

Exmouth & District U3A Quiz Group

Guidelines to quiz-setters

The quiz group has been running since September 2015 and whilst we've had a number of different formats, quiz-setters and levels of difficulties, experience has shown what produces a good quiz.

Whilst there's plenty of scope for originality and variation, there are a few constraints that need to be observed:

- The venue is probably available all afternoon but the understanding is that we only need it from 2-4pm with a little time beforehand for us to arrive and prepare. Quizzes therefore need to finish by 4pm or very shortly afterwards.
- There are no presentation facilities at the hotel so, by default, quizzes have to be delivered orally. There is however a PA system, a projector and a laptop available for loan from the U3A Equipment Officer (details on the website and on the first page of the Groups and Committee list).
- Table space for each team is limited in the lounge at the Manor Hotel.

Whilst these are NOT rules, below are a set of guidelines for quiz-setters:

1. Please break the quiz into a number of rounds. Even if you have no distinct subject or theme for each round it gives everyone time to catch their breath, think a bit more about some of the teasers you've given them and consult properly with team-mates. Experience has shown that around 80 questions works well in the time available (excluding the tea break).
2. Please DO NOT score after each round. Scoring should be left to the end of the whole quiz to save time.
3. Please allow a break of 15-20 minutes somewhere around the middle of the quiz. After rounds 4 or 5 usually works well. There needs to be sufficient time at the end for the exchange of papers, scoring, announcement of the placings and distribution of the prize money.
4. Please provide answer sheets for all teams. The sheets should cover both the 'standard' questions and any other rounds (picture?) you might add in. An answer sheet template (Word format) is available from the Group Organiser. By all means edit it to suit
5. Please speak clearly and loudly. Remember that some of our members suffer from partial hearing loss.

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6. Please try to keep the questions relatively short as few of us will have learnt shorthand! Long rambling questions can be very difficult to take in and having many long questions will make us late finishing.
7. Please stick to questions that have a short and a precise (and only one!) answer so that there's no room for dispute. Try to be a bit flexible with spellings, full or partial names and so on.
8. Please don't make questions too difficult or too specialised. We aim for an average number of correct answers above 60%.
9. Please avoid multiple questions on esoteric or specialist subjects. Remember that few, if any, of us have appeared on University Challenge!
10. Please double check your answers as much as possible – We recommend Wikipedia or a general Google search for that. Quiz books and websites do provide incorrect or out of date answers on occasions. Past quiz-setters have been caught out in previous quizzes by including a question from an earlier quiz, where the correct answer had changed in the intervening time!
11. Please avoid half points wherever possible. If there are 2 answers to a question then award 2 points to simplify marking. Half points should only be awarded if you genuinely feel the answer is almost but not quite correct or there are two, equal, parts to the answer. In any case, if you are prepared to give half points, say so with the question and again when giving the answers.
12. If you can, do try to include a different type of round (or two), e.g. a picture round, puzzles etc. It's difficult to come up with fresh ideas, but it's good to have a break from straightforward general knowledge questions sometimes.
13. By all means provide an extra round for people to do during the coffee break but please remember that they only have 15 or so minutes and will be queueing for drinks and having 'comfort breaks' in that time.