

Creating an Exam and Printing Answer Sheets

This page explains how to prepare an exam and generate bubble sheets for paper-based assessments using Akindi.

When you click Create Assessment in Akindi, you choose how the assessment will be created. That choice depends on whether you want Akindi to help you build the exam or whether you already have a paper exam and only need bubble sheets and automated grading.

The Two Ways to Create an Akindi Assessment

Akindi supports two assessment-creation workflows. Both result in printable bubble sheets, automated grading, and Canvas grade sync—the difference is how the exam content is handled.

- Create the exam in Akindi (new assessment workflow)
- Use Akindi Classic for an existing paper exam

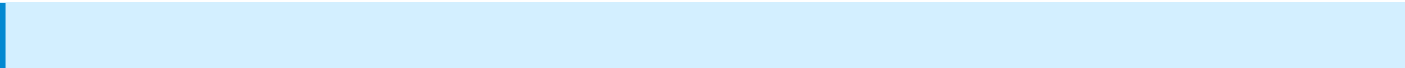
Understanding this distinction before you begin will help you choose the workflow that best fits your course.

Choosing the Right Workflow

If you are unsure which workflow to use:

- Choose Creating the Exam in Akindi if you:
 - Want Akindi to help you build the exam and take advantage of its enhanced features, i.e., multiple versions, randomization, or other Akindi exam features
 - Prefer an all-in-one workflow for exam creation, grading, and reporting
- Choose Akindi Classic if you:
 - Create exams in Word, publisher platforms, or other external systems.
 - Already have a finalized paper exam.
 - Only need Akindi for bubble sheets, grading, and Canvas grade sync

For help deciding which workflow best fits your course, contact the Office of Accreditation & Assessment.



Regardless of the workflow, you can edit the answer key in both after scanning student responses. Akindi will automatically recalculate scores based on the updated key.

Although Akindi can support fully online assessments, A-State faculty should use Canvas for online exams. Akindi is used at A-State only for paper-based assessments.

Question Types and Bubble Sheet Design

Regardless of the workflow you choose, Akindi uses a **standard bubble sheet format**. Bubble sheets always consist of a fixed number of questions, each with **five response bubbles (A-E)**.

The difference between workflows is **where the responsibility for adapting question types lies**.

- In the **new assessment workflow**, Akindi automatically adapts supported question types for paper delivery.
- In **Akindi Classic**, the instructor adapts the paper exam so that student responses can be captured using the standard bubble sheet.

How Question Types Are Handled

- **Multiple-choice and multiple-answer questions**
Work the same way in both workflows.
- **True/false questions**
 - In the new workflow, Akindi converts these to a multiple-choice format automatically.
 - In Akindi Classic, true/false questions must be designed so students respond using two options (for example, **A = True, B = False**).
- **Matching questions**
 - In the new workflow, Akindi converts matching questions into a multiple-choice representation.
 - In Akindi Classic, matching questions must be written so each item can be answered using A-E options.
- **Written or short-answer questions**
 - In the new workflow, Akindi includes space on the printed exam for written responses.
 - In Akindi Classic, instructors must include blank space on the paper exam.

Workflow A: Creating the Exam in Akindi (New Assessment Workflow)

After launching Akindi from your Canvas course and clicking Create Assessment, Akindi opens the Paper Assessment workflow by default.

To begin, select Continue to Question Import. Akindi then launches its newer assessment interface, where you can create or import questions and manage the assessment structure.

How the New Assessment Workflow Works

With Akindi:

- You import questions and answers into Akindi
 - Configure assessment settings
 - Students record responses on Akindi bubble sheets
 - Scan and import the bubble sheets for Akindi to grade, provide analysis, and sync grades with Canvas
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Creating the Assessment

- Click Create Assessment
- Click Continue to Question Import
- Upload test questions, with correct answers indicated, from a Word Document
- Enter an assessment name
- Review imported content.
- Choose the scramble options for questions and answers
- Choose whether to use a single version or multiple versions
- Select a bubble sheet layout that matches your exam
- Configure, Download and then Print the Assessment(s) and Bubble Sheets

Choose the bubble sheet layout based on the maximum number of questions on your exam. Akindi will ignore any unused question numbers.

Multiple versions are especially useful in large sections. Akindi automatically sorts versions during grading.

See the [Akindi Create Assessment guide](#) for general instructions.

For detailed instructions, see the [Akindi Paper Assessments guides](#).

Workflow B: Using Akindi Classic for an Existing Paper Exam

After launching Akindi from your Canvas course and clicking Create Assessment, Akindi opens the Paper Assessment workflow by default. To begin, select Akindi Classic from the Create Assessment dialog. Akindi skips exam creation and allows you to define the correct answers for your existing exam.

How Akindi Classic Works

With Akindi Classic:

- Exam questions remain in your existing format
- You define the correct answers in Akindi
- Students record responses on Akindi bubble sheets
- Grading, results, and Canvas grade sync work the same way as the new workflow

Akindi Classic is commonly recommended when instructors have an established exam-creation process and only want automated grading.

Creating the Answer Key in Akindi Classic

You will:

- Give the Assessment a Name
- Select the Question Layout
- If you have multiple versions, select how many.
- Select the correct response(s) for each question
- Print Bubble Sheets

Verify the answer key before printing student answer sheets whenever possible.

See the [Akindi Classic guides](#) for detailed instructions.

Printing Answer Sheets (Applies to Both Workflows)

Regardless of which workflow you choose, printing and administering answer sheets works the same way.

You can:

- Print bubble sheets on plain white paper
- Print sheets with or without prefilled student information
- Print extra copies for testing or backup

Printing answer sheets before your Canvas roster is finalized can result in missing students. If enrollment is still changing, wait to print or re-launch Akindi before printing.

See the [Akindi Downloading & Printing guides](#) for detailed instructions.

What's Next?

After printing and administering your exam, continue to:

- Scanning and Uploading Answer Sheets
 - Learn how to scan completed forms and upload them for grading
- Results, Reports, and Canvas Grade Sync
 - Review scores, resolve issues, and send grades to Canvas

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