



Test Generator



Test Manager



Test Player

# ExamView<sup>®</sup> Assessment Suite 5.0

including the

Test Generator, Test Manager,  
& Test Player

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Cincinnati, Ohio

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## INTRODUCTION

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The ExamView® Assessment Suite 5.0 (including the Test Generator and Test Manager) is a comprehensive solution for creating, administering, and scoring tests. With the new version, it is easier than ever to prepare paper and online tests. The software includes many features to save you time and generate information to assess and improve student performance.

*Use the ExamView Test Generator to...*

- Create a paper test in less than five minutes.
- Print multiple versions of the same test.
- Enter your own questions.
- Prepare an online test, study guide, and worksheet.
- Upload tests to WebCT and Blackboard.

*Use the ExamView Test Manager to...*

- Create a class roster.
- Automatically score a paper test using a scanner.
- Administer and score an online test.
- Prepare a variety of useful class and student reports.

Our mission is to enhance the learning process by providing superior products for students and educators. We believe that the ExamView Assessment Suite can truly enhance your classroom experience.

One of the reasons our software is so widely used in classrooms is that we include educators and students in the design process. We invite you to share your experiences and feedback with us so we can make our products even better. Please email your comments to [support@fscreations.com](mailto:support@fscreations.com).

To learn more about our products, visit our website at [www.fscreations.com](http://www.fscreations.com).

## System Requirements

To use the **ExamView Assessment Suite**, your computer must meet or exceed the following requirements:

### Windows

- PC with Pentium II 120 MHz or higher processor
- Microsoft Windows 98 or later operating system
- 32 MB available memory for application (64 MB recommended)
- CD-ROM drive (for installation from disc)
- Monitor capable of displaying 16-bit color with 800 x 600 resolution
- 24 MB of available hard drive space
- Mouse (or another pointing device)
- Internet connection to access the test-hosting features

### Macintosh

- PowerPC 120 MHz or higher processor
- OS X 10.2 or later operating system
- 32 MB available memory for application (64 MB recommended)
- CD-ROM drive(for installation from disc)
- Monitor capable of displaying 16-bit color with 800 x 600 resolution
- 24 MB of available hard drive space
- Mouse (or another pointing device)
- Internet connection to access the test-hosting features

**Note:** The **ExamView Assessment Suite** includes a separate program called the **ExamView Test Player** that you can use to deliver online tests on your local area network. The system requirements are the same as those shown above except that the application requires a minimum of 16 MB available memory for the application and 8 MB of hard drive space.

## Installation Instructions

Follow these steps to install the **ExamView Assessment Suite**. The installer will create an **ExamView** folder and these subfolders: **Banks**, **Tests**, **Scanners**, and **Classes**. If you received the software from a publisher, the installer will automatically copy the publisher-supplied question banks to a new folder within the **Banks** folder.

### Windows

1. Insert the **ExamView** disc into the CD-ROM drive of your computer.

If the autorun feature is enabled on your computer, a window will automatically appear on your screen. Click the **Install** button and skip to step 5. If the autorun window does not appear, proceed to step 2.

2. Click the **Start** button and choose **Run**.
3. In the Run window, type **d:\setup.exe**, replacing **d** with the drive letter that corresponds to the drive where the setup file is located.
4. Click the **OK** button.
5. Follow the instructions that appear on your screen.

**Note:** To uninstall the **ExamView** software, choose **Settings - Control Panel** from the **Start** menu. Select **Add or Remove Programs**. Removing the program does not delete any banks or tests. You must manually remove those files.

### Macintosh

1. Insert the **ExamView** disc into the CD-ROM drive of your computer.
2. Open the installer window, if necessary.
3. Double-click the **ExamView** installer icon.
4. Follow the instructions that appear on your screen.

**Note:** To uninstall the **ExamView** software, simply delete the program folder.

## Getting Started

After you complete the installation process, follow the instructions below to start the software. Start the **ExamView Test Generator** if you want to create a test, open an existing test, create new questions, or work with a question bank. Use the **ExamView Test Manager** to create a new class roster, assign an online test to a class, get results from an online test, score a paper test using a scanner, or print a report.



### ExamView Test Generator

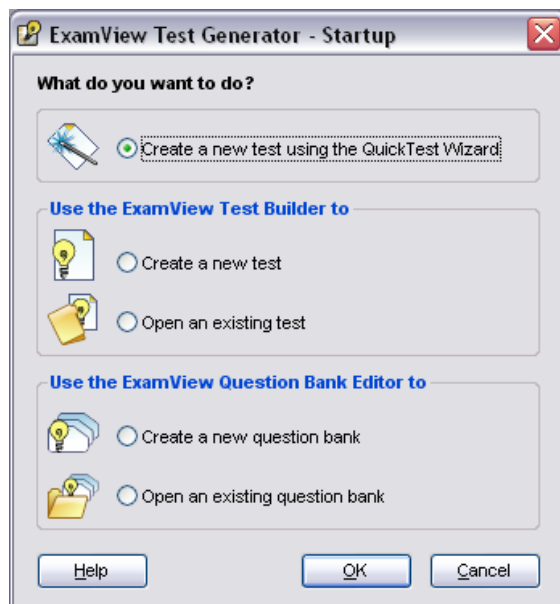
1. **Windows:** Click the ExamView Test Generator shortcut on your desktop. If you do not have a shortcut, click the **Start** button. Highlight the **Programs** menu and locate the **ExamView Pro Test Generator** folder. Select the **ExamView Test Generator** option.

**Macintosh:** Click the ExamView Test Generator icon in the dock. If you do not see this icon, locate the **ExamView Pro** folder on your hard drive. Double-click the **ExamView Test Generator** icon.

2. The first time you run the software, the program prompts you to enter your name, school/institution name, and city/state. Enter the requested information.
3. Choose one of the options in the **Startup** menu.

Each time you run the **ExamView Test Generator** program, the program displays the **Startup** menu. You can choose to create a test using the Test Builder or enter your own questions using the Question Bank Editor.

*Use the **ExamView Test Generator** to create a test or work with a question bank.*



*All of the figures are from the Windows version. Except for a few minor differences, the Macintosh screens are identical.*



## ExamView Test Manager

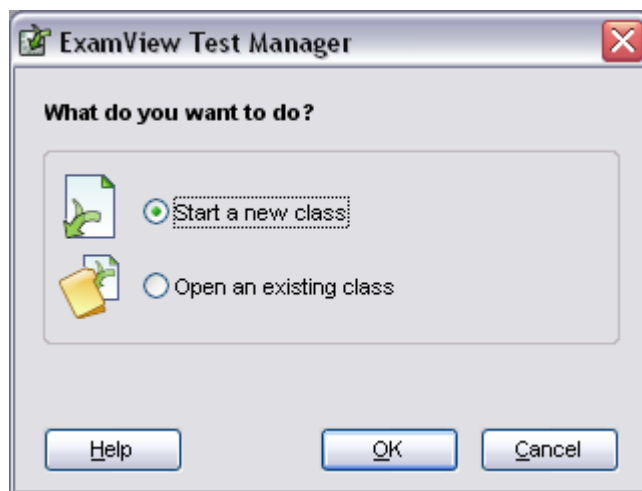
1. **Windows:** Click the ExamView Test Manager shortcut on your desktop. If you do not have a shortcut, click the Start button. Highlight the Programs menu and locate the ExamView Pro Test Generator folder. Select the ExamView Test Manager option.

**Macintosh:** Click the ExamView Test Manager icon in the dock. If you do not see this icon, locate the ExamView Pro folder on your hard drive. Double-click the ExamView Test Manager icon.

*Use the **ExamView Test Manager** to assign an online test, get results, or print reports.*

2. Choose one of the options from the Startup menu.

Each time you run the ExamView Test Manager program, the program displays the Startup menu. You can choose to start a new class or open an existing class.



## Help Topics

Detailed help instructions are always available if you need assistance using the ExamView software. Click the **Help** button or choose the **Help Topics** option from the **Help** menu to view step-by-step instructions. If you have trouble while you are working with the software, you may want to review the troubleshooting tips.

## CREATE A TEST

---

The **ExamView Test Generator** program provides all the tools you need to create a paper test or an online test from your own questions or from those provided by a publisher. You can use the **QuickTest Wizard** to select the questions for a test, or you can use one or more of the other question selection options.

After you create or build a test, you can change the instructions, reorder the questions, change the layout, print the test, or publish an online test.


### Use the QuickTest Wizard

If you want to create a test quickly with randomly selected questions from one or more question banks, use the QuickTest Wizard. The wizard guides you through the step-by-step process of selecting questions for a new test.

*To create a test with the QuickTest Wizard...*



1. Launch the **ExamView Test Generator**. A startup window with several options will appear. Choose the **Create a new test using the QuickTest Wizard** option.
2. Name your test.
3. Select the question banks from which you want to choose questions.
4. Identify how many questions of each type you want on your test and click the **Finish** button.

You can also click the  button in the toolbar to start the QuickTest Wizard.

That's all there is to it! If you want, you can customize the appearance of your test using the many formatting options or you can select additional questions.


## Build a New Test

The ExamView Test Generator offers several question selection options to create a new test. You can use the QuickTest Wizard or one of the other six options. The option you choose depends on your particular needs. For example, you can select questions by viewing the actual questions and deciding which ones to include on your test. Or, you can select questions by learning objective or standard.

*To build a new test...*



1. Launch the ExamView Test Generator. A startup window with several options will appear. Choose the Create a new test option.
2. Name your test.
3. Choose one of the question selection options from the Select menu, or click the corresponding toolbar button.

*You can also click the  button in the toolbar to create a new test.*



**Select Randomly** - Choose this option if you want to select questions randomly. You can choose how many questions you want for each question type (e.g., multiple choice, true/false, short answer, etc.).



**Select from a List** - If you have a printout of your question banks, you can manually review the questions and choose the ones you want to include on a test by writing down the question numbers. Then, use this option to select the question numbers from a list.



**Select While Viewing** - Use this selection method if you want to view the questions and make your selections one at a time while viewing them.



**Select by Standard** - If your questions include learning objectives, local standards, state standards, or national standards, use this option to easily select questions based on this information.



**Select by Criteria** - Choose this option to select questions that match criteria you enter. For example, you can select all of the multiple choice questions that cover a certain topic and include specific keywords.



**Select All** - Choose this option if you want to quickly select all of the questions in a bank or group of banks.

4. After you choose a question selection option, identify which question banks you want to use to create the test.

Highlight one or more question banks and click the **Select** button. The question banks you choose appear in the lower portion of the window. Click the **Next** button to move to the next step.

**Note:** If the question bank(s) you want does not appear in the list, click the **Folder** button to locate the question bank(s).



5. Use the options provided to select the questions that will appear on your test.

Depending on which question selection option you chose, the ExamView Test Generator displays a window with the options you need to build a test.

6. Change the appearance of the test, print the test, or publish it online.
7. Save the test.

*If you need help using any of the selection options, click the **Help** button for detailed instructions.*

## Customize the Appearance of a Test

ExamView Test Generator includes numerous features that allow you to customize the appearance of a test to your exact specifications. A few of the more popular options are listed here, but you can refer to the help topic **Customizing the Appearance of a Test** for a complete list.

### Answer Space

Depending on how your students will complete the test, you can turn on or off space for answers. For example, if you want your students to write the answers on the test next to each question, you can provide space to do so. If your students will be using a bubble sheet or a separate piece of paper, you can show only the questions. Choose **Layout** from the **Test** menu. Set the corresponding options in the **Leave Answer Space** for area of the layout window.

### Reordering Questions

Changing the order of questions is a snap. Just choose **Reorder** from the **Question** menu, and you can drag and drop the questions to your liking. Note, however, that questions must remain grouped by question type. You cannot move a single true/false question to a position after the multiple choice questions. Instead, you must move the entire group of true/false questions.

*You can manually reorder or scramble questions. Also, when you print a test, there is an option to scramble the questions.*

If you want to scramble the questions, choose **Scramble** from the **Question** menu. From there, you can choose to scramble sections, questions, and the answer choices in multiple choice and multiple response questions.

### Replace Font

If you want to change the font of your entire test, choose **Replace Font** from the **Edit** menu. Select the fonts and sizes you want to use, and click the **Replace All** button. All questions in your test will instantly update with the newly selected font choices.

**Note:** If you use the **Replace Font** option to replace a font, it is best to replace one font (e.g., Times New Roman) with another (e.g., Arial). Do not choose to replace *all fonts* with another font. This could cause unintended results such as replacing symbols or other special characters (e.g., Symbol).

### Adjust Multiple Choice

Do you need to alter a multiple choice test for a special-needs student? Choose **Adjust Choices/Columns** from the **Question** menu to adjust your test. You can instantly reduce the number of choices in all of your multiple choice questions.

## Layout and Style

Several state and national test styles are built into the ExamView Test Generator. Instantly format your test by choosing a style from the Style Gallery. For example, if you want to format your test to look like the PSAT, choose **Style Gallery** from the Test menu. Select the **PSAT** option and click the **OK** button.

If you do not see a style that suits you in the Style Gallery, you can customize the test with the **Layout and Style** commands. Choose **Layout** from the Test menu, and set the layout options. Then click the **Style** tab and choose your fonts and styles. The figure below shows an example of a test with a customized bubble sheet style.

|             |              |             |       |
|-------------|--------------|-------------|-------|
| Name: _____ | Class: _____ | Date: _____ | ID: A |
|-------------|--------------|-------------|-------|

**Reading 10**

**Multiple Choice**  
*Identify the letter of the choice that best completes the statement or answers the question.*

*Read the [Alternative Fuel Vehicles](#) passages, and then answer the following question(s).*

1. Read this sentence from the first passage.  
**One of the biggest advantages of the EV is that it runs clean, without harmful emissions.**  
What is the best synonym for the word *emissions*?  

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <input type="radio"/> A accidents  | <input type="radio"/> C irritants    |
| <input type="radio"/> B pollutants | <input type="radio"/> D side effects |
2. Refer to both passages. Which of the following statements about fuel cell technology is NOT true?  


|  |
|--|
| <input type="radio"/> F The fuel cell vehicle is a zero-emission vehicle.                                |
| <input type="radio"/> G Fuel cells have been used on spacecraft for many years.                          |
| <input type="radio"/> H In fuel cell vehicles, hydrogen is burned directly in the engine, like gasoline. |
| <input type="radio"/> J The United States, Germany, and Iceland are investing in fuel cell technology.   |
3. Which adjective best describes the author's point of view in the first passage?  

|                                 |                                    |
|---------------------------------|------------------------------------|
| <input type="radio"/> A sincere | <input type="radio"/> C objective  |
| <input type="radio"/> B biased  | <input type="radio"/> D persuasive |

## Print a Paper Test

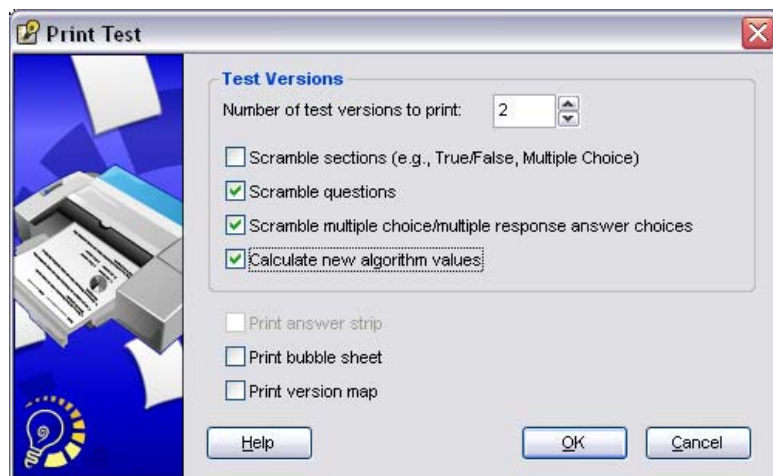
After you create or open a test, you can print a paper test in just a few simple steps. When you choose to print a test, the **ExamView Test Generator** prints the test and the answer key exactly how it appears on screen.

*To print a test...*

1. Choose **Print** from the **File** menu, or click the  toolbar button.
2. Set the print options.

If you choose 2 or more versions of the test, you can choose to scramble the questions using several options. If the test includes dynamic questions, the **ExamView Test Generator** can calculate new values for each test.

As part of the test, you can print an answer strip to make it easier to score paper tests, a bubble sheet form so that students can record their responses, and a version map that identifies how questions align on each version of a test.



3. Click the **OK** button.

## Publish an Online Test

The ExamView Test Generator lets you publish a test in a variety of online formats. Regardless of the online testing option you choose, the steps to build a test are the same as those you use to create a paper test. The online testing options are listed below.

### *Online testing options...*

- Create an online test on your local area network (LAN).
- Publish a test using the ExamView Learning and Test Center.
- Save the test as an HTML document that you can post to your own website.
- Export the test for use with your WebCT or Blackboard course management system.
- Publish a test to a third party's website.

The online testing format that you choose depends on your specific needs. Refer to the other sections in this manual for a complete description of the various options. Detailed instructions are available to guide you through the process of publishing an online test.

## ENTER YOUR OWN QUESTIONS

---

When you build a test using the **ExamView Test Generator**, you do so by selecting questions from question banks. A **question bank** (or bank) is a collection of questions and all of the related items (pictures, equations, learning objectives, standards, etc.) stored in one file. Each question bank may contain up to 250 questions, but you can have an unlimited number of banks. Typically, questions are organized into banks by chapter or lesson.

*Using the ExamView Test Generator, you can...*

- Enter new questions or edit existing questions.
- Copy and paste questions from another source.
- Import questions from Word or an RTF file (with the EV Import Utility).

**IMPORTANT:** You can create a new question or edit a question while building a test. However, editing a question after it is included on a test does **not** change the original question in the question bank. You must edit questions or add new ones in a question bank to make those questions available when you build your tests.

### Question Bank Basics

If you have not used the **ExamView Test Generator** to create your own questions, there are a few things to consider before you get started. For example, you can include more information than just the question (e.g., answer, learning objective or standard, student feedback, etc.). Take a few moments to review the information presented here before you begin the next section.

*You can use a bimodal question as a short answer or a multiple choice question on a test.*

### Question Types

When you create your own questions, you can include one or more of the following question types.

|                     |                  |         |
|---------------------|------------------|---------|
| True/False          | Yes/No           | Problem |
| Modified True/False | Numeric Response | Essay   |
| Multiple Choice     | Completion       | Case    |
| Multiple Response   | Matching         | Other   |
| Bimodal             | Short Answer     |         |

## Question Information

Questions can include optional information that is useful when creating a test. For example, you can include learning objectives (or standards) and then select questions based on those objectives. You can also use this information to generate class and student reports. You can enter any or all of the following information with each question.

|                    |                |          |
|--------------------|----------------|----------|
| Difficulty         | State Standard | Topic    |
| Reference          | Local Standard | Keywords |
| Learning Objective | Miscellaneous  | Notes    |
| National Standard  |                |          |

*Use the pipe ( | ) character to enter more than one data element such as a state standard –  
**MA3-1.2 | MA4-1.***

## Student Feedback

If you use the **ExamView Assessment Suite** to deliver online tests, you can include a rationale and student feedback for each objective-based (e.g., multiple choice) question. As a result, you can set up your online tests to display feedback for incorrect responses.

The screenshot shows the 'Multiple Choice - 1 of 1' window in ExamView. The 'Question' section contains the text 'This is a \_\_\_ question.' and four radio button options: 'a. True/False', 'b. Multiple Choice' (selected), 'c. Numeric Response', and 'd. Completion'. The 'Rationale' section contains a list of characteristics for multiple choice questions. Below this is a 'Feedback' table with four rows (A, B, C, D) and two columns. At the bottom, there are dropdown menus for 'Narrative...' (set to '(None)'), 'Answer:' (set to 'b'), 'Choices:' (set to '4'), 'Scramble:' (set to 'All'), and 'Columns:' (set to '2'). There are also 'Record', 'Info...', and 'Close' buttons.

|   | Feedback   |
|---|--|
| A | True/False questions do not include choices                      |
| B | Correct!   |
| C | Numeric response questions require you to enter a number.        |
| D | Completion questions are similar to fill-in-the-blank questions. |

*For paper and online tests, you can print a report with the rationale for each item a student answers incorrectly.*

## Narratives

A **narrative** is a table, a descriptive passage, a special instruction, a picture, or other information that can be attached to (or linked to) one or more questions. All questions linked to the same narrative print together as a group on a test. Possible uses for a narrative include a reading passage, map, chart, or photo.

## Images

You can easily insert an image (e.g., graph, map, photo, etc.) into a question or an answer. Or, you can copy and paste an image from another program. Whichever option you use, be sure to consider the size and readability of the image.

Color images and photos can use a lot of memory that, in turn, increase the size of the test or question bank file. For example, a single color photo can be 1-2 MB. For paper tests, the size of an image is not that critical. However, the image size does affect online tests. Imagine students downloading a test via the Internet that includes three or four photos. If you use color images, use the lowest possible resolution.

*You can edit a question and double-click an image to see how much space it requires. You can also reduce the color setting of the image.*

If you plan to include an image in a question, you should check the image for readability. Can you read the information on your screen and on paper? If you create your own art, use a larger font for text that appears as part of an image. For best results and smaller file sizes, use black and white or 256-color images.

## Other Issues

If you create your own questions or edit existing questions, consider these additional guidelines.

*When you create your own questions...*

- Do not write questions that refer to another question or depend on a particular question order. Remember that you can scramble questions on a test. And, if you randomly choose questions, you may not get all of the questions you need.
- Use tables, not tabs, if you need to create tabular material. Tables work much better, especially for online tests.
- Use standard fonts (e.g., Times New Roman, Arial, etc.). If you use other fonts, you may have difficulty sharing the question banks with someone who does not have the fonts you used. This can be a problem for online tests too.
- For multiple choice and multiple response questions, be sure to set the scramble options for questions that include choices such as *All of the above* or *None of the above*. You would not want one of these choices to appear as choice *a* or *b*.
- Do not worry about entering the instructions for the questions. **ExamView Test Generator** automatically includes the instructions when you create a test.

## A Hands-On Tutorial

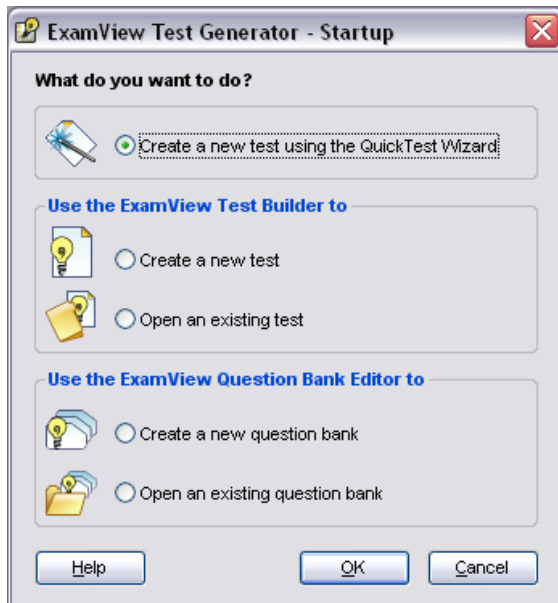
This section provides a tutorial that will guide you step-by-step through the entire process to create a question bank using the **ExamView Test Generator**. You will learn how to create a variety of question types, save the bank, use a narrative, insert art, enter question information, and print a question bank.



### Create a New Question Bank

1. Start the **ExamView Test Generator** program.
2. Choose **Create a new question bank** from the **Startup** menu.

If you are currently working in the test builder, choose **Switch to Question Bank Editor** from the **File** menu and then select the option to create a new bank.



3. Name the question bank **ExamView Sample Bank** and click the **OK** button.

An empty question bank page (except for the title) appears on your screen. If you want to edit the title, simply double-click it and change the title.

## Enter True/False Questions

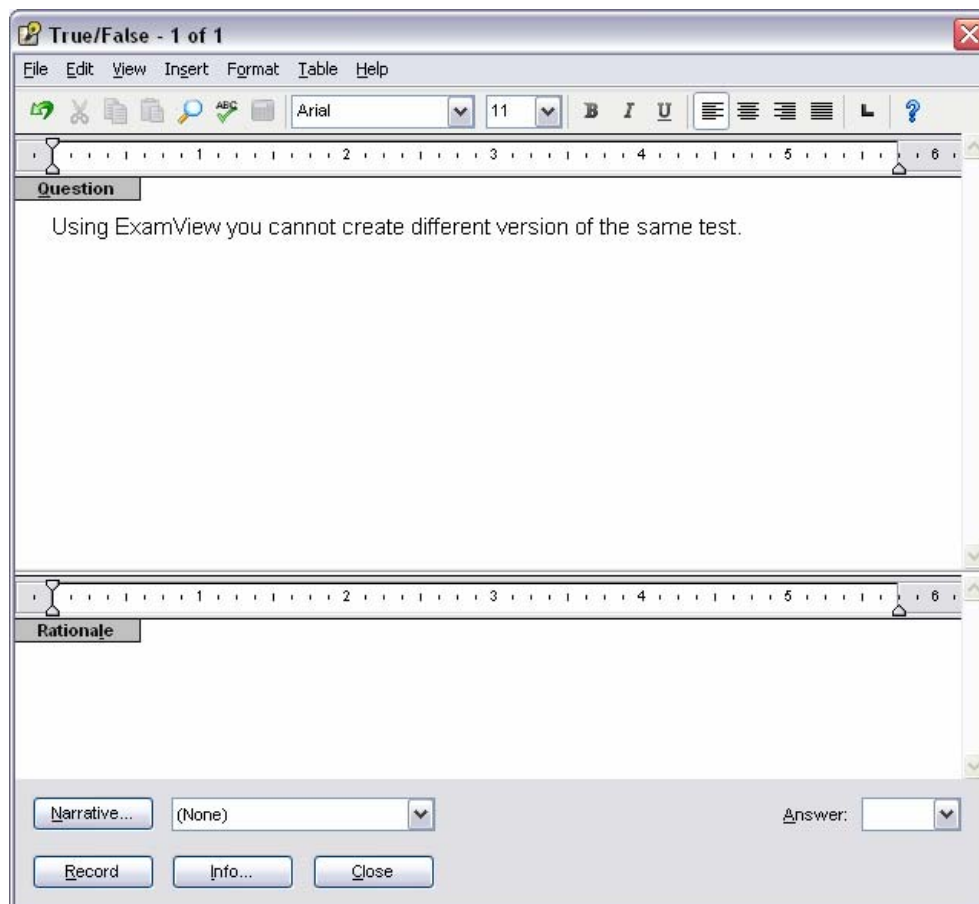
1. Click the **New** button at the bottom of the window.
2. Choose **True/False** and click the **OK** button.

The question entry screen for a true/false question will appear. Depending on the question type, the entry screen provides different options. For example, the multiple choice screen includes space to enter each choice.

3. Type the following question in the question entry area.

Using ExamView you cannot create different versions of the same test.

4. Use the pop-up answer box in the lower right corner of the window to set the answer to **False**.



The screenshot shows a window titled "True/False - 1 of 1" with a menu bar (File, Edit, View, Insert, Format, Table, Help) and a toolbar with various icons. Below the toolbar is a ruler with a scroll bar. The main area is divided into two sections: "Question" and "Rationale". The "Question" section contains the text "Using ExamView you cannot create different version of the same test." The "Rationale" section is empty. At the bottom, there is a "Narrative..." button, a dropdown menu set to "(None)", an "Answer:" dropdown menu, and three buttons: "Record", "Info...", and "Close".

5. Click the **Info** button at the bottom of the window.
6. Type **Easy** for the difficulty, **221-223** for the reference, and click the **OK** button.
7. Click the **Record** button.

You should see the question you just entered on the question bank page. If you do not see the question information immediately after the question, choose **Preferences** from the **Edit** menu. Click the **Layout** tab and select the options to show difficulty and reference.

*By default, all questions are assigned a value of 1 point. You can change the points in the Question Info window.*

8. Proofread the question. If you need to make any changes, double-click the question. Or, highlight it and click the **Edit** button at the bottom of the window.
9. Create two more true/false questions using the following information.

**ExamView gives you almost complete control over the appearance of a test so that you can customize it to meet your testing requirements.**

**ANS: T            DIF: Easy            REF: 245**

**Stylized text, fonts, and special characters cannot be used in a test question.**

**ANS: F            DIF: Challenging            REF: 237**

### Save the Question Bank

1. Proofread your work and make any changes as needed.
2. Choose **Save** from the **File** menu.
3. Enter a question bank file name, and select a location where you want to save the file.
4. Quit the program, or continue with the next part of this tutorial.

*Be sure to save your question bank on a regular basis. From time to time, make a backup of your files.*

### Create Multiple Choice Questions with a Narrative

1. If necessary, start the program and choose to open the question bank for this tutorial.
2. Click the **New** button, and choose to create a multiple choice question.
3. Enter the following question, answer, and question information.

Based on Table 1-1, ExamView 5.0 includes which feature?

- a. QuickTest Wizard
- b. Internet Test-Hosting
- c. Select by Standard
- d. All of the above

ANS: D      DIF: Average      REF: 242-245

4. Set the answer to **d**.
5. Choose **a-c** in the Scramble box to scramble choices *a-c* only when you create a test, and set **1** for the columns.
6. Click the **Narrative** button, click **New**, and enter the following narrative.

Use the **Table** menu to insert a table. If you have time, format the table as shown below. Center the information in the last two columns, shade the first row, and make the column labels bold.

|                       | <b>ExamView 4.0</b> | <b>ExamView 5.0</b> |
|-----------------------|---------------------|---------------------|
| QuickTest Wizard      | Yes                 | Yes                 |
| Multiple Response     | No                  | Yes                 |
| Internet Test-Hosting | Yes                 | Yes                 |
| Spell Check           | Yes                 | Yes                 |
| Select by Standard    | No                  | Yes                 |

Table 1-1

7. Enter **EV Table 1-1** for the narrative name and click the **Record** button.
8. Click the **Done** button to return to the question entry window.

*You can press **Ctrl+N** (Windows) or **Cmd+N** (Macintosh) to create a new question. Or, choose **New** from the **Question** menu.*

*It is important to use a unique name for each narrative you create.*

9. Record the question.

When you record the question, both the question and the narrative appear together.

10. Enter the following question, answer, and question information.

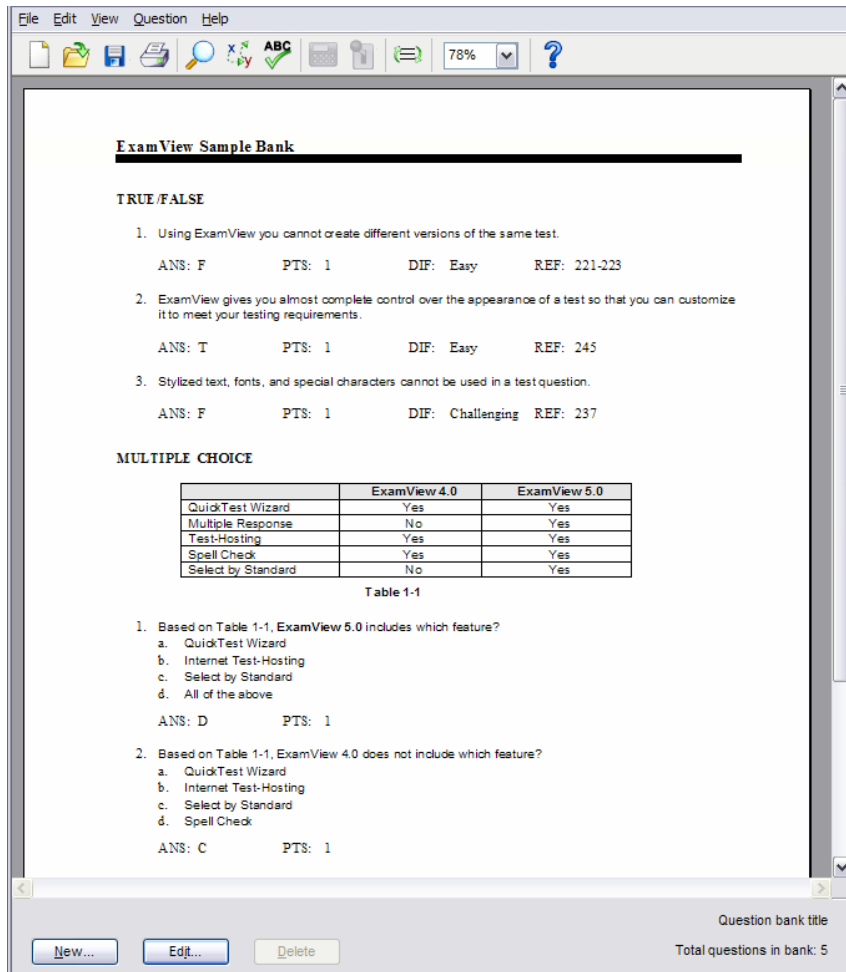
Based on Table 1-1, ExamView 4.0 does not include which feature?

- a. QuickTest Wizard
- b. Internet Test-Hosting
- c. Select by Standard
- d. Spell Check

ANS: C      DIF: Average      REF: 242-245

11. Click the Narrative pop-up (not the button) and choose the EV Table 1-1 narrative to link this question to the table you already created.

12. Record the question, and be sure to save your work.



## Enter Completion Questions and Run Spell Check

1. Choose to create a new completion question.
2. Enter the following question, answers, and question information.

Notice that the question has three possible answers. For online tests, students can respond with any one of the answers.

ExamView is a computer \_\_\_\_\_  
that allows you to build paper and online tests.

ANS:  
program  
application  
tool

DIF: Average      REF: 247

*Use the Shift key  
and hyphen to  
create the space  
to write an  
answer.*

3. Enter the next question, answer, and question information.

Use the online \_\_\_\_\_ whenever you need additional  
instructions to use the ExamView software.

ANS: help      DIF: Easy      REF: 251

4. After you record the question, choose **Spell Check** from the **Edit** menu.
5. Save your work.

## Create a Short Answer Question with a Picture

1. Choose to create a new short answer question.
2. Enter the following question, answer, and question information; but do not record the question.

Describe the picture above. What format is used and how big is it?

*ANS: Student answers will vary depending on the picture used.*

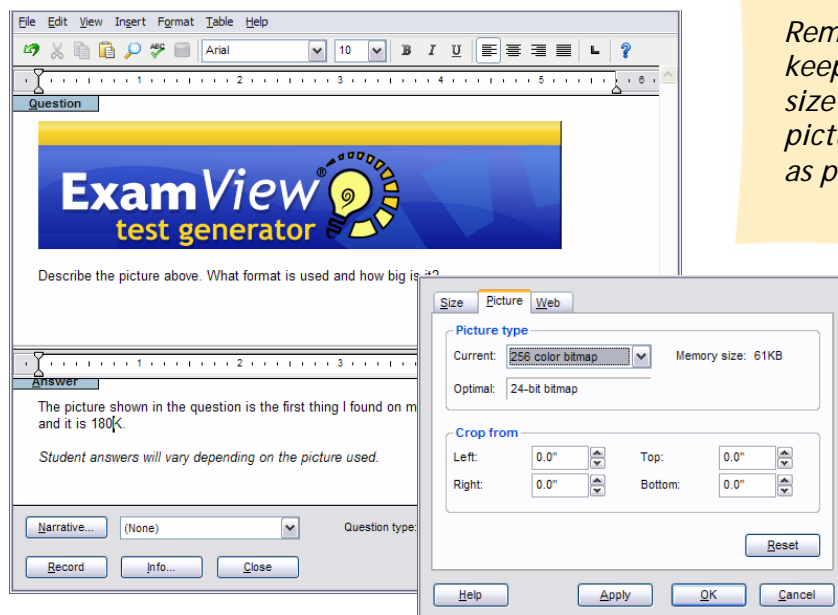
DIF: Average      REF: 277

3. Insert one or two blank lines above the question, and move the cursor to the first line.
4. Choose **Picture** from the **Insert** menu, locate a picture, and insert it into the question.

If you cannot find a picture, start a paint program and create a simple illustration. Then, copy and paste the picture into the question.

5. After you insert a picture, double-click the image and choose the **Picture** tab.

This window shows the memory size for the image. You can also change the color settings here.



*Remember to keep the memory size of each picture as small as possible.*

6. Close the **Format Picture** window and record the question.

## Wrap Things Up

1. Save the question bank.
2. Print a copy of the questions and review them.
3. Make any needed changes.

Remember that you can double-click a question or narrative to edit it. Or, you can highlight an item and click the **Edit** button.

If you want, switch to the Test Builder using the **File** menu and choose to create a new test. Use the questions you just entered to build your test. Notice that as you build the test, the instructions automatically appear.

4. Quit the program.

## Copy and Paste Questions

If you have questions in another format (e.g., word processor, another test generator, database, etc.), you can copy and paste questions from that program into the **ExamView Test Generator**. While this is a simple process, it can be time consuming. Usually, the copy and paste method is best for just a few questions.

**Note:** If you have many questions in a word processor format such as Microsoft Word, you can use the import utility to import your questions quickly. Refer to the next section for instructions.

*To copy and paste questions...*

1. Choose to create a new question in a question bank or a test.
2. Highlight and copy the text (e.g., from your word processor) that you want to paste into a question.
3. Switch to the **ExamView Test Generator** question entry window.
4. Paste the text into the question.

Depending on the question type, you may have to copy and paste the question separately from the answer. However, you can quickly copy/paste multiple choice and multiple response questions. Using the **SmartPaste** option, you can automatically copy the choices into the appropriate places in the question entry window.

To use **SmartPaste**, highlight an entire multiple choice or multiple response question including the choices (a. b. c. d. e.) in your word processor and select **Copy**. Switch to the question entry window and press **F7** (not **Ctrl+V** or **Paste**). Use **Cmd+P** on the Macintosh.

## Import Questions from a Word Processor

If you have all or most of your questions in a word processor format such as Microsoft Word, you can use the **EV Import Utility** (installed with the other **ExamView** programs) to import your questions into the **ExamView Test Generator** format very quickly. The program includes step-by-step instructions that explain how to import your questions.

## SET UP A NEW CLASS AND ENTER A ROSTER

The **ExamView Test Manager** provides the features you need to track results for paper and online tests. To begin, you must create a new class. Then, you can manually enter the student information or import a roster from another format such as your gradebook. Follow the steps in the appropriate section to create a new class and enter your roster.

**IMPORTANT:** You do not have to create a new class if you do not plan to track student results or give online tests.

### Create a New Class

Before you enter student information, you must create a new class. To do so, you must enter information about your class (e.g., class name, class ID, period, and section) and yourself (name, ID, school name, school ID, city, and state). Just a few of the fields are required. Other fields, such as the password and school ID, are optional.

*To create a new class...*



1. Launch the **ExamView Test Manager**. A startup window with two options will appear. Choose the **Start a new class** option.

If you are already working with the **ExamView Test Manager**, save the current class and choose **New Class** from the **File** menu.

*You can change the information at any time by choosing **Class Information** in the **Edit** menu.*

2. Enter the class name and other fields as needed.
3. Enter your name, school name, city, and state. The other fields are optional.
4. Click the **OK** button to record the class information.

**New Class**

**Class Information**

Class name:

Class ID:  (optional)

Period:  (optional)

Section:  (optional)

Password:  (optional)

Confirm password:

**Instructor/School Information**

Instructor name:

Instructor ID:  (optional)

School name:

School ID:  (optional)

City:  State/Region:

## Enter Student Names and IDs Manually


After you create a new class, the next step is to enter your students. At a minimum, you must enter each student's name and assign an ID. You may also enter an alias and a password. **ExamView Test Manager** provides an option to show the alias instead of the name and ID on reports. You can assign a unique password to each student to use when taking an online (LAN) test.

**ExamView Test Manager** allows you to generate reports using optional demographic information such as gender, socio-economic factors, race, and custom fields (e.g., instructor, location, etc.). Simply click the **More** button in the **New Student** window to display the data entry fields to record this information.

*To enter student information manually...*



1. Continue from the previous section where you created a new class. Or, start the **ExamView Test Manager** to begin a new class or open an existing class.

2. Click the  toolbar button or choose **Add New Student** from the **Student** menu.

3. Enter the student's first name, last name, and ID.

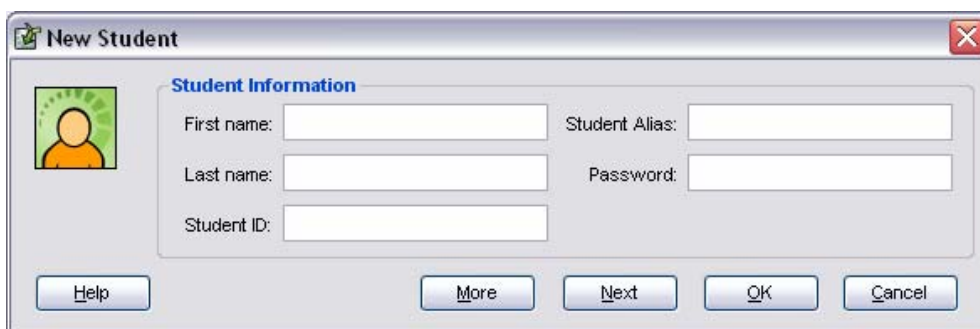
**Note:** If you plan to use a scanner, use digits only (e.g., 520403) for the ID. Most scanner forms provide for numeric IDs only. For online testing, use unique student IDs across all of your classes.

*The alias and password fields are optional.*

*Click More to view additional student fields.*

4. Click the **Next** button to record the student.

When you click the **Next** button the program records the student and clears the data entry field so that you can enter the next student.



5. Repeat steps 3 and 4 to enter all of your students.

6. Click the **OK** button when you are finished entering students.

## Import a Student Roster

The ExamView Test Manager makes it easy to import your students from another file. At a minimum, the file must include the student's first name, last name, and ID. The file must be a text file but can include the fields in any order along with other information. In just a few steps you can identify the pertinent information and start the import process.

*To import student information...*



1. Start the ExamView Test Manager to begin a new class or open an existing class.
2. Choose **Import** from the **File** menu.
3. Select the .txt or .csv file that includes the students' names and IDs.
4. Click the pop-up menus in the **First Data Record from File** column to identify the data to import.
5. Click the **OK** button to import the student information.

*You can import your class roster from another program such as your gradebook.*

Import file: C:\Documents and Settings\Chris Schaber\Desktop\my roster.txt

**Preview**

|       |           |           |       |
|-------|-----------|-----------|-------|
| Aber  | Alexander | 104681655 | Aber  |
| Baba  | Andy      | 656526865 | Baba  |
| Boehl | Norman    | 379044498 | Boehl |

First record in the import file is a header

| ExamView Test Manager Field | First Data Record from File |
|-----------------------------|-----------------------------|
| First name:                 | Alexander                   |
| Last name:                  | Aber                        |
| Student ID:                 | 104681655                   |
| Password:                   | (empty)                     |
| Student alias:              | (empty)                     |

Buttons: Help, OK, Cancel

## SCORE PAPER TESTS WITH A SCANNER

Using the **ExamView Test Manager**, you can easily score student assignments with a scanner. Currently, the program supports the following scanners: Apperson Advantage™ 1200 ([www.appersonedu.com](http://www.appersonedu.com)) and the Pearson/NCS EZData® scanner ([www.pearsonnncs.com](http://www.pearsonnncs.com)).

*When you use a scanner to score your students' tests, you...*

- Save time.
- Get detailed results data.

Saving time is an obvious advantage. Scanner technology makes it easy to score multiple choice, multiple response, and true/false questions. If a test includes both objective and open-ended questions, you can score the objective questions with a scanner and then manually score the open-ended questions, recording the points earned for those questions.

*A scanner makes scoring tests and quizzes quick and easy. And, you get detailed results for your class.*

The primary purpose of the **ExamView Test Manager** is gathering detailed performance data to help you make effective decisions. A scanner provides a means to gather the data from paper tests to score your students' work and generate various reports. If your tests include learning objectives, state standards, etc., you can then use that information to pinpoint areas where individual students need additional help. You can also use that data to identify trends for your entire class.

**IMPORTANT:** You must use specific forms with the scanners. Go to our website ([www.fscreations.com](http://www.fscreations.com)) for a complete list of supported scanners.



**EZData™ OMR Scanner**



## Build a Test and Create an Assignment

Before you can score a test using a scanner, you must build the test using the ExamView Test Generator and then create an assignment in the ExamView Test Manager. When you create the assignment, the ExamView Test Manager automatically opens the test file and reads the following information for each question (if available): answer, reference, learning objective, local standard, state standard, national standard, and points.

*To build a test and create an assignment...*




1. Start the ExamView Test Generator, build a test, and save it.

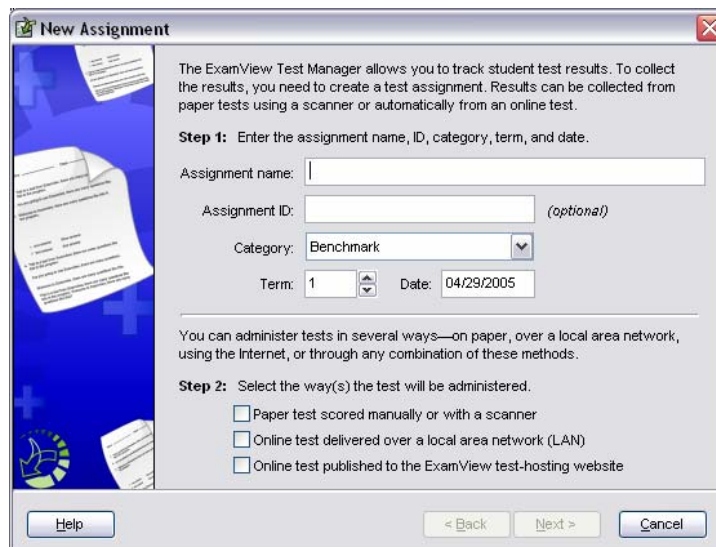
Scanning works only with objective questions such as multiple choice, multiple response, and true/false. However, your test can include open-ended questions such as short answer or essay. You must manually score those questions and record the points.

**Note:** If you plan to administer multiple (scrambled) versions of a test, create one version, print it, and then save the file. Scramble the test to create the next version, print it, and save the test. For each unique test, you must create a separate assignment.

*If your test includes objective and open-ended questions, place the objective questions (e.g., multiple choice) at the beginning of the test.*



2. Start the ExamView Test Manager and choose to open a class.
3. Click  or choose **Create New Assignment** from the **Assignment** menu.
4. Enter the assignment name, category, term, and date.



**New Assignment**

The ExamView Test Manager allows you to track student test results. To collect the results, you need to create a test assignment. Results can be collected from paper tests using a scanner or automatically from an online test.

**Step 1:** Enter the assignment name, ID, category, term, and date.

Assignment name:

Assignment ID:  (optional)

Category:

Term:  Date:

You can administer tests in several ways—on paper, over a local area network, using the Internet, or through any combination of these methods.

**Step 2:** Select the way(s) the test will be administered.

Paper test scored manually or with a scanner

Online test delivered over a local area network (LAN)

Online test published to the ExamView test-hosting website

Buttons: Help, < Back, Next >, Cancel

5. Choose the **Paper** test scored manually or with a scanner option to identify how you will administer the test. Click the **Next** button.

6. Select the file name that corresponds to the test you created in the **ExamView Test Generator**. Click the **Next** button.

*You can click the **Preview Test** button to make sure that you are selecting the correct test.*

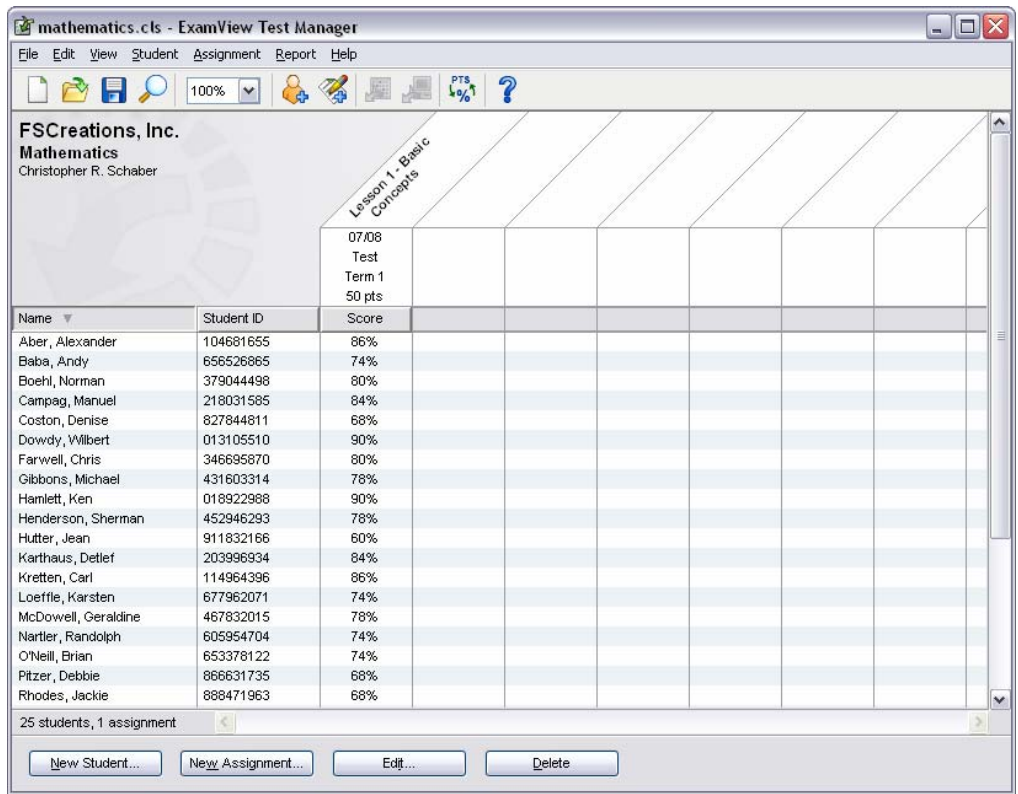
When you click the **Next** button, the program reads the answer key and other information that it needs to scan and score the test.

**Note:** If necessary, click the **Folder** button to locate your test.

7. Review the summary information, and click the **Finish** button to complete the process.

After you create the assignment, it appears in the **ExamView Test Manager** work area. Notice the shaded area in the figure below. The program shows the assignment title, date, category, term, and possible points. A placeholder (--) appears for each score.

You will learn how to get results from a scanner in the next section.




## Get Results from a Scanner

After you create an assignment, the next step is to administer the test and scan the forms to get the results into the **ExamView Test Manager**. Scanning the forms reads the students' responses for each question. The program stores the information for each student and automatically calculates each score based on the point values assigned to the questions.

**IMPORTANT:** You can only score objective questions (e.g., multiple choice, multiple response, yes/no, and true/false) using a scanner. However, your test may include open-ended questions that you can score manually using the **Edit Scores** option.

*To get results from a scanner...*



1. Launch the **ExamView Test Manager** and open the class.
2. Select (highlight) the assignment that you will be scoring.
3. Click the  toolbar button, or choose **Get Results from Scanner** from the **Assignment** menu.
4. Select the scanner and form.
5. Set the port to which the scanner is connected (if necessary), or click the **Detect Scanner** button to automatically set the port.
6. Set the beginning question number.
7. Click the **Next** button to move to the next screen.
8. Scan the forms.
9. Click the **Finish** button to stop scanning.

*ExamView Test Manager includes the capability to get results from paper and online tests.*

*General Notes...*

- Verify that the scanner is connected properly before you try to scan the forms. If you have trouble with the scanner, contact the manufacturer for support.
- You must use forms specifically designed to work with the **ExamView Test Manager** software. Go to our website ([www.fscreations.com](http://www.fscreations.com)) for more information.
- You may include up to 100 objective questions on a test. If you have more than 100 questions, divide the test into two parts and create separate assignments.

- Place the objective questions at the beginning of the test and number the questions consecutively (e.g., multiple choice 1-25, true/false 26-40, etc.).
- If you have problem with a form, you can make corrections and then re-scan it. If necessary, you can manually enter the points earned.
- You can use forms for several assignments. For example, you can administer and scan a quiz with 10 questions. For the next quiz, set the beginning question number to 11 and assign your students to fill in the bubbles for questions 11-20.
- You can include matching questions, but the choices are limited to 5 choices (A-E). Or, you can include matching questions and score the questions manually.
- The software allows you to get results for an assignment from multiple sources. For example, you could administer a paper test to part of the class and an online test to other students.
- You can scan forms in multiple sessions.
- If there are problems with a student's form: missing responses, multiple responses, out of range (e.g., entering an E if only A-D valid), etc., an asterisk (\*) will appear next to that student's name. Click the **Stop Scanning** button, highlight the student's name, and click the **Edit** button. You can change the response for any item. Click the **Resume Scanning** button to continue.

#### *Apperson Advantage 1200 Notes...*

- If the scanner becomes unresponsive, click the **Stop Scanning** button, press the **Reset Options** button (located on the scanner), and then click the **Resume Scanning** button. If that does not solve the problem, cancel the scanning process. Turn the scanner off; turn the scanner on; and try to scan the forms again.
- The Apperson scanner prints the percentage score on the scanner form. For tests with only objective questions all set to 1 point, the score will be correct. If your test includes open-ended questions, the score printed on the form will not reflect the open-ended questions. Unfortunately, there is no way to turn off printing. However, you can remove the print cartridges.

#### *Pearson/NCS EZData Notes...*

- If the status light turns an orange color, contact the manufacturer for assistance. A problem may occur if there is a conflict between the scanner and another hardware device.
- If you notice that the information is regularly misreading student responses, follow the manufacturer's guidelines for cleaning the scanner.
- You must use forms specifically designed the EZData scanner. Visit our website ([www.fscreations.com](http://www.fscreations.com)) for information.

## ADMINISTER ONLINE TESTS ON YOUR LOCAL AREA NETWORK

The **ExamView Assessment Suite** includes all of the tools you need to create and administer online tests on your local area network (LAN). Use the online testing features to save time grading tests and generate the information to improve student performance.

You can create online tests that anyone can take using your local area network (LAN), or you can assign a roster to an online test. For example, you can use the **ExamView Test Generator** to create self-grading practice tests (or study guides) that provide feedback for incorrect responses. You can also use this testing option to administer chapter tests, quizzes, benchmark tests, homework, and worksheets. Then, use the **ExamView Test Manager** to get results from an online test and produce reports.

### Before You Begin

Before students can take tests using your local area network (LAN), you must get ready for online testing.

1. Talk to your network administrator to secure space on your local area network to put the online tests.

You and your students both need read/write (full) access to the network folder.

2. Ask your network administrator to install the **EV Test Player** on your network and to place a shortcut on each workstation to access the program. Or, you can install the player program on each computer.

*Talk to your network administrator to get everything set up before you publish an online test.*

**Advanced:** For the Windows version of the **EV Test Player**, you can create a shortcut for the program and set the target properties to include the following options. For example, set the target to `c:\examview\evpro.exe /nobrowse`.

`/nobrowse`      This option turns off the option for students to change the path (or location) of the tests.

`/noprefs`      This option directs the program not to write the preferences to the local computer.

`/testpath=`      This option allows you to set the default path for the tests.


3. Start the **ExamView Test Generator**, choose **Preferences** from the **Edit** menu, and set the default online (LAN) path to the location on the network.

## Create an Online (LAN) Test without a Roster

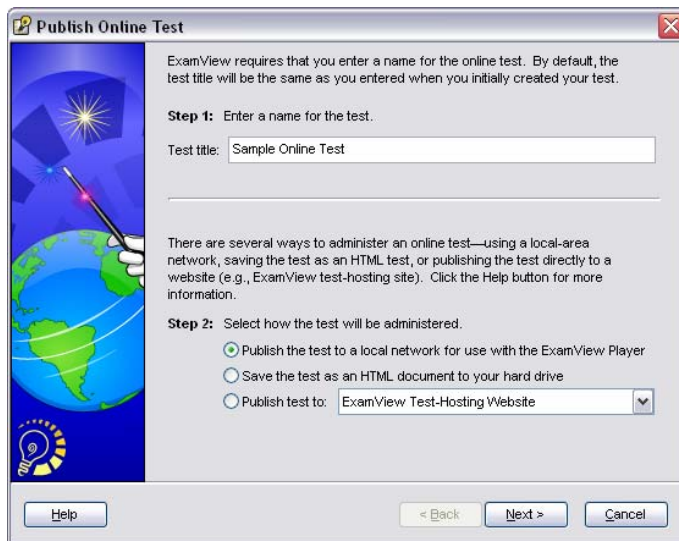
You can publish an online test with or without a roster for your students to take on your local area network (LAN). If you choose to publish a test without a roster, the program automatically scores the test. Anyone may take the test; however, the results are only available immediately after a student completes a test. No results are stored in the ExamView Test Manager, and you will not be able to prepare any student/class reports.

*To create and publish an online (LAN) test that anyone can take...*



1. Start the ExamView Test Generator and create or open a test.
2. Click  or choose **Publish Online Test** from the File menu.
3. Enter a test title.
4. Choose the **Publish the test to a local network for use with the ExamView Player** option and click the **Next** button.

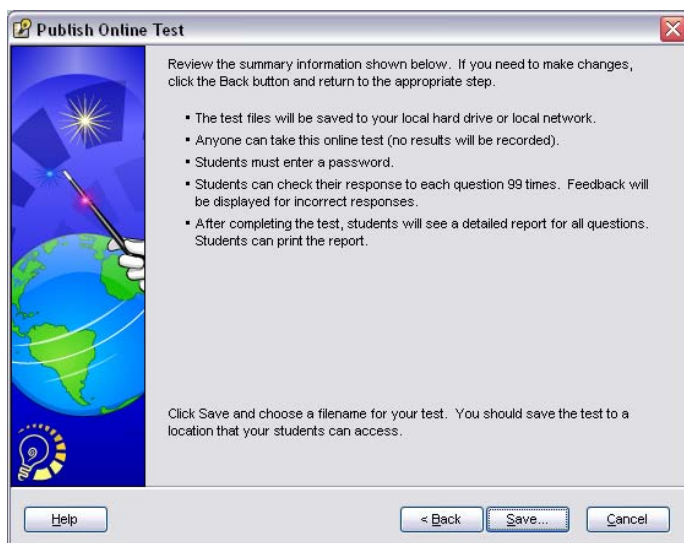
*Results are not stored for online tests without a roster. These tests are great for practice tests and homework.*



5. Select the **Allow access to anyone** option and click the **Next** button.
6. Follow the steps to set the remaining options (i.e., password, student feedback, question order, and reports) for the online test.

The program provides numerous options that allow you to customize the online testing experience for your students' needs. Click the **Help** button to view detailed information about the online testing options.

7. Review the test summary information and click the **Save** button to save the online test to your local area network (LAN).



*You can set the default folder using the Preferences option in the Edit menu.*

**Note:** When you save the online test, the program saves a specially formatted copy of the test (with an .eot extension) to the location you specified. Remember that your students must access the test file on the local area network (LAN). If you saved the test to your hard drive, you must copy the online test (.eot, not .tst) to your network.

8. If your test includes links to any multimedia files, you must copy those files manually to the same location as the online test.

Students can now take the online test. See the **Take a Test with the Test Player** section.

**IMPORTANT:** Preview the online test to make sure that everything is working. If you notice an error, make changes to the original test and publish it again.


## Create an Online (LAN) Test with a Roster

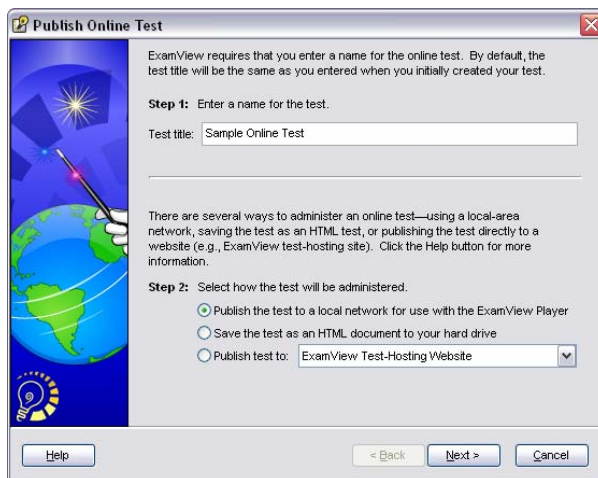
With the **ExamView Assessment Suite**, you can easily track student test results. When students take an online test, the program automatically scores the objective questions and stores the information in a database. Then you can produce a variety of reports and/or copy the results to your gradebook.

To create an online test with a roster, you must first build and publish the online test using the **ExamView Test Generator**. Then, you must complete the process by creating an assignment in the **ExamView Test Manager** program.

*To create a test, publish the test, and track results for selected students...*



1. Start the **ExamView Test Generator** and create or open a test.
2. Click  or choose **Publish Online Test** from the **File** menu.
3. Enter a test title.
4. Choose the **Publish the test to a local network for use with the ExamView Player** option and click the **Next** button.



*If you include open-ended questions, it is easy to score student responses manually.*

5. Choose the **Allow access to students in a particular class** option and click **Next**.
6. Review the summary information and click the **Save** button to save the online test.

**Note:** When you save the online test, the program saves a copy of the test (with an .eot extension) to the location you specified. Remember that your students must access that location on the local area network (LAN). If you saved the test to your hard drive, you must copy the online test (.eot, not .tst) to your network.


7. If your test includes links to any multimedia files, you must copy those files manually to the same location as the online test.

To assign an online test to a class...



1. Start the ExamView Test Manager (if necessary).

After you publish an online test, you must complete the process by creating an assignment for that class.

2. Open a class file.
3. Click  or choose the **Create New Assignment** option from the **Assignment** menu.
4. Enter the assignment name, category, term, and date.

**New Assignment**

The ExamView Test Manager allows you to track student test results. To collect the results, you need to create a test assignment. Results can be collected from paper tests using a scanner or automatically from an online test.

**Step 1:** Enter the assignment name, ID, category, term, and date.

Assignment name:

Assignment ID:  (optional)

Category:

Term:  Date:

You can administer tests in several ways—on paper, over a local area network, using the Internet, or through any combination of these methods.

**Step 2:** Select the way(s) the test will be administered.

Paper test scored manually or with a scanner

Online test delivered over a local area network (LAN)

Online test published to the ExamView test-hosting website

Help < Back Next > Cancel

5. Choose the **Online test delivered over a local area network (LAN)** option to identify how you will administer the test. Click the **Next** button.
6. Select the file name that corresponds to the test you published in the ExamView Test Generator.
7. You can allow your students to complete the test multiple times or over multiple sessions. Select the appropriate option(s) and click the **Next** button.

If you allow students to complete an online test over multiple sessions, the program will save their work and let them continue where they left off in a prior session.

*Select an ExamView online test (.eot), not a regular test (.tst) file name.*

*You can preview a test to make sure it is the right one.*

- Follow the steps to set the remaining options (i.e., password, student feedback, question order, time limit, and reports) for the online test.

The program provides numerous options that allow you to customize the online testing experience for your students' needs. Click the **Help** button to view detailed information about the online testing options.

**New Assignment**

Students are required to enter a password before they can access the test. If you want all students to use the same password, or if some students have not been assigned individual passwords, enter a password below.

**Step 4:** Enter a password required to access the test.

Password:

Use only for students with no assigned password  
 Use for all students

---

Students may take the test anytime they want, or you may limit access to this online test to a specific range of dates.

**Step 5:** Specify when students may take this online test.

Students may access this test anytime  
 Students may access this test

from  12 AM : 00  
to  12 AM : 00

Students may review their test results after

Buttons: Help, < Back, Next >, Cancel

- Review the summary information and click the **Finish** button.

After you create the assignment, it appears in the **ExamView Test Manager** work area. Notice the highlighted area in the figure below shows the assignment title, date, category, term, and possible points. A placeholder (--) is set for each student's score.

**mathematics.cls - ExamView Test Manager**

File Edit View Student Assignment Report Help

100%

FSCreations, Inc.  
**Mathematics**  
Christopher R. Schaber

Lesson 1, Basic Concepts

07/08  
Test  
Term 1  
50 pts

| Name                | Student ID | Score |  |  |  |  |  |
|---------------------|------------|-------|--|--|--|--|--|
| Aber, Alexander     | 104681655  | --    |  |  |  |  |  |
| Baba, Andy          | 656526865  | --    |  |  |  |  |  |
| Boehl, Norman       | 379044498  | --    |  |  |  |  |  |
| Campag, Manuel      | 218031585  | --    |  |  |  |  |  |
| Coston, Denise      | 827844811  | --    |  |  |  |  |  |
| Dowdy, Wilbert      | 013105510  | --    |  |  |  |  |  |
| Farwell, Chris      | 346695870  | --    |  |  |  |  |  |
| Gibbons, Michael    | 431603314  | --    |  |  |  |  |  |
| Hamlett, Ken        | 018922988  | --    |  |  |  |  |  |
| Henderson, Sherman  | 452946293  | --    |  |  |  |  |  |
| Hutter, Jean        | 911832166  | --    |  |  |  |  |  |
| Karthaus, Detlef    | 203996934  | --    |  |  |  |  |  |
| Kretten, Carl       | 114964396  | --    |  |  |  |  |  |
| Loeffle, Karsten    | 677962071  | --    |  |  |  |  |  |
| McDowell, Geraldine | 467832015  | --    |  |  |  |  |  |
| Nartler, Randolph   | 605954704  | --    |  |  |  |  |  |

25 students, 1 assignment

Buttons: New Student..., New Assignment..., Edit..., Delete

10. You should preview the online test to make sure that the test itself and online settings are correct.

**IMPORTANT:** To preview a test with a roster, start the **EV Test Player** and use one of your student's IDs to access the test. When you finish, go to the **ExamView Test Manager**. Open the class file, select the assignment, and choose the **Get Results from a LAN Test** option. You should see the score for that student. Next, highlight (select) the student record and choose **Clear Student Results** from the **Student** menu. Be sure to clear the results for only the test you just previewed. Be sure to choose the **Update Online Tests** option in the **File** menu to apply the updates to the online test.

*Notes...*

- You can assign the same online test to multiple classes. Simply open another class file and create an assignment. Point to the same online test when you create the assignment. Make sure that your students' IDs are unique across all classes.
- If you need to make any changes to the online settings (e.g., change the password, edit the reporting options, etc.), choose the **Edit Assignment Information** option from the **Assignment** menu.
- If you notice mistakes in questions, misspelled words, etc. **before** any students take a test, make your changes to the original test and publish it again. **IMPORTANT:** You must **delete** the assignment from the class and then create a new one. Otherwise, the answer key and other information will not match the online test.
- If you notice mistakes in questions, misspelled words, etc. **after** any students take a test, you cannot make changes to the test. However, you can adjust the points earned to adjust students' scores as needed.
- If you identify an incorrect answer or point value, choose the **Edit Assignment Information** option from the **Assignment** menu. Click the **Questions** tab and change the information. You can change an answer or point value anytime without re-publishing the test. These changes are not updated in the actual test, but they are applied to the students' results.

## Take a Test with the Test Player

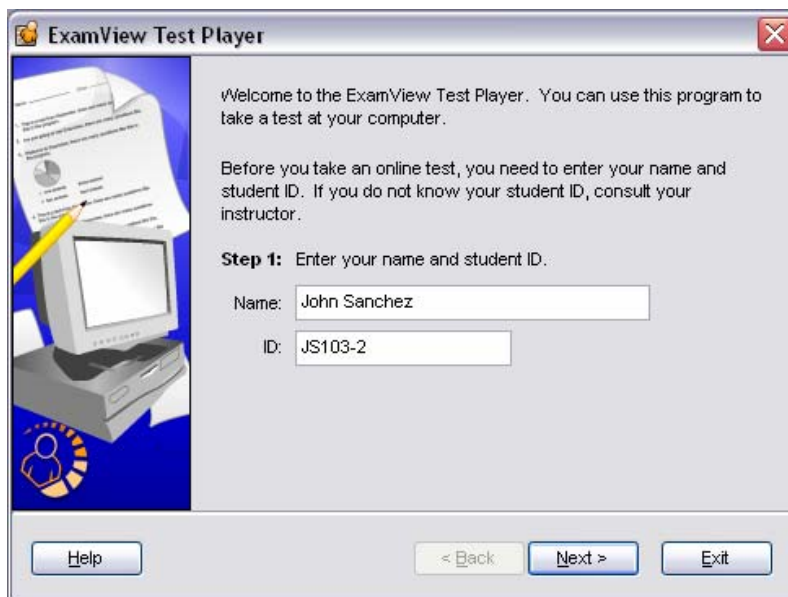
For tests that you administer on your local area network (LAN), students must use the **ExamView Test Player** to take the test. Before your students can take the test, make sure that the program is installed on your network and that students have read/write (full) access to the folder where the test is located.

You can include any question type (multiple choice, true/false, numeric response, completion, essay, etc.) on an online test. The program automatically scores any objective (e.g., multiple choice), completion, or numeric response questions. You must manually score any open-ended (e.g., essay) questions as described in the next section—*Get Results from a LAN Test*.

*To take an online test...*



1. Start the **ExamView Test Player** program.
2. Enter the student name and ID. Click the **Next** button to continue.



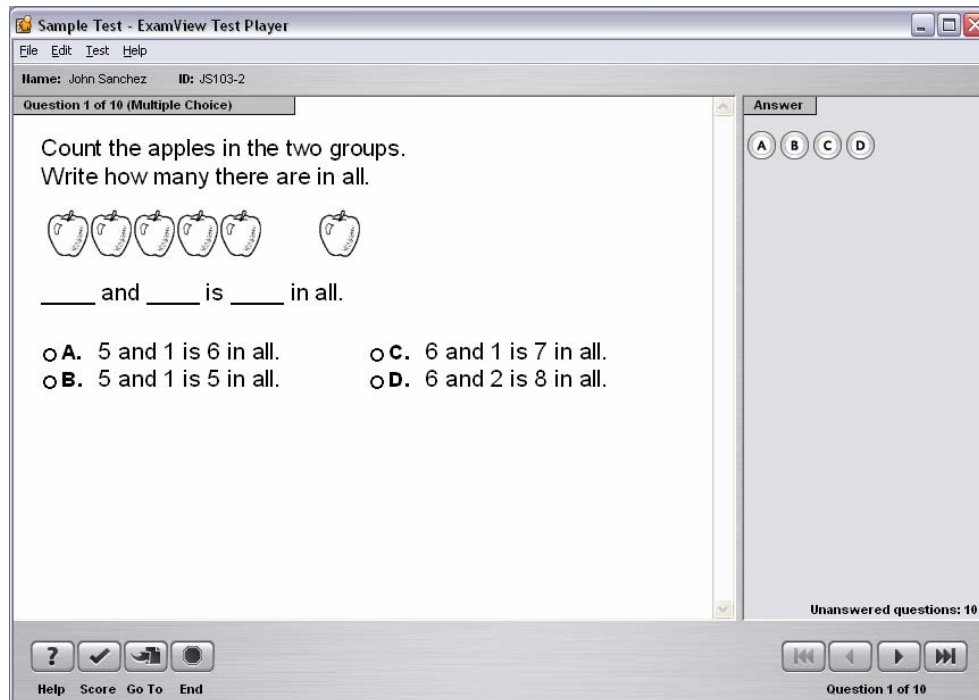
3. Select the test and click the **Next** button.

If you do not see the test listed, click the **Folder** button to change the location (if necessary). The program will show only those tests that the student may access. For example, if you set a date range when the test is available, you will not see the test if the current date is not in that range.

*If a student enters their ID incorrectly, no tests will appear in the list.*

- Review the test information and click the **Start** button to begin the test.

The **ExamView Test Player** displays one question at a time. Students can answer a question by clicking the radio buttons, clicking the choice buttons, or by typing a response.



The options available to the student depend on the online settings. For example, if you set the option to allow students to check their work, the **Score** button appears at the bottom of the window. If you set a time limit, a timer is displayed.

Get in the habit of previewing a test to make sure that you selected the appropriate settings.

- Respond to each question. Click the **Next** button or press **Page Down** to go to the next question.
- Click the **End** button when you are finished.

Depending on the reporting options you set, a report will appear.

- Click the **Exit** button to quit the program, or click the **New** button to start a new test.

*You can set an option to show the end-of-test report and whether students can print the report.*


## Get Results from a LAN Test

After your students take an online test, the next step is to get the results into the ExamView Test Manager. When you perform this step, the program reads the results and stores the data in the class record. If your test includes open-ended questions, you must manually score the questions and record the points earned.

*Remember, that student results are stored only for online tests that you assigned to a class.*

To get results from a LAN test...

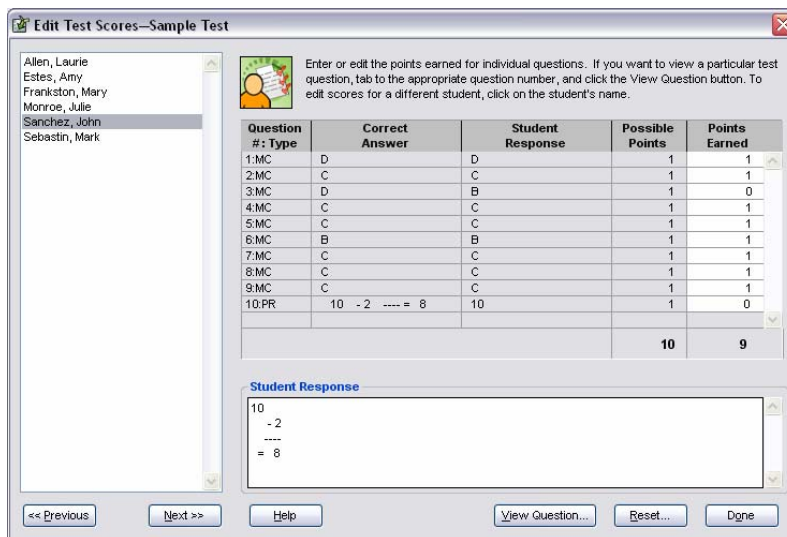


1. Start the ExamView Test Manager program.
2. Select (highlight) the assignment for which you want to get results.
3. Click  or choose the **Get Results from LAN Test** option from the **Assignment** menu.

The program automatically locates the online test file (with an .eot extension) and reads the results from it. If you moved the file, you must locate it.

4. If your test included open-ended questions or you need to change a student's score, select the assignment and choose the **Edit Scores** option from the **Assignment** menu.

The **Edit Test Scores** window shows you how your students answered each question and the points earned. Select a student. For open-ended questions, select a question. The student's response appears for your review. Read the response and enter the points earned. Click the **Next** button to move to the open-ended question for the next student. You can change the points earned for any other question too.



| Question # | Type | Correct Answer | Student Response | Possible Points | Points Earned |
|------------|------|----------------|------------------|-----------------|---------------|
| 1          | MC   | D              | D                | 1               | 1             |
| 2          | MC   | C              | C                | 1               | 1             |
| 3          | MC   | D              | B                | 1               | 0             |
| 4          | MC   | C              | C                | 1               | 1             |
| 5          | MC   | C              | C                | 1               | 1             |
| 6          | MC   | B              | B                | 1               | 1             |
| 7          | MC   | C              | C                | 1               | 1             |
| 8          | MC   | C              | C                | 1               | 1             |
| 9          | MC   | C              | C                | 1               | 1             |
| 10         | PR   | 10 -2 ---- = 8 | 10               | 1               | 0             |
|            |      |                |                  | <b>10</b>       | <b>9</b>      |

Student Response

10  
-2  
----  
= 8

## PUBLISH A TEST TO THE LEARNING AND TEST CENTER

Using the **ExamView Test Generator**, you can publish an online test in several ways. One of those ways is to publish a test/assignment directly to an Internet test-hosting service called the Learning and Test Center. A test-hosting service offers these advantages: (1) publish to the Internet with just a few mouse clicks; (2) results tracking and reporting; (3) control over when and who takes a test; and (4) no additional hardware or maintenance costs.

FSCreations, Inc. (the developers of the **ExamView Assessment Suite**) offers an optional test-hosting service on an annual subscription basis. For more information and pricing, visit our website at [www.fscreations.com](http://www.fscreations.com).

*With the Learning and Test Center, you can...*

- Publish a self-grading practice test in just a few steps that your students can take from anywhere they have access to a computer and the Internet.
- Administer homework and automatically score it without any additional effort on your part.
- Deliver benchmark tests to a class or an entire school.
- Produce numerous reports that let you track student performance by standard.

Other companies may offer an online service. Check with your sales representative or visit their website for more details. If you do have access to a third-party service, follow the steps below to publish a test. However, be sure to choose the appropriate option from the **Publish test to:** pop-up menu. After you publish the test, refer to the instructions for that service to administer the assessment. **IMPORTANT:** You will not use the ExamView Instructor Center or Learning and Test Center to administer tests published to another service.

### Register for the Test-Hosting Service

Before you use the **ExamView Learning and Test Center**, you must purchase a certificate number and then use it to register for an account. When you register, you receive an instructor ID and a password.

*To register for an account...*

1. Visit [www.fscreations.com/examview.php](http://www.fscreations.com/examview.php) and click the Instructor Center link.
2. Click the Register link and follow the instructions to sign up for the service.

Be sure to record your instructor ID and password.  
You will also receive an email with this information.

3. Quit the browser when you finish.


*After you register online at the FSCreations website, you can change your ID and/or password.*

## Publish a Test or Assignment

Publishing a test/assignment (regular or self-scoring) to the **ExamView Learning and Test Center** is a very simple process. Within minutes, you can create a test or an assignment for students to take online. Test or homework results are available immediately after your students complete the assignment.

*To publish an assignment...*



1. Start the **ExamView Test Generator**, and create or open a test.
2. Click  or choose the **Publish Online Test** option from the **File** menu.
3. Enter a title for the test/assignment.
4. Select **Publish test to:** with the pop-up showing **ExamView Learning and Test Center**. Click the **Next** button to display the log in screen.
5. Enter your instructor ID and password, and then click the **Next** button.

*If you have an account with another service, select it from the **Publish to:** pop-up and enter the appropriate ID and password.*

**Publish Online Test**

To publish tests to the ExamView website, you must have already obtained an instructor ID and password. If you do not have an instructor ID and password, click the "Register Now" button.

**Step 3:** Enter your instructor ID and password.

Instructor ID:

Password:

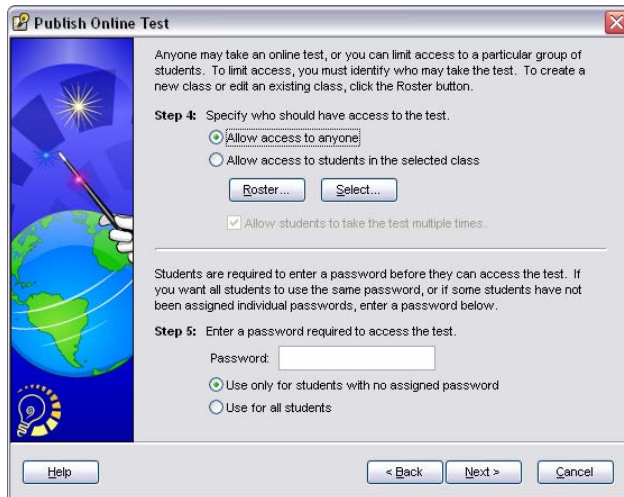
Save password

6. Select the option to determine who may access the test.

You can allow anyone to take the assignment or control access to students in a particular class. If you do not care about getting student results or how many times a student completes an assignment, allow access to anyone.

If you want to track your students' results, you must assign a class. You can create a roster or import student names and IDs from another file.

7. Set a password for the assignment and click the **Next** button.



*After you publish an assignment, you can preview it and edit many of the settings online at the Instructor Center.*

8. Select the remaining online options.
9. Review the summary information, and click the **Publish** button to upload the assignment to the website.

After you publish the assignment, you will receive an email that confirms you published the assignment successfully. The email also includes instructions that you can provide to your students.

## Access the ExamView Instructor Center

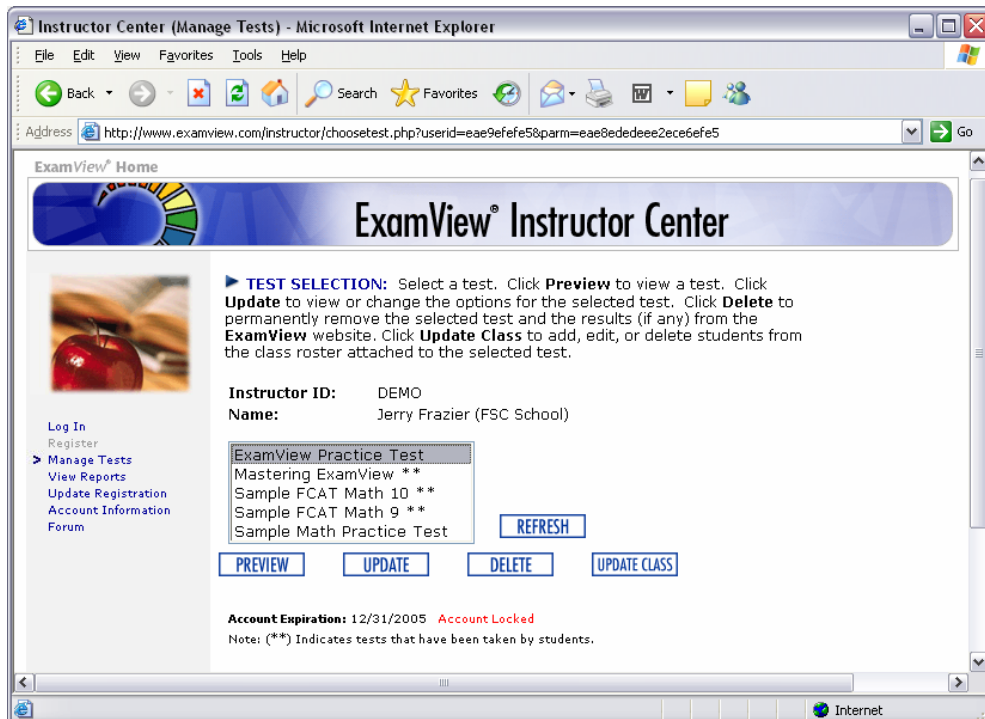
The ExamView Instructor Center provides access to tests you publish via the test-hosting service. Access the Instructor Center using a web browser on any computer connected to the Internet.

*Using the ExamView Instructor Center, you can...*

- Preview a test/assignment.
- Change selected test settings.
- Edit, change, or delete students.
- Access numerous student reports.
- Delete tests.
- Update your account information (ID, password, email address, etc.).

*To access the ExamView Instructor Center...*

1. Go to the [www.fscreations.com/examview.php](http://www.fscreations.com/examview.php) website.
2. Click the Instructor Center link.
3. Enter your instructor ID and password to log in to the Instructor Center.
4. Link to the desired option to manage tests, view reports, update account information, etc.



## Complete a Test/Assignment via the Internet

Students can take a test or complete an assignment using any computer (Windows or Macintosh) connected to the Internet (e.g., at school, in a lab, or at home). When you are ready for students to work online, direct them to the [www.evtestcenter.com](http://www.evtestcenter.com) website.

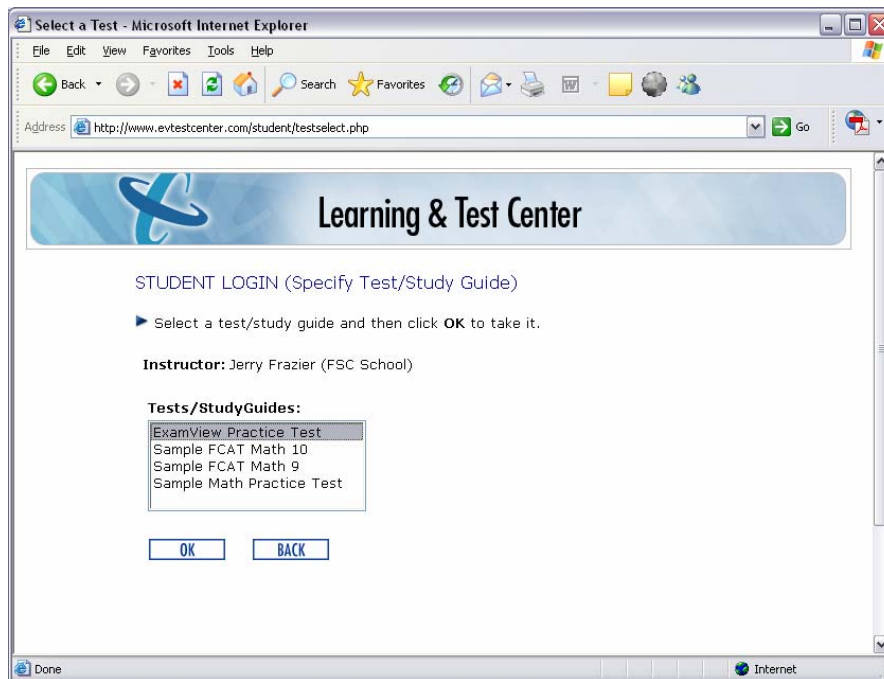
*To take an online test or complete an assignment...*

1. Go to the [www.evtestcenter.com](http://www.evtestcenter.com) website.
2. Enter the Instructor's ID.

After you log in, you will see a list of the available tests/assignments.


3. Highlight an item and click the OK button.

*When you publish an assignment, you get an email with a link to the test. Students can use that link to skip the log in process.*



4. Enter the student ID or name, and enter the password.

**IMPORTANT:** If you published a test/assignment with a roster, your students must enter the ID you assigned to them. If you allowed anyone to access the assignment, students must enter their name.

5. Complete the test/assignment. Click  to submit and/or view the results.

## Get Results from an Internet Test/Assignment


Using the **ExamView Test Manager** you can download results from the **Instructor Center** to your desktop. Then, you can produce reports using the reporting options provided in the **ExamView Test Manager**. You can combine results from all of your assignments (paper, LAN, or Internet) into one convenient location.

Before you can download the results, publish your test/assignment with the **ExamView Test Generator** using the various online settings described in the previous sections. Administer the test or homework assignment to your students.

**IMPORTANT:** Getting the results from an Internet test is optional since you can access many reports online at the **ExamView Instructor Center**. With the test-hosting service, you can view student results and generate numerous reports online. You do **not** have to download the results into the **ExamView Test Manager**.

*To get results from an Internet test/assignment...*



1. Publish and administer a test/assignment to the test-hosting service.
2. Start the **ExamView Test Manager** (if necessary) and open a class.
3. Create an assignment if you have not already done so. Enter the assignment information and identify the test (.tst) for the program to read the answer key and other question information (standards, references, etc.).
4. Highlight the assignment. Click  or choose **Get Results from Internet Test**.
5. Enter your instructor ID and password, and click **Next**.
6. Select the Internet test from the list provided and click **Finish** to get the results.

The **ExamView Test Manager** downloads all of the students' responses and results from the Internet test-hosting site. If your test includes open-ended questions or you need to change a student's score, select the assignment and choose the **Edit Scores** option from the **Assignment** menu.

*Notes...*

- When you publish an assignment, be sure to save a copy locally on your computer. The assignment you publish online must match exactly the one you use to create an assignment in the **Test Manager**.
- You can administer a test using any combination of paper, local area network (LAN), or Internet testing options.
- Unlike tests administered via a LAN, you cannot change the settings in the **ExamView Test Manager**. You must make any changes to these settings and the class roster online at the **Instructor Center**.

## **PREPARE REPORTS FOR PAPER AND ONLINE TESTS**

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The **ExamView Test Manager** enables you to prepare a variety of reports based on your students' assignment results data. You can print a report for a single assignment, a group of assignments, or all assignments. You can also easily customize a report to include selected students filtered by various criteria. Many of the reports include graphs and charts that provide a visual analysis of the data.

Use the **ExamView Test Manager** to generate the following class and reports.

### **Class Reports**

- Assignment Results
- Class Assignment Summary
- Open-Ended Responses Worksheet
- Item Analysis Summary
- Class Roster
- Learning Focus
- Performance Summary
- Class Performance Progress Chart

### **Student Reports**

- Assignment Results
- Assignment Review
- Student Progress Report
- Learning Focus
- Performance Summary

For each report, you can choose reporting options to control the information included in the report. Using the filter option, you can generate reports for selected students or a group of students that match the criteria you set.

## **Class Reports**

The **ExamView Test Manager** provides numerous reports to help you understand and evaluate your students' performance. Depending on your needs, you may prepare one or more of the class reports to provide useful performance data that allows you to assess your class as a whole and then determine appropriate strategies to achieve the learning objectives/standards. With each report, you can control numerous reporting options to customize the report as desired. This section includes a brief overview and a sample of each class report.

## Assignment Results

The **Assignment Results** report provides performance data for each student for a particular assignment. The report includes the student's name, ID, points earned, and percentage achieved. For online test, the report also includes attempts to complete the assignment, the start time (date and time), and the duration of the assignment (i.e., the total time to complete the assignment).

The report also includes a separate page with the assignment statistics for the entire class (i.e., median, mean, low score, high score, range, and standard deviation) and a graph of the frequency distribution. When you choose this report, you can control various reporting options. For example, you can choose to show all of the student information or you can include the ID or alias for each student.

Using the statistical data in the **Assignment Results** report, you can see how the majority of the students performed on the assignment. The duration data provides useful information for future reference; you can calculate the approximate amount of time required for the students to complete the assignment. Finally, you might use the **Assignment Results** report to post the results of an assignment.

### Assignment Results

Mr. Robert Abrahms  
FSC High School

#### Math

**Total Students: 25**

**Assignment:** Reports  
**Category:** Test  
**Term:** 1  
**Date:** 06/14/2005  
**Points:** 50 (50 questions)

| Student            | ID        | Points | (%)   | Attempts | Start Time   | Duration        |
|--------------------|-----------|--------|-------|----------|--------------|-----------------|
| Alexander Aber     | 104681655 | 45     | (90%) | 1        | 06/14 2:38pm | 0 min., 18 sec. |
| Andy Baba          | 656526865 | 38     | (76%) | 1        | 06/14 2:38pm | 0 min., 19 sec. |
| Norman Boehl       | 379044498 | 35     | (70%) | 1        | 06/14 2:39pm | 0 min., 21 sec. |
| Manuel Campag      | 218031585 | 43     | (86%) | 1        | 06/14 2:39pm | 0 min., 20 sec. |
| Denise Coston      | 827844811 | 42     | (84%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Wilbert Dowdy      | 013105510 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Chris Farwell      | 346695870 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Michael Gibbons    | 431603314 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Ken Hamlett        | 018922988 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Sherman Henderson  | 452946293 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Jean Hutter        | 911832166 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Detlef Karthaus    | 203996934 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Carl Kretten       | 114964396 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Karsten Loeffle    | 677962071 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Geraldine McDowell | 467832015 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Randolph Nartler   | 505954704 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Brian O'Neill      | 653378122 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Debbie Pitzer      | 866631735 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Jackie Rhodes      | 888471963 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Esa Saarinen       | 771354418 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Mark Schwartzba    | 298837995 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |
| Alex Spurduti      | 316036975 | 40     | (80%) | 1        | 06/14 2:39pm | 0 min., 24 sec. |

### Assignment Results

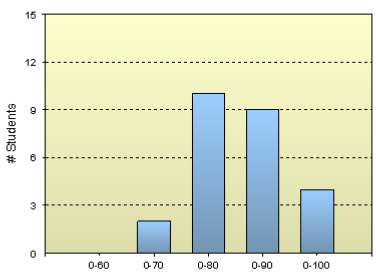
Mr. Robert Abrahms  
FSC High School

#### Math

**Total Students: 25**

**Assignment:** Reports  
**Category:** Test  
**Term:** 1  
**Date:** 06/14/2005  
**Points:** 50 (50 questions)

| Median | Mean  | Low | High | Range | Std. Deviation |
|--------|-------|-----|------|-------|----------------|
| 80%    | 79.7% | 60% | 94%  | 34%   | 8.6%           |



The bar chart shows the frequency distribution of scores. The x-axis represents score ranges (0-60, 60-70, 70-80, 80-90, 90-100) and the y-axis represents the number of students. The distribution is as follows:

| Score Range | # Students |
|-------------|------------|
| 0-60        | 0          |
| 60-70       | 2          |
| 70-80       | 10         |
| 80-90       | 9          |
| 90-100      | 4          |

**Frequency Distribution**

## Class Assignment Summary

The **Class Assignment Summary** report provides the average for each student for all assignments or for a particular category (i.e., tests, quizzes, etc.) of assignments. You can summarize the data for all terms or one term. For example, you can create a report that shows each student's average for all tests in the first term.

Over time, the **Class Assignment Report** provides useful data to help you assess the performance of your class as a whole. From this information, you might be better equipped to assess the effectiveness of your teaching strategies and the associated assignments as they relate to the learning objectives/standards for the class.

**Note:** In the **Class Assignment Summary** report, the shaded area (▬) shows the median performance range for the class and the diamond (◆) shows the exact student average.

| Class Assignment Summary |           |         |           |    |     |      |        |        |        |                    |
|--------------------------|-----------|---------|-----------|----|-----|------|--------|--------|--------|--------------------|
| Mr. Robert Abrahms       |           |         |           |    |     |      |        |        |        |                    |
| FSC High School          |           |         |           |    |     |      |        |        |        |                    |
| Math                     |           |         |           |    |     |      |        |        |        | Total Students: 25 |
| Category:                | All       |         |           |    |     |      |        |        |        |                    |
| Term:                    | All       |         |           |    |     |      |        |        |        |                    |
| Student                  | ID        | Average | Points    | 0% | 50% | 100% | Term 1 | Term 2 | Term 3 | Term 4             |
| Alexander Aber           | 104681655 | 83.7%   | 791/945   | ▬  | ◆   | ▬    | 82.6%  | 84.3%  | 84.3%  | --                 |
| Andy Baba                | 656526865 | 76.3%   | 721/945   | ▬  | ◆   | ▬    | 75.4%  | 72.5%  | 80%    | --                 |
| Norman Boehl             | 379044498 | 78.8%   | 745/945   | ▬  | ◆   | ▬    | 86.4%  | 67.5%  | 79.7%  | --                 |
| Manuel Campag            | 218031585 | 87.1%   | 823.5/945 | ▬  | ◆   | ▬    | 90.6%  | 81.6%  | 87.8%  | --                 |
| Denise Coston            | 827844811 | 76.6%   | 724/945   | ▬  | ◆   | ▬    | 74.2%  | 76.1%  | 79.4%  | --                 |
| Wilbert Dowdy            | 013105510 | 90.3%   | 853.5/945 | ▬  | ◆   | ▬    | 89.4%  | 85.1%  | 95.1%  | --                 |
| Chris Farwell            | 346695870 | 78.6%   | 743/945   | ▬  | ◆   | ▬    | 74.2%  | 76.5%  | 84.6%  | --                 |
| Michael Gibbons          | 431603314 | 86.5%   | 817/945   | ▬  | ◆   | ▬    | 88.7%  | 85.1%  | 85.2%  | --                 |
| Ken Hamlett              | 018922988 | 76.3%   | 721/945   | ▬  | ◆   | ▬    | 76.2%  | 73.3%  | 78.6%  | --                 |
| Sherman Henderson        | 452946293 | 80.1%   | 757/945   | ▬  | ◆   | ▬    | 79.7%  | 80.4%  | 80.3%  | --                 |
| Jean Hutter              | 911832166 | 81%     | 765/945   | ▬  | ◆   | ▬    | 85.5%  | 81.2%  | 76.2%  | --                 |
| Detlef Karthaus          | 203996934 | 77.1%   | 729/945   | ▬  | ◆   | ▬    | 69.9%  | 79.6%  | 82.6%  | --                 |
| Carl Kretten             | 114964396 | 82.2%   | 777/945   | ▬  | ◆   | ▬    | 82.3%  | 81.6%  | 82.6%  | --                 |
| Karsten Loeffle          | 677962071 | 79%     | 747/945   | ▬  | ◆   | ▬    | 83.2%  | 72.2%  | 80%    | --                 |
| Geraldine McDowell       | 467832015 | 81.5%   | 770/945   | ▬  | ◆   | ▬    | 87%    | 72.2%  | 82.9%  | --                 |
| Randolph Narlier         | 605954704 | 78.8%   | 745/945   | ▬  | ◆   | ▬    | 77.1%  | 81.6%  | 78.6%  | --                 |
| Brian O'Neill            | 653378122 | 83.4%   | 788/945   | ▬  | ◆   | ▬    | 83.2%  | 78.4%  | 87.2%  | --                 |

## Open-Ended Responses Worksheet

The **Open-Ended Responses Worksheet** report allows you to score the open-ended questions that your students complete as part of an online test. Follow these steps to score open-ended questions and enter the scores into the **ExamView Test Manager**.

1. After all of your students finish an online test, use the option to get the results into the **ExamView Test Manager**. This process reads all of the student responses for the assignment including the open-ended questions (essay, short answer, etc.).
2. Print the **Open-Ended Responses Worksheet**. The report includes the open-ended responses for each student and space for you to write the points earned for each question.
3. After you complete the worksheet, use the **Edit Scores** option to enter the results into the program.

You can use the **Open-Ended Responses Worksheet** report to work away from your computer. You can score open-ended questions anywhere and then enter the scores into the **ExamView Test Manager** at a convenient time.

| <b>Open-Ended Responses Worksheet</b> |                          |               |                           |
|---------------------------------------|--------------------------|---------------|---------------------------|
| Mr. Robert Abrahms<br>FSC High School |                          |               |                           |
| <b>Math</b>                           |                          |               | <b>Total Students: 25</b> |
| <b>Assignment:</b>                    | Chapter 1 - Introduction |               |                           |
| <b>Category:</b>                      | Test                     |               |                           |
| <b>Term:</b>                          | 1                        |               |                           |
| <b>Date:</b>                          | 06/14/2005               |               |                           |
| <b>Points:</b>                        | 50 (50 questions)        |               |                           |
| Item #                                | Points Possible          | Points Earned | Response                  |
| <b>Alexander Aber</b>                 |                          |               |                           |
| 46:PR                                 | 1                        | _____         | 1.8                       |
| 47:PR                                 | 1                        | _____         | 72                        |
| 48:PR                                 | 1                        | _____         | 226.2                     |
| 49:PR                                 | 1                        | _____         | 301.6                     |
| 50:PR                                 | 1                        | _____         | 9                         |
| <b>Andy Baba</b>                      |                          |               |                           |
| 46:PR                                 | 1                        | _____         | 1.8                       |
| 47:PR                                 | 1                        | _____         | 72                        |
| 48:PR                                 | 1                        | _____         | 226.2                     |
| 49:PR                                 | 1                        | _____         | 301.6                     |
| 50:PR                                 | 1                        | _____         | 9                         |
| <b>Norman Boehl</b>                   |                          |               |                           |
| 46:PR                                 | 1                        | _____         | 1.8                       |
| 47:PR                                 | 1                        | _____         | 72                        |
| 48:PR                                 | 1                        | _____         | 226.2                     |
| 49:PR                                 | 1                        | _____         | 301.6                     |

## Item Analysis Summary

The **Item Analysis Summary** report provides the percent of the class that answered each question correctly. For multiple choice questions, the report also shows the percent of the class that selected each response (or answer choice).

You can use the response analysis in the **Item Analysis Summary** to identify areas in which you may want to focus a reteaching activity so that you can better address particular learning objectives/standards. For questions with a high, correct response rate, you can use the information to validate the question. On the other hand, if students consistently answered a question incorrectly, you can assess whether this points to a problem with the question. For example, suppose students answered a question overwhelmingly (e.g., 60%) with an incorrect response. This may have occurred because you recorded an incorrect answer for the question, the question was unclear, or you did not cover the information adequately in class.

If, in a particular multiple choice question, the student responses are evenly distributed for all of the answer choices, the analysis may indicate that students randomly selected a response. If, in another multiple choice question, students selected the correct response at 65% followed by 30% for the next response. This response analysis data may point to a common mistake students made in determining the correct answer for the question. On a question-by-question basis, you should look for similar patterns; such information can provide insight into your students' understanding of the material covered by the assignment.

**Note:** In the **Item Analysis Summary** report, an indicator (>) appears to the left of a question that more than 30% of the students in the class answered incorrectly.

| Item Analysis Summary                 |               |     |      |                           |      |    |
|---------------------------------------|---------------|-----|------|---------------------------|------|----|
| Mr. Robert Abrahms<br>FSC High School |               |     |      |                           |      |    |
| <b>Math</b>                           |               |     |      | <b>Total Students: 25</b> |      |    |
| Assignment: Chapter 1 - Introduction  |               |     |      |                           |      |    |
| Category: Test                        |               |     |      |                           |      |    |
| Term: 1                               |               |     |      |                           |      |    |
| Date: 06/14/2005                      |               |     |      |                           |      |    |
| Points: 50 (50 questions)             |               |     |      |                           |      |    |
| Question                              | Class Average | A   | B    | C                         | D    | -- |
| <i>Multiple Choice</i>                |               |     |      |                           |      |    |
| 1                                     | 92%           | 8%  | 92%  | 0%                        | 0%   | 0% |
| 2                                     | 84%           | 12% | 4%   | 84%                       | 0%   | 0% |
| 3                                     | 80%           | 0%  | 80%  | 20%                       | 0%   | 0% |
| > 4                                   | 68%           | 4%  | 0%   | 28%                       | 68%  | 0% |
| 5                                     | 96%           | 4%  | 96%  | 0%                        | 0%   | 0% |
| 6                                     | 96%           | 0%  | 4%   | 0%                        | 96%  | 0% |
| 7                                     | 88%           | 0%  | 88%  | 4%                        | 8%   | 0% |
| 8                                     | 100%          | 0%  | 100% | 0%                        | 0%   | 0% |
| 9                                     | 96%           | 4%  | 0%   | 0%                        | 96%  | 0% |
| 10                                    | 100%          | 0%  | 0%   | 0%                        | 100% | 0% |
| 11                                    | 100%          | 0%  | 0%   | 0%                        | 100% | 0% |
| 12                                    | 88%           | 0%  | 4%   | 88%                       | 8%   | 0% |
| 13                                    | 96%           | 0%  | 96%  | 4%                        | 0%   | 0% |
| 14                                    | 100%          | 0%  | 0%   | 0%                        | 100% | 0% |
| 15                                    | 88%           | 12% | 0%   | 88%                       | 0%   | 0% |
| 16                                    | 100%          | 0%  | 0%   | 0%                        | 100% | 0% |
| 17                                    | 88%           | 4%  | 88%  | 0%                        | 8%   | 0% |

## Class Roster

The Class Roster report generates an alphabetical list of the students in a particular class. You can create a filter to include all of the class or selected students. Additionally, you can customize the Class Roster report by choosing to include the supplemental student information (i.e., ID/alias, password, grade, date of birth, sociological/economic, etc.).



You might use this report to have a printed record of the ID/alias and password for each of the students in each class. You could then conveniently reference this printout if a student forgets their ID, alias, or password. However, to maintain privacy of the IDs, you would want to keep the printout in a safe place where students and others could not access the information.

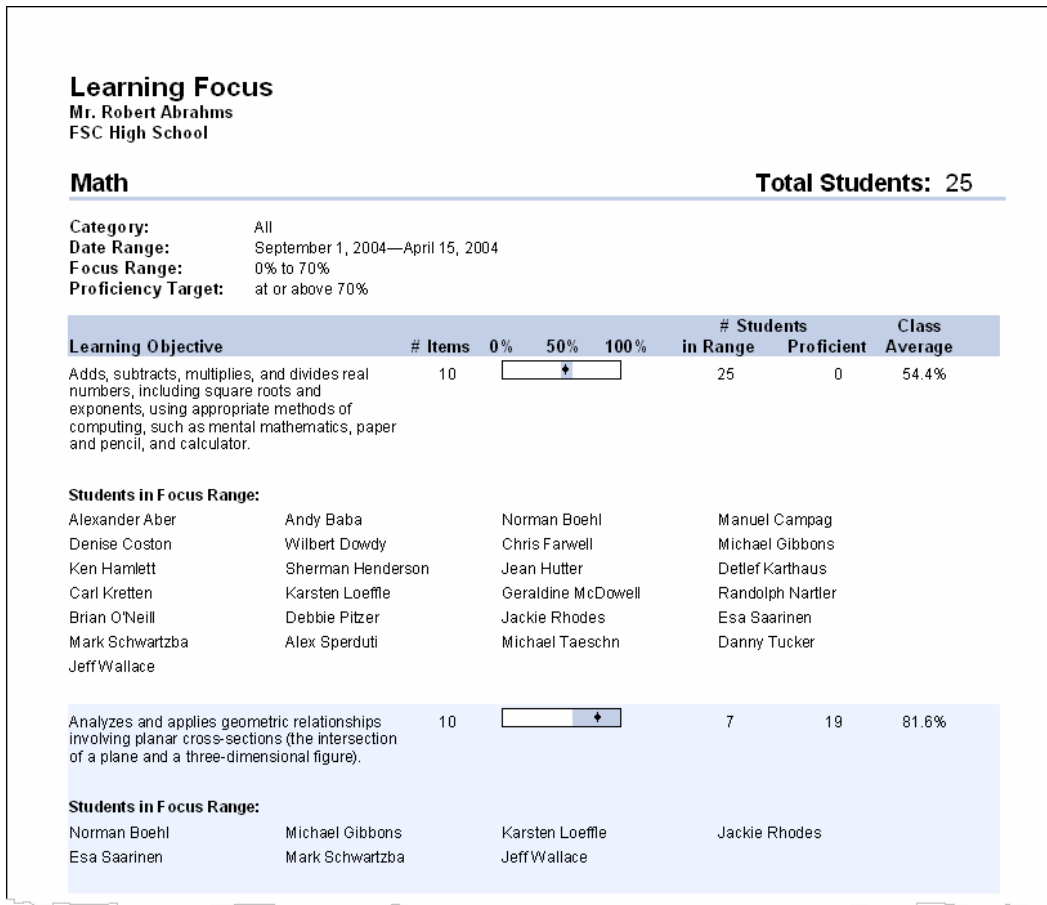
| <b>Class Roster</b> |                        |           |       |               |                           |                    |       |                           |
|---------------------|------------------------|-----------|-------|---------------|---------------------------|--------------------|-------|---------------------------|
| Mr. Robert Abrahms  |                        |           |       |               |                           |                    |       |                           |
| FSC High School     |                        |           |       |               |                           |                    |       |                           |
| <b>Math</b>         |                        |           |       |               |                           |                    |       | <b>Total Students: 25</b> |
| Student             | ID/<br>Alias           | Password  | Grade | Date of Birth | Sociological/<br>Economic | Race/<br>Ethnicity | Other | Custom                    |
| Alexander Aber      | 104681655<br>Aber      | Aber      |       |               |                           |                    |       |                           |
| Andy Baba           | 656526865<br>Baba      | Baba      |       |               |                           |                    |       |                           |
| Norman Boehl        | 379044498<br>Boehl     | Boehl     |       |               |                           |                    |       |                           |
| Manuel Campag       | 218031585<br>Campag    | Campag    |       |               |                           |                    |       |                           |
| Denise Coston       | 827844811<br>Coston    | Coston    |       |               |                           |                    |       |                           |
| Wilbert Dowdy       | 013105510<br>Dowdy     | Dowdy     |       |               |                           |                    |       |                           |
| Chris Farwell       | 346695870<br>Farwell   | Farwell   |       |               |                           |                    |       |                           |
| Michael Gibbons     | 431603314<br>Gibbons   | Gibbons   |       |               |                           |                    |       |                           |
| Ken Hamlett         | 018922988<br>Hamlett   | Hamlett   |       |               |                           |                    |       |                           |
| Sherman Henderson   | 452946293<br>Henderson | Henderson |       |               |                           |                    |       |                           |
| Jean Hutter         | 911832166<br>Hutter    | Hutter    |       |               |                           |                    |       |                           |
| Detlef Karthaus     | 203996934<br>Karthaus  | Karthaus  |       |               |                           |                    |       |                           |
| Carl Kretten        | 114964396<br>Kretten   | Kretten   |       |               |                           |                    |       |                           |
| Karsten Loeffle     | 677962071<br>Loeffle   | Loeffle   |       |               |                           |                    |       |                           |
| Geraldine McDowell  | 467832015<br>McDowell  | McDowell  |       |               |                           |                    |       |                           |

## Learning Focus

The Learning Focus report provides a wealth of information to help you identify areas where your class (as a whole) needs to focus their learning efforts. To use this report effectively, the assignments you create must consistently include data for one or more of the following fields: learning objective, local standard, state standard, or national standard.

One of the key advantages for using the ExamView Test Manager is that you can easily gather performance data over multiple assessments. The report shows the number of items for each standard. That way, you can gauge whether a standard was adequately covered. You can select one or more assignments by category or by date. You must also identify a focus range (e.g., 0% - 70%). The program produces a report that shows each standard (or learning objective), the number of questions assessed for that standard, class average, and how many students are in the focus range.

**Note:** The shaded area (  ) shows the performance for the median 70% of the students in your class. For example, if there are 20 students in your class, the top 3 scores (15%) and lowest 3 scores (15%) would not be included. The range of scores represents 14 students or 70% of the class. The diamond (  ) shows the actual class average. Use the graphs to see how the majority of students performed. If the area is relatively short, students' scores were similar.



## Performance Summary

The **Performance Summary** report provides a summary of your class' performance for all class assignments in a category over a specified date range. The **Performance Summary** report lists a learning objective/standard, the number of items (i.e., questions) that assess that objective/standard, and the proficiency level that the class as a whole has attained.

To use the **Performance Summary** report effectively, you must consistently include question information for one or more of the following fields in each of the items you create: learning objective, local standard, state standard, or national standard. (Many publishers include this information for the questions they provide.)

You can customize the **Performance Summary** report to generate the performance data that best meet your needs. You can select the date range for the class assignments, and you can set an appropriate proficiency target (e.g., 70% and above) for the class assignments at a particular time in the term. As an example, you might set the proficiency target at 70% with the first class assignment that covers a particular learning objective/standard. Then, on a subsequent class assignment on the same learning objectives/standards, you might set the proficiency target at 80%.

### Performance Summary

**Mr. Robert Abrahms**  
FSC High School

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**Math** **Total Students: 25**

**Category:** All  
**Date Range:** September 1, 2004—April 15, 2004  
**Proficiency Target:** at or above 70%

| Learning Objective   | # Items          | 0%                              | 50%           | 100% | # Students Proficient | Class Average |
|--|------------------|---------------------------------|---------------|------|-----------------------|---------------|
| Adds, subtracts, multiplies, and divides real numbers, including square roots and exponents, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator. | 10               | <input type="text" value="0"/>  |               |      | 0                     | 54.4%         |
| <b>Students Proficient:</b><br>(None)  |                  |                                 |               |      |                       |               |
| Analyzes and applies geometric relationships involving planar cross-sections (the intersection of a plane and a three-dimensional figure).   | 10               | <input type="text" value="19"/> |               |      | 19                    | 81.6%         |
| <b>Students Proficient:</b>  |                  |                                 |               |      |                       |               |
| Alexander Aber   | Andy Baba        | Manuel Campag                   | Denise Coston |      |                       |               |
| Wilbert Dowdy  | Chris Farwell    | Michael Gibbons                 | Ken Hamlett   |      |                       |               |
| Sherman Henderson  | Jean Hutter      | Detlef Karthaus                 | Carl Kretten  |      |                       |               |
| Geraldine McDowell   | Randolph Nartler | Brian O'Neill                   | Debbie Pitzer |      |                       |               |
| Alex Sperduti  | Michael Taeschn  | Danny Tucker                    |               |      |                       |               |

## Class Performance Progress Chart

The Class Performance Progress Chart report shows at a glance how each student is performing on each of the learning objectives/standards for all assignments in a category over a specified date range. The report lists a learning objective/standard, the number of items (i.e., questions) that assess that learning objective/standard, and a proficiency indicator for each of the students.

To use the Class Performance Progress Chart report effectively, you must consistently include question information for one or more of the following fields in each of the items you create: learning objective, local standard, state standard, or national standard. (Many publishers include this information for the questions they provide.)

To customize the Class Performance Progress Chart, you can set the category of assignments, the date range of the class assignments, and the proficiency level based on your performance criteria. The report shows one of three icons (  ) to indicate each student's performance on each of the learning objectives/standards.

| Performance Progress Chart   |         | Total Students: 25               |                                  |                                  |                       |                                  |                                  |                                  |                                  |  |
|--|---------|----------------------------------|----------------------------------|----------------------------------|-----------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|--|
| Mr. Robert Abrahms<br>FSC High School  |         |                                  |                                  |                                  |                       |                                  |                                  |                                  |                                  |  |
| <b>Math</b>  |         |                                  |                                  |                                  |                       |                                  |                                  |                                  |                                  |  |
| Category: All<br>Date Range: September 1, 2004—April 15, 2004<br>Proficiency Levels: <input type="radio"/> 0% - 70% <input type="radio"/> 70% - 85% <input checked="" type="radio"/> 85% - 100             |         |                                  |                                  |                                  |                       |                                  |                                  |                                  |                                  |  |
| Learning Objective   | # Items | Class Average                    | Alexander Aber                   | Andy Baba                        | Horman Boehl          | Manuel Campag                    | Denise Coston                    | Wilbert Dowdy                    | Chris Farwell                    |  |
| Adds, subtracts, multiplies, and divides real numbers, including square roots and exponents, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator.         | 10      | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            |  |
| Analyzes and applies geometric relationships involving planar cross-sections (the intersection of a plane and a three-dimensional figure).   | 10      | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |  |
| Designs and performs real-world statistical experiments that involve more than one variable, then analyzes results and reports findings.   | 10      | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |  |
| Interprets data that have been collected, organized, and displayed in charts, tables, and plots.   | 10      | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |  |
| Understands that numbers can be represented in a variety of equivalent forms, including integers, fractions, decimals, percents, scientific notation, exponents, radicals, absolute value, and logarithms. | 10      | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |  |

## Student Reports

The ExamView Test Manager provides five reports that highlight each student's individual performance for one or more assignments. This section includes a brief overview and a sample of each student report.

### Assignment Results

The **Assignment Results** report reflects a student's performance for one assignment. The report includes the following information: assignment average, points earned for each question, and the student's response for each question.

If you select the option for performance results for learning objectives/standards, the **Assignment Results** report also includes each learning objective and the following performance data for that learning objective/standard: the average, points earned, the proficiency level, and the specific questions in the class assignment. To use the **Assignment Results** report effectively, you must consistently include question information for one or more of the following fields in each of the items you create: learning objective, local standard, state standard, or national standard. (Many publishers include this information for the questions they provide.)

You can use this report to identify each student's proficiency level for each of the learning objectives/standards for each assignment. This information may also help you to identify areas in which a student may need remedial work.

**Assignment Results**  
Mr. Robert Abrahms  
FSC High School

**Alexander Aber** **Average: 90%** (45/50)

**Assignment:** Chapter 1 - Introduction  
**Category:** Test  
**Term:** 1  
**Date:** 06/14/2005  
**Points:** 50 (50 questions)

| Question               | Points | Your Response |
|------------------------|--------|---------------|
| <b>Multiple Choice</b> |        |               |
| 1                      | 1/1    | B             |
| 2                      | 1/1    | C             |
| 3                      | 1/1    | B             |
| 4                      | 1/1    | D             |
| 5                      | 1/1    | B             |
| 6                      | 1/1    | D             |
| 7                      | 1/1    | B             |
| 8                      | 1/1    | B             |
| 9                      | 1/1    | D             |
| 10                     | 1/1    | D             |
| 11                     | 1/1    | D             |
| 12                     | 1/1    | C             |
| 13                     | 1/1    | B             |
| 14                     | 1/1    | D             |
| 15                     | 1/1    | C             |
| 16                     | 1/1    | D             |
| 17                     | 1/1    | B             |
| 18                     | 1/1    | D             |
| 19                     | 1/1    | D             |

**Assignment Results**  
Mr. Robert Abrahms  
FSC High School

**Alexander Aber** **Average: 90%** (45/50)

**Assignment:** Chapter 1 - Introduction  
**Category:** Test  
**Term:** 1  
**Date:** 06/14/2005  
**Points:** 50 (50 questions)

| Learning Objective   | Average | Points | 0%                               | 50% | 100% | Questions                                    |
|--|---------|--------|----------------------------------|-----|------|--|
| Adds, subtracts, multiplies, and divides real numbers, including square roots and exponents, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator.         | 60%     | 6/10   | <div style="width: 60%;"></div>  |     |      | MC:40, 41, 42, 43, 44, 45; PR:47, 48, 49, 50 |
| Analyzes and applies geometric relationships involving planar cross-sections (the intersection of a plane and a three-dimensional figure).   | 100%    | 10/10  | <div style="width: 100%;"></div> |     |      | MC:20, 21, 22, 23, 24, 25, 26, 27, 28, 29    |
| Designs and performs real-world statistical experiments that involve more than one variable, then analyzes results and reports findings.   | 100%    | 10/10  | <div style="width: 100%;"></div> |     |      | MC:5, 6, 7, 8, 9, 15, 16, 17, 18, 19         |
| Interprets data that have been collected, organized, and displayed in charts, tables, and plots.   | 90%     | 9/10   | <div style="width: 90%;"></div>  |     |      | MC:1, 2, 3, 4, 10, 11, 12, 13, 14; PR:46     |
| Understands that numbers can be represented in a variety of equivalent forms, including integers, fractions, decimals, percents, scientific notation, exponents, radicals, absolute value, and logarithms. | 100%    | 10/10  | <div style="width: 100%;"></div> |     |      | MC:30, 31, 32, 33, 34, 35, 36, 37, 38, 39    |

## Assignment Review

The **Assignment Review** report provides a tool to help your students understand the mistakes they made on an assignment. For each question answered incorrectly, the report shows the following: points earned, student's response, correct answer, explanation, study tip, and focus area (depending on the information available).

To use the **Assignment Review** report effectively, you must consistently include extra question information for each of the items you create. (Many publishers include this information for the questions they provide.) For example, a study tip such as *Refer to pp. 23-25* is the information in the **Reference** field for a question. Students, in this example, could use the report to refer to the specified pages in their textbook as they review the questions that they answered incorrectly.

Students can use the **Assignment Review** report to review the completed assignments and to learn from their mistakes.

### Assignment Review

Mr. Robert Abrahms  
FSC High School  
Math

---

**Alexander Aber** **Score: 91%** (45.5/50)

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**Assignment:** Chapter 1  
**Category:** Test  
**Term:** 1  
**Date:** 07/08/2005  
**Points:** 50 (50 questions)

Based on your results for this assignment, review the study tips below.

| Question               | Review   |
|------------------------|--|
| <b>Multiple Choice</b> |  |
| 4 (0/1)                | <b>Your Response:</b> C <b>Correct Answer:</b> D<br><b>Rationale:</b><br>Saturn has 19 satellites; Neptune has 8.<br><b>Reference:</b> Science   |
| <b>Multiple Choice</b> |  |
| 27 (0/1)               | <b>Your Response:</b> A <b>Correct Answer:</b> C<br><b>Rationale:</b><br>The cross-section is a rectangle with length 19 feet and width $2 \times 8.6 = 17.2$ feet.<br>$A = l \times w$<br>$A = 19(17.2)$<br>$A \approx 326.8 \text{ cm}^2$<br><b>Reference:</b> Mathematics |

## Student Progress Report

The **Student Progress Report** shows a student's progress for one or more terms. The report organizes the results by term and provides the following information for each assignment: assignment description, date assigned, category, points earned, percent achieved, and class average. A summary shows the term average by listing the total points earned out of the total possible points, the equivalent percent, and the class average.

You can use the **Student Progress Report** to depict the student's progress over time.

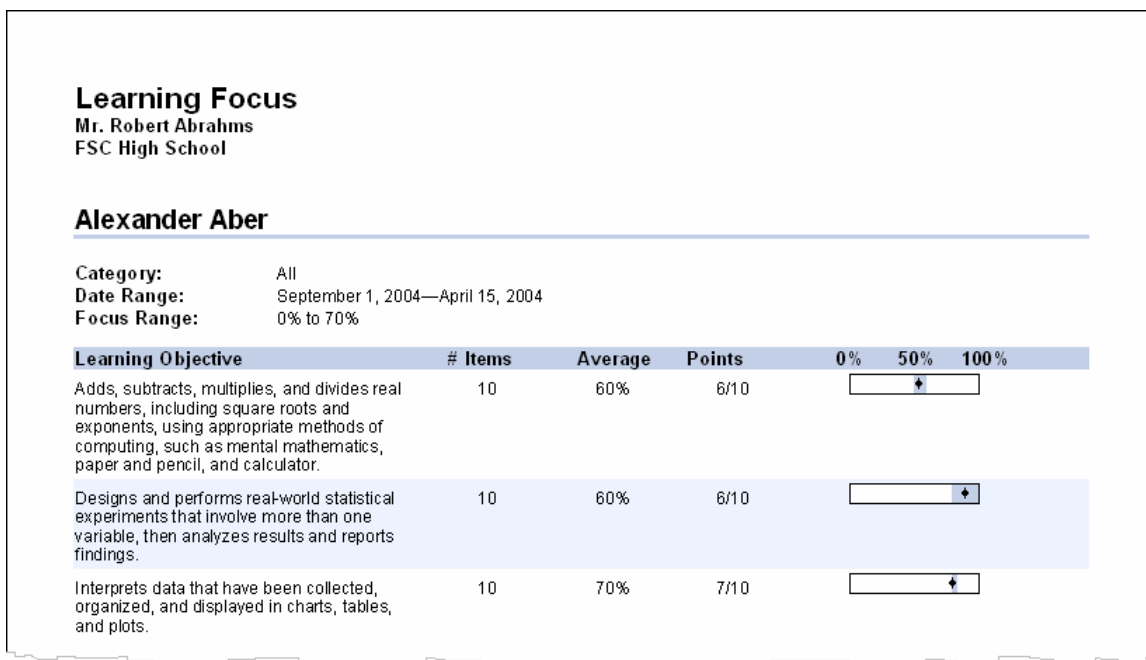
| <b>Student Progress Report</b>        |            |          |                               |              |               |
|---------------------------------------|------------|----------|-------------------------------|--------------|---------------|
| Mr. Robert Abrahms<br>FSC High School |            |          |                               |              |               |
| <b>Alexander Aber</b>                 |            |          | <b>Overall Average: 86.9%</b> |              |               |
| <b>Category:</b>                      | All        |          |                               |              |               |
| <b>Term:</b>                          | All        |          |                               |              |               |
| Assignment                            | Date       | Category | Points                        | Percent      | Class Average |
| <i>Term 1</i>                         |            |          |                               |              |               |
| Math G6 Exam                          | 06/08/2005 | Exam     | 50/50                         | 100%         | 87.5%         |
| Math G6 Quiz                          | 06/09/2005 | Quiz     | 9/10                          | 90%          | 66.8%         |
| Math G6 Test                          | 06/10/2005 | Test     | 20/20                         | 100%         | 76.4%         |
| Reading G3 Exam                       | 06/11/2005 | Exam     | 100/100                       | 100%         | 85%           |
| Reading G3 Quiz                       | 06/12/2005 | Pop Quiz | 15/15                         | 100%         | 73.9%         |
| Reading G3 Test                       | 06/13/2005 | Test     | 38/40                         | 95%          | 80.8%         |
| Reading G9 Exam                       | 06/14/2005 | Test     | 78/100                        | 78%          | 80.6%         |
| Reading G9 Quiz                       | 06/15/2005 | Homework | 8/10                          | 80%          | 78.4%         |
| <b>Term Average:</b>                  |            |          | <b>318/345</b>                | <b>92.2%</b> | <b>81.9%</b>  |


## Learning Focus

The Learning Focus report identifies areas where a student needs to focus his/her learning efforts. Based on a proficiency level you set, the report lists the learning objective/standards that a student has not mastered. For each of the learning objectives/standards the student has not yet mastered, the Learning Focus report lists the learning objective/standard, the associated number of items, the points earned on items, and the proficiency level that the student has attained.

You can customize the Learning Focus report to generate the performance data that best meet your needs. You can select one or more class assignments by category and the date range for the assignments. You can set an appropriate focus range (e.g., 0% - 70%) for the class assignments at a particular time in the term. As an example, you might set the focus range at 0% to 70% with the first class assignment that covers a particular learning objective/standard. Then, on a subsequent class assignment on the same learning objectives/standards, you might set the focus range to 0% to 80%.

You can use the Learning Focus report to help a student know exactly what to study in order to attain mastery level on the identified learning objectives/standards.



**Note:** The shaded area (  ) shows the performance for the median 70% of the students in a class. For example, if there are 20 students in a class, the top 3 scores (15%) and lowest 3 scores (15%) would not be included. The range of scores for 14 students (70%) would be represented. The diamond ( ◆ ) shows your student's actual performance. Use the graphs to see how a student performed in relation to his/her class. For example, if the diamond appears near or past the right edge of the shaded area, the student's performance is in the upper range for the class. If the shaded area is relatively short, students' scores were similar.

## Performance Summary

The Performance Summary report shows at a glance how a student is performing on all learning objectives/standards for all assignments in a category over a specified date range. The Performance Summary report lists each learning objective/standard, the number of items (i.e., questions) that assess each learning objective/standard, a proficiency score for each learning objective/standard, whether the student is proficient based on the proficiency target, and the average for each learning objective/standard.

To use the Performance Summary report effectively, you must consistently include question information for one or more of the following fields in each of the items you create: learning objective, local standard, state standard, or national standard. (Many publishers include this information for the questions they provide.)

You can use the Performance Summary report to identify specific learning objectives/standards where the student needs to focus his/her learning efforts.

| <b>Performance Summary</b>   |                                  |    |     |      |             |         |
|--|----------------------------------|----|-----|------|-------------|---------|
| <b>Mr. Robert Abrahms</b><br>FSC High School   |                                  |    |     |      |             |         |
| <b>Alexander Aber</b>  |                                  |    |     |      |             |         |
| <b>Category:</b>   | All                              |    |     |      |             |         |
| <b>Date Range:</b>   | September 1, 2004—April 15, 2004 |    |     |      |             |         |
| <b>Proficiency Target:</b>   | at or above 70%                  |    |     |      |             |         |
| Learning Objective   | # Items                          | 0% | 50% | 100% | Proficient? | Average |
| Adds, subtracts, multiplies, and divides real numbers, including square roots and exponents, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator.         | 10                               |    |     |      | No          | 60%     |
| Analyzes and applies geometric relationships involving planar cross-sections (the intersection of a plane and a three-dimensional figure).   | 10                               |    |     |      | Yes         | 100%    |
| Designs and performs real-world statistical experiments that involve more than one variable, then analyzes results and reports findings.   | 10                               |    |     |      | No          | 60%     |
| Interprets data that have been collected, organized, and displayed in charts, tables, and plots.   | 10                               |    |     |      | Yes         | 70%     |
| Understands that numbers can be represented in a variety of equivalent forms, including integers, fractions, decimals, percents, scientific notation, exponents, radicals, absolute value, and logarithms. | 10                               |    |     |      | Yes         | 100%    |

## Print a Report

After ExamView Test Manager prepares a report, you can print the report in just a few simple steps. When you are ready to print a report, follow these general instructions. Numerous report options allow you to customize the information that appears on the printout. For detailed instructions and options, see the corresponding help topic in the application.

*To print a report...*

1. Click the **Report** menu and choose a report.
2. Select the report options.
3. Click the **OK** button to display the report.
4. While viewing the report, click the **Print** button to send the report to the printer.

*You can set a filter to print only selected students based on various criteria.*

## Export Results to a Gradebook or Another Application

The ExamView Test Manager lets you export the students' results data for an assignment. You can export summary data (e.g., student name, ID, and percentage) or detailed data (e.g., student information, all responses, answer key, etc.). With the export option you can export student results in order to import them into your gradebook or a spreadsheet. For more advanced users, you can export the results for use with a student information system.

*To export the results for an assignment...*

1. Select an assignment.
2. Choose **Export** and then select the **Current Assignment as Text** or **Current Assignment as XML** option.

Use the **as Text** option to export results for use with a gradebook or a spreadsheet program. Use the **as XML** option to export results to a student information system.

3. Set the options (if necessary) and then enter a file name.

**Note:** You can also use the **Copy All Class Records** option in the **Edit** menu to copy all of the information in the work area. Then, you can paste that information into a spreadsheet document.

## PUBLISH AN INTERNET (HTML) TEST TO YOUR OWN WEBSITE

Using the **ExamView Test Generator**, you can publish any test as an HTML document. You can choose to create a self-grading study guide or a test that will send student results to you via email. After you publish the test, you must copy the files to your website so that your students can access the test.

Publishing an HTML test is a quick way to create an online test. However, these disadvantages exist: (1) you must have your own website and know how to upload files; (2) there are no settings to control when and who may access a test; (3) results are not stored in a database for access at a later time; and (4) getting results via email can be unreliable due to network settings and spam filters.

*The ExamView Test-Hosting Service provides a more robust Internet testing and study solution.*


For many situations, the HTML testing features provide an acceptable solution to meet a variety of online testing needs. Review the instructions in this section to learn how to publish an Internet (HTML) test.

### Publish an Internet (HTML) Test

Follow the instructions below to set the features for the online test and save it to your hard drive.

*To publish an Internet test...*



1. Start the **ExamView Test Generator** and create or open a test.
2. Click  or choose **Publish Online Test** from the File menu.
3. Choose the **Save the test as an HTML document to your hard drive** option. Click the **Next** button to display the test options.

**Publish Online Test**

Use this option to create an HTML study guide or test that you can host on your own website.

**Step 3:** Choose to publish a study guide or a test.

Publish a study guide

Show Rationale  Show Feedback  Show Reference

NOTE: If you select the study-guide option, students can compare their responses to the correct answers upon completion of the study guide. Results will NOT be recorded or emailed to you.

Publish a test

Show test score to student

Formal name:

Send results to email address:

NOTE: If you select this option, you will receive a detailed report via email for each student. Students will not be able to review their responses once they submit the test for grading.

[Advanced...](#)

Help < Back Next > Cancel

4. Choose to publish a study guide or a test and click the **Next** button.

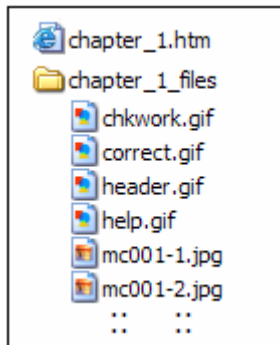
A **study guide** is a self-grading test. You can choose to show the rationale, feedback, and reference if your test includes this information. Doing so makes the study guide a true learning experience rather than just telling the students that an answer is right or wrong.

*Student feedback can include a hyperlink to remedial learning material.*

Choosing a **test** allows students to take it online, and you receive a separate results email for each student. You **must** include a valid email address. You also have the option to show a student his/her results after completing a test. The results email will contain the student name and his/her score.

5. Click the **Save** button to save the HTML document and image files to your hard drive.

When you publish an online test, the **ExamView Test Generator** saves an HTML file and all of the supporting images. The images are stored in a folder named similar to the test file.



6. Copy the HTML file and the folder with its contents to your website. Do **not** change anything including the folder name.

**Note:** If you do not know how to copy files to your website and set a hyperlink, contact your technology support person. The process varies depending on your particular system.

7. Preview the test before your students take it.

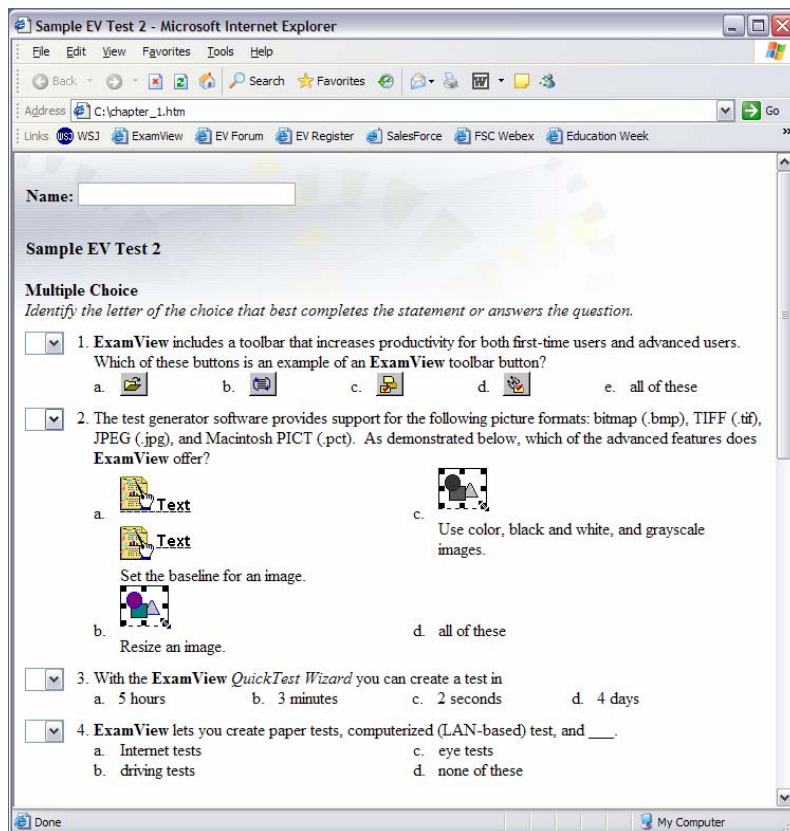
For tests, answer some or all of the questions. Then, click the **Grade & Submit** button and make sure that you receive a results email. It's very easy to enter the wrong email address. Doing so will cause you to not receive any emails.

## Take an Internet (HTML) Test

After you publish an HTML test and copy it to your website, your students can take the test anytime from anywhere they can access the Internet. You must provide your students with the website address (URL) for them to access the test.

*To take an Internet test...*

1. Start your web browser.
2. Enter the website address to go directly to the test or to a page with a hyperlink to the test.



3. When the test appears, enter your name (and email/ID if requested).
4. Complete the test.
5. When you finish your online work, click the **Check Your Work** button for a study guide or the **Grade & Submit** button for a test.

**Note:** For a test, you will receive a results email for each student shortly after the student clicks the **Grade & Submit** button.

## EXPORT TESTS TO WEBCT AND BLACKBOARD

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The ExamView Assessment Suite works with both the WebCT and Blackboard course managements systems. You can easily upload a test from the ExamView Test Generator to either one of these applications. Simply create your test, choose to export it, and a wizard will guide you through the process.



*To export a test...*



1. Start the ExamView Test Generator and create or open a test.
2. Choose **Export** from the **File** menu, and select either **WebCT** or **Blackboard**.

**IMPORTANT:** The export option is only available on the Windows version.

3. Follow the instructions in the wizard to upload the test.

*Be sure to check the FSCreations website for free updates to the export program.*

For step-by-step instructions, click the **Help** button that appears while you are working with the wizard.

### Technical Support

Before contacting technical support, please check the following:

- Is your computer working properly? Try some other software, which you know is working, on the same computer.
- Try the software on another computer.
- Can you repeat the problem? Does the problem occur at the same point each time?

In order to help you as quickly as possible, have the following information available before you contact technical support:

- Version of the software (e.g., 5.01) from the start-up splash screen
- Brand, model, and configuration of the computer you are using
- System version (Windows XP, Windows 2000, OS X 10.2, etc.)
- The exact wording of any error message

Before you contact us, you may want to search our online support forum. Go to our website ([www.fscreations.com](http://www.fscreations.com)) and click the support link.

If you cannot find a solution to your problem on the forum, send us an email at [support@fscreations.com](mailto:support@fscreations.com). If you need to reach us by telephone, you can find the number on our website in the support area.

**IMPORTANT:** If you received the software from your publisher, contact them directly for technical support. Refer to your publisher's website to obtain the technical support contact information.

### Using the ExamView Assessment Suite with Other Applications

Many other products work with the **ExamView Assessment Suite** software and its content. For example, you can deliver a practice test that works with a quiz show program or use the test on a handheld (e.g., Palm or PocketPC). The **ExamView Assessment Suite** also works with several bubble sheet scanners to make grading your tests quick and easy.

For a complete list of the products that work with the **ExamView Assessment Suite**, go to our website ([www.fscreations.com](http://www.fscreations.com)).