How do I create an assessment?

With our assessment builder, you can create your own custom tests to run online. This enables you to better streamline the marking process and even gives you the option to automatically mark work where suitable.

Get started on creating an assessment by heading to your Content Library (https://www.educationperfect.com/controlpanel/#/content/browse) and ensuring you’re in Edit mode. Choose Create an activity, then select Exam from the drop-down menu that appears.

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Assessments can also be created in the Assessments feature by clicking Set Assessment and then Select on the Create your own tile.
If you would like to add questions from other content to your new assessment, you can select *Add Existing Questions.*

This will open up your *Content Library.*

Locate and select the content that you would like to import questions from, tick the desired questions, and then click *Confirm Selection.*
You can then modify the questions as desired.

The work you do will be saved in the Private Workspace section of your Content Library.

Selecting Sections
If you’re going to be making your own slides, you’ll next need to select which type of section you’d like to add. There are three classes of content that you’re able to add. These can be assigned together in the same exam and are outlined below:

**Automatically Marked**

Automatically marked questions are marked by the system as soon as an assessment has been completed. When setting questions up, there’s an option at the bottom of the page to set them to be manually marked. You can also manually override these marks once the assessment has been completed.

For exams made up of solely automatically marked questions, you can choose whether or not to release the results to students immediately.

**Multi-choice Questions**  

**These questions are ideal for short-quizzes**
<table>
<thead>
<tr>
<th>Question Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fill in the Gaps</strong></td>
<td>These questions are perfect for testing how well students understand a passage of text or a topic.</td>
</tr>
<tr>
<td>(//help.educationperfect.com/article/378-how-do-i-make-fill-in-the-gaps-questions)</td>
<td></td>
</tr>
<tr>
<td><strong>Highlight</strong></td>
<td>These questions allow students to pick the correct answer out of a passage of text.</td>
</tr>
<tr>
<td>(//help.educationperfect.com/article/379-how-do-i-make-highlight-questions)</td>
<td></td>
</tr>
<tr>
<td><strong>Annotated</strong></td>
<td>These questions allow you to ask students questions about specific parts of a passage of text.</td>
</tr>
<tr>
<td>(//help.educationperfect.com/article/382-how-do-i-make-an-annotated-question)</td>
<td></td>
</tr>
</tbody>
</table>

**Manually Marked**

Manually marked questions generally require you to mark any answers that students submit against a marking schedule or an example answer.
| Long Answer Questions (//help.educationperfect.com/article/168-how-do-i-make-a-long-answer-question) | These are the only types of questions that can be used for Peer Review. |
| Sound Recorder (//help.educationperfect.com/article/155-how-do-i-create-a-question-that-uses-the-sound-recorder) | These are great for testing vocabulary pronunciation. |
| Scratchpad (//help.educationperfect.com/article/383-how-do-i-make-a-scratchpad-question) | These questions are ideal for questions that involve the drawing of diagrams as well as questions that test students’ ability to identify objects within an image. |

**Information Slides**

Information Slides are designed to allow teachers to add additional media for exams. This might be something like a passage of reading for students to answer questions on or a video for them to watch and respond to. There are various slide templates to choose from.

| Information Slide (//help.educationperfect.com/article/68-how-do-i-make-an-information-slide) | This is helpful for presenting students with the information they will need to complete the lesson. |
| Annotated Text (//help.educationperfect.com/article/68-how-do-i-make-an-information-slide#annotated) | This feature is great for elaborating on points or making hints. |
| Adding Media (//help.educationperfect.com/article/74-how-do-i-add-media-to-my-question) | This allows teachers to include sound, pictures, or videos to help engage students or to be used as question prompts. |

**Additional Options**
Most slides allow you the freedom of choosing from different layouts and adding additional descriptions to them. There are also some very useful marking settings that you can set.

**Grading**

As well as switching between Automatic and Manual marking, you can select how many points a question is worth — simply type the number of points in the Score field at the bottom of the page.

**Analysis tags**

Analysis tags are primarily for breaking down assessment reporting into categories, but they can also be used in diagnostic testing to automatically assign remedial work based on how students perform on a given set of questions.

To add tags, simply click the *Add tag* button at the bottom of the page and type in a keyword. You'll be able to select *Add content* to add lessons that'll end up being assigned.
Reporting

Once an assessment has been completed, your answers will be categorised by the analysis tags that you’ve given each question.

If your students have already started the assessment and you haven’t yet added analysis tags, you’ll be able to do this through our Limited Exam Editor - check out our guide on how to do this here (//help.educationperfect.com/article/66-how-do-i-add-analysis-tags-to-an-assessment#limited).

Remedial Work

You can add tags to a question to link remedial work to it. This allows you to automatically set work for students to work on if they have trouble with certain topics within the assessment.

Sections/subgroups

You can arrange questions into sections. This is intended to make things easier for you to organise when marking and won’t affect the way in which questions appear when your students are sitting an assessment.

You can do this from the sidebar on the left side of the page.

Did this answer your question? 😊 😊

Still need help? Contact Us (/contact)
How do I make a multichoice question? (/article/67-how-do-i-make-a-multichoice-question)

How do I make an Information slide? (/article/68-how-do-i-make-an-information-slide)

How do I add media to my question? (/article/74-how-do-i-add-media-to-my-question)

How do I add analysis tags to an assessment? (/article/66-how-do-i-add-analysis-tags-to-an-assessment)