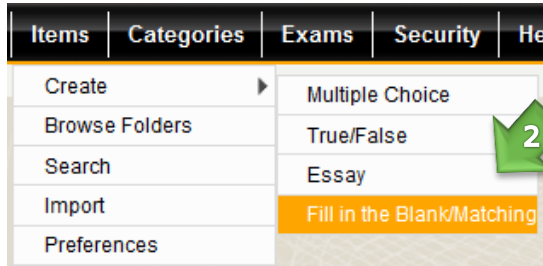
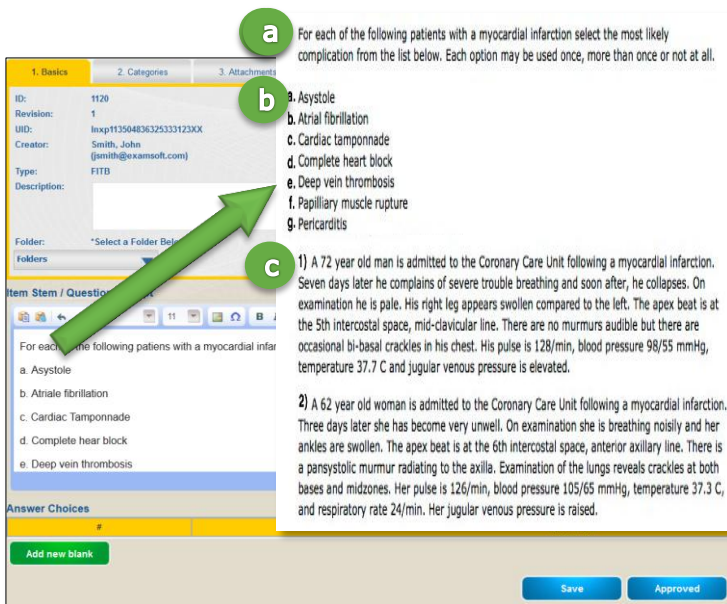


Exam Managers (EMs) can create an extended matching question for multiple scenario items that have various answer choices to apply using the Fill in the Blank item creation tab.

1. Hover over the **'Items'** Tab for the dropdown menu.
2. Click **'Create'** and then **'Fill in the Blank / Matching'** from the dropdown menu.

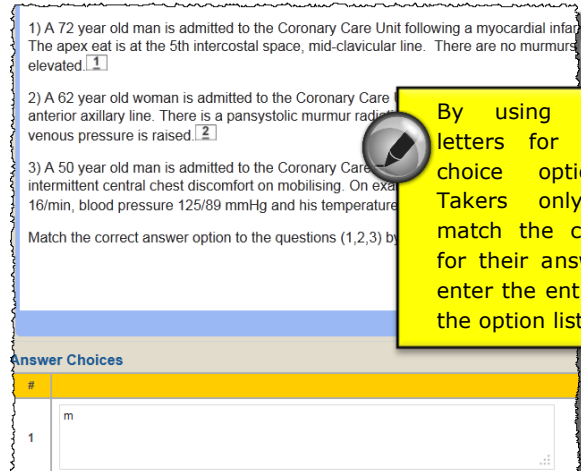
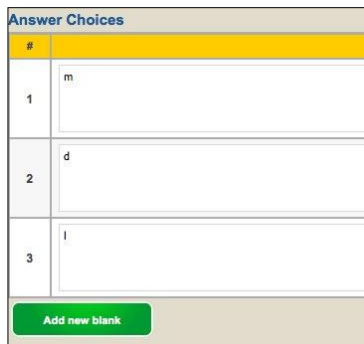


3. In the **'Basics'** Tab, add the following to the item stem:
 - a) **lead** in statement
 - b) **option list** labeled with letters (a-g shown below)
 - c) actual **question text** labeled with numbers



Multiple questions can be posed with an Extended Matching Question Item. Two questions are shown in step #3 above for simplicity.

4. Enter the correct letter into the answer choices from the list of answer options that matches the actual question text labeled with numbers.

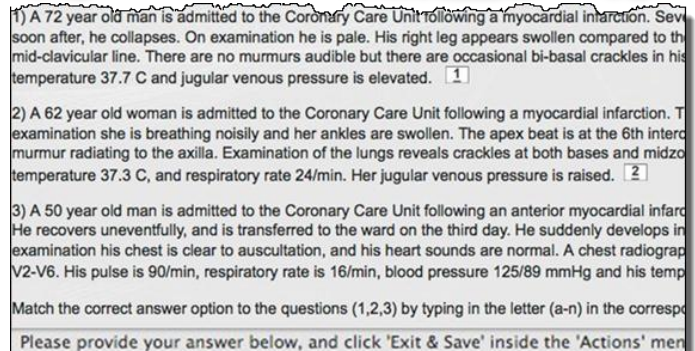
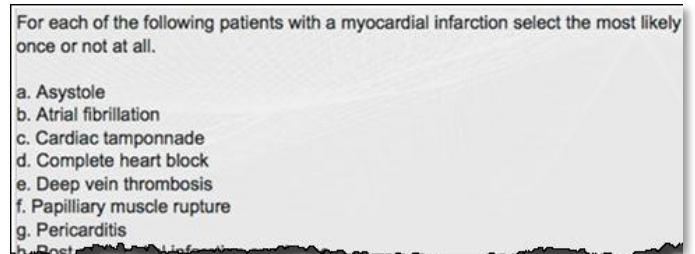


By using lower case letters for the answer choice options, Exam Takers only need to match the correct letter for their answer and not enter the entire text from the option list.

5. Add one point for every question/answer set and check the **'partial credit'** option.



6. Below is a **preview** of how the Extended Matching Question item will appear to Exam Takers in SoftTest.



1. please enter your answer here
2. please enter your answer here
3. please enter your answer here

Exam Takers will be able to see what they already chose from the option list, facilitating the process of elimination; however, they must key in the exact letter case used in the question stem. All answers can be reviewed in SoftScore by the Exam Manager.