ExamView Assessment Suite

User Guide

Version 11

FCC Statement

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

IC Statement

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Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

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Introduction

The ExamView Assessment Suite (including the Test Generator, Test Manager and Test Player) is a comprehensive solution for creating, administering and scoring 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 or worksheet.
- Upload question banks and tests to Learning Management Systems (LMS) such as ANGEL; Blackboard 6.0-7.0, 7.1-9.0, Learn 9.1; Brightspace by D2L, Canvas, Moodle 3.1.2, Sakai, Schoology, and WebCT.

Use the ExamView Test Manager to:
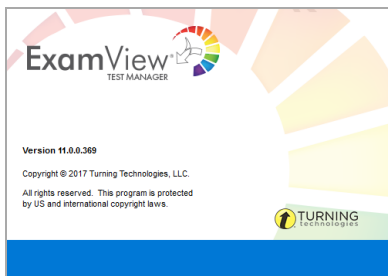
- Create or import a class roster.
- Automatically score a paper test using a scanner.
- Automatically score an assignment using response devices.
- Administer and score an online test.
- Prepare a variety of useful class and student reports.

Your students use the ExamView Test Player to:
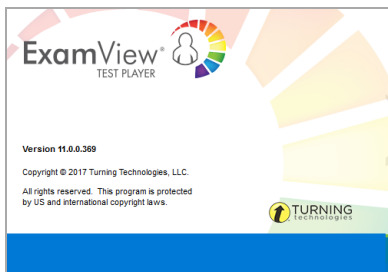
- Take study guides, quizzes and tests using a local area network

Your students use the ExamView Student App to:

- Take online tests
- Join polling sessions

Technical Requirements

The following software and hardware specifications are required before using the ExamView Assessment Suite:

PC

- Microsoft Windows 7, 8 and 10 (32 or 64 bit)
- Intel® Pentium® dual-core processor, 2 GHz or higher (or equivalent)
- 2 GB RAM
- 500 MB hard disk space
- Monitor capable of displaying 1024 x 768 or higher resolution
- An active internet connection to connect to account, to ExamView Online Testing Service for the Premium license, to utilize the content update feature for selected publishers' content, and to publish an HTML test.

Mac

- Mac OS versions 10.10, 10.11, 10.12, and 10.13
- Intel® processor 2 GHz or higher (or equivalent)
- 32 or 64-bit Kernel and Extensions
- 2 GB RAM
- 300 MB hard disk space
- Monitor capable of displaying 1024 x 768 or higher resolution
- An active internet connection to connect to account, to ExamView Online Testing Service for the Premium license, to utilize the content update feature for selected publishers' content, and to publish an HTML test.

ExamView Student Apps

A Wi-Fi (recommended for optimal perform ace) or data connection is required for all apps and the instructor must have ExamView Assessment Suite v11 and ExamView Premium enabled.

> **WARNING**
> If you do not have an unlimited data plan, you may be charged for connectivity by your cell phone provider. Turning Technologies is not responsible for any cell phone usage.

PC

- Windows 7, 8, or 10 (32- or 64-bit)

Mac

- Mac 10.10, 10.11, or 10.12

Chromebook

- Chrome OS v54 or above

iOS

- iPhone, iPad or iPad mini with iOS 7 or higher

Android

- Android device with Android OS 2.1 or higher

Web

- Adobe Flash Player v11.1.0 or above
- PC browsers supported: Chrome v3.20+, Firefox v17.0+, and Microsoft Internet Explorer v10.0+
- Mac browsers supported: Chrome v3.20+, Firefox v17.0+, and Safari v9.1.3+
- Chrome browser supported: Chrome v3.20+

Creating an Account for ExamView

An account is a unique identifier that is used to tie together all software accounts and response devices. An account is required for use with Turning Technologies products.

1 Go to https://account.turningtechnologies.com/.

2 Enter your **school or organization email address** and click **Create**.

> **IMPORTANT**
> If your email address belongs to a defined organization in anaccount, the following message is displayed:
>
> Your account needs to be connected to your school's Learning Management System to track your participation. Sign-in to your LMS and click on the account registration link under any course that uses clickers.

3 Check your email and click the link to verify your account.

> **NOTE**
> If you did not receive the verification email, click the **Resend** button in account.

4 Enter all **required fields** as noted by the asterisks.

5 Enter and confirm your **password** in the fields provided.

> **NOTE**
> The password must be at least eight characters long and contain one lowercase letter, one uppercase letter and one number.

6 Select the box labeled *By checking this, you agree to comply with the End-User License Agreement and Terms of Use*.

7 Click **Finish**.

8 Click **Finish**.
The account Dashboard is displayed.

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Installing the ExamView Assessment Suite Software

The ExamView Assessment Suite software includes the Test Generator, Test Manager, Test Player and Import Utility (PC only).

> **NOTE**
> If you received the ExamView Assessment Suite software from a publisher, the installer automatically copies the publisher-supplied question banks to a new folder within the Banks folder. It may install an additional Publish folder for storing files that are needed for publishing questions to the publisher-hosted server.

1   To install the program, follow the on-screen prompts.

> **NOTE**
> The program installs the program to these paths:
>
> PC - C:\Program Files\eInstruction\ExamView OR
> C:\Program Files (x86)\eInstruction\ExamView
>
> Mac - HD:\Applications\eInstruction\ExamViewPro

> **NOTE**
> If you have ExamView 8.1 or later on your computer, the installer will automatically install all ExamView content (question banks and tests) in the correct folders.

2   On the PC, double-click the desired desktop icon. On the Mac, go to Applications - eInstruction - ExamView Pro and double-click the desired icon.
3   To have access to ExamView, you must log in to your account account.

Next Steps

The first time you open the software, you are prompted to enter your name, school/organization name, city, and state. This information is used to help identify the files you create. Enter as much information as possible.

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Welcome Screen

Each time the ExamView Test Generator software is opened, the program displays the *Welcome* screen. Use the *QuickTest Wizard* or the *Test Builder* options to create a test. If you want to edit or add questions in a question bank (or database), use the *Question Bank Editor*.
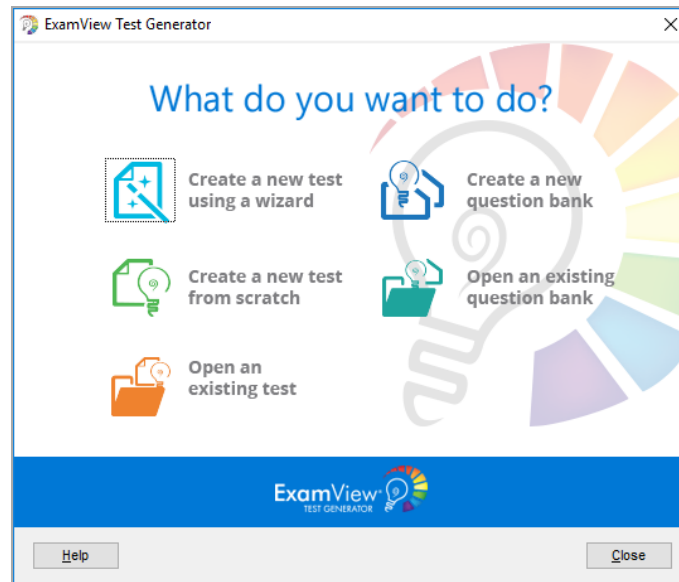
The *Welcome* screen includes the following options:

Create a new test using a wizard

Select this option to access the QuickTest Wizard. The wizard provides step-by-step instructions for building a test. This option allows you to build tests by question type.

Create a new test from scratch

Select this option to create a new test from scratch. The program will start the Test Builder, prompt you for a test title, and display a new (blank) test. This option allows you to build a test randomly, from a list, while viewing, by standard, by criteria, or select all.

Open an existing test

This option allows you to print a test or edit/add questions to a test that you previously saved. The program opens the Test Builder and displays a dialog box from which to locate and choose a test file.

Create a new question bank

Select this option if you want to create a new question bank from scratch. You can add up to 250 questions of varying types.

Open an existing question bank

Select this option to edit or add questions in a question bank. You can edit questions in the publisher-supplied banks or in any user-created question bank. Open a question bank file and then select the Question Bank Editor options to edit questions, add new questions or delete questions from the bank.

TIP
To customize the startup options, click **Edit** from the menu bar and select **Preferences**.

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. Using the Quick Test Wizard allows you to select questions by question type. Using the Create a New Test from Scratch option allows you to choose by question type, while viewing, from a list, by standard, or by criteria entered into the question information fields.

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.

Creating a Test with the QuickTest Wizard

The QuickTest Wizard is the quickest and easiest way to create an ExamView test.

1 Click or select **QuickTest Wizard** from the menu bar.

   If you just opened the program, select from the *Welcome* screen.

2 Enter the **Test title** and click **Next**.

3 Double-click a folder (if necessary) to display a list of question banks.

4 Select the **question banks** from which you want to select questions and click **Next**.
   Click the **Folder** icon to identify the location of the files if no question banks appear in the list. If you assigned a password to the question bank, you will be prompted to enter the password before you can continue.

5 Identify how many questions of each type you want on the test and click **Next**.

6 If prompted, enter the number of matching groups you want the wizard to use when it selects the matching questions you requested.

7 Review the test summary and then click **Finish** to complete the process.
   When you click Finish, ExamView selects the questions based on your responses and displays them in the test document window.

Next Steps

After the program displays the test, you can edit/create questions, select additional questions, customize the appearance of the test, save your work, or print the test.

Building 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 to include on your test. Or, you can select questions by learning objective or standard.

1 Open ExamView Test Generator.
   A welcome screen with several options is displayed.

2 Select . Click **Ok**.

   You can also click from the Test Builder toolbar.

3 **Name** your test. Click **Ok**.

4 Select one of the question selection options from the *Select* menu, or click the corresponding toolbar button.

Select Randomly – Choose this option if you want to select questions randomly. You can choose the number of 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, manually review the questions and choose which you want to include on a test by documenting the question numbers. You are then able to select the question numbers from a list.

Select While Viewing – Use this option if you want to view the questions and make your selections individually 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.

5 Identify which question banks you want to use to create the test. Highlight one or more **question banks** and click **Select**. The question banks you select appear in the lower portion of the window. Click **Next** to move to the next step.

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

6 Use the options provided to select the questions that will appear on your test.
Depending on which question selection option you chose, ExamView Test Generator displays a window with the options you need to build a test.
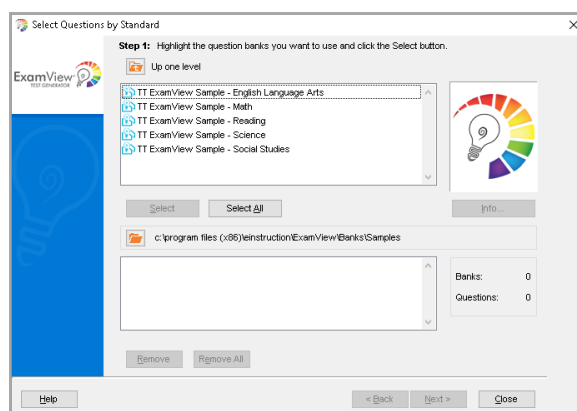
> **TIP**
> If you need help using any of the selection options, click Help for detailed instructions.

7 Optionally, change the appearance of the test, print the test, or publish it online.

8 **Save** the test.

Customizing the Appearance of a Test

This section covers the following topics:

> ***Printing a Test***
> ***Printing a Bubble Form (PC Only)***

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. Click **Test** from the menu bar and select **Layout**. Click the **Answers** tab and set the corresponding options in the *Answer Space* area.

> **NOTE**
> Some answer space options are disabled when tests are set to display in two-column format.

Mix Question Types

You can group questions on a test by question type (e.g., multiple choice, true/ false, etc.) or mix the question types. When questions are grouped by question type, an instruction line describing how to answer questions of this type is displayed.

Often state tests do not group questions by question type. If you want to create a test that more closely resembles a state test, you can mix the question types. Click **Test** from the menu bar and select **Layout**. Click the **Question Types** tab and select **Allow question types to be mixed**. Reorder the questions to mix the question types (see the Reordering Questions section that appears below).

> **NOTE**
> When choosing to Mix the Question Types, the instruction line is no longer displayed. If instructions are needed, the use of a narrative is recommended.

Two-Column Formatting

You can display tests in one- or two-column format. Click **Test** from the menu bar and select **Layout**. Click the **Page** tab and select **Two Columns**. Choose whether you would like vertical and horizontal lines included on your test.

Reordering Questions

Click **Question** from the menu bar and select **Reorder**. Reorder the questions to your liking. If your test is set to group questions by question type, your questions must remain grouped by question type when reordering. 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.

> **NOTE**
> You can manually reorder or scramble questions. Also, when you print a test, you can scramble the questions.

If your test is set to allow for mixed question types, you can click **Sort** in the **Reorder Questions** dialog box to sort questions by question criteria.

If you want to scramble the questions, click **Question** from the menu bar and select **Scramble**. 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, click **Edit** from the menu bar and select **Replace Font**. Select the fonts and sizes you want to use, and click **Replace All**. All questions in your test will instantly update with the newly selected font choices.

> **TIP**
> 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).

> **NOTE**
> The display of Webdings and Wingdings may differ on Mac platforms.

Adjust Multiple Choice

You can instantly reduce the number of choices in all of your multiple choice questions. Click **Question** from the menu bar and select **Adjust Choices/Columns**.

Layout and Style

Several state and national test styles are built into the ExamView Test Generator. Instantly format your test by selecting a style from the Style Gallery, which can be found under **Test** on the menu bar.

> **EXAMPLE**
> If you want to format your test to look like the PSAT, click **Test** from the menu bar and select **Style Gallery**. Select the **PSAT** option and click **OK**.

If you do not see a particular style in the Style Gallery, you can customize the test with the Layout and Style commands. Click **Test** from the menu bar and select **Layout**, and set the layout options. Then click the **Style** toolbar button and select your fonts and styles. The figure below shows an example of a test with customized answer choices.

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*?
       Ⓐ accidents   Ⓒ irritants
       Ⓑ pollutants   Ⓓ side effects

   2. Refer to both passages. Which of the following statements about fuel cell technology is NOT true?
       Ⓕ The fuel cell vehicle is a zero-emission vehicle.
       Ⓖ Fuel cells have been used on spacecraft for many years.
       Ⓗ In fuel cell vehicles, hydrogen is burned directly in the engine, like gasoline.
       Ⓙ 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?
       Ⓐ sincere   Ⓒ objective
       Ⓑ biased   Ⓓ persuasive

Printing a Test

When printing a test you must select the number of versions to print as well as several scramble options. There are also options for printing an answer strip and/or a version map (if applicable).

1 Click 🖨 or click **File** and select **Print Test**.

2 Specify the **number of test versions to print** (1-26).

3 Select one or more of the scramble options: **sections**, **questions**, **multiple choice/multiple response answer choices** or **calculate new algorithm values**.

    If you opt to scramble sections or questions, you can also choose to print a version map—a correlation chart to show you how the test was scrambled.

    The *calculate new algorithm values* is only available for tests that contain dynamic questions.

4 Optionally, **print an answer strip**.

5 Optionally, **print a version map**.

> **NOTE**
> The version map option is available only if you choose to scramble questions or sections.

6 Click **OK** to confirm your responses.

7 In the *Print Test* window, select **entire test** or **selected pages** and then click **OK** to print the test.

> **NOTE**
> You cannot print selected pages if you chose to print an answer strip or multiple versions of a test.

Printing a Bubble Form (PC Only)

Bubble forms are available for printing from either the Test Generator or Test Manager application. These bubble forms are compatible with the plain-paper scanning feature of the Test Manager. Refer to the Test Manager Help for details about this capability.

When printing the bubble form from ExamView Test Manager, you have the additional option of printing student and assignment information directly onto the form.

1 Click **File** and select **Print Bubble Form**.

2 Select a **form** from the *Form Name* list.
    A description of the selected bubble form is displayed in the area on the right.

3 Click **OK** to print the selected bubble form.

Publish or Export a LAN-based, Online, or Internet Test

ExamView Test Generator enables you publish a test in a variety of formats. Regardless of the testing option you select, the steps to build a test are the same as those you use to create a paper test. For additional information, please see ***Troubleshooting Tips*** on page 75.

Testing options:

- Publish a test for use on your local area network (LAN).
- Publish a test to the ExamView Online Testing Service.
- Publish a test to a publisher's website.
- Export a test as an HTML document that you can post to your own website.
- Publish a test directly to ANGEL or WebCT.
- Export a test for use with ANGEL, Blackboard 6.0-7.0 and 7.1-9.0, Blackboard Learn 9.1, Brightspace by D2L, Canvas, Moodle 3.1.2, Sakai, Schoology, or WebCT.

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

Working with Learning Management Systems

ExamView Assessment Suite works with Learning Management Systems (LMSs) ANGEL; Blackboard 6.0-7.0, 7.1-9.0, Learn 9.1; Brightspace by D2L, Canvas, Moodle 3.1.2, Sakai, Schoology, and WebCT. Tests and question banks can either be published directly or exported to a file format that can be uploaded to these LMSs.

Publishing a Test or Question Bank

1   Open ExamView Test Generator and create or open a test or question bank.
2   Click **File**, mouse over **Publish To** and select the **LMS**.
3   Select the **LMS server profile** and click **OK**.
4   Complete the **options** in the dialog and click **OK**.
5   Log in to your LMS to view the ExamView content.

Exporting a Test or Question Bank

1   Open ExamView Test Generator and create or open a test or question bank.
2   Click **File**, mouse over **Export** and select the **LMS**.
3   **Name** the file and click **Save**.
4   Complete the **options** in the dialog and click **OK**.
5   Log in to your LMS and upload the exported test/question bank.

Enter Your Own Questions

When you build a test using ExamView Test Generator, you select questions from question banks. A question bank (or bank) is a collection of questions and all of the related items (images, 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.
- Using the ExamView Import Utility (PC only), import questions from an RTF file.

> **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 or add new questions in a question bank to make them available as you build tests.

Question Bank Basics

If you have not used ExamView Test Generator to create your own questions, consider the information in this section 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.).

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	

> **NOTE**
> A bimodal question can be displayed as a short answer or a multiple choice question on a test.

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		

> **NOTE**
> Use the pipe (|) character to enter more than one data element in a given field such as a state standard e.g., MA3-1.2 | MA4-1.

You can enter question metadata directly into the appropriate information field or add it using a list. To view the list, place the cursor in the information field of interest and then click [icon]. The default pick list is composed of question information already present in other questions in the currently open bank or test.

You can change the pick list so that the default list is merged with contents from an external list source. List files must conform to a specific formatting convention and be stored in the Extras folder of the ExamView directory.

> **NOTE**
> You can save common metadata information in a list file and then share or distribute the file to standardize the entries by multiple authors.

To change the pick list source (PC Only)

1 Click [icon] to reveal a menu with available lists.
2 Select a list **file name** or **Restore Default**.
   The name of the List Source is displayed above the list. This source displays either *Default* or the name of the list file.
   The default list contains only unique entries already recorded for questions in the active file.
   Selecting an external list file merges the entries of that file with the default list, it does not replace it. Entries for the external list file and the default list are combined and sorted together alphabetically.
   Only one file will be added to the default list at a time.
   If the external list file does not contain any entries for a particular category, the list will not appear to have changed. However, other categories that are contained in the external file will be updated.
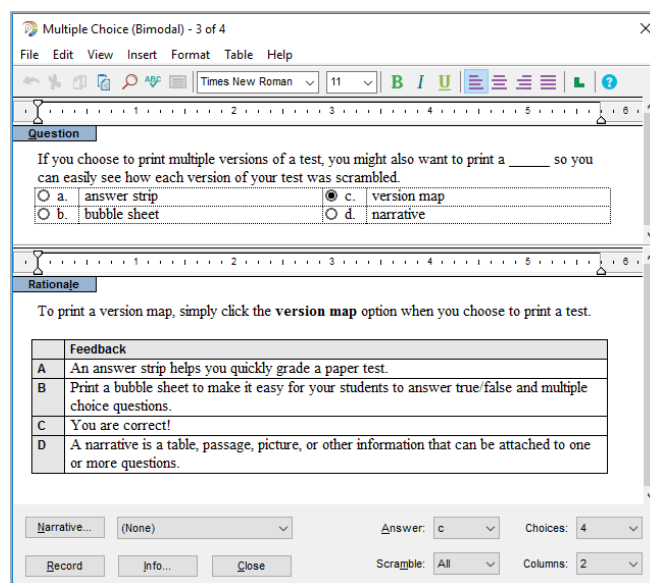
Student Feedback

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

> **NOTE**
> For paper and LAN-based 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 you can attach to (or link 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, 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 LAN-based and 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.

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 create 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 select questions, you may not get the totality of the questions needed.
- Use tables, not tabs, if you need to create tabular material. Tables retain alignment, especially for LAN-based, online, and internet tests.
- For PC, use standard fonts such as Times New Roman, Arial, Courier New and Symbol. For MAC, use standard fonts such as Times, Arial, Courier, Geneva and Symbol.
- 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.
- ExamView Test Generator automatically includes instructions for each question type.

  > **NOTE**
  > Question type instructions are not displayed when tests are set to allow for mixed question types.

- For questions that require specific instructions, add the instruction line to the question stem or within a narrative.
- Questions that contain wide images, tables, or equations will not display in two-column format. If you plan to format your test with two columns, try to keep your images to roughly three inches or smaller in width.

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. This tutorial explains 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   Select **Create a new question bank** from the *Welcome* screen.

> **NOTE**
> If you are currently working in the Test Builder, click **File** and select **Switch to Question Bank Editor** and then select the **create a new question bank** option.
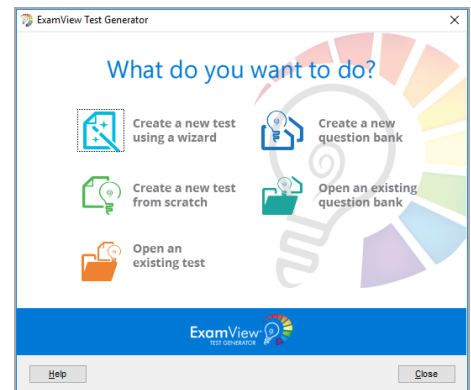
3   Name the question bank **ExamView Sample Bank** and click **OK**.
    An empty question bank page appears on your screen. If you want to edit the title, simply double-click it and change the title.
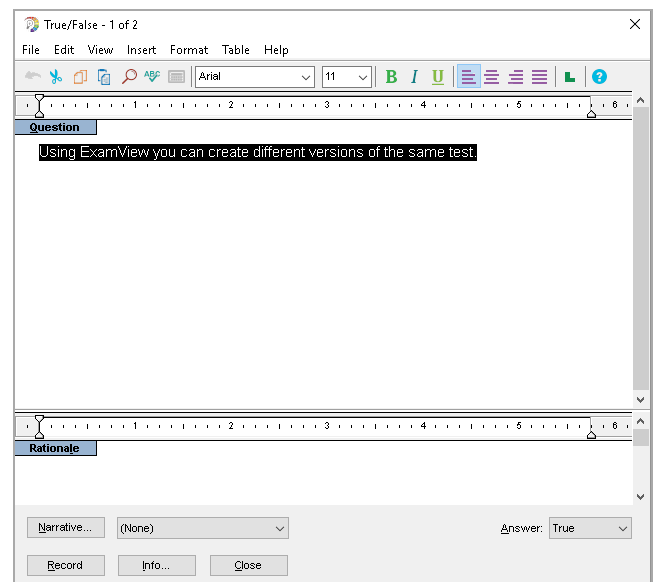
Enter True/False Questions

1   Click **New** at the bottom of the window.

2   Select **True/False** and click **OK**.
    The question entry window for a true/false question appears. Depending on the question type, the entry screen provides different options.

3   Type the following question in the question entry area: **Using ExamView you can create different versions of the same test.**

4   Select **True** from the *Answer* drop-down menu in the lower right corner of the window.

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

5   Click **Info** at the bottom of the window.

6   Type **Easy** for the *Difficulty field* (DIF), **221-223** for the *Reference field* (REF), and click **OK**.

7   Click **Record**.
    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, click **Edit** from the menu bar and select **Preferences**. Click the **Layout** toolbar button, and then the **Question Information** tab. Select the options to show *Difficulty* and *Reference*.

8 Proofread the question. If you need to make any changes, double-click the question. Or, highlight it and click **Edit** 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 can be used in a test question.

ANS: T   **DIF: Challenging**   **REF: 237**

Save the Question Bank

1 Proofread your work and make any changes as needed.

2 Click **File** from the menu bar and select **Save**.

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

3 Enter a question bank **file name**, select a **location** where you want to save the file and click **Save**.

4 Close the program, or continue with the next part of this tutorial.

Create Multiple Choice Questions with a Narrative

1 If necessary, start the program and open the question bank you just created for this tutorial.

2 Click **New** and select a **Multiple Choice** question.

> **TIP**
> You can also press Ctrl+N (Windows) or Cmd+N (Mac) to create a new question. Or, click **Question** from the menu bar and select **New**.

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

Based on Table 1-1, ExamView includes which feature(s)?

a. QuickTest Wizard
b. Two-Column Layout
c. Select by Standard
d. All of the above

ANS: D   **DIF: Average**   **REF: 242-245**

4 Set the answer to **d**.

5 Select **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 **Narrative**, then click **New**, and enter the following narrative.

Use the Table menu to insert a table. If you have time, format the table as shown. Center the information in the last column, shade the first row and add a bottom border, and make the column label bold.

Table 1-1

ExamView Features	
Quick Test Wizard	Yes
Two-Column Layout	Yes
Select by Standard	Yes
Mixing Question Types	Yes

7   Enter **ExamView Table 1-1** for the narrative name and click **Record**.

IMPORTANT
Enter a unique name for each narrative you create.

8   Click **Done** to return to the question entry window.

9   From the Narrative drop down window, select the **ExamView Table 1-1** narrative to link this question to the table you previously created.

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

11 **Save** your work.

Enter Completion Questions and Run Spell Check

1   Create a new **Completion** question.

2   Enter the following question, answers, and question information.

Notice that the question has three possible answers; each correct answer needs to be on a separate line. For LAN-based tests, students can respond with any one of the answers.

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

ExamView is a computer _____ that allows you to build paper, LAN-based, online, and internet tests.

ANS:
program
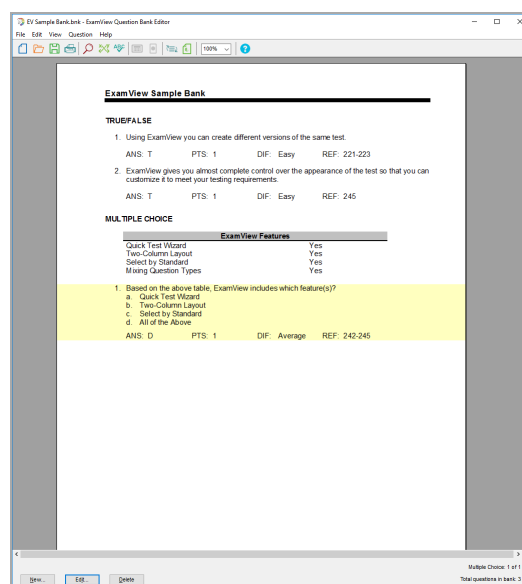**application**
tool

DIF: Average   **REF: 247**

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

Use the online _____ whenever you need additional instructions to use ExamView.

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ANS: help   DIF: Easy   REF: 251

4   After you **record** the question, click **Edit** from the menu bar and select **Spell Check**.

5   **Save** your work.

Create a Short Answer Question with a Picture

1   Create a new **Short Answer** question.

2   Enter the following question, answer, and question information, but do not record the question.

**What does the toolbar icon, identified in the above image, do when clicked?**

ANS: *Student answers will vary.*

DIF: Average   REF: 277

3   Insert one or two blank lines above the question, and move the cursor to the first line.

4   Click **Insert** from the menu bar, click **Picture**, 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 select the **Picture** tab.
    The *Format Picture* window displays the memory size for the image. You can also change the color settings here.
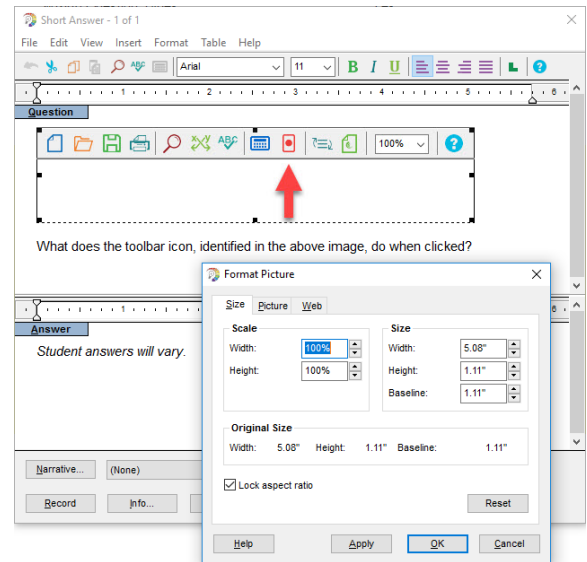
> **NOTE**
> Try to keep the memory size of each picture as small as possible. When a picture is the first item in a question or answer choice, the baseline should be set at 0.2 inches. This allows the question numbers and answer choice options to be at the top.

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

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Wrap Things Up

1 **Save** the question bank.

2 **Print** a copy of the questions and review them.

   Remember that you can use the spell check to check an entire question bank at one time. Review the questions, answers, and question information.

   > **TIP**
   > If some of the question information does not appear with the question, use the **Preferences** layout options to change the defaults.

3 Double-click a question or narrative to edit it or, highlight an item and click **Edit**.

4 Click **Save** on the toolbar and enter a file name.

   Use a descriptive name that is 27 or fewer characters in length. Make file names consistent and unique for the entire project.

   > **EXAMPLE**
   > Chapter 01.bnk | Lesson 20.bnk | Quiz 01 Section 1.bnk | Pretest.bnk

5 Create a test using the question bank you just created.

   a Click **File** and select **Switch to Test Builder**. Create a new test. Save the question bank if necessary.

   b Enter a **test title**.

   c Select the **question bank** you just created.

   d Use any of the **question selection methods** to create a test.

   > **TIP**
   > Notice that when you build a test, the instructions for the objective questions automatically appear.

6 Close the program.

   After you close the program, use Windows® Explorer (PC) or Finder (Mac) to take a look at the question bank size. Navigate to EV Tutorial in the Banks folder in the ExamView program folder. You may have to select the option to view the details to see the file size. As discussed earlier in this authoring guide, you want to keep the file size for any bank under 1MB (or 1,000K)—preferably a lot smaller.

Copying and Pasting 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 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 ExamView Import Utility (PC only) to quickly import your questions. For more information, see *Importing Questions from a Word Processor (PC Only)* on page 26.

1 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.

> **TIP**
> 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 within 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/Cmd+V or Paste).

Importing Questions from CPS Lessons (PC Only)

If you have all or most of your questions in a Classroom Performance System (CPS) database, you can easily import your CPS lessons into ExamView Test Generator. The program includes step-by-step instructions that explain how to import your questions.

> **NOTE**
> You can only import a single lesson at a time.

1 Open ExamView Test Generator in either the Test Builder or Question Bank Editor mode.

2 Click **File** from the menu bar, mouse over **Import** and select **CPS Lesson**.
A file selection window appears.

3 Select the **CPS file** that contains the lesson to import and click **Open**.
The *Import CPS Lesson* window appears. The window displays the lesson file tree structure from the CPS file.

4 Select the **lesson** and click **OK** to complete the import.

Importing Questions from a Word Processor (PC Only)

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

Working with Classes and Assignments

ExamView Test Manager provides the features you need to track results for paper, LAN-based, and online tests. To begin, create a new class. Then, 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 LAN-based or online tests.

Creating a New Class

Before you enter student information, you must create a new class. 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). Only a few fields are required, while fields such as Password and School ID are optional.

1 Open ExamView Test Manager and select [icon].
   If you are already working in the ExamView Test Manager, save the current class, click **File** from the menu bar and select **New Class** or click [icon].

2 Enter the class **name**.

3 Optionally, enter other class information, such as a **Class ID**, **Period**, **Section**, and **Password**.

> **NOTE**
> You can change your class information at any time by selecting the Class Information option from the Edit menu or by double clicking on your class information.

4 To edit the class preferences, click **Preferences** .

5 Enter your **name**, the **school name**, **city**, and **state**.

6 Optionally, enter your **Instructor ID** and **School ID**.

7 Click **OK** to record the class information.

Manually Entering Student Names and IDs

After you create a new class, the next step is to enter student information. At a minimum, you must enter each student's name and assign an ID. You may also enter an alias, password and device ID. 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 a LAN-based or online test and a device ID to collect assessment data using clickers.

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.). Click More in the New Student window to display the data entry fields to record this information.

> **NOTE**
> A single class may contain up to 1000 students.

1   Before creating students, you must create or open a class in which to create the students.

2   Click **Student** from the menu bar and select **Add New Student** or click   .

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

The program allows you to enter duplicate student names in a class roster. However, the *Student ID* field must be unique for each student.

If you plan to use a scanner to collect results, use digits (0-9) only for the student ID. Most scanner forms only provide for numeric IDs. ExamView's plain-paper scanning forms support a maximum of 10 digits for the ID.

> **NOTE**
> The Student Alias, Password, and Device ID fields are optional. Click More to view additional student fields.

> **TIP**
> Individual student passwords require students to use their assigned Student ID and password for online and LAN-based tests. Assigning individual passwords will better ensure that students respond to an online or LAN-based test with their own information and that no two students will log on to the same test with the same Student ID.

4   If you wish to add additional students, click **Next**. If you are finished adding students, click **OK**.

Importing a Class Roster Through the Wizard (PC Only)

The Import Class Roster Wizard is a four-step process that allows advanced import mapping of a text file to the Test Manager's Student Information.

1   Step 1:

   a   Click file. Mouse over Import and select Class Roster from Text.

   b   Choose a .txt, .csv, or .tsv file from the classes folder.

   c   Click open.

   > **NOTE**
   > If the class file is in another location, you may search for it. If your class file is in another format, open and save it in one of the acceptable formats.

   d   You may either use an existing profile or create a new one.

   e   Click OK.

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2   Step 2:
   a   Set the row number to start importing student roster
       records.
           • Use the Preview window to view the first 10
             rows of the text file. The row numbers are
             included in the preview.
           • Many text rosters contain header
             information, a row of labels for each data
             column. Do not import the header row.
           • If the desired import starting point is more
             than 10 rows into file, it is recommended that
             you delete the unnecessary rows from the
             file prior to import.

   b   Indicate how the student names are formatted in
       the text file by selecting the appropriate radio
       button.

   c   Click Next.

3   Step 3:
   a   Drag the names of field that you want to import from
       the text file to the target boxes next to the
       corresponding Test Manager field name. Field
       names not dragged into a target box will not be
       imported.
           • Student name and Student ID fields are
             required for import, all other fields are
             optional.
           • Student IDs must be unique for the record to
             successfully import. If a duplicate ID is
             found in the existing class or within the text
             file, that record will not be imported. A status
             message at the end of the import process
             will report if any records were skipped and
             how many were skipped.
           • Field names can be dragged to more than one target box. For example, the student's last name can be
             mapped to both Last Name and Password.

   b   Use the arrow buttons to advance or reverse the contents being previewed.
       The preview is updated in both the Source Text Fields list and in the import target boxes. This is a useful tool for
       verifying that the desired import data is mapped to the proper Test Manager category.

   c   Click Next.

4   Step 4:

    a   Value restricted fields correspond to check boxes in the Student Information dialog and require additional text mapping to indicate which check box should be selected. Value restricted fields flagged for import will display either a check mark or warning icon next to their name. To ensure successful import of all the desired data, advanced field mapping should be performed until no warning icons are displayed. Click **Edit Mapping** to perform this step.

- Value restricted fields not flagged for import will have the Edit Mapping button disabled.

- You may continue with the import process and ignore the warnings, but values that are not mapped to a check box will be ignored when imported.

    b   If flagged for import, select the format for the date of birth data using the drop-down list.

- Only digits can be used to indicate month (M), day (D), and year (Y) values. So dates cannot use strings such as "August" or "Aug." for the month.

- Digits can be contiguous (e.g., MMDDYYYY) or separated by slashes (e.g., MM/DD/YYYY), dashes (e.g., MM-DD-YYYY) or spaces (e.g., MM DD YYYY).

- Year values can be specified using four digits or just the last two digits.

    c   Click **Finish**. A message appears asking if you want to save the import definition profile.

    d   Click **Yes** to save the import definition profile, click **No** to continue to import without saving the profile, or click **Cancel** to return to the wizard.

- After the import process is complete, a message appears displaying the number of student records successfully added and the number of records that were skipped.

- Much of the student demographic information is presented as a series of check boxes. These value restricted fields include: Gender, Grade Level, Sociological/Economic, Race/Ethnicity, and Other. If any of these categories are flagged for import, additional mapping will need to be performed to associate text terms with each check box.
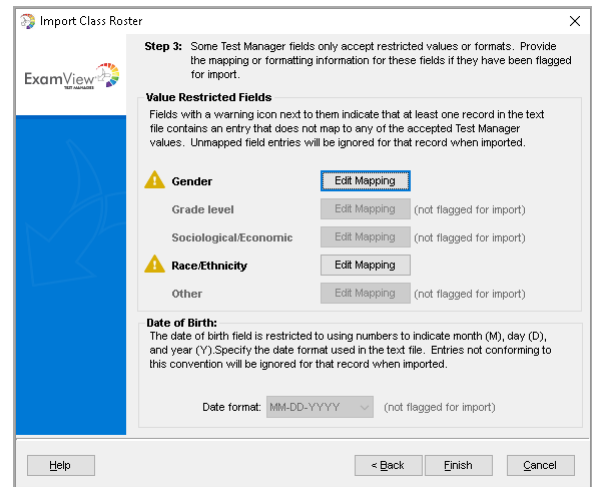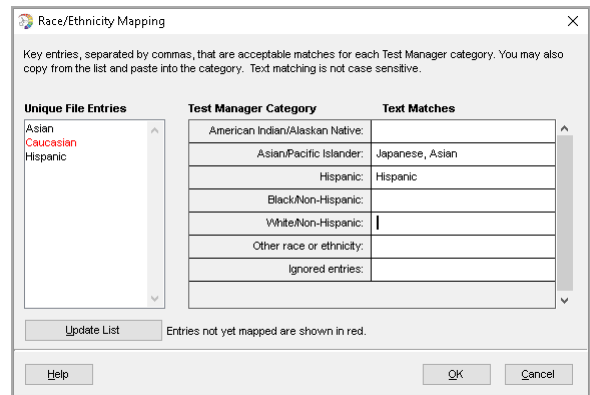
Performing Advanced Import Mapping (PC Only)

Much of the student demographic information is presented as a series of check boxes. These value restricted fields include: Gender, Grade Level, Sociological/Economic, Race/Ethnicity, and Other. If any of these categories are flagged for import, additional mapping will need to be performed to associate text terms with each check box.

1   Enter entries for acceptable matches into the text fields next to the *Test Manager Category*.

- Separate multiple entries with commas.

- Text matching is not case-sensitive.

- You can copy entries from the *Unique File Entries* list and paste them into the *Text Matches* field.

- Mapping is not limited to the entries present in the current file. To make the import definition profile more generalized, you may key in values not shown in the Unique File Entries list but anticipate needing in a future import.

2   Refer to the *Unique File Entries* list to determine if all unique entries have been mapped. Entries not yet mapped appear in red. Click **Update List** to refresh the list. A warning icon will continue to be shown in the import wizard until all entries have been mapped.

All value restricted fields have an Ignored entries subcategory. If you do not want a particular entry to be imported, key it into this field. Entries listed here will not be imported, but they will no longer appear unmapped and cause the warning icon to appear in the import wizard.

3   Click **OK** to return to the import wizard.

Importing a Class Roster from a CPS Database/Package

Test Manager allows you to quickly import your class roster from an existing CPS database (PC) or CPS Package (PC/Mac). Student last names, first names, clicker IDs, student IDs, and other student information are imported into the Test Manager class file.

> **NOTE**
> Test Manager requires that a unique student ID is assigned to every student. Either assign student IDs to all students within CPS prior to import or select the option to automatically add student IDs to the imported roster.
>
> A maximum of 1000 students is allowed in a Test Manager class file.

1   Open or create a class in Test Manager.

2   PC: Click **File** from the menu bar, mouse over **Import** and select **Class Roster from CPS Database**.

Mac: Click **File** from the menu bar, mouse over **Import** and select **Class Roster from CPS Package**.

3   Select the **CPS database** (CPS file) and click **Open**.

4   If more than one roster is detected in the database file, a list will open showing the roster names and number of students in each roster. Select the **roster** to import and click **OK**.

5   The roster is imported and a summary of the number of imported student records is displayed. Click **OK**.

Exporting a Class Roster as a Text File

ExamView Test Manager easily allows you to export your student roster for use in other programs.

At a minimum, the exported file will include the student names. Other information fields such as student ID, password, student alias, and device ID may also be included.

1   Click **File** from the menu bar, mouse over **Export** and select **Class Roster as Text**.

2   Depending on the requirements of the program into which you wish to import the file, select the appropriate **name format**, **data**, **field separator**, and **quote option**.

3   Click **OK**.

4   Enter a file **name** for your text file and select an appropriate **save location**.

5   Click **Save**.
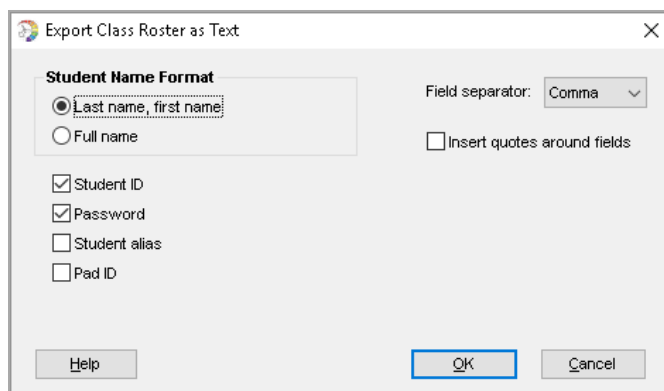
Exporting a Class Roster as a CPS Database/Package

Test Manager allows you to quickly export your class roster as a CPS database (PC only) or CPS package. This ability gives you the flexibility to use the best features of ExamView and CPS.

> **NOTE**
> CPS requires that a clicker ID is assigned to every student. Either assign clicker IDs manually or select the option to automatically add clicker IDs to the exported roster. Automatic clicker ID assignments will be made by assigning the lowest number clicker available to students alphabetically.

1   Click **File** from the menu bar, mouse over **Export** and select **Class Roster as CPS Database**.

2   Enter a file **name** for your CPS database (CPS file) and select an appropriate **save location**.

The class information is also exported, including: class name, instructor name, school name, city, state, and other optional class information if provided.

The roster exports as much of the student information as possible, including: student name, student ID, device ID, gender, ethnicity, and economically disadvantaged status.

3   Click **Save**.

Creating a New Assignment

Before you can score a test, you must first build it using ExamView Test Generator and then create an assignment in ExamView Test Manager. When you create the assignment, 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.

1   Use ExamView Test Generator to build a test.

Automated scoring methods such as scanning or response device transmission only work with objective questions such as multiple choice and true/false. If your test includes 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.

2 Open ExamView Test Manager and open your class.

> **NOTE**
> A single class may contain up to 200 assignments.

3 Click **Assignment** from the menu bar and select **Create New Assignment** or click .

4 Enter the assignment **name**, **category**, **term** and **date**.

5 Select the **Paper test scored manually, with a scanner, or with response devices** option and click **Next**.

6 Select the test file (with a TST extension) that you created in step 1 above.
   This allows ExamView Test Manager to read in the answer key, point values, etc. If necessary, navigate to the appropriate folder to access the test file. You can click **Preview Test** to make sure that you are selecting the correct test.

7 Review the summary information and click **Back** if you need to make any changes.

   After you create the assignment, it appears in the ExamView Test Manager work area.

8 Click **Finish** when all of the options are set as desired.

Importing Assignments from a CPS Database

Importing assignments from CPS brings in data that includes student responses, points earned, correct answers, difficulty level, and standards associated with the questions in the CPS session data. Even if the CPS session data is collected from an ExamView source, imported questions cannot be viewed from within Test Manager. Aside from this limitation, imported assignments appear identical to ExamView-created assignments and can be analyzed using Test Manager's reporting tools.

> **NOTE**
> Student records are matched to the Test Manager roster based on student ID alone. First name, last name, and device IDs are not compared.

1 Use CPS to collect session data to be used as an ExamView assignment. Save the database as a CPS file (PC) or export it as a CXM file (Mac).

2 Open ExamView Test Manager and open the **class** containing the roster that matches the CPS database roster.

3 Click **File** from the Test Manager menu bar, mouse over **Import** and select **Assignments from CPS...**. The *Select CPS Database* window is displayed.

> **NOTE**
> Each assignment can contain a maximum of 250 questions. CPS session data that exceed this limit will only import the first 250 questions.

4 Navigate to the CPS database file and click **Open**. The *Import Assignments from CPS Database* window appears.

5   Select the session data to be imported, and click **Next**.

    a   First select the CPS class roster that corresponds to the Test Manager class roster. The session data associated with this class roster is listed below.

    b   Once the roster is verified, select some or all of the session data listed. Each session data listing that is selected is imported into Test Manager as a separate assignment.

6   Assign point values, then click **Next**.

CPS assigns equal point values for all questions within a session. By default, this value is 1 point per question. A different per question point value may be entered for each assignment.

Individual question point values can be changed after the assignment is imported by editing the assignment information.

7   Review the summary information. Click **Finish** to accept the imported assignments into Test Manager.

Things to keep in mind:

- CPS assigns equal point values for all questions within a session. By default, this value is 1 point per question. A different point value may be entered for each assignment.

- Individual question point values can be changed after the assignment is imported by editing the assignment information.

- Student records are matched to the ExamView Test Manager roster based on Student ID alone. First name, last name, and device IDs are not compared.

- Each assignment can contain a maximum of 250 questions. CPS session data that exceed this limit will only import the first 250 questions.

Publishing Assignment Results

ExamView Test Manager allows you to share assignment results with Learning Management Systems (LMS) by either publishing directly or exporting to a file format that can be uploaded. These features give you the flexibility to collect and analyze assignment results in ExamView Test Manager and then post them online to your LMS.

1   Open ExamView Test Manager and open or create a class file with at least one assignment.

2   Click **File** from the menu bar, mouse over **Publish To** and select the target **LMS**.

3   Select the **LMS server profile** and click **OK**.

4   Complete the options in the dialog and click **OK**.

5   Log in to your LMS grade book to view the ExamView assignment results.

Exporting Assignment Results

1   Open ExamView Test Manager and open or create a class file with at least one assignment.

2   Click **File** from the menu bar, mouse over **Export** and select the target **LMS**.

3   Complete the export dialog options and click **OK** to export the assignment results.

4   Select the **location** where you want to save the exported file, enter a **file name**, and click **Save**.

The results are saved as a CSV file.

5   Log in to your LMS and upload the exported assignment results.

Exporting Detailed Assignment Results

In addition to supporting formats for uploading into various LMS platforms, a Detailed Results as Text option allows an assignment to be exported with information about individual questions (not simply overall scores) as well as exporting student demographic information (not just name and ID). This export feature is useful for bringing assignments into other grade book or data analysis solutions.

Before You Begin

At least one assignment must already exist in the class file

1   Open ExamView Test Manager and open or create a class file with at least one assignment.

2   Click **File** from the menu bar, mouse over **Export** and select **Detailed Results as Text**.
     The export dialog opens.

3   Complete the export dialog options and click **OK** to export the detailed assignment results.

4   Select the **save location**, enter a **file name**, and click **Save**.
     The results are saved as a CSV file.

5   Login to your LMS and upload the exported assignment results.
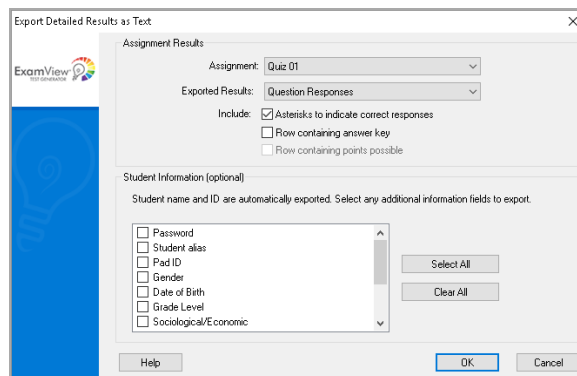
Results from Scanners

ExamView Test Manager currently supports a variety of scanner models and forms that allow you to collect student assignment results. Visit the eInstruction by Turning Technologies website (www.turningtechnologies.com) to get the most up-to-date list of ExamView supported scanners and form options.

This section covers the following topics:

Getting Results from a Dedicated OMR Scanner
Getting Results from a Plain-Paper Scanner (PC Only)

Getting Results from a Dedicated OMR Scanner

The following OMR scanners and forms are currently supported and appear as options in the Get Results from Scanner dialog even if the hardware is not available.

Apperson
Scanner: Advantage 1200
Forms: 2850, 2851, 2854
Website: www.appersonedu.com

Pearson/NCS
Scanner: EZData
Forms: 258936, 258937, 259402, 259404, 259405
Website: www.scantron.com

1   From the *Get Results from Scanner* dialog in the Assignment menu, select the **OMR scanner** from the drop-down list box. The option to **Print correct answers on scanner sheet** is only enabled if it is a feature supported by the selected scanner model.

2   Select the connection port to which the scanner is connected, or click **Detect Scanner** to automatically set the port.

3   Select the form used from the drop-down list box. The list of available forms will change depending upon the selected scanner model.

4   Set the beginning question number and click **Next**.

> **TIP**
> You can use the same 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 have your students fill in the bubbles for questions 11-20.

5   Click **Start Scanning** to activate the scanning session.

> **NOTE**
> Verify that the scanner is connected properly before you try to scan the forms. If you have trouble with the scanner, view the Troubleshooting section of this help file. If you are still having problems, contact the scanner manufacturer for support.

6   Scan the forms.
    If the student ID on the form does not match an ID in your class roster, the program allows you to select the student from your roster.

7   Click **Finish** to accept the scores and return to the gradebook.

- You may include up to 100 objective questions on a test. If you have more that 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 a problem with a form, you can make corrections and then re-scan it. If necessary, you can manually enter the points earned.

- You can include matching questions on a scanned test, but you are limited to the number of choices available on the selected bubble form. Check the form that you intend to use to be sure that the number of answer choices matches your test questions. Or, you can include matching questions with more choices and score them 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 or internet test to homebound students.

- You can scan forms in multiple sessions.

- If there are problems with a student's form—such as missing responses, multiple responses, answer out of range (e.g., entering an E if only A-D valid)—an asterisk (*) appears next to that student's name. Click Stop Scanning, highlight the student name, and click Edit. You can change the response for any item. Click Start Scanning to continue.

Apperson Advantage 1200 Notes:

- If the scanner becomes unresponsive, click Stop Scanning, press Reset Options (located on the scanner), and then click Start Scanning. If that does not solve the problem, cancel the scanning process. Turn the scanner off; turn the scanner on; and attempt 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 disable printing. However, you can remove the print cartridges.

Scantron 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.

Getting Results from a Plain-Paper Scanner (PC Only)

Plain-paper scanning allows you to print bubble forms using an ordinary laser printer, pre-print assignment and student information on the forms, and scan the results using a TWAIN-compliant image scanner. Because forms can be printed on-demand on standard sheets of paper, plain-paper scanning provides great flexibility, convenience, and cost savings over dedicated OMR scanning. Additionally, the hardware required for plain-paper scanning can be used for other purposes.

Plain-paper scanning reads the students' responses for each question, stores this information for each student, and automatically calculates their score based on the point values assigned to the questions.

Properly installed image scanners that are TWAIN compliant will automatically populate the list of available scanners in the Get Results from Scanner dialog. Some scanners will appear in the list because their TWAIN drivers have been installed on the computer, even if the hardware is no longer connected.

1   Start ExamView Test Manager and open the class.

2   Select (highlight) the **assignment** to be scored.

3   Click , or click **Assignment** from the menu bar and select **Get Results from Scanner**.

4   Select the desired **scanner** from the drop-down list.
    A separate entry will appear for every imaging device with TWAIN drivers installed on the computer. Some scanner manufacturers will install multiple drivers for a scanner, so multiple entries will appear in the list for a single scanner. Try to select the entry for the scanner that is most appropriate for the model and connection of your scanner. Refer to the Troubleshooting section for additional details.

> **TIP**
> With plain-paper scanning, there is no need to specify a form and an assignment does not have to be answered using the same form for all students. For example, you can administer a 50 question multiple choice test with most of the class using form ei50AE, but give students with special needs form ei50AE Jr. There is no need to sort the forms or specify which forms are being used. The form information is automatically read in from each sheet as it is scanned.

5   Set the beginning question number and click **Next**.

> **TIP**
> To save paper, you can use the same 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 have your students fill in the bubbles for questions 11-20.

6   Load the forms into the scanner ADF tray or flatbed.
    Forms may be rotated 180° from each other but must be placed with the image sides properly facing the scanning surface. Verify that the orientation of the image face of the forms matches the direction specified by the scanner manufacturer.

7   Click **Start Scanning** to initiate scanning.

8   Scan the forms.

   If the student ID on the form does not match an ID in your class roster, the program gives you the option to select the student from your roster.

9   Click **Finish** to accept the scores and return to the gradebook.

Things to keep in mind:

- Verify that the scanner is connected properly before you try to scan the forms. If you have trouble with the scanner, view the Troubleshooting section of this help file. If you are still having problems, contact the scanner manufacturer for support.

- If you have more questions than can be accommodated on a form, 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 a problem with a form, you can make corrections and then re-scan it. If necessary, you can manually enter the points earned.

- You can include matching questions on a scanned test, but you are limited to the number of choices available on the selected bubble form. Check the form that you intend to use to be sure that the number of answer choices matches your test questions. Or, you can include matching questions with more choices and score them 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 internet or online test to homebound students.

- You can scan forms in multiple sessions.

- If there are problems with a student's form—such as missing responses, multiple responses, answer out of range (e.g., entering an E if only A-D valid)—an asterisk (*) will appear next to that student's name. Click Stop Scanning, highlight the student name, and click Edit. You can change the response for any item. Click Start Scanning to continue.

Score Paper Tests with Response Devices

Using ExamView Test Manager, you can easily administer paper tests and score them with response devices. You can use response pads and ExamView Student apps (requires ExamView Premium license).

When you use response devices to score your students' tests, you engage students with technology, and get instant, real-time results.

Similar to scanning results, response devices make it easy to automatically grade most objective questions (e.g., multiple choice, yes/no, and true/false). If a test includes both objective and open-ended questions, you can score the objective questions with the student response devices and then manually grade and record the points for the open-ended questions later. Using response devices has the added advantage of engaging students with technology. Entering and transmitting answers with response devices is fun and easy!

Supported Response Devices

Test Manager supports ExamView Student apps (requires ExamView Premium license) and the following response pads: Spark 360, Pulse 360, CPS Spark, CPS Pulse, CPS IR (infrared), Gen2 RF (radio frequency), ResponseCard NXT, QT, and QT2. Currently, only numbered sets of pads (K-12) can be used with ExamView. Individual, serial numbered devices (Higher Ed.) are not supported at this time.

About Device Manager

ExamView uses Device Manager to configure and control these response pads: Pulse, Spark, CPS Gen2, CPS IR, ResponseCard NXT, QT, QT2.

> **NOTE**
> Device Manager is not required for ExamView Student and Pulse 360 / Spark 360 response pads.

Device Manager can be used for some settings including setting the receiver channel, turning off all the clickers at once, and testing the connection.

> **IMPORTANT**
> Device Manager 7.7.0.5 or higher must be installed on your computer to work with ExamView.
>
> - If you currently have Device Manager on your computer, click the Turning Technologies Tool option in the notification area (PC) or in the Menu Extras area (Mac) and click Check for Updates. If available, a newer version of Device Manager will automatically install.
> - If you do not have Device Manager on your computer, download Device Manager from https://www.turningtechnologies.com/downloads and install on your computer
> - Device Manager cannot be used concurrently with TurningPoint Cloud. You must turn off Device Manager when using TurningPoint Cloud.

Polling Sessions with ExamView Student (Premium License Required)

You can set up polling sessions with ExamView Student apps (1) with an internet connection or without an internet connection and (2) with a local network.

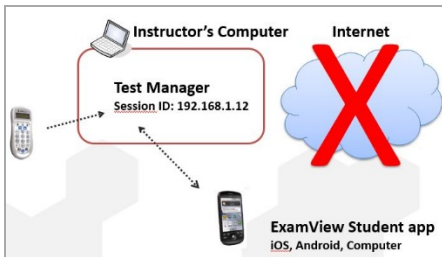## With an Internet Connection and a Local Network Mode (Optional)

With ExamView Premium, an internet connection, and optionally, a local network, you can engage students in polling sessions with ExamView Student apps and with supported clickers (if desired). (See Supported Response Devices.)
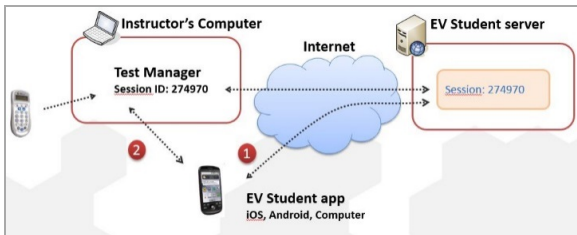
- ExamView Student apps must be connected to the internet.

- Optionally, Test Manager and ExamView Student apps must be connected to the same local network.

- ExamView offers an efficient network infrastructure usage with an internet connection and local network mode. With transparent behind-the-scenes behavior, ExamView Student initially connects through the ExamView Student server and then switches to "local" mode if a direct connection is detected to the instructor computer.

- In Test Manager, the Session ID (e.g., 274970) will be displayed in the Get Results from Response Devices polling session dialog.

- If Universal Plug and Play (that is, UPnP) protocol is enabled on the local network, the instructor can announce the polling session on the ExamView Student apps that are connected to the local network. To do so in Test Manager, click Get Results from Response Devices, click Session Settings, click the ExamView Student tab, and select Announce the session on the local network.

With No Internet Connection and a Local Network

With ExamView Premium and a local network mode (that is, no internet connection), you can engage students in polling sessions with ExamView Student apps and supported clickers (if desired). (See Supported Response Devices.)

- Test Manager and the ExamView Student apps must be connected to the same local network.

- No internet connection is required.

- In Test Manager, the Session ID (e.g., 192.168.1.12) will be the instructor's computer IP address (e.g., 192.168.1.12).

- If Universal Plug and Play (that is, UPnP) protocol is enabled on the local network, the instructor can announce the polling session on the ExamView Student apps that are connected to the local network. To do so in Test Manager, click Get Results from Response Devices, click Session Settings, click the ExamView Student tab, and select Announce the session on the local network.

Compatibility Chart for Response Devices

To set up a polling session, check the Compatibility Chart for Response Devices for Polling. This chart provides the following critical information to help you set up your polling sessions with the supported response devices:

- Device Manager Settings
- Test Manager Settings
- Supported Question Types
- Character count limitations for selected question types

View the Compatibility Chart for Response Devices here:
http://help.turningtechnologies.com/PDF/Hardware/EV11ResponseDeviceCompatibilityChart.pdf

Assigning Pad IDs in Test Manager

If you are using response pads to score paper tests, Test Manager requires that each student have an assigned Pad ID.

1   1 Open ExamView Test Manager and open the class.

2   If the *Student Information* window is not already open, double click the student name you want to edit or, highlight the student, click **Student** from the menu bar and select **Edit Student Information**.

3   Enter the **Pad ID** in the appropriately labeled field.

> **NOTE**
> Pad ID values are restricted to numbers between 1 - 1000 only.
>
> Although pad ID entries are an optional field in Test Manager, each entry in a class file must be unique.

4   To assign pad IDs to additional students, select the student you wish to edit from the list on the left of the dialog or click **Previous** or **Next**.

5   When you are finished assigning pad IDs, click **Done**.

> **NOTE**
> When exporting the class roster to a CPS database, the Pad ID field is required for each student. An option to auto-assign pad IDs to students missing this information is offered when exporting to CPS.

Getting Results from Response Devices

After you create the assignment, hand out the paper test and response devices and start session to get the student results directly into ExamView Test Manager.

1 Start ExamView Test Manager and open the class.

2 Select (highlight) the **assignment**.

3 Click **Assignment** from the menu bar, mouse over **Get Results from** and select **Response Devices**, or click 📱 from the toolbar.

4 Choose the devices to get results from. You can use response pads, ExamView Student, or a combination of devices.

> **NOTE**
> To use ExamView Student as a response device, you must have an ExamView Premium license.
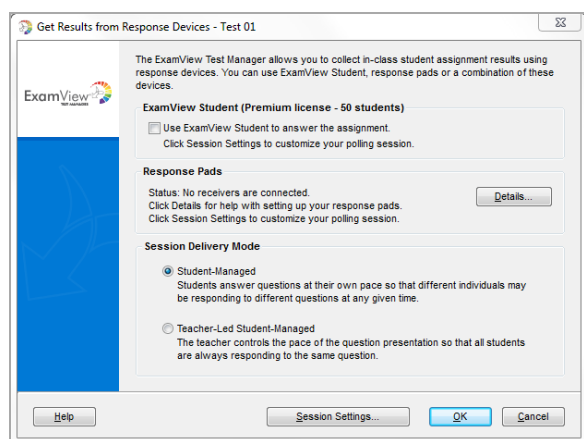
a ExamView Student (requires ExamView Premium license)

- Select **Use ExamView Student to answer the assignment**.

b Response Pads

- TestManager automatically searches for any receiver plugged in to the computer and lists the detected receivers in the Response Pads section.

- If you plugged in your receiver and it does not appear in this list, click Details and then click the tab that corresponds with the Response Pads you are using.

  - If you are using Pulse 360 / Spark 360 response pads, just plug in your receiver.

  - If you are using any other response pad, click the Other Response Pads tab for troubleshooting tips to work with Device Manager. If no receiver is detected, click Detect.
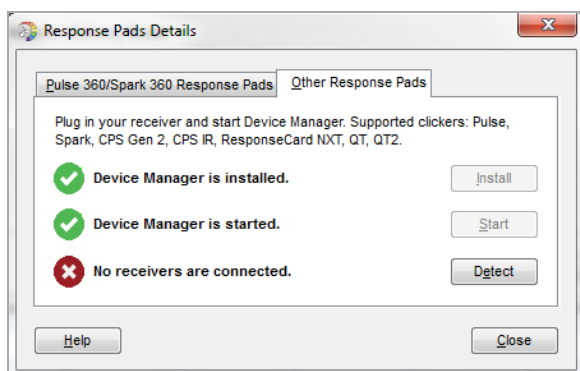
> **NOTE**
> For some older models of the IR receiver, you must open Device Manager and manually detect the receiver.

5 Select the **session delivery mode**.

- **Student-Managed** - In this type of session students work at their own pace. At any given time students may be responding to different questions on the test.

- **Teacher-Led Student-Managed** - With this delivery mode the teacher controls the pace of the assessment. The entire class is kept focused on responding to the same question until the teacher navigates to another question.

> **NOTE**
> If your test includes unsupported questions for the receivers you have plugged in, the unsupported question types will be flagged under the Response Pads section of the dialog box. Click Details for specific information.

6 Session settings may be verified or adjusted by clicking **Sessions Settings**.

The Session Settings dialog includes a tab for ExamView Student, Response Pads, and Common.
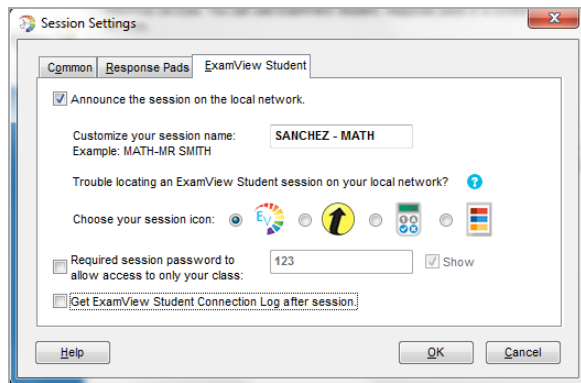
a **ExamView Student (requires ExamView Premium license)**

- If you want students to the polling session in ExamView Student, select Announce the session on the local network. Then, to customize your session announcement, enter your name and subject and the desired icon.

> **NOTE**
> If you do not announce the session on the local network, you must share the ExamView Student Session ID for the students to enter in the Session ID field to join the polling session.

- Recommended: Set a password to allow access to only your class for the polling session.

- Recommended: Select Get ExamView Student Connection Log after session. This log will identify the time(s) each student connected and disconnected from the polling session.

b **Response Pads** Based on the response pads you are using, you can select various settings for response pads.

c **Common** Different response pads support various question types. This tab allows you to select how to manage any unsupported questions.

7 Click **OK** to accept the dialog settings and initiate a session.

8   Click **Start** to begin the session.

   The students may submit their responses through the response devices (i.e., response pads and/or ExamView Student).

9   After the students have submitted their responses, click **End**.

Student-Managed Session

Student-Managed RF sessions allow students to work at their own pace. These sessions do not require a projector to display a feedback grid. Students use the device to track which question they are on and when a response has been received.

While students use their response pad to track their individual progress, instructors monitor the class through the Get Results from Response Devices session dialog. The session dialog is not projected and shows the student results in real-time as they are transmitted to the receiver. Scores are shown in either points or percentages, depending on the display setting for the class file.

If a student believes they have finished the assignment but the session dialog shows that they did not attempt some of the questions, ask the student to confirm that (1) they responded to each question, (2) each response is a valid response for the question type (e.g., A-D for a multiple choice question), and (3) they sent the completed test.

Teacher-Led Student-Managed Session

With the Teacher-Led Student-Managed delivery mode, the teacher sets the pace of the response device session and is especially appropriate for younger grades. A typical scenario for this mode would be to administer an assessment in the traditional fashion using paper and pencil. At the end of the test period, the teacher starts the response device session, projecting the feedback grid and leading the class through the process of transmitting their results.

> **TIP**
> Use the arrow keys on the keyboard instead of clicking the arrow buttons on the screen to advance the question number displayed.

LAN-Based Tests on your Local Area Network

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

You can create tests that anyone can take using your local area network (LAN), or you can assign a roster to a LAN-based test.

> **EXAMPLE**
> You can use 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 ExamView Test Manager to get results from a LAN-based test and produce reports.

Preparing for LAN-based Testing

Before You Begin

Before students can take tests using your local area network (LAN), you must prepare for LAN-based testing.

1　Talk to your network administrator to secure space on your local area network to put the LAN-based tests.

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

2　Ask your network administrator to install ExamView 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.

　　(PC only) Advanced: As a best practice, 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` turns off the option for students to change the path (or location) of the tests.

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

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

3　Start ExamView Test Generator, click **Close**, click **Edit** from the menu bar and select **Preferences** and click the **Files** toolbar button. Set the default LAN-based path to the location on the network.

Creating a LAN-Based Test without a Roster

You can publish a LAN-based test with or without a roster for your students to take on your local area network (LAN). If you 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.

> **IMPORTANT**
> No results are stored in ExamView Test Manager, and you will not be able to prepare any student/class reports.

1　Start ExamView Test Generator and create or open a test.
2　Click **File** from the menu bar, mouse over **Publish To**, and select **ExamView Test Player on LAN**.

3   Select **Allow access to anyone** and click **Next**.

4   Enter a **test title** and follow the steps to set the remaining options (i.e., password, question order, number of questions, student feedback, and reports) for the LAN-based test.

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

5   Review the test summary information and click **Save** to save the test to your LAN.

When you save the LAN-based 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 LAN. If you saved the test to your hard drive, you must copy the LAN-based test (EOT, not TST) to your network for students to access.

6   If your test includes links to any multimedia files, you must copy those files manually to the same location as the LAN-based test.

Students can now take the LAN-based test. For more information, see ***Taking a Test with the Test Player*** on page 47.

> **IMPORTANT**
> Preview the LAN-based test to make sure that everything is functioning properly. If you notice an error, make changes to the original test and publish it again.

Create a LAN-Based Test with a Roster

With the ExamView Assessment Suite, you can easily track student test results. When students take a LAN-based 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 a LAN-based test with a roster, you must first build and publish the test using the ExamView Test Generator. Then, you must complete the process by creating an assignment in the ExamView Test Manager program.

1   Start ExamView Test Generator and create or open a test.

2   Click **File** from the menu bar, mouse over **Publish To**, and select **ExamView Test Player on LAN**.

3   Select **Limit access to students in a particular class** and click **Next**.

4   Select **Launch ExamView Test Manager after publishing the LAN-based** check box, click Save, **name** the test tile, and click **Save** to save the LAN-based test.

When you save the LAN-based 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 LAN-based test (the EOT file, not the TST file) to your network.

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

6   Selecting Launch ExamView Test Manager after publishing a LAN-based test will launch Test Manager. You should then create a new assignment for this test. See Creating a New Assignment.

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 a LAN-based 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.

Getting Started with the ExamView Test Player

1   Launch the ExamView Test Player, enter your name and ID, and click **Next**.
    Verify that you entered the information correctly or the test you wish to take may not appear in the list of available tests. If you do not know your ID number, consult your instructor.

2   Select a **test** and click **Next**.
    If no tests appear in the list, click the *Folder* button and identify where the tests are located. Ask your instructor if you need assistance with this step.

3   If prompted, enter a **password** and click **Next**.
    If you do not know your password, consult your instructor.

4   Review the summary information and click **Start** when you are ready to begin.

> **NOTE**
> If you are resuming a test you had started in a previous session, you will automatically continue where you left off. Answers and timer settings are automatically loaded with the test.

Taking a Test with the Test Player

1   Answer the first question.
    The method for answering questions will vary depending on the question type.

2   Move to the next question and answer it.
    Repeat this step to answer all of the remaining questions. You can skip a question and come back to it later if necessary. Use the *Go To Question* button to see which questions you have not answered.

> **NOTE**
> You may be able to check your work depending on how your instructor configured the test. If a question has a multimedia link, you can play a movie, watch an animation, or listen to an audio segment.

3   When you are finished with the test, click **Test** from the menu bar and select **End Test**, or click **End**.
    Depending on how your instructor configured the test, you may be given the option to save your answers and complete the test at a later time. Select the appropriate option and click **OK**.

4   Depending on how your instructor configured the test, you may be shown an end-of-test report. To print the report, click **File** from the menu bar and select **Print**, click **Print**, or use the keyboard shortcut **Ctrl+P** (PC) or **Cmd+P** (Mac).

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ExamView Test Player prints the complete report or selected pages. The information on the report varies based on the instructor's configurations. Also, your instructor may choose to disable the print option.

5 To take another test, click **File** from the menu bar and select **New** or click **New**.

Once you complete a test, you can choose to take another test or you can close the program. If you choose to take another test, you must register again.

6 To close the program, click **File** from the menu bar and select **Exit** (PC) or click the **ExamView Test Player** menu and select **Quit ExamView Test Player** (Mac) or click **Exit**.

Getting Results from LAN Test

After your students take a LAN-based test using ExamView Test Player, the next step is to get the results into 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 need to manually score those questions and assign the point values using the Edit Scores option.

1 Select (highlight) the **assignment** for which you want to get results.

2 Click **Assignment** from the menu bar and select **Get Results from LAN Test** or click the toolbar icon.

The program automatically locates the LAN-based test file (EOT) and reads the results from it. If you moved the file, you must locate it.

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

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

> **NOTE**
> Student results are stored only for LAN-based tests that you assigned to a class. If you create a test with the ExamView Test Generator and choose the Allow access to anyone option, results will not be read by the ExamView Test Manager software.

Online Tests with ExamView Online Testing Service

Using ExamView Test Generator, you can publish tests directly to the ExamView Online Testing Service website. Students access and respond to the online test by using an ExamView Student app. After students have completed the online test, you can get their test results and generate reports in ExamView Test Manager. For additional information, please see ***Troubleshooting Tips*** on page 75.

Before You Begin

To use the ExamView Online Testing Service, you must have the following items:

- ExamView Assessment Suite v11 or later (Windows or MAC) installed on your computer
- A Turning Technologies account (For information about a Turning Technologies account, visit account.turningtechnologies.com.)
- An ExamView Premium license (For Premium licensing information, contact support@turningtechnologies.com.)
- An internet connection to publish tests and download online test results
- An ExamView Student app on each student device for each student to access and respond to an online test (ExamView Student apps are available for smartphones (iPhone, Android phone), tablets (iPad, Android tablet), computers (PC, Mac, Chromebook) and the Web.)
- An ExamView Test Manager class file with a maximum of 50 students

This section covers the following topics:

   Creating and Publishing an Online Test with Test Generator
   Creating an Assignment for an Online Test with the Test Manager
   Accessing Results and Creating Reports for the Online Test with Test Manager

Creating and Publishing an Online Test with Test Generator
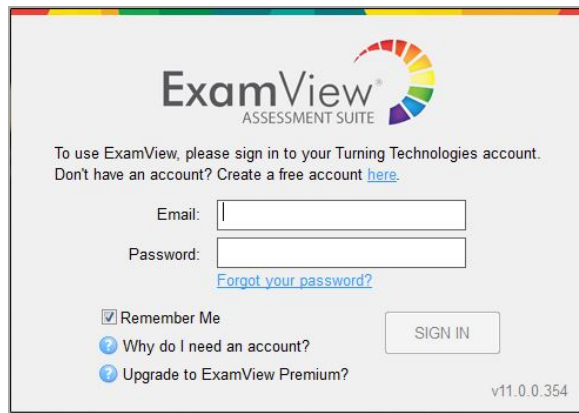
To make an online test available to students, you must first publish a test.

Before You Begin

In order to publish a test, you will need a class file. If you have not created a class file, see ***Creating a New Class*** on page 27.

1 Start **ExamView Test Generator**.
   The *ExamView Assessment Suite* log in screen appears.
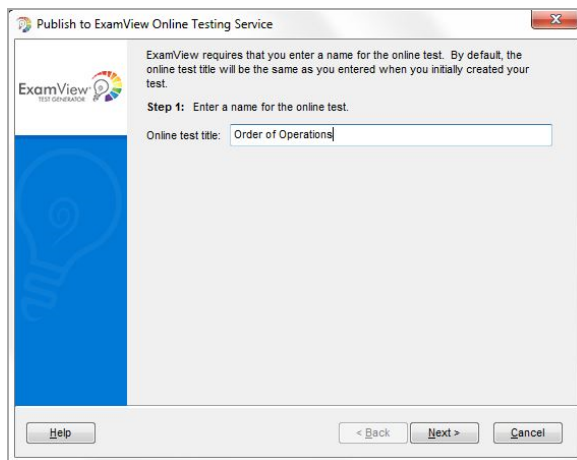
2   Enter your email and password and click Sign In to log in to your Turning Technologies account. Note: If desired, select Remember Me in the login screen.

3   **Create** and **save** a new test or **open** an existing test.

4   Choose **File | Publish To | ExamView Online Testing Service**.

    If you do not have an ExamView Premium license, this reminder will appear:
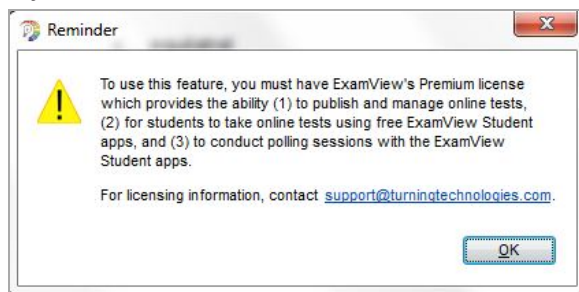
5   When the *Publish to ExamView Online Testing Service* window appears, complete the following:

    a   *Step 1*: Enter the **online test title** in the field provided.

    By default, the online test title will be same as you entered when you initially created your test. You can modify the online test title as desired.

> **NOTE**
> A recommendation for Test Title is if you plan to publish the same test more than once
> (e.g., if the same test will be re-used for multiple classes or for a pretest and a post
> test), consider customizing the online test title to easily differentiate the online test title
> later when you are viewing test results in the Test Manager.

Click **Next**.

b   *Step 2:* Click **Select File** and choose a Test Manager class file.

ExamView extracts the student information (name, student ID, and password if available) from the class file and
restricts access to the online test so that only students listed in the selected class can access the online test.
Click **View Students** to display the full student list to confirm that you've selected the correct Test Manager
class.

> **NOTE**
> Each online test is limited to a maximum of 50 students. If your Test Manager class
> file exceeds 50 students, the Test Generator will display an error message when you
> click *Next*. You must reduce the number of students in your class file or select a
> different class file.

> **IMPORTANT**
> Each student is permitted to take the online test only one time. If you want to allow
> students to retake the test, select the Allow students to take the online test multiple
> times check box. **Note:** If students take the online test multiple times, the program will
> report results for only the most recent attempt.

c   *Step 3:* Enter a password required to access the online test in the field provided.

If your class file includes individual student passwords for all students, you are not required to specify a
password.

- Select **Use only for students with no assigned password** to use the password the students who do
  not have an individual password in the selected Test Manager class file.

- Select **Use for all students** to use the password for all students regardless of whether students have
  individual passwords in the selected Test Manager class file.

d   *Step 4:* Enter the date/time range (using the mm/dd/yyyy format) when students can access the test or allow students to access the test anytime.

e   Step 5: Select the presentation order.

Select **Present questions in a different order for each student** or **Show questions in the same order for all students**.
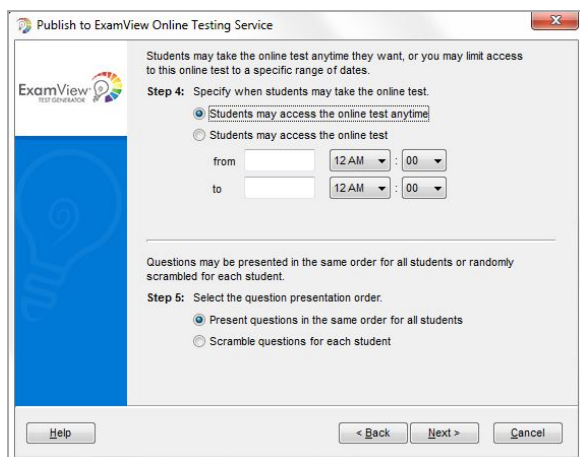
Click **Next**.

f Review the summary information in the *Publish to ExamView Online Testing Service* window.

g If all the online test settings are correct, Click **Publish**.
   The test will upload to the ExamView Online Testing Service Website.

> **IMPORTANT**
> After you publish a test to the ExamView Online Testing Service, you cannot make
> changes to the test settings. If you need to change test settings for an online test that
> has already been published, you must delete the existing test from the ExamView
> Online Testing Service from within the Test Manager and publish a new online test.

> **NOTE**
> Each published online test supports up to 5 MB of images. If you receive an error
> message that your test exceeds 5 MB of images, remove some questions with images
> and try again.

6 Record the Online Test ID that the Test Generator displays after upload is complete.
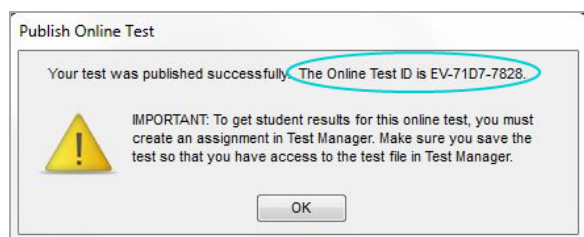
IMPORTANT

Every online test has an assigned Online Test ID. You must use the Online Test ID for two purposes:

- Students must know the Online Test ID to access the test in the ExamView Student app.
- You must create an assignment for the online test in the Test Manager.

You will also receive an email message sent to the email address associated with your Turning Technologies' account with a reminder of the Online Test ID.

7 Click **OK**.

8 **Save** your ExamView test.

IMPORTANT

You must always have a test file (.tst file) that matches the test you uploaded to the ExamView website. If you do not save the ExamView test file (.tst), you will not be able to get student results in the Test Manager.

NOTE

If you opened and published an existing test file as an online test without making changes, then you already have a saved test file (.tst). If you created a new test that is not yet saved or have made changes to an existing test and have not saved those changes, you must save the test file (.tst).

9 Check the email associated with your account.

The email includes reminders to Create an Assignment and share the Online Test ID and password with the students. Students may now take the test with the ExamView Student app.

NOTE

If you do not receive an email, check your Spam/Junk folder for an email from noreply@turningtechnologies.com. If the email is going to this folder, you must "allow" or "never block sender from this domain" (or whitelist) the URL (that is, set the email client to allow emails from this domain).
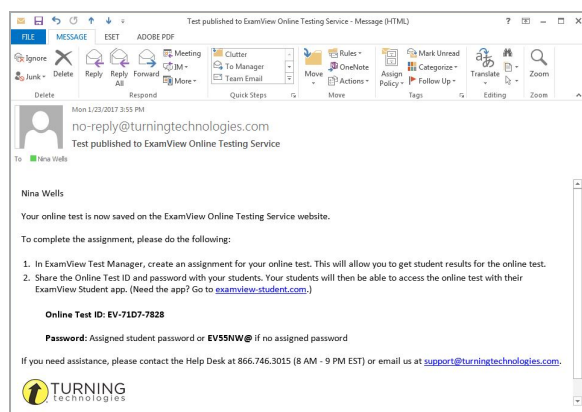
TIP

- ExamView Student app guides are available at: http://help.turningtechnologies.com/

- For questions that rely on a table, a graph, or an image to answer, we recommend that you verify that such questions display correctly in ExamView Student before allowing students to access the test.

- If your assessment content includes hyperlinks, we recommend that you always (1) publish the online test and (2) test the hyperlinks in ExamView Student to ensure functionality before assigning the assessment to your students.

- Don't allow a student to save an online test locally unless the student will complete and submit the test before sharing the device with another student.

Creating an Assignment for an Online Test with the Test Manager

Before you can download students' test results for an online test, you must first create an assignment in the Test Manager for the online test.

1 Start **ExamView Test Generator**.
The *ExamView Assessment Suite* log in screen appears.

2 Enter your email and password and click Sign In to log in to your Turning Technologies account. Note: If desired, select Remember Me in the login screen.

3   Open the class file that you selected when you published the online test.

> **IMPORTANT**
> You must create a Test Manager class file for each class that you want to publish online tests for. And each class file can include a maximum of 50 students for each online test.

4   Choose **Assignment | Create New Assignment** (or click the **New Assignment** button at the bottom of the class window).

New Assignment window opens.

a   *Step 1:* Enter the *Assignment name, Assignment ID, Category, Term,* and *Date* in the fields provided.

> **IMPORTANT**
> Always include the Online Test ID (e.g., Order of Operations – EV-71D7-7828) in the Assignment Name because you must use the Online Test ID to retrieve student results.

b   *Step 2:* Select **Online test published to the ExamView Online Testing Service**and click **Next**.

c   *Step 3:* **Select** the test file that you used when you published the test in Test Generator and then click **Next**.
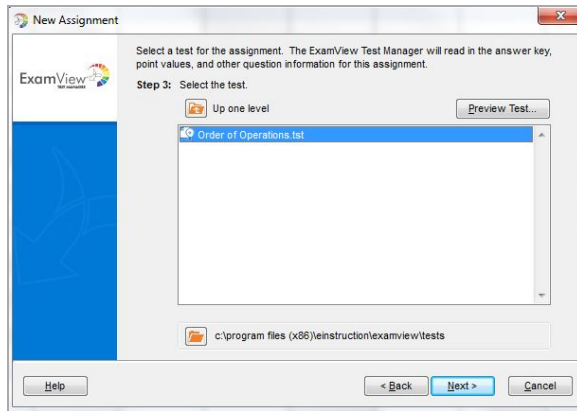
d   Review the summary information to confirm accuracy.
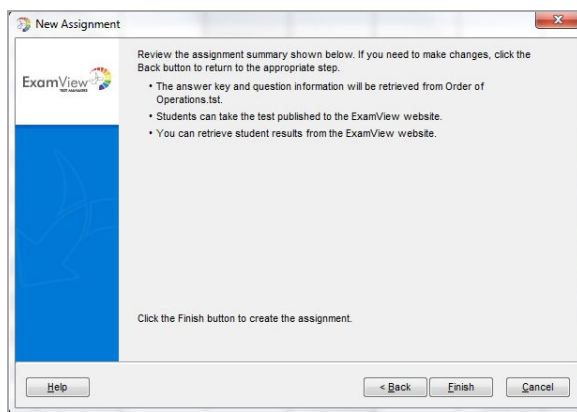
e   Click **Finish** to create the new assignment.

5   Save your class file.

Accessing Results and Creating Reports for the Online Test with Test Manager

After students have completed an online test and submitted their test, you can download test results to the Test Manager, review automated scores for objective questions, enter scores for open-ended questions, create reports, and so on. For the Test Manager online test assignment, you will use the Get Results from Online Testing Service option to retrieve online test results from the server.

1 Start ExamView Test Manager.
   The ExamView login screen appears if you are not currently logged into ExamView.
   Enter your email and password and click Sign In to log in to your Turning Technologies account.

2 Open the class file that you selected when you published the online test.

3 Select the assignment name for the online test.

4   Choose **Assignment | Get Results from | Online Testing Service**.

> **NOTE**
> If you do not have an ExamView Premium license, this reminder will appear:
>
>
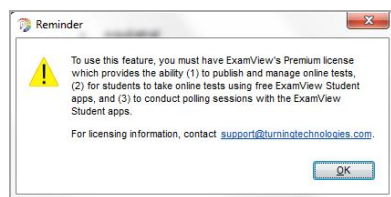
5   In the *Get Online Test Results* window, select the online test that matches your current assignment. Critical: In many cases, the list will contain only a single online test. If the list shows multiple tests, review the *Online Test ID, Test Title, Class Name, Date/Time range, and Responses* to identify the correct online test you must select.
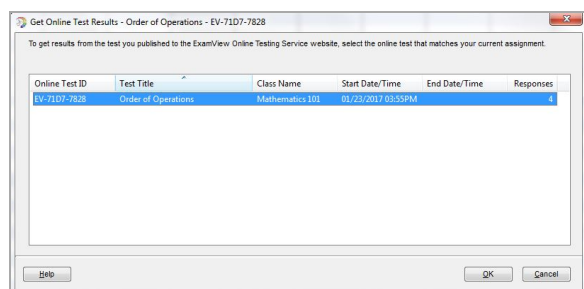
> **NOTE**
> To view the complete list of online tests that are available on the server, use the Manage Online Testing Service option in the File menu.
>
> > **TIP**
> > If no online test displays when you select Get Results from Online Testing service, do the following:
> >
> > - Check File | Manage Online Testing Service to confirm that the Online Test ID still exists for your class. Perhaps you deleted the test.
> > - You must have an ExamView test (.tst) linked to the assignment. In Test Manager, double-click the assignment and on the General tab, confirm the ExamView test file.
> > - Republish the ExamView test (.tst) if needed.

6   Click **OK** to retrieve results from the Online Testing Service.

If new results are available, the program will automatically download the results, add the results to the current assignment, then display a message to let you know that new results were retrieved (e.g., "4 assignment results retrieved").
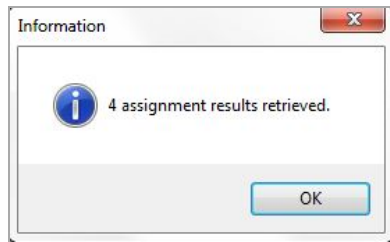
7   Click OK to view the students' results in the assignment.

8   Click **Get Results from Online Testing Service** again to download any other available test results from the server to your class file. Test results that have not yet been downloaded will not appear in the Test Manager or any of the reports. If no new results are available since the last time you downloaded results, ExamView will display a message.
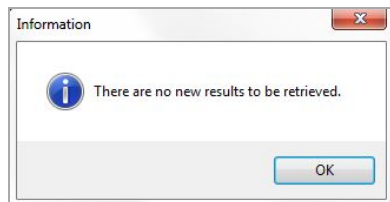
NOTE

- You can click Get Results from Online Testing Service any time you want to check for new results. If no new results are available, Get Results will not make any updates to scores that have already been recorded in your class file.

- ExamView keeps track of the date/time that each student completed the test and will not replace scores that have already been retrieved for a student unless that student has re-taken the test (that is, newer results are available for that student).

- The Test Manager does not automatically grade open-ended questions. You can review the student responses and assign scores for those questions. **Choose Assignment | Edit Scores** to review open-ended responses or to modify scores for questions that have been graded automatically.

9   **Create** reports as desiored.

10 Click **Manage Online Testing Service** on the File menu to delete an online test from the Online Testing Service.

TIP
Online tests can stay on the server up to 6 months.

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Reports

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

Use ExamView Test Manager to generate the following class and student reports:

Class Reports	**Student Reports**
Assignment Results	Assignment Results
Class Assignment Summary	Assignment Review
Open-Ended Responses Worksheet	Student Progress Report
Item Analysis Summary	Learning Focus
Item Remediation Summary	Performance Summary
Class Roster	
Learning Focus	
Performance Summary	
Class Performance Progress Chart	

For each report, you can control what information is displayed by selecting the various reporting options. Using the filter option, you can generate reports for selected students or groups that match the criteria you set.

Class Reports

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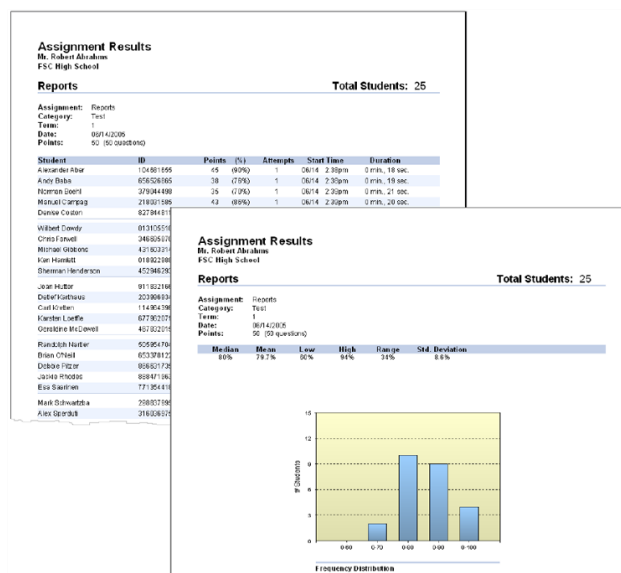
Using the statistical data in the Assignment Results report, you can see how the majority of the students performed on the assignment. The duration data provides useful information for future reference; you can calculate the approximate amount of time required for the students to complete the assignment.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

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 can assess the effectiveness of your teaching strategies and the associated assignments as they relate to the learning objectives/standards for the class.

Class Assignment Summary
Mr. Thomas Fulton
Washington Middle School

Mathematics 101 — Total Students: 17

Category: All
Term: All

Student	ID	Percent	0% 50% 100%	Term 1	Term 2	Term 3	Term 4
Norman Boehl	1002	82.5%	◆	86.7%	75%	85.7%	--
Denise Coston	1003	78.7%	◆	73.3%	95%	67.9%	--
Roderick Gibbons	1004	74.2%	◆	86.7%	82.5%	53.6%	--
Sherman Henderson	1005	83.9%	◆	86.7%	90%	75%	--
Jean Hutter	1006	72.7%	◆	66.7%	80%	71.4%	--
Rosa Izquierdo	1007	86.4%	◆	86.7%	97.5%	75%	--
Detlef Karthaus	1008	86%	◆	93.3%	82.5%	82.1%	--
Carl Kretten	1009	70.3%	◆	93.3%	80%	37.5%	--
Karsten Loeffle	1010	91.7%	◆	80%	95%	100%	--
Etsuko Matsui	1011	91.4%	◆	86.7%	100%	87.5%	--
Geraldine McDowell	1012	70.6%	◆	86.7%	87.5%	37.5%	--
Isabel Muñoz	1013	93.6%	◆	93.3%	87.5%	100%	--
Brian O'Neill	1014	70%	◆	80%	67.5%	62.5%	--
Debbie Pitzer	1015	80.4%	◆	73.3%	87.5%	--	--
Jackie Rhodes	1016	85%	◆	80%	90%	--	--
Esa Saarinen	1017	77.5%	◆	80%	75%	--	--
Jeff Wallace	1018	91.7%	◆	93.3%	90%	--	--
Average		**81.6%**	◆	**83.9%**	**86%**	**72%**	**--**

> **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.

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 a LAN-based or an online test.

How to score and record results for open-ended questions…

1 After all of your students finish a LAN-based or an online test, you should 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.

Open-Ended Responses Worksheet
Mr. Robert Abrahms
FSC High School

Reports   Total Students: 25

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

Item #	Points Possible	Points Earned	Response
Alexander Aber			
46:PR	1	_____	1.8
47:PR	1	_____	72
48:PR	1	_____	226.2
49:PR	1	_____	301.6
50:PR	1	_____	9
Andy Baba			
46:PR	1	_____	1.8
47:PR	1	_____	72
48:PR	1	_____	226.2
49:PR	1	_____	301.6
50:PR	1	_____	9
Norman Boehl			
46:PR	1	_____	1.8
47:PR	1	_____	72
48:PR	1	_____	226.2
49:PR	1	_____	301.6

How to view the open-ended responses worksheet…

1 Click **Report** from the menu bar and select **Open-Ended Responses Worksheet**.

2 Select the assignment for which you wish to view open-ended responses. You can limit the number of assignments that appear in the list by choosing a **Category** and/or **Term**.

3 Optionally, select a report filter to view open ended responses for selected students. Click **Filters** to create, edit, or delete an existing filter.

4 Click **OK** to view the report.

5 To view the report for a different assignment, click **Previous** or **Next** or choose an assignment from the drop-down list.

6 Select a **percentage** from the *Zoom* drop-down list to change the zoom setting.

7 Click **Print** to print your report. You can print the report for the current assignment or for all assignments.

8 Click **Close** to exit the report.

9 Repeat steps 2 to 8 above to view another report, or click **Cancel** to exit.

Item Analysis Summary

The Item Analysis Summary report provides results by type of question and by individual question, 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 re-teaching activity so that you can better address particular learning objectives/standards. For questions with a high response analysis, you can validate the question. If a question has a low response analysis, you can assess whether the average 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.

Item Analysis Summary
Mr. Robert Abrahms
FSC High School

Math   Total Students: 25

Assignment: Quiz 01
Category: Quiz
Term: 1
Date: 01/05/2007
Points: 15 (15 questions)

Question	Class Average	Correct Response	
Multiple Choice			
1	77.8%	C	(A: 22.2%, **C: 77.8%**)
2	100%	D	(**D: 100%**)
3	88.9%	B	(A: 11.1%, **B: 88.9%**)
4	94.4%	A	(**A: 94.4%**, B: 5.6%)
5	72.2%	A	(**A: 72.2%**, B: 11.1%, C: 16.7%)
6	100%	B	(**B: 100%**)
⚠ 7	66.7%	C	(B: 11.1%, **C: 66.7%**, D: 22.2%)
8	83.3%	D	(A: 11.1%, C: 5.6%, **D: 83.3%**)
9	100%	D	(**D: 100%**)
⚠ 10	66.7%	D	(A: 22.2%, C: 11.1%, **D: 66.7%**)
11	94.4%	C	(B: 5.6%, **C: 94.4%**)
12	94.4%	D	(A: 5.6%, **D: 94.4%**)
13	83.3%	A	(**A: 83.3%**, B: 5.6%, D: 11.1%)
14	77.8%	B	(A: 5.6%, **B: 77.8%**, C: 16.7%)
⚠ 15	66.7%	A	(**A: 66.7%**, B: 16.7%, D: 16.7%)

⚠ - Indicates that the question was answered incorrectly by more than 30% of the 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, a warning icon appears next to any question answered incorrectly by a percent of the class that is greater than the threshold level.

Item Remediation Summary

The Item Remediation Summary report provides a summary of questions that the class answered incorrectly at a rate higher than the set threshold level. The report pinpoints questions that may require re-teaching. The report also provides links to remedial instruction resources. Look for the globe icon to indicate that content hyperlinks are supported.

Remediation hyperlinks are available for keywords and state standards. The state standard information must include an alignment code in order to link to remedial instruction. The ExamView Learning Series questions include state standard alignment codes. Learn more about the Learning Series by visiting our website at www.turningtechnologies.com.

Item Remediation Summary
Mr. Thomas Fulton
Washington Middle School

Mathematics 101   **Total Students:** 17

Assignment: Math Ohio Grade 6
Category: Quiz
Term: 3
Date: 03/13/2016
Points: 16 (5 questions)
Threshold Level: 30%

Questions listed in this report were incorrectly answered by a percentage higher than the threshold.
Click a keyword or state standard link to access remediation content. †

Question Num	Type	Class Average	Learning Objective	Keywords netTrekker	State Standard netTrekker
3	MC	69.2%	Apply the properties of operations to generate equivalent expressions.	addition, fractions, commutative property, operations	6: CCSS.Math.Content...
4	MC	69.2%	Display numerical data in plots on a number line, including dot plots, histograms, and box plots.	bar graph, labels, scale	6: CCSS.Math.Content...

netTrekker - netTrekker Differentiated Instruction link. Learn more at www.nettrekker.com.

† - Special formatting is required for state standard links. Therefore, some state standards may not contain a link.

You can use the Item Remediation Summary to identify problem areas for your class and locate remedial instruction activities to help with re-teaching. The report shows the questions that fall above your set threshold, the question type, class average, state or learning objective, and hyperlinked keywords and state standards associated with the questions.

Remedial instruction is provided through netTrekker d.i. You must have an active netTrekker d.i. account to access the resources. To learn more about netTrekker, visit www.netTrekker.com.

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 including 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 reference this printout if a student forgets his/her ID,

Class Roster
Mrs. Juanita Sanchez
Washington High School

Mathematics 101   **Total Students:** 17

Student	ID/ Alias	Password/ Pad ID	Grade	Gender/ Date of Birth	Sociological/ Economic	Race/ Ethnicity	Other	Custom 1/ Custom 2/ Custom 3
Norman Boehl	1002 Boehl1	2		Male		White/Non-Hispanic		
Denise Coston	1003 Coston1	3		Female		White/Non-Hispanic		
Roderick Gibbons	1004 Gibbons1	4		Male		Black/Non-Hispanic		
Sherman Henderson	1005 Hendy1	5		Male		Black/Non-Hispanic		
Jean Hutter	1006 Hutter1	6		Female		White/Non-Hispanic		
Rosa Izquierdo	1007 Izzy1	7		Female		Hispanic		
Detlef Karthaus	1008 Kart1	8		Male		Black/Non-Hispanic		
Carl Kretten	1009 Kret1	9		Male		Hispanic		
Karsten Loeffle	1010 Loeff1	10		Male		White/Non-Hispanic		
Etsuko Matsui	1011 Mat1	11		Male		Asian/Pacific Islander		
Geraldine McDowell	1012 Mc1	12		Female		Hispanic		
Isabel Muñoz	1013 Munoz1	13		Female		Hispanic		
Brian O'Neill	1014 Oneil1	14		Male		White/Non-Hispanic		
Debbie Pitzer	1015 Pit1	15		Female		White/Non-Hispanic		
Jackie Rhodes	1016			Female		White/Non-Hispanic		

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.

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 of 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, how many students are in the focus range, and how many are proficient.

In addition, this report provides links to remedial instruction resources. Look for the globe icon to indicate that content hyperlinks are supported.

Remedial instruction is provided through netTrekker d.i. You must have an active netTrekker d.i. account to access the resources. To learn more about netTrekker, visit www.netTrekker.com.
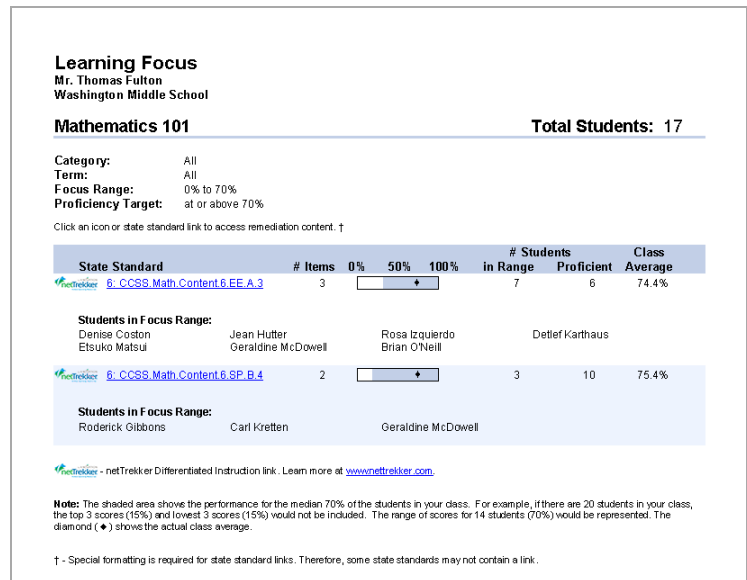
> **NOTE**
> The shaded area shows the performance for the median 70% of the students in your class. For example, if there are 20 students in your class, the top 3 scores (15%) and lowest 3 scores (15%) would not be included. The range of scores represents 14 students or 70% of the class. The diamond 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.

Learning Focus
Mr. Thomas Fulton
Washington Middle School

Mathematics 101   **Total Students:** 17

Category: All
Term: All
Focus Range: 0% to 70%
Proficiency Target: at or above 70%

Click an icon or state standard link to access remediation content. †

State Standard	# Items	0%	50%	100%	# Students in Range	Proficient	Class Average
netTrekker 6: CCSS.Math.Content.6.EE.A.3	3		◆		7	6	74.4%

Students in Focus Range:

Denise Coston	Jean Hutter	Rosa Izquierdo	Detlef Karthaus
Etsuko Matsui	Geraldine McDowell	Brian O'Neill	

State Standard	# Items	0%	50%	100%	# Students in Range	Proficient	Class Average
netTrekker 6: CCSS.Math.Content.6.SP.B.4	2		◆		3	10	75.4%

Students in Focus Range:

Roderick Gibbons	Carl Kretten	Geraldine McDowell

netTrekker - netTrekker Differentiated Instruction link. Learn more at www.nettrekker.com.

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 for 14 students (70%) would be represented. The diamond (◆) shows the actual class average.

† - Special formatting is required for state standard links. Therefore, some state standards may not contain a link.

TURNING technologies

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%.
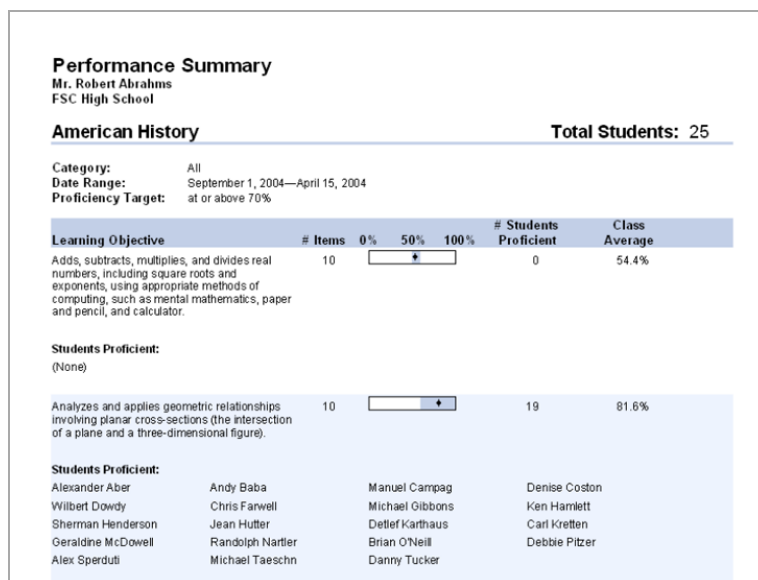
Class Performance Progress Chart

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, the number of proficiency levels, and the proficiency level value ranges based on your performance criteria. The report shows a circle icon to indicate each student's performance on each of the learning objectives/standards.
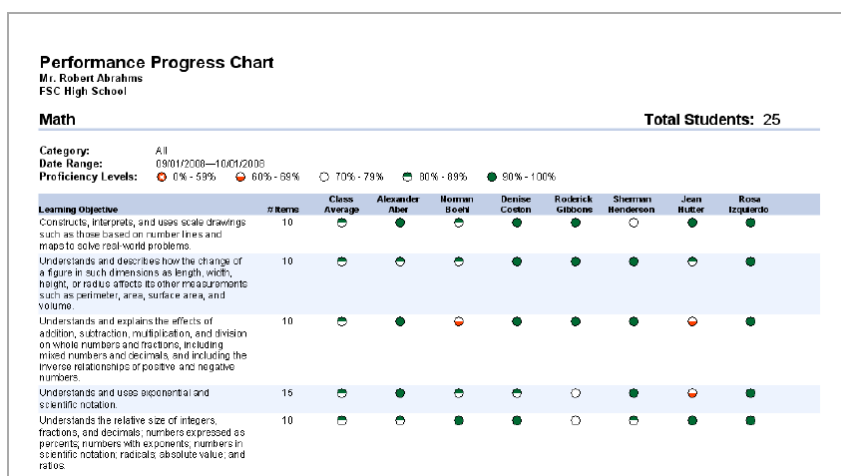
Student Reports

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. An *X* appears next to each question that the student answered incorrectly. A hyphen appears next to each question for which the student earned partial credit.

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 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, rationale, reference, 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.

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.

Student Progress Report
Mr. Robert Abrahms
FSC High School
American History

Alexander Aber   **Overall Average: 86.9%**

Category: All
Term: All

Assignment	Date	Category	Points	Percent	Class Average
Term 1					
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%
		Term Average:	**318/345**	**92.2%**	**81.9%**

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 percentage correct, the points earned on items, and the proficiency level that the student has attained.

Learning Focus
Mr. Robert Abrahms
FSC High School
American History

Alexander Aber

Category: All
Date Range: September 1, 2004—April 15, 2004
Focus Range: 0% to 70%

Learning Objective	# Items	Average	Points	0% 50% 100%
Adds, subtracts, multiples, and divides real numbers, including square roots and exponents, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator.	10	60%	6/10	
Designs and performs real-world statistical experiments that involve more than one variable, then analyzes results and reports findings.	10	60%	6/10	
Interprets data that have been collected, organized, and displayed in charts, tables, and plots.	10	70%	7/10	

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.

Printing 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.

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

1　Click **Report** from the menu bar and select a **report**.

2　Select the **report options**.

3　Click **OK** to display the report.

4　While viewing the report, click **Print** to send the report to the printer.
　You may print a report for the current student/assignment or for all.

Exporting Assignment Results

ExamView Test Manager enables 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.

1   Select an **assignment**.

2   Click **File** from the menu bar, mouse over **Export**, and then click the **Assignment Results as Text** or **Assignment Results 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.

Internet (HTML) tests

Using ExamView Test Generator, you can publish any test as an HTML document. You can 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 internet 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.

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

> **NOTE**
> Publishers may restrict or prohibit the use of their question bank content on public websites. Please refer to the publisher's copyright notice for information on obtaining permissions to use their content on the internet.

Publishing an Internet (HTML) Test

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

1 Start ExamView Test Generator and create or open a test.

2 Click **File** from the menu bar, mouse over **Export**, and select **HTML**.

3 Enter a **test title** and choose to export a **study guide** or a **test**.

A study guide is a self-grading test. You can display 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.

A test allows students to take it over the internet, 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 contains the student name and his/her score.

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

When you publish an internet 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 itself.

5   Copy the HTML file and the folder with its contents to your website. Do not change anything including the folder name.
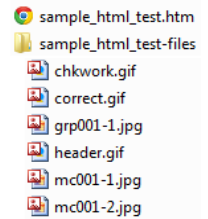
> **NOTE**
> If you do not know how to copy files to your website and set a hyperlink, contact your technology support person. The process varies depending on your particular system.

6   Preview the test before your students take it.

For tests, answer some or all of the questions. Then, click **Grade & Submit** and make sure that you receive a results email. Entering the wrong email is a common mistake that will cause you not to receive any emails. Verify that the email entered is correct.

Taking an Internet 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) to access the test.

1   Open 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 work on the internet, click **Check Your Work** for a study guide or **Grade & Submit** for a test.

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

Troubleshooting Tips

If you experience problems using ExamView Test Generator, refer to the list of troubleshooting tips listed below. The tips include frequently asked questions along with helpful hints to solve your problem. If you do not find a solution to your problem, contact the technical support or contact the publisher or company who provided you the software.

Before calling for assistance, please record the exact steps that cause the problem. If there are any error messages, write down the exact wording. Also, be prepared to provide the ExamView version and the operating system version.

ExamView Test Builder/Question Bank Editor

Question banks do not appear in the QuickTest Wizard or Question Bank Selection list.

After selecting either the *QuickTest Wizard* or the *Select Question Bank* command, click the Browse (folder) button and identify the folder that contains the question bank files.

The question banks for your text should be installed in their own folder inside another folder called banks. Both of these folders are located in the program folder (e.g., C:\Program Files (x86)\eInstruction\ExamView\Banks\Science or C:\Program Files (x86)\eInstruction\ExamView\Banks\History). The question bank folder name is usually based on the textbook title, author's name, or subject area. (Question bank files have a BNK extension.)

When importing a test (exported from ExamView Test Generator as an RTF file) into a word processor, the formatting is not exactly as it appeared in ExamView Test Generator.

There are several different versions of the RTF specification. The files exported by ExamView Test Generator are optimized to be imported by Microsoft Word 6.0 (or a more recent version). After you import a file, you can change the format as needed using the features of the host application.

Copying/pasting between certain question types (i.e., multiple choice, matching) does not seem to work properly.

You cannot use the standard Copy/Paste commands to copy the question and answer choices from one multiple choice question and paste them into another multiple choice question. ExamView Test Generator uses a special table format for the choices. This is also true for matching questions. You can use the Duplicate command in the Question menu to make a copy of a matching or multiple choice question.

The formatting or layout of a question does not seem appropriate.

Choose to edit the question. If the ruler is not displayed, turn it on. Then, click in the paragraph you want to check. Look at the ruler to see if there are any extra tab characters or the indent is set improperly. Make adjustments to the ruler layout as needed.

With a table on the first line of a question, there does not seem to be a way to insert text before the table.

If you have a table on the first line of a question, move the insertion point with the arrow keys to the beginning of the first cell in the table. Then, press the ENTER key to insert a blank line before the table.

The page number does not show in the footer.

Some printers have a smaller printable area than what is standard. In these cases, the page number may print off the bottom edge of the printable area. You can change the footer (first page and subsequent pages) to adjust for this problem. Choose to edit the footer and then enter a carriage return after the page number placeholder. If this does not work, try two carriage returns after the page number.

An indent or tab cannot be set to 0 (zero).

If you paste text from another application, ExamView Test Generator may use the indent and tab positions from the source

copy. If you try to adjust a tab or an indent using the ruler command, you may not be able to set it to the exact position desired since ExamView Test Generator allows you to move tabs/indents in 1/8-inch increments only. If this occurs, use the Tabs and/or Paragraph options to make the necessary adjustments. Using these options, you can change the tab/indent settings in 1/16-inch increments.

A picture does not look good on the screen—the colors are not correct.

Pictures come in many different formats—black and white, 16-colors, 256-colors, and millions of colors. If your monitor is set to display images in 256-colors and you insert a picture with millions of colors, the program may not be able to show the image correctly. For best results and the smallest file sizes, you should use 256-colors images or black and white pictures. If you double-click a picture, the window will show you the format and memory size.

ExamView Equation Editor

The Display Equation (only if) option does not work in the Equation Editor.

The Display (only if) feature works differently in the Equation Editor and the Graphs.

- The entry in the box for the Equation Editor must be a single variable; no equations or expressions are permitted.
- The entry in the box for the graphs can include expressions, equations, or single variables.

Equation Editor – Display Equation (Only if…)

ExamView Test Generator's Equation Editor includes the **Display equation (only if…)** field. You can choose whether to display an equation by entering a variable into the **Display equation (only if…)** field. The **Display equation (only if)** feature is dependent upon the *value* of a single variable. If the *value* of the variable is non-zero, the equation will be displayed in the question. If the *value* of the variable is zero, the equation will not be displayed in the question.

> **NOTE**
> Enter only a single variable name, such as var1, in the **Display equation (only if…)** field. Do not enter a statement, expression, or equation, such as var1>5, in the Display equation (only if….) field.

In the following image, the equation will display in the question whenever the *value* of *w2* is nonzero.
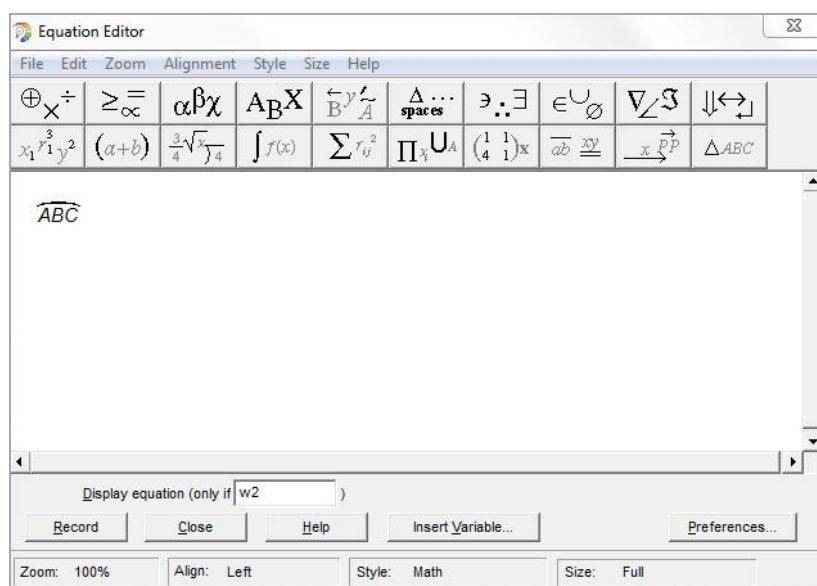
Graphs – Display (Only if…)

ExamView Test Generator's Graphs includes the **Display (only if…)** field. You can choose whether to display a graph item or function on a graph by entering a variable into the **Display (only if…)** field. The **Display (only if…)** feature is dependent upon the *value* of the variable or expression in the field.

If the *value* of the variable or expression in the **Display (only if)** field is "true", the graph item or function will display. If the *value* of the variable or expression is "false", the graph item or function will not display.

In the following image, the graph picture in the Preview window will display in the question whenever the *value* of the variable which is 1.
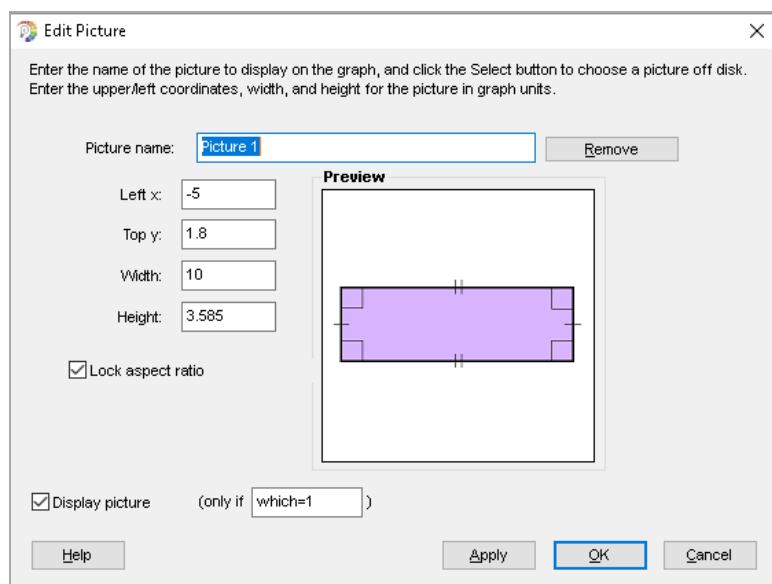

ExamView Test Player

Multimedia objects (movies, animations, or audio) do not play.

ExamView Test Generator does not store the multimedia objects as part of the test file. You must copy these objects to the same folder as the LAN-based test or let your students know where they can find these items (e.g., CD-ROM or DVD drive).

Internet Testing

When you open a test using a browser, the pictures do not appear.

When you post a test to a server, you must copy the HTM file along with all of the other files in the accompanying file folder (e.g., chapter1.htm and chapter1_files) to your web server. Do not combine the HTM file and its folder in one location. See the sample server folder structure below. All of these files must be in the same relative path on the server as the HTM file. Also, make sure that you did not change the case of the file names for the JPG and GIF files. By default, the test/study guide is looking for these files as lowercase file names. For some operating systems this is not important, but for others it can cause problems. Make sure that your students did not turn off images in the browser. You must have this feature enabled to properly view an internet test generated by ExamView Test Generator.
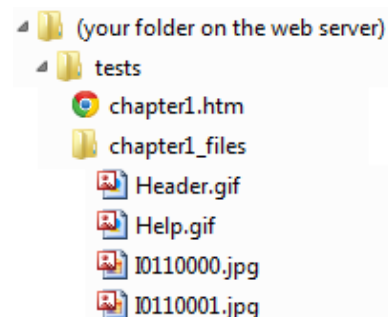
The browser displays an error when a student submits their results for an Internet test.

A student must have an active connection to the internet to submit the test results. The browser requires an active connection

for the browser to e-mail you the student's results.

The test or study guide is not formatted properly in the browser window.

Students must use a browser with support for cascading style sheets level 1 (CSS1) and JavaScript. However, if you create a question with special formatting (e.g, numerous tab stops, indents, etc.) the browser may not be capable of showing some of these more complicated layouts. For example, you should use a table instead of tabs since CSS1 does not support tab positioning.

ExamView Online Testing

Every question type expect for Modified True/False and Matching groups with more than 10 answer choices are supported.

If your test contains Modified True/False questions please revise the question so that it becomes a True/False question or delete it from your test.

For Matching groups with more than 10 answer choices please revise the question so that the answer choices range from a-j or delete it from your test.

ExamView Student App for Chromebook

The ExamView Student App for Chromebook isn't loading.

1 Make sure ExamView Student is closed.
2 Open **Chrome**.
3 In the address bar of the Chromebook, type the following: **http://examview-student.com/**
4 Click on the [i] in the address bar, then site settings to allow Flash.
5 Open **ExamView Student**.

Contact Us

For additional help, contact Turning Technologies Technical Support.

Technical Support is available from 8 a.m. - 9 p.m. EST.

From within the contiguous United States, you can reach Technical Support toll-free by calling 866.746.3015. If you are calling from outside of the United States, please call +1 330.746.3015.

A technical support case can be created at support.turningtechnologies.com .

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