QUICK REFERENCE GUIDE

ExamView Test Generator

- Open from PISD Apps – Administrative Tools
- Ask your CTA for the password _____
- Create a "new question test bank"
- Name it
- Add questions
- Then switch to the Test Wizard to create the test
- Save the file in your H drive. File formats: .bnk = test bank .tst = test file
- Publish the test on the LAN. File format: .eot = examview online test

ExamView Test Manager

- Open from PISD Apps – Administrative Tools
- Create a new class (first time only, and remember to save to your H drive)
- Add/Edit student names
- Create an assignment – locate the test that was saved on the LAN
- After students have taken the test, go to Assignment → Get Results From → LAN Test. View scores in percentages by going to View → Percentages.

ExamView Basics

- To create A and B versions, go to Test Menu and choose Version
- To create a Header or Footer, go to Test Menu and choose Header or Footer
- To create a Narrative, go to the View Menu and choose Narrative.