your quiz and have previewed it to ensure everything is working as intended, you can publish it and share it with your audience.

More details, please [visit our Help Center >](#)