Master Key Options

Making Answer Key Changes

Deleting a Question

View menu -> Master Answer Key

If an answer needs to be changed, firstly click on the incorrect answer to clear it and then select the correct answer.

*The total number of correct answers and all scores are automatically adjusted after a deletion is made.*

SELECTING CUSTOM ALTERNATES

*Each question on the key must have one answer selected before alternates are added.*

Go to View -> Master Answer Key; Options -> Custom Alternates
Alternate example #1: Two answers (E and A) are accepted for a single question (#54); ‘E’ is already selected on the key so answer ‘A’ is added and its weight of “1” is also added:

Alternate example #2: All answers are to be accepted for a single question (#11); ‘C’ is already selected on the key so the remaining answers are then added with an equal weight of ‘1’:

You can then preview the Alternate answers:

Options -> Preview Active Options (Alt Answers)

Selecting Custom Weights

Weighting is set to a default of 1.0 though custom weights are available.

Some of the questions on your exam should be worth 2 points each. What do you do?

View -> Master Answer Key;
Options -> Custom Weights:
Master Key Options

In the box that appears, scroll down and enter the custom weight for each question; click ‘OK’ when finished.

An alert message will appear once ‘OK’ is clicked. This is just a notification that all other questions will be reset to the default weighting of 1.0.

You can preview the Custom Weights changes:

Options menu -> Preview Active Options (Custom Weight)