

How to Create an Assessment Task using Quick Key

1. The questions for your quizzes are NOT made using Quick Key.

Produce your quiz ready for your students to attempt using whatever software you prefer.

Here is a quiz I created called 'Linear equations (solving)' which I created in Microsoft Word.

There are 10 questions, with 5 possible answers for each question.

	Question	A	B	C	D	E
1	Solve $5e = 15$	10	3	2	0.33	other
2	Solve $p + 6 = 8$	2	14	0.75	-2	other
3	Solve $n - 4 = 3$	1	-7	0.75	-1	other
4	Solve $3y + 2 = 17$	5	2	3.5	4	other
5	Solve $2j - 1 = 13$	5	6	4	7	other
6	Solve $10a + 4 = 9$	0.5	1.3	2	-15	other
7	Solve $10m - 6 = 16$	1	1.2	2.2	12	other
8	Solve $3(x + 4) = 27$	4	11	3	5	other
9	Solve $2(4x - 1) = 22$	3	11	10.5	12	other
10	Solve $5(2x + 7) = 25$	-1	-2	3	2	other

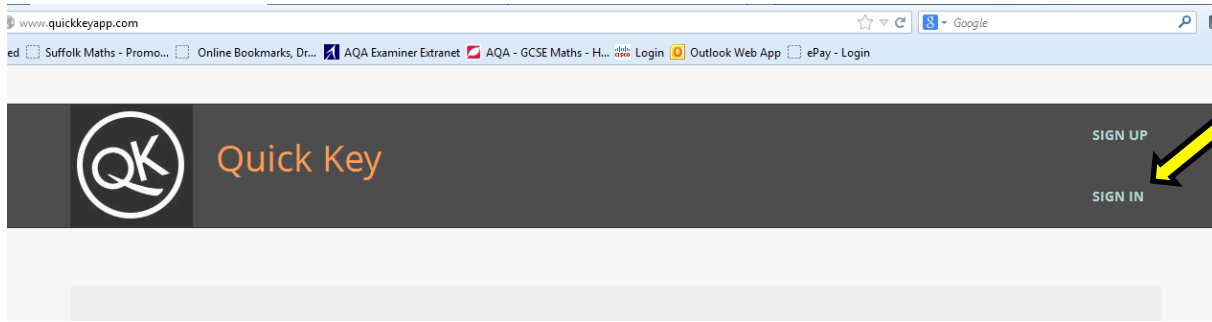
There is a template for creating a quiz here: <http://www.internetgeography.net/quickkey.html>. The templates on this page include the Quickticket which is the form students fill in when completing the quiz:

The form template includes the following sections:

- STUDENT NAME:** A large rectangular box for the student's name.
- STUDENT #:** A grid of boxes for entering the student number, with a 'DO NOT MARK' label above it.
- DO NOT MARK:** A vertical column of 30 circles for marking.
- ANSWERS:** A grid of 30 rows and 5 columns of circles, labeled A through E, for selecting answers.
- QK:** A logo consisting of the letters 'QK' in a stylized font inside a square.
- ALIGN ARROWS TO SCAN:** A vertical label on the left side of the form.

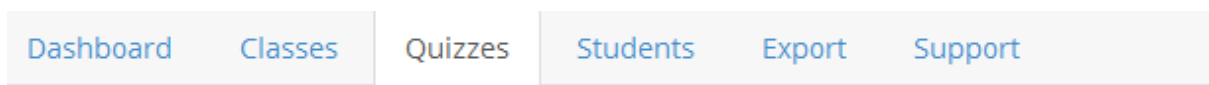
If you don't use the template on <http://www.internetgeography.net/quickkey.html> then you will need to print off copies of the quickticket from the <http://www.quickkeyapp.com> site (see step 7)

2. Go to <http://www.quickkeyapp.com> site and 'SIGN IN' (if you have not already created an account then sign up).



3. If you have not already created a class then you need to create one by clicking the Classes tab then create a class (if you have already done this then go to step 4)

4. Click on the 'Quizzes' tab and select 'NEW QUIZ'.



Quizzes **NEW QUIZ**

5. Now you are ready to create a quiz.

Type in the name of your quiz

Assign quiz to classes (can be done later by selecting the 'Classes' tab)

Select the number of questions required – 10 in this case.

Select correct answer for each question

Do NOT need to write anything in these sections – leave blank.

NAME

Linear equations (solving)

CLASSES

TRIAL CLASS

11B3

10G3

10B3

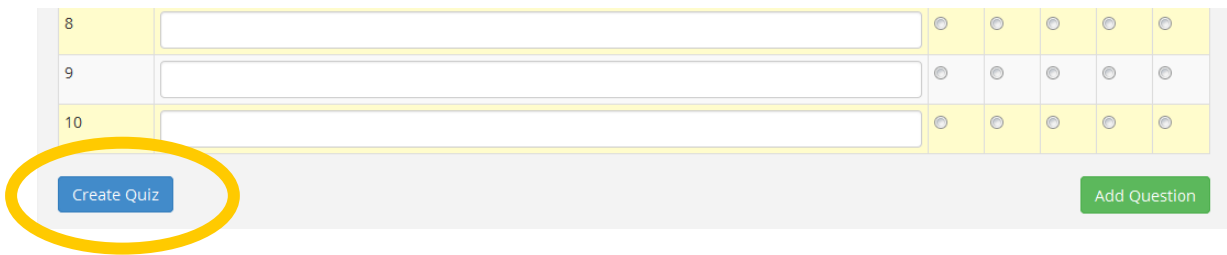
8B2

QUIZ QUESTIONS

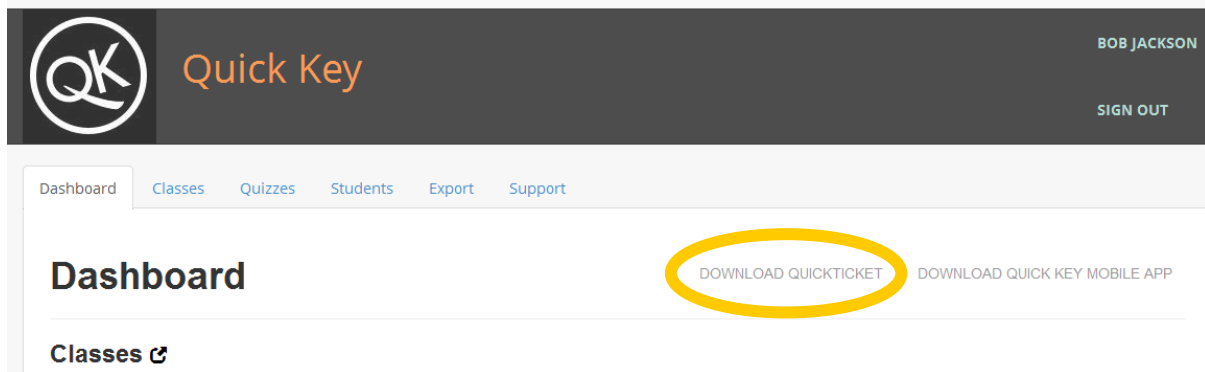
5 10 20 30 | 10 Q's Build

Question #	Text	A	B	D	E
1		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

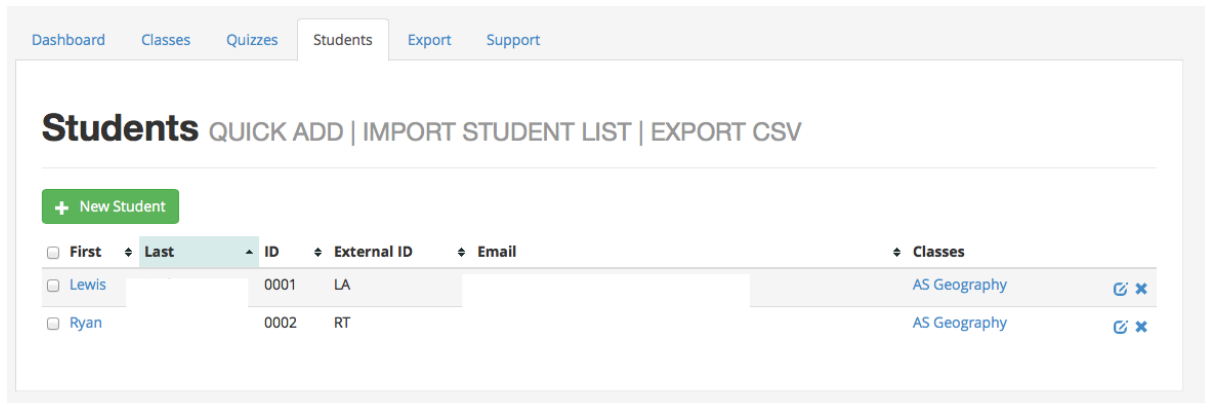
6. Now all that remains to do is click on 'Create Quiz' at the bottom of the page and you're ready to deliver the fastest assessment you can imagine.



7. Students will need to complete the 'Quickticket' which can be downloaded from the site (but if you are using a template from <http://www.internetgeography.net/quickkey.html> this is already included).



8. Do the quiz with the students. When they complete the Quickticket they will need to include their student id. You will need to tell them their ID number from your student list.



9. To mark the quiz you will need an iOS device (iPad / iPod Touch / iPhone). You will need to download the Quick Key app: <https://itunes.apple.com/gb/app/quick-key-mobile/id686229501>

Sign into the App using your Quick Key login details. Then click Quizzes. Click the quiz you want to mark. Then click Take Quiz. Scan your student's answers. This information will automatically be uploaded to the site and available via the Export tab. The information will also be available via the Results and Reports button in the App on your iOS device.