Attachments add another dimension to assessments and questions. The system offers different ways to provide video, PDF, audio, and images for Exam Takers to access during their assessment.

1. **Embedded images** – Exam Takers can view **ONLY** that have been embedded within the question stem or any of the answer choices.
2. **Question Level Attachment** – Exam Takers will only be able to view this attachment when they are reviewing the specific question.
3. **Assessment Level Attachment** – Exam Takers can access this attachment at any time during the actual exam.

There are specific size limitations for each file type (view chart below). When creating an assessment with attachments, there is a total maximum size of 200 MB combined.

<table>
<thead>
<tr>
<th>Attachment Limitations</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIF, JPG, JPEG, PNG</td>
<td>3 MB</td>
</tr>
<tr>
<td>PDF</td>
<td>20 MB</td>
</tr>
<tr>
<td>RTF</td>
<td>5 MB</td>
</tr>
<tr>
<td>Audio: MP4(audio), MP3</td>
<td>15 MB</td>
</tr>
<tr>
<td>Video: AVI, MOV, MP4</td>
<td>150 MB</td>
</tr>
<tr>
<td>Total Max Size of Assessment</td>
<td>200 MB</td>
</tr>
</tbody>
</table>

**Embedded Images**

1. When creating a question, it is possible to embed **ONLY images** into the question stem and each of the answer choices.
2. Click the image icon to insert a jpg, jpeg, gif, or png file.
3. The size limit is **3MB** per image. Max resolution is 1920x1080 pixels.
4. This embedded image will **add** to the total maximum size limit of 200 MB for an assessment.

**Question Level Attachments**

1. Create a question or edit a previously created question.
2. Select **Add Attachment**.
3. Browse for and add attachment.

**Assessment Level Attachments**

1. Create an assessment or edit an assessment draft.
2. Select **Add attachment**.
3. Browse for and add attachment.
4. Only **ONE attachment** can be added at the assessment level.
5. Max resolution is 1920x1080 pixels.