

# Academic Technology Services

## Test Creation Settings

The Test Creation Settings page allows Instructors to adjust settings and add options to a Test. These settings control options, such as question feedback, categorization of questions, and default point value.

**Note:** The Pool Creation Settings page and Survey Creation Settings page function in the same way as the Test Creation Settings. The differences are the Specify default point values for questions options is not available on the Pool Creation Settings page or the Survey Creation Page. Also, the Add Categories to questions option is not available on the Survey Creation Settings page.

1. Open the **Control Panel**
2. Select **Test Manager** from the Assessment area.
3. Click **Add Test**.
4. Complete the Add Test page and select **Submit**.
5. Select **Creation Settings**:

<b>Provide feedback for individual answers</b>	Select this check box to include the option to enter feedback for individual answers rather than just one set of feedback for correct or incorrect answers.  <b>Note:</b> Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, and Matching questions.
<b>Add images, files, and URLs to questions</b>	Select this check box to include the option to attach images, files, and URLs to questions in the Test.
<b>Add images and files to answers</b>	Select this check box to include the option to attach images and files to answers.
<b>Add categories and keywords to questions</b>	Select this check box to include the option to create categories and add questions to them. This option also enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for questions by category and keyword.
<b>Specify default point value for questions</b>	Select this option and all questions will automatically have the same point value. Enter the point value in the <b>Default point value:</b> field. This only sets a default. The point total for each question can still be customized.

### Default Point Value

Instructors must set the Default Point Value before creating questions for it to be effective. If the default point value is changed, only questions created after it is modified will have the new point value. Questions created before the modification will have the old point value. For example, set the Default Point Value to ten then create questions in the Assessment. These questions will have a point value of ten. Next, change the Default Point Value to 15, and create more questions in the Assessment. These new questions will have a point value of 15, but the questions created before will still have a point value of ten.