Question Bank

User Guide

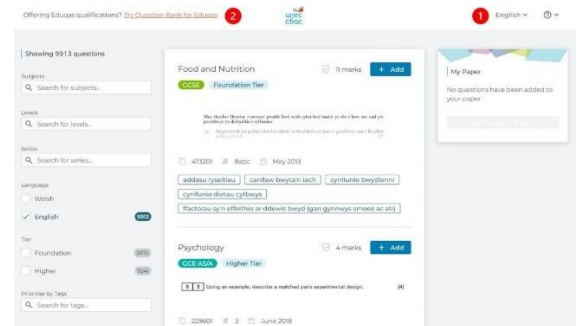**1**   **Create your Question Paper**

First, click on the brand logo to get started.

> 1. **WJEC** specification questions
>
> 2. **Eduqas** specification questions
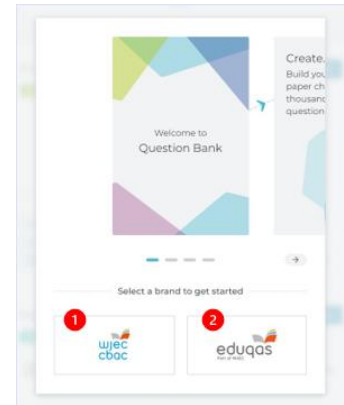
**2**   Now you can start creating your question paper.

> 1. Click on the drop-down menu to select your preferred **Language**
>
> 2. Click here to switch between **EDUQAS/WJEC** Question Bank

3   **Customise your Question Paper**

From the question paper screen, you can:

> 1.   Select multiple **subjects**
>
> 2.   Select the **qualification level**
>
> 3.   Select from a range of **years/series**
>
> 4.   Select a **Language**
>
> 5.   Select a **Tier**
>
> 6.   Use **'prioritise by tags'** to search for **key words** in a question
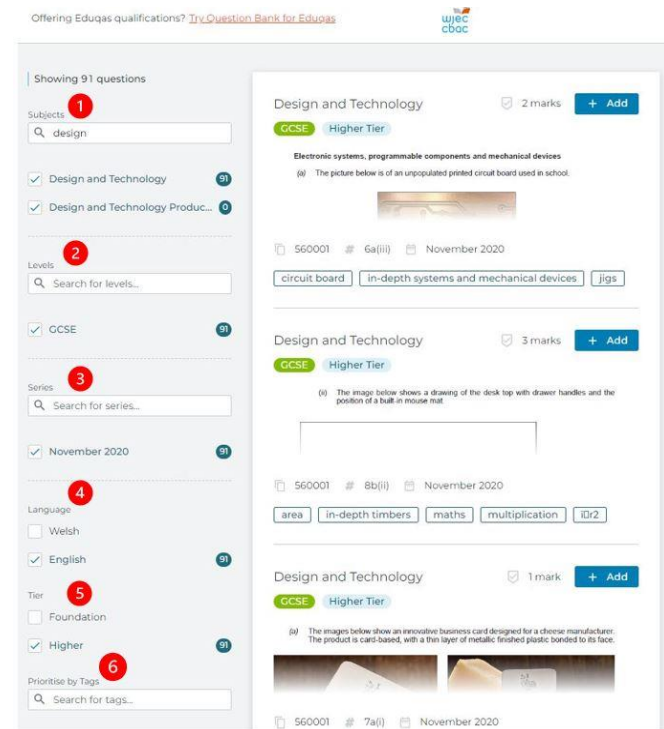
4 To add a question, simply click the blue **'+ Add'** button at the top right

To remove a question, simply click the **' - Remove'** button

$\boxed{\checkmark}$ 2 marks   **+ Add**
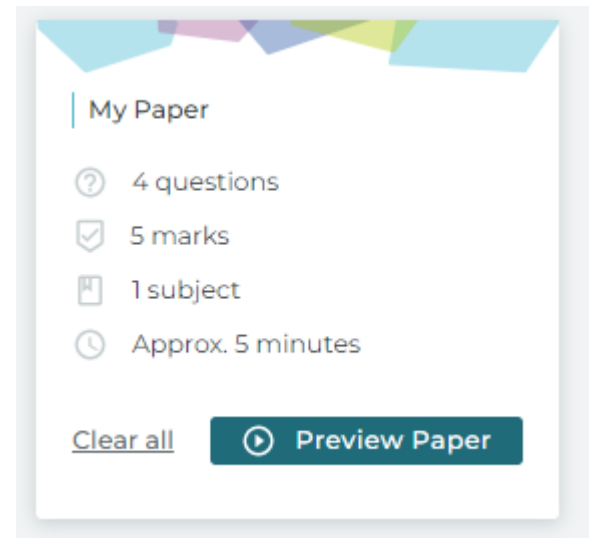
$\boxed{\checkmark}$ 11 marks   **— Remove**

5 **Review your Question Paper**

The **My Paper** section at the top right of the screen shows the details of your paper.

Click **'Preview Paper'** to arrange the questions, rename and finalise your paper.

My Paper
? 4 questions
☑ 5 marks
🔖 1 subject
🕐 Approx. 5 minutes

Clear all   ▶ **Preview Paper**

6 The preview screen allows you to:

1. **Rename** your paper by typing in the box

2. **Reorder** your questions by either dragging the questions or clicking the 'Move up or down' button

3. **Remove** questions by either dragging the questions into the removal area or click the 'Remove' button
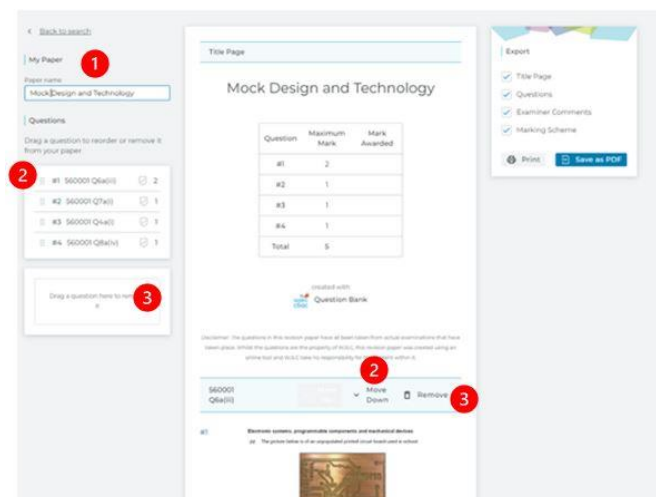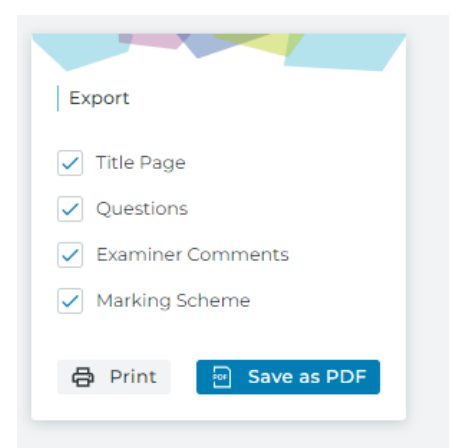
7 From the **Export** section you can choose if you want to include:

Title Page

Questions

Examiner Comments

Marking scheme

Export
✓ Title Page
✓ Questions
✓ Examiner Comments
✓ Marking Scheme

🖨 Print   📄 **Save as PDF**

Finally, you can either print the question paper or save it as a PDF.