



King Abdulaziz University

Deanship of e-Learning & Distance Education



Illustrated Guide to Using the Electronic Exams System

Questionmark

Faculty User Guide

Version 1

1448AH – 2026



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Introduction

The **Questionmark** system is one of the advanced platforms in the field of electronic assessment management. It provides an integrated environment that enables faculty members to design and build exams according to precise scientific standards. The system supports various question types and allows the analysis of learners' results through detailed reports, contributing to the improvement of educational quality and data-driven decision-making.

This training manual comes within the framework of adopting best practices in instructional design. It aims to facilitate learning the system by presenting a structured and sequential display of procedures, supported by visual explanations and practical illustrations to enhance user efficiency.

Objectives of the Training Manual

This guide aims to enable the user to:

- Identify the mechanism of organizing and building the Question Bank according to a clear structure.
- Master the skills of creating various types of questions within the system.
- Design integrated electronic assessments aligned with learning objectives.
- Analyze exam results and extract reports supporting decision-making.

Manual Content

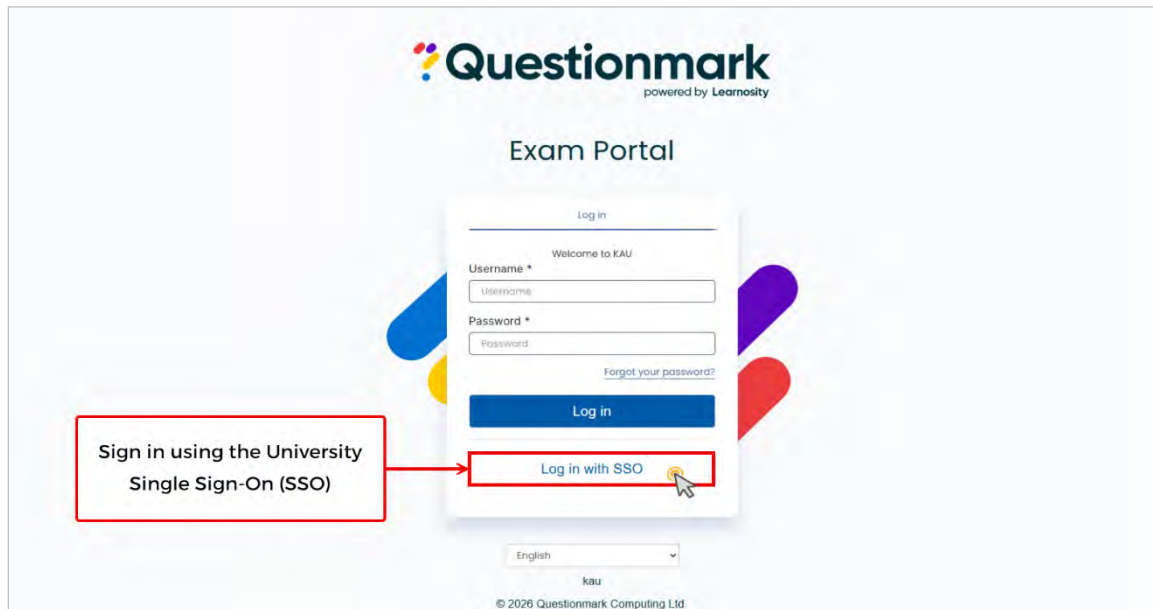
The manual covers the steps for creating and managing electronic assessments using the Questionmark system through the following axes:

1. Topic indexing and question bank planning.
2. Questions creation.
3. Assessment creation.
4. Report generation and results analysis.

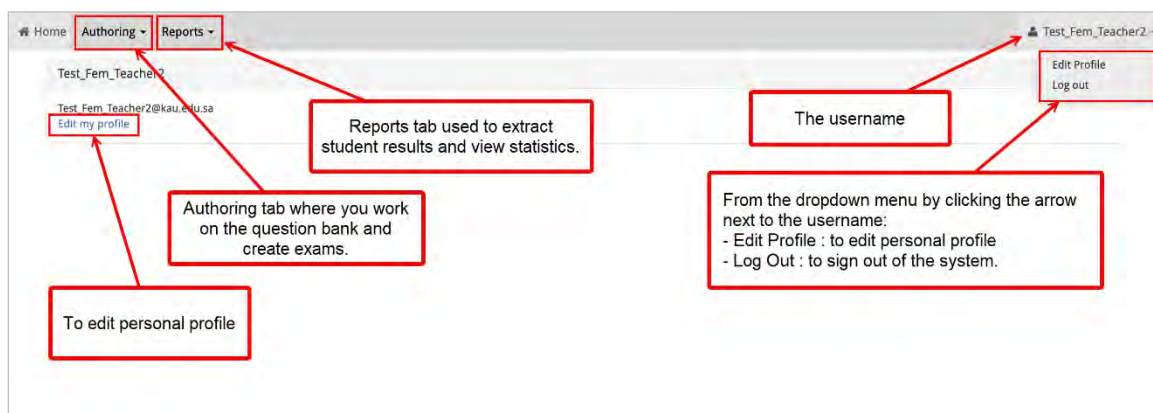


System Login and User Interface Overview

Follow these steps to access the Questionmark interface:

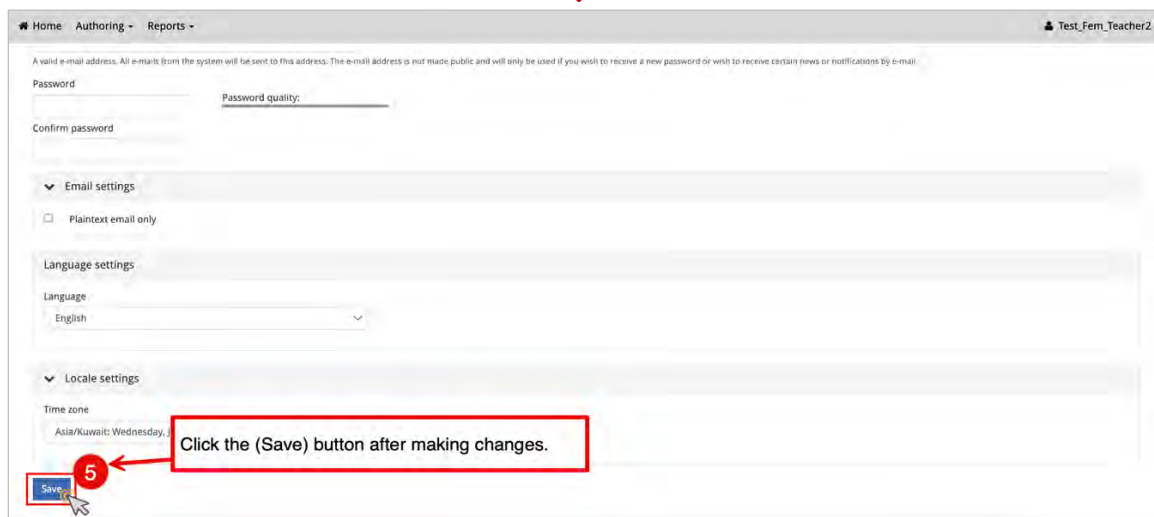
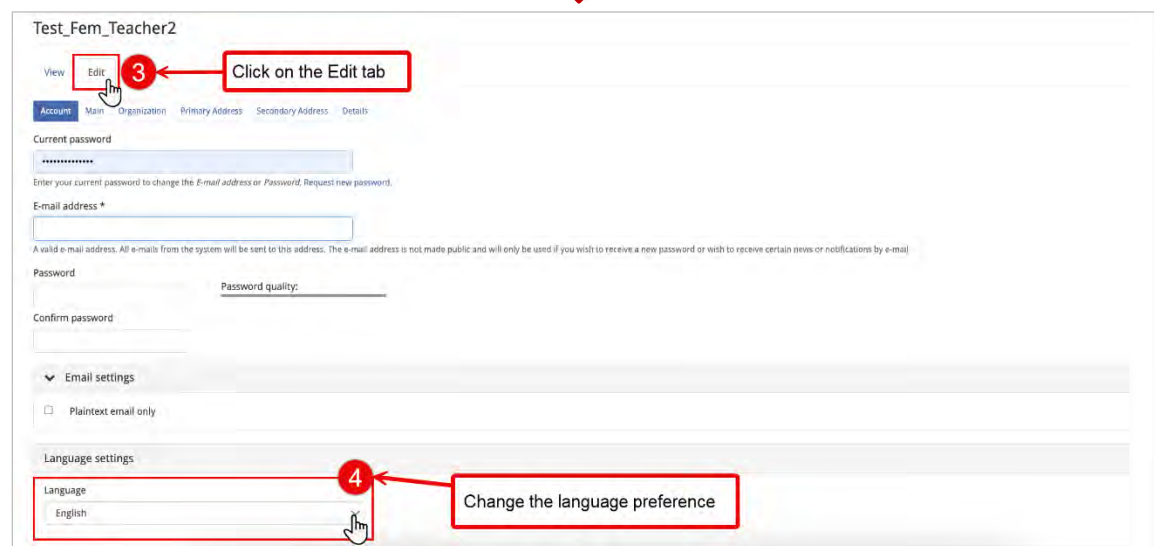
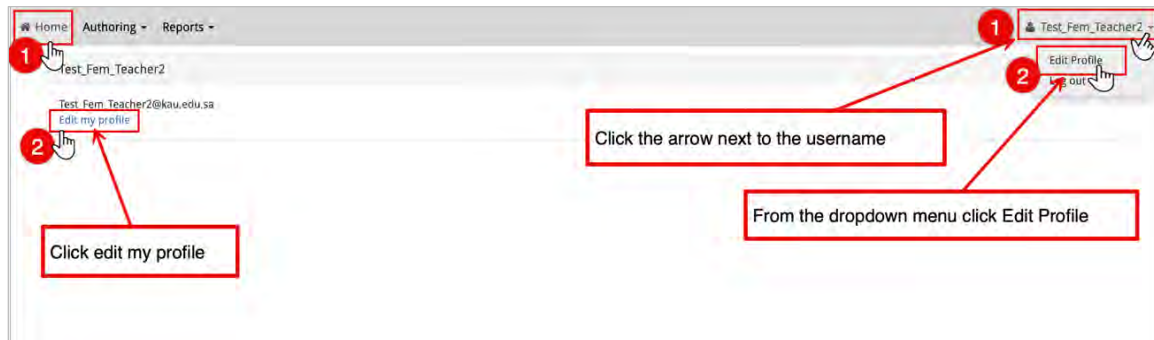


1. The basic elements of the system interface:



2. Configure and Update Basic Profile Settings:

You can change the display language, password, and system interface settings by following the steps below:





Working on the Question Bank

The Question Bank serves as the foundation for building electronic assessments in the Questionmark system. It enables questions to be organized and categorized systematically, making them easier to manage, retrieve, and reuse whenever needed.

Stages of Question Bank Management:

1. **Topic Indexing (Bank Organization)**
2. **Question Entry.**

Topics are used to group questions that share the same content, idea, or learning objective. They are organized in the form of folders, each given a clear name to facilitate identification and usage. Sub-topics (sub-folders) can also be created to increase the level of organization. For example, a main topic can be created under the name "**Mathematics**", and then divided into sub-topics such as:

- Algebra
- Calculus

This hierarchical organization contributes to:

- Facilitating access to questions.
- Improving the exam construction process.
- Supporting the alignment of questions with learning outcomes.

Planning for the Question Bank:

Organizing your questions into a topical structure will make it easy to find and select questions for your assessments. To plan the question bank, you must index the topics by creating a primary topic and sub-topics. The division varies based on the following:

- The Course (Subject).
- Objectives.
- Grades (Points).
- Difficulty... etc.



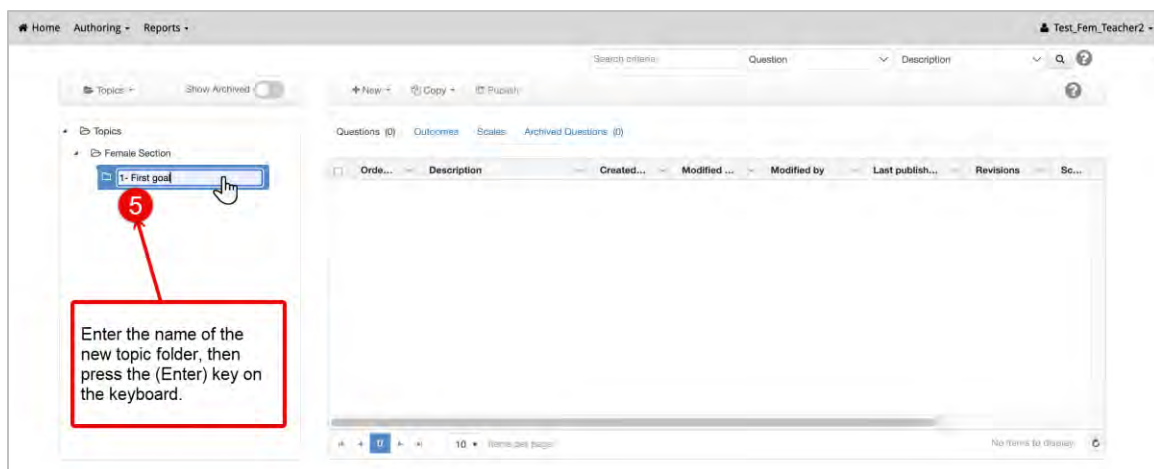
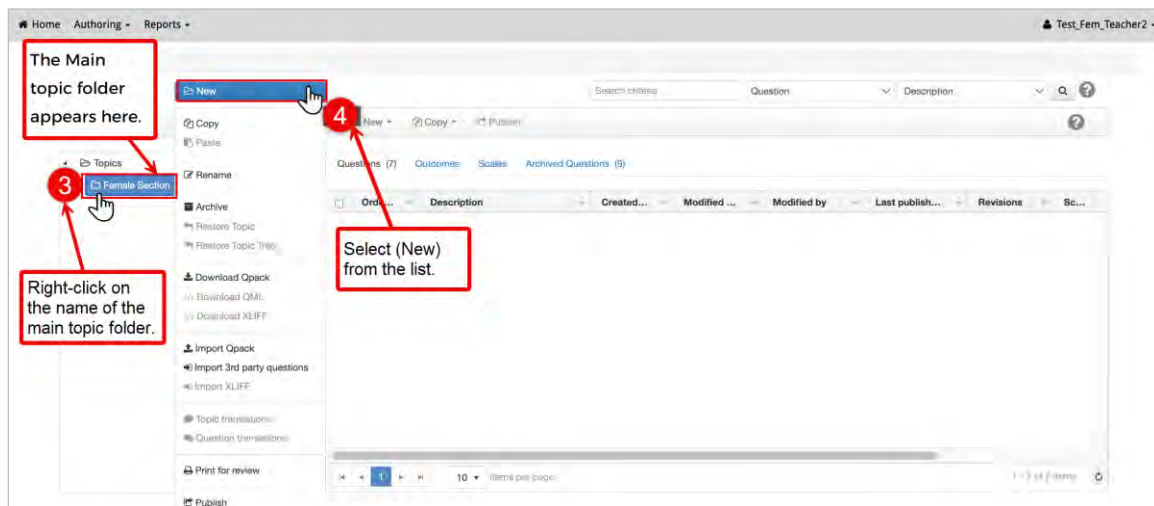
Proposed Example:

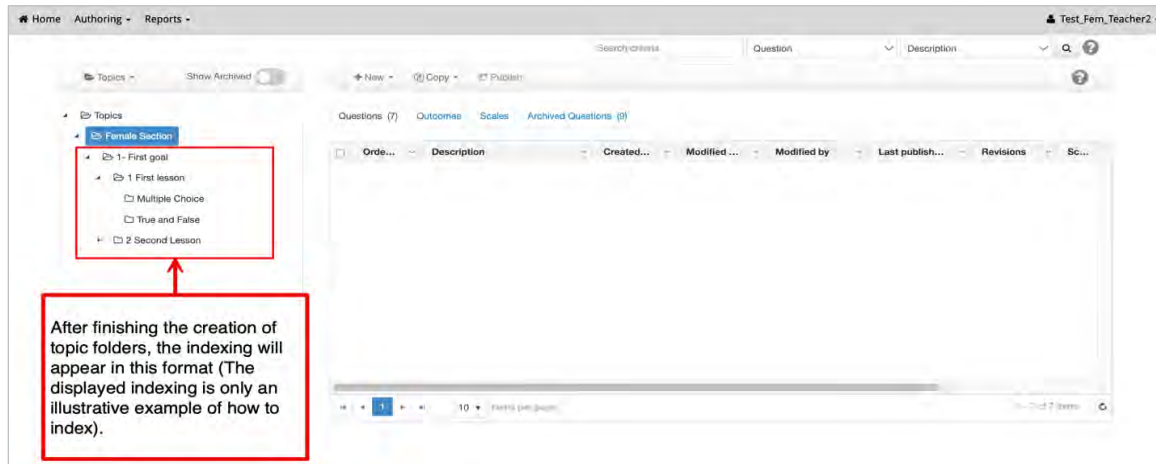
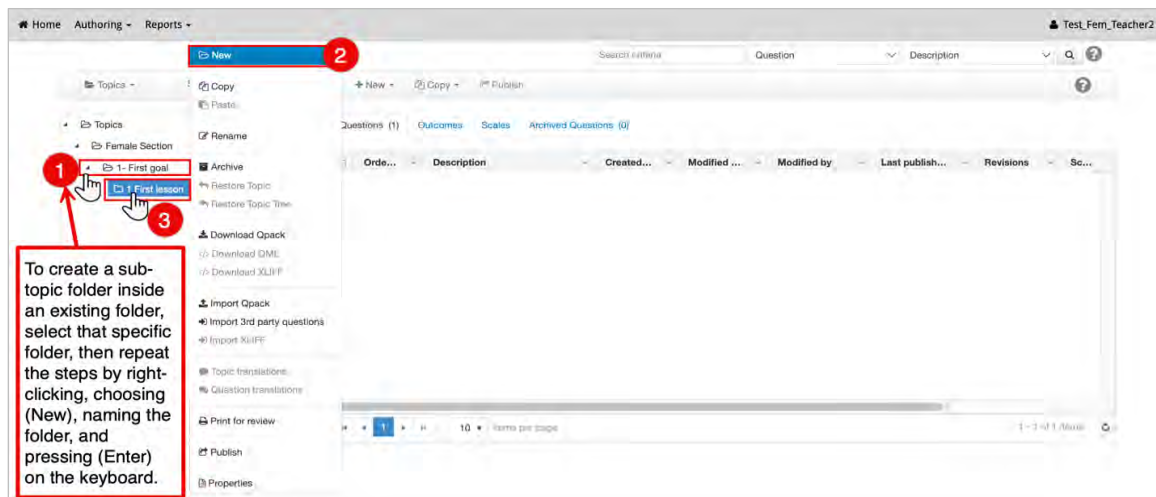
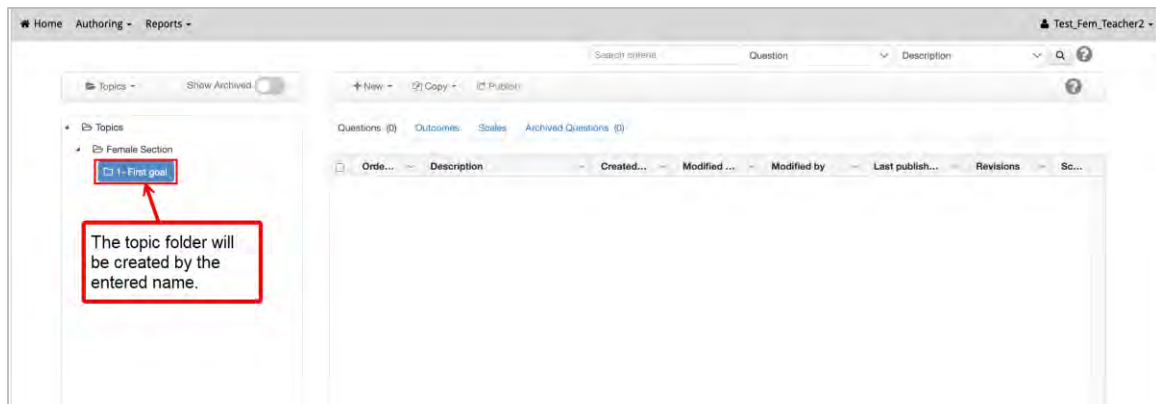
- First Objective
 - First Topic
 - 1-Point Questions
 - Multiple Choice Questions
 - True and False Questions
 - 2-Point Questions
 - Multiple Choice Questions
 - True and False Questions
 - Second Topic
 - 1-Point Questions
 - 2-Point Questions
- Second Objective
 - First Topic
 - 1-Point Questions
 - 2-Point Questions
 - Second Topic
 - 1-Point Questions
 - 2-Point Questions
- and so on.



First Stage: Topic Indexing (Organizing the Bank)

First: Steps to Create a new Sub-Topic



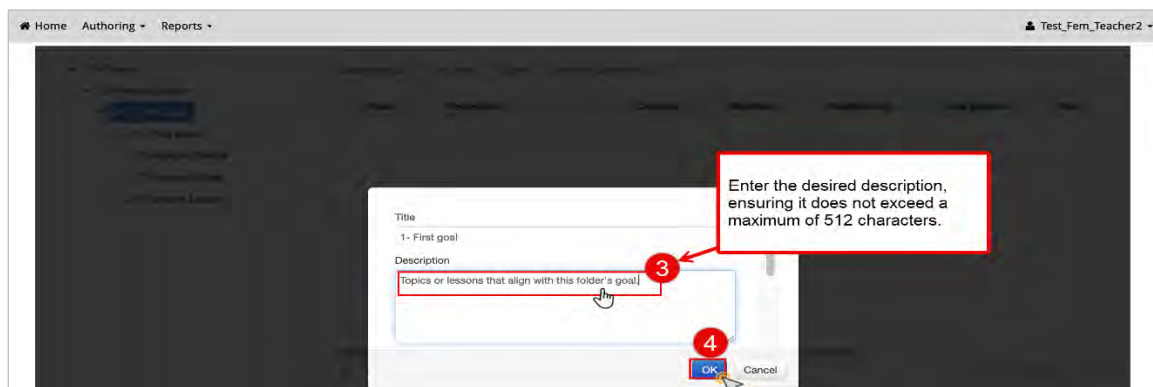
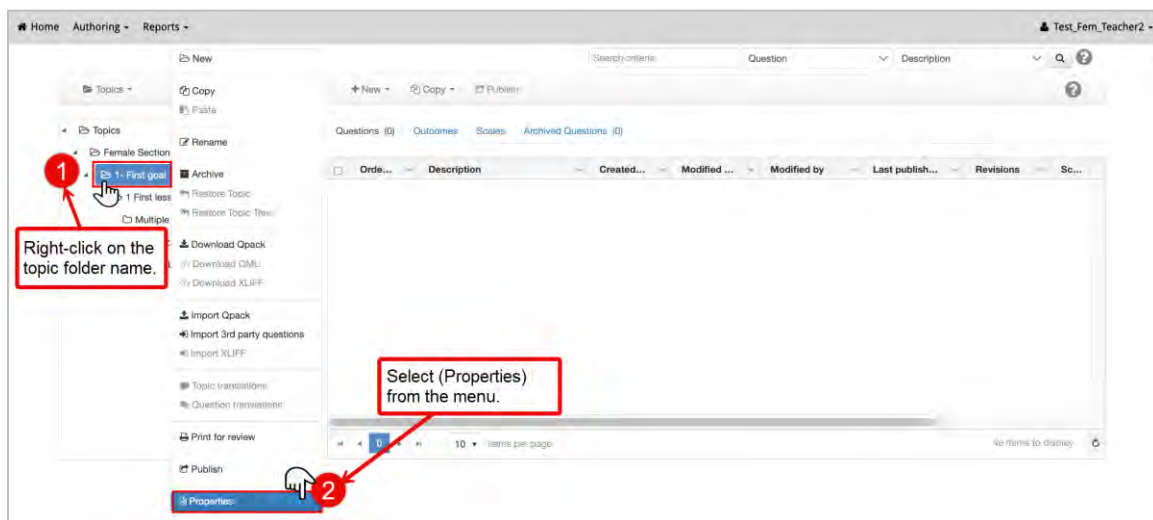


Important Notes:

- The name of the new topic must not exceed **50 characters**.
- The topic name cannot contain the following special characters: " ' & / \ , £ | < > ; ; # +
- You cannot use duplicate topic names on the same level of a single topic because the entire topic path must be **unique**.
- When you wish to select questions for assessments based on question types, a separate topic folder must be created for each question type.
- The order of topic folders on the same level is automatically displayed alphabetically. Therefore, to display a specific order, a number must be added before the name of each topic so that the topic folders are displayed according to numerical order.

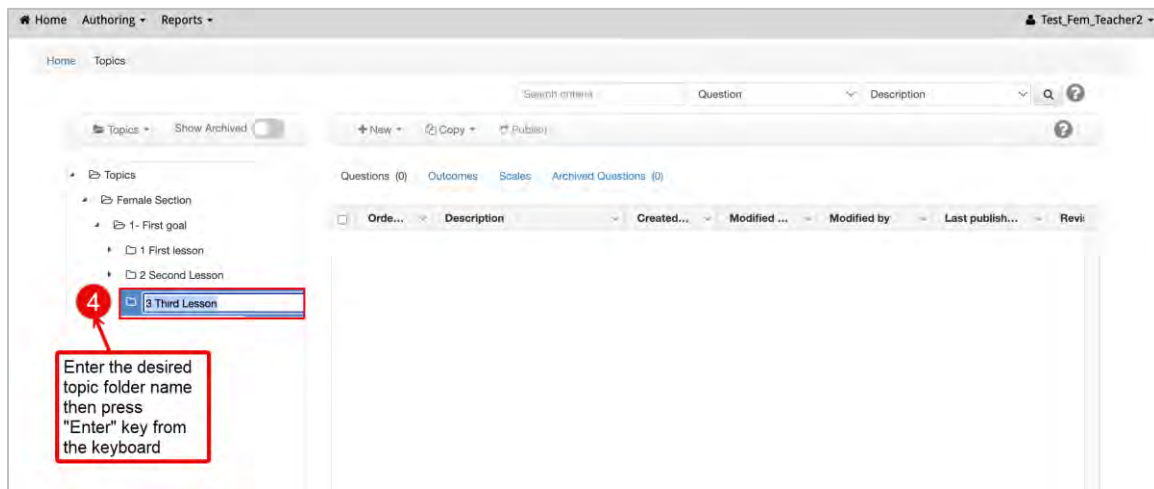
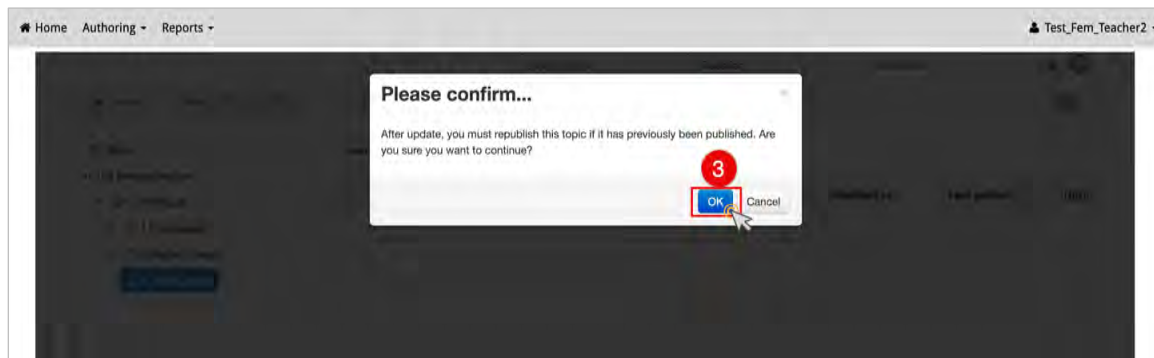
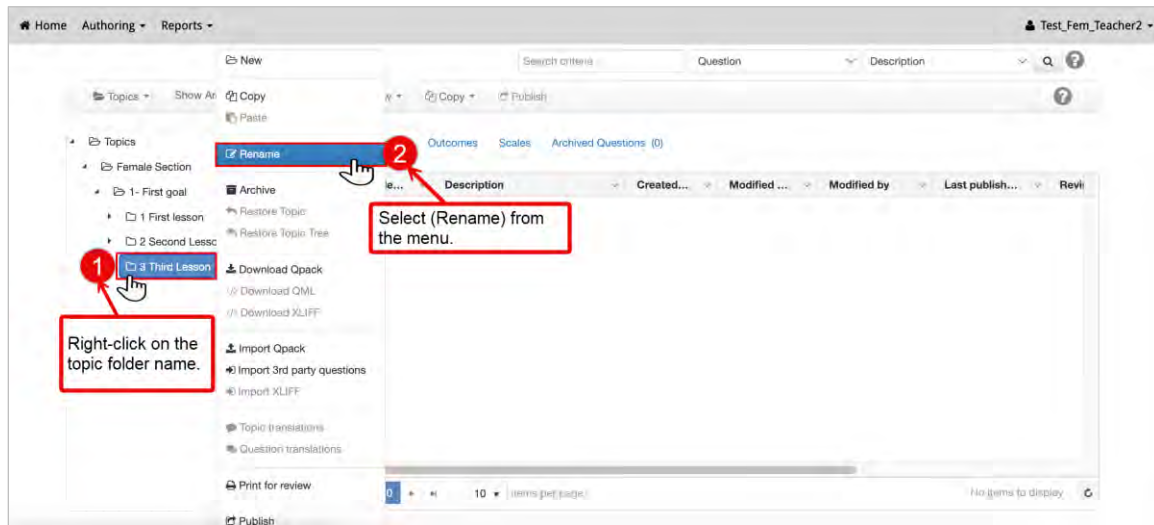
Second: Adding or Changing the Topic Description

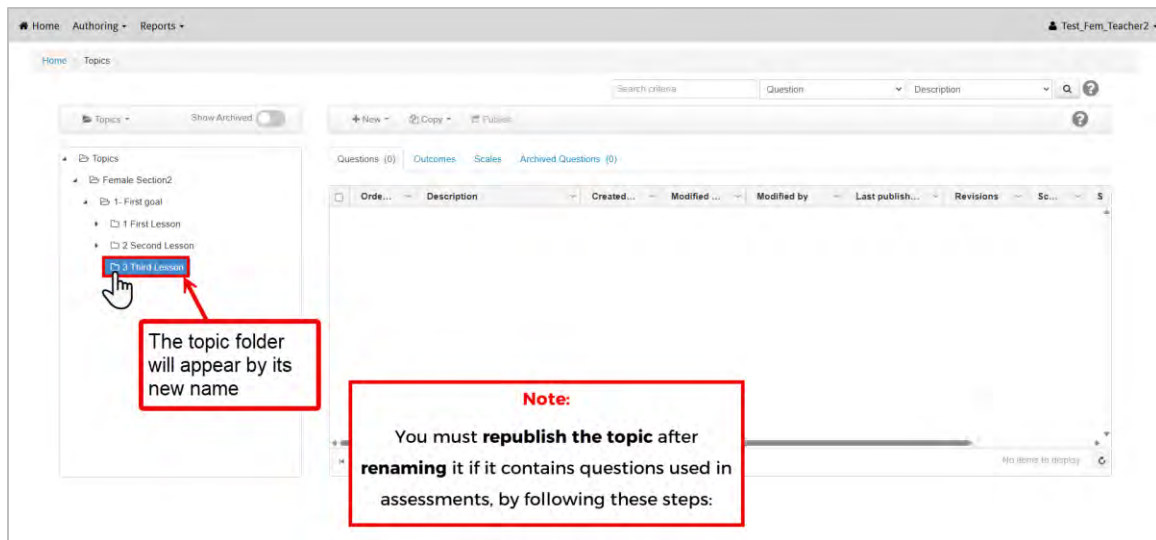
Optionally, you can add a description to the topic from the topic properties. Follow these steps:



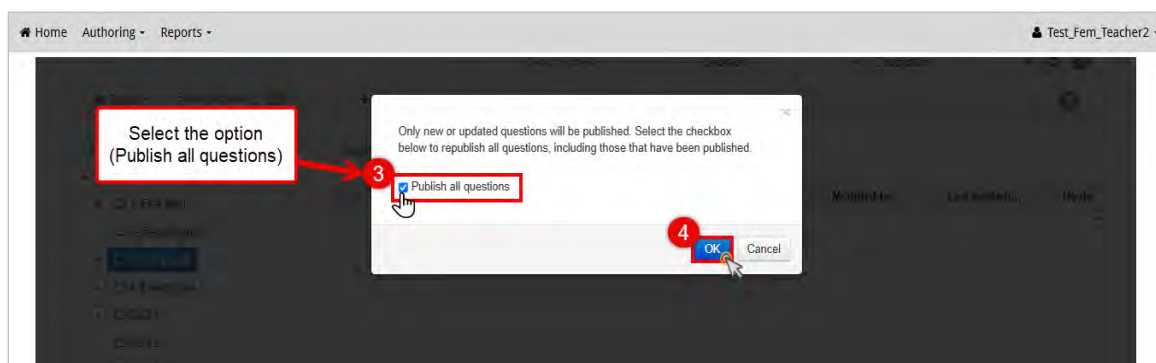
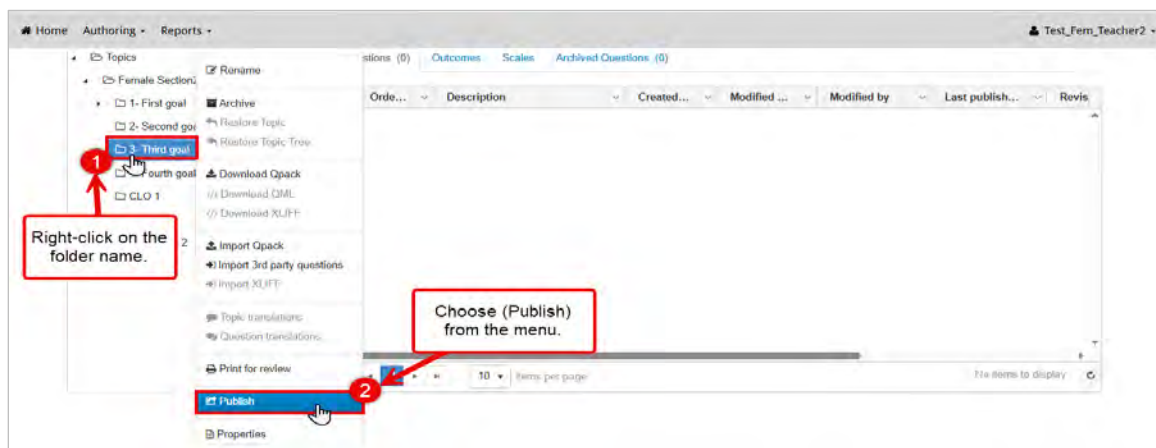


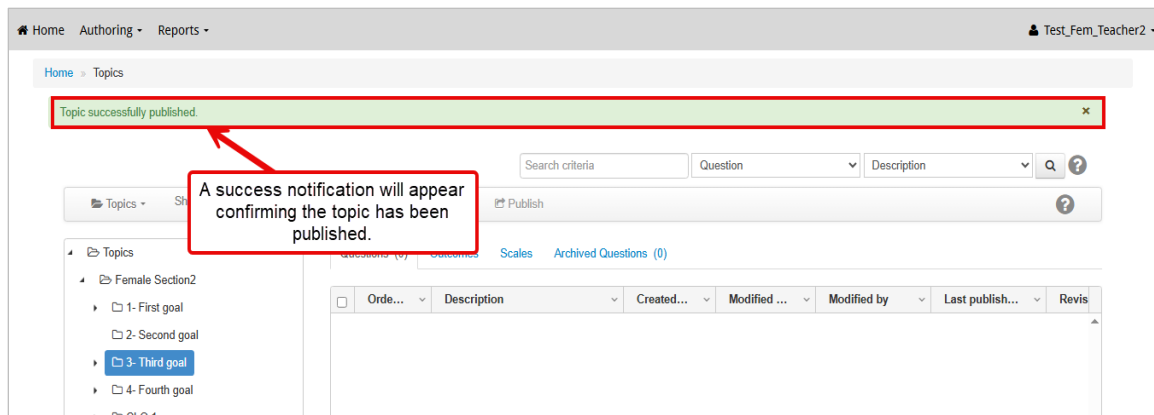
Third: Steps to Rename a Topic





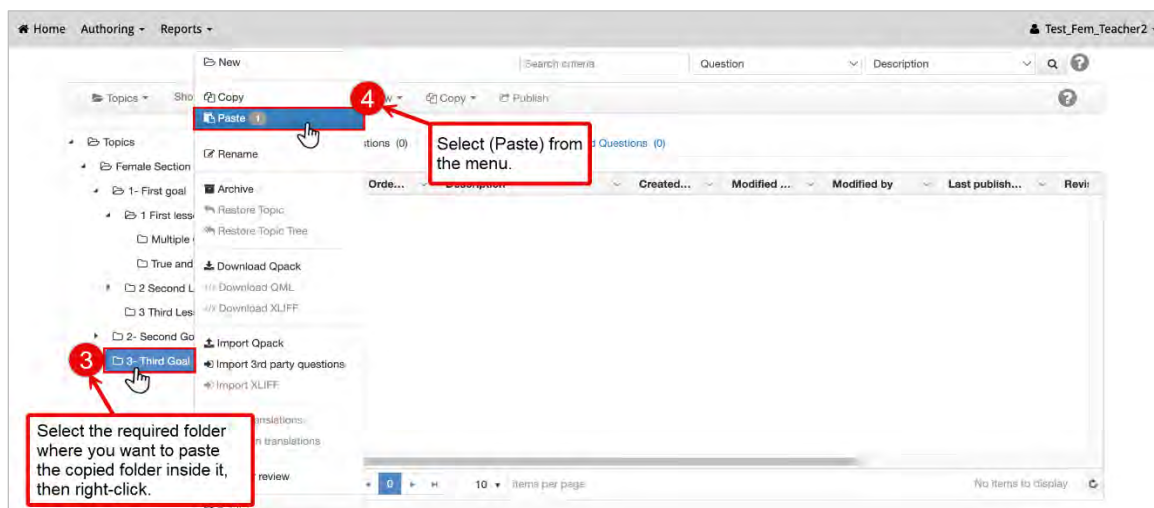
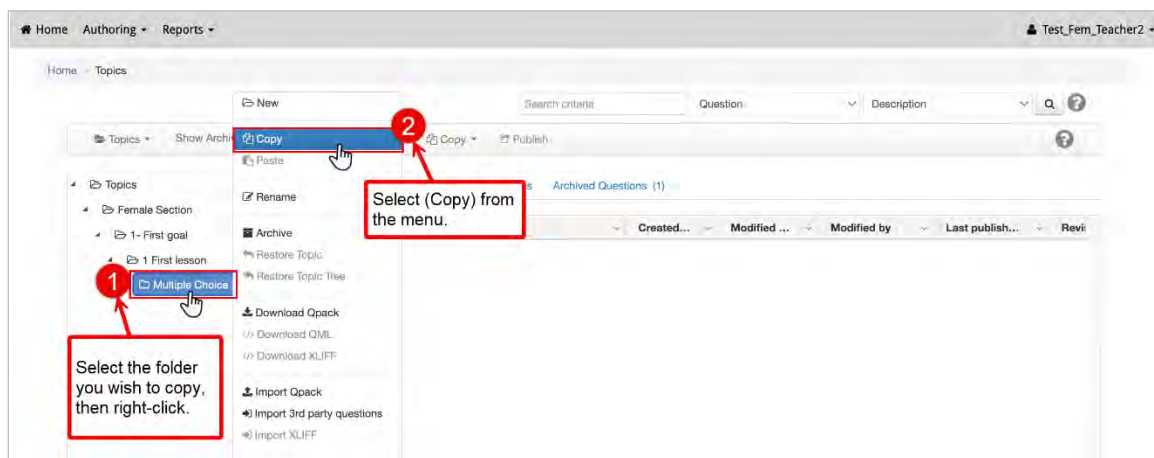
You must republish the topic after renaming it if it contains questions used in assessments, by following these steps:

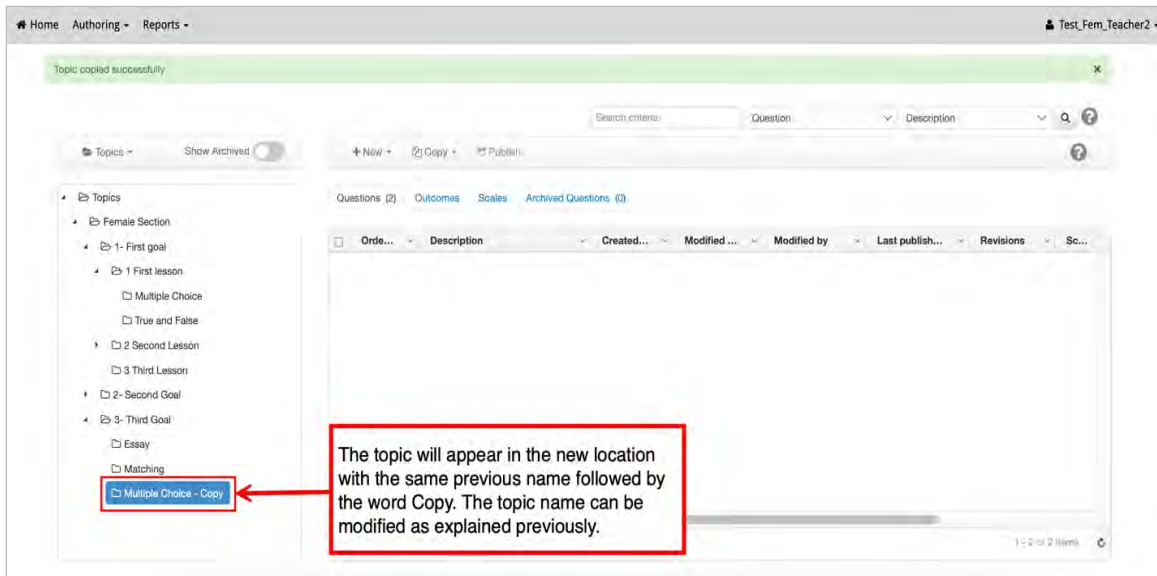
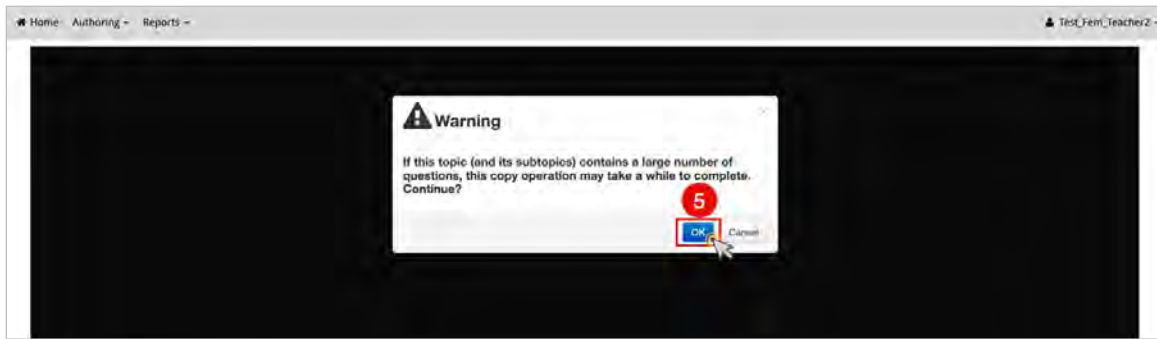




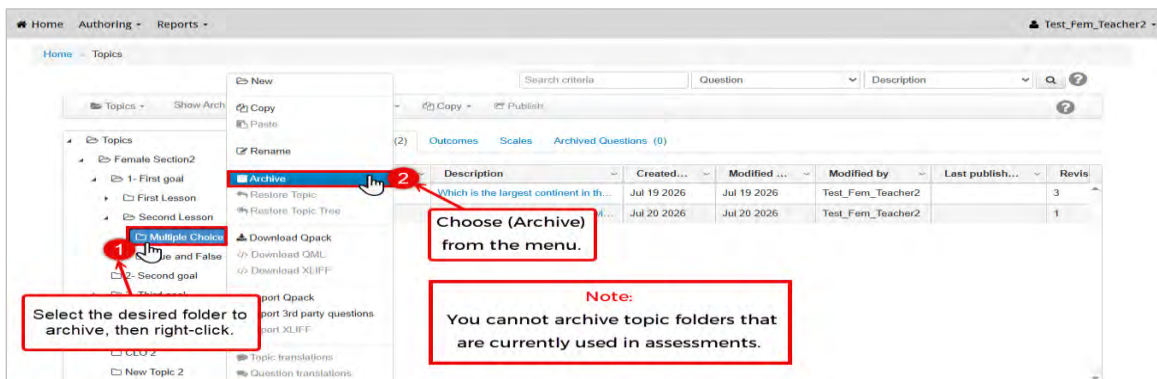
Fourth: Copying a Topic

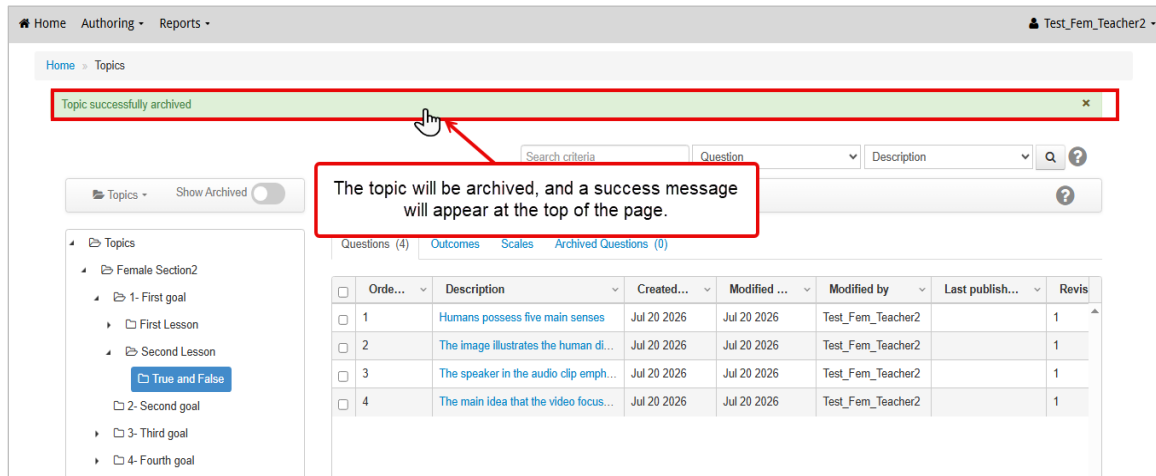
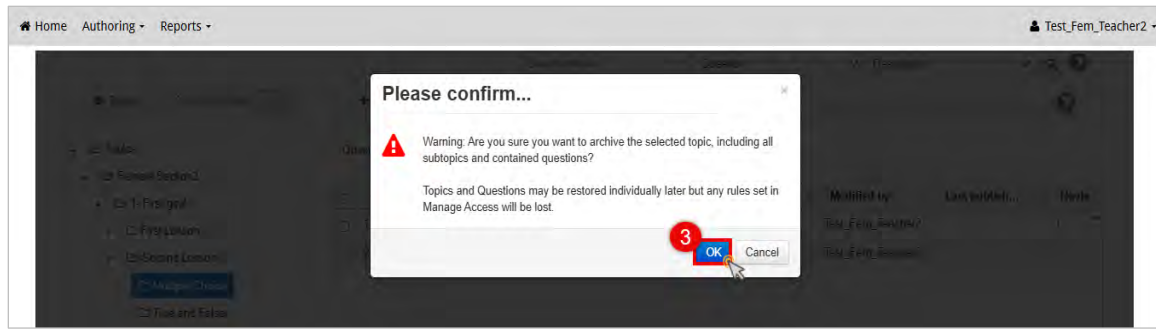
Topics can be copied with their contents and pasted into a new location within the bank indexing through the following steps:



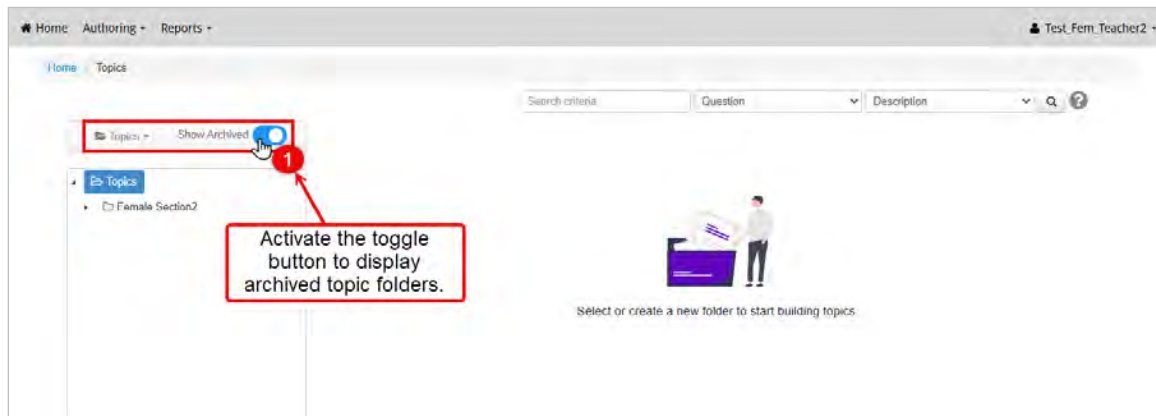


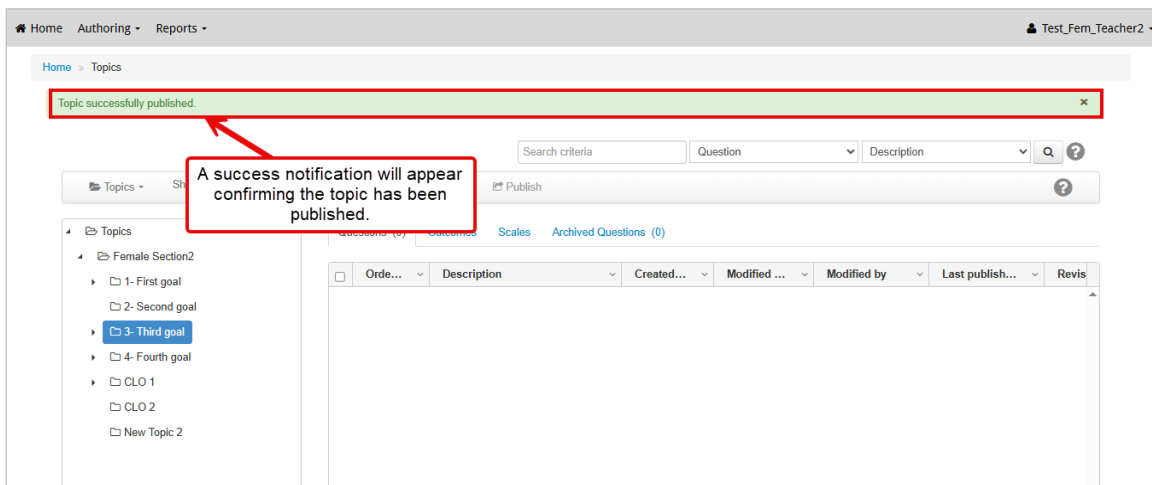
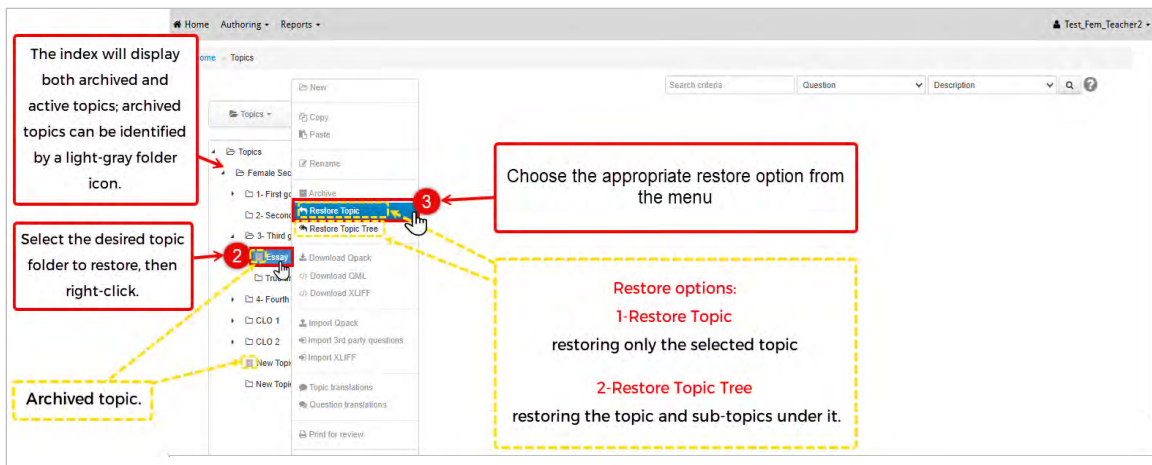
Fifth: Archiving and Restoring a Topic





To restore the topic, follow these steps:

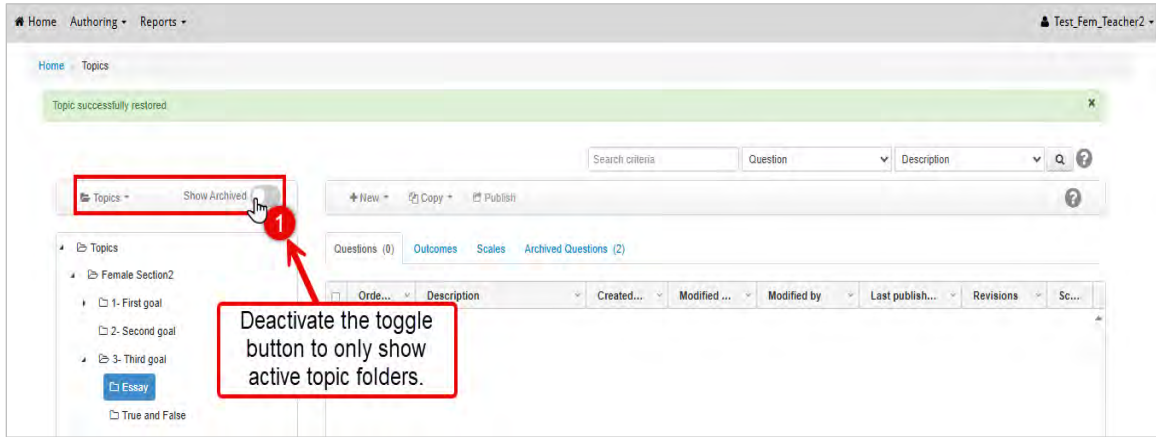




The topic folder will be restored, taking the following into consideration:

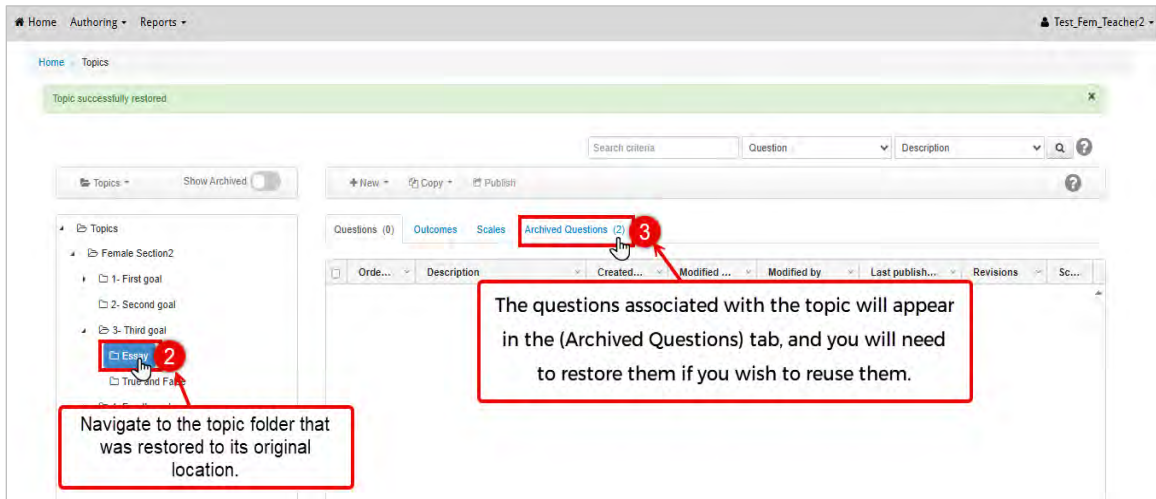
- The topic will return to its **original** location within the topics index.
- The questions associated with the topic will appear in the **(Archived Questions)** tab, and you will need to restore them separately if you wish to reuse them.

To navigate to the restored topic and restore the archived questions inside it, follow these steps:



1. Deactivate the toggle button to only show active topic folders.

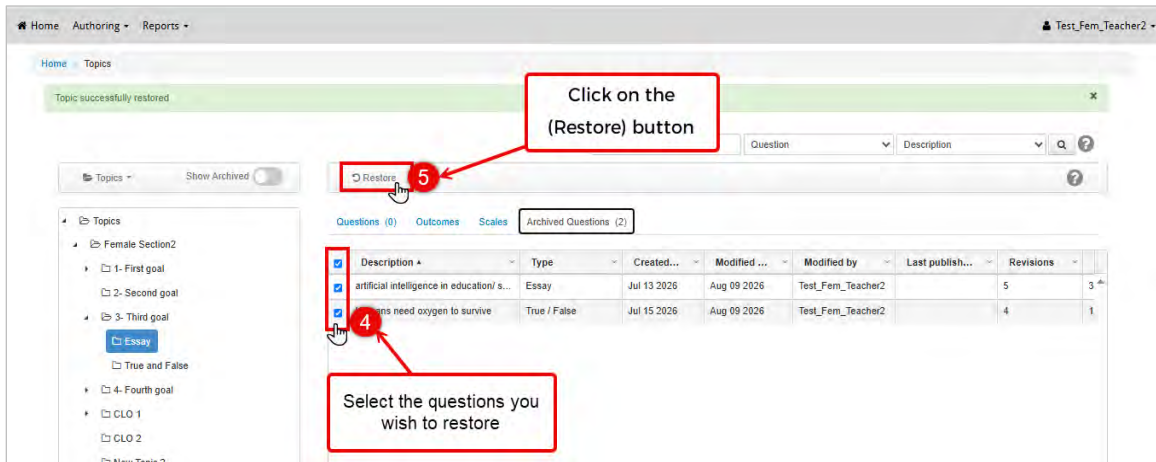
The screenshot shows the 'Topics' section with a 'Show Archived' toggle button. A red box highlights the button, and a red arrow points to it with the number 1. A text box explains that the toggle should be deactivated to show only active topic folders.



2. Navigate to the topic folder that was restored to its original location.

3. The questions associated with the topic will appear in the (Archived Questions) tab, and you will need to restore them if you wish to reuse them.

The screenshot shows the 'Topics' section with the 'Show Archived' toggle deactivated. A red box highlights the 'Essay' button, and a red arrow points to it with the number 2. A text box explains that the user should navigate to the topic folder that was restored to its original location. Another red box highlights the 'Archived Questions' tab, and a red arrow points to it with the number 3. A text box explains that the questions associated with the topic will appear in the (Archived Questions) tab, and the user will need to restore them if they wish to reuse them.

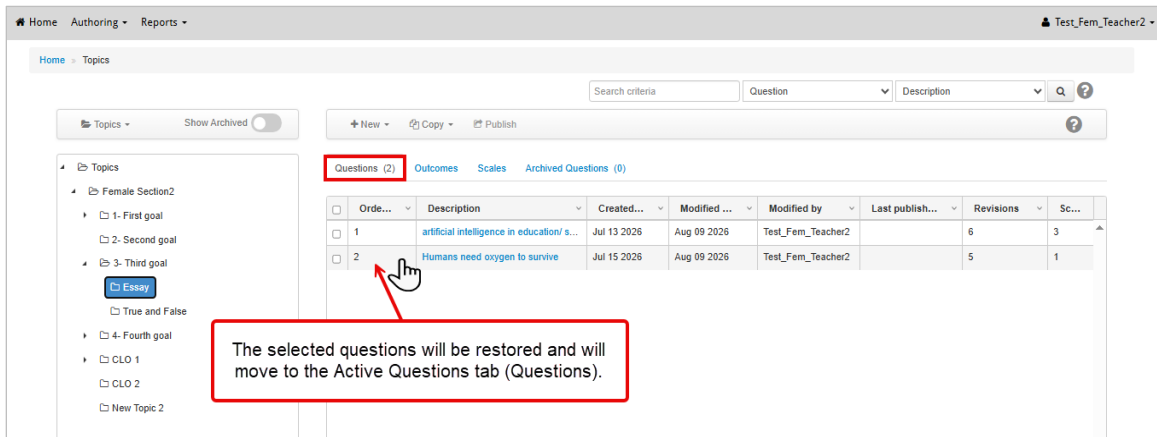
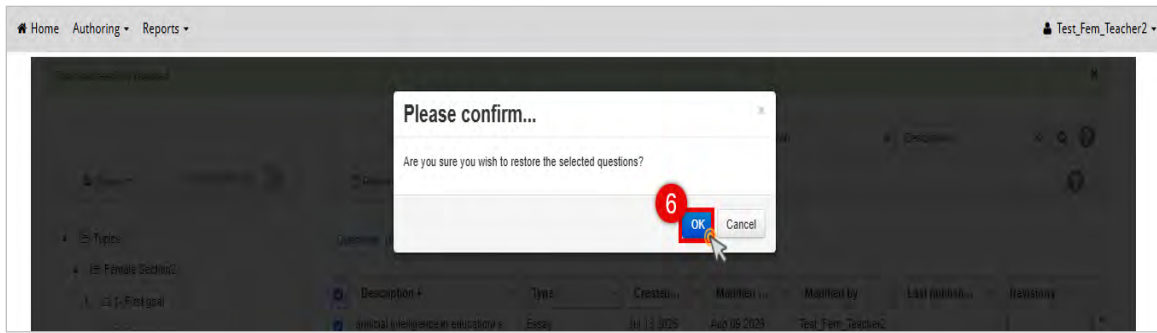


4. Select the questions you wish to restore

5. Click on the (Restore) button

The screenshot shows the 'Archived Questions' tab with a table of questions. A red box highlights the 'Restore' button, and a red arrow points to it with the number 5. A text box explains that the user should click on the (Restore) button. Another red box highlights the checkboxes in the first column of the table, and a red arrow points to it with the number 4. A text box explains that the user should select the questions they wish to restore.

Description	Type	Created...	Modified ...	Modified by	Last publish...	Revisions
artificial intelligence in education/ s...	Essay	Jul 13 2026	Aug 09 2026	Test_Fem_Teacher2		5
...ans need oxygen to survive	True / False	Jul 15 2026	Aug 09 2026	Test_Fem_Teacher2		4



Thus, the topic and the questions previously added within it have been successfully restored.

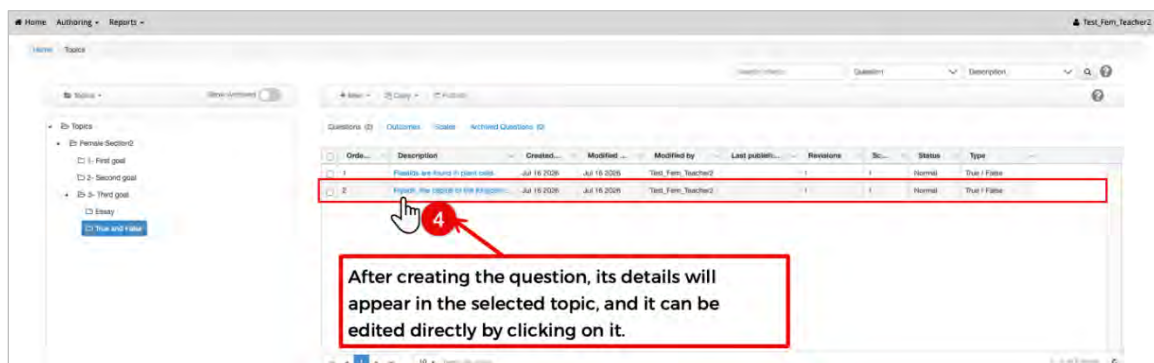
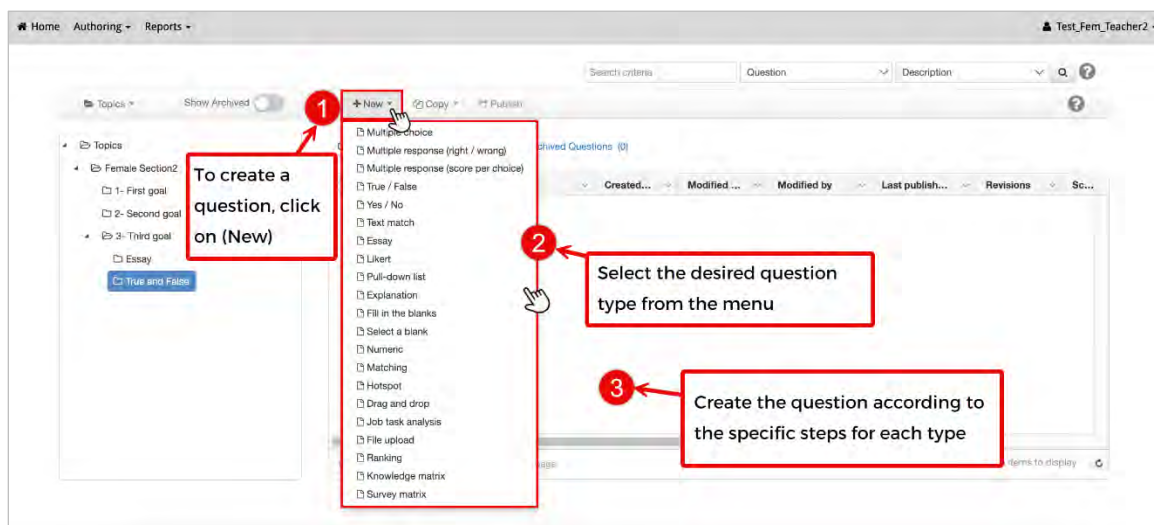
Second Stage: Working on Questions

The Questionmark system provides a variety of question types that allow designing exams suitable for different educational objectives. Before learning about question types and how to create them, it is important to be familiar with the basic settings that affect how the question is presented to the learner, as well as how to enrich the question with multimedia.

Actions Toolbar inside the Question Bank

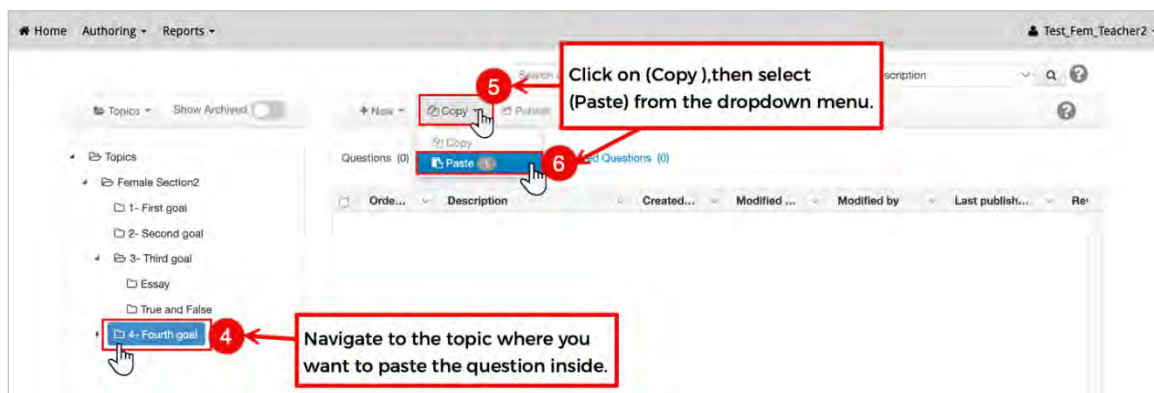
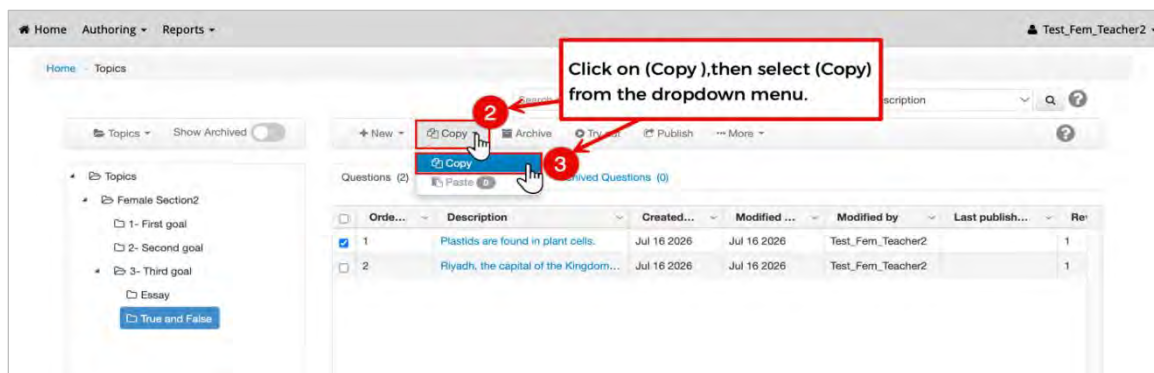
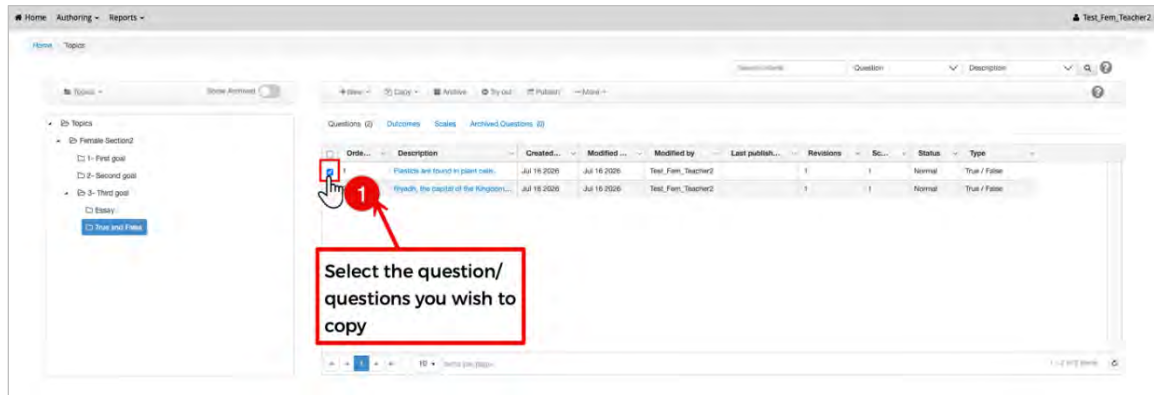
The **Actions Toolbar** allows executing a set of operations on a specific question or a group of questions within the question bank topics, making it easy to manage, edit, or move them.

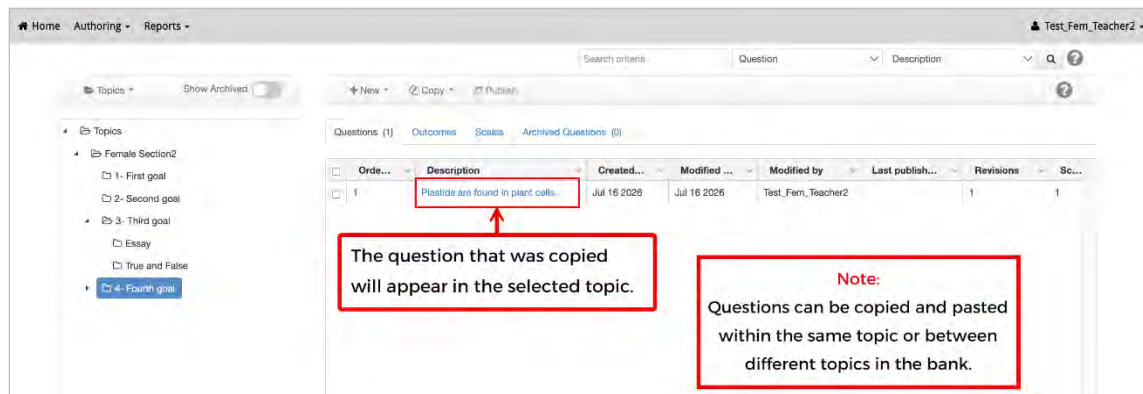
1. Creating and Editing a Question inside a Topic:



2. Copying Questions:

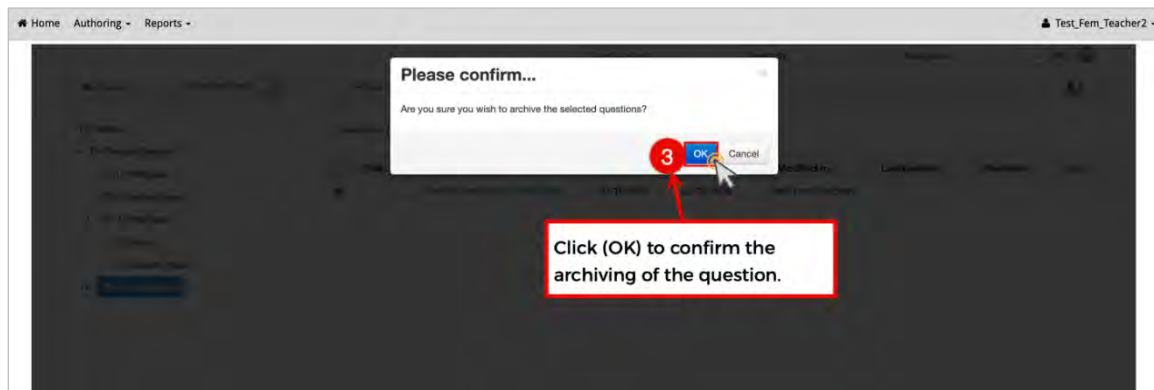
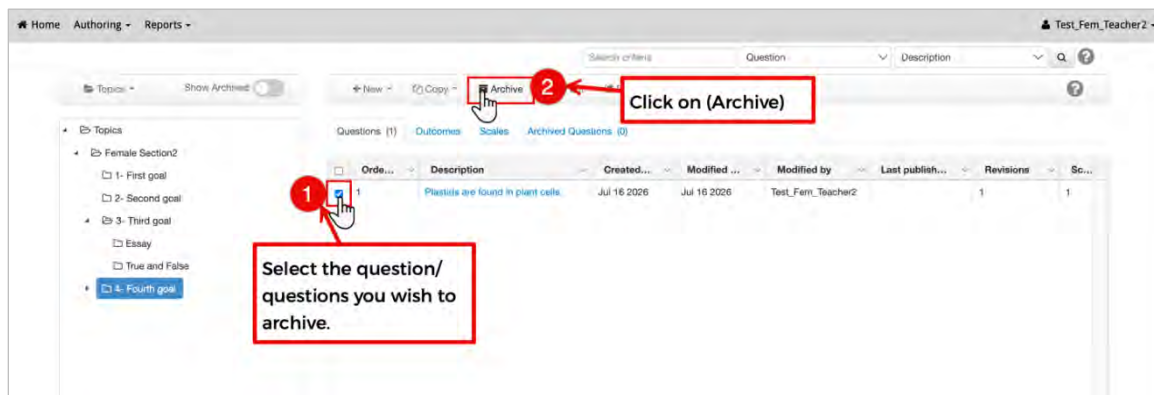
Questions can be copied and pasted within the same topic or between different topics by following these steps:





3. Archiving Questions:

Questions can be archived and restored as needed using the following steps:





Home Authoring Reports Test_Fem_Teacher2

Archived questions will not be retired from published assessments until the Topic is re-published.

Search criteria: Question Description

+ New Copy Publish

Topics

Show Archived

Topics

- Female Section2
 - 1- First goal
 - 2- Second goal
 - 3- Third goal
 - 4- Fourth goal

Questions (0) Outcomes Scales Archived Questions (1)

Description	Type	Created...	Modified ...	Modified by	Last publish...
☐ Plastids are found in plant cells.	True / False	Jul 16 2026	Jul 16 2026	Test_Fem_Teacher2	

The question will be moved to the (Archived Questions)

To restore a question/questions after archiving, follow these steps:

Home Authoring Reports Test_Fem_Teacher2

Home Topics

Search criteria: Question Description

+ New Copy Publish

Topics

Show Archived

Topics

- Female Section2
 - 1- First goal
 - 2- Second goal
 - 3- Third goal
 - 4- Fourth goal

Questions (0) Outcomes Scales Archived Questions (1)

Restore

2 Click on (Restore)

1 Select the question/questions you wish to restore

Description	Type	Created...	Modified ...	Modified by	Last publish...
☒ Plastids are found in plant cells.	True / False	Jul 16 2026	Jul 16 2026	Test_Fem_Teacher2	

Home Authoring Reports Test_Fem_Teacher2

Please confirm...

Are you sure you wish to restore the selected questions?

3 OK Cancel

Click (OK) to confirm restoring the question

Home Authoring Reports Test_Fem_Teacher2

Search criteria: Question Description

+ New Copy Publish

Topics

Show Archived

Topics

- Female Section2
 - 1- First goal
 - 2- Second goal
 - 3- Third goal
 - 4- Fourth goal

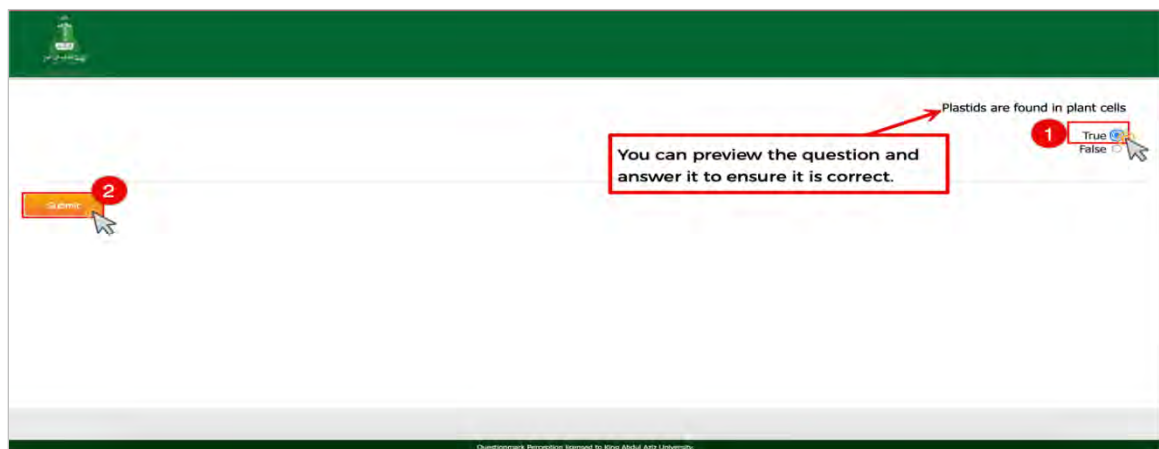
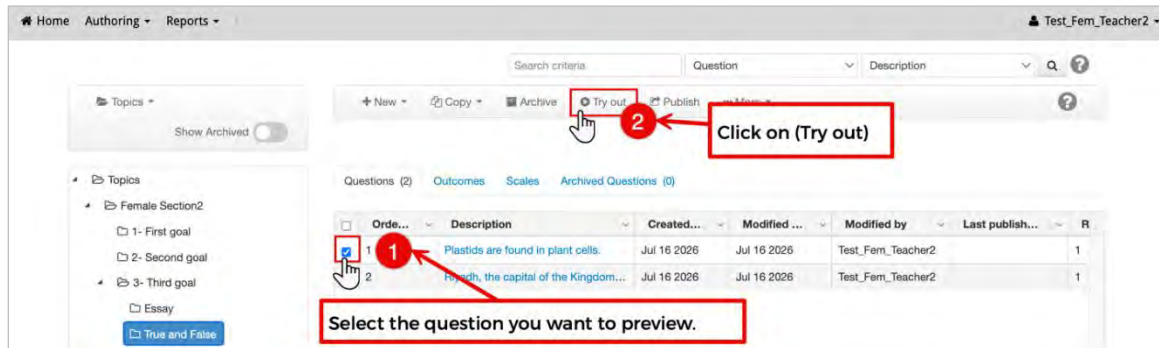
Questions (1) Outcomes Scales Archived Questions (0)

Order...	Description	Created...	Modified ...	Modified by	Last publish...	R
1	Plastids are found in plant cells.	Jul 16 2026	Jul 16 2026	Test_Fem_Teacher2		3

The question will be restored and will move back to the active (Questions) tab.

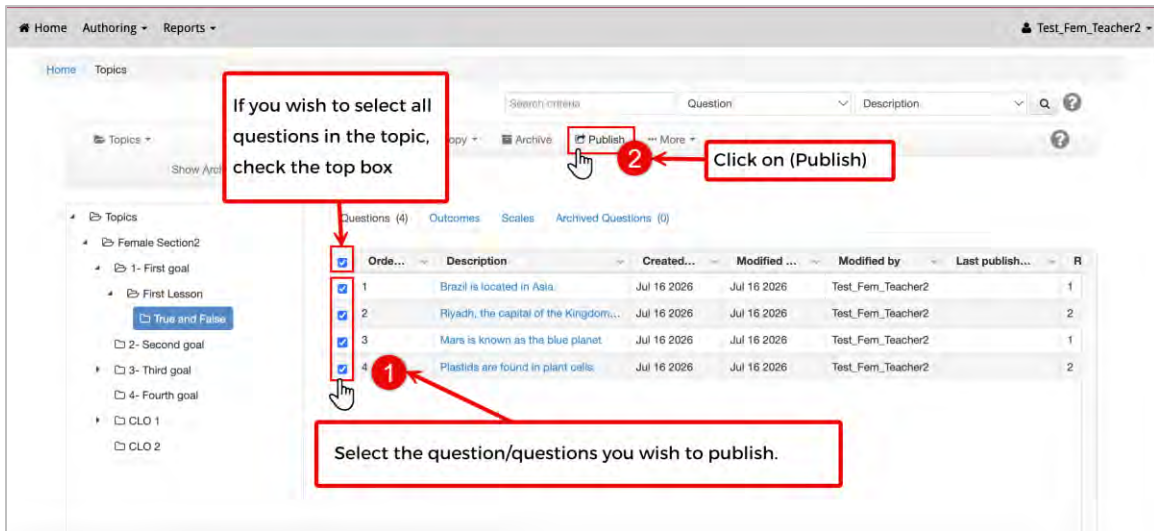
4. Previewing the Question:

You can preview the question to ensure its integrity and see how it is displayed to the student by following these steps:



5. Publishing Questions:

Questions must be published after being created for the first time, and also after making any modifications, so that the latest version is available for use in assessments. Follow these steps:

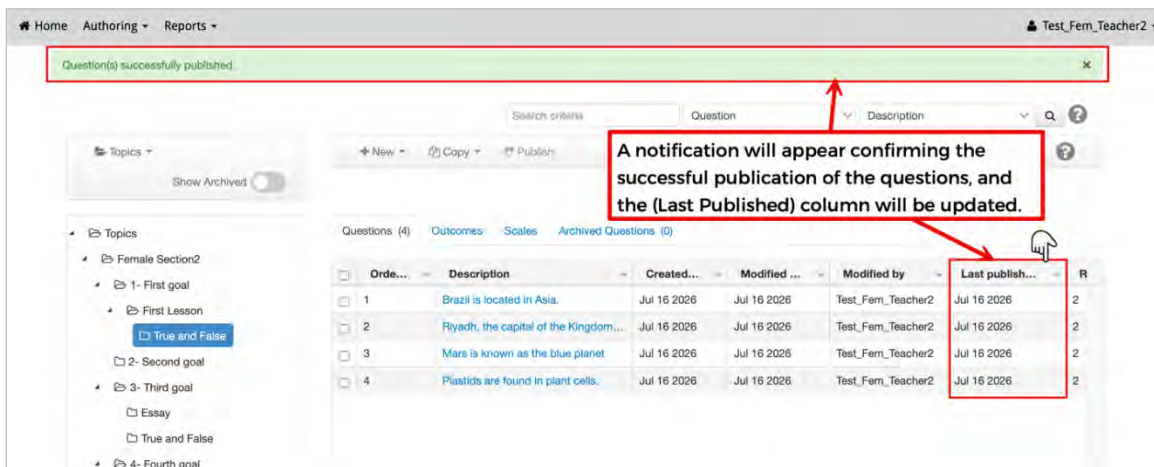


If you wish to select all questions in the topic, check the top box

Click on (Publish)

Select the question/questions you wish to publish.

Order...	Description	Created...	Modified ...	Modified by	Last publish...	R
1	Brazil is located in Asia.	Jul 16 2026	Jul 16 2026	Test_Fern_Teacher2		1
2	Riyadh, the capital of the Kingdom...	Jul 16 2026	Jul 16 2026	Test_Fern_Teacher2		2
3	Mars is known as the blue planet	Jul 16 2026	Jul 16 2026	Test_Fern_Teacher2		1
4	Plastids are found in plant cells.	Jul 16 2026	Jul 16 2026	Test_Fern_Teacher2		2



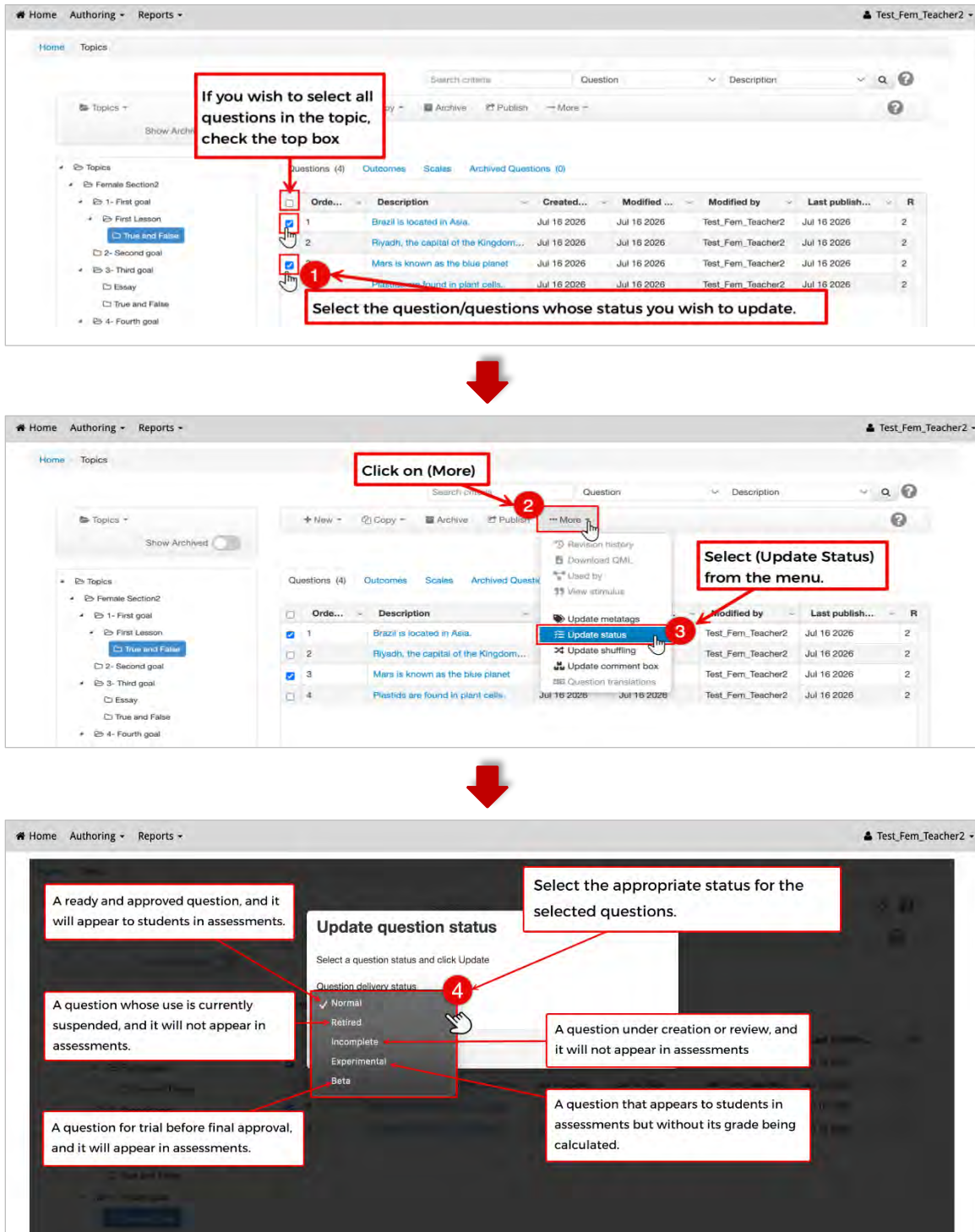
Question(s) successfully published.

A notification will appear confirming the successful publication of the questions, and the (Last Published) column will be updated.

Order...	Description	Created...	Modified ...	Modified by	Last publish...	R
1	Brazil is located in Asia.	Jul 16 2026	Jul 16 2026	Test_Fern_Teacher2	Jul 16 2026	2
2	Riyadh, the capital of the Kingdom...	Jul 16 2026	Jul 16 2026	Test_Fern_Teacher2	Jul 16 2026	2
3	Mars is known as the blue planet	Jul 16 2026	Jul 16 2026	Test_Fern_Teacher2	Jul 16 2026	2
4	Plastids are found in plant cells.	Jul 16 2026	Jul 16 2026	Test_Fern_Teacher2	Jul 16 2026	2

6. Updating Question Status:

The status of a question can be updated according to its preparation and usage stage by following these steps:



Step 1: Selecting Questions

If you wish to select all questions in the topic, check the top box

Select the question/questions whose status you wish to update.

Step 2: Accessing the Update Status Menu

Click on (More)

Select (Update Status) from the menu.

Step 3: Updating Question Status

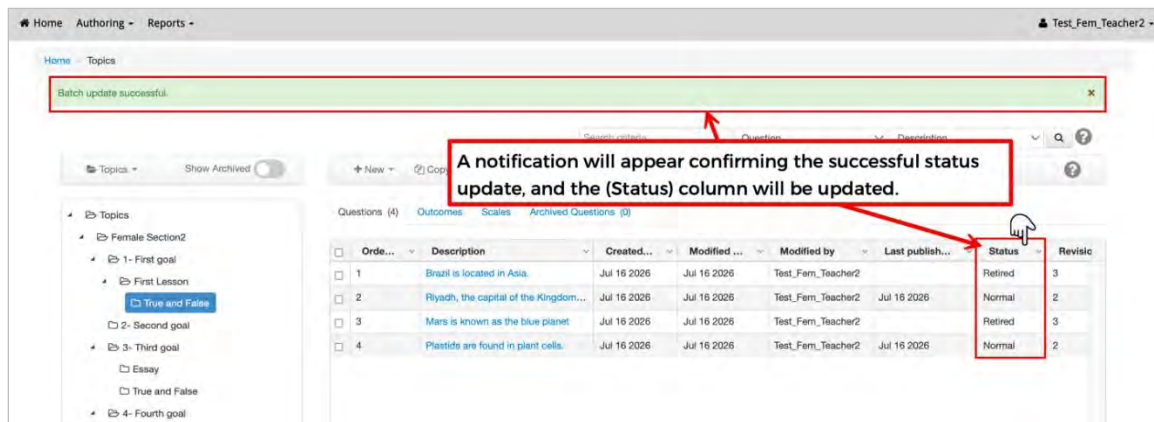
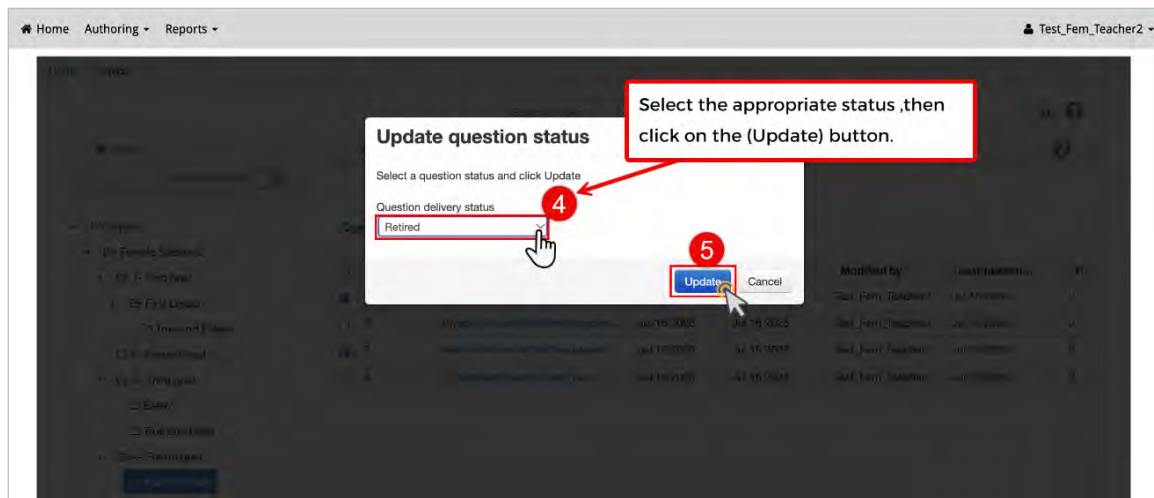
Update question status

Select a question status and click Update

Question delivery status

- Normal: A ready and approved question, and it will appear to students in assessments.
- Retired: A question whose use is currently suspended, and it will not appear in assessments.
- Incomplete: A question under creation or review, and it will not appear in assessments.
- Experimental: A question for trial before final approval, and it will appear in assessments.
- Beta: A question that appears to students in assessments but without its grade being calculated.

Select the appropriate status for the selected questions.



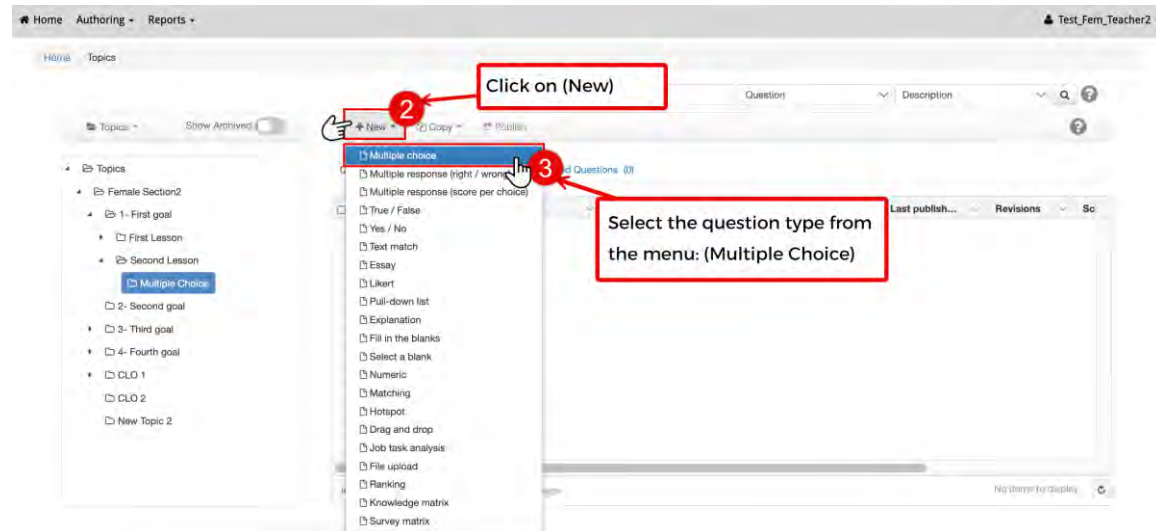
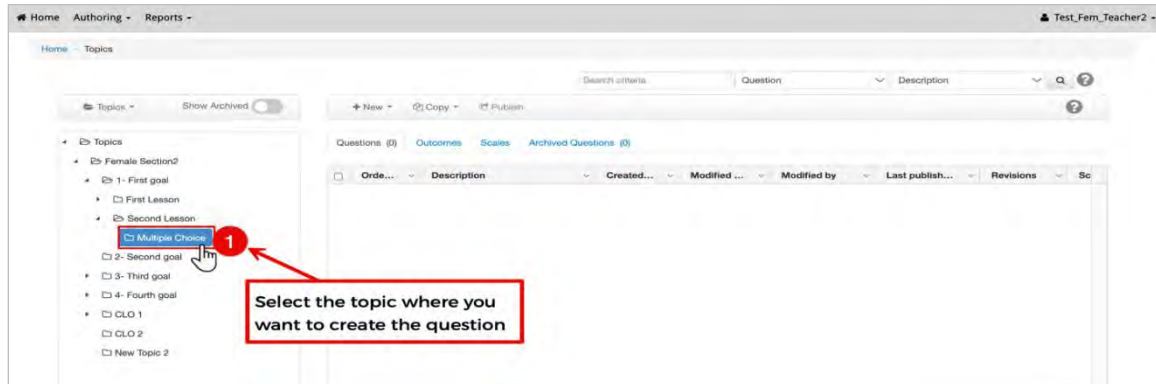
After familiarizing yourself with the Actions Toolbar tools, it is appropriate to move on to reviewing some of the question types provided by the system, explaining the mechanism for entering and setting up questions successfully.

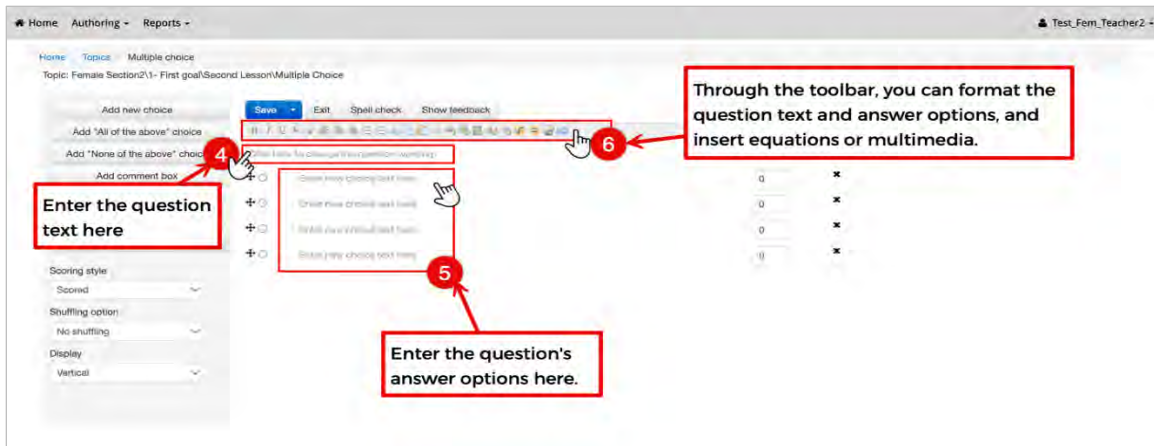


Creating a Multiple-Choice Question

Question Description: This type of question allows the student to choose one answer from several given options. Follow these steps to create the question, then preview it to ensure its integrity and see how it appears to the student.

1- Creating the Question:



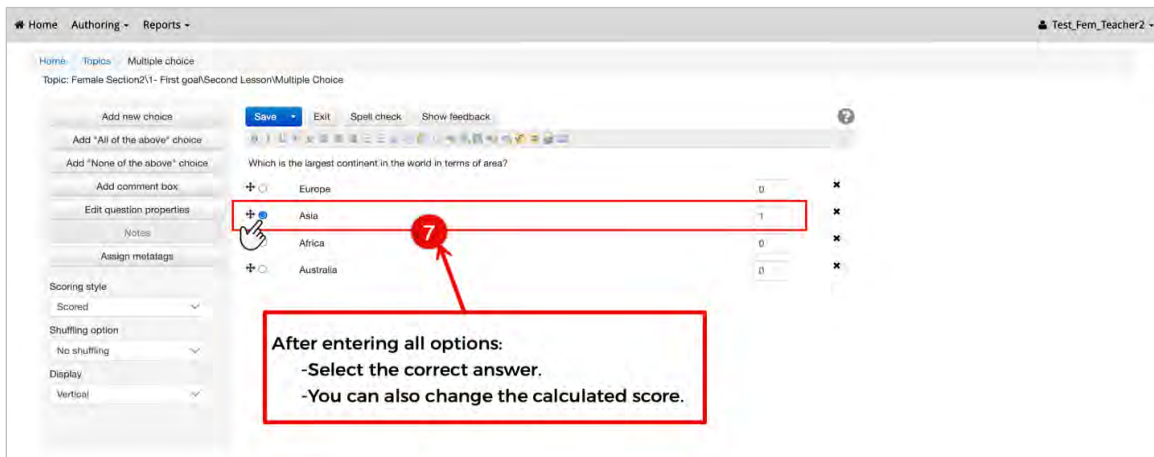


Through the toolbar, you can format the question text and answer options, and insert equations or multimedia.

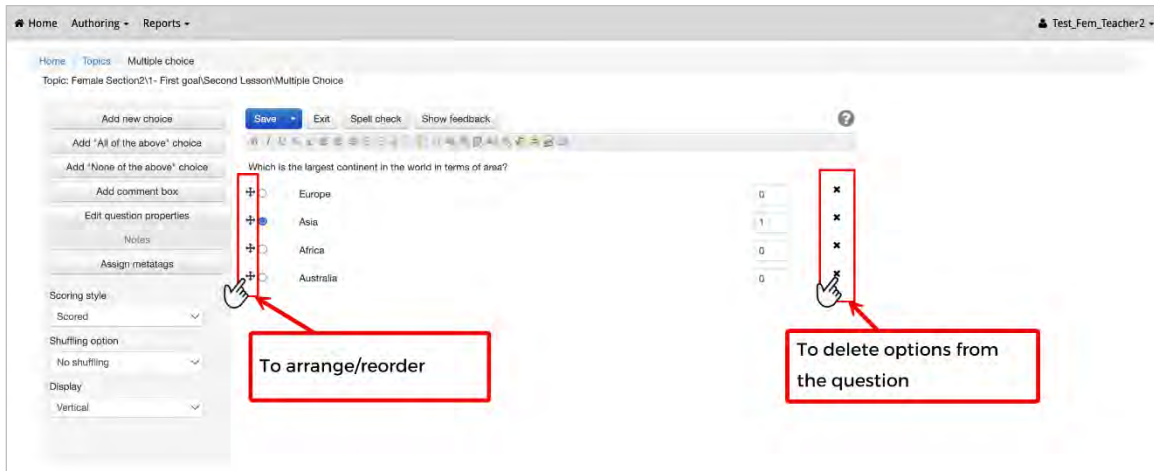
Enter the question text here

Enter the question's answer options here.

Note: Questions or answer choices can be copied from external sources or files and pasted directly into the Questionmark.



After entering all options:
-Select the correct answer.
-You can also change the calculated score.

To arrange/reorder

To delete options from the question



Home | Authoring | Reports | Test_Fem_Teacher2

Home | Topics | Multiple choice

Topic: Female Section2\1- First goal\Second Lesson\Multiple Choice

You can add a new option

You can add a description to the question and change its status when needed

- Here you put a description for the question, or write keywords to facilitate searching for it.

- You can change the question status when needed, noting that the default status for the question to appear is "Normal"



Home | Authoring | Reports | Test_Fem_Teacher2

Home | Topics | Multiple choice

Topic: Female Section2\1- First goal\Second Lesson\Multiple Choice

This feature enables you to determine how to randomly shuffle the answer options (optional)

You can change the display method of the answers (Vertically or Horizontally)



Home | Authoring | Reports | Test_Fem_Teacher2

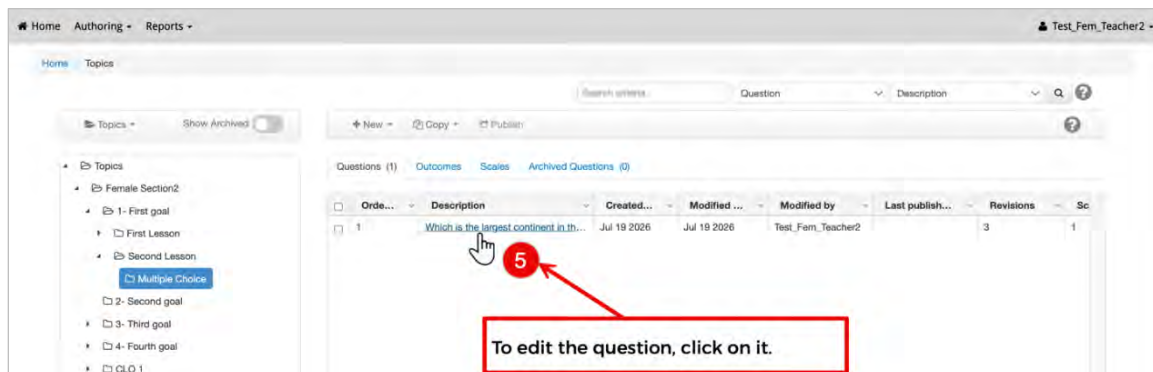
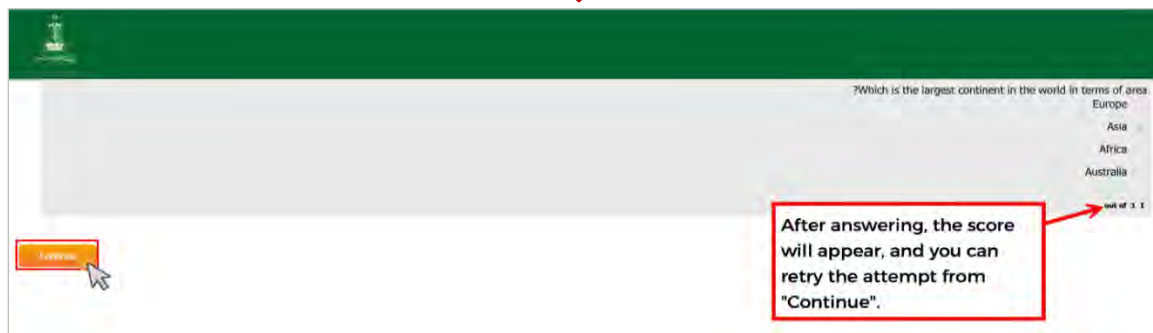
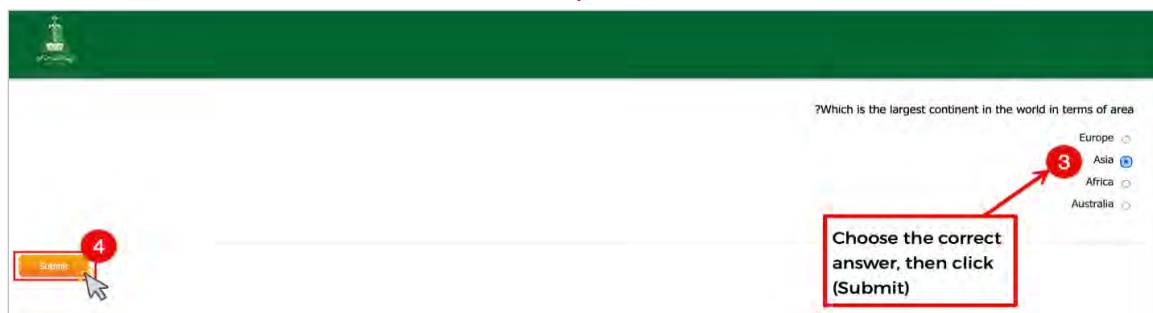
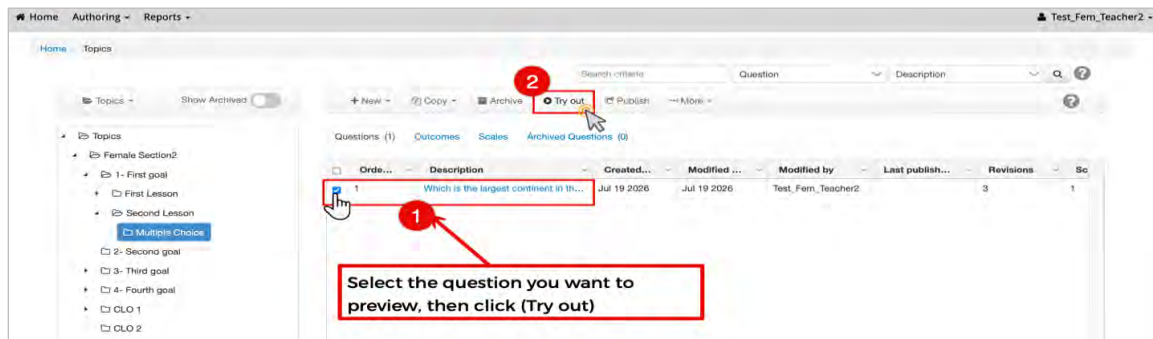
Home | Topics | Multiple choice

Topic: Female Section2\1- First goal\Second Lesson\Multiple Choice

After finishing entering the question, you must perform two important steps:

- Click on (Save) or one of its options, and a confirmation message for saving the question will appear at the top.
- Click on (Exit).

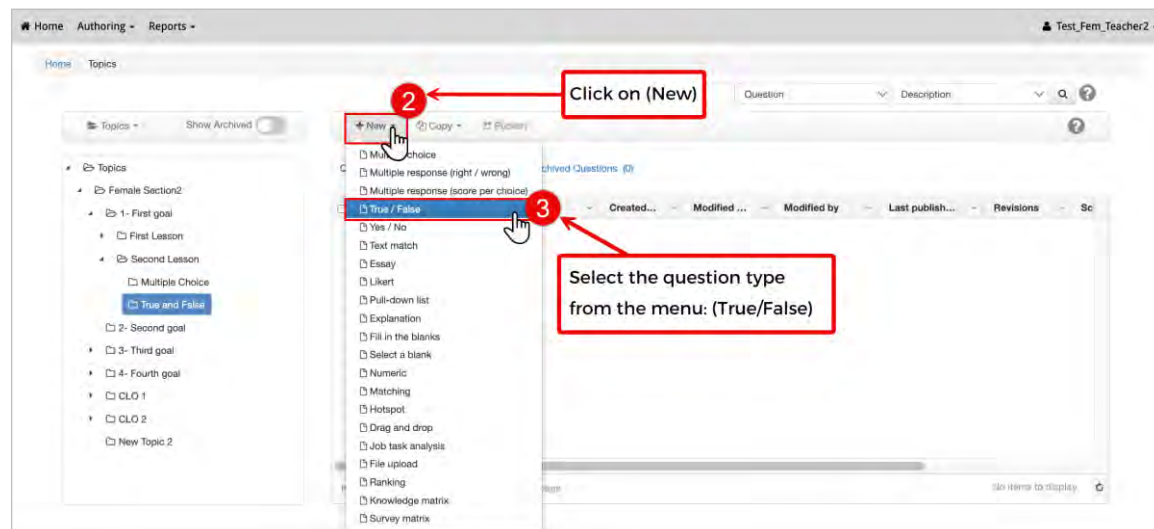
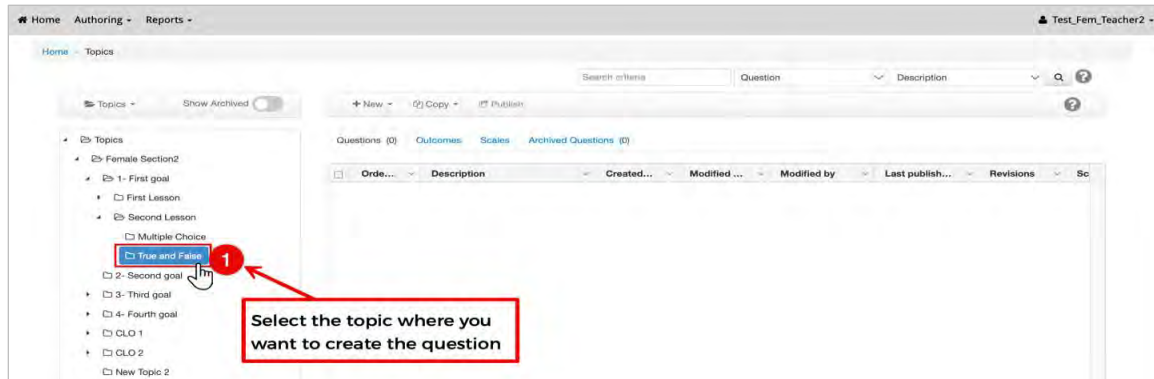
2- Previewing the Question: You can preview the question (Try out) to ensure its integrity and see how it is displayed to the student.

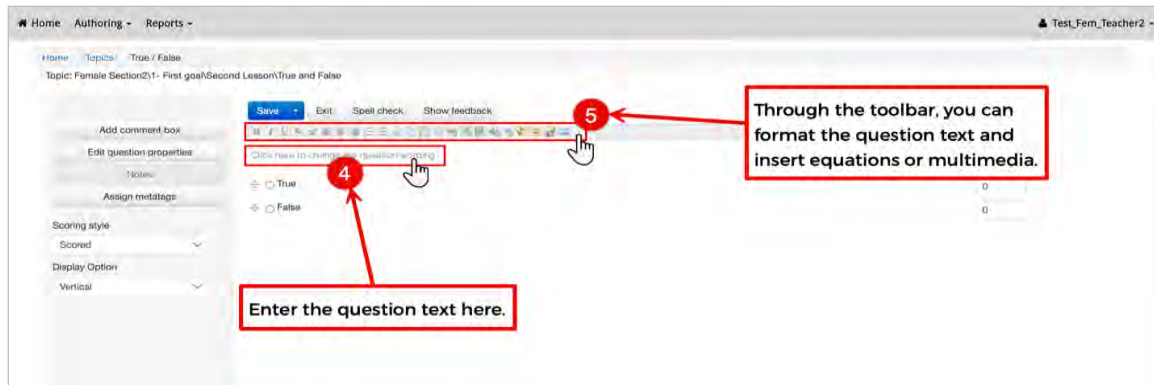


Creating a True or False Question

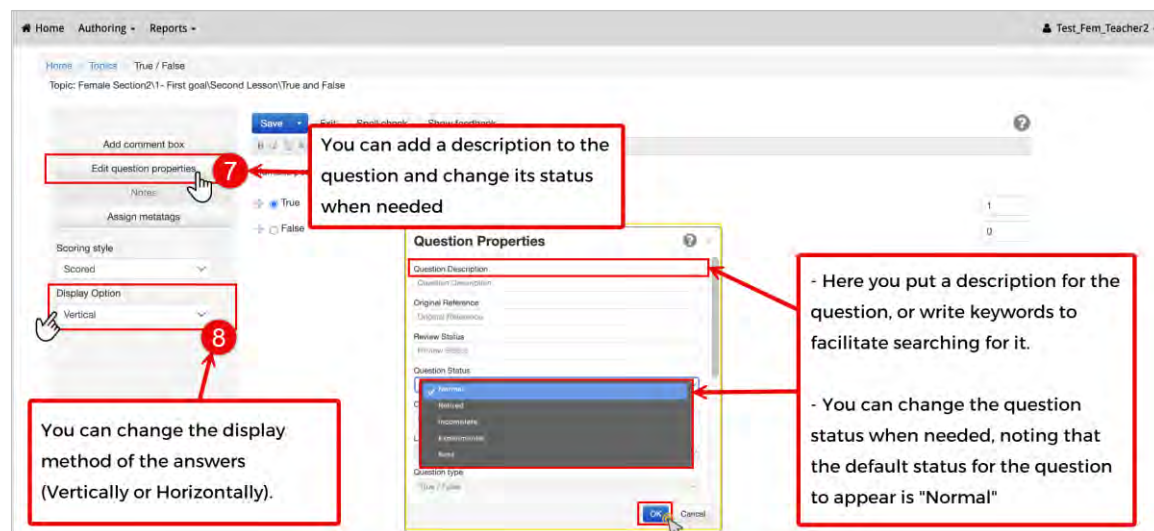
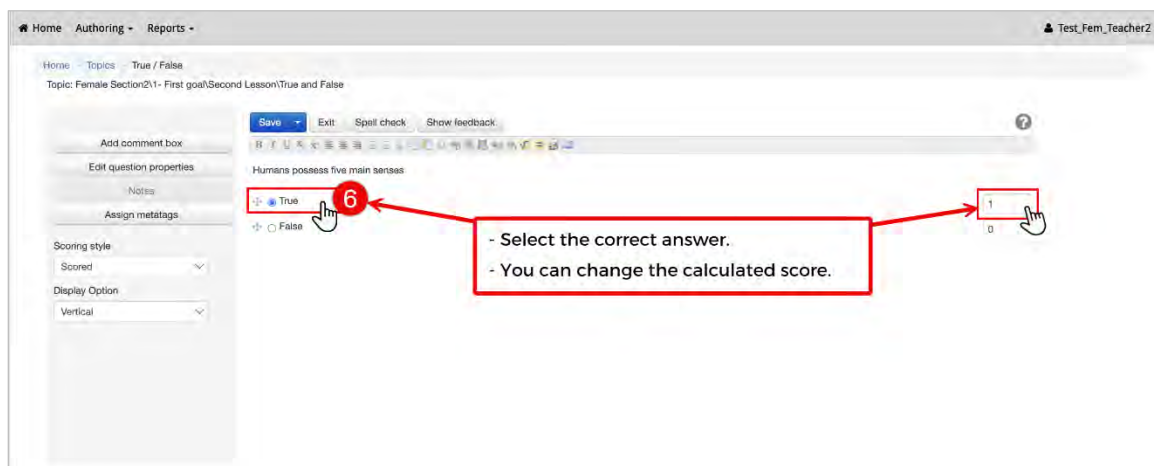
Question Description: This type of question allows the student to answer by determining whether the given statement is true or false by choosing between True or False. Follow these steps to create the question, then preview it to ensure its integrity and see how it appears to the student.

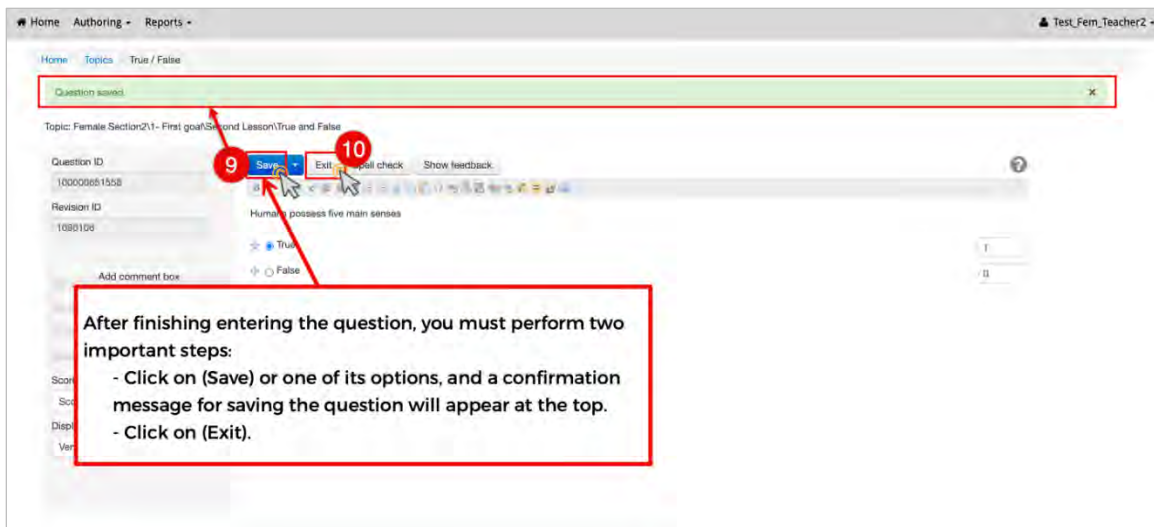
1- Creating the Question:





Note: Questions or answer choices can be copied from external sources or files and pasted directly into the Questionmark.





Question saved.

Topic: Female Section2\1- First goal\Second Lesson\True and False

Question ID: 10000965 1558

Revision ID: 1080108

Humans possess five main senses

True

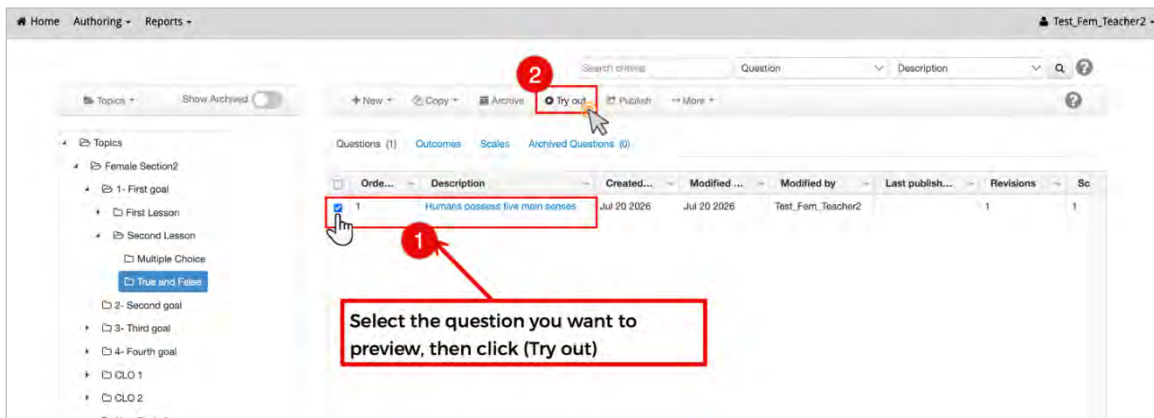
False

Add comment box

After finishing entering the question, you must perform two important steps:

- Click on (Save) or one of its options, and a confirmation message for saving the question will appear at the top.
- Click on (Exit).

2- Previewing the Question: You can preview the question (Try out) to ensure its integrity and see how it is displayed to the student.



Home Authoring Reports Test_Fem_Teacher2

Search: CHOOSE Question Description

+ New + Copy + Archive + Try out + Publish + More +

Questions (1) Outcomes Scales Archived Questions (0)

Order...	Description	Created...	Modified...	Modified by	Last publish...	Revisions	Sc
1	Humans possess five main senses	Jul 20 2026	Jul 20 2026	Test_Fem_Teacher2		1	1

Select the question you want to preview, then click (Try out)



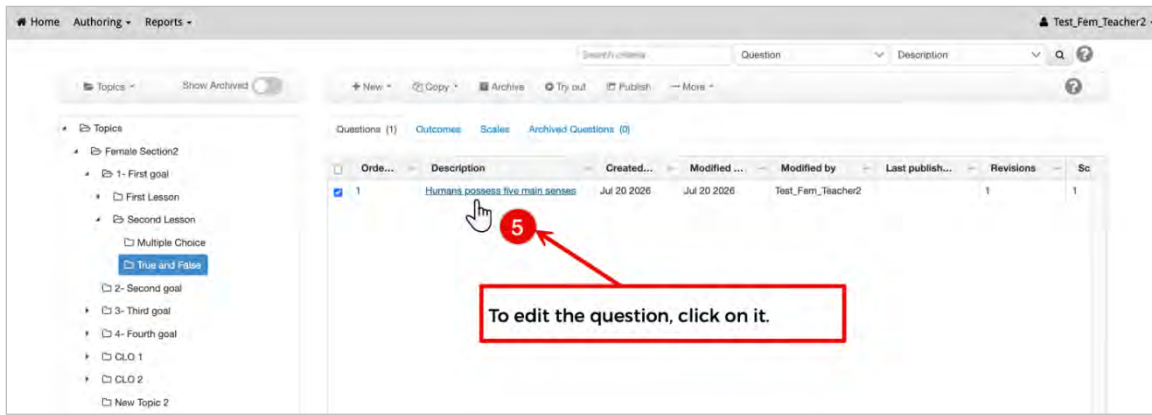
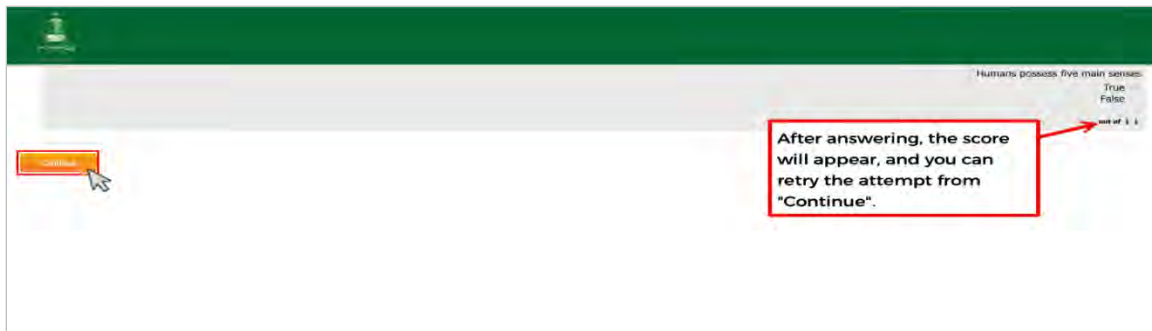

Humans possess five main senses

True

False

Submit

Choose the correct answer, then click (Submit)

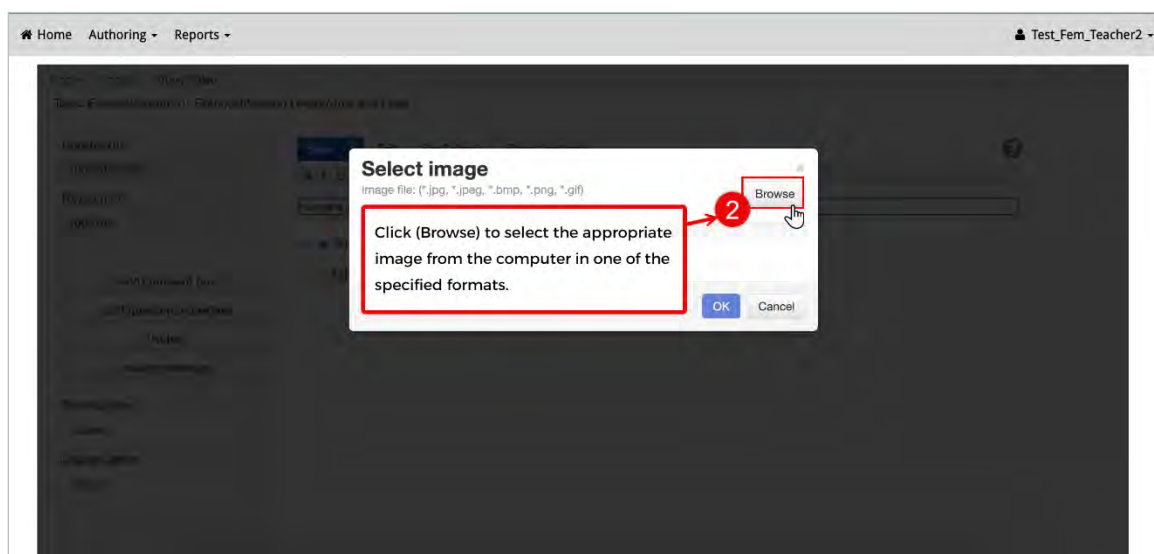
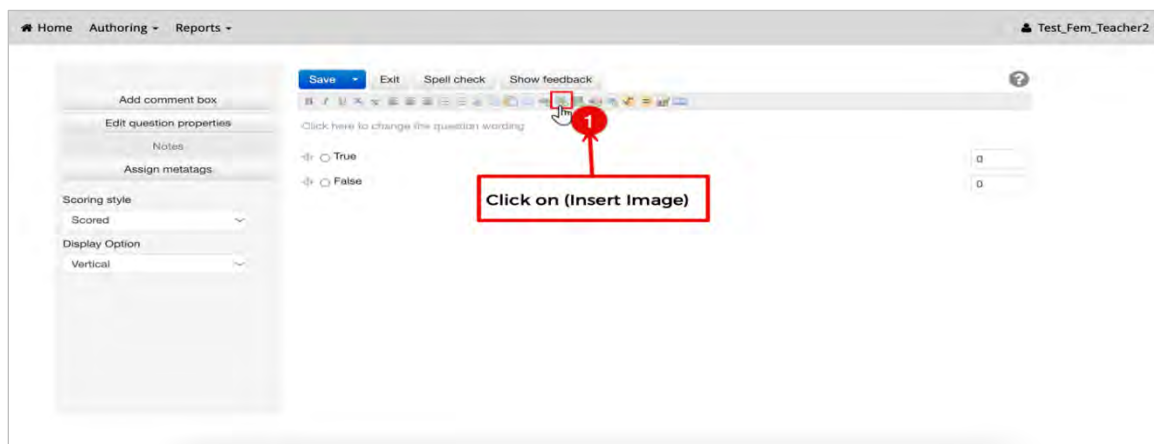


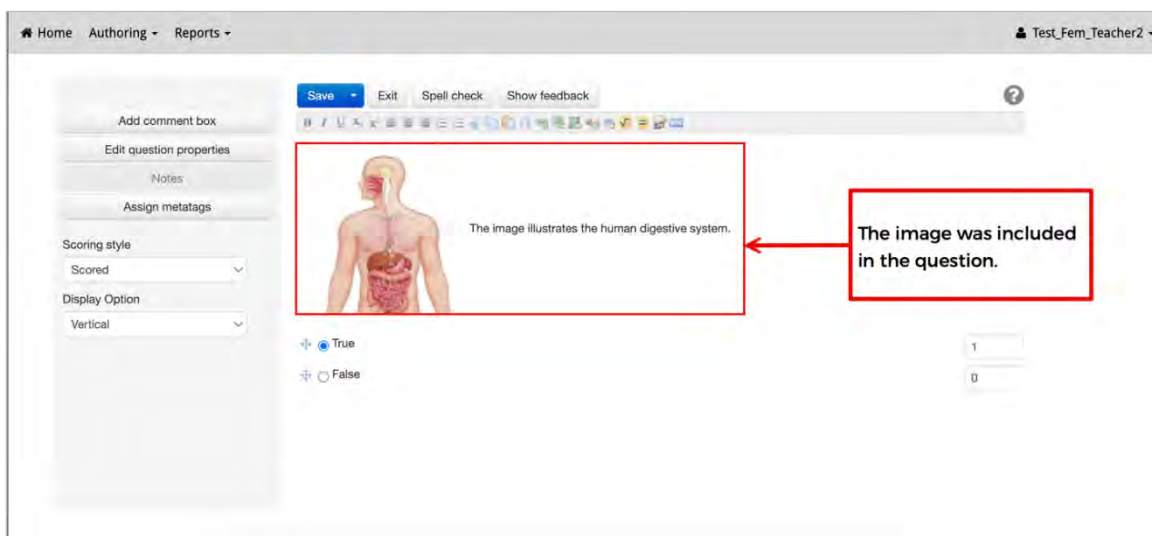
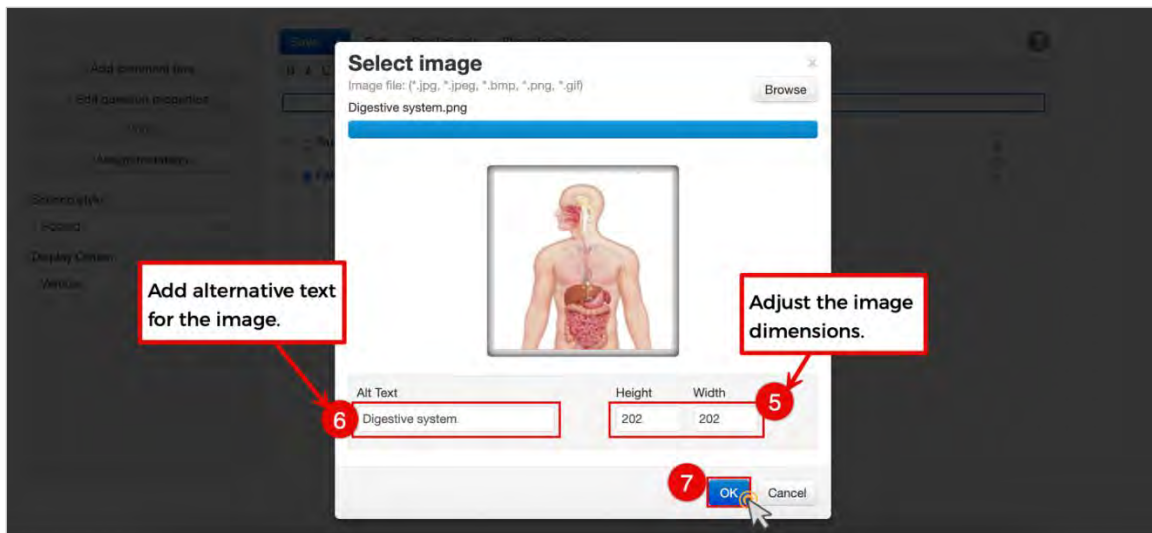
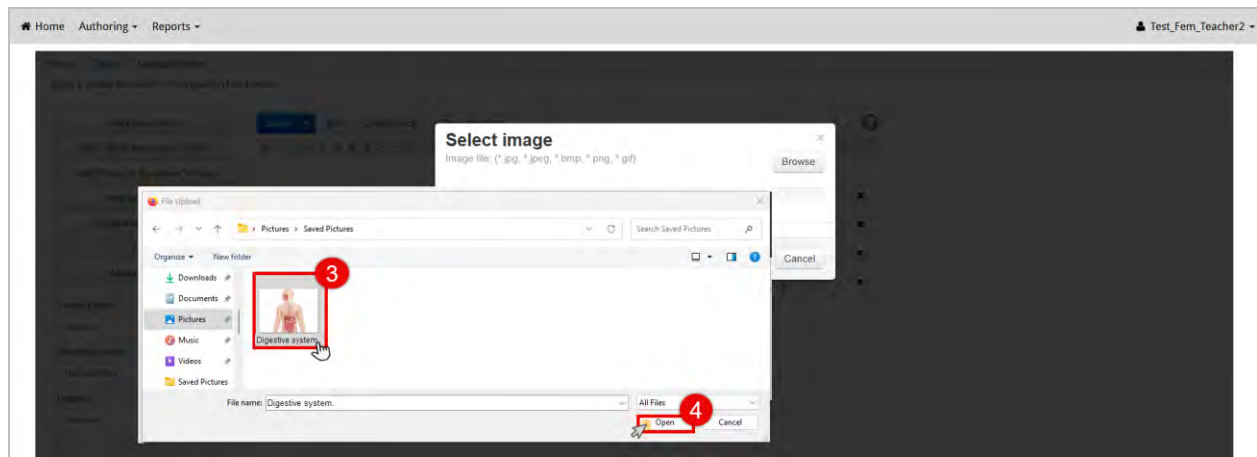
Attaching Multimedia

The Questionmark system supports attaching various types of multimedia, such as images, audio files, videos, mathematical equations... etc., which helps provide more interactive and realistic questions. These media can be easily inserted within the question text or answer options according to the requirements of each question.

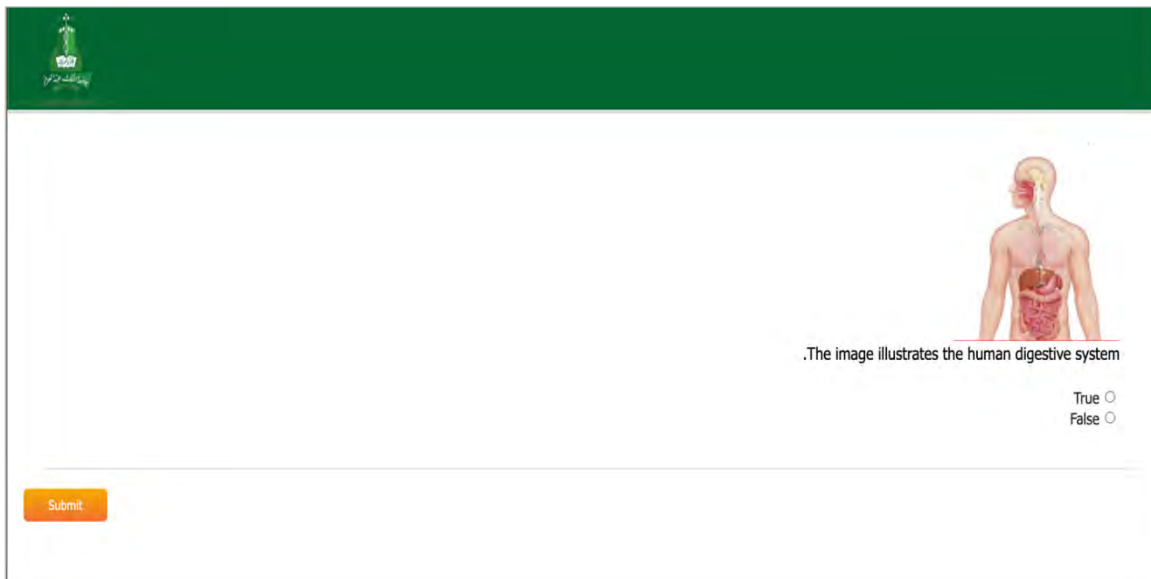


Attaching an Image: Images help clarify the question content or support the learner with visual elements that aid in understanding what is required.

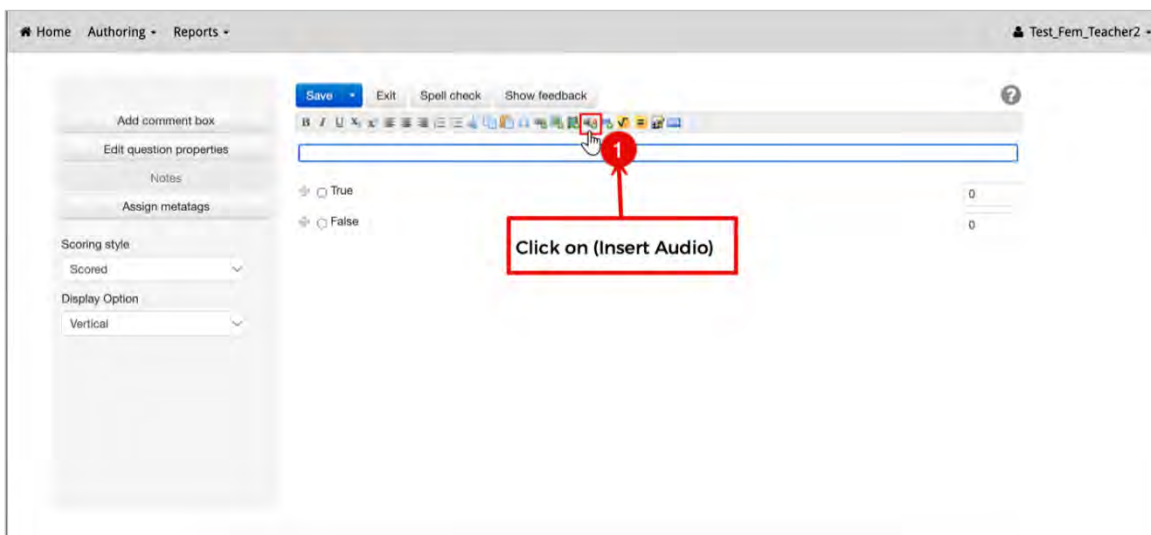


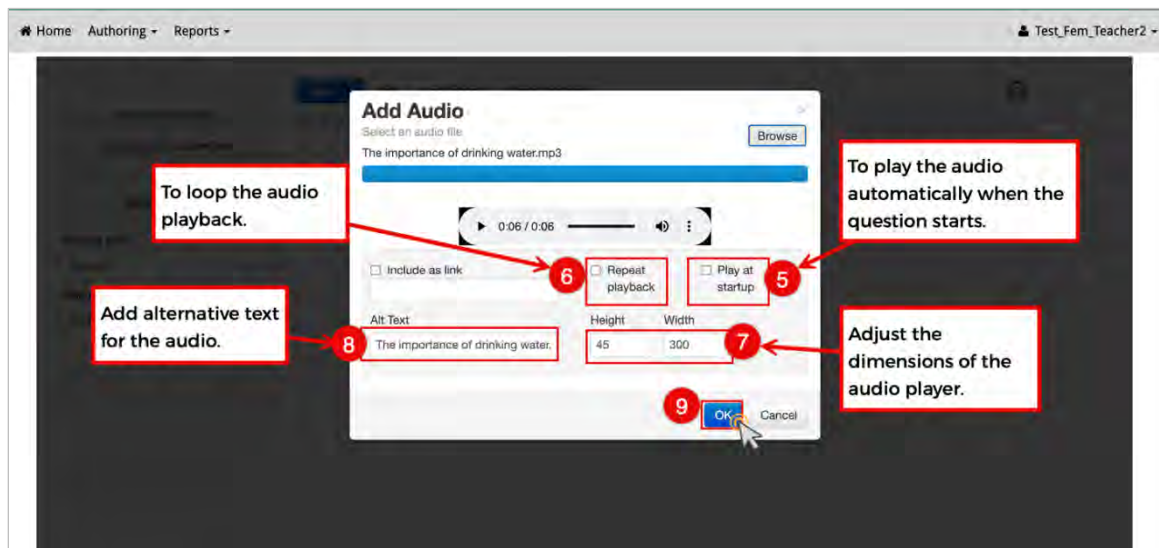
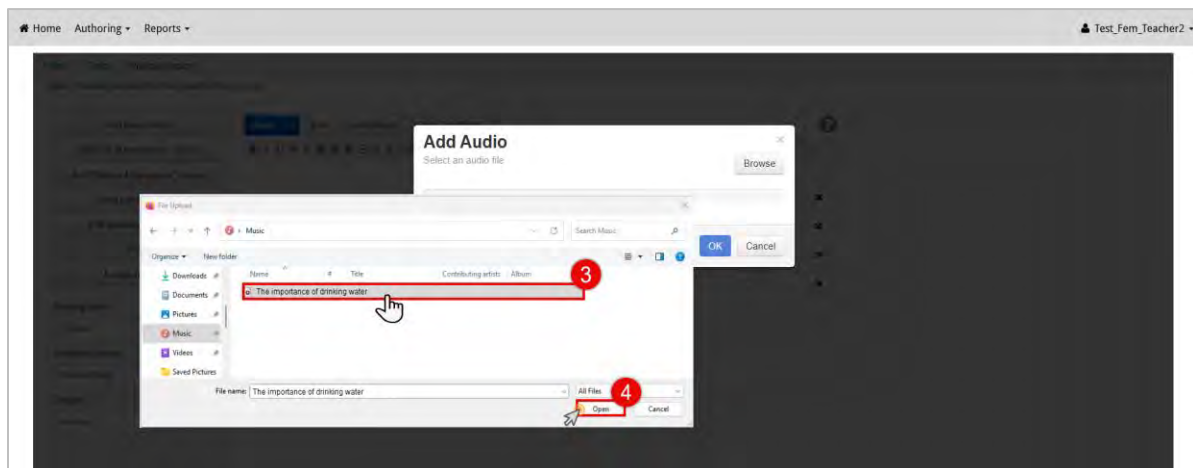
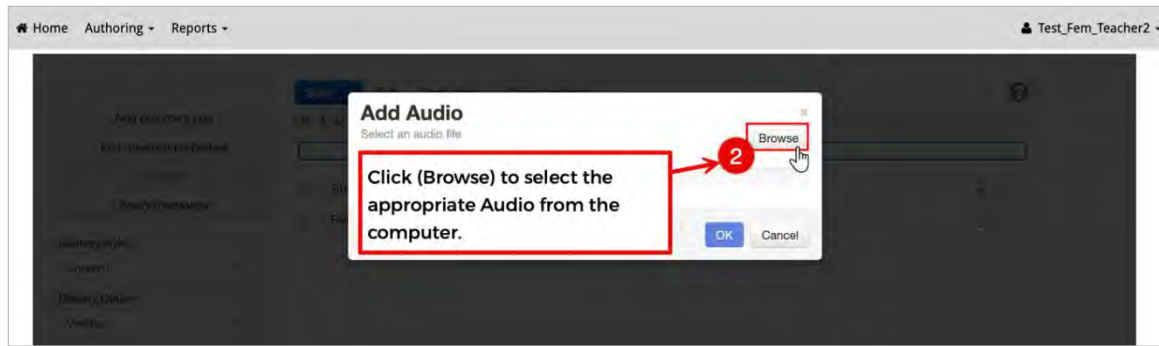


You can try the question to ensure the image is correct and to see how it is presented to the student.



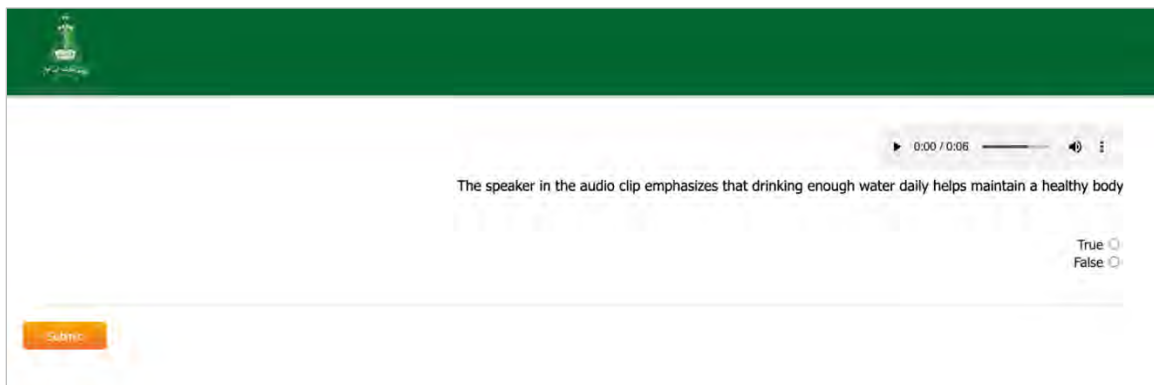
Attaching an Audio File: The system allows attaching audio files within the question when needed.



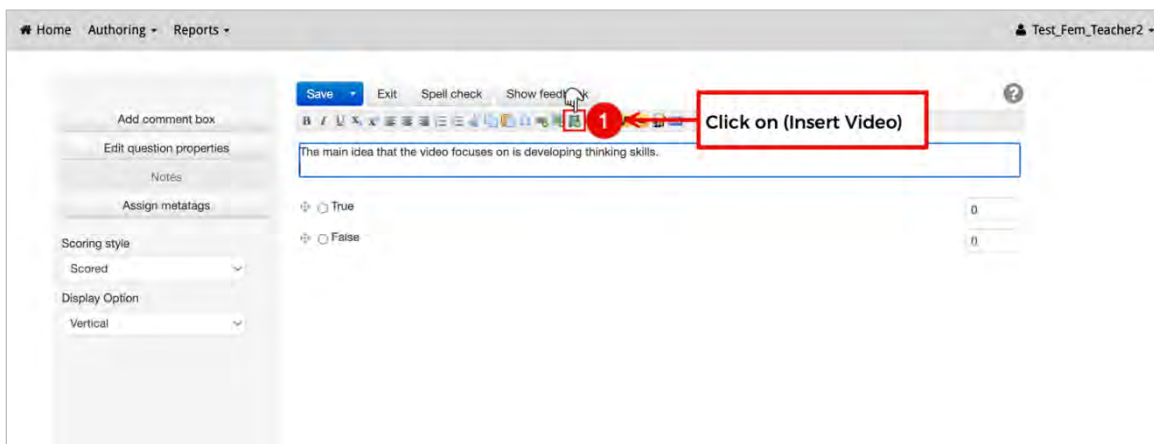


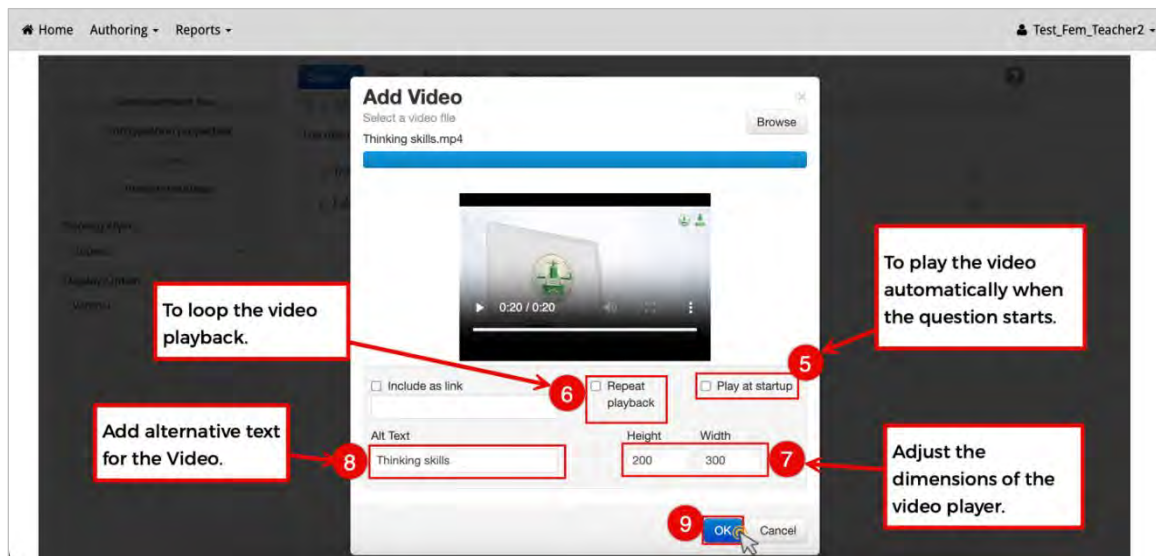
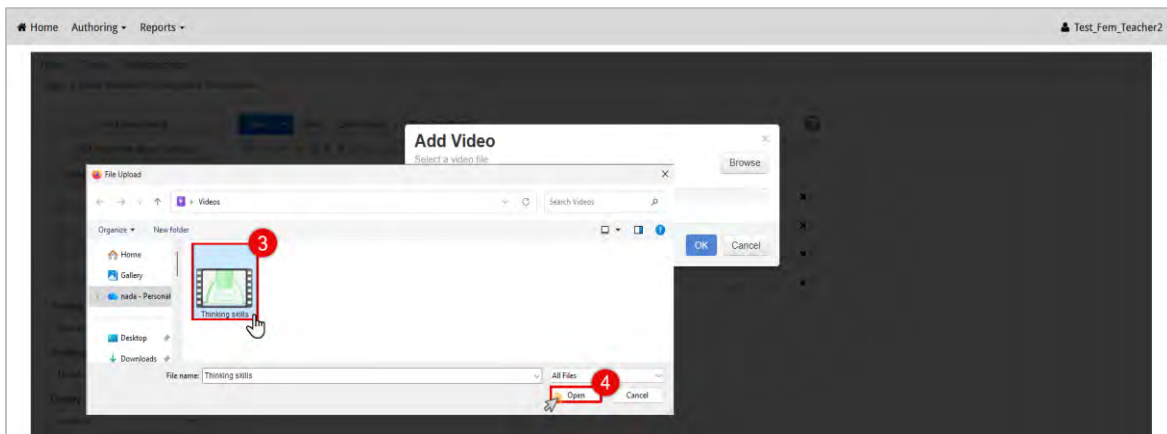
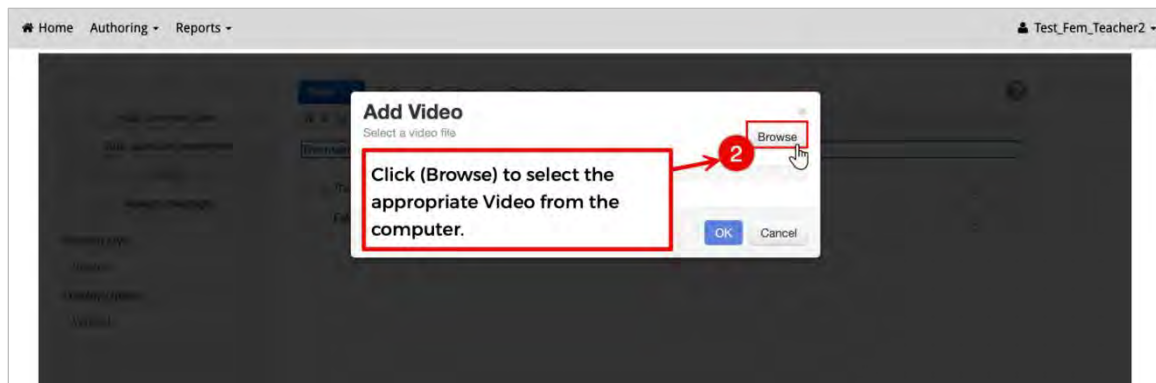


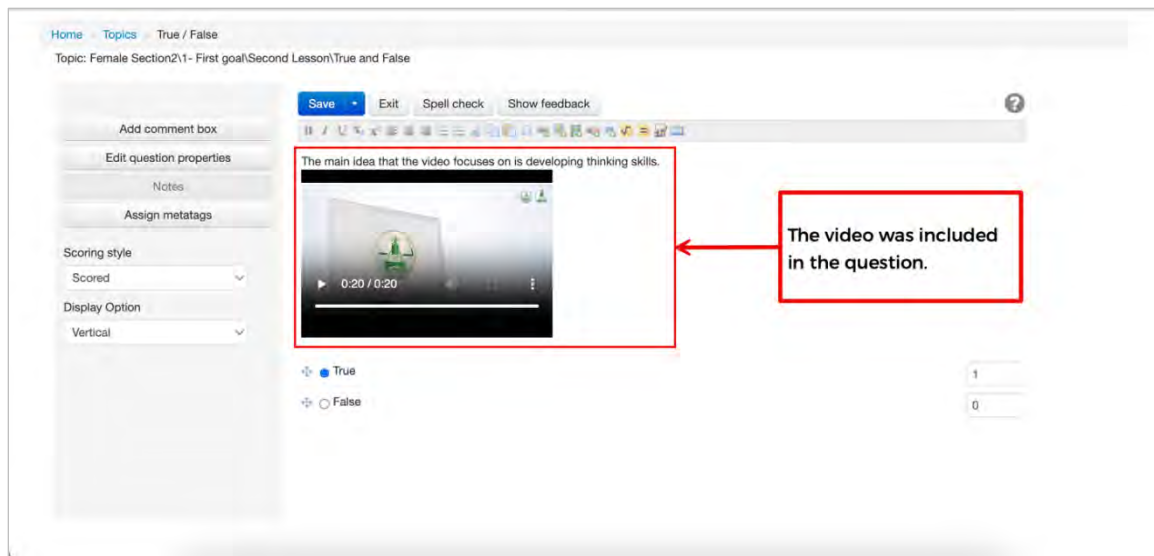
You can try the question to ensure the audio file is working properly and to see how it is presented to the student.



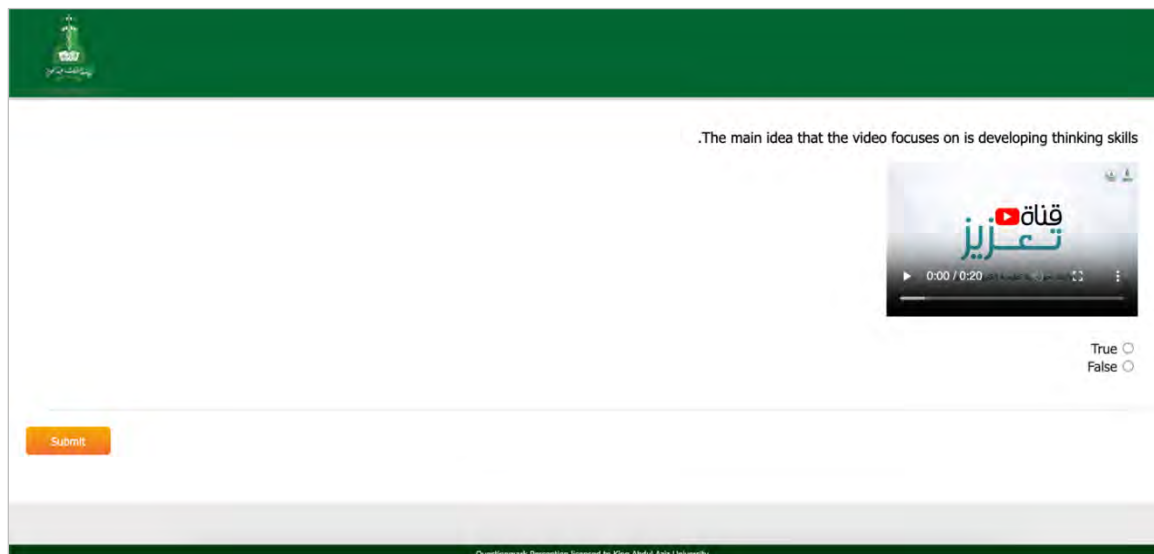
Attaching a Video Clip: The system allows adding video clips to enhance the interactive content of the question.



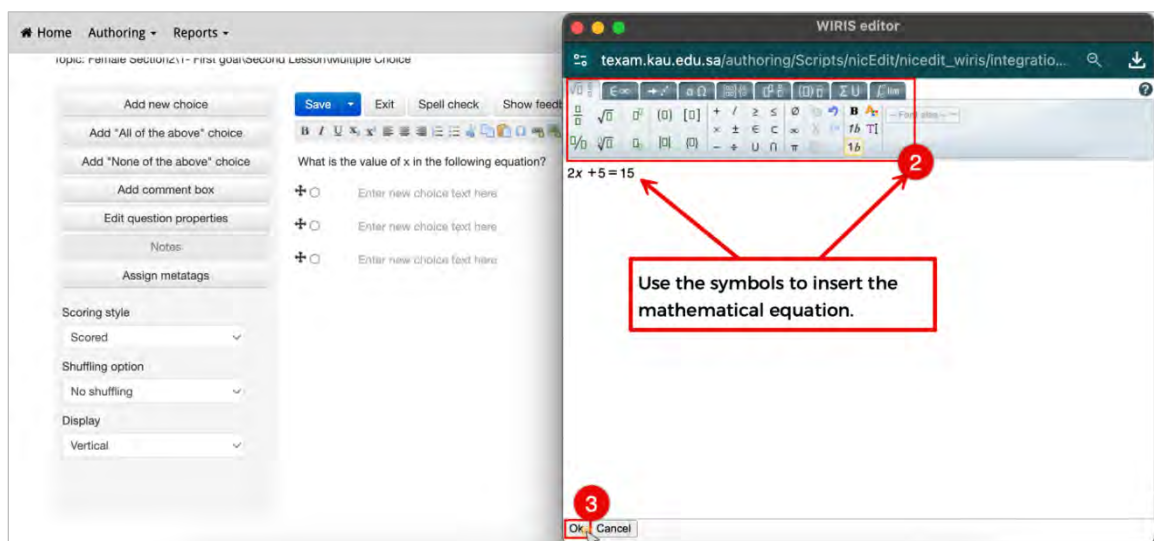
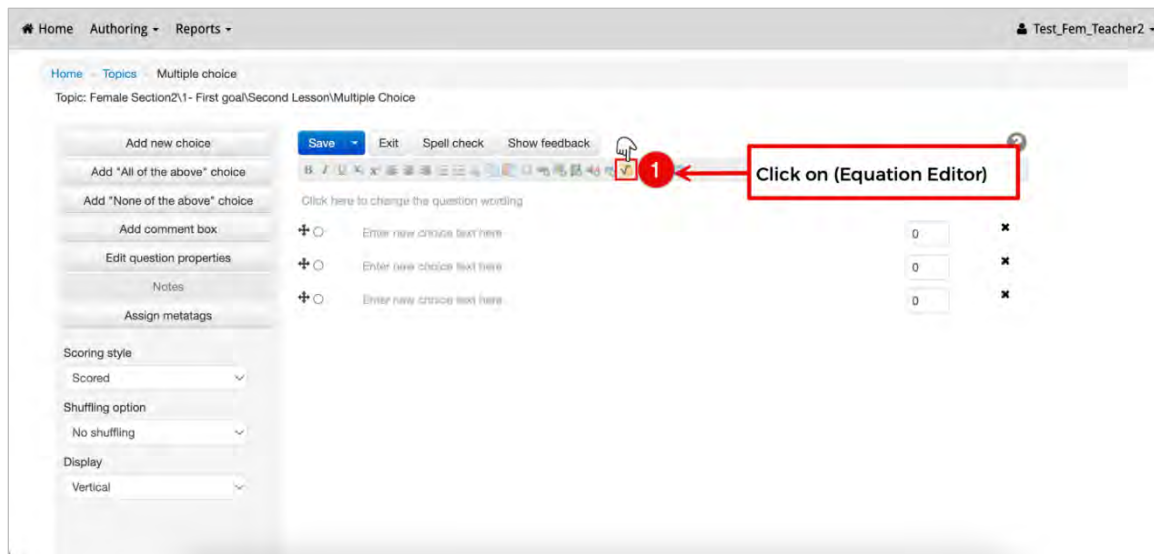




You can try the question to verify that the video clip is working properly and see how it will be displayed to the student.



Attaching a Mathematical Equation from the Equation Editor: The system allows writing a mathematical equation inside the question or answer options.





Home Authoring Reports Test_Fern_Teacher2

Home Topics Multiple choice

Topic: Female Section2\1- First goal\Second Lesson\Multiple Choice

Add new choice Save Exit Spell check Show feedback

Add "All of the above" choice

Add "None of the above" choice

Add comment box

Edit question properties

Notes

Assign metatags

Scoring style
Scored

Shuffling option
No shuffling

Display
Vertical

What is the value of x in the following equation? $2x + 5 = 15$

☐ 3

☐ 5

☐ 2

☐ 7

0 x

1 x

0 x

0 x

The mathematical equation was included in the question.

You can try the question to ensure the mathematical equation is correct and see how it is presented to the student.

King Abdulaziz University

What is the value of x in the following equation
 $2x + 5 = 15$

☐ 3

☐ 5

☐ 2

☐ 7

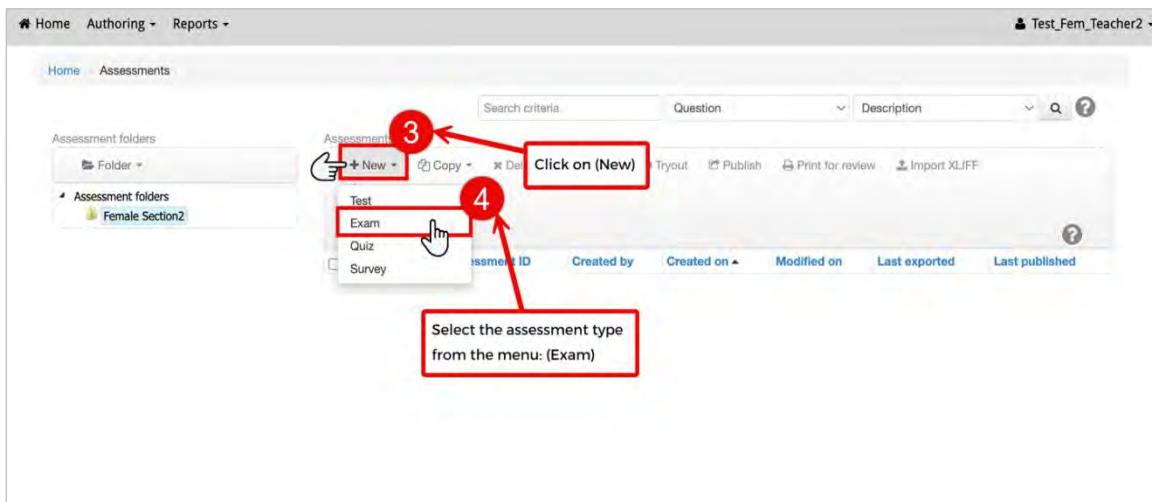
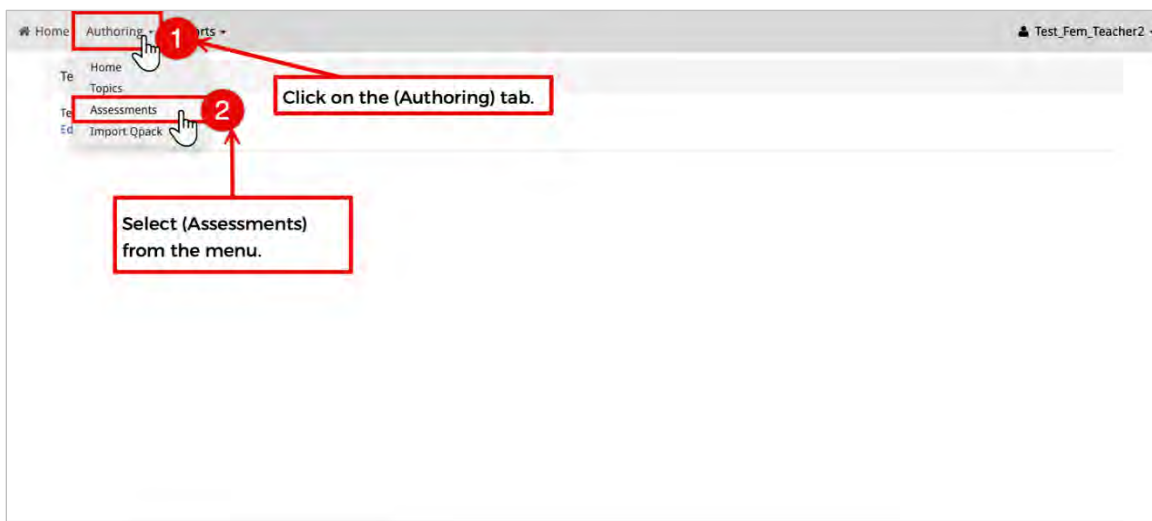
Submit

Creating Assessments

The available assessment types are: Test, Exam, Quiz, Survey.

Exam (The approved type for university use): It is considered the highest type of assessment in terms of security level, as it prevents unauthorized access and does not allow displaying feedback to the student, and therefore it is used for academic exams.

1. Creating an Exam:





Home Assessments Assessment

Save Exit Spell check Settings Notes Tryout

Title
Enter a title for this assessment

Description
Enter a description for this assessment

Question blocks + Add Settings

Question Block - 1 + Add Settings Delete

Introduction
Enter an introduction for this question block

Question selections

Jump blocks

Reported Topics + Add Delete

The exam settings screen is displayed here.



Home Assessments Assessment

Save Exit Spell check Settings Notes Tryout

Title
202602_CPIT112_FINAL EXAM

Description
Enter a description for this assessment

Question blocks + Add Settings

Question Block - 1 + Add Settings Delete

Introduction
Enter an introduction for this question block

Question selections

Jump blocks

Reported Topics + Add Delete

Enter a clear name for the exam in the Title field. It is preferred to be in the following format:

- Semester number and year, e.g.: 202602
- Course ID in English, e.g.: CPIT112
- Assessment classification in Arabic or English, e.g.: Final Exam.



Home Assessments Assessment

Save Exit Spell check Settings Notes Tryout

Title
202602_CPIT112_Final Exam

Description
The test includes all chapters of the prescribed book (multiple choice, true/false)

Question blocks + Add Settings

Question Block - 1 + Add Settings Delete

Introduction
Enter an introduction for this question block

Question selections

Jump blocks

(Optional) You can enter a description for the exam.
Note: This description will not appear to students during the exam.



Home Authoring Reports

Test_Fem_Teacher2

Home Assessments Assessment

Save Exit Spell check Settings Notes Tryout

Title
202602_CPIT112_Final Exam

Description
The test includes all chapters of the course book (multiple choice, true/false).

Question blocks + Add Settings

+ Question Block - 1 + Add Settings Delete

Introduction
Enter an introduction for this question block.

Question selections
Jump blocks

Reported Topics + Add Delete

This section is for adding exam questions.



Home Authoring Reports

Test_Fem_Teacher2

Home Assessments Assessment

Save Exit Spell check Settings Notes Tryout

Title
202602_CPIT112_Final Exam

Description
The test includes all chapters of the course book (multiple choice, true/false).

Question blocks + Add Settings

+ Question Block - 1 + Add Settings Delete

Introduction
Enter an introduction for this question block.

Question selections
Jump blocks

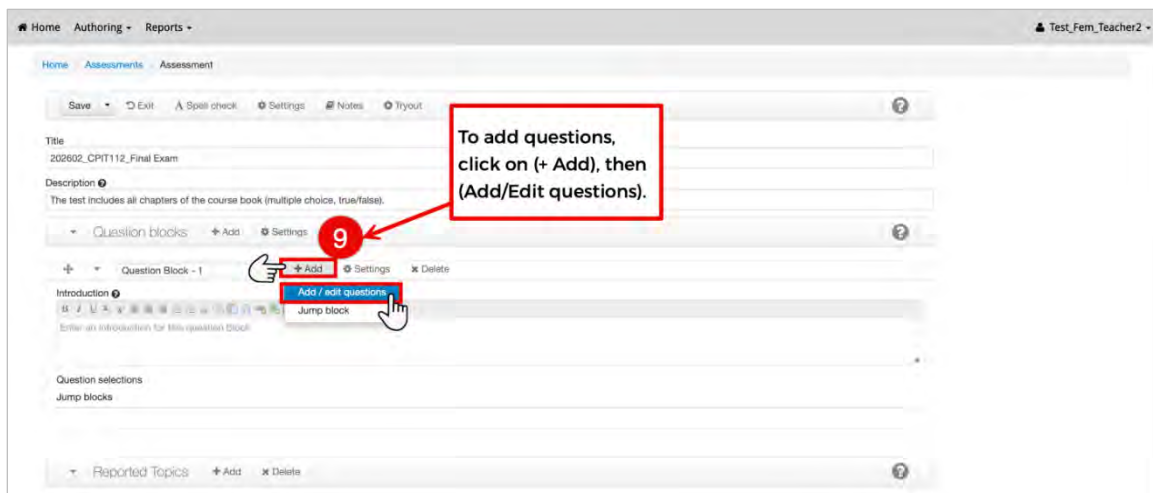
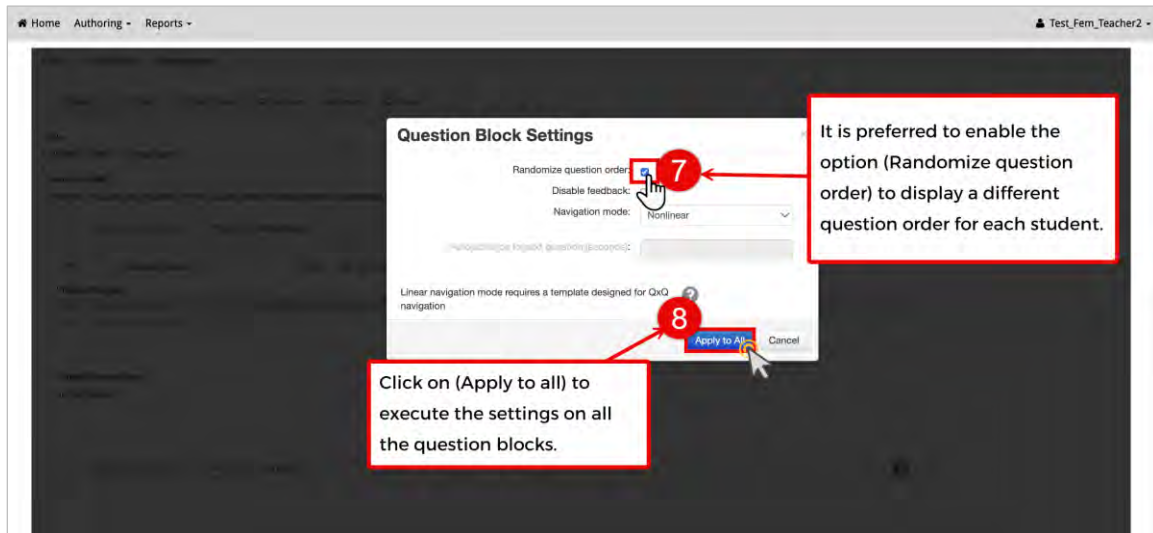
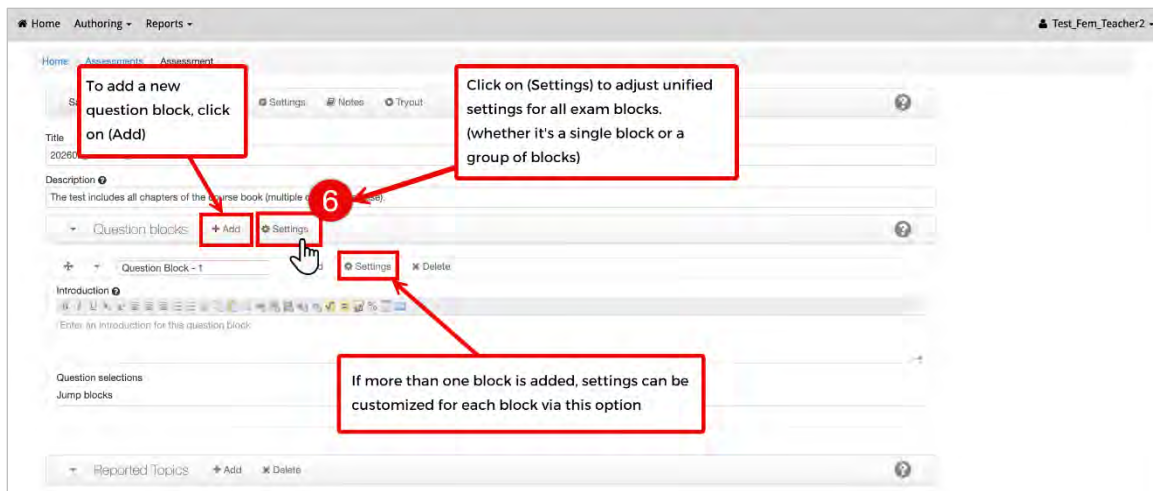
Reported Topics + Add Delete

Question Blocks:
They are used to organize the exam questions into sections. You can rely on one block for the entire exam or create multiple blocks, with the ability to apply independent settings for each block.

Important notes on creating multiple blocks:

- The exam duration will be inclusive of all question blocks.
- Navigation between blocks is sequential, and once the student submits a section, they cannot return to it.
- The final grade is calculated at the whole exam.

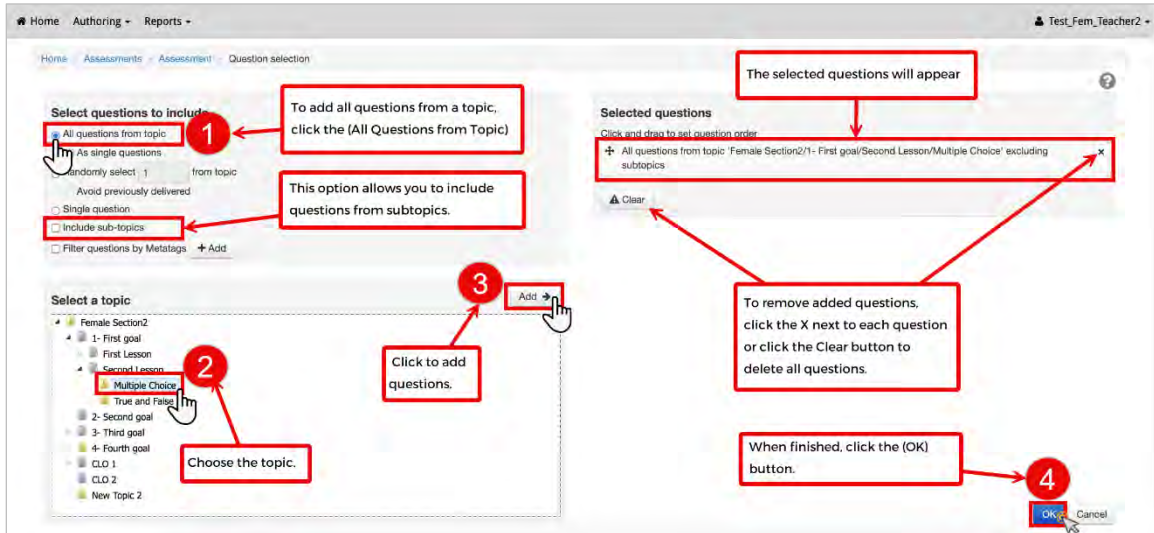
There is one block by default



Adding Questions:

You can add exam questions in three ways as follows:

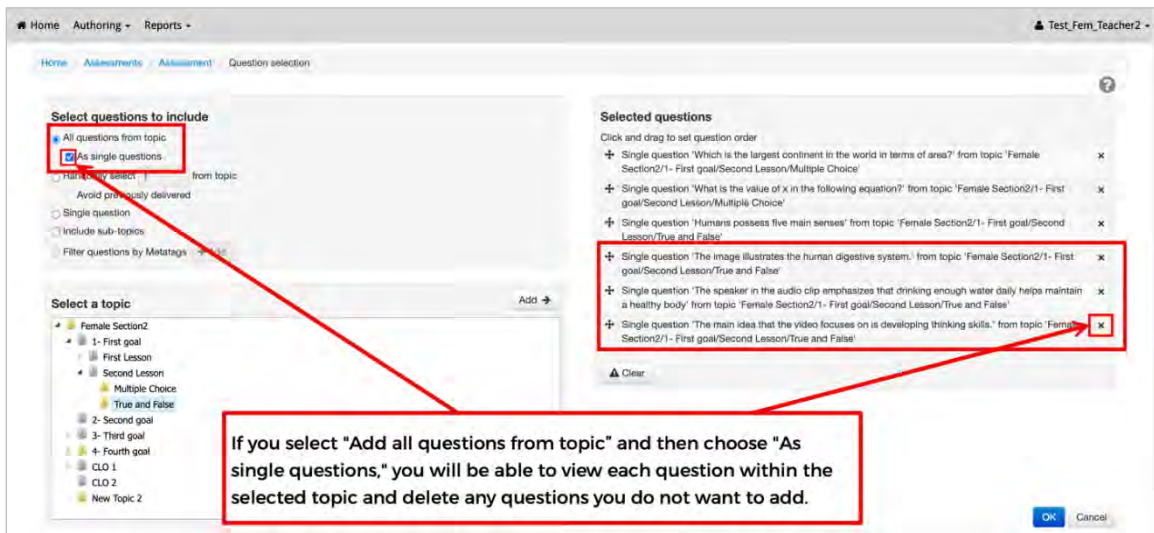
- a. All questions from a topic: This method allows you to choose a topic and add all the questions within it. You can also include questions from the topic as individual questions, allowing you to select a group of them. To add questions this way, follow these steps:



The screenshot shows the 'Question selection' interface with the following steps and annotations:

- 1** Select questions to include:
 - ☒ All questions from topic
 - ☐ As single questions
 - ☐ Randomly select: 1 from topic
 - ☐ Avoid previously delivered
 - ☐ Single question
 - ☐ Include sub-topics
 - ☐ Filter questions by Metatags
- 2** Select a topic:
 - Female Section2
 - 1- First goal
 - First Lesson
 - Second Lesson
 - Multiple Choice** (selected)
 - True and False
 - 2- Second goal
 - 3- Third goal
 - 4- Fourth goal
 - CLO 1
 - CLO 2
 - New Topic 2
- 3** Add: Click to add questions.
- 4** OK: When finished, click the (OK) button.

Annotations include: 'To add all questions from a topic, click the (All Questions from Topic)', 'This option allows you to include questions from subtopics.', 'The selected questions will appear', and 'To remove added questions, click the X next to each question or click the Clear button to delete all questions.'



The screenshot shows the 'Question selection' interface with the following steps and annotations:

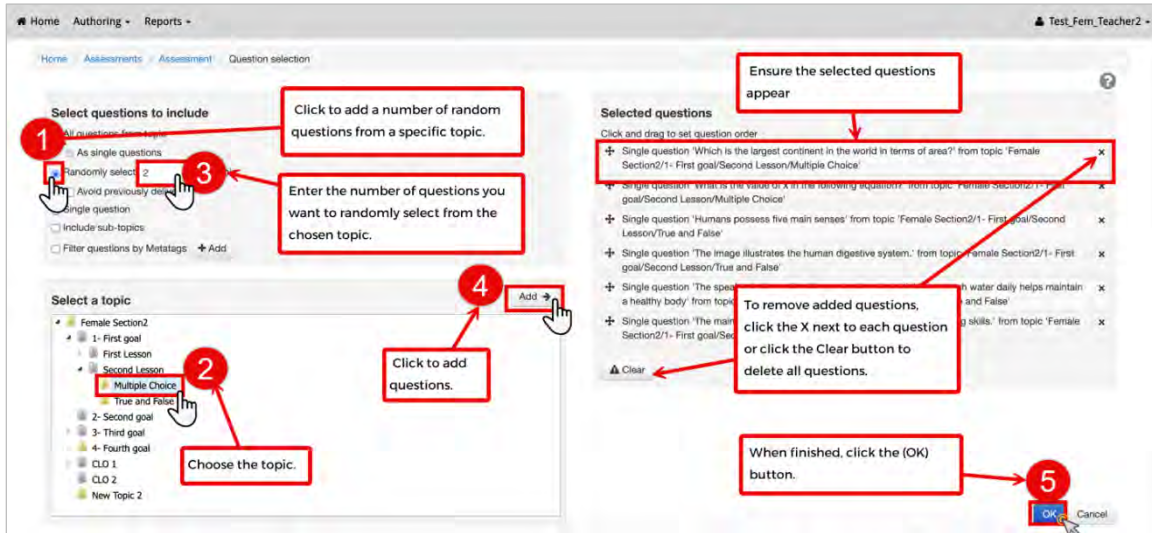
- 1** Select questions to include:
 - ☒ All questions from topic
 - ☒ **As single questions**
 - ☐ Randomly select: 1 from topic
 - ☐ Avoid previously delivered
 - ☐ Single question
 - ☐ Include sub-topics
 - ☐ Filter questions by Metatags
- 2** Select a topic: (Same as the first screenshot)
- 3** Add: Click to add questions.
- 4** OK: When finished, click the (OK) button.

Annotations include: 'If you select "Add all questions from topic" and then choose "As single questions," you will be able to view each question within the selected topic and delete any questions you do not want to add.'

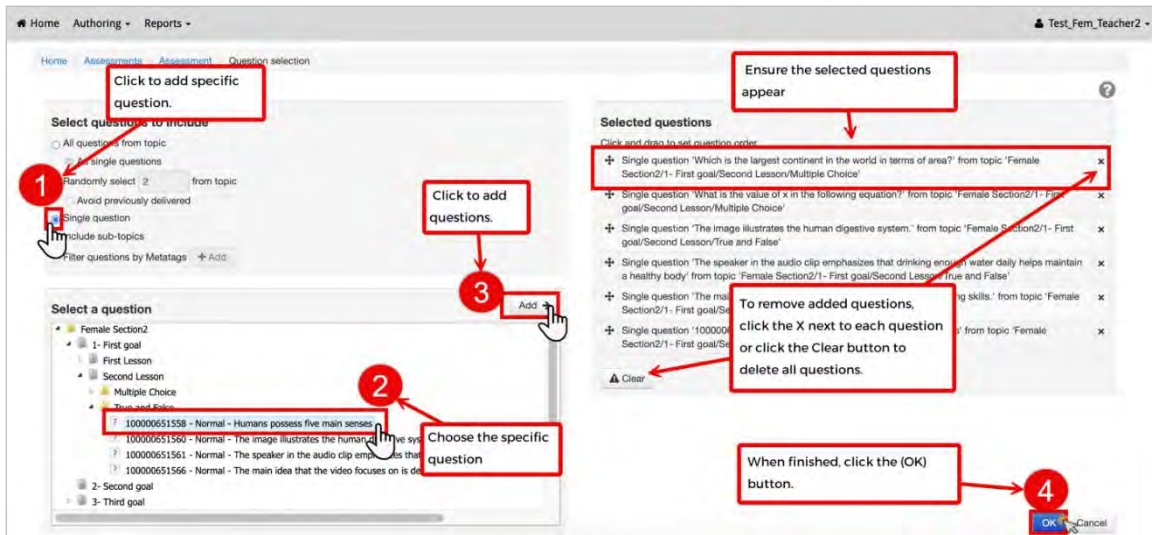
Selected questions:

- Single question 'Which is the largest continent in the world in terms of area?' from topic 'Female Section2/1- First goal/Second Lesson/Multiple Choice'
- Single question 'What is the value of x in the following equation?' from topic 'Female Section2/1- First goal/Second Lesson/Multiple Choice'
- Single question 'Humans possess five main senses' from topic 'Female Section2/1- First goal/Second Lesson/True and False'
- Single question 'The image illustrates the human digestive system.' from topic 'Female Section2/1- First goal/Second Lesson/True and False'
- Single question 'The speaker in the audio clip emphasizes that drinking enough water daily helps maintain a healthy body' from topic 'Female Section2/1- First goal/Second Lesson/True and False'
- Single question 'The main idea that the video focuses on is developing thinking skills.' from topic 'Female Section2/1- First goal/Second Lesson/True and False'

- b. Adding a number of questions randomly from a specific topic: This method allows you to add a number of questions that will be randomly selected from the chosen topic. To add questions in this way, follow these steps:



- c. Adding a single question: You can select a question from the list to add. Questions are added individually. To add questions this way, follow these steps:



Note: To avoid duplicating questions in the exam, make sure **not to** select questions from the same topic more than once, whether this is done in the same way or using different pull methods, as this may lead to the same question appearing more than once to the student.



Continuing Exam Creation Steps:

Home | Authoring | Reports | Test_Fem_Teacher2

Assessment

Save | Exit | Spell check | Settings | Notes | Tryout

Title: 202602_CPIT112_Final Exam

Description: The test includes all chapters of the course book (multimedia)

Question blocks: + Add | Settings | Delete

Question Block - 1

Introduction: CPIT112 Final Exam
The exam consists of 30 questions and you have 60 minutes to answer them.

Question selections

- Single question 'Which is the largest continent in the world in terms of area?' from topic 'Female Section2/1- First goal/Second Lesson/Multiple Choice' (1)
- Single question 'What is the value of x in the following equation?' from topic 'Female Section2/1- First goal/Second Lesson/Multiple Choice' (1)
- Single question 'The image illustrates the human digestive system.' from topic 'Female Section2/1- First goal/Second Lesson/True and False' (1)
- Single question 'The speaker in the audio clip emphasizes that drinking enough water daily helps maintain a healthy body' from topic 'Female Section2/1- First goal/Second Lesson/True and False' (1)
- Single question 'The main idea that the video focuses on is developing thinking skills.' from topic 'Female Section2/1- First goal/Second Lesson/True and False' (1)

Scroll down the page

Home | Authoring | Reports | Test_Fem_Teacher2

1 | 1-2 of 2 items

Outcomes: + Add

Pass

Score range: 70 to 100 | Provisional

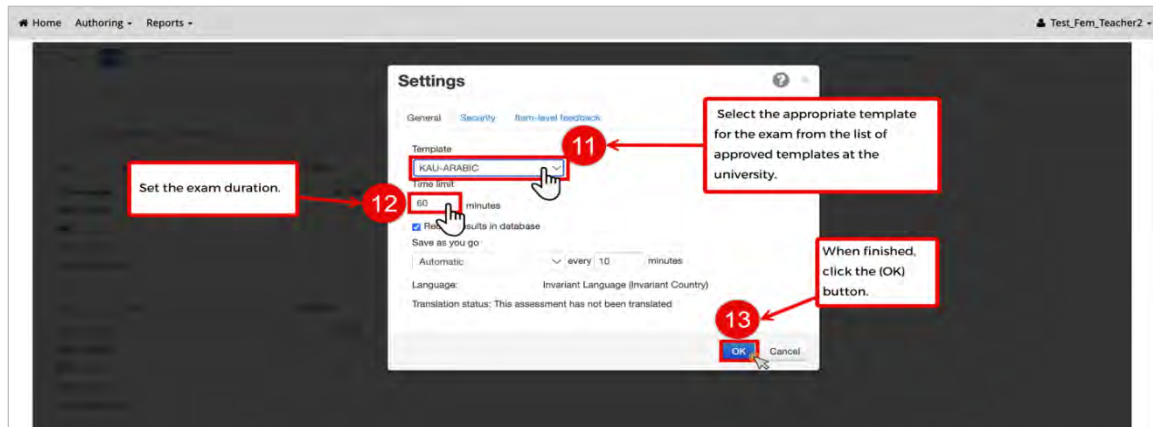
Feedback | Email | Branching | Prerequisites

Fail

Score range: 0 to 89 | Provisional

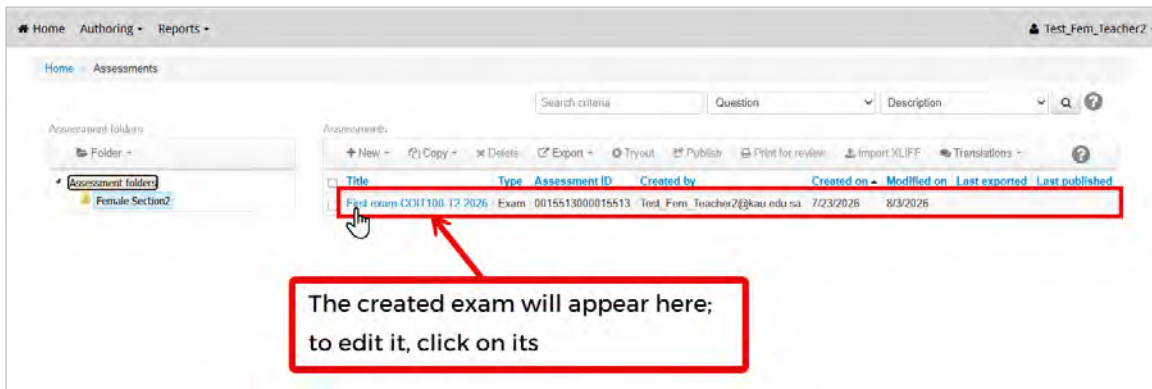
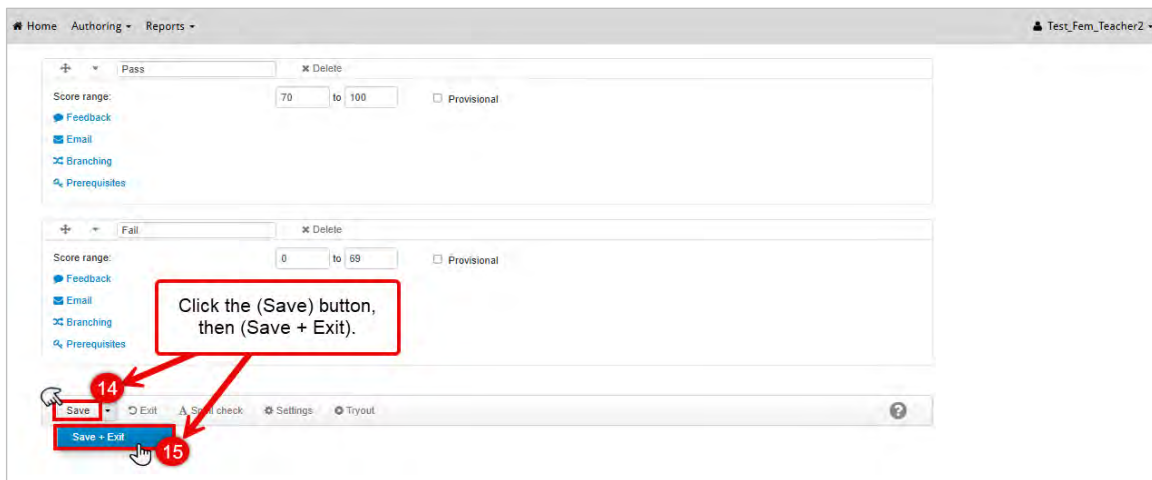
Feedback | Email | Branching | Prerequisites

Save | Exit | Spell check | Settings | Tryout



Template types:

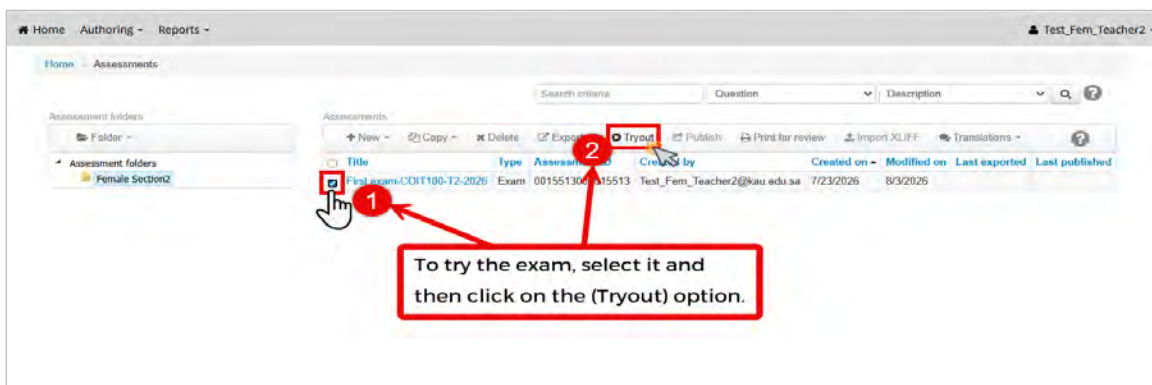
- **ARABIC-KAU:** To display all questions on a single screen, and the assessment is in Arabic.
- **English-KAU:** To display all questions on a single screen, and the assessment is in English.
- **English-Intro-KAU:** For a separate introduction for English language exams.
- **qxqKAU-ARABIC:** To display each question on a separate screen, and the assessment is in Arabic.
- **qxqKAU-ENGLISH:** To display each question on a separate screen, and the assessment is in English.
- **qxqKAUSideBySide:** To display each question on a screen with the introduction appearing on one side of the screen, and the questions on the other side. The introduction continues to appear when navigating between questions, and the assessment is in English.

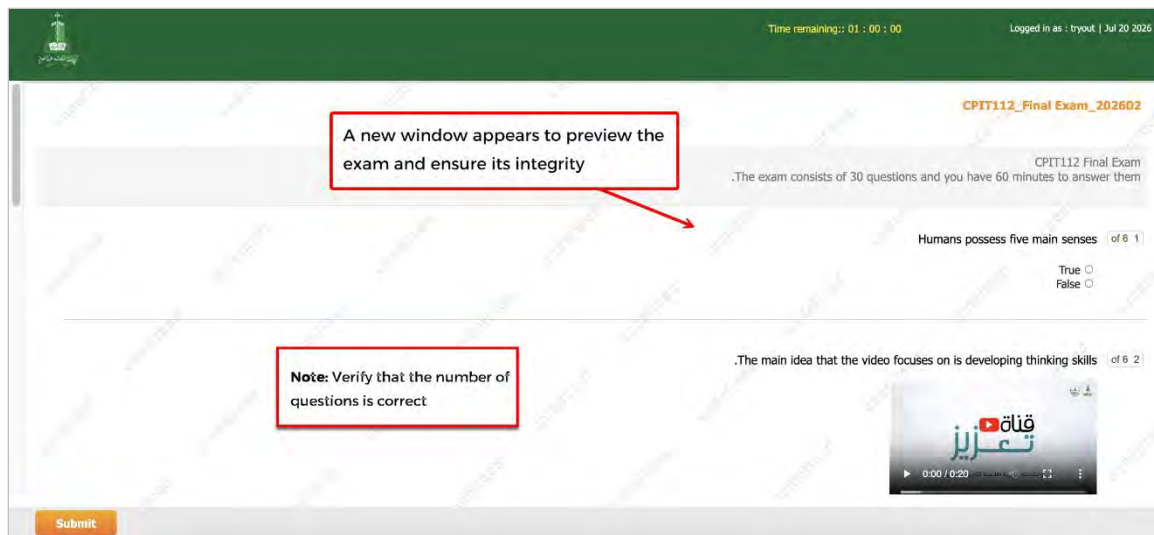


2. Previewing the Exam:

You can preview the exam (Try out) to ensure its integrity and see how it is displayed to the student.

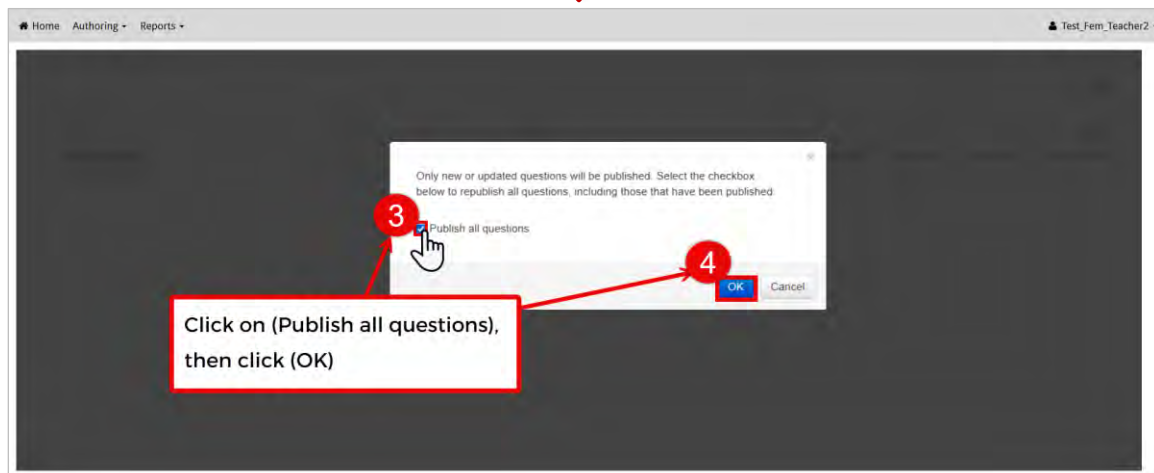
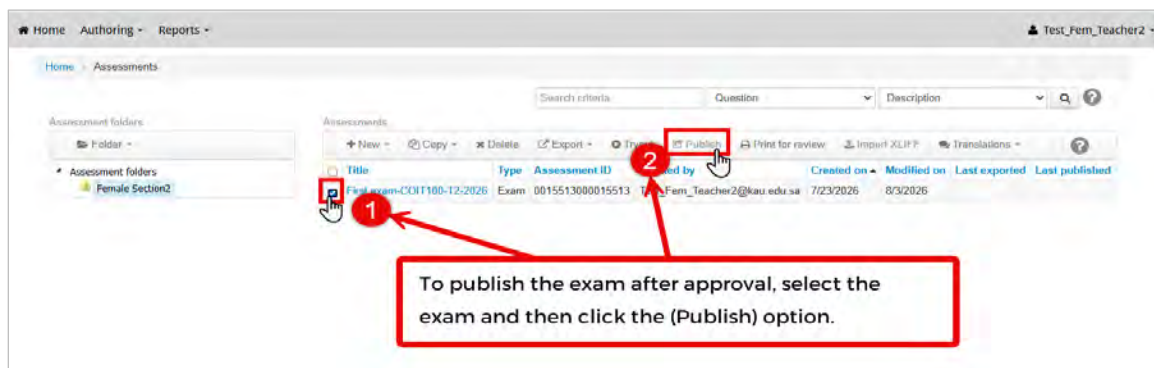
Note: You must verify the number of exam questions after creating it, as the system does not show any alert for a shortage in the number.





3. Publishing the Exam

After reviewing and approving the exam, it must be published to become available to students, by follow these steps:



Note:
After making any changes to the exam, it must be republished so that the updated version is available to students.

A notification confirming that the exam has been published will appear, and the date in the (Last Published) column will be updated.

Title	Type	Assessment ID	Created by	Created on	Modified on	Last exported	Last published
First exam-COIT100-T2-2026	Exam	0015513000015513	Test_Fem_Teacher2@kau.edu.sa	23/07/2026	03/08/2026		10/08/2026

4. Copying an Exam

You can make a copy of an exam to reuse or modify it without affecting the original copy by following these steps:

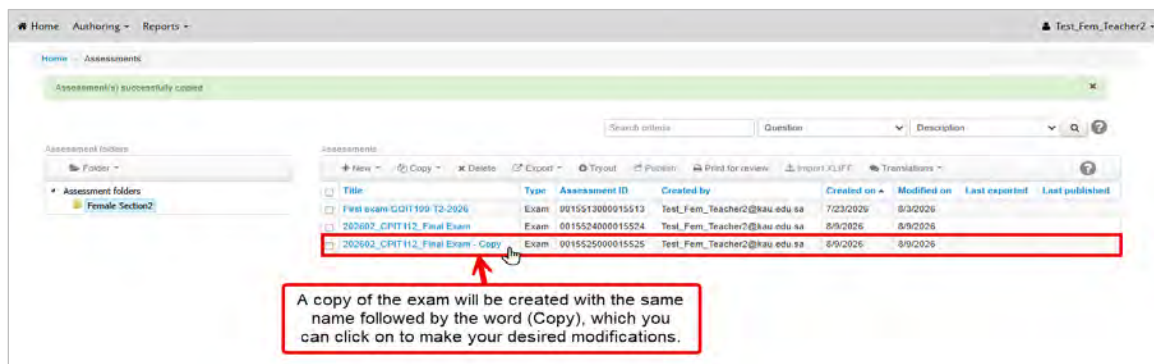
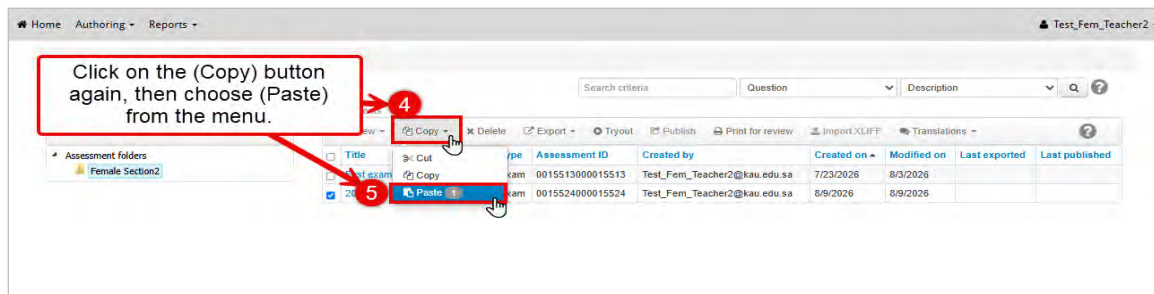
Select the exam you want to copy.

Title	Type	Assessment ID	Created by	Created on	Modified on	Last exported	Last published
First exam-COIT100-T2-2026	Exam	0015513000015513	Test_Fem_Teacher2@kau.edu.sa	7/23/2026	8/3/2026		
202602_CPT1112_Final Exam	Exam	0015524000015524	Test_Fem_Teacher2@kau.edu.sa	8/9/2026	8/9/2026		



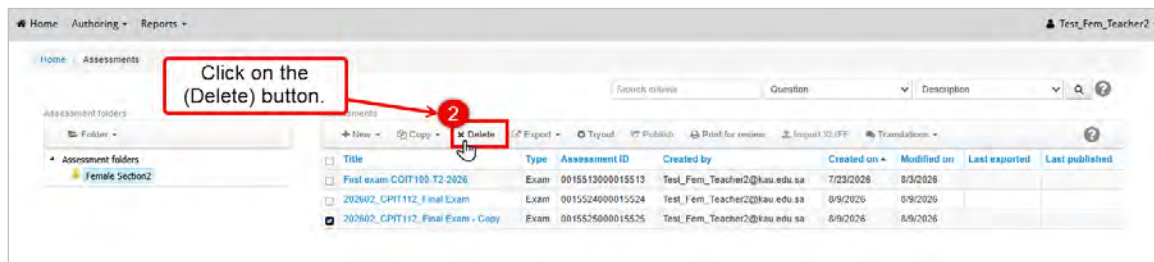
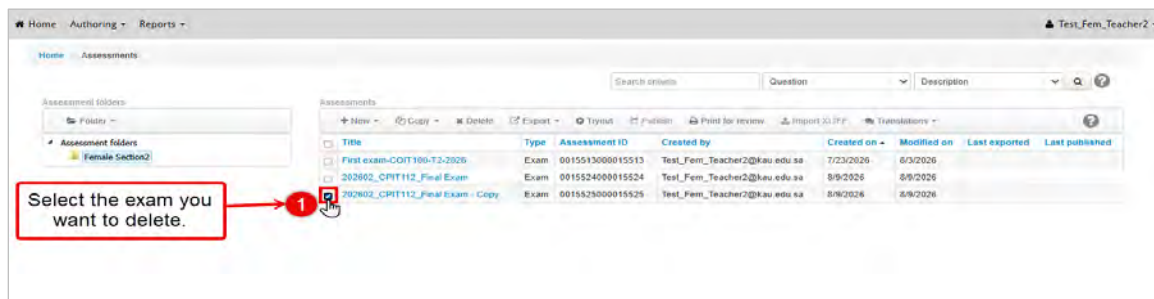
Click on the (Copy) button, then choose (Copy) from the dropdown menu.

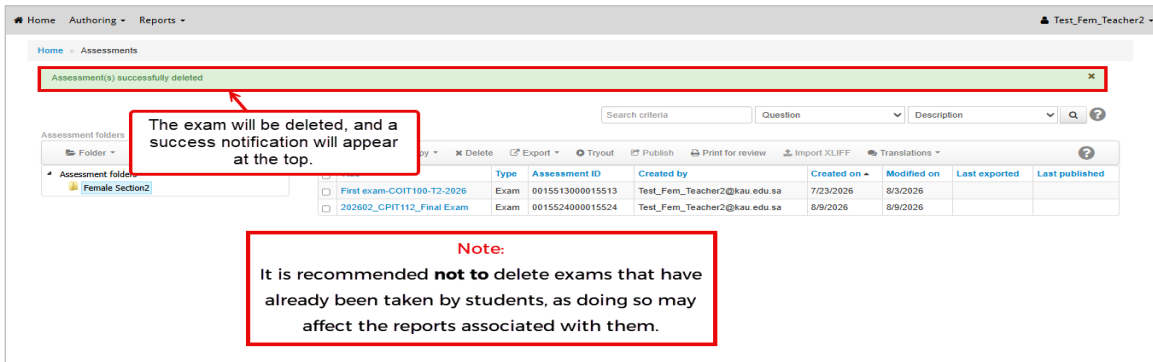
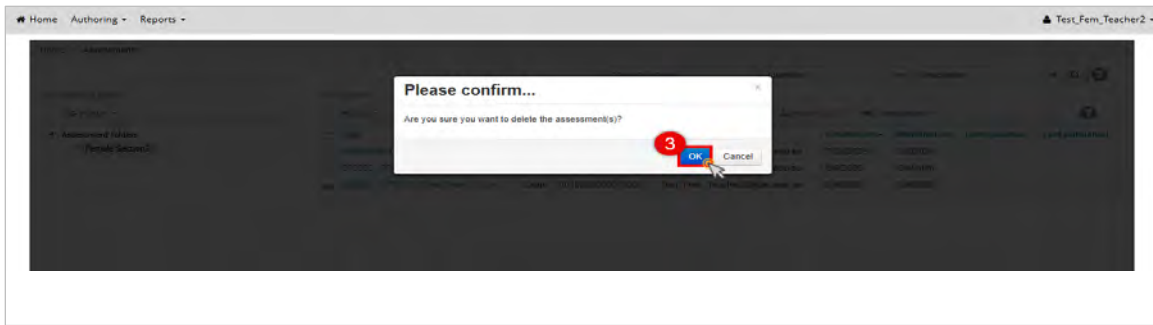
Title	Type	Assessment ID	Created by	Created on	Modified on	Last exported	Last published
202602_CPT1112_Final Exam	Exam	0015524000015524	Test_Fem_Teacher2@kau.edu.sa	8/9/2026	8/9/2026		



5. Deleting an Exam

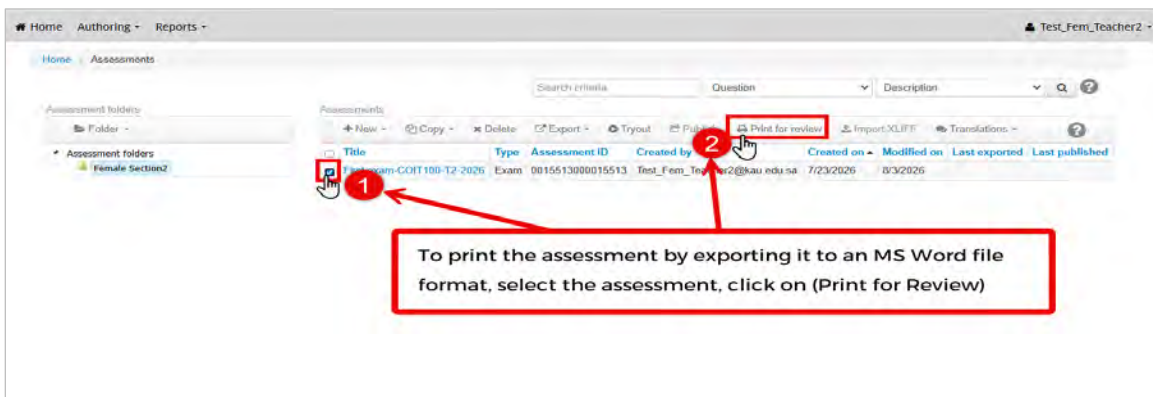
You can delete exams by following these steps, **noting** that it is recommended **not to delete** exams that have already been taken by students due to their association with the results reports.

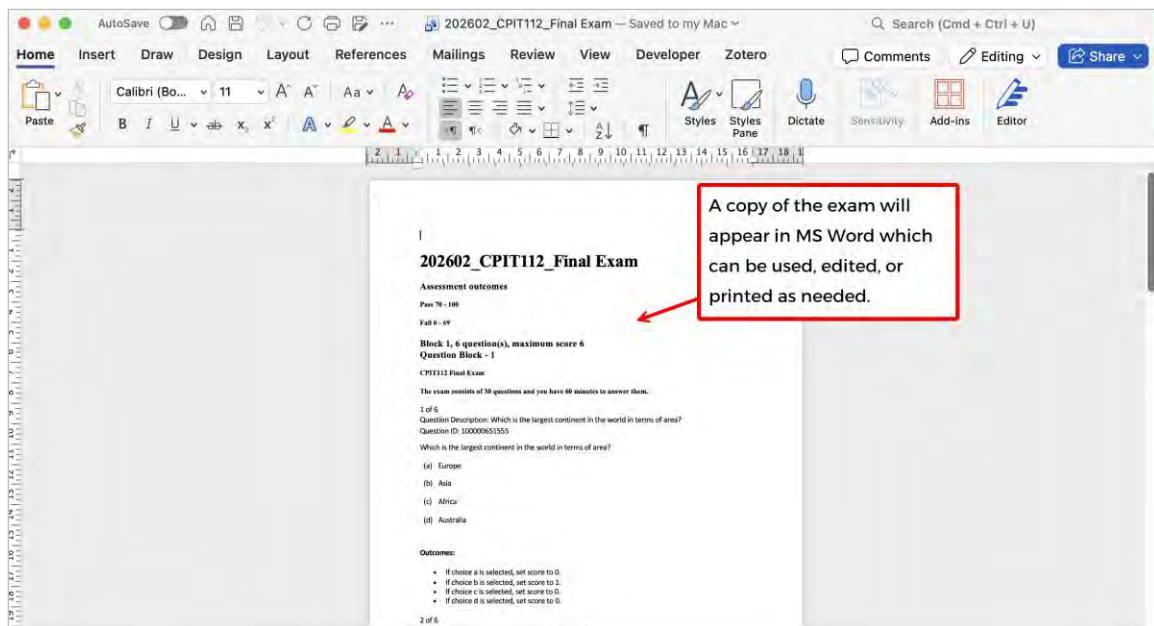
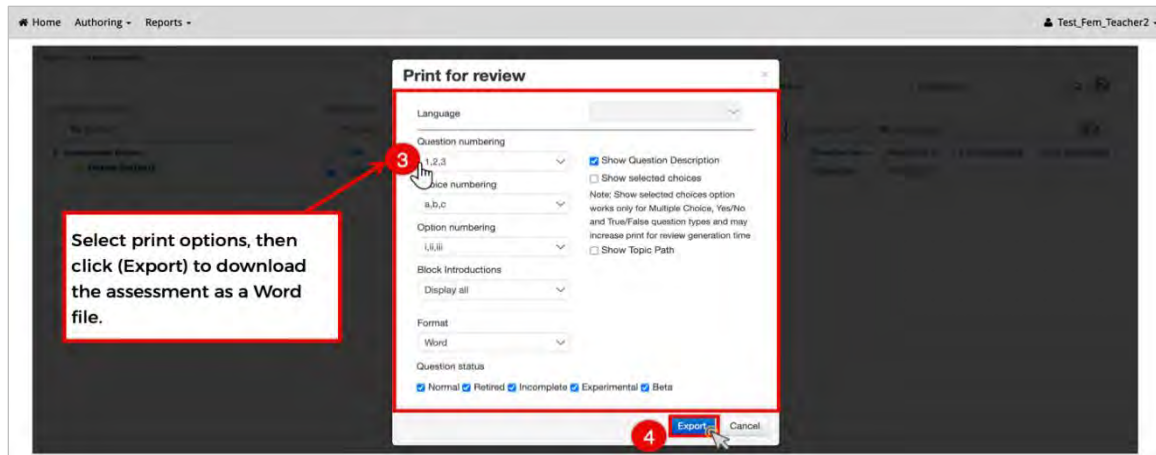




6. Printing the Exam:

You can obtain a copy of the exam by exporting it as a Word document for printing or review by following these steps:





Reports

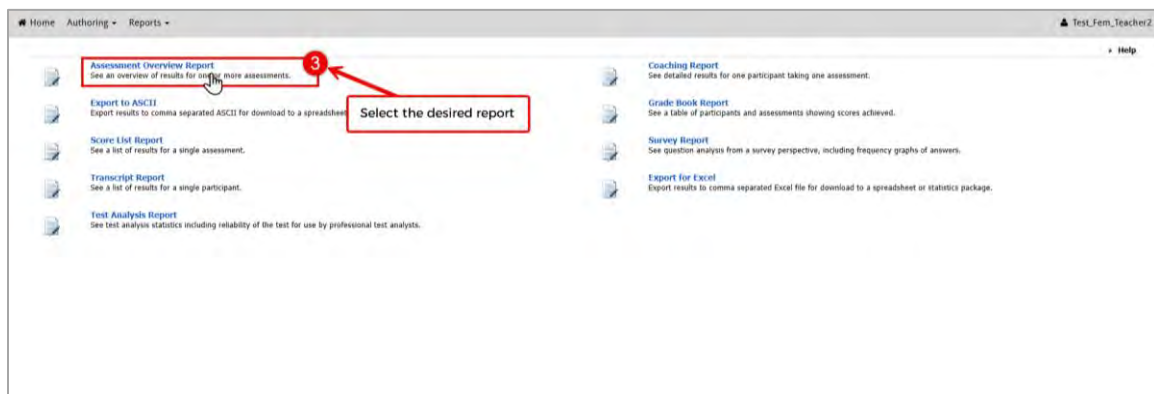
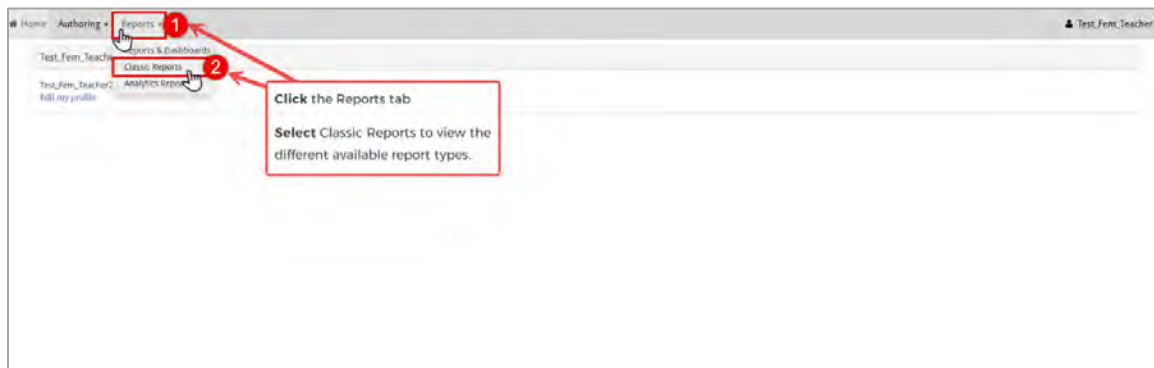
The Electronic Exams System provides the capability to generate and save various types of reports that present detailed information on students' assessment results.

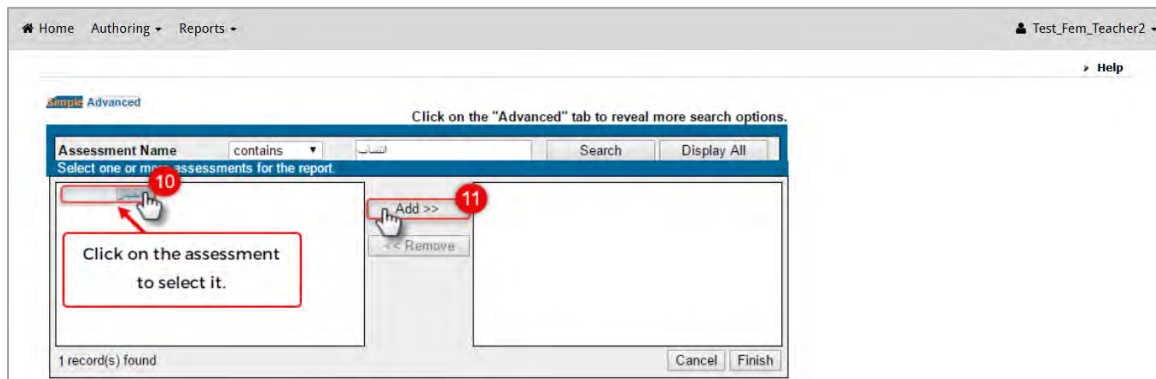
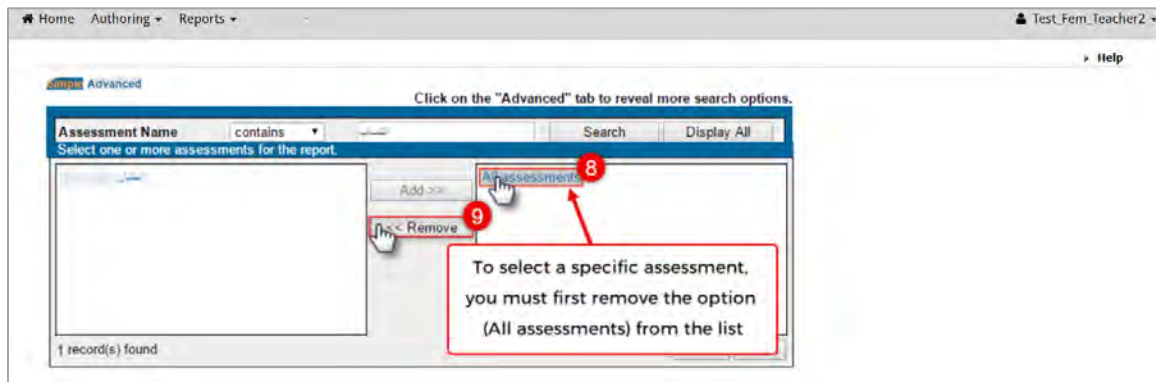
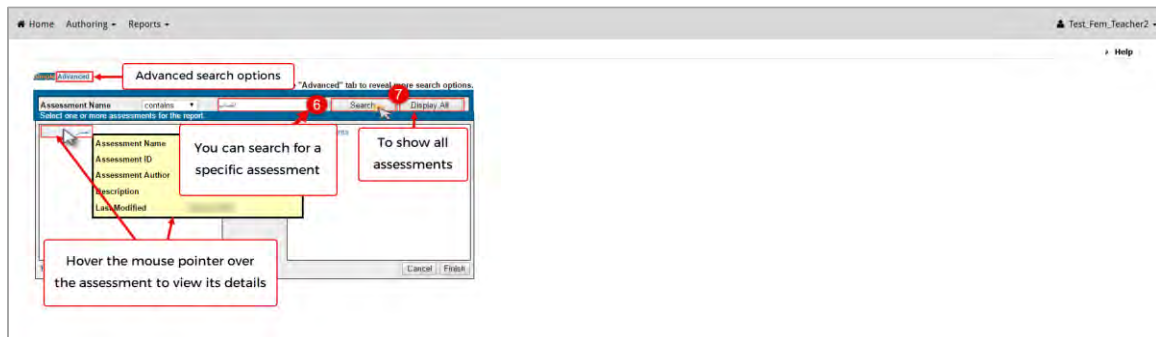
This guide provides an overview of some of the available report types, including:

Type 1: Assessment Overview Report

Report Description: This type of report provides an overview of assessment results along with selected statistical values.

1. Generate the Report:







Home Authoring Reports Test_Fem_Teacher2 Help

Simple Advanced

Click on the "Advanced" tab to reveal more search options.

Assessment Name contains Search Display All

Select one or more assessments for the report.

اختبار

Add >>

<< Remove

2 record(s) found

اختبار

12 Cancel Finish



Home Authoring Reports Test_Fem_Teacher2 Help

Main Page Groups Participants Special Fields Dates

Assessment Overview Report - Screen 1 of 5

Choose a report template and an assessment, then press View Report.
To filter data, choose a filter, or use the wizard tabs.

Select report template KAU Assessment Overview Edit

Select assessments to report on

Analyze on all the assessments or define a custom list using the Add and Remove buttons.

Select filter

Next >>

Do not use filters

Do not use filters

All finished

Timed out

You can filter students by selecting one of these criteria

13 View Report Cancel Help

2. Preview of the report:

Assessment overview report

Report generated: February 1, 2016 - 10:16

Filters for this report

No filters specified

اختبار

Assessment name	Assessment ID	Assessment author	Date/time first taken	Date/time last taken	Date/time last modified	Number of times started	Number of times not finished	Number of times finished	Minimum score of those finished	Maximum score of those finished	Mean score of those finished	Least time taken for those finished	Most time taken for those finished	Mean time taken for those finished	Standard deviation for those finished
اختبار															

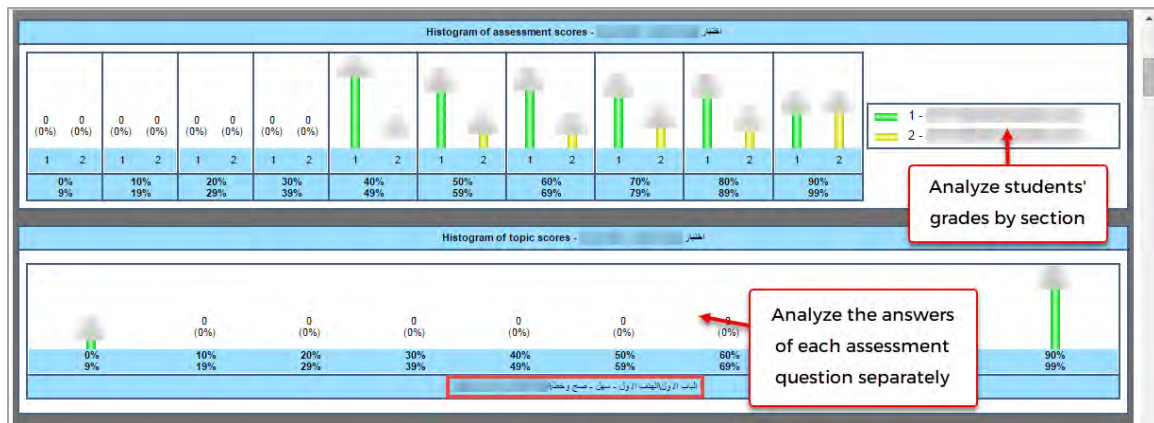
Analysis of score bands

(100%)

Completed

اختبار

This report displays assessment information along with a set of statistical data for analyzing the assessment



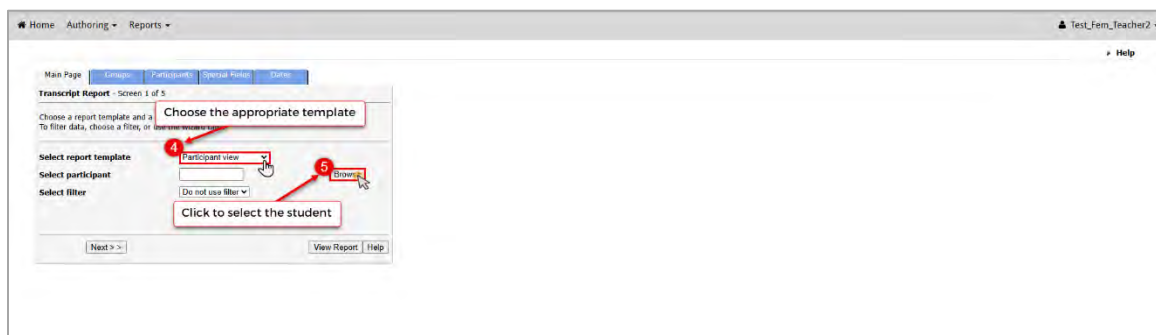
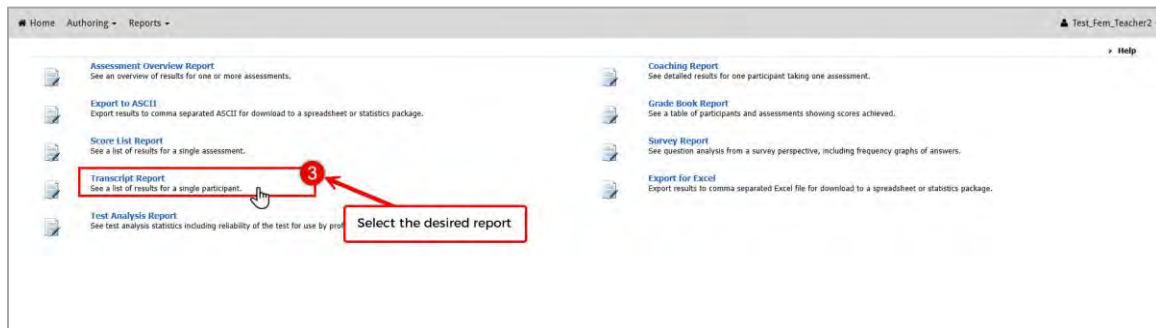
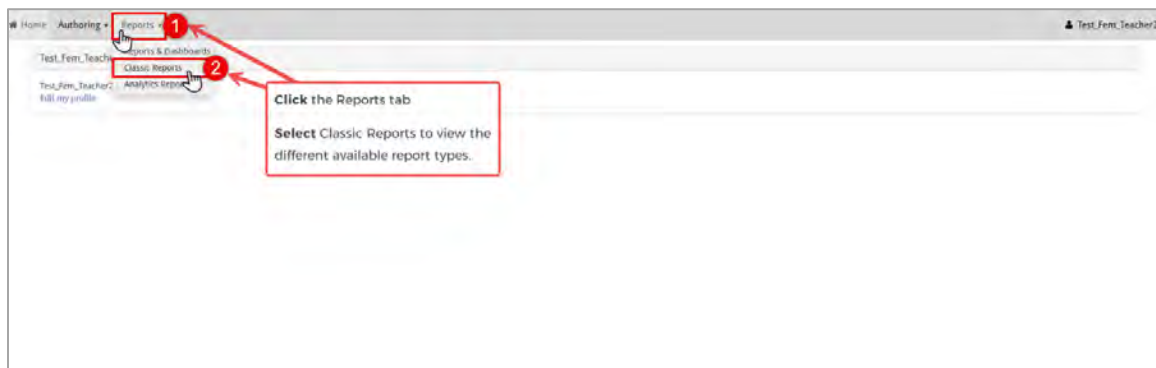
Topic information	Average score	Minimum score	Maximum score	Standard
الباب الاول\الهدف الاول - سهل - صح وخطأ	69.5%	0%	100%	
الباب الاول\الهدف التاسع - سهل - اختيارات	69.5%	0%	100%	
الباب الاول\الهدف الثالث - متوسط - اختيارات	69.5%	0%	100%	
الباب الاول\الهدف الثالث عشر - سهل - اختيارات	69.5%	0%	100%	
الباب الاول\الهدف الثاني عشر - متوسط - اختيارات	69.5%	0%	100%	
الباب الاول\الهدف الحادي عشر - سهل - اختيارات	69.5%	0%	100%	
الباب الاول\الهدف الخامس عشر - سهل - صح وخطأ	69.5%	0%	100%	
الباب الاول\الهدف الرابع عشر - سهل - صح وخطأ	69.5%	0%	100%	
الباب الثالث\الهدف الاول سهل اختياري	69.5%	0%	100%	

At the end of the report, a statistical analysis of all assessment questions is displayed

Type 2: Transcript Report

Report Description: This report type allows you to view the detailed results of a single student for a single assessment.

1. Generate the Report:





Home Authoring Reports Test_Fem_Teacher2 Help

Advanced Search Options

Participant Name contains [] Search Display All

8 Hover over the student to view their details, then click to select them

6 You can search for a specific student

7 To view all students



Home Authoring Reports Test_Fem_Teacher2 Help

Main Page Crosses Participants Special Fields Define

Transcript Report - Screen 1 of 5

Choose a report template and a participant, then press View Report. To filter data, choose a filter, or use the wizard tabs.

Select report template KAUJaham Edit

Select participant []

Select filter Do not use filter Do not use filter All finished Timed out

9 You can filter students using one of the following criteria

View Report Cancel Help

2. Preview of the report:

Transcript report

Report URL Back Home

Participant: []

Report generated: February 7, 2016 - 10:47

Page 1 of 1

Filters for this report

No filters specified

Result index	Assessment ID	Assessment name	Assessment author	Assessment last modified	Assessment description	Participant group
2019946846	6438698857526925	اختبار - تعليم عن بعد				

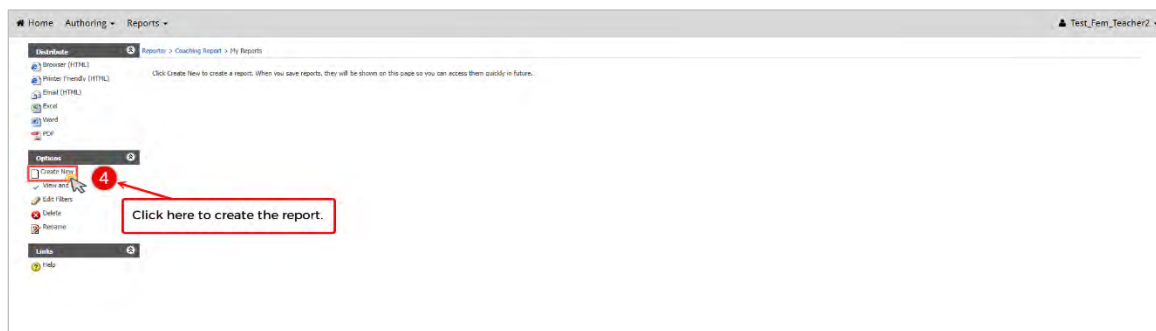
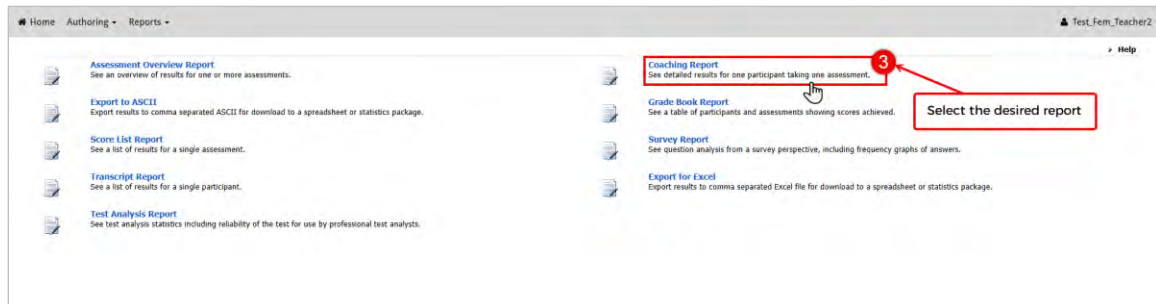
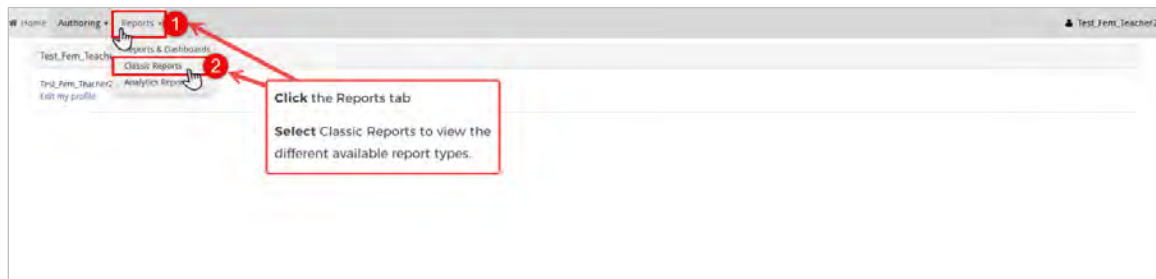


Hostname	IP address	Status	Date/time started	Date/time finished	Total score	Maximum score	Percentage score
192.168.220.120	77.31.0.59	Finished normally			19	35	54%

Type 3: Coaching Report

Report Description: This report type allows you to view detailed results for all students in a specific assessment, with each student's results displayed individually.

1. Generate the Report:





The screenshot shows the 'Advanced Search' section of the system. It includes a search bar with the text 'التعليم عن بعد' (E-learning) and a dropdown menu set to 'contains'. Below the search bar are buttons for 'Search' and 'Display All'. A table lists the search results, with the first row highlighted. A tooltip is visible over the first row, showing details for the assessment 'التعليم عن بعد' (E-learning).

7 Search for a specific assessment

8 Search

9 Hover over the assessment to view its details, then click to select it

To view all assessments

Assessment Name: التعليم عن بعد

Assessment ID: [Redacted]

Author: [Redacted]

Description: [Redacted]

Last modified date: [Redacted]



Home Authoring Reports Test_Fem_Teacher

Links Help

Reports > Coaching Report > Create Report Definition

Assessments Special Fields Dates Filters Filter Options

Select a Report Template: KAU Coaching Edit Template

Select an Assessment: Find Assessments

Select a Schedule Name: Browse

Select a Participant: Browse

Select a Status: Any status

Preferred Distribution Format:

- Browser (HTML)
- Printer Friendly (HTML)
- Email (HTML)
- Email
- Word
- PDF

Next >>

10

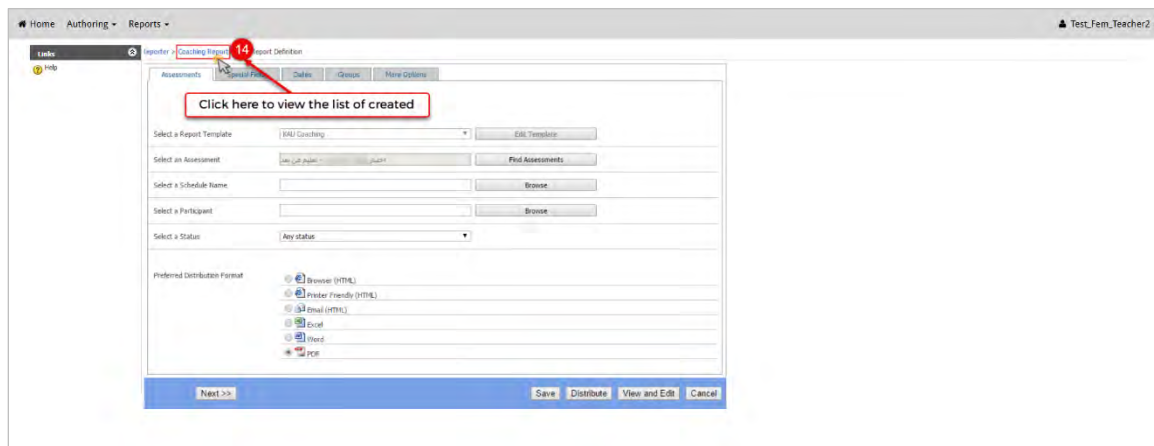
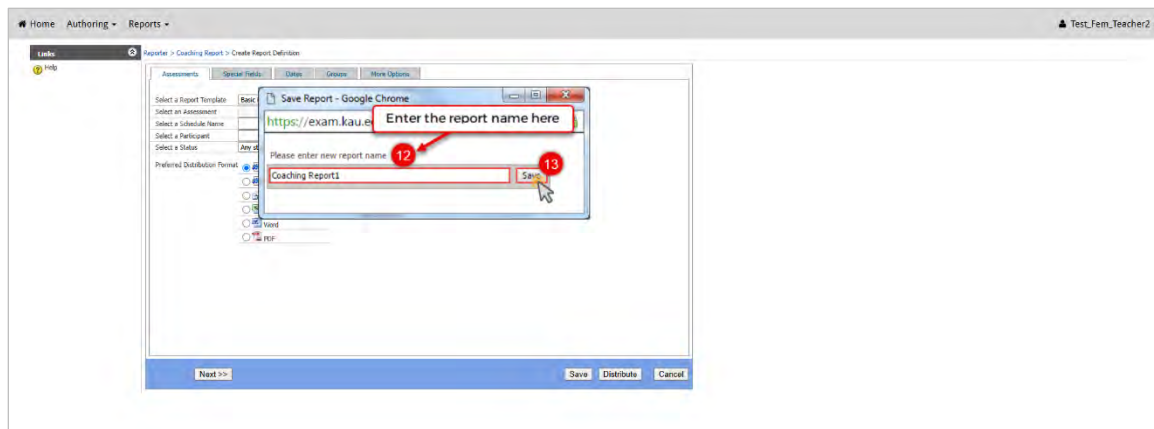
11

Save Distribute View and Edit Cancel

(Optional) Limit the report to a single student by selecting their student ID

(Optional) Select the student's test completion status

Select the appropriate report format



2. Preview of the report:





Home Authoring Reports Results Test_Fem_Teacher2

Reporter > Coaching Report > Intermediate Results

Select all

Showing 1-25 of 63 Results

Participant	Assessment Name	Language	Score(%)	Group	Date Taken	Status
12345	not set	89				Finished normally
12345	not set	80				Finished normally
12345	not set					Finished normally
12345	not set					Finished normally
12345	not set					Finished normally
12345	not set	83				Finished normally
12345	not set	86				Finished normally
12345	not set	80				Finished normally
12345	not set	83				Finished normally

Double-click the student ID to view the student's report



Coaching Report1

The report name is displayed here

Total score	19	Assessment type	Exam
Status	Finished	Participant ID	
Percentage score	54%	Participant group	
Maximum score	35	Assessment name	تعليم عن بعد
Date/time finished	Dec 13 2015 08:34:05	Time taken	00:25:27
Language	not set	Questions answered	35
Assessment outcome label	Completed		

Questions

The student's assessment details are displayed here

The report displays detailed information about the student's responses to all assessment questions

1

Maximum score 1

Answer given 1

Actual score 0

Question wording

Question type Multiple Choice

Time taken 00:03:45

2

Maximum score

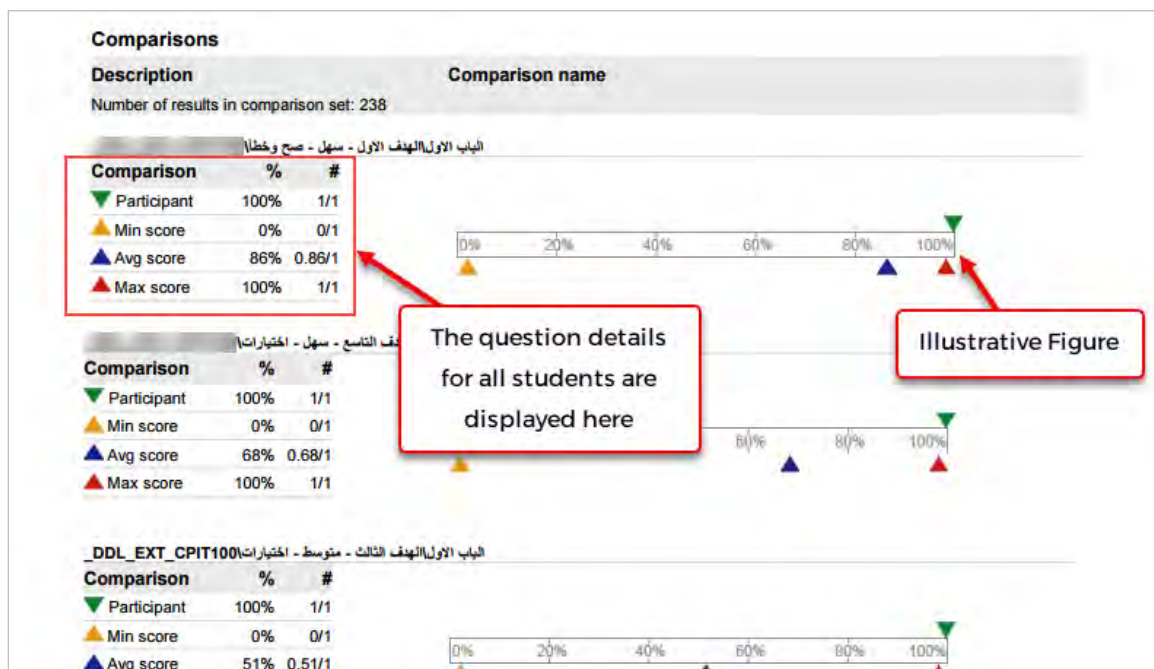
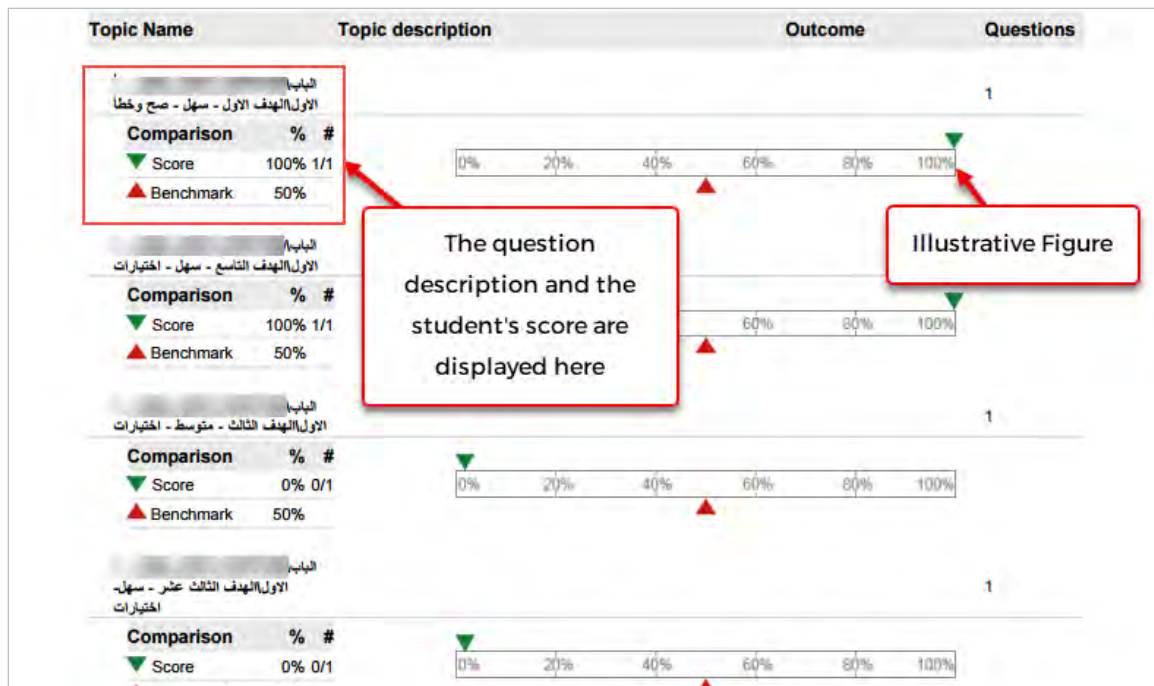
Answer given

Actual score

Question wording

Question type

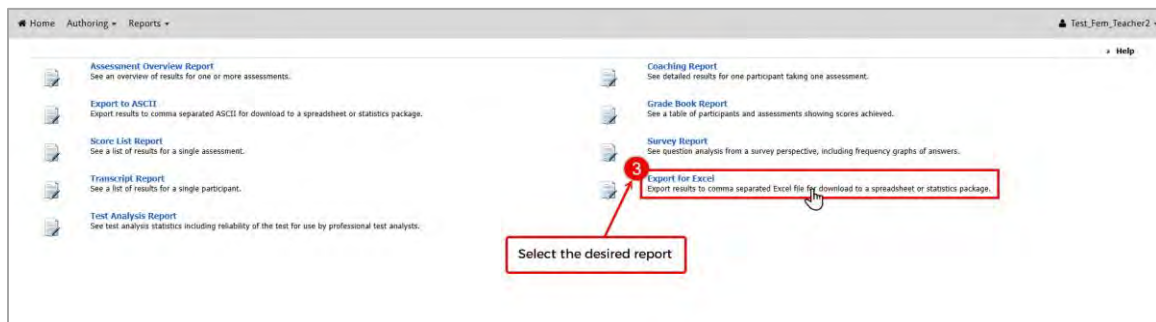
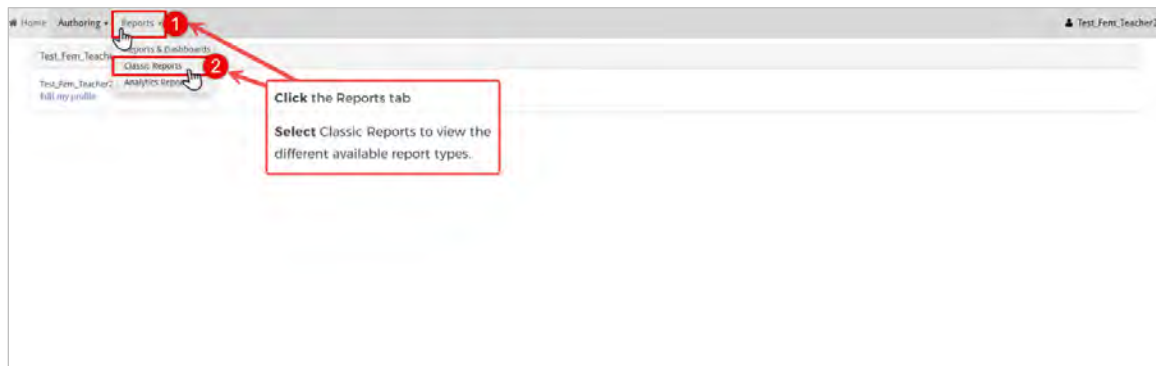
Time taken 00:01:52

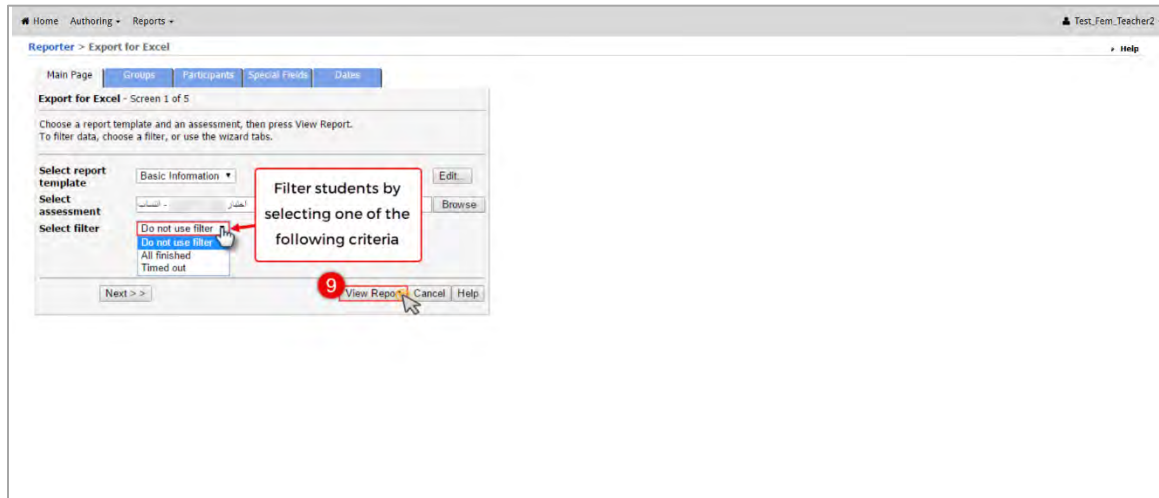
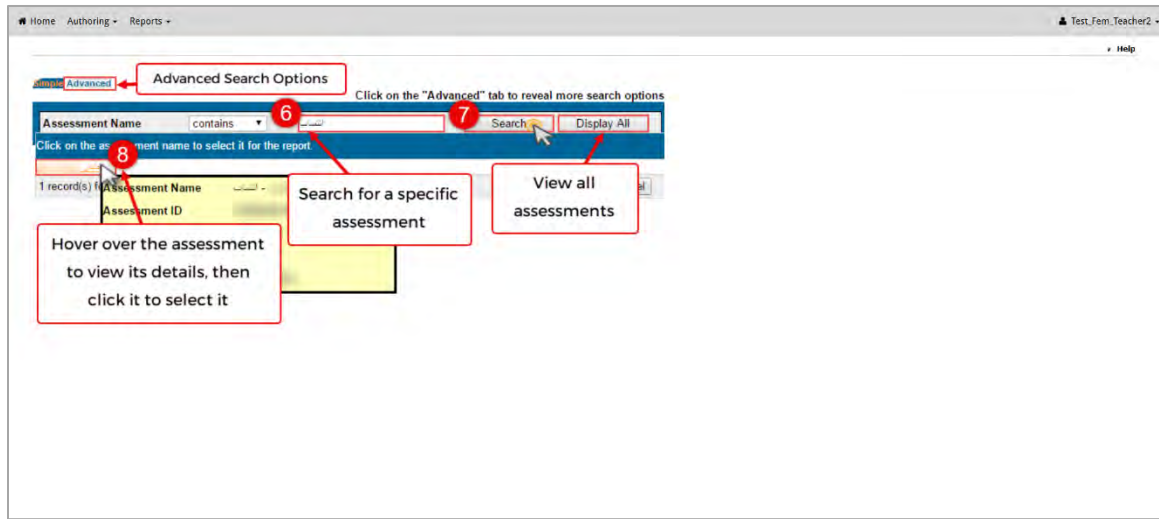


Type 4: Export for Excel

Report Description: This type of report allows you to retrieve data and export it to an Excel file for viewing and processing. The data displayed in the report depends on the selected template.

1. Generate the Report:







2. Preview of the report:

	A	B	C	D	E	F	G
1	Report Generated On January 27, 2016 At 11:26 AM						
2	Participant	Participant details	Status	Date/time finished	Total score	Maximum score	Percentage score
3			Finished normally	/15 16:38	42	50	84%
4			Finished normally	/15 11:00	28	50	56%
5			Finished normally	/15 16:15	38	50	76%
6			Finished normally	/15 16:19	34	50	68%
7			Finished normally	/15 11:04	27	50	54%
8			Finished normally	/15 13:11	29	50	58%
9			Finished normally	/15 08:43	32	50	64%
10			Finished normally	/15 11:08	22	50	44%
11			Finished normally	/15 13:41	40	50	80%
12			Finished normally	/15 08:56	43	50	86%
13			Finished normally	/15 16:29	23	50	46%
14			Finished normally	/15 10:59	42	50	84%
15			Finished normally	/15 08:27	35	50	70%
16			Finished normally	/15 10:40	37	50	74%
17			Finished normally	/15 16:00	34	50	68%
18			Finished normally	/			80%
19			Finished normally	/			72%
20			Finished normally	/			84%
21			Finished normally	/			62%
22			Finished normally	/			50%
23			Finished normally	/			62%
24			Finished normally	/			84%
25			Finished normally	/			70%
26			Finished normally	/			62%
27			Finished normally	/15 19:46	43	50	86%
28			Finished normally	/15 19:46	35	50	70%
29			Finished normally	/15 20:31	30	50	60%

The report will be exported as an Excel file containing all data for the selected students in the chosen report template

Conclusion

We hope this guide has helped clarify how to use the Questionmark system and perform its essential tasks efficiently. This guide will be updated as needed to reflect any enhancements and improvements made to the system.