

Introduction to Questionmark Perception

Workbook

Edition 1
September 2019
Document Reference:

Contents

1. Introduction to Questionmark Perception	
Task 1.1 Task to log into QMP	1
2. Authoring Questions	
Using QMP Topics	2
Creating Topics	3
Task 2.1 Creating a new topic	3
Creating and Working with Questions	4
Creating a Multiple Choice question	5
Revision History	7
Task 2.2 Creating questions	7
Task 2.3 Re-editing questions and revision history	8
Task 2.4 Other question types	8
3. Authoring Assessments	
Creating Assessment folders	9
Task 3.1 Creating a new assessment folder	9
Creating and Working with Assessments	10
Creating a new assessment	10
Reviewing assessment settings	14
Previewing assessments	16
Publishing assessments	16
Scheduling assessments	17
Task 3.2 Create and preview an assessment	17
Task 3.3 Use of LTI	18
Task 3.4 Try out different scheduled assessments	18
4. Results, Reporting and Analytics	
Downloading results	20
Task 4.1 Download an Excel spreadsheet	20
Viewing results on-screen	20
Task 4.2 Viewing the results for a single participant	21
Questionmark Analytics	21
Task 4.3 Creating a Question Type report	21
5. Help and other resources	
QMP contextual help	23
University of Edinburgh support web pages	23
Help and support	23

If you require this document in an alternative format, such as large print, please email is.skills@ed.ac.uk.

Copyright © IS 2019

Permission is granted to any individual or institution to use, copy or redistribute this document whole or in part, so long as it is not sold for profit and provided that the above copyright notice and this permission notice appear in all copies.

Where any part of this document is included in another document, due acknowledgement is required.

1. Introduction to Questionmark Perception

Questionmark Perception (QMP) is the University's centrally supported online assessment system. It is used mainly for objectively marked tests and exams – i.e. for assessments using questions that can be marked automatically by the system.

The system can be used summatively – where the results make up part of the course mark – or formatively – where the assessment is a self-test or revision tool for the students. When used formatively, QMP allows for comprehensive feedback to the students. For example, when added, students can receive feedback on individual options; the whole question; topics or blocks of questions; and the assessment as whole – or any combination of these.

QMP has 21 question types available to use but not all can be marked automatically by the system – e.g. the Essay and File Upload questions require to be reviewed and graded by a tutor.

When creating and scheduling assessments we have full control over time limits (including extra time for some students); when the assessments are available to the students; how many attempts the students are allowed; and (if carried out in a PC lab) locking down the browser so that the students cannot access the internet or any notes.

The system also allows you to generate a number of different reports and you can look at results for:

- a single assessment
- a single participant
- a cohort across a number of assessments

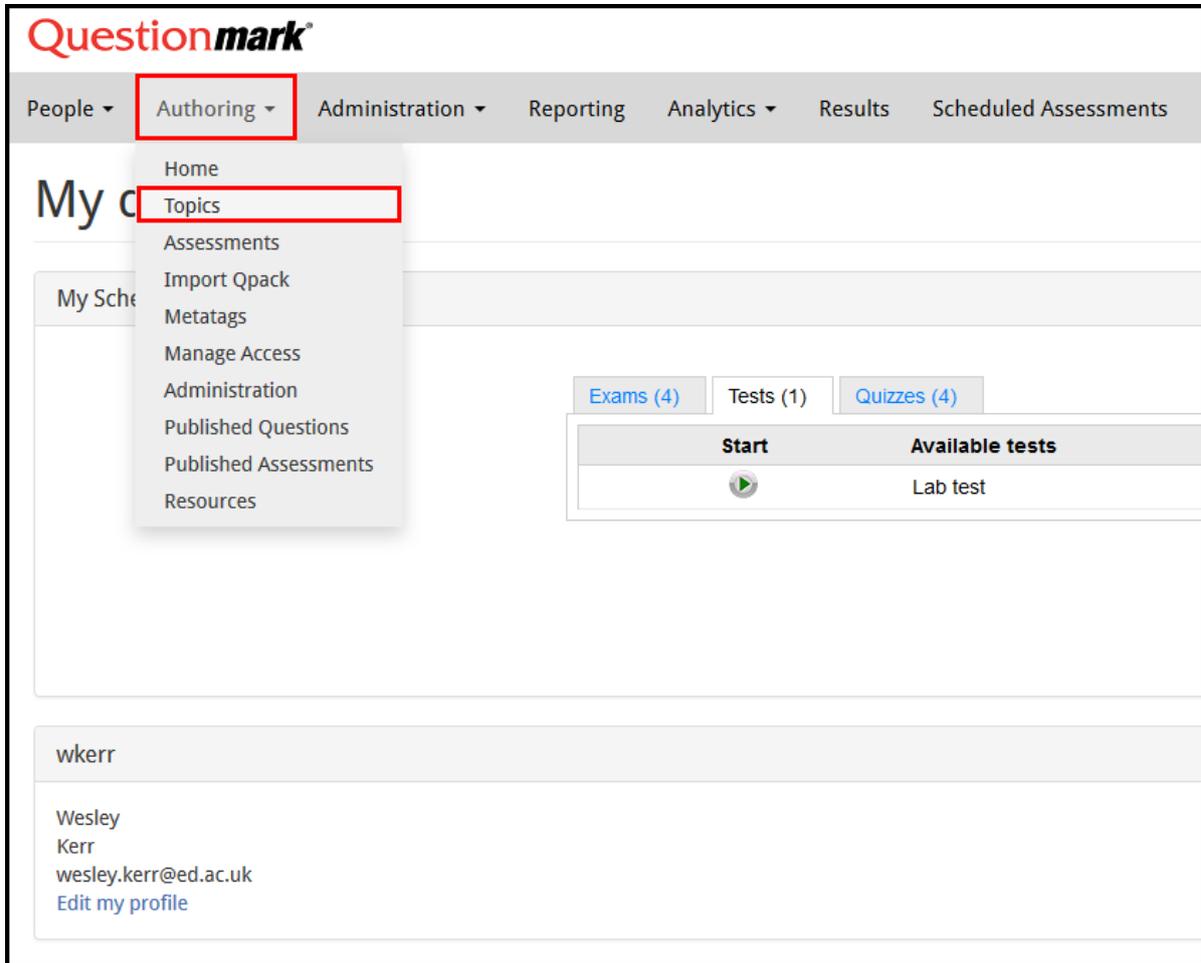
You can also export results out of QMP as a text file or Excel spreadsheet. You can run assessment analysis reports to check on the validity of the assessment as a whole and individual questions. Most reports can also be tailored to give you specific information if more (or less) is required than is given by the standard report templates.

Task 1.1 Task to log into QMP

1. Go to <https://www.qmp6.caa.ed.ac.uk/home/uo/>
2. Click on **Log in with my organization credentials** and enter your EASE login details.
3. You are logged into your QMP Dashboard. As you are able to act as a Participant, as well as a content creator, you will see a list of assessments that have been scheduled for you. These are separated out by type and so you will see a separate tab for each type that you have a scheduled assessment. Possible assessment types are Exams, Tests, Quizzes and Surveys.
4. Click on **Authoring** followed by **Topics** in preparation for the next task.

2. Authoring Questions

To work with questions and topics you need to be in the **Topics** view. This can be accessed by selecting **Topics** from the **Authoring** drop down list – see image below:



Using QMP Topics

Topics can be utilised in at least two ways:

1. As a folder holding a set of questions on the same subject or holding all the questions to be used in a single assessment. The advantage of working like this is that it makes authoring assessments easier but can be less flexible if you want to plan multiple assessments with the same question bank.
2. To hold a set of questions that are strictly testing the same piece of knowledge. Building up multiple topics in this way that hold, for example, 3-5 questions, allow you to create randomised assessments where each student sees a different set of questions – and the same student sees different versions of the assessment on each try if allowed multiple attempts.

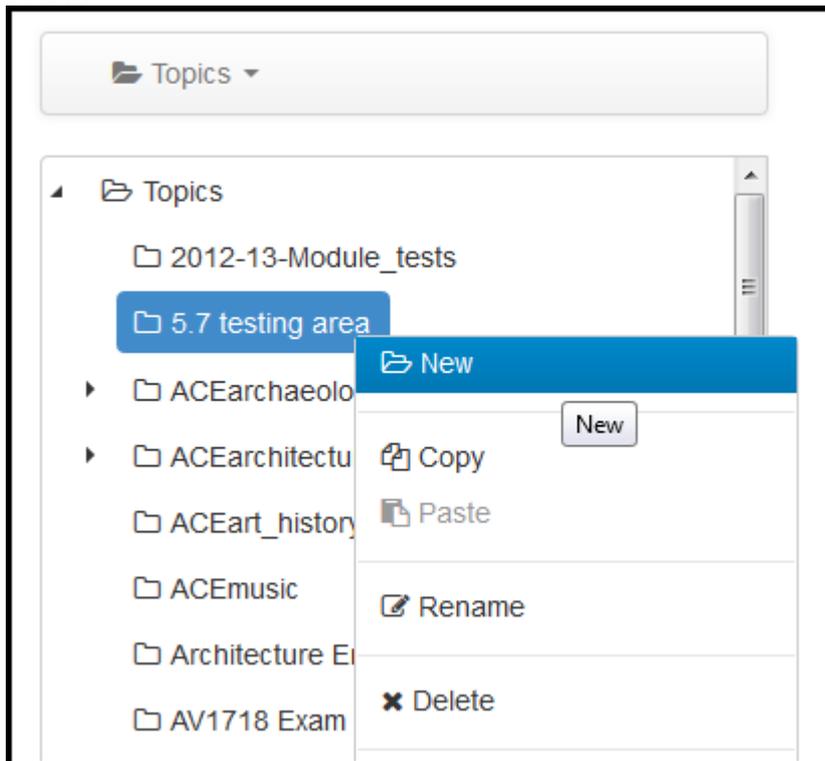
Whichever way you choose to use topics, they are the primary way of organising your question bank and so some care should be taken to create a topic structure that makes sense to you (and your course team).

Creating Topics

We will illustrate the creation of topics by asking you to create one of your own to use throughout this training session.

Task 2.1 Creating a new topic

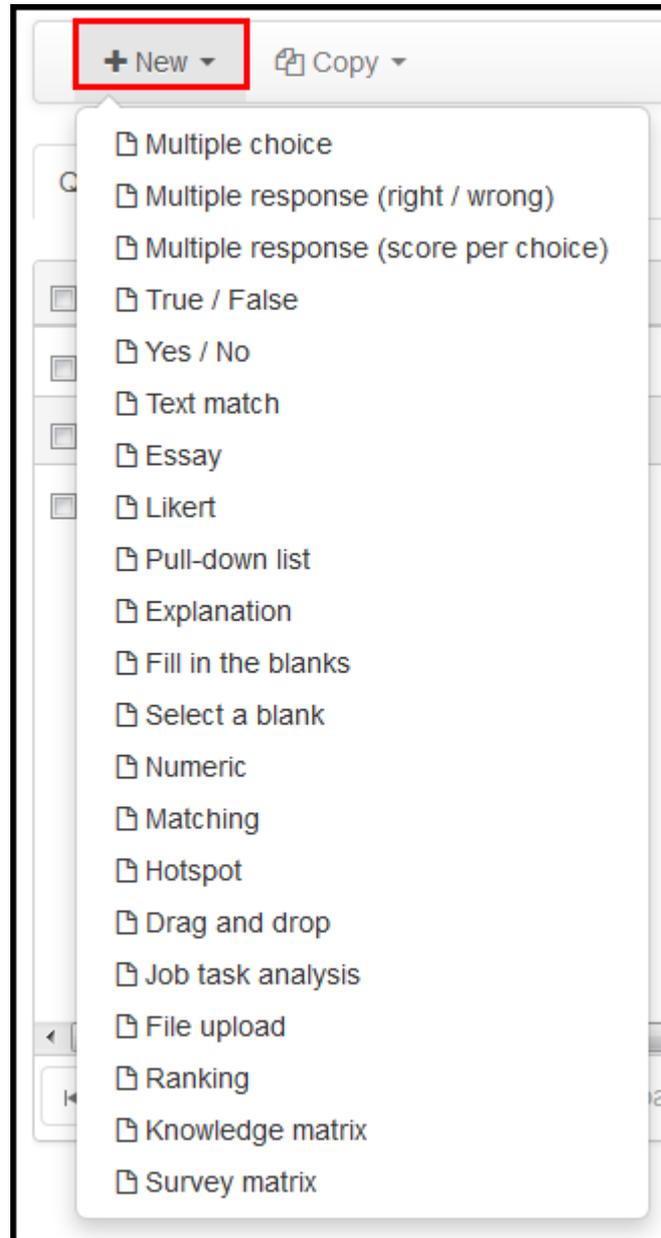
1. In the topic list find the top level topic called **Staff Training**.
2. Right click on the topic name to bring up the pop-up menu illustrated in the image below:



3. Click on **New** and enter your UUN as the topic name and press the return key.
4. A new topic has been created and selected. When you start authoring questions they will go into this topic.

Creating and Working with Questions

There are 21 question types available for you to use in QMP:



We cannot go into detail on each question type here but will briefly describe the most commonly used ones at the University – for more details on the others please click on the question mark icon in the same area as New and Copy options.

The top four question types in use are:

1. **Multiple Choice** (this includes Yes/No, True/False and other specialist versions of Multiple Choice offered as separate question types) – students select a single answer from a set of options. It is possible to define multiple correct answers and score them differently (including negative marking) if desired.
2. **Multiple Response** – similar to multiple choice in that students make a selection from a list of options except that students can now select multiple options not just

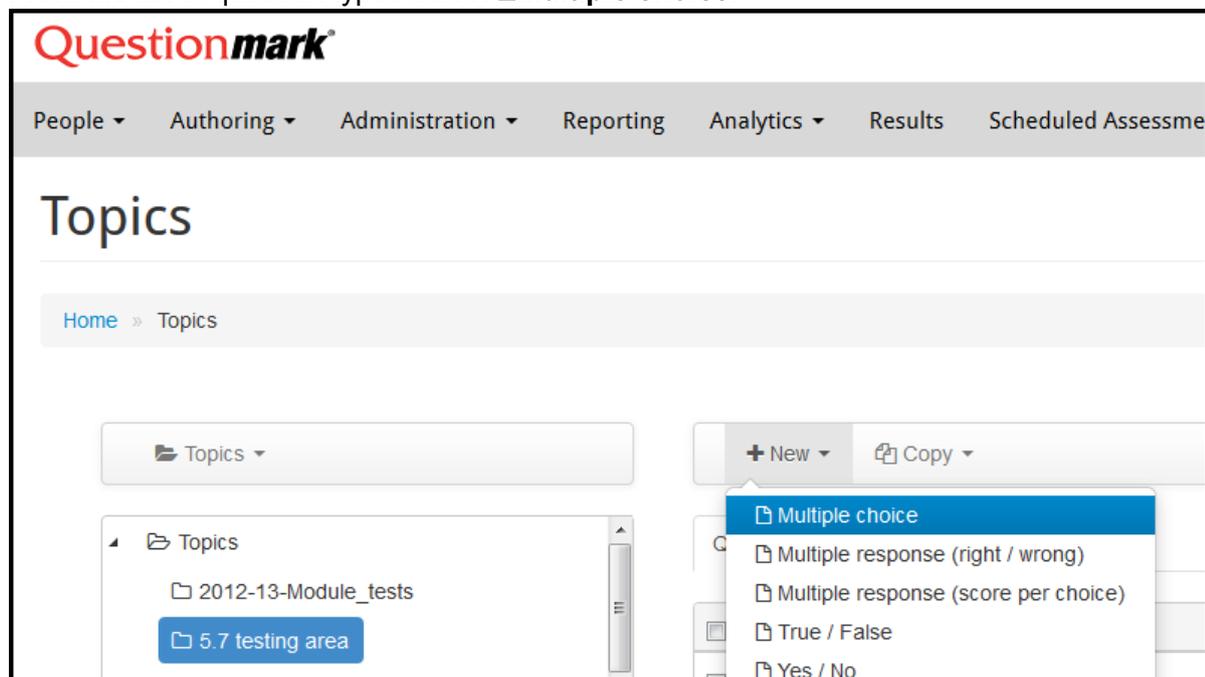
- one. Multiple response questions can be scored either per option or as all or nothing.
3. **Pull-down List** – similar to multiple choice but with multiple questions within the one question. For each question part, students must select the correct option from a list that can contain distractors. Each part of the question uses the same list of options.
 4. **Knowledge Matrix** – similar to a pull-down list question in that several questions are presented together. Instead of a pull-down list each question has its own set of options displayed horizontally forming a set of multiple choice questions. Again the same set of options is used for the whole set of questions.

Creating a Multiple Choice question

This section will describe the creation of a multiple choice question from scratch. It will cover most options available to you including leaving feedback for the students. Depending on your objectives it may not be necessary for you to follow all the steps when creating your own questions – e.g. you may decide not to leave feedback for summative tests.

 **Note:** The authoring interface for each question type will look slightly different but should be self-explanatory when creating questions. If not remember that you can find online help from Questionmark by clicking on the question mark icon in the same area as the New and Copy options.

1. Highlight the folder to which you would like to add a question, click on **+New** above the question list.
2. From the list of question types select **Multiple choice**.



3. The question editing screen is displayed. Enter the question text in the text area labelled **Click here to change the question wording** and add the question choices in the text areas labelled **Enter new choice text here**.

- You can add formatting or media as required for the question and choices using the tool bar above the question text box.
4. To add additional question choices click **Add New Choice** from the menu on the left-hand side. To delete any question choices click on the **x** icon next to the relevant choice.
 5. Use the scoring boxes to the right of the choices to add a score to the correct answer or score each option individually.
 6. Feedback can be added for each question choice via the **Show feedback** option. Add the designated feedback for each question choice by typing in the text area labelled **Enter optional feedback here**.

The screenshot shows the Questionmark Perception editor interface. On the left, there are fields for Question ID (40469) and Revision ID (40582), along with buttons for 'Add New Choice', 'Add "All of the above" choice', 'Add "None of the above" choice', 'Add comment box', 'Edit question properties', 'Notes', and 'Assign metatags'. Below these are dropdown menus for 'Delivery style' (Scored), 'Shuffling option' (All), and 'Display' (Vertical). The main area shows a question: 'Where is the Kingston Bridge?' with an image of the bridge. Below the image are four options: 'Dundee', 'Dundee has a famous bridge but it is not this one.', 'Edinburgh', 'Edinburgh has famous bridges but this is not one of them.', 'Glasgow', and 'Stirling'. Each option has a score box and a delete icon. The 'Glasgow' option is selected and has a score of 1. The feedback for 'Glasgow' is: 'That is correct. The Kingston Bridge carries the M8 motorway over the River Clyde in the centre of Glasgow.'

- Image: completed question with image; 4 options and individual feedback for each option.**
7. If you wish to save the multiple choice question at any time during editing click on **Save**.

Further save options are available when the drop down arrow next to Save is selected:

- **Save and new Multiple Choice** to save all changes and begin creating a new Multiple Choice question.
- **Save and new...** and then select the type of question to create.
- **Save and exit** to save all changes and exit the question editor.



Note: If you edit an existing question, on saving you will be asked to provide a **Revision Comment**. The question list shows the number of revisions that have been made to a question. You can review the revision history by clicking on the check box for a question then Clicking on **...More** and selecting **Revision history**.

Revision History

QMP version 6 introduces a revision history to the authoring of questions. If you decide to re-edit a question for whatever reason on saving and exiting you will be prompted to provide a **revision comment**.

A comment needs to be entered before you can save the revised question.

You can then review the revisions made to a question along with the accompanying comments.

Revision History for Questionmark Live ID 40469 – Where is the Kingston Bridge?

History Rollback

All Revisions ↕

<input type="checkbox"/>	Revision	Version ID	Change On	Change By	Modified On	Modified By	Change Typ	Comments
<input type="checkbox"/>	4	40585	Mar 22 2019	wkerr	Mar 22 2019	wkerr	Edit	testing revision comments
<input type="checkbox"/>	3	40584	Mar 22 2019	wkerr	Mar 22 2019	wkerr	Edit	Incremental save
<input type="checkbox"/>	2	40583	Mar 22 2019	wkerr	Mar 22 2019	wkerr	Edit	added feedback
<input type="checkbox"/>	1	40582	Mar 22 2019	wkerr	Mar 22 2019	wkerr	Add	New question created

Page 1 of 1 25 View 1 - 4 of 4

In addition, you can compare two versions of a question side by side and choose to rollback to a previous version of a question.

Task 2.2 Creating questions

1. Use the instructions on pages 5 – 6 to create a multiple choice question of your own.
2. Once you have exited the question editing screen, click on the check box next to your newly created question followed by the **Try out** option that appears at the top of the question list.
3. Depending on your browser settings, you may have to enable pop-ups. The question will appear in a new tab. You can attempt the question and check that it is scoring correctly; randomising options (if chosen).
4. When finished testing, close the tab to return to QMP.

Task 2.3 Re-editing questions and revision history

Questions can be re-edited to add images; change spelling mistakes; or to change the wording or options. Revisions are saved separately and can be viewed and compared.

1. Click on the description of your question to re-enter the editor.
2. Make a noticeable change to your question: e.g. add extra text; delete an option; add or remove an image; etc.
3. Once complete click on **Save + Exit**.
4. A **Revision Comment** box should appear. You need to fill in a comment on the change you made before you can successfully save the question. Enter your comment in the text box and click on **OK**.
5. The question should now have 2 in the **Revisions** column. Click on the check box next to your question. Click on the **More** option that appears at the top of the question list, followed by **Revision history**.
6. A new table is displayed showing when a change was made; who made it; and the comment left. Click on the check boxes for both versions of the question. The versions are then displayed side by side for comparison.

Revision History for Questionmark Live ID 40515 - wkerr01

History Rollback

Revision	Version ID	Change On	Change By	Modified On	Modified By	Change Type	Comments
<input checked="" type="checkbox"/>	2	Apr 15 2019 03:38	wkerr	Apr 15 2019 03:38	wkerr	Edit	Add an extra line of text.
<input checked="" type="checkbox"/>	1	Apr 15 2019 03:25	wkerr	Apr 15 2019 03:25	wkerr	Add	New question created

Page 1 of 1 25 View 1 - 2 of 2

Revision 1

Multiple Choice question, please pick one option

- Option 1
- Option 2
- Option 3
- Option 4
- Option 5

Revision 2

Multiple Choice question, please pick one option

This is an edit made to the original saved question.

- Option 1
- Option 2
- Option 3
- Option 4
- Option 5

7. You can choose to rollback to a previous version by clicking the check box for just one version of a question and clicking on the **Rollback** option. You will again be asked to make a comment as the rolled back version is saved as revision number 3 in the history.

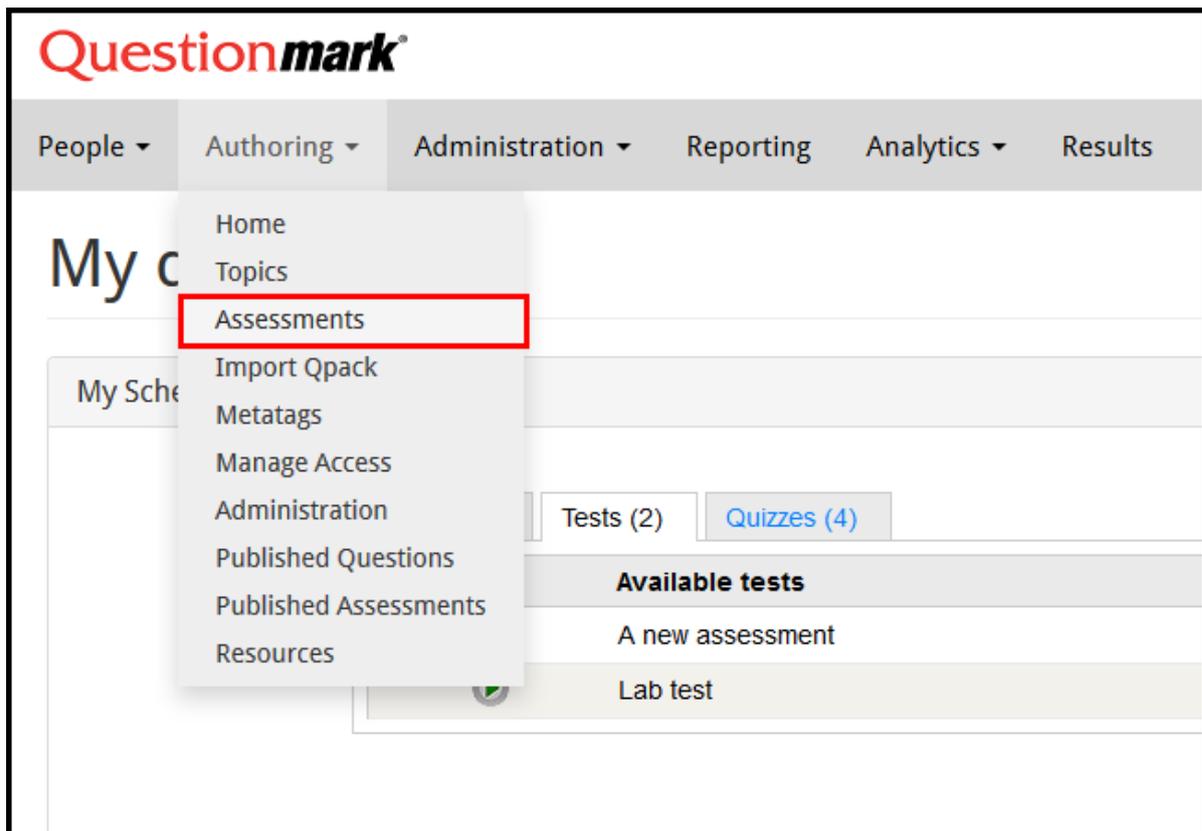
Task 2.4 Other question types

1. If you have time have a try at authoring other question types that you might typically use in an assessment. If you have difficulties please ask while the course presenters are here to help you.

3. Authoring Assessments

In QMP, as with most assessment systems, the questions that you create are independent of assessments. To present questions to students you need to create an assessment and add questions to it. The questions that you add can be unique to a single assessment or they can be used as part of a number of different assessments.

To create assessments you need to be in the Assessments view. This can be accessed by selecting Assessments from the Authoring drop down list – see image below:



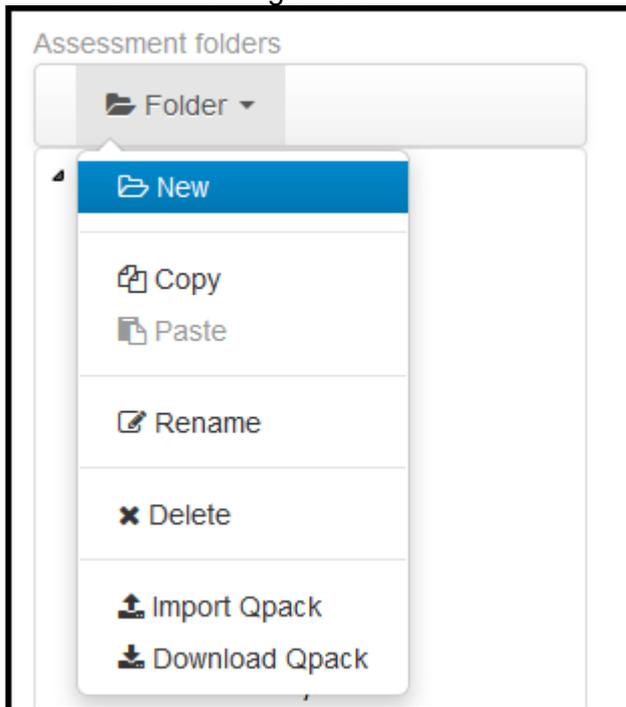
Creating Assessment folders

We will illustrate the creation of assessment folders by asking you to create one of your own to use throughout this training session.

Task 3.1 Creating a new assessment folder

1. Click on **Authoring** followed by **Assessments** to enter the assessments view.
2. In the folder list find the top level folder called **Staff Training**. Click on this assessment folder to highlight it.

3. Click on **Folder** at the top of the folder list to bring up the pop-up menu illustrated in the image below:



4. Click on **New** and enter your UUN as the folder name and press the return key.
5. A new assessment folder has been created and selected. When you start authoring assessments they will go into this folder.

Creating and Working with Assessments

This section will describe the creation of an assessment from an existing set of questions. It will cover most options available to you including leaving feedback for the students. Depending on your objectives it may not be necessary for you to follow all the steps when creating your own assessments – e.g. you may decide not to leave a score or feedback for summative tests.

Creating a new assessment

1. Select the assessment folder where you want to add an assessment.
2. Click **+New** above the assessment list.
3. Select which type of assessment is to be created – **Test**, **Exam**, **Quiz** or **Survey**. There is no practical difference between the Test, Exam and Quiz options however we would recommend only using Quiz for formative assessments. Use Test or Exam for summative assessments. Survey should only be used for surveys and not assessment.

Whichever option you choose the assessment editor screen will open. A partial screen shot of the editor screen is shown below:

4. Add an assessment **Title** – this is what you will see in your list of assessments and also in the student assessment list once it is made available to them. So it should be meaningful and readily identifiable to both you and your students.
5. Enter an assessment **Description**. This is optional and will not be seen by participants.
6. Enter an **Introduction** for the assessment. This will be seen by the participants when they sit the assessment.
7. Upon creating a new assessment a question block will automatically be added to the assessment. A question block is where you add the questions to the assessment. All assessments must have at least 1 question block.

 **Note:** Blocks can be used to create sections of the assessment that examine different topics. You can also choose to show feedback mid assessment after each block or create **Jump Blocks** which changes the path taken through the assessment depending on the score achieved in the block.

8. The automatically generated question block is given the name **Question Block – 1** but this can be edited to something more meaningful if required. In the **Description** text box you can add a message that will be displayed on screen to the participant when undertaking the questions in the block.
9. Click on the **+Add** option in the question block sub heading, next to the question block title and choose **Add/edit questions**.
10. Within the **Select questions to include** section choose how you wish the questions to be added to the assessment either, **all questions from topic**, **randomly select from topic** or **single question**. You can use a mixture of these to create an assessment if desired.



Note: Here is a fuller description of the options in the **Select questions to include** section:

- **All questions from topic** – if you have put all your questions into a single topic folder (can optionally include sub-topics) then choose this option to easily add all the questions in a single step. The related option, **As single questions**, lets you see them displayed as a list of questions.
- **Randomly select x from topic** – if you have used topics to group similar questions then you can create randomised assessments by choosing this option and defining how many (x=1 or more) questions to add from the topic (again you can optionally include sub-topics). You would need to repeat this step for all your topics to build the complete assessment. Choosing the **Avoid previously delivered** option prevents students seeing the same questions if allowed multiple attempts.
- **Single question** – using this option allows you to build up your assessment by choosing any question from anywhere in your question database. This is the most time consuming way to create assessments.
- If you use metatags to tag your questions, then you can use the **Filter questions by Metatags** option, in conjunction with the first two options in this list, to only add questions from the selected topics with a particular tag value.

11. Once you have decided on either adding questions via topic or by single question, navigate the content tree, in the **Select a topic** section, and click on the relevant topic/question so that it is highlighted on screen. Click the **Add →** button and the topic/question(s) will now appear on the right hand side of the screen in the **Selected questions** section.

Selected questions

Click and drag to set question order

+	All questions from topic 'ISLTW/wgk/V6/folder 1' excluding subtopics	x
+	3 random question(s) from topic 'ISLTW/wgk/V6/folder 2' excluding subtopics	x
+	Single question '40445 - Normal - Tell us where the QM Office is located.' from topic 'ISLTW/wgk/V6/folder 3'	x

 Clear

If required you can use the  icon to drag and drop the questions if you want to change the order in which they are presented to the student.

12. Select **OK** in the bottom right hand side of the screen and the added questions will now appear in the question block.
13. The **Reported Topics** section will list all the topics that questions have been pulled from. If you have defined outcomes for the topics that the questions come from then these will appear in this section as well.



Note: Topic Outcomes are defined in the Topics screen: select a topic and click on the **Outcomes** tab then click on **+New** to add outcomes or click on the title of existing outcomes to review them.

With Topic Outcomes you can define feedback specifically for each topic. This feedback can be for a single or multiple score ranges as desired.

14. At the bottom of the assessment editor screen the **Outcomes** section can be found. Two outcomes are automatically added - Pass and Fail (the default settings can be seen in the image below. You can change the names and ranges for each of these, add extra ranges if desired, and add feedback to be delivered when a student's score falls within one of these ranges.

The screenshot displays the 'Outcomes' configuration screen. At the top, there is a dropdown menu for 'Outcomes' and an '+ Add' button. Below this, there are two outcome entries. The first entry is 'Pass', with a score range of 70 to 100. The second entry is 'Fail', with a score range of 0 to 69. Each entry includes a 'Delete' button and four action options: Feedback, Email, Branching, and Prerequisites.

As well as leaving separate feedback for different score ranges, there are three other actions that can be triggered for each outcome.

- i. **Email** – this sends an email message. This can be to the student, as long as their email address is part of their profile, or it could be a confirmation email to a course organiser. When composing the email text you can insert system variables – such as participant name and score – which personalises the message for each recipient.
- ii. **Branching** – this allows you to send participants to another published QMP assessment (can be different for each outcome) or to a URL (e.g. remedial material for poor scores).
- iii. **Prerequisites** – this allows you to define minimum scores that participants should achieve in one or more of the topics making up the assessment before they can achieve the outcome. e.g. if an assessment consists of questions taken from two topics and the pass outcome is left at the default of 70 to 100 then we can further require that the participant also score at least 50% for each topic before achieving the pass outcome.

15. Click on the **Save** button to save the assessment at any time while editing.

16. Click on the arrow on the **Save** button and select **Save + Exit** to exit the editing screen.

Reviewing assessment settings

The previous section described the creation of a basic assessment and some additional options that you might want to consider. However if you are running a summative assessment there are a few extra settings that you will want to check and set as required.

The assessment settings can reviewed while editing an assessment. To enter the editing screen from the assessments list click on the name of the assessment you want to review.

To edit the general assessment settings select the **Settings** option at the top of the assessment editor screen. You now have three tabs which you can select **General**, **Security**, **Item-Level feedback**:

Settings

General Security Item-level feedback

Template
default Load Templates

Time limit
0 minutes

Record results in database

Save as you go
Automatic every 10 minutes

Language: Invariant Language (Invariant Country)

Translation status: This assessment has not been translated

OK Cancel

On the **General** tab:

- To apply a template to the assessment – click on **Load Templates** and then select a template using the drop down list.
- Choose a time limit for the assessment if desired.
- Select whether or not to save the assessment results in the database – **this option should only be de-selected if you have no need to access results.**
- Set the **Save as you go** option and frequency.

On the **Security** tab:

- Ensure that Allow run from integration is checked, the other checkboxes can be left unselected for most purposes.

On the **Item-level Feedback** tab:

- Set feedback for the assessment to appear after each question block, once the assessment has been completed or no feedback to be delivered at any point.
- Choose which questions will display feedback. Options are all questions; wrong and unanswered; wrong only; right and wrong only.
- Choose whether to disable feedback for unscored questions.

Clicking on **OK** when finished reviewing all three tabs will save any changes to the settings and return you to the assessment editing screen.

Click on the arrow on the **Save** button and select **Save + Exit** to exit the assessment editing screen.

Previewing assessments

You are able to preview assessments before publishing them and releasing to students. You can use the preview to check the template, randomisation (if applied), scoring, jump block conditions and feedback options – if set.

To enter the preview:

1. Click on the check box next to the assessments name.
2. Click on **Tryout** on the toolbar above the assessment list.



Note: The tryout opens in a new browser tab. If your browser is configured to block pop-ups then you will have to enable pop-ups from QMP to see the preview.

Publishing assessments

With the new version of QMP an assessment has to be published before it can be scheduled to students. Once you have completed creating a new assessment or made changes to a current assessment you will need to publish it.

To publish an assessment:

1. Select the checkbox to the left hand side of the assessment you want published
2. Then select the **Publish** option from the menu bar.

The assessment is now published with the **Last published** column now date stamped.



Note: If you change a question in an assessment that is active then this change will not be reflected in the assessment. It is recommended that you **DO NOT** re-publish active assessments but wait until it is no longer in use to update it.

It is easier to deal with issues with questions in an assessment if all students have seen the same version of the question.

Scheduling assessments

Details on **summative assessments** should be sent to Information Services via IS.Helpine@ed.ac.uk. They will then ensure that the cohort is scheduled onto the correct assessment at the correct time.

Full details on what is required can be found in the documents within the **Procedures for QMP assessments** on our help pages:

QMP Help and Support - <https://edin.ac/2V8trC4>

For **formative assessments** we are asking users to also send requests for links to be set up between Learn courses and QMP assessments to IS Helpline. We have set up a LTI connector in Learn but an issue prevents us releasing this to staff. If you send us the course name(s) in Learn, the assessment name(s) in QMP and the location in Learn where you would like the links to appear then we can create these for you.

Task 3.2 Create and preview an assessment

This task will create a basic assessment. For a fuller description of the options and settings see the description on pages 10 to 15.

1. In the Assessments area with the correct assessment folder highlighted, click **+New** above the assessment list.
2. Click on **Exam**.
3. Enter a **Title** – e.g. “Course Assessment 2019”.
4. Add an **Introduction** which is displayed to students at the top of the assessment – e.g. “There are 10 questions in this assessment. Please answer all questions. Click on **Submit** when you have finished.”
5. Click on the **+Add** option next to **Question Block - 1** and choose **Add/edit questions**.
6. Leave the **All questions from topic** option selected.
7. In the **Select a topic** window, find the **Staff Training > your UUN** topic and click on it to highlight it.
8. Click on the **Add →** button. The questions will appear in the **Selected questions** area.
9. You could add more questions from more topics using different selection methods if desired. You will find more topics and questions in the **Training** topic. Once finished adding questions click on **OK**.
10. Ignore the **Reported Topics** section for now.
11. Two **Outcomes** are defined by default: **Pass (70 to 100)** and **Fail (0 to 69)**. Change the lower range for **Pass** from 70 to **50** and the upper range for **Fail** from 69 to 49. Click on **Feedback** for each outcome to leave feedback for each of the scoring ranges.

12. Scroll back to the top of the page and click on the **Settings** option. In the pop-up window click on **Load Templates**. Choose either **universityonline** or **universityonline_QxQ**. These templates add some extra styling to the assessment. The second one also presents questions one by one instead of all together on a single page.
13. This settings window is also where you can set a time limit for the assessment and whether feedback added to questions is displayed to the students or not. Click on the **OK** button once you have chosen a template and any other options.
14. Click on the down arrow on the **Save** button and choose **Save + Exit**.
15. Once you have exited the assessment editing screen, click on the check box next to your newly created assessment followed by the **Tryout** option at the top of the question list.
16. The assessment will appear in a new tab. You can attempt the assessment and submit to check that questions are appearing properly; the template is correct; the feedback options are set as desired.

Task 3.3 Use of LTI

Please log **formative assessment** scheduling requests with IS Helpline. The LTI connector is live but cannot currently be configured to allow users to access their own courses only. Requests for links to QMP assessments in Learn courses should be made to IS Helpline.

Task 3.4 Try out different scheduled assessments

As well as creating content, you can also act as a participant on assessments. You have been scheduled as a participant on five assessments. These are described below:

- **Assessment 1A – QMP Question Types** – this assessment gives an example of all the objectively marked questions in QMP. At the end of the assessment you will see your total score and feedback for the questions you answered incorrectly only.
- **Assessment 1B – QMP Question Types** – this assessment is a copy of the one above but uses a question by question template. Instructions for sitting this style of assessment are given in the introduction to the assessment. At the end of the assessment you will see your total score and feedback for the questions you answered incorrectly only (this is also displayed QxQ).
- **Assessment 2 – Assessment with Blocks** – this assessment has four separate blocks of questions. The questions have been selected randomly from four different topics in the question bank. You must answer each block in turn and cannot return to a completed block. The assessment has an overall time limit of 15 minutes. The second block has been exempted from the time limit – the timer will pause after submitting block 1 and only resume when starting block 3. Feedback will be given on individual questions at the end of each block. The overall score, topic score and topic feedback is given at the end of the assessment.
- **Assessment 3 – Jump Block Assessment** – this assessment has four blocks. You can use the first question to attempt the blocks in any order. This assessment gives full feedback – scoring each topic separately and

delivering topic based feedback and feedback for each question individually at the end of the assessment.

- **Assessment 4 – Assessment with Branching** – this assessment will send participants to one of two different assessments depending on whether or not they achieve a passing grade in the first assessment. The scheduled assessment has a time limit of 15 minutes. Before being passed to the second assessment, your score and topic feedback is displayed. The second assessment has a time limit of 5 or 10 minutes depending on which one you are sent to. Again score and topic feedback is given on submission. Note that you are not scheduled to access the branched assessments directly. You can only access them by sitting the first assessment.

1. Click on **Scheduled Assessments** at the top of the screen.
2. You should see the five assessments above under the **TESTS** tab. Click on the **Start** button for an assessment to enter it as a participant. Assessment will start in a new window.
3. Have a look at each in turn – access to the assessments is scheduled for at least a month. They can also be accessed via the QMP web pages.

4. Results, Reporting and Analytics

Once you have run an assessment, especially a summative assessment, you will want to be able to download the results out of QMP or run one of the standard reports provided by QMP. QMP provides a range of different reports ranging from analysis of participant results to analysis of the questions and the assessment itself. You can find more details on most of them on Questionmark's web site:

Reporting and Analytics - <https://edin.ac/2U9eeUp>

Downloading results

One of the common tasks after an assessment is to download results from QMP for further processing or for uploading into another system. The **Reporting** tool is available by clicking on **Reporting** on the main menu in Questionmark. Here you will find two options for downloading data:

1. **Export for Excel** – produces an Excel spreadsheet.
2. **Export to ASCII** – produces a plain text file which may be more compatible for uploading to other systems.

Task 4.1 Download an Excel spreadsheet

1. Click on **Reporting** to enter the reporting tool.
2. Click on **Export for Excel**.
3. For the **Select report template** option, click on the drop down list and select **IS – Export scores**. The different templates give differing amounts of data – the selected one shows individual scores for each question as well as the total score per student.
4. For the **Select assessment** option, click on the **Browse** button.
5. In the window that opens, enter part of the name of one of your assessments (if you are new to QMP search for **Assessment 1A**) and click on **Search**.
6. In the search results, click on the name of the assessment.
7. Click on the **View Report** button.
8. The report will download. If asked choose to open the report rather than saving it.

Viewing results on-screen

In some cases you may not wish to download the full results of an assessment – e.g. if you are just checking on the results for a single participant. The other reports on the **Reporting** screen give different views of the data based on participants or assessments. There are also some options for looking at the performance of the assessment itself or the individual questions within it.

Task 4.2 Viewing the results for a single participant

1. Return to the **Reporting** area.
2. Click on **Transcript Report**.
3. For the **Select report template** option, click on the drop down list and select **Quick Overview**.
4. In the text box for the **Select participant** option enter **wkerr**.
5. Click on the **View Report** button.
6. A table will appear showing a list of the assessments started by the participant along with the assessment status and percentage score achieved (if the assessment was submitted).

Questionmark Analytics

As well as providing downloads and reports on your data, Questionmark also have an analytics area which provides more specialised reporting. There are 18 reports categorised by a number of report types:

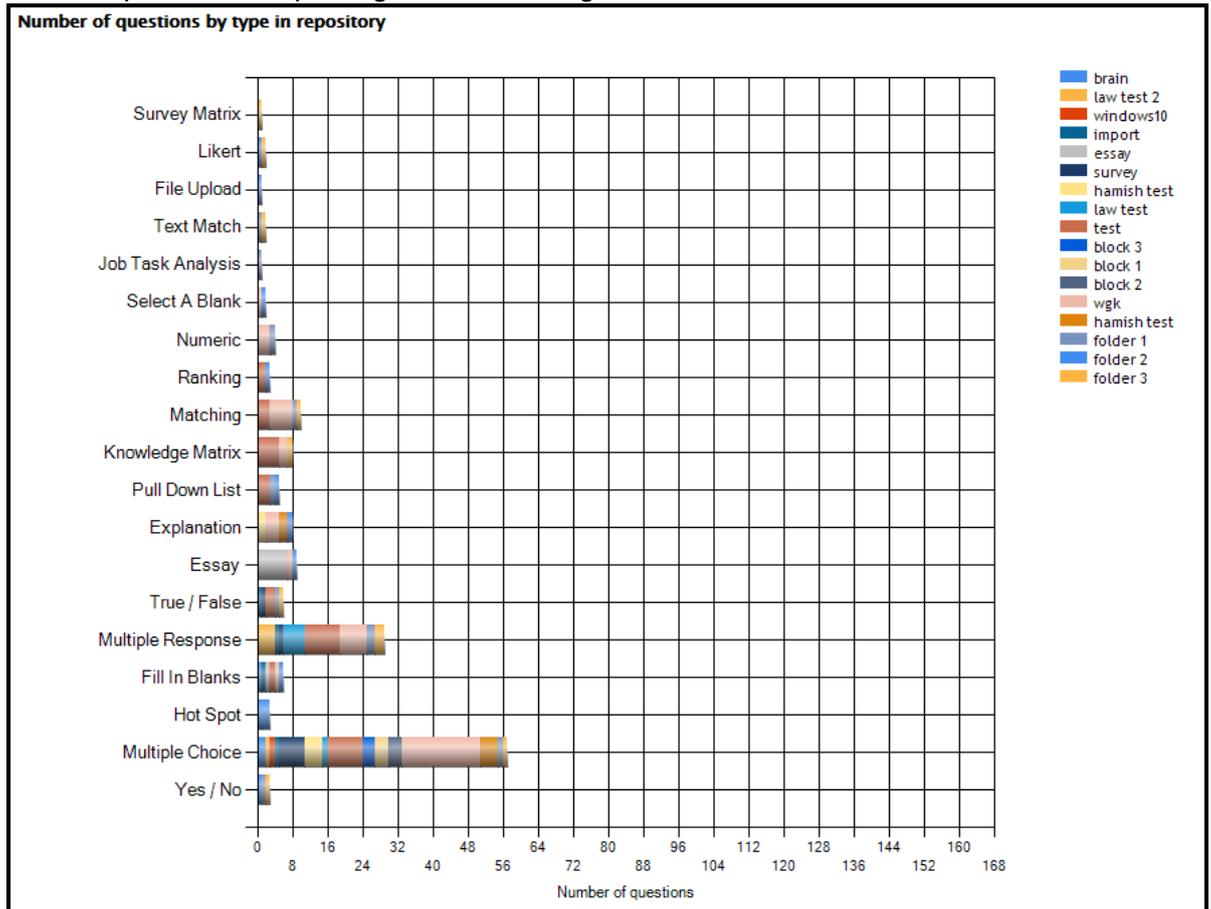
- Course evaluation surveys (4)
- Item bank (1)
- Quiz, test, exam results (4)
- Surveys (1)
- Item analysis (1)
- Demographics (1)
- Review results (2)
- Test security (2)
- JTA (Job task analysis - 2)

You can see a preview of each type of report by hovering the cursor over the **View** option for each report.

Task 4.3 Creating a Question Type report

1. Click on **Analytics** and select the **Create a report** option.
2. Click on **Get Started**. This will open a page showing 18 different report types which can be used.
3. Click on **View** for the **Question Type Report** (should be fifth from the top).
4. Check the option **Filter by topic**.
5. The topic view is displayed. Navigate this to find and select one of your topics (or click on **Training**).
6. Click on **HTML** – note that there are also PDF and CSV options.
7. The report should generate an image of a histogram of the question types in use within the topic chosen. If the topic contains sub-topics then the data is also sliced, for each question type, by sub-topic.

An example of the output is given in the image below:



5. Help and other resources

QMP contextual help

Perception offers some contextual help within the system itself. Where this is available it is indicated by a question mark in a circle . There are two main types of help:

1. A white question mark in a black circle  indicates information that is displayed in pop-up window. Hover the cursor over the symbol to see the pop-up.
2. A white question mark in a grey circle  indicates more in-depth help is available. Clicking on one of these symbols will take you to a Questionmark help page. Where multiple symbols appear on a QMP screen then each will direct you to the appropriate section within a web page.

Alternatively you can browse Questionmark's online authoring guide:

- Questionmark Authoring Guide - <https://edin.ac/2U3LPyU>

University of Edinburgh support web pages

Information Services also maintains support web pages for the use of QMP. These pages will provide additional resources and links to training material.

- Questionmark Perception - <https://edin.ac/2FKzTrZ>

Help and support

Any requests for help and support using QMP should be sent to the IS Helpline in the first instance.

- Contact the IS Helpline - <http://edin.ac/18xu8GS>