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| **Multiple Choice Questions Format** | | | | | | | |
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| ***Required Element*** | | | | ***Rule*** | ***Examples*** | | |
| **Question number** | 1. Questions must begin with the *question number*, followed by either a parentheses “)”or a period “.”. | | | | **3)**  **3.** | | |
| **Question Wording** | 1. The *question wording* must follow the question number.   **NOTE**: At least one space should be between the question number and the question wording. | | | | **3) Who determined the exact speed of light?**  **3. Who determined the exact speed of light?** | | |
| **Answer** | 1. Each *answer* must begin with a letter (a-z) followed by a period “.” or a parentheses “)”. | | | | **3) Who determined the exact speed of light?**  **a. Albert Einstein**  **b. Albert Michelson**  **c. Thomas Edison**  **d. Guglielmo Marconi** | | |
| **Correct answers** | 1. For questions being imported to an Exam file, *correct answers* can be indicated in this way. Place an asterisk “**\***” directly in front of the answer choice.   **NOTE**: Do **not** put a space between the asterisk and the answer choice. | | | | **Title: Speed of Light**  **3) Who determined the exact speed of light?**  **a) Albert Einstein**  **\*b) Albert Michelson**  **c) Thomas Edison**  **d) Guglielmo Marconi** | | |
|  | | | | | | | |
| ***Optional Element*** | | | | ***Rule*** | | ***Examples*** | |
| **Title** | | A *Title* can be imported with each question.  Titles must be placed at the beginning of a question and begin with “Title:” followed by the actual text for the title.  If the title exceeds 20 characters, the remaining characters will be dropped during the import.  **NOTE**: If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. | | | | **Title: Speed of Light**  **3) Who determined the exact speed of light?**  **a. Albert Einstein**  **\*b. Albert Michelson**  **c. Thomas Edison**  **d. Guglielmo Marconi** | |
| **Paragraph Questions Format** | | | | | | | |
|  | | | | | | | |
| ***Required element*** | | | ***Rule*** | | | | ***Examples*** |
| **Type** | | | Each paragraph question must begin the first line with “Type: E”.  This is followed by the “Title”, the question number, and the question wording. | | | | **Type: E**  **Title: Michelson-Morely experiment**  **4) How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?** |
| **Paragraph Questions  without an  answer** | | | To format a paragraph question without an answer, put a blank space answer immediately after the question wording.  Begin the answer with “a.” or “a)” (without the quotes). | | | | **Type: E**  **Title: Michelson-Morely experiment**  **4) How is the Michelson-Morely experiment related to Albert Einstein’s theory of relativity?**  **a)** |
| **Paragraph Questions with  an answer** | | | To import a paragraph question, provide an answer immediately after the question wording.  Begin the answer with “a.” or “a)” (without the quotes). | | | | **Type: E**  **Title: Michelson-Morely experiment**  **4) 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. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.** |

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| **Add a photo or a table to the question** | | |
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| ***Required Element*** | ***Rule*** | ***Examples*** |
| **Photo/Table** | A *photo* or *table* can be imported with each question. Simply insert the photo or table between the question and answer. | **Title: Photo**  **4. This is an example of the question that has a photo associated with it?**  Water lilies  **a. The answer is a.**  **b. The answer is b.**  **c. The answer is c.**  **\*d. All of the above**  **e. None of the above**  **Title: Table**  **5. This is an example of the question that has a table associated with it?**   |  |  |  | | --- | --- | --- | |  | **X Value** | **Y Value** | | **Company A** | **3** | **4** | | **Company B** | **4** | **5** |   **a. The answer is a.**  **b. The answer is b.**  **c. The answer is c.**  **\*d. All of the above**  **e. None of the above** | |