

# **Quick guide**

# **Knowledge test**

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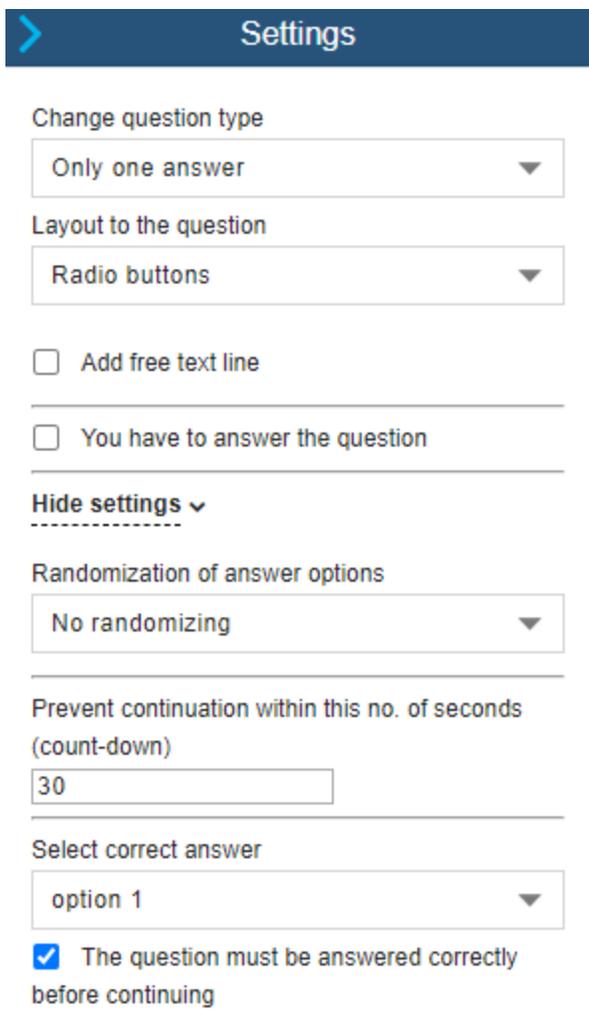
# 1. Create a knowledge test question

Add a new survey and create the question type **Only one answer**. Go to **Settings**, open **More settings**, define correct answer alternative in **Select correct answer**.

There are also extra features.

You can:

- enable **Randomization of answer options**, if you want a random order of answer alternatives.
- set a countdown timer (max time allowed for response) on each question in **Prevent continuation within this no. of seconds (count-down)**.
- use the function **The question must be answered correctly before continuing** by checking the field.



The screenshot shows the 'Settings' panel for a question. It includes a back arrow and the title 'Settings'. The settings are as follows:

- Change question type:** A dropdown menu set to 'Only one answer'.
- Layout to the question:** A dropdown menu set to 'Radio buttons'.
- Add free text line
- You have to answer the question
- Hide settings** (with a downward arrow)
- Randomization of answer options:** A dropdown menu set to 'No randomizing'.
- Prevent continuation within this no. of seconds (count-down):** A text input field containing '30'.
- Select correct answer:** A dropdown menu set to 'option 1'.
- The question must be answered correctly before continuing

## 2. Show correct/incorrect answers on respondent level

After you've created a survey, go to **Extended settings**.  
Check the box **Show answers after completion**.

### Extended settings

If you do not wish to set these functions, click on Next.

**Buttons**

- Add Back button (?)
- Add Show answers button (?)
- Add Go to question drop-down list (?)
- Add Print answers button
- Add Reset button

**Program texts**

- Show question number
- Show help text for each question (?)
- Show total number of questions
- Show progress bar

**Misc**

- Mark questions that must be answered
- Allow Hotkeys
- Anonymize answer data
- Resume incomplete survey
- Lock answers after completion (?)
- Do not save answers of incomplete survey
- Allow reports for all users (?)
- Show answers after completion
- Show all feedback texts after completion

Country:

Select language:

Validation of respondent IDs:

Survey description:

Respondent after completing the survey can see how many correct answers (marked with a green tick) and incorrect ones (marked with a red cross) were given.

At the same time, the total error rate is displayed at the top of the page.

Your answers have been saved.  
Below is a list of all your answers.

You have answered correctly on 67% of the questions asked.

0% 

100%

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1 of 3. GDPR applies to which types of individuals or organizations:

- Any organization that processes personal data
- All data controllers and processors established in the EU and organizations that target EU citizens 
- Data controllers operating in the EU

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0%  50%

100%

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2 of 3. Within what period of time is an organization required to notify a supervising authority about a data breach?

- Within 48 hours 
- Within 12 hours
- Within 72 hours

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0%  100% 100%

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3 of 3. What type of data is generally prohibited from processing? Exceptions to this rule include situations like the following: data owner made data public or gave explicit consent, another law permits processing for purpose of public interest/health or employment/social protection.

- Biometric Data
- Ethnic Origin
- Both A and B 

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### 3. Create a knowledge test report

Click your survey and select **Answers**.

Click **Export answers** and **Next**.

Then select **Summary of answers to knowledge test questions** and click **Next**.

You can check the field **Notify by email when it is read** and you will receive an email when the export file is ready.

You can change the email address.

Click **Finish** to start the export.

#### Export answers

Select the format for the exported data

- Summary of answers (answered/not answered)
- ASCII, fixed width (triple-s)
- ASCII, custom separated (delimited)
- defgo panel
- Excel
- R
- SAS
- SPSS
- Stata
- Summary of answers to knowledge test questions
- Survey (export answers to another survey)
- Web service (auto export)
- Web service (export on demand)
- Press here if you want to use a filter

Help

< Back

Next >

Cancel

Click the export file and click **Open**.

The report with correct answers "+" and incorrect ones "-" is displayed including the date of answer and background information.

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Table of answers

Click on the column header to sort the table by column contents.

+ = Correct answer

- = Incorrect answer

\* = Leaps

User ID	Session ID	Name	E-mail	Date	1	2	3	Total
1	1137835211			17-06-2021	-	-	+	33,3%
2	1137835214			17-06-2021	+	+	+	100%
3	1137835218			17-06-2021	+	-	-	33,3%
<b>Total</b>					<b>66,7%</b>	<b>33,3%</b>	<b>66,7%</b>	<b>55,6%</b>