A LEVEL
SCIENCE

OCR
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Multiple choice topic quizzes – Digital version instructions

This set of resources have been produced as digital versions of the Multiple choice topic quizzes available on the A Level Science qualification Planning and teaching webpages.

To use the digital quizzes follow these instructions:

1. Create/log in to a Google Drive Account.
2. Click on the link for the quiz you want to set.
3. Click 'Make a copy'.
4. You are now able to make edits to the form as required.
5. Open up your quiz for responses. Go to 'Responses' then click the slider next to 'Accepting Responses'.
6. To set the quiz click the 'Send' button on the top right of the page. You can either send the form directly via email (this will come from the email address associated with the Google Drive Account), or create a link which you can share. **If you create a link you can share it without revealing the email address associated with the Google Drive account**.
7. To view responses, click on the 'Responses' tab in the middle of the screen. From here you can:
   a. Under 'Summary' view average scores, frequently missed questions and common responses.
   b. Under 'Question' view responses by question.
   c. Under 'Individual' view responses by respondent.
   d. Export data to a spreadsheet.

Forms are prepopulated with questions and answers. Where available, feedback is given for correct and incorrect responses.

Key edits:

- **Before sharing these quizzes with your students you must turn responses on by going to 'Responses' and clicking the slider next to 'Accepting Responses**.
- To turn responses on/off go to 'Responses' then click the slider next to 'Accepting Responses' – by default it is set to not accept responses.
- To collect/not collect respondent email addresses click the settings wheel (top right of the screen) and go to 'General' – by default it is set to collect respondent email addresses to allow feedback.
- To email respondents their marks immediately or later click the settings wheel and go to 'Quizzes' – by default it is set to release marks immediately by email to respondents.

- To turn on/off if a response to an individual question is required go to the question, click on it to edit and move the slider next to 'Required' – by default it is set to all responses being required unless the question is only relevant to either A or B specifications.

This formative assessment resource has been produced as part of our free Science teaching and learning support package. All the Science teaching and learning resources, including delivery guides, topic exploration packs, lesson elements and more are available on the qualification webpages.

If you are looking for examination practice materials, you can find Sample Assessment Materials (SAMs) and a link to the Practice Papers on the qualification webpages.