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Exam question import template

Replace the examples with your questions. Keep every field name unchanged. Copy a complete question table for each additional question; delete any examples you do not need.

Use multiple_choice with options A and B (C and D are optional), and an answer of A, B, C or D. Use true_false with TRUE or FALSE; leave the option fields blank.

Enter positive whole-number marks. Keep combined marks within the exam total. Explanation is optional. Use plain text, without images, formulas or tracked changes.

In a Draft exam with no student attempts, open Manage Questions > Import Questions. Upload the saved .docx file, review the preview, then import. Limit: 500 questions and 5 MB. Questions are added; duplicate question text is rejected.

Multiple choice example

Field	Value
question_text	What is 2 + 2?
question_type	multiple_choice
marks	2
option_a	3
option_b	4
option_c	5
option_d	6
correct_answer	B
explanation	Adding two and two gives four.

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True or false example

Copy this table to add more true or false questions. The importer supplies the True and False options automatically.

Field	Value
question_text	The Earth orbits the Sun.
question_type	true_false
marks	1
option_a	
option_b	
option_c	
option_d	
correct_answer	TRUE
explanation	The Earth travels around the Sun.

Before uploading, check that you have replaced both examples, included every question in a table, and saved the file as .docx. The exam name, module, duration and pass marks are set on the exam screen.

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Your File Format APIs

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