How to Upload Question-Parser Rules & Guidelines

The question parser allows you to upload batches of your own questions into the Academic Manager System® for use in your exams. The question batches must be formatted as indicated below and as demonstrated in the (separate) 'Question Upload Format' document. If you experience difficulty formatting your questions to work with our parser, please contact Client Support (clientsupport@exammaster.com) for assistance. You can also contact Client Support if you'd like to discuss having your questions uploaded for you*.

1. Documents must be in .docx format (standard MS Word file type).

2. Each question within a document must start with |START-QUESTION| and end with |END-QUESTION|. These 'field tags' must be on their own line in the document.

3. Only 4 fields are REQUIRED for the parser to work correctly: Question Type, Question Stem, Question Distractors (answer choices) and Distractor Correct (correct answer choice). For Multiple Response Type questions, use a comma separated list of all correct answer choices (i.e. |CORRECT| B,D).

4. Completely remove any optional segments that you are NOT using. e.g.: If you are not uploading a case then remove |START-CASE| and |END-CASE| and all the space in between the two tags.

5. For each question segment that you are using, there must be a start and end field tag. Field tags consist of 2 parts, the position and the field name. e.g. To indicate that the stem field is being entered, you would enter |START-STEM|.

6. Question segments must be uploaded in the provided order using the provided syntax, or they won't be recognized properly by the system.

7. Field tags should be on their own line, with the desired text on its own line in between the START and END field tags.

8. Distractors and correct answers can be entered as either alpha or numeric characters, but should be consistent throughout the document.

9. All questions will upload with a point value of 1 by default. You can edit the point value once the question is in system.

10. Currently only Multiple Choice, Multiple Response, Fill-in and Free Response question types are compatible for use with the parser. For Free Response questions enter your objectives in the distractor fields. You can edit the question once the document has been parsed to add point values.

Please see the next page for an example of a question formatted for upload, or proceed directly to the 'Question Upload Format' document for a template that you can use.

|START-QUESTION|

|START-TYPE|
Multiple Choice
|END-TYPE|

|START-CLASSIFICATION|
Uploaded Questions|Examples|First Question (Optional. Partial outlines will cause an error – you must include a complete outline|topic|subject if you are using the classification field.)
|END-CLASSIFICATION|

|START-CASE|
Cases are optional. You can omit both the case text and the field tags if you don't have a need for a case with your question. If you do leave the field tags in the document, a blank case will be attached to your question. |END-CASE|

|START-STEM|
Question stems are required for a successful upload.
|END-STEM|

|START-DISTRACTORS|
|A|A minimum of 1 distractor is required for a successful upload.
|B|Each distractor should have its own line and tag.
|C|Tags can be either alpha or numeric, but should be consistent throughout the document. |D|Use the distractor fields to enter in objectives for Free Response question types. |E|Distractor 5
|CORRECT|D
|END-DISTRACTORS|

|START-EXPLAIN|

Explain field tags, used for explanatory text or a rationale (optional).
|END-EXPLAIN|
|START-REFERENCES|
References are optional.
|END-REFERENCES|

|START-KEYWORDS|
Keywords, notes, or metatags can be entered here (optional). All text entered here will automatically load to the Note section of Meta-data.
|END-KEYWORDS|

|END-QUESTION|