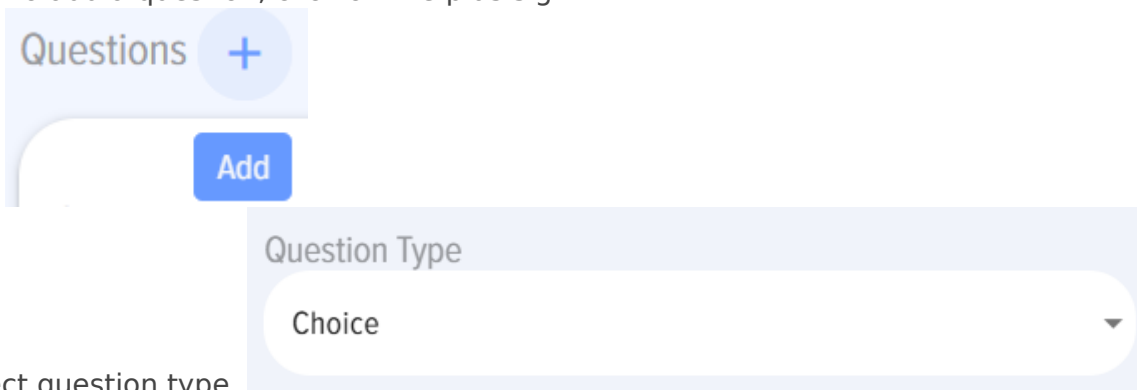


# Adding a question

Brief algorithm for adding a question:

- Click on the plus
- Select the question type
- Add weight to the question (if necessary)
- Select the question block (if necessary)
- Enter the question. Add pictures to the question (if necessary)
- Add the question to the test
- Add answer options to the question or select the examiners (in an open question)
- Select the correct options (for all types except open)
- To add a question, click on the plus sign



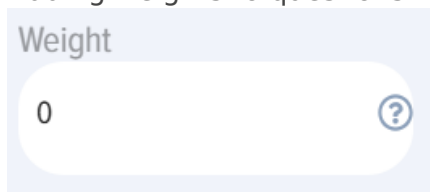
The screenshot shows a user interface for adding questions. At the top left, there is a light blue box labeled 'Questions' with a plus sign icon. Below it, there is a blue button labeled 'Add'. To the right of the 'Add' button, there is a light blue box labeled 'Question Type' containing a dropdown menu with 'Choice' selected and a downward arrow icon.

Select question type

There are five types of questions that can be asked in the tests:

- Choice - the test taker must select one or more correct answers;
- Sequence - the test taker must restore the correct sequence;
- Matching - the test taker must correctly match the answer options;
- Open - the test taker enters an answer in free form, and the examiner notes whether the answer is correct or not;
- Substitution - the question contains missing words, numbers or symbols, the test taker must enter the correct data.

Adding weights to questions. If necessary, add weight to the question.



The screenshot shows a user interface for adding weights to questions. It features a light blue box labeled 'Weight' containing a text input field with the value '0' and a blue circular help icon with a question mark.

## THIS IS IMPORTANT! Weights in questions:

- The sum of the weights must be exactly 100%;
- When adding weights, all questions from the test must be displayed to the test taker;
- Fractional weights cannot be entered, only whole numbers;
- Entering weights is optional;
- If the questions have the same weight, then you do not need to enter the same weights.  
Just do not enter weights.

Enter your question in the box

Enter the question in this field

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