



Using the Test Generator



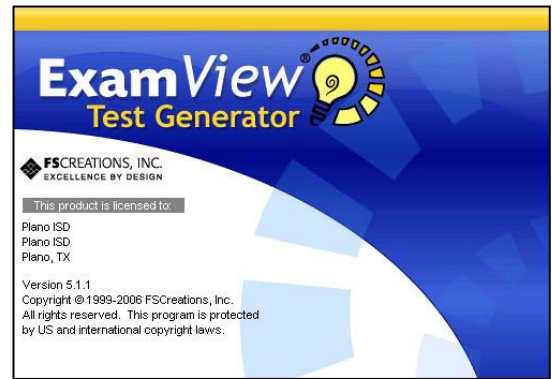
The ExamView Test Generator includes two separate components:

Question Bank Editor - used to create and edit question banks. Question banks are the source files of questions that appear on a test. Question banks are organized by chapter, but can also be searched by criteria such as TEKS. All Math test banks are available in both English and Spanish.

Test Builder - Creates tests using one or more question banks that you (or other PISD teachers) have previously created. A test may include up to 250 questions drawn from any number of question bank files.

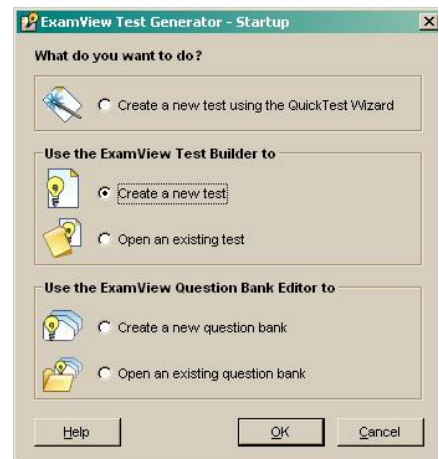
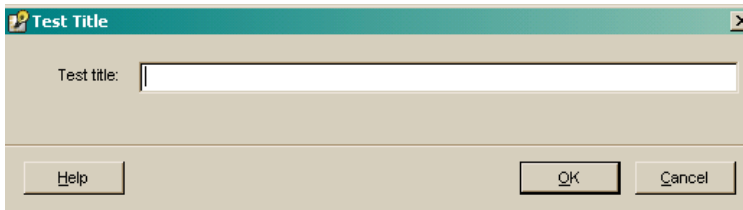
Getting Started

- Launch **ExamView Test Generator** which is located in the Administrative Tools folder.
- Once the program launches, you will get this screen. Just click on it once to move on.
- Enter the program's password when prompted. _____



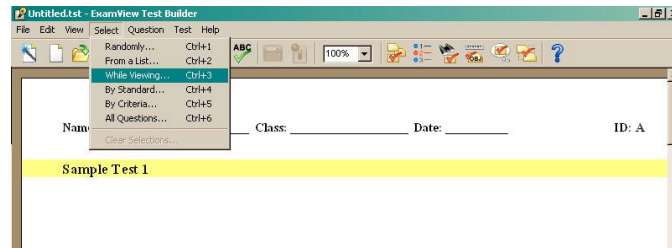
Creating a New Test

- Click on **Create a new test** in the Startup box. Click **OK**.
- In the **Test Title** field, title your test. Click **OK**.

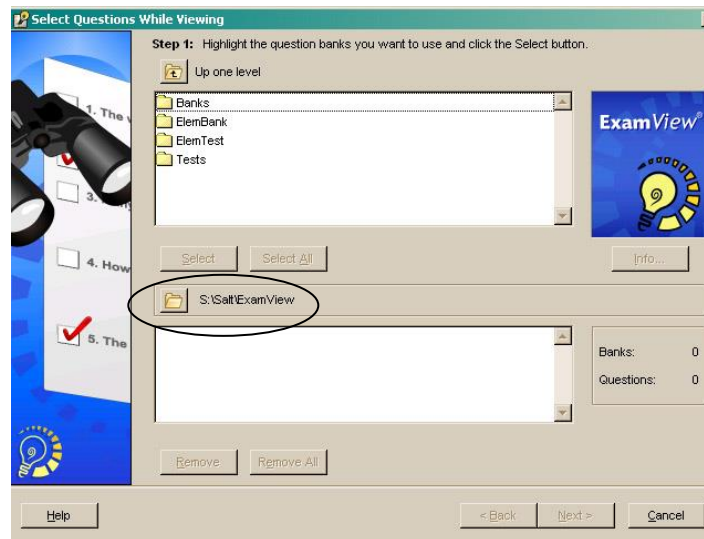


NOTE: Take careful consideration about how you name your tests. Creating appropriate titles for your tests will help to keep them well organized.

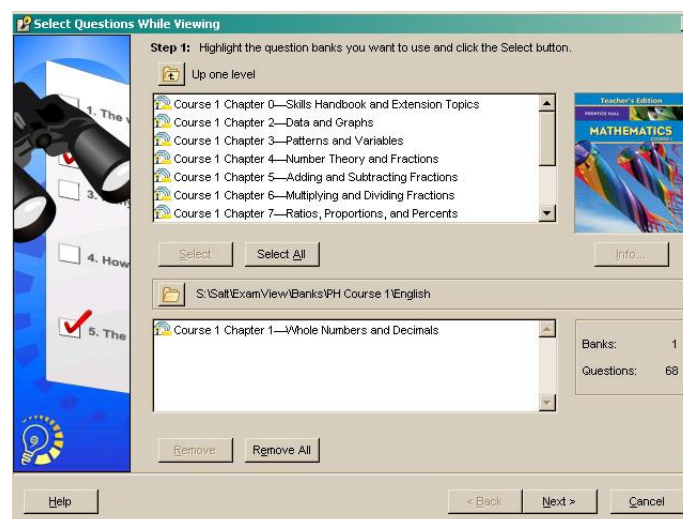
- You see a blank test with only a title.
- From the **Select** menu, you can choose various ways to select questions. Usually you will choose **While Viewing**.



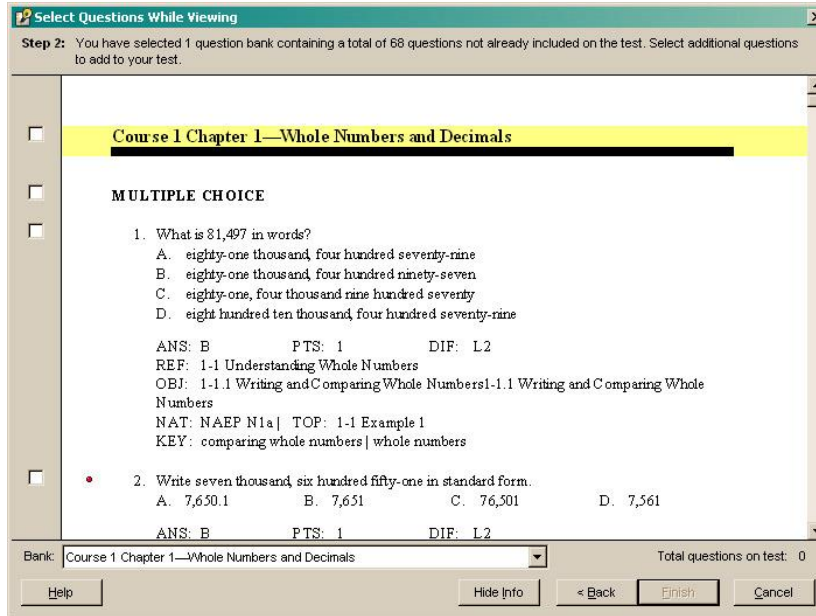
- In the Select Questions window navigate to the desired test bank file(s). Locations may vary. (Testbanks provided by textbook publishers are located on the Y: drive.)



- Once you have located the appropriate folder, highlight the desired bank(s) and click **Select** to access questions. (To select multiple files within the same folder, hold down the Ctrl key while selecting files.) Click **Next**.



- You will see a pop up window containing all of the questions from the test banks you selected. Read through the questions and click the small box next to the questions you want to add to your test. Any question with an empty box next to it will not be on your test.



- Once you have made all of your selections, click **Finish**. Your test will appear on your screen (see image below).

Name: _____ Class: _____ Date: _____ ID: A

Estimation

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

Use >, =, or < to complete the statement.

1. $0.48 + 0.13 + 0.21$ 0.82
 a. > b. = c. <

2. $89,257.4 - 63,162.7$ 43,672.8
 a. > b. = c. <

3. Use compatible numbers to estimate $42 \div 6$
 a. 11 b. 7 c. 9 d. 5

4. Use mental math to find $15.4 + 4.8 + 4.6$.
 a. 20.8 b. 24.2 c. 24.8 d. 23

Selecting questions By Criteria

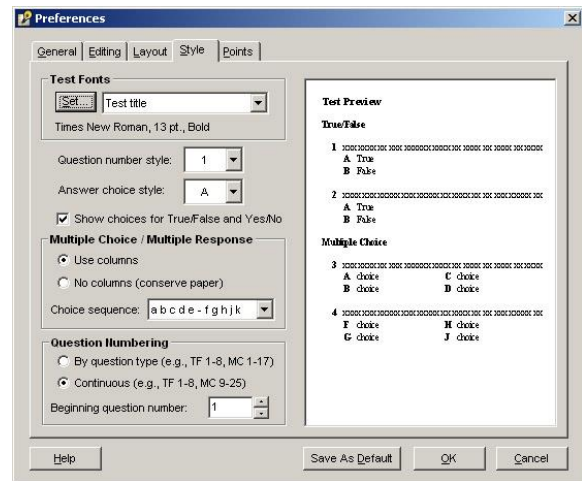
- Choose **By Criteria** from the **Select** menu.
- Decide what criteria you want to use and click the button to the right of the space. In this example, we have chosen state standard.
- At the bottom of the dialog box, you will see how many questions are aligned to the TEKS you have chosen.
- In the **Select** box, type in the number of questions you want. Then click the **Select** button. The questions will automatically be placed in the test.
- Repeat the process if you want to choose questions from another TEKS.

Formatting the Test

Browse through the test and answer key to make sure that it is formatted as desired. Here are a few things you can change:

- If the Answer Key contains more information than desired, go to the **Test** menu and select **Layout**. Deselect all options under **Show On Answer Key** that you do not want to be displayed.
- On the same screen, you can also adjust the spacing between questions. Space can be increased in increments of 6 pt (which is the equivalent of about $\frac{1}{2}$ line space).

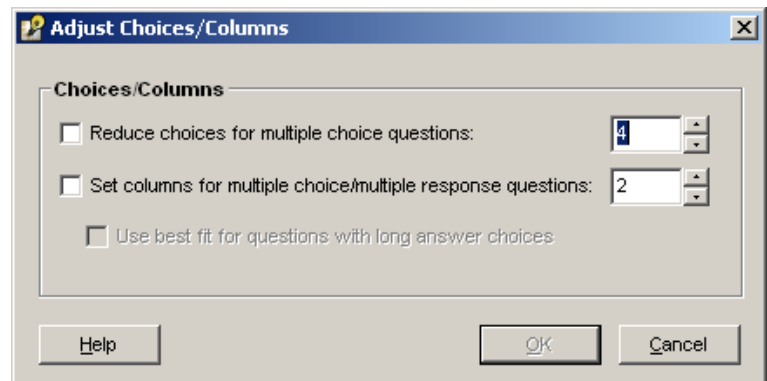
- Other options for changing the look of your test can be found under the Style tab.



Adjusting answer choices/columns

At times you might want to modify the test so that the questions are the same, but a student is given fewer choices. Here is how you can make those adjustments:

- Go to the **Question** menu, and select **Adjust Choices/Columns**.
- Select **Reduce choices for multiple choice questions:** and set the number of choices that will be offered per question.
- If you want to adjust the number of columns for your answer choices, click the second option and decrease or increase the number columns.



Adding additional spacing for answer selections

To increase the spacing between answer choices, you must adjust the formatting for each question individually.


- Double-click one of the questions.
- Highlight question and answers to select everything (or press **Ctrl-A**).
- Go to the **Format** menu and select **Paragraph**.
- Change the **Line Spacing** to **Double**.
- Click the **Record** button to save the changes.
- Repeat this process for all questions.

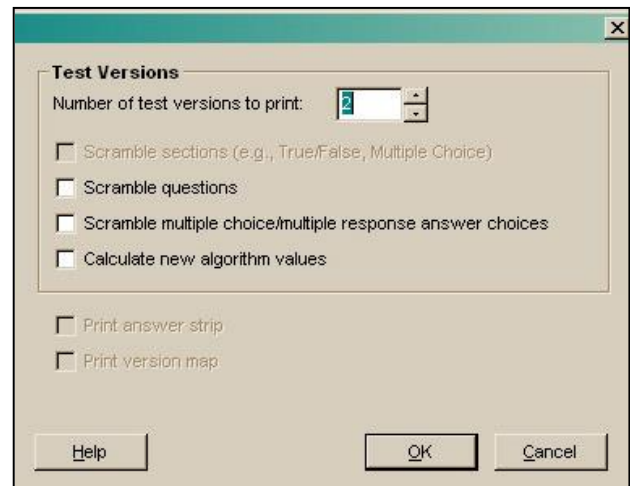
Changing the font of an entire test

If you want to change the font type for an entire test at one time, go to the **Edit** menu and select **Replace Fonts**. Choose the new font you want to use for your test.

WARNING: Choosing this format from the Style Gallery will clear any other style formatting that you had previously adjusted.

Printing the Test

- Select **Print** from the **File** menu.
- Designate the number of versions of the test that you want to print. Select the options for the test. Each test version will have a different identifier in the upper right corner of the test. (e.g., A, B, C, etc.) Each version will have its own answer key.
- **Calculate new algorithm values** will create a new question with new values on each version of your test. This is only available on questions that are marked with a  to the left of the question.



Editing Preferences

Some of the adjustments that have been discussed in this handout can be set for all new tests that you will be creating. Go to the Edit menu and select Preferences.

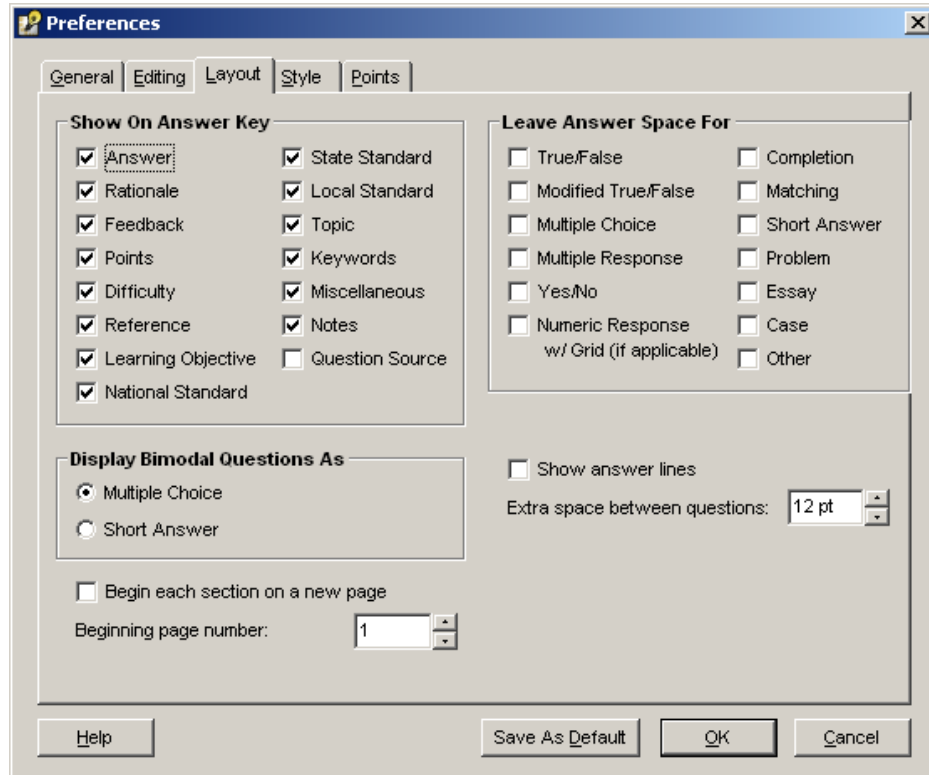
General

The screenshot shows the 'Preferences' dialog box with the 'General' tab selected. The 'General Information' section contains text boxes for Name (Instructional Technology), Organization (Plano ISD), City (Plano), and State/Region (TX). The 'On Startup Show' section has radio buttons for Startup Menu (selected), QuickTest Wizard, Test Builder, and Question Bank Editor. Below these are sections for Default Question Bank Path (S:\District\ExamView), Default Test Path (H:\Math), and Default Online (LAI) Test Path (H:\Math). A Password field and a Highlight color selection (yellow) are also present. At the bottom are buttons for Help, Save As Default, OK, and Cancel.

Editing

The screenshot shows the 'Preferences' dialog box with the 'Editing' tab selected. The 'On New Question' section has radio buttons for Specify type (selected) and Use most recent type. The 'AutoFormat' section has a checked checkbox for Replace straight quotes with smart quotes. The 'Multiple Choice / Multiple Response' section has a checked checkbox for Tab between question stem and question choices, and spinners for Default number of choices for new questions (4) and Default number of columns for new questions (2). The 'Matching' section has spinners for Default number of choices for new questions (8) and Default number of columns for new questions (2). The 'Numeric Response' section has a dropdown for Grid type (Whole-Number Grid) and spinners for Answer boxes (5) and Decimal places (2). At the bottom are buttons for Help, Save As Default, OK, and Cancel.

Layout



Style

