Question Types & Formatting

Last updated: December 4, 2018

**Multiple Choice**

- Question on a single line.
- Answers immediately following the question.
- Asterisk (*) in front of the correct choice.

**Example**

1. Which of the following is a prime number?
   a) 4
   *b) 5
   c) 6

**Alternative Method**

MC
Which of the following is a prime number?
4
*b) 5
6

**Multiple Answer**

- The same as multiple choice, only with multiple answers marked correct.
- Question on a single line.
- Answers immediately following the question.
- Asterisk (*) in front of all correct choices.

**Example**

1. Which of the following is a prime number?
   *a) 2
   *b) 3
   c) 4
   *d) 5

**Alternative Method**

MA
Which of the following is a prime number?
2
*3
4
*b) 5

**Essay/Written Response**

- This is a written response question, with no correct answer (it will need to be graded manually).

**Example**

1. Tell me your life story.

**Alternative Method**
Fill in the blank/Short Answer

- Begin your question with the keyword: **blank**.
- Leave a blank somewhere in the question.
- List all the possible correct answers.

**Example**
blank 1. Christmas falls on December ___.
   a. 25th.
   b. 25th
   c. 25

**Alternative Method**
BL
Christmas falls on December ___.
25th.
25th
25

Matching

- Begin your question with the keyword: **match**.
- Question on the same line.
- Separate each matching pair with a “/”.

**Example**
match 1. Match the following French and English words:
   a. hello / bonjour
   b. yes / oui
   c. hot / chaud
   d. coffee / café

Ordering Questions

- Begin your question with the keyword: **order**.
- Question on the same line.
- Start the answer list below the question with the first item in your sequence.
- Continue the order of the sequence for all the items.
- Example: if you ask for the shortest to greatest, start the list with the shortest value and continue with the 2nd shortest, etc.

**Example**
order 1. Order the following numbers from least to greatest:
   251
   252
   253
   254
   255