Quiz answer key and marking sheet

Write the answer key before you build the quiz, then use the marking pages to check scores and see which questions people miss.

How to use this sheet

1. Fill in the quiz details and the answer key first. Every graded question needs a correct answer, a point value and one line that explains why the answer is right.

2. Copy each row into your quiz builder. In Google Forms, that is Answer key on each question, then Add answer feedback for the explanation.

3. After people answer, use the results log and the question review to see who passed and which questions to teach again.

4. The grey rows are a filled-in example: a 10-question training check for new staff at a bike shop. The shop and its rules are made up. Cross the rows out or write over them.

Quiz details

Quiz name

Example: Bike shop new staff check

Who takes it, and when? (a class, a team, new starters in their first week)

Total points and pass mark (points or percent)

Example: 12 points in all. Pass mark 10 points (about 83 percent).

What people see after they answer (Google Forms: Settings, Respondent settings):

[ ] Missed questions [ ] Correct answers [ ] Point values

When grades go out (Google Forms: Settings, Release grades):

[ ] Immediately [ ] Later, after manual review

Google's help page says that if you collect email addresses, you can send results right away or wait until you're ready to share them.

[ ] Collect email addresses

Answer key: the worked example

One row per graded question. In Google Forms, an answer key works on Short answer, Multiple choice, Checkboxes, Dropdown, Multiple choice grid and Checkbox grid questions.

#	Question	Type	Correct answer (or answers)	Points	Explanation (feedback)
1	*What time does the shop open on Saturdays?*	*Multiple choice*	*9:00*	*1*	*Saturday hours are 9:00 to 5:00. See page 2 of the staff handbook.*
2	*Who do you call if the till won't open?*	*Dropdown*	*Store manager*	*1*	*The store manager holds the spare till key.*
3	*Which three checks happen before a test ride?*	*Checkboxes*	*Take a photo ID; check the brakes; check the tire pressure*	*2*	*All three, every time, even for regulars.*
4	*What's the name of the repair booking book?*	*Short answer*	*Workshop book (also accept: the workshop book)*	*1*	*It sits on the workshop counter. Every repair goes in it.*
5	*How many days do customers have to return an unused item?*	*Short answer (a number)*	*30*	*1*	*30 days with the receipt, as long as the item is unused.*
6	*A customer's repair is ready. What do you do first?*	*Multiple choice*	*Text the customer*	*1*	*Text first, then move the bike to the pickup rack.*
7	*Which two tasks are on the closing checklist?*	*Checkboxes*	*Count the till; lock the side door*	*2*	*Restocking happens in the morning, not at close.*
8	*Which day is the workshop closed?*	*Dropdown*	*Monday*	*1*	*The shop floor opens on Monday; the workshop does not.*
9	*What's the customer Wi-Fi network called?*	*Short answer*	*ShopGuest*	*1*	*The password is on the card by the till.*
10	*Where do you log a damaged item?*	*Multiple choice*	*The damage log by the till*	*1*	*Log it before you put the item in the back room.*

Total: 12 points. For short answer questions, list every spelling you will accept, and check text answers by hand after the first few responses.

Answer key: your quiz

#	Question	Type	Correct answer (or answers)	Points	Explanation (feedback)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Total points (add up the Points column)

Marking sheet: results log

One row per person. Percent is score divided by total points, times 100.

Name or email	Score	Out of	Percent	Passed?	Follow-up
Sam	*11*	*12*	*92*	*Yes*	
Priya	*8*	*12*	*67*	*No*	*Go over Q3 and Q7 together, then take it again*

Marking sheet: question review

Fill this in from the quiz summary once most people have answered. Percent correct is the number correct divided by the number who answered, times 100.

#	Answered	Correct	Percent correct	Teach it again? What to change
3	*12*	*5*	*42*	*Yes. Show the three test ride checks on day one*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

A question most people miss is either a gap in the training or a confusing question. Read it again before you blame the people who answered it.

Text answers to check by hand

Short answers that were marked wrong but look right. Add good ones to the answer key.

#	Answer someone gave	Accept it?	Add to the key?
4	*Workshop booking book*	*Yes*	*Yes*

Before you send it

#	Check	Done?
1	Every graded question has a correct answer and points	
2	The points add up to the total on page 1	
3	Every explanation says why the answer is right	
4	Short answer keys list every spelling you will accept	
5	You took the quiz yourself in Preview and got full marks	
6	You picked what people see after they answer, and when grades go out	
7	Someone who has never seen the quiz took it once	