Any Questions

Examination Questions & Papers Databank

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Any Questions User Guide

Introduction

Any Questions is an examination databank application. It facilitates the storage of questions and their model answers, that can be assembled into examination papers. The papers can be deployed.

- Any Questions currently handles the following question types:
    - Multiple Choice (MCQ)
    - Short Answer Questions (SAQ)
    - Objective Structured Clinical Exam (OSCE)
    - Essays
    - Unseen Oral exams

- Features:
    - 5 question types
    - Store Answer-Options (MCQ)
    - Store Answers (SAQ)
    - Store marking sheets for OSCE and Unseen Oral questions
    - Store metrics for questions and papers
    - Angoff
    - Modified Angoff
    - Discrimination Index
    - Difficulty Index
    - Ebel Value
    - Chronbach Alpha
    - Standard Error Measurement
    - Attach one or more Intended Learning Outcomes (ILOs) to questions
    - Export MCQ to Blackboard format for delivery to candidates
    - Link images to questions
    - Each paper consists of one or more Sections. Each Section consists of one or more Questions.
    - Questions and papers have a Status field (e.g. Draft, Reviewed, Deployable).
    - Questions are assigned a Cohort (e.g. Year 1, Year 2)
    - Questions are assigned a Topic and Topics have any number of Sub-Topics.
    - Duplicate questions
    - Duplicate whole papers (they can then be modified before re-use)
    - Deployed papers are colour-coded to indicate when they were last used. Simplifies the decision regarding the timing of re-use.
    - Exam papers are exported as a Microsoft Word document, allowing fine tuning of formatting.
    - Multiple formats of the export-to-Word format:
    - Examination paper
    - Marking Paper
    - Actor's brief (OSCE only)
    - Psychometric Paper including ILOs and the ability to attach a summary Word document composed by the user.
    - Ability to select the Font for the Sections, Questions and Sub-Questions.
    - Ability to include the institution's logo on the cover page
    - OSCE exams include the cover page with a table of Stations and labelling the Rest-Station.
    - Password protection of exported papers.
    - Logon and password security.
    - Ability to control access to different features depending on user level (Supervisor/Operator)

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Installation

Windows 7, 8.x, 10, 11 (32bit or 64bit version)

- Download the installation from www.ctcsoftware.net. Save the file to the desktop or somewhere from which you can run the installation.
- Run the installation by Right-Clicking the AQ-setup.exe file and selecting *'Run as Administrator…*
- Click on *Next* to move on to the next stage of the installation. Make sure you are happy with the installation destination.

Hardware Requirements

4G RAM
Pentium Core i5 (or equivalent)
500 Megabytes hard disk space (depending on the number of questions, images etc. stored)
Microsoft Office 2010, 2013, 2016 or later (**must be the 32bit version)**
Monitor capable 1024* 768 pixels (or higher) display

Starting the Application

Initially you will see a small window on the top left of your screen, which contains the following message:
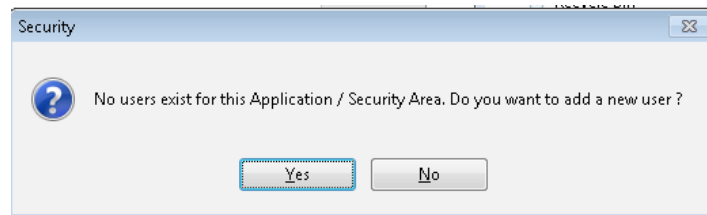
Click on the '**Yes**' button, as there aren't any existing users yet. Next you will see another very similar window as shown below.
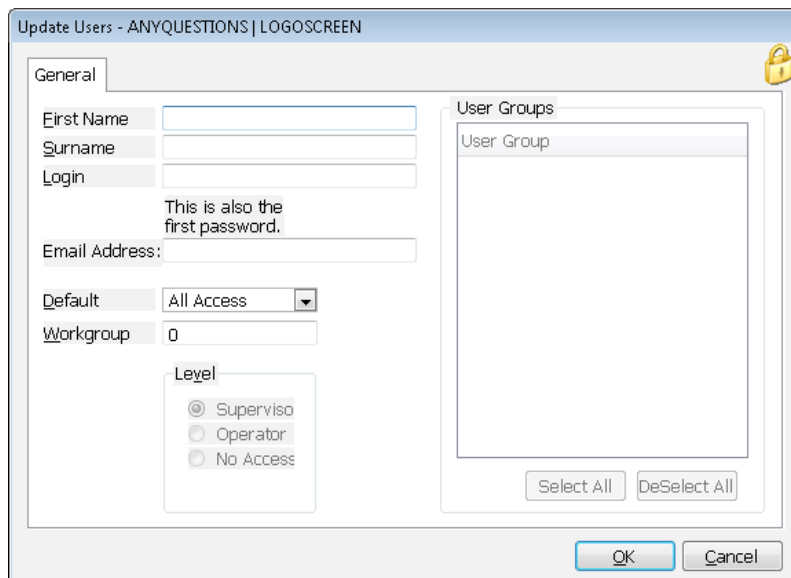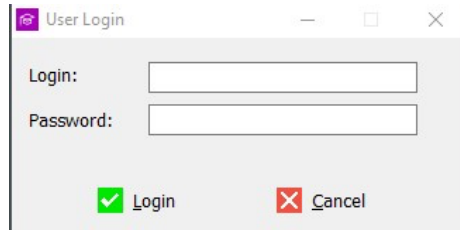
Enter the following data:
- First name
- Last name
- Login

Initially the Login is also your password (until you change the password).

Next you will see the *'User Login'* Window.

Enter your login and press the <Tab> key. Then enter your password (same as the login) and press <Tab> again. Finally click on the *OK* Button.

When the main window is displayed, you will notice the application is registered to 'DEMO'. This means that you have a fully functional demonstration system that will run for 30 days. If you have purchased the system, see **Unlocking the System** below for details of how to remove the restriction.

Unlocking the Application

Initially, the product runs as a fully functional system for a 30-day period. If you have **purchased** the application, you will receive an unlock code.

- cTc Software will supply you with a file that has a 'xml' suffix. Save this file to your desktop.
- Select the *Help* tab and then *Register product*.
- Drag the xml file from the desktop onto the boxed area as shown below.
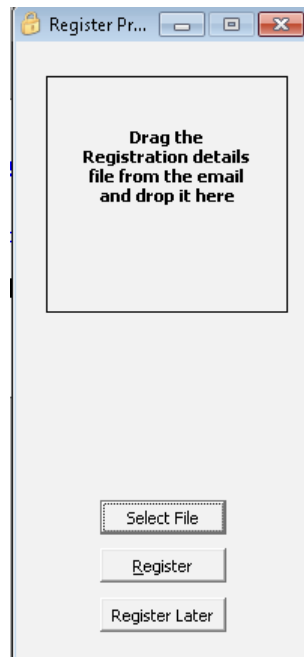
- The software will report the registration as successful. Please restart Any Questions.

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## Tutorial

<u>Introduction</u>

Before entering questions, it is worth taking the time to understand how Any Questions (AQ) works and to set up other aspects of the application.

When entering questions, AQ 'looks up' various bits of information from other files (e.g. Cohort, Question-Type, Topic, Status etc.) This ensures that your data is accurate (no typing errors), and speeds data entry. These ancillary files need to be set up before you begin.
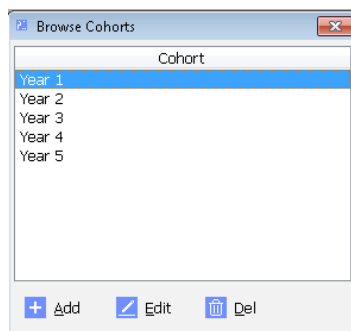
The ancillary files are:
- Cohort
- Question-Status
- Question-Type
- Topic & Subtopic
- OSCE Topic (OSCE papers only)
- Intended learning Outcomes (ILOs) – Any Questions has the GDC ILOs pre-loaded
- Paper-Status
- Academic Year

The files are all accessed from the *Setup* tab. Select the required file and you will see a *browse* window. You may Add, Edit, or Delete entries from this window. AQ uses this type of browse window for all its files.
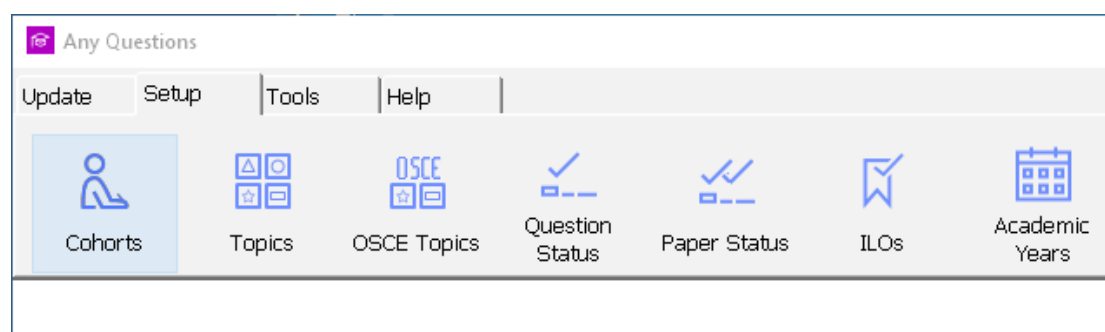
<u>Setting up Ancillary Files</u>

Select *Cohort* from the *Update* menu. Now click on the *Add* button to add a new cohort entry. Fill in the data and press <Tab> to save the data.


The following ancillary files act in the same way:
- Topics and Subtopics
- OSCE Topics

Select *Question-Status* from the *Update* menu. Click on the *Add* button and an entry form will be displayed. Fill in the data, pressing <Tab> to move to the next field (<Shift><Tab> moves the cursor back to the previous field). Click on the *OK* button to save the data.
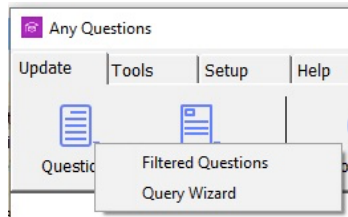
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Repeat this for the Paper-Status, and ILOs. They all operate in the same way.
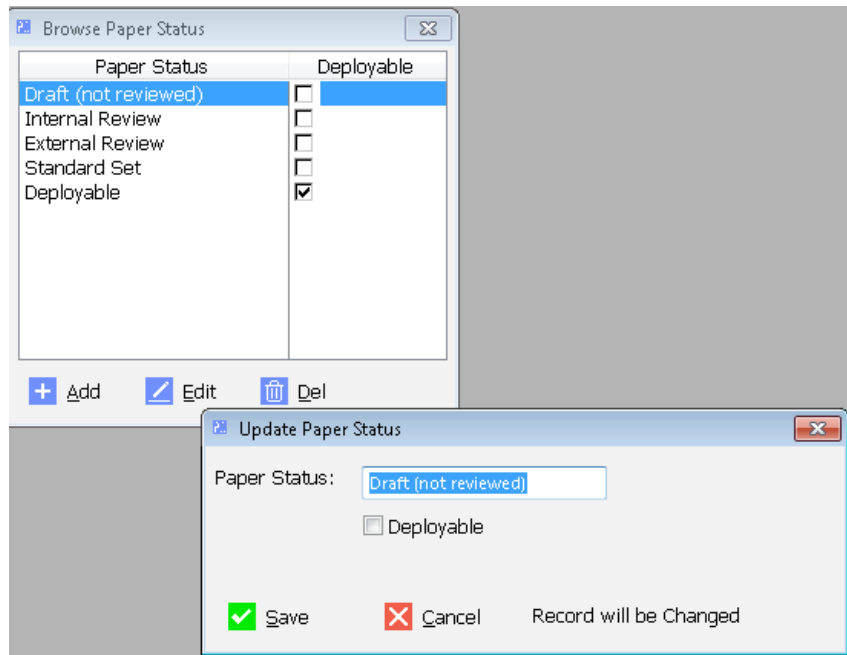
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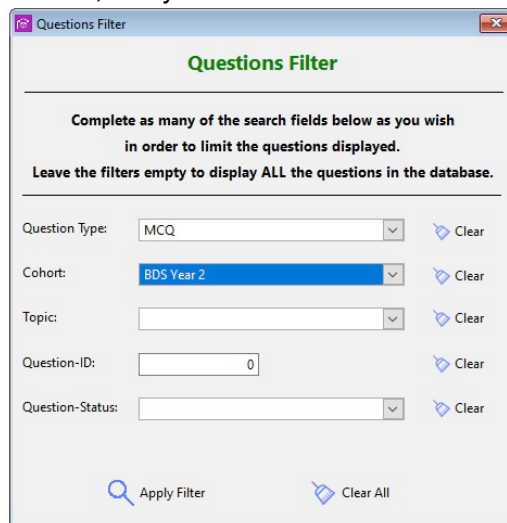
Locating and Adding Questions

Click on the *Questions* button (within the *Update* tab) on the toolbar to open the Browse-
Questions and a popup menu will appear asking you which method you wish to use to access
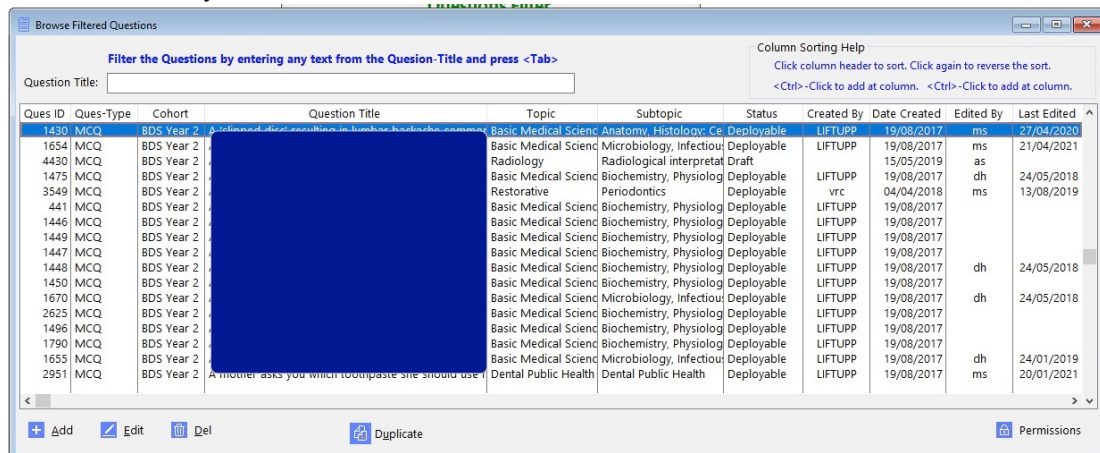the question.

The choices are:

1. Filtered Questions
2. Filter Questions Using Query Wizard

For now, click *Filtered* Questions, and you will see:

You may now complete as many of the search criteria as you like to limit which questions will
be displayed when you click on the *Apply Filter* button. The *Clear* Buttons allow you to clear a
specific filter and the *Clear All* button clears all the filters.
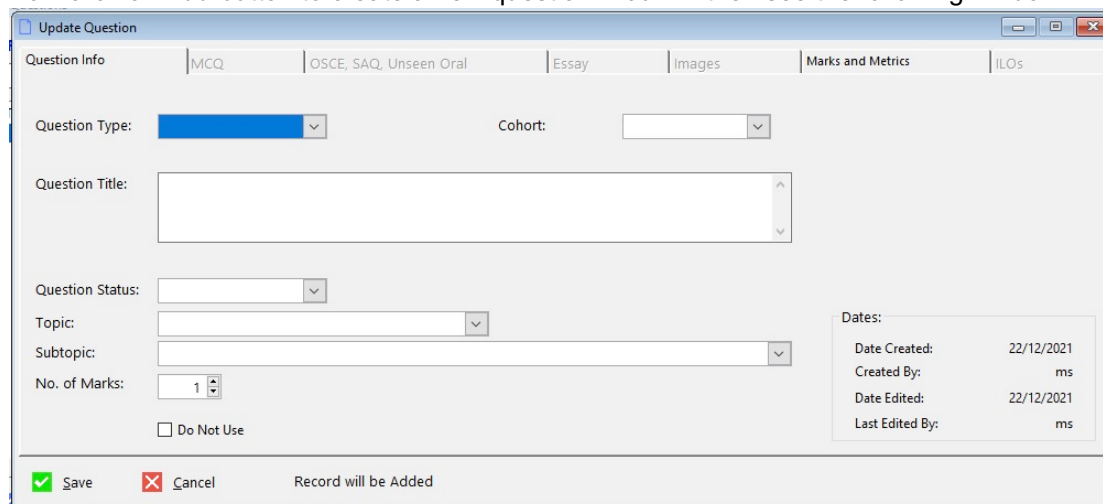
The next screen you will see is shown below.

Notice how only the questions that fulfil the search criteria are displayed – in this case, BDS
Year 2 multiple choice questions.

You may now start to enter *any* characters within a Question-Title to further limit the displayed
list of questions (optional).

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At the bottom left you will see 3 buttons: *Add, Edit, Delete.* This type of interface is consistent throughout Any-Questions and enables you to create a new entry (Add), edit the highlighted entry (Edit), or delete the highlighted entry (Delete).

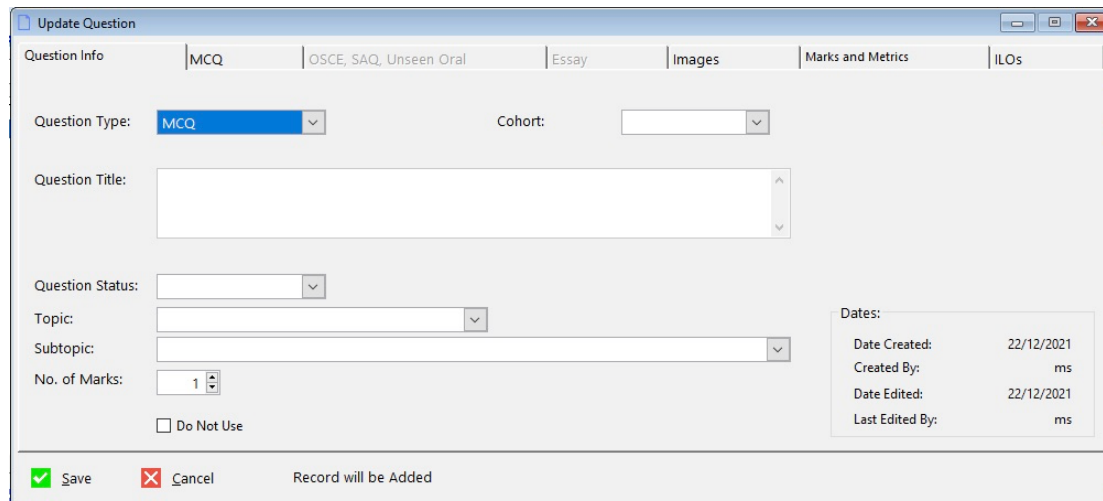Now click on *Add* button to create a new question. You will then see the following window:

Notice that some of the tabs along the top are greyed out.

Select a Question-Type (e.g. MCQ) from the drop-down list and more tabs become visible.

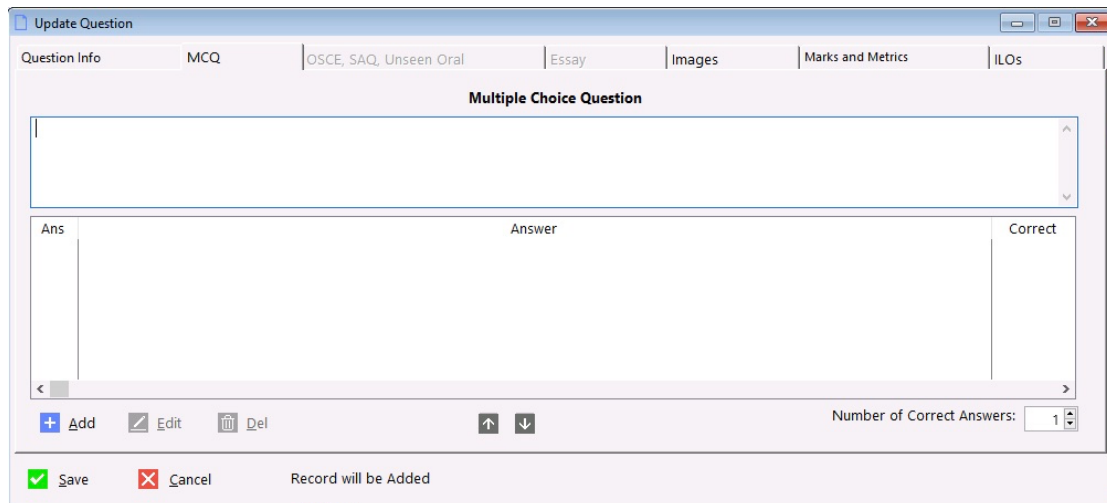In the case of this Multiple-Choice Question another 3 tabs are visible; 'MCQ', 'Images', and 'ILOs'.

The reason for this is that MCQs need the actual question and its answer-options, images (optionally), and ILOs, to be defined.

MCQ Questions are entered on the 'MCQ' tab.

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Use the *Images* tab to add one or more images to the MCQ.

Below is a screenshot showing a question an image added.
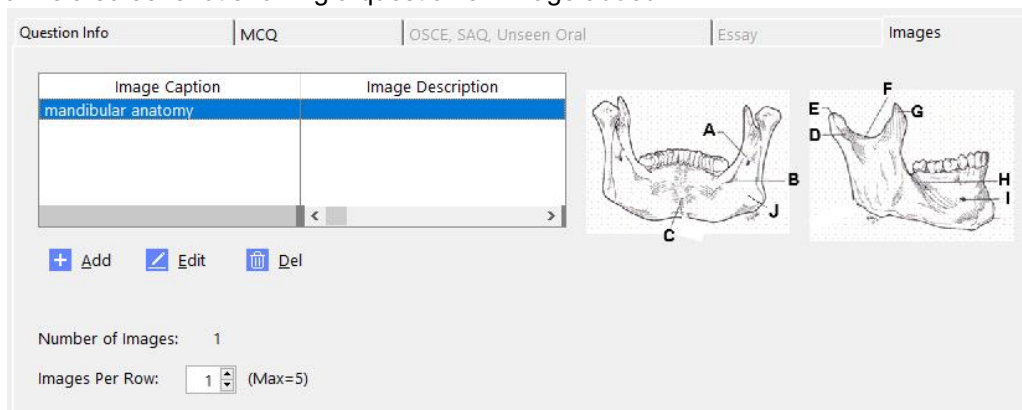
You may add, edit, or delete images using the blue *Add*, *Edit* & *Del* buttons. You may also change the order of the images using the purple buttons.

Hover the mouse over each button for a few seconds and a popup tooltip will explain what each button does.

Below is a screenshot showing some ILOs added to the question.
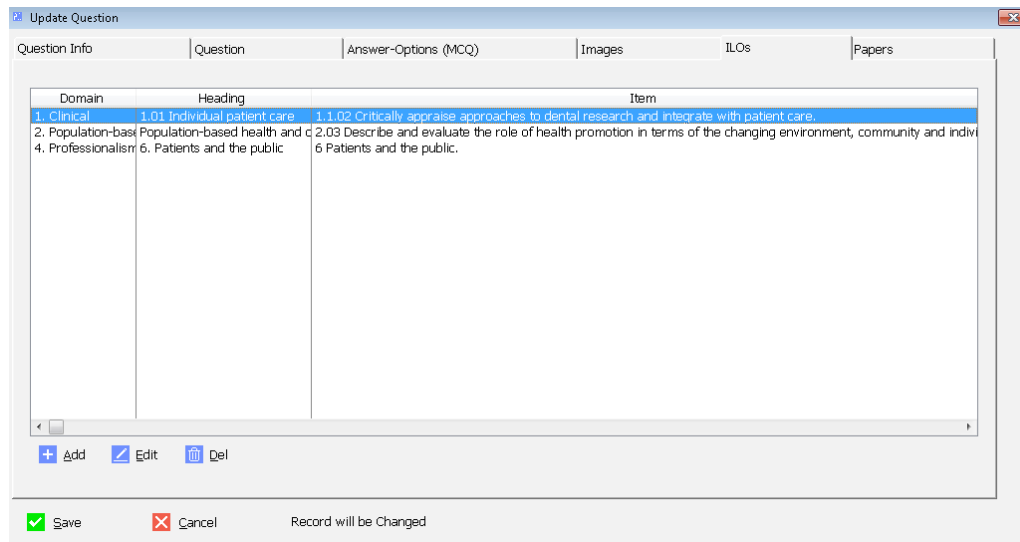
Feel free to experiment with the different question types to see how the data entry fields change accordingly.

For example, a Short Answer Question will show these tabs:
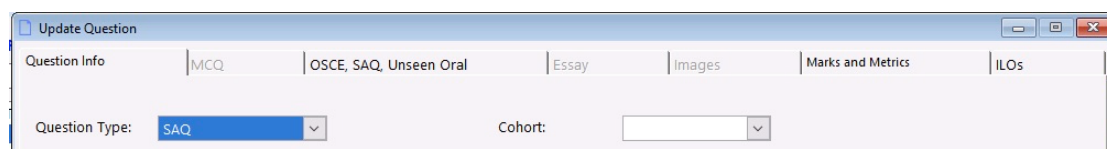
Please note that you cannot change the question-type after entering and saving the data. This makes sense when we consider that different question types utilise different bits of data.

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OSCE, Short Answer Questions (SAQs), and Unseen-Oral Questions

The questions, marking sheets and actor's brief details are stored in Word documents. These documents are added into, and subsequently stored within, the Any Questions database. The reason for this is that they tend to be unstructured and varied and so you retain maximum flexibility by storing then as Word documents.

If you create an OSCE question and then click on the *Word Docs* tab you will see something like the image below.
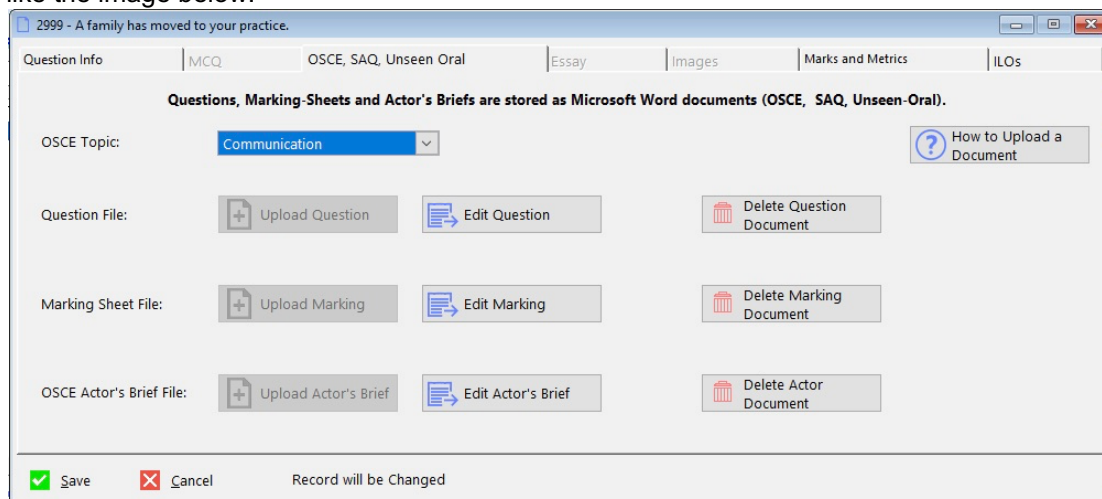
In this case the question type is OSCE and so we can store the OSCE topic, an exam question, the marking sheet, and the actor's brief. The buttons are enabled or disabled depending on whether a document is present. In the case above the OSCE questions has its questions and marking sheet documents but there is no actor's brief for this question.

At this point you have 2 options:
1. *Edit Question*. This will load it up in Microsoft Word, ready for editing.
2. *Delete* the document. This removes it from the Any-Questions database, and you will not be able to recover it!

PLEASE NOTE:
After checking out a document and editing it in Microsoft Word, you <u>must</u> SAVE the document but DO NOT CHANGE ITS FILENAME to avoid losing the changes:

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Deleting and Archiving Questions:
Any Questions will allow the deletion (i.e. *permanent* removal) of questions from the data base provided:
1. You have the appropriate privileges
2. The Question that you wish to delete has not yet been linked to an exam-paper

If the question has been linked to an exam paper, then you will see an error message and the question will *not* be deleted. This ensures the integrity of the exam papers.

If there are duplicate questions, it is advisable to **archive** the Question by:
1. Locate and highlight the question (remember you can sort the questions by Question-Title by clicking on the column header in any of the question browse windows).
2. Edit the Question.
3. Tick the 'Archived' box on the *General info* tab (Depending on the setup, you may need administrator privileges to see the Tick-box).
4. Save the Question. It will disappear from the browse.

Recovering Archived Questions:
1. Click on the *Questions* button and select *Query Wizard* from the popup menu.
2. Click on the *Query* button in the top left corner of the Window.
3. Click on the Query named *Archived Questions*** and click on the *Select* button.
4. The questions browse should now only display the archived questions. You can edit and un-tick the *archived* box (provided you have the appropriate privileges)

*** If you do not see this Query then ether create a new query or call for software support.

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Question Query

You can create custom queries (a filtered list of which questions to display). The queries can also be saved for later re-use. Access this window by clicking on the *Questions* button On the main screen's toolbar and then clicking on the *Filter the Questions using the Query Wizard* button. When the browse opens, click on the *Query* button and the *Saved Queries* window will open (it will likely have different contents on your system).
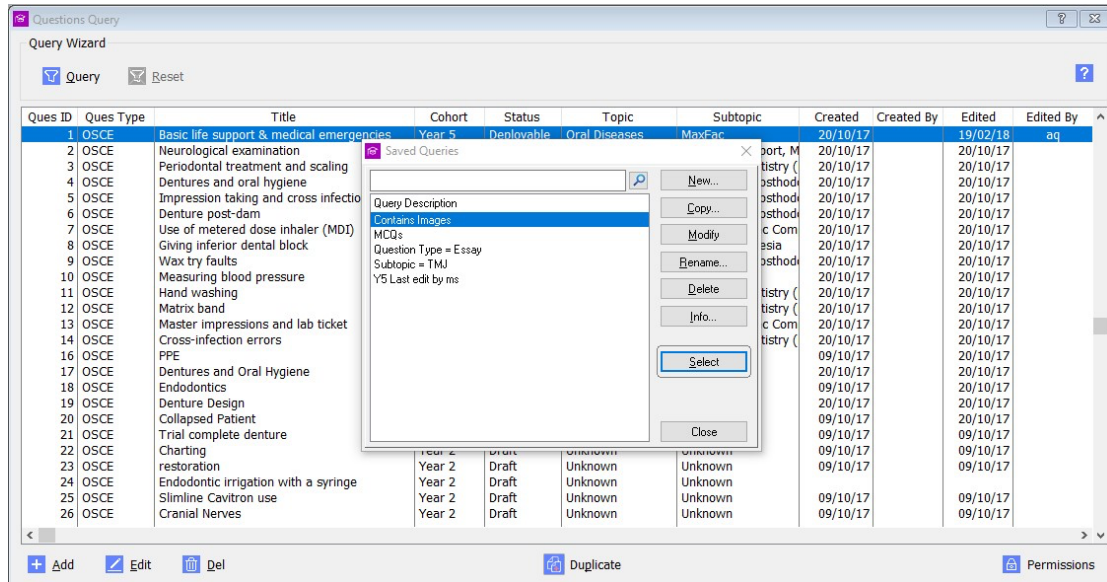
Create a query by clicking on the *New* button. You will then see a list of fields (ie bits of data) that you can filter on. Select the require field and then click on *Next*. The next screen allows you to select the *operator* of the query (eg 'Equals', or 'is less than' etc). Select the operator and click *Next*. Now enter the value and click *Next*.

The next window allows you to stipulate another condition that **must** be fulfilled (AND), or an alternative condition (OR).

The best way to explain how to create queries is by example. Here are some examples of queries, showing what to enter into each column:

Description of the query			
Year 2 MCQs			
Field	**Operator**	**Value**	**And/or**
Cohort	Equal	Year 2	AND
Ques-Type	Equal	MCQ	DONE

Description of the query			
Year 3 OSCEs			
Field	**Operator**	**Value**	**And/or**
Cohort	Equal	Year 3	AND
Ques-Type	Equal	OSCE	DONE

Description of the query			
All MCQs that where Question-Status is Draft			
Field	**Operator**	**Value**	**And/or**
Ques-Type	Equal	MCQ	AND
Status	Equal	Draft	DONE

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Description of the query			
MCQ questions created by user 'ms' where the Questions-Status is Draft			
Field	**Operator**	**Value**	**And/or**
Ques-Type	Equal	MCQ	AND
Created By	Equal	ms	AND
Status	Equal	Draft	DONE

Description of the query			
Questions created by user 'ms' OR 'aq'			
Field	**Operator**	**Value**	**And/or**
Created By	Equal	ms	(OR..
Created By	Equal	Aq	..) DONE

| Description of the query			
Questions created by user 'ms' OR 'aq'			
Field	**Operator**	**Value**	**And/or**
Created By	Equal	ms	(OR..
Created By	Equal	Aq	..) AND
Ques-Status	Equal	Draft	DONE

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Locating and Creating Exam Papers

When you have enough questions to assemble them into a paper, click on the *Papers* button on the toolbar to display a popup menu that offers you several ways to display/locate the exam paper. Select *Paper-Title*.

Exam papers are located like questions. Click on the *Update* toolbar and then click on the *Papers* icon.
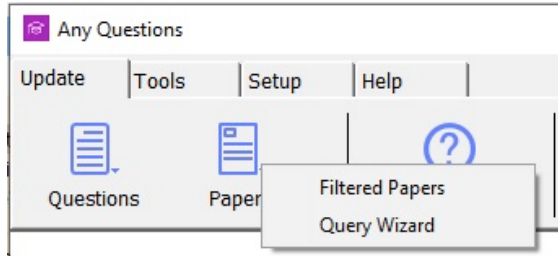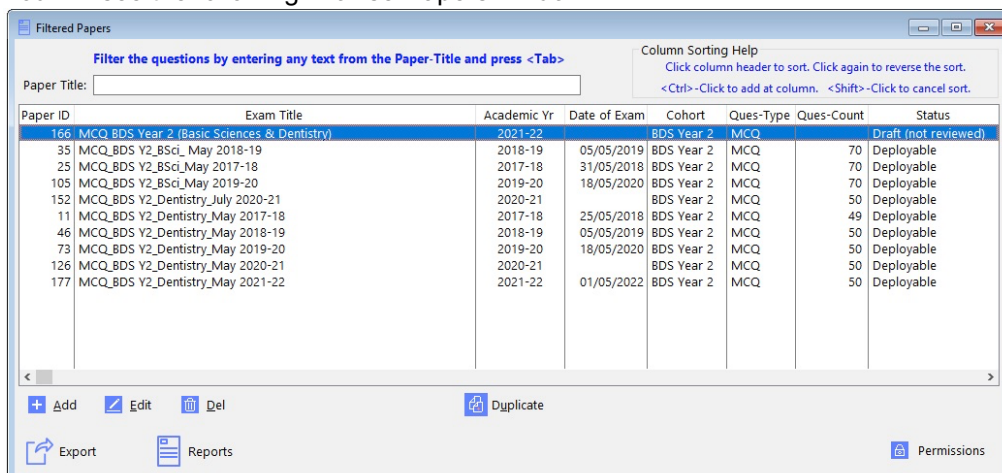

Select *Filtered Papers* to display:
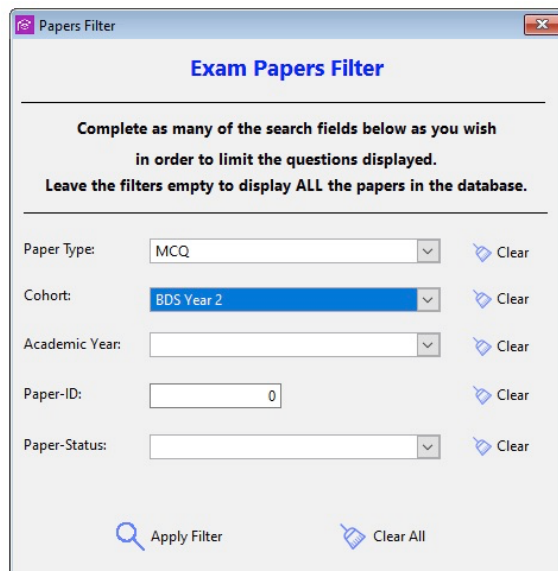
You may now complete as many of the search criteria as you like to limit which papers will be displayed when you click on the *Apply Filter* button. The *Clear* Buttons allow you to clear a specific filter and the *Clear All* button clears all the filters.

You will see the following Browse-Papers window.

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From this window you add, edit and delete (if you have supervisor privileges) papers. Exporting to the draft and final versions to Word and Blackboard (MCQ only) are also carried out from this screen.

The *Psychometric Word Summary* gives you the ability to create your own Word document containing whatever psychometric data you want. This document will be appended to the end of the exam export when you select the *Psychometric* export version. The document management works exactly like the OSCE and Unseen-Oral document management within the Update-Questions window.

Note:
The psychometric report only produces useful data if the questions have ILOs assigned to them.

The *Psychometric Summary* is optional.

Next, click on the *Edit* button to open the Update-paper window (see below).

This is where the Paper details are added. Some fields are disabled depending on the paper type (like the Update-Questions screen).

Notice the tabs: 'Paper Information', 'Formatting', and 'Section and Questions' and 'Deployed and Metrics'. Please click on the 'Formatting' tab.

The default fonts and sizes are stored in the Options window (Tools→Options). When a new paper is created, these defaults are set automatically, but they can be changed on a per-paper basis.

Now click on the *Sections and Questions* tab and you will see this:
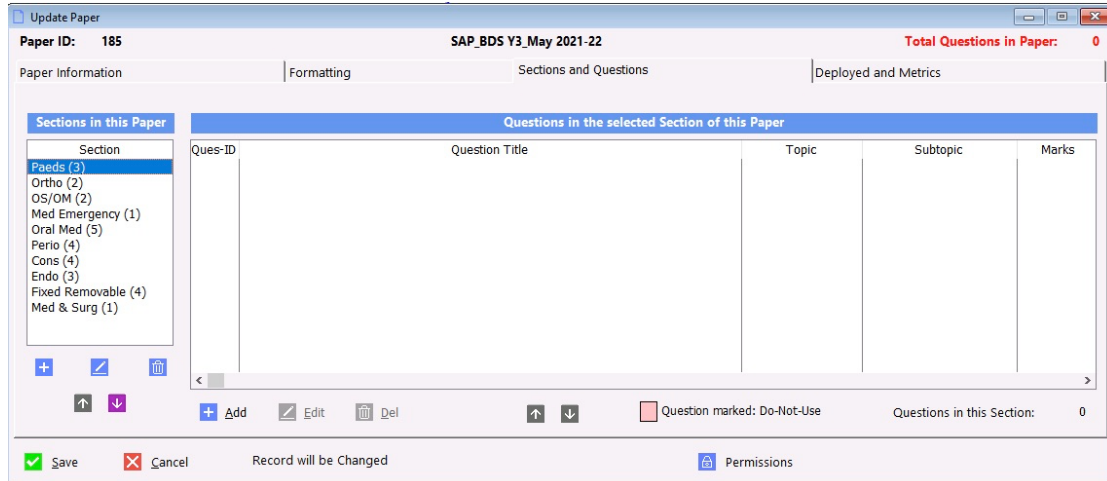
In this case data has been added. If the Sections list is empty, then click on the *Add* button to display the Update-Section window.
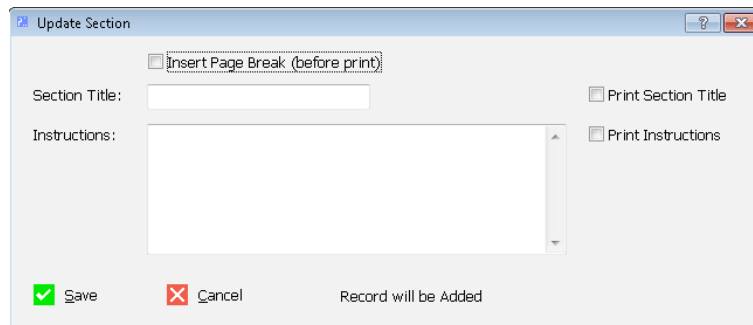
A word about Sections: Sections are provided to act as 'dividers' within an exam paper. A section can also serve to implement a blueprint. In the example above the number of questions per section has been entered in brackets.

You are not compelled to have multiple sections, although you *must have at least one section*. As shown on the screen you can stipulate whether a section's title and/or its instructions should be printed (i.e. exported to Word).

Click on the *OK* button to save the section.

Now we can add questions to the section.
Click on the *Add* button in shown just below the list-box title "Questions in the selected Section of this paper" (shown as white text on a blue background).

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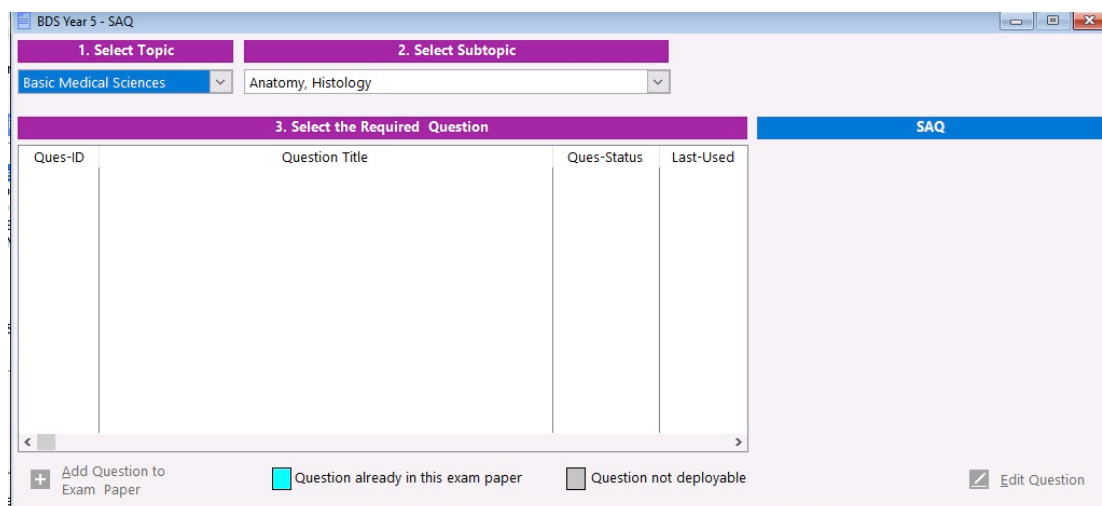
This screen is quite busy so let's break it down.

When you open this window AnyQ 'knows' the Question-Type and Cohort so it can filter the questions to some degree and only offer you the relevant questions. However, it still does not know what Topic and Subtopic you require.

The list-box on the top left (Topic) displays all the Topics. As you click one a topic the list-box next to it (Subtopic) displays only the linked subtopics. This allows you to quickly narrow down the questions shown in the bottom list-box.

As you select a question, its details are shown on the right-hand side.
Notice how, in the image above, some of the question-IDs are highlighted in turquoise. That means they have already been added to *this* paper (into *any* section).

Notice the *last-Used* column on the right. This displays the date the question was last used in *any* exam paper. Additionally, the colour coding (Red, Amber, Green) informs you at a glance how long ago the questions was used. The time limits can be configured within the menu Tools→Options.
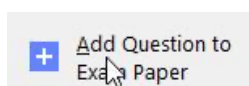
Highlight the question you want to add and then click on the *Select Question* button.

After adding the question, you are returned to the previous screen. If you wish to add another question, then click on the *Add* button and you will be taken to the same topic that you had last selected.

You can edit the question by clicking on the *Edit* button. Please note that you are editing the *actual* question. In other words, any changes you implement here will also be shown in any other papers that contain this question.

Please note that the colour coding informing you if the question has already been added to the current paper and if it has not yet been marked as 'Deployable'. A question *must* be marked as Deployable before it can be added to the paper.

When you have finished adding questions, save the paper by clicking on the paper's *OK* button returning you to the Browse-Papers screen.

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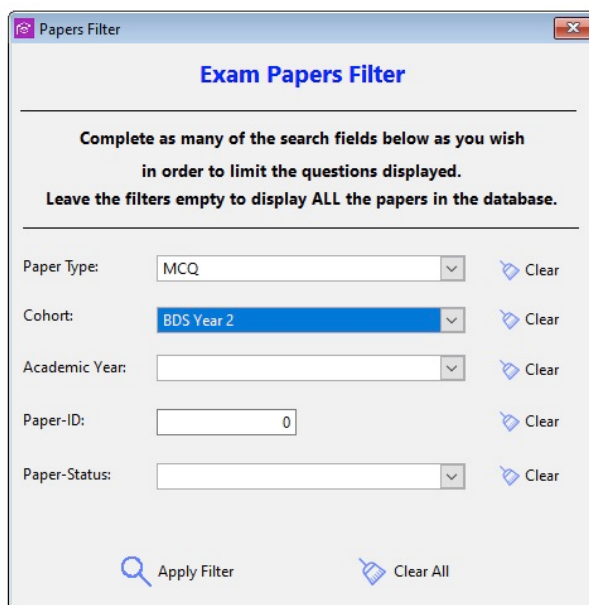
<u>Locating Existing Exam Papers</u>

When you have enough questions to assemble them into a paper, click on the *Papers* button on the toolbar to display a popup menu that offers you several ways to display/locate the exam paper. Select *Paper-Title*.

Exam papers are located like questions. Click on the *Update* toolbar and then click on the *Papers* icon.

Select *Filtered Papers* to display:

You may now complete as many of the search criteria as you like to limit which papers will be displayed when you click on the *Apply Filter* button. The *Clear* Buttons allow you to clear a specific filter and the *Clear All* button clears all the filters.

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You will then see the following Browse-Papers window.

Paper ID	Exam Title	Academic Yr	Date of Exam	Cohort	Ques-Type	Ques-Count	Status
166	MCQ BDS Year 2 (Basic Sciences & Dentistry)	2021-22		BDS Year 2	MCQ		Draft (not reviewed)
35	MCQ_BDS Y2_BSci_ May 2018-19	2018-19	05/05/2019	BDS Year 2	MCQ	70	Deployable
25	MCQ_BDS Y2_BSci_May 2017-18	2017-18	31/05/2018	BDS Year 2	MCQ	70	Deployable
105	MCQ_BDS Y2_BSci_May 2019-20	2019-20	18/05/2020	BDS Year 2	MCQ	70	Deployable
152	MCQ_BDS Y2_Dentistry_July 2020-21	2020-21		BDS Year 2	MCQ	50	Deployable
11	MCQ_BDS Y2_Dentistry_May 2017-18	2017-18	25/05/2018	BDS Year 2	MCQ	49	Deployable
46	MCQ_BDS Y2_Dentistry_May 2018-19	2018-19	05/05/2019	BDS Year 2	MCQ	50	Deployable
73	MCQ_BDS Y2_Dentistry_May 2019-20	2019-20	18/05/2020	BDS Year 2	MCQ	50	Deployable
126	MCQ_BDS Y2_Dentistry_May 2020-21	2020-21		BDS Year 2	MCQ	50	Deployable
177	MCQ_BDS Y2_Dentistry_May 2021-22	2021-22	01/05/2022	BDS Year 2	MCQ	50	Deployable

From this window you add, edit, and delete (if you have supervisor privileges) papers. Exporting to Word and Blackboard is also initiated from this screen (*Export* button*)*.

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<u>Exam paper workflow and proof reading</u>

It is vital to proofread an exam paper before deploying it. Typos and other errors are best fixed in the actual question itself so that subsequent uses of that question are 'clean'.

The most flexible and efficient workflow for creating exam papers and getting them to the deployment stage is as follows:

1. Users assemble the papers by adding questions to the sections as required.
2. The paper is exported to Word in 'Draft' form. This format includes the Question-ID numbers for easy reference if a question needs to be corrected or swapped. Any-Questions allows you to save the draft export anywhere on your computer so that it can easily be emailed etc if required.
3. The draft paper is passed around and corrections are applied.
4. The corrections are then **applied back within** Any-Questions. *This ensures that any questions that are used in future papers will be free of errors.*
5. When the paper is finalised (after external examiner review), it is exported to Word in 'Deploy' mode (exam and marking versions).
6. Any final formatting (usually page breaks) is carried out in the final exported version of the paper.

To initiate an export to Microsoft Word:

- Highlight the paper to be exported.
- Click on the *Export* button to show the following window:
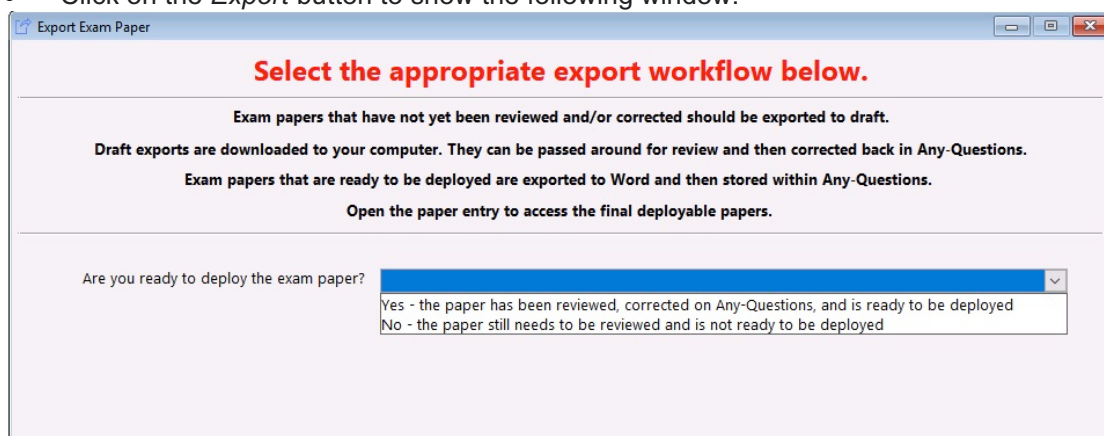
- Depending on which option you select you will see one of the following two windows:
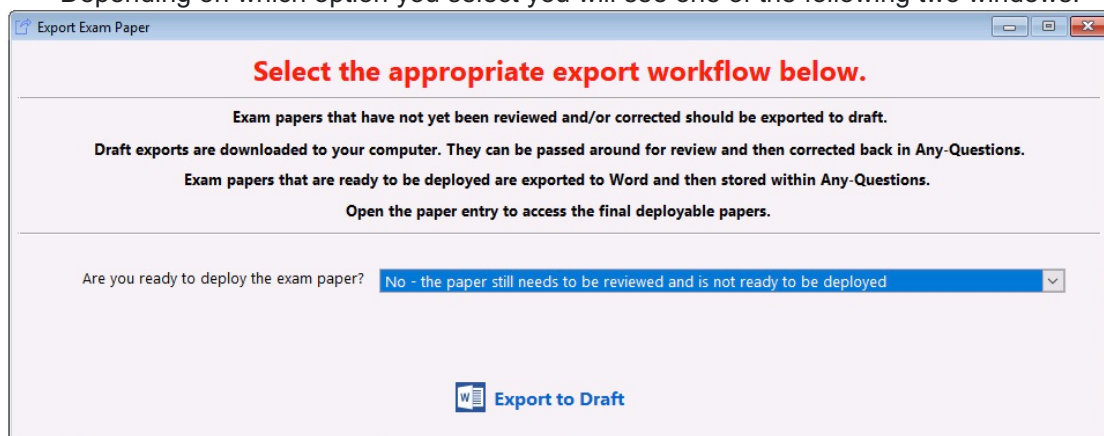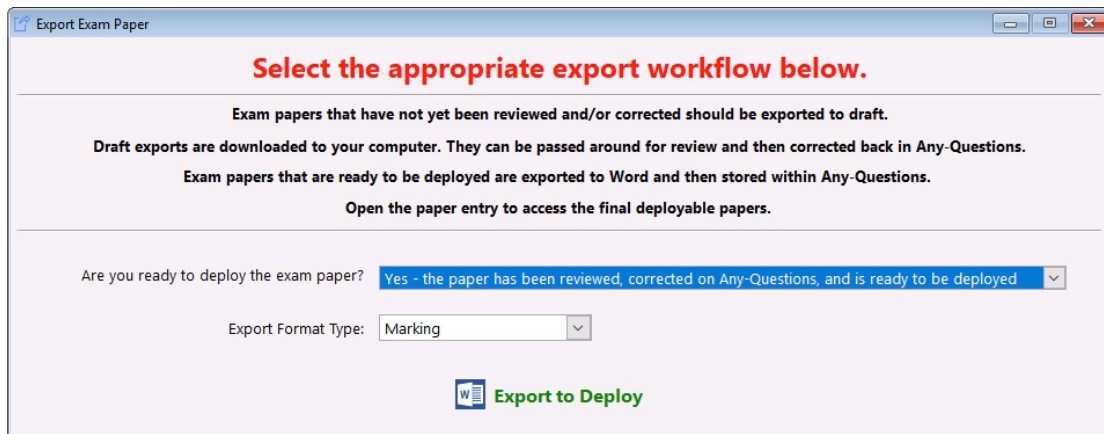
Export to Draft

This will export the exam paper in draft form. If Any-Questions is running on a remote server (as in the case of UoM) then the file will be downloaded to your *Download* folder (windows or MacOS). Form there you can view, share, email the file etc.

Export to Deploy

In this case you need to decide on the format of the export (Exam, Marking, Blackboard – MCQs-only). Click on the *Export to Deploy* button and the export will run. When it is complete the Word document is stored in the exam paper entry.

To access the exports, highlight the required paper and click on the *Edit* button. Now go to the *Deployed and Metrics* tab.
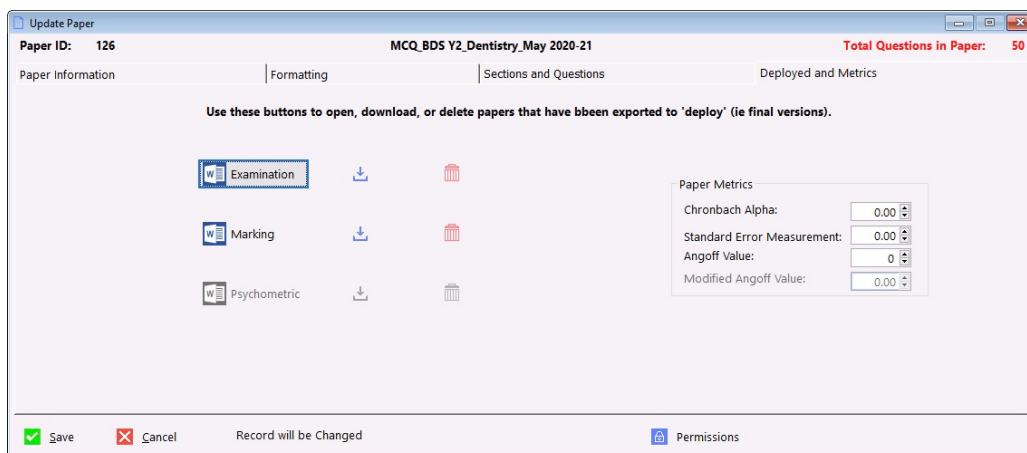
In the case above you can see that the *Examination* and *Marking* buttons are not greyed out. Clicking on them will open the respective paper in Word. The middle button allows you to download the paper and the delete button will do exactly that.

Any Questions User Guide

When it has finished, you can click onto Word to view the paper.
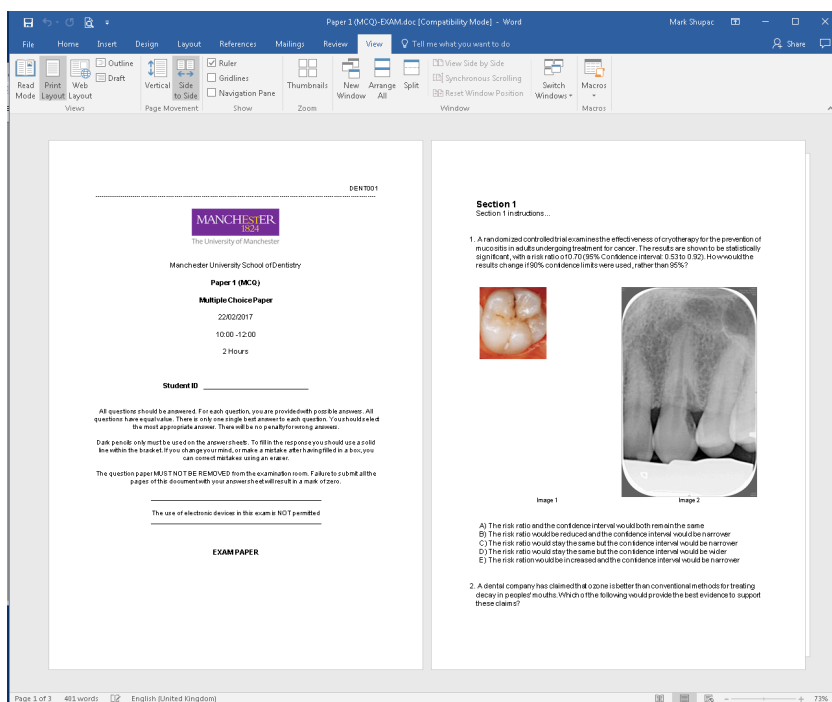
The paper should be nearly ready to be deployed, except for the page breaks. Please work your way through the paper in Word inserting page breaks as required (to keep the questions and their answer-options together). You may apply any other formatting you want, but remember rot save the document and do not re-export it unless you are happy to overwrite the modifications you made. When a paper has been deployed, then it cannot be re-exported and so there is no danger of overwriting the paper.

The export can be repeated for the other paper-types as required.

Exam Paper Workflow Summary:

It is vital to proofread an exam paper before deploying it. Typos and other errors are best fixed in the actual question itself so that subsequent uses of that question are 'clean'.

The most flexible and efficient workflow for creating exam papers and getting them to the deployment stage is as follows:

7. Users with Admin privileges create the new exam papers and their sections, whilst completing as many of the Paper fields as possible (eg no of questions).
8. Users assemble the papers by adding questions to the sections as required.
9. The paper is exported to Word in 'Draft' form. This format includes the Question-ID numbers for easy reference if a question needs to be corrected or swapped. Any-Questions allows you to save the draft export anywhere on your computer so that it can easily be emailed etc if required.
10. The draft paper is passed around and corrections are applied.
11. The corrections are then applied back in Any-Questions.
12. The Paper is exported to Word in 'Deploy' mode (exam and marking versions). At this point Any-Questions will mark the paper as 'Deployed'.
13. Any final formatting (usually page breaks) is carried out in the final exported version of the paper.
14. Open the paper by clicking on one of the buttons (Exam, Marking) within the paper record. You can also download the paper by clicking on one of the downloads buttons. The paper will be downloaded to your own computer's *Downloads* folder..

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<u>Checking Exam Papers</u>

After an exam paper has been assembled you may run a special report (In-Year Duplicates) in order to see if the same questions may have been added to another paper of the *same* Academic-year, Cohort, or Question-Type

The report will list the questions within the paper you are checking that have duplicates elsewhere.

To run this report, open the Papers browse and highlight the desired paper. Then click on the *Reports* button to open a new window:
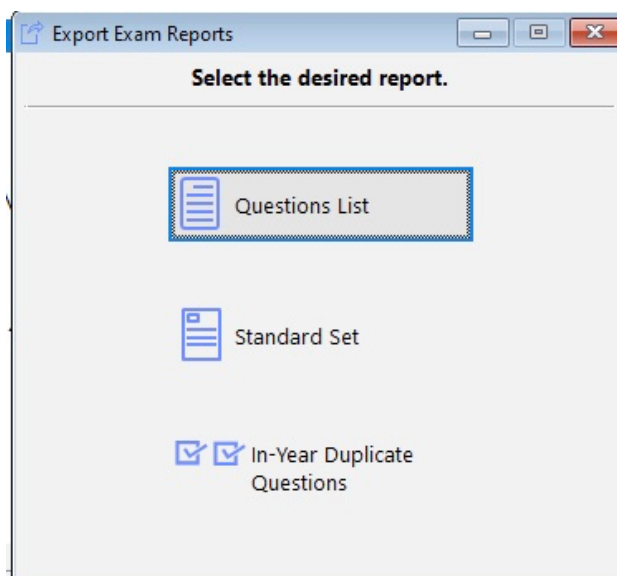
The *Reports* tab also has 3 reports:

1. *Questions List* produces a simple report listing the questions within the highlighted paper, broken down by Section.

2. *Standard Set* produces a list of questions and their metrics.

3. In-Year duplicate questions. This report will search all of the papers of similar type (e.g. MCQ) within that cohort and within that same academic year, looking for the repeated use of questions.

Any Questions User Guide

Configuration Options

Select Tools→Options to configure Any Questions.
The options windows have several tabs. Most of the options are self-explanatory but you can right-click on any option and select *What's This?* for a detailed explanation.
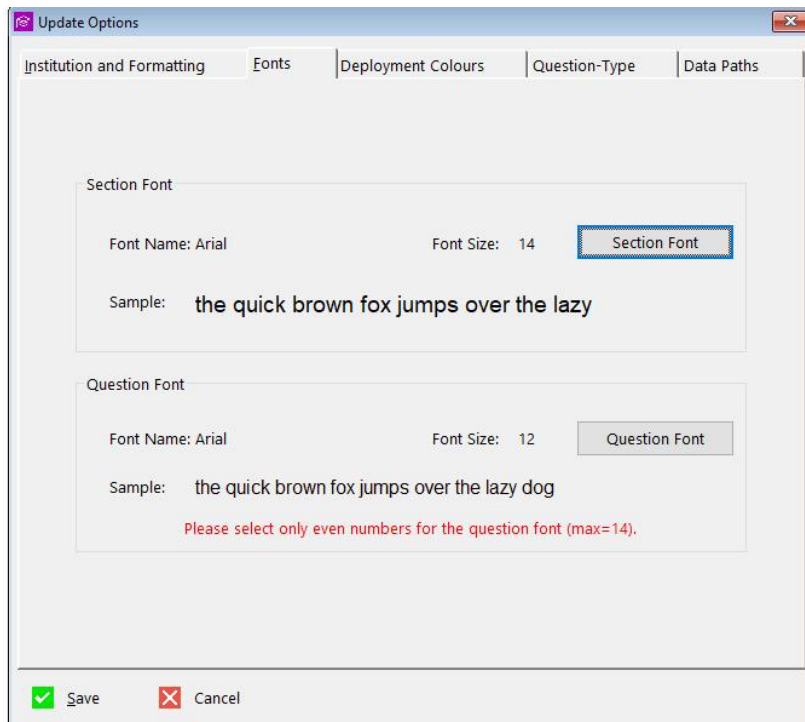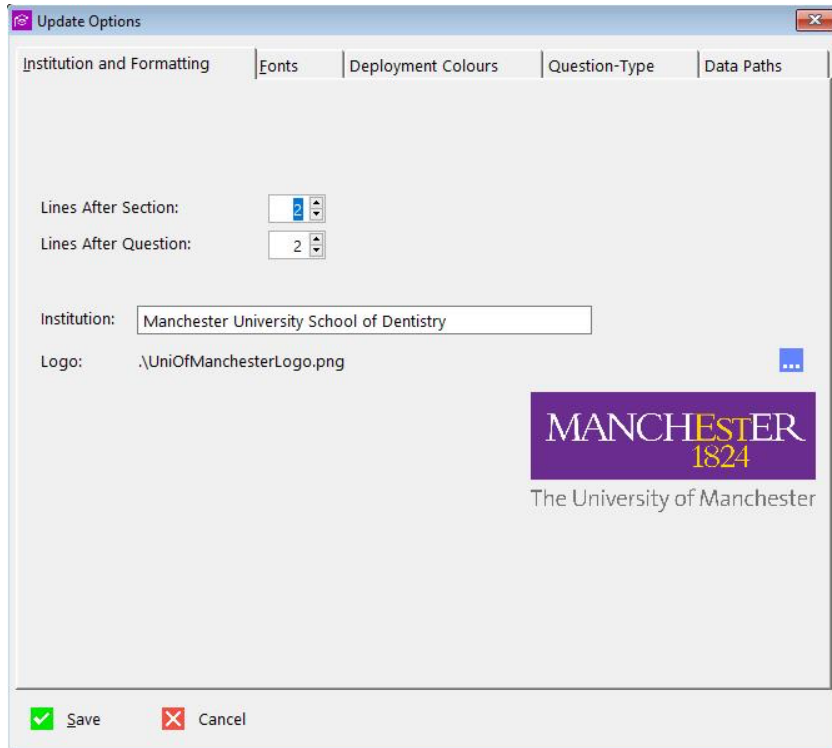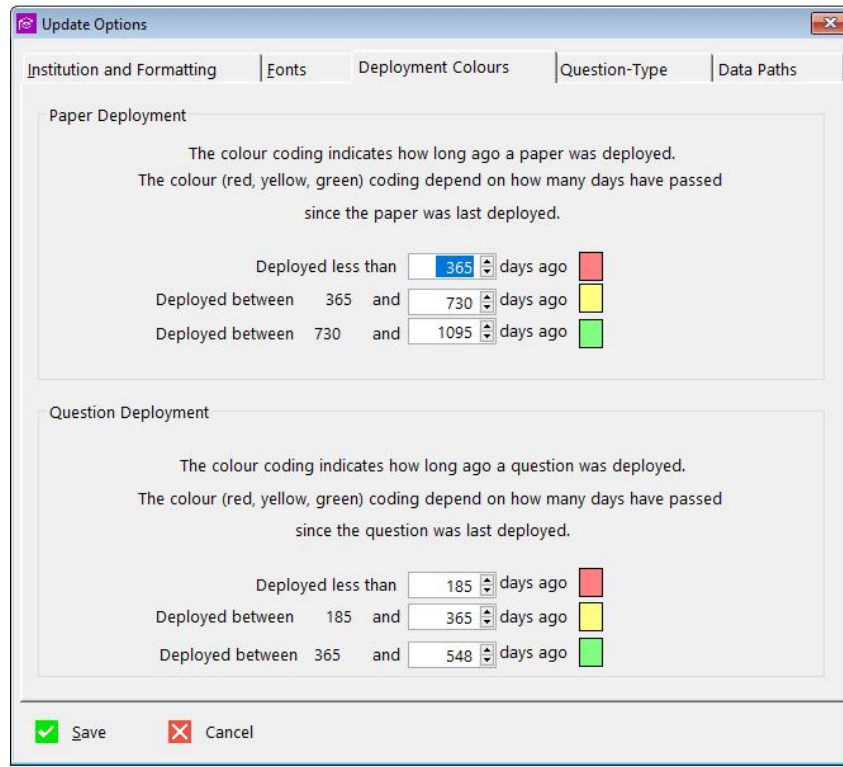
Question Options

Use Question-Options to configure various default question options (Description, default question prefix, and instructions). The instructions are inserted into any paper using this type of question.
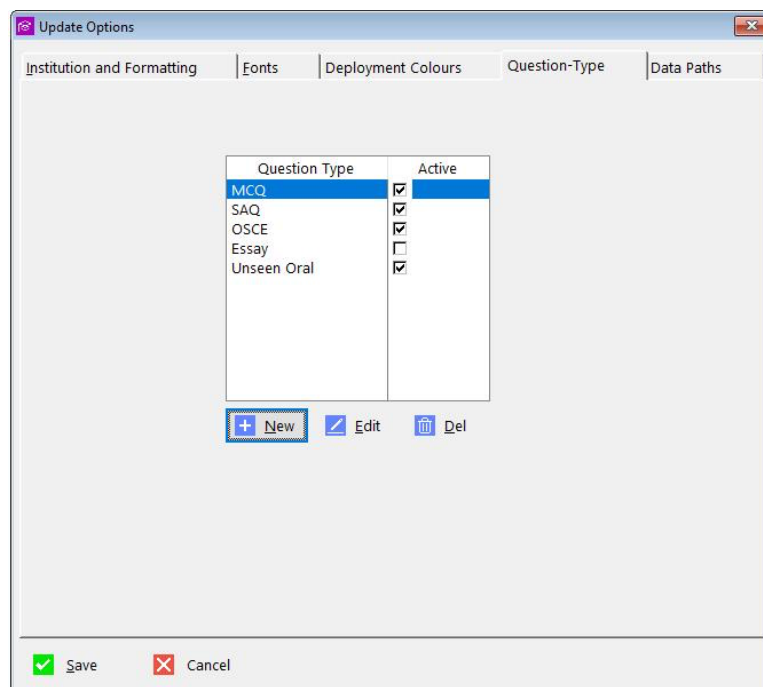
Any Questions User Guide
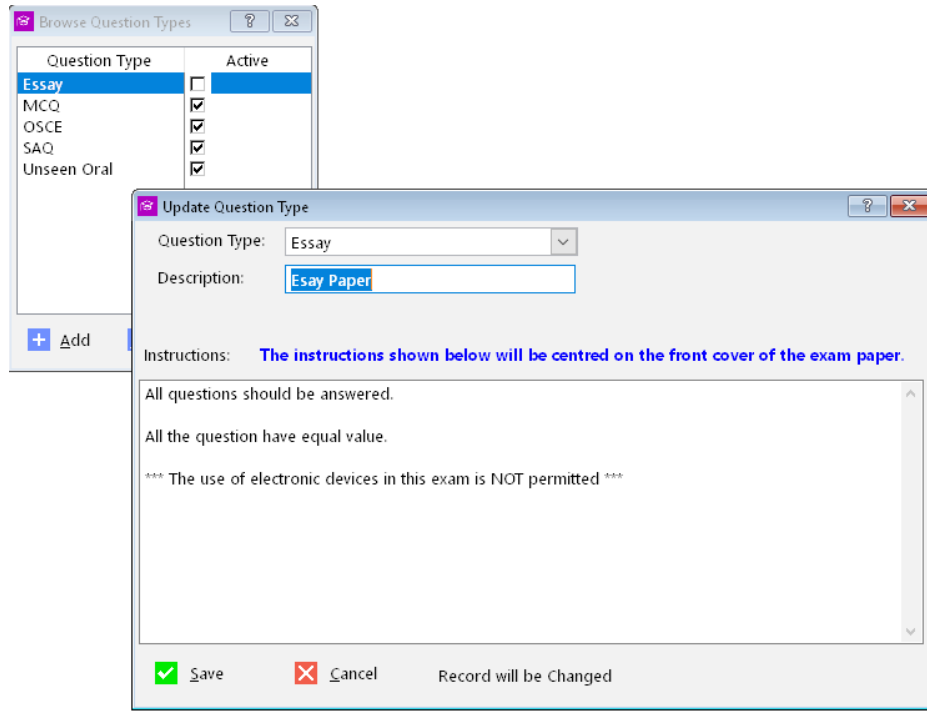
Any Questions User Guide

<u>Security System</u>

Any Questions uses a comprehensive security system. Each user has their own logon and password. Users are either *Supervisors* or *Operators*. Supervisors have full privileges. For example, they can delete questions and even papers. Operators normally cannot do these things (although this can be configured individually if required).

AQ allows a great deal of flexibility in these matters. When logging on as a supervisor you can open any window and press <Ctrl>F8 or click on the *Permissions* button to open a browse window showing the operators and one or more columns which list areas of functionality. By double clicking on an entry the supervisor can prevent an operator from accessing that functionality.
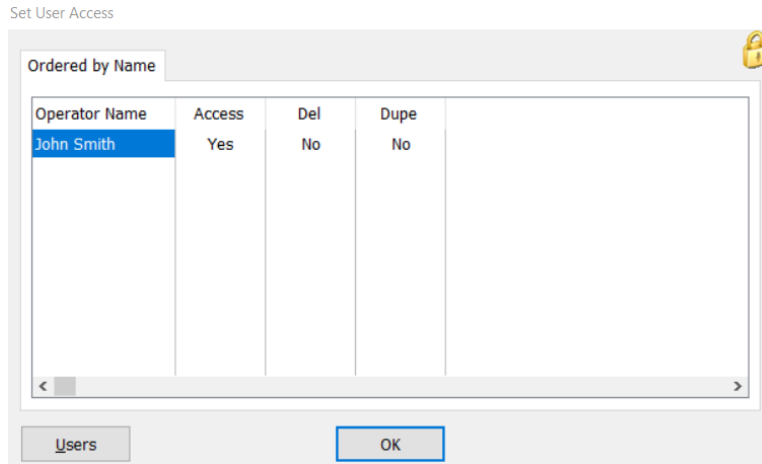
The security system is very powerful and flexible. Currently, the following windows offer you the <Ctrl>F8 option to set the privileges:
- The home screen (just after opening the application)
- Browse-Questions
- Browse-Papers
- Update-Paper

<u>Data Storage, Backup and Folders</u>

Any Questions is stored the following folder structure:

```
AnyQuestions\
        \Blackboard
        \Data\
                \Questions
                \Images
                \Papers
```

Exported Blackboard papers are placed into their own folder under the 'Blackboard' folder. The subfolders (named by date, time and exam title) will also contain any images that may need to be uploaded onto Blackboard.

The main Microsoft SQL Server files are in the 'Data' folder.

This has been designed to make backup simple – just backup the *Any Questions* folder and all the folders beneath. It also means the whole application can be moved easily without breaking any of the links to the exported documents.

Any Questions User Guide

Any Questions Output Formatting Guidelines

Multiple Choice Questions (MCQ)

- The questions, images and answer-options are exported directly to Microsoft Word.
- It is advisable to look through the exported paper and check the formatting and page-breaks.

Short Answer Questions (SAQ)

- The questions and marking sheets are stored as Word documents that are 'pulled into' the exam paper.
- Any Questions automatically inserts a page break after each question and/or marking sheet.
- It is advisable to look through the paper to check the formatting – especially ay tables and images that are present.

Objective Structured Clinical Exam (OSCE)

- The questions and marking sheets are stored as Word documents that are 'pulled into' the exam paper.
- Any Questions automatically inserts a page break after each question and/or marking sheet.
- It is advisable to look through the paper to check the formatting – especially ay tables and images that are present.

Unseen-Oral

- The questions and marking sheets are stored as Word documents that are 'pulled into' the exam paper.
- Any Questions automatically inserts a page break after each question and/or marking sheet.
- It is advisable to look through the paper to check the formatting – especially ay tables and images that are present.

Essay

- The question, images and model answer notes are exported directly to Microsoft Word.
- It is advisable to look through the exported paper and check the formatting and page-breaks.

Any Questions User Guide

<u>Migrating Questions into *Any Questions*</u>

The best way to migrate your questions depends on how they are currently stored (e.g. in separate files, or as complete exam papers) and what question type is being imported.

MCQ
- Copy and Paste or type the question-and-answer options
- Make any images available to be easily selected and copied into the application
- Make sure to allocate the Topic and Subtopic
- Contact cTc Software for the possibility of a mass import from an existing system

SAQ & OSCE & Unseen-Oral
- Create the question, filling in the fields on the main tab.
- Make sure to allocate the Topic and Subtopic
- Click on the *How-To* button on the toolbar and select *Adding Word Documents to Questions*.
- Do *not* add Question or Station numbers to the Word document as Any Questions will automatically add the numbers when the paper is exported.

Essay
- Make sure to allocate the Topic and Subtopic
- Click on the *How-To* button on the toolbar and select *Adding Word Documents to Questions*.
- Do *not* add Question or Station numbers to the Word document as Any Questions will automatically add the numbers when the paper is exported.

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- Use the features of the application to create, store, and deploy questions relating to **one** department only. For example: the same copy of the software may not be used to store questions for both dentistry and midwifery. Each vocational course must use its own, separate copy of the software. Use of the software in further departments requires the purchase of a new license.

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