

# How to create multiple choice tests

for Akelius University

- Use the **correct title** that has been given to you as a subject for your work. Try to choose the same title as for the essay. Choose the right category.
- If you get any **error message**, especially when submitting, do not ignore it. Try to comply with it.
- The system **does not like double titles**. If you get an error message concerning that, please change the name a little, adding a "the", a dot in the end, changing "-" into "/" etc.
- Every question has to **make sense for itself**. Do not construct two questions that build on each other. We use every question randomly in the final tests.
- You do not need to begin the questions with 1, 2, 3. This will be done automatically.
- When you do a question by **leaving out a word**, please do it like that:  
A liquidation process takes at least ...
- The answers **do not need dots** in the end unless they are sentences.
- Questions and answers should begin with **capital letters**. The only exception is the title of the test where all words, except prepositions, and etc. should be written in capital letters, like in song titles.
- If you have an unsteady Internet connection or want to finish your test later, you can **save your test** any time. Use the "save" button at the bottom of the page. You can log out afterwards.
- Please **check the spelling** of all questions and answers.