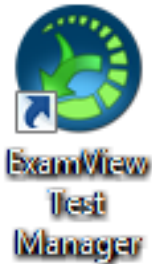


# Classroom Computer Based Testing with



## Save paper and time:

No printing

No making copies

No passing out papers

No collecting papers

No manual grading of tests



## Plus:

Enhanced test security

Create multiple test forms in just one click

Students know their test score immediately upon completion of the test

This guide will help you turn a standard ExamView Test into a  
Computer Based test.

Revised June 12, 2013

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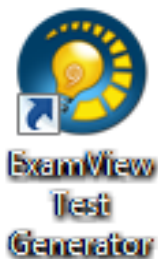
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## ASSUMPTIONS

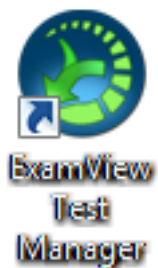
- You are licensed to use ExamView. If your textbook comes with ExamView, then you are licensed to use ExamView for the class in which the textbook is used.
- You already know how to make a test using ExamView.
- You have ExamView Test Generator and ExamView Test Manager installed on your teacher PC.
- Your students have access to networked school computers that have ExamView Player installed.
- The test you are about to create cannot be taken from home or other off-campus computers; the test will NOT be on the Internet.
- The gradebook in ExamView Test Maker is not an official record keeping device for determining a student's term grade. You must enter your grades into GradeQuick, SAGES or your official paper gradebook. GradeQuick and SAGES gradebooks and paper gradebooks are stored long term as required by state law.

## DEFINITIONS

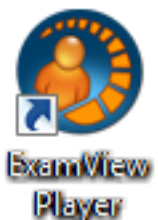
- **LAN TEST** – A Local Area Network test. A LAN Test can be created by a teacher using ExamView Test Generator and then administered to students on school based computers using ExamView Test Manager and ExamView Player. The LAN Test can actually be a quiz or study guide, as well as a test. A LAN Test cannot be taken using off-campus computers. The test process explained in this document is a LAN Test process.



- **EXAMVIEW TEST GENERATOR** – The teacher application for creating the actual test. This application may also be called ExamView Test Builder.



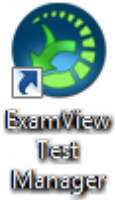
- **EXAMVIEW TEST MANAGER** – The teacher application for managing your LAN Test. ExamView Test Manager is not an official gradebook. Consequently, any grades collected here must be transferred to your official gradebook.



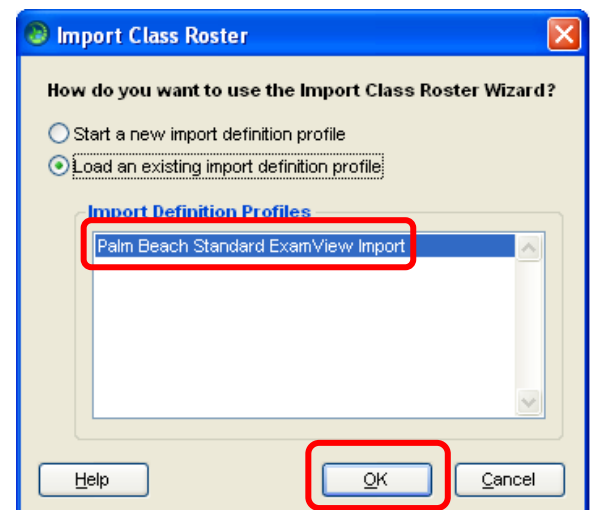
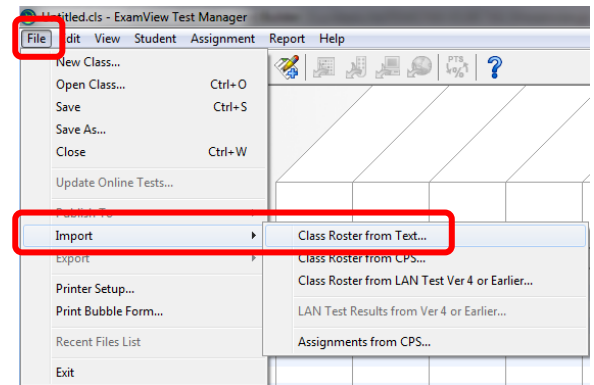
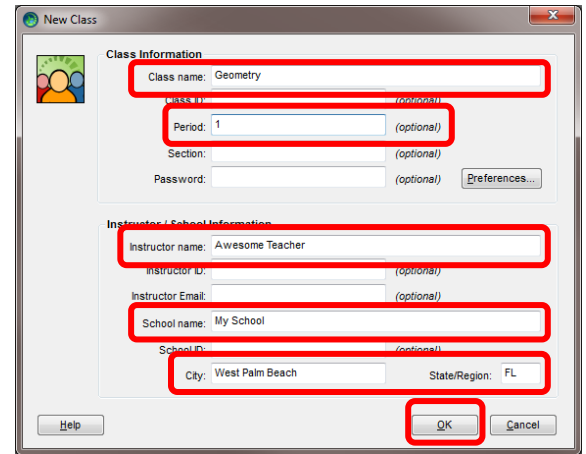
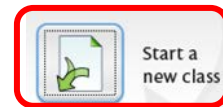
- **EXAMVIEW PLAYER** – The student application for taking the LAN Test.

## PART I – Create a Class Roster in ExamView Test Manager

Prior to giving computerized tests using ExamView, you will need to make a Class Roster in ExamView Test Manager. If you've already created a class, then go to PART II.



1. **Open ExamView Test Manager.**
2. Click **Start a New Class.**
3. **Enter a name for the class, period number, your name, your school's name, your school's city, and state.**
4. If you like, you can enter data into the other fields as well. Click **OK**. The gradebook will now appear.
5. Do not type in the student names, instead, click **File > Import > Class Roster from Text**. In fact, you will never manually enter student names. See Appendix B for information on how to add new students who enter your class after you have already created your ExamView roster.
6. The typical Open File window appears.
7. **Navigate to:**
  - a. **Elementary schools:** V:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\
  - b. **Secondary schools:** X:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\
8. **Select the file** you want to import. The files are titled by Period Number – Course/Section Number.
9. Click **Open**.
10. The Import Class Roster window appears. Click **Palm Beach Standard ExamView Import** and then **OK**.
11. Click **Next > Next > Finish > OK**. Your roster now appears.
12. **Save** the file to :
  - a. **Elementary schools:** V:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\
  - b. **Secondary schools:** X:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\
13. It is suggested that you include the period number in the file name.
14. You can now begin assigning LAN Tests to your students.

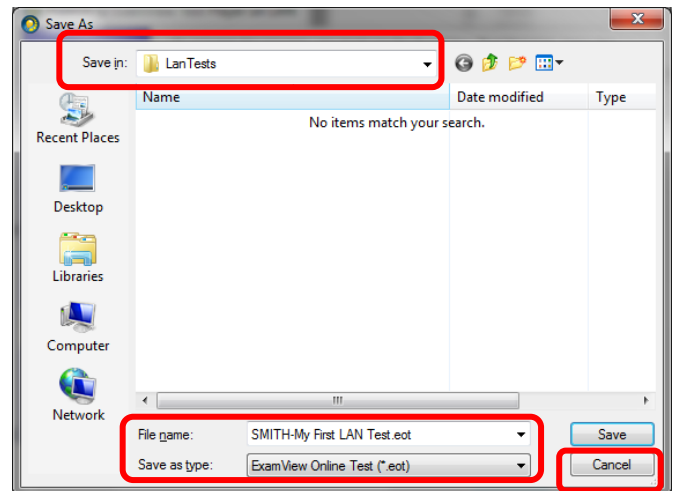
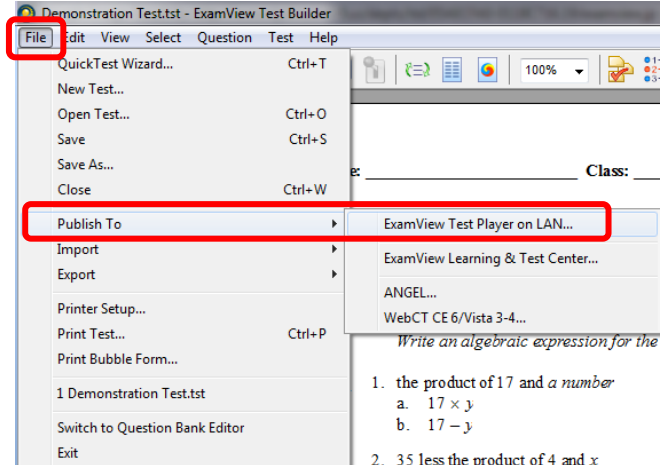


## PART II – Convert a Standard ExamView Test into a LAN Test.

After you have created a standard ExamView Test using Exam View Test Generator, you can convert the test into a LAN Test. A LAN Test can then be administered on networked school computers that have ExamView Player installed; this test CANNOT be administered over the Internet. You can create one LAN Test file to be used in multiple classes from the same teacher. LAN Test files should not be shared among teachers.

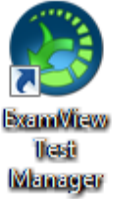



1. Open **ExamView Test Generator**.
2. **Create your test** like normal **or open a previously created test**.
3. Click **File > Publish To > ExamView Test Player on LAN**. The Publish to ExamView Test Player on LAN wizard opens.
4. At the first wizard screen make sure the first radio button, *Limit access to students in a particular class*, is checked. Click **Next**.
5. **Enter a test name** in the File Name box. It is suggested that each file name begin with your last name.
6. Then click **Save**.
7. **Your file must be saved to the folder listed below**; otherwise your students will not be able to access your test. It is strongly suggested that you **start the file name with your last name**, so it will be easier to find later on. Do not create sub-folders in the LanTests folder. Your test must be saved to:
  - a. **Elementary schools save to**  
**V:\ExamView\LanTests\**
  - b. **Secondary schools save to**  
**U:\ExamView\LanTests\**
8. The ExamView Test Manager will now open.
9. Go to PART III.

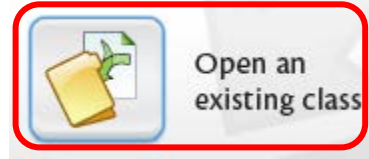


## PART III – Assign the LAN Test to Your Students

Once you have created a standard ExamView Test and converted it to a LAN test, and once you have built your roster, you can begin assigning LAN Tests to your students.



1. **Open ExamView Test Manager.**
2. Click **Open an Existing Class.**
3. **Open your class file at:**
  - a. **Elementary schools:**  
**V:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\**
  - b. **Secondary schools:** **X:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\**
4. The gradebook will now appear.
5. Click **Assignment > Create New Assignment**, or click the **New Assignment icon**. 
6. Under Step 1, **enter an Assignment Name.** It is suggested that you **include your name and the period number or chapter or unit or class name, etc** in the assignment. This will help the students find your test. A simple title such as Chapter 1 will make it difficult for your students to identify and differentiate your test from other tests when they are in ExamView Player.
7. Under Step 2, **click the second check box – *Online test delivered over a local area network (LAN)***.
8. Click **Next**.



**New Assignment**

The ExamView Test Manager allows you to track student test results. To collect the results, you need to create a test assignment.

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

Assignment name: **My First Test - Smith Period 1**

Assignment ID: (optional)

Category: Benchmark

Term: 1 Date: 07/21/2010

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

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

Paper test scored manually, with a scanner, or with CPS response pads

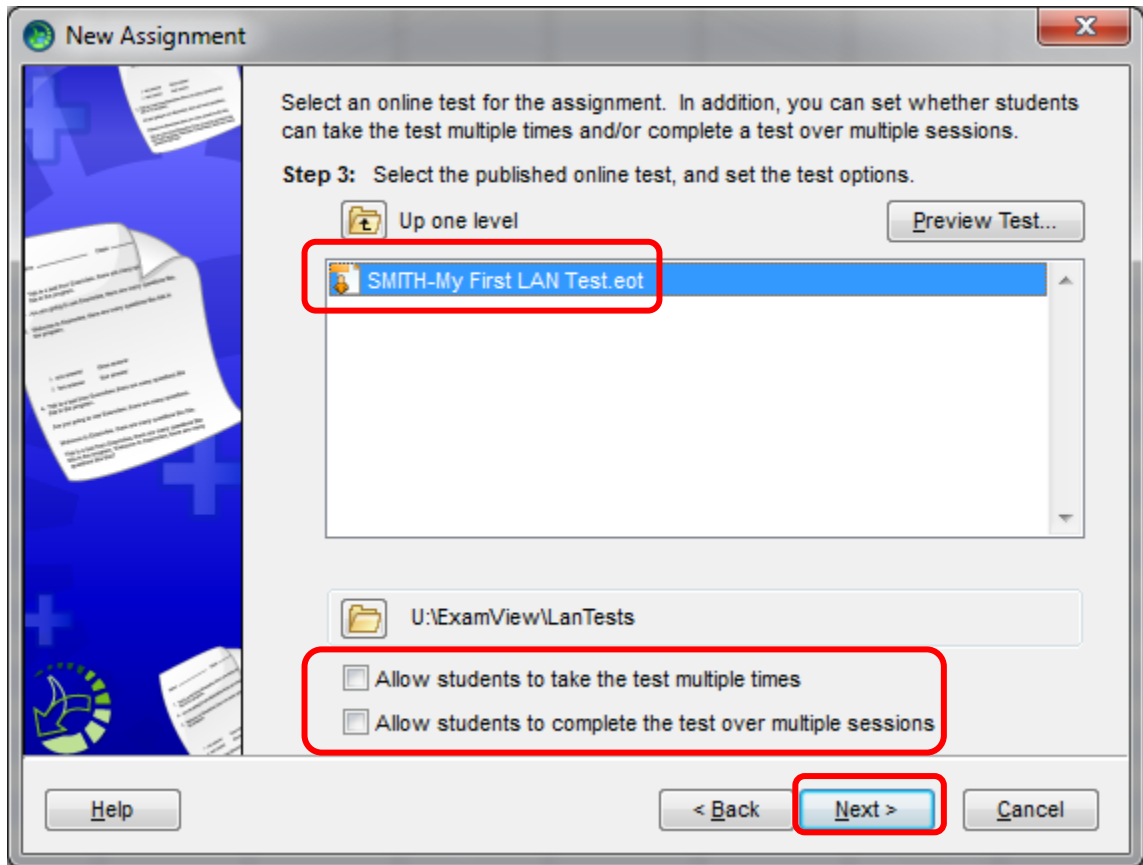
**Online test delivered over a local area network (LAN)**

Online test published to the ExamView Learning & Test Center website

Help < Back **Next >** Cancel

9. At Step 3, **click your test**.

10. **Review and, if necessary, check the boxes** at the bottom of the window and then click **Next**.



11. At Step 4, to make your test more secure **enter a password** for the test and **check the button Use for all Students**. The Password is not case specific.
12. At Step 5, for even greater security, **enter the timeframe in which students can take the test. (Optional)**. Not recommended as this may cause problems for students who need to make up the test later.
13. To allow students to review their graded test on the computer at some day in the future, **enter a date in the Students may review their test results after box. (optional)**
14. Click **Next**.

The screenshot shows a 'New Assignment' dialog box with the following content:

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

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

Password: PasswordHere

Use only for students with no assigned password

Use for all students

---

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

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

Students may access this test anytime

Students may access this test

from 07/21/2010 10 AM : 00

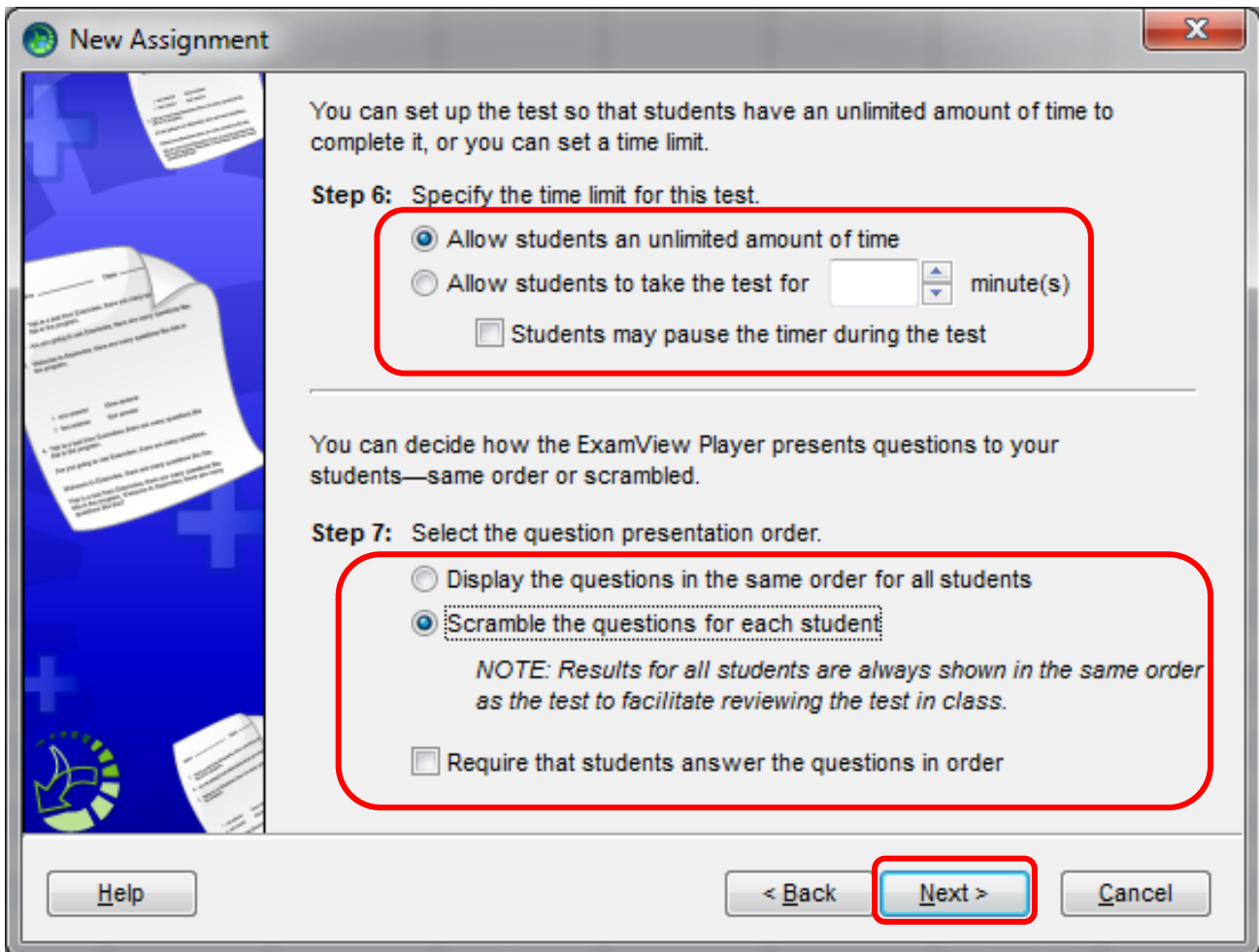
to 07/21/2010 11 AM : 00

Students may review their test results after 07/21/2010

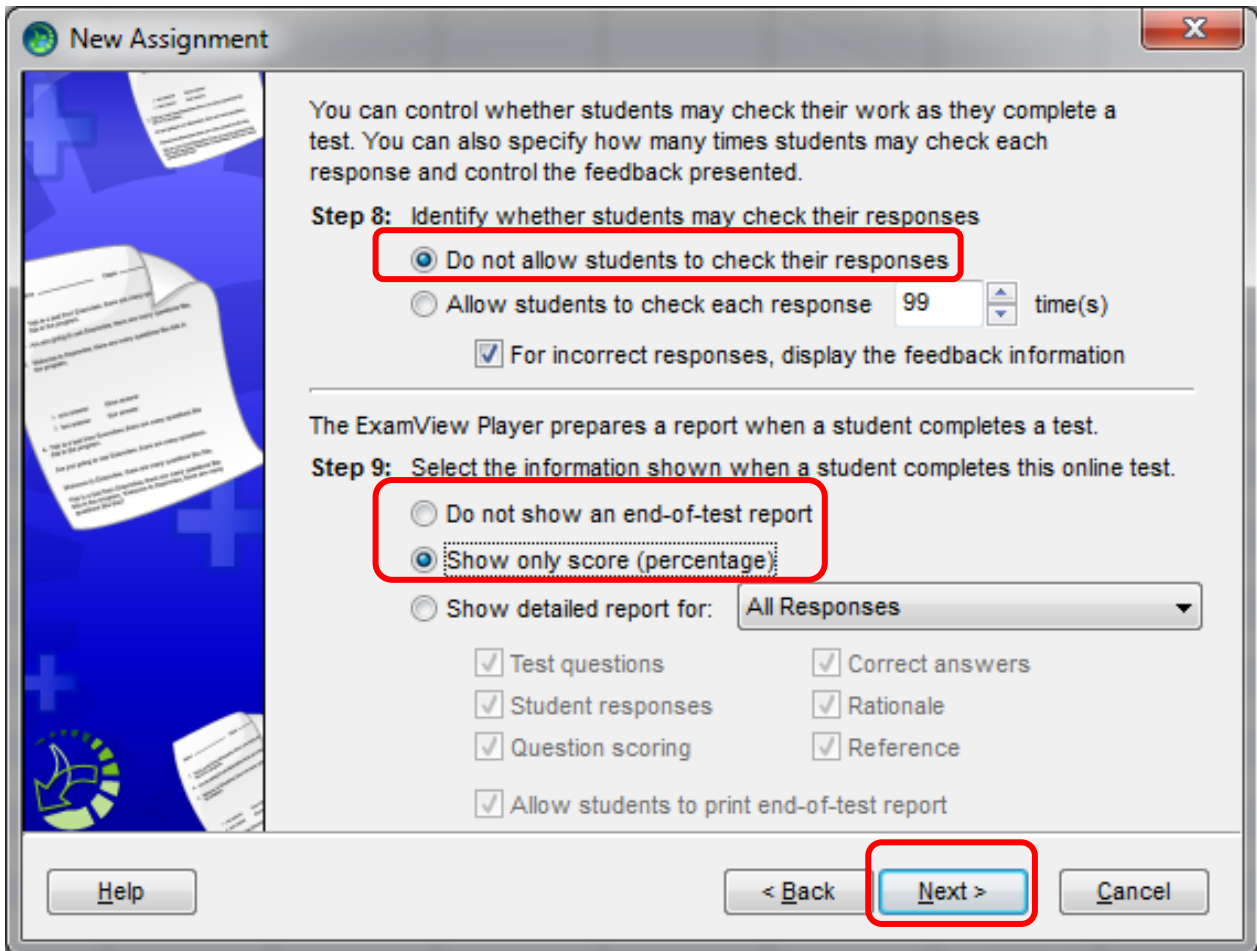
Buttons: Help, < Back, Next >, Cancel



15. At Step 6, choose whether or not there will be a time limit.
16. At Step 7, decide how the test questions will be ordered.
17. Click **Next**.



18. At Step 8, you are asked if you want to allow students to check if their answers are right. If you allow this, students can check their answers while taking the test. If this is a graded assignment that will count toward the student's grade, then you should **check the button *Do not allow students to check their responses***.
19. At Step 9, you are asked about what type of report to show the students at the end of the test. You should **select one of the first two options**. The third option allows for the display of test questions and answers on the student computers, which could increase the chance of cheating among students.
20. Click **Next**.



21. Click **Finish**.
22. A column for the assignment will now appear in your gradebook.
23. Administer the test using a school computer that has ExamView Player. (PART IV)
24. After the students are done testing, you will retrieve the test scores from the server. For more information see PART V.

## PART IV – Administer the Test Using ExamView Player

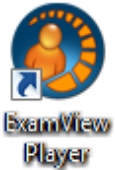
Students must use a computer at school and the computer must have ExamView Player. For review purposes, it is recommended that you have the students write out their work and answers on their own paper, and then turn in their work to you.

A PowerPoint, outlining procedure, is available for download at

<http://www.palmbeachschools.org/dli/examview/documents/TakingATestUsingExamViewPlayer.pptx>.

It is recommended you show the PowerPoint to your students before they take their first test in ExamView Player.

1. The **students will open ExamView Player.**
2. The **students will enter their name and student ID number** and then **click Next.**

A screenshot of the ExamView Test Player application window. The window title is "ExamView Test Player". On the left side, there is a graphic of a computer monitor and a document with a pencil. The main text area contains a welcome message and instructions. Below the instructions, there is a "Step 1: Enter your name and student ID." section. This section contains two text input fields: "Name: Amanda Hope" and "ID: 87654321". A red rectangular box highlights these two input fields. At the bottom of the window, there are three buttons: "Help", "< Back", and "Next >". The "Next >" button is highlighted with a red rectangular box. The "Exit" button is also visible to the right of the "Next >" button.

ExamView Test Player

Welcome to the ExamView Test Player. You can use this program to take a test at your computer.

Before you take an online test, you need to enter your name and student ID. If you do not know your student ID, consult your instructor.

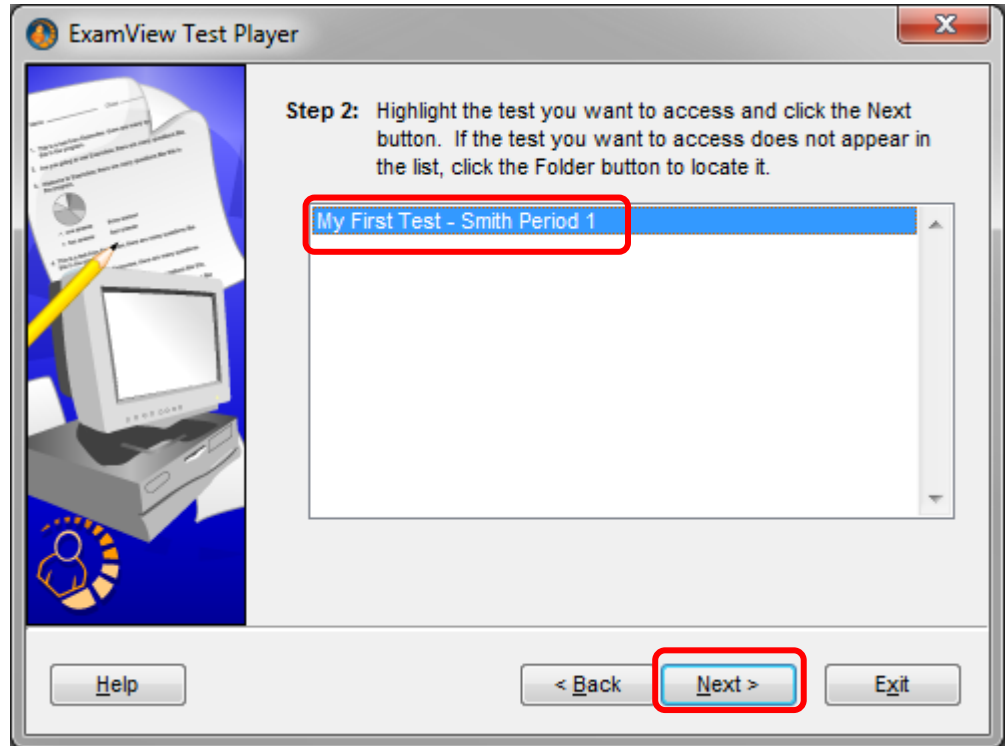
**Step 1: Enter your name and student ID.**

Name: Amanda Hope

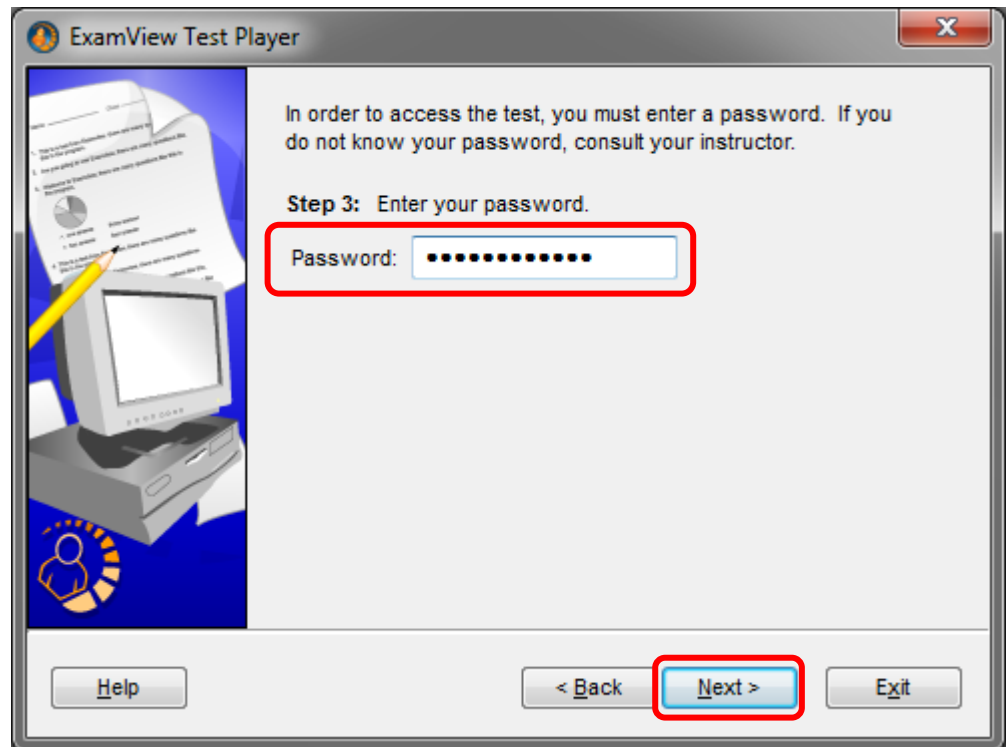
ID: 87654321

Help < Back Next > Exit

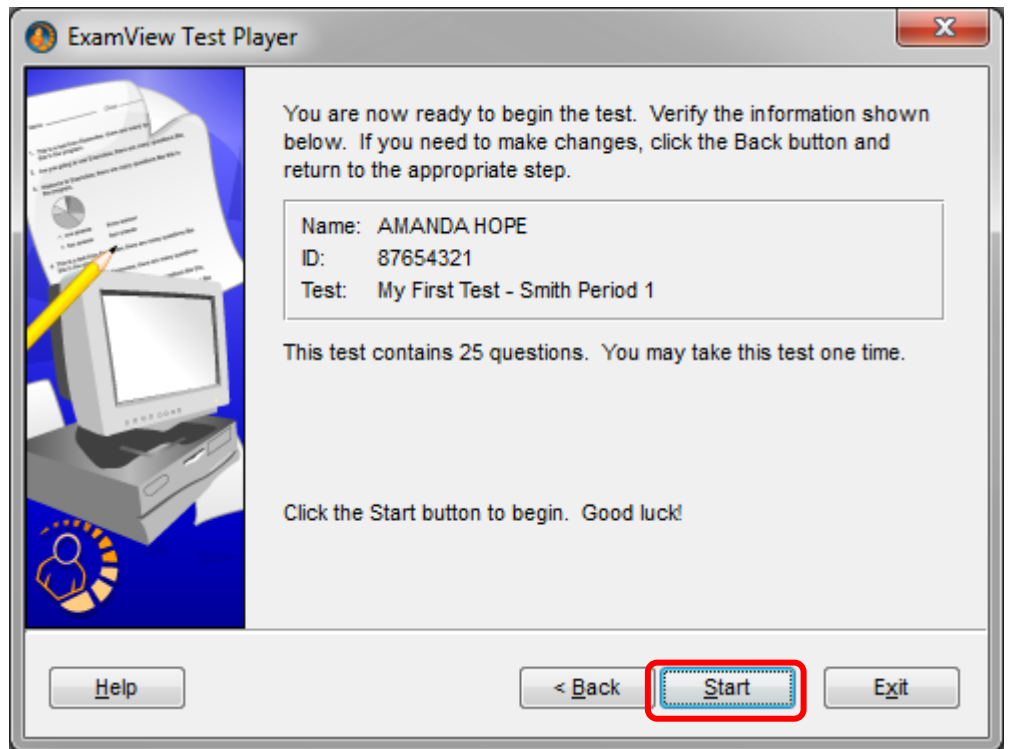
3. **The students** will then **select your test** and **click Next**. You will need to give the students the test name. If your test does not appear, then check your test settings (Appendix C).



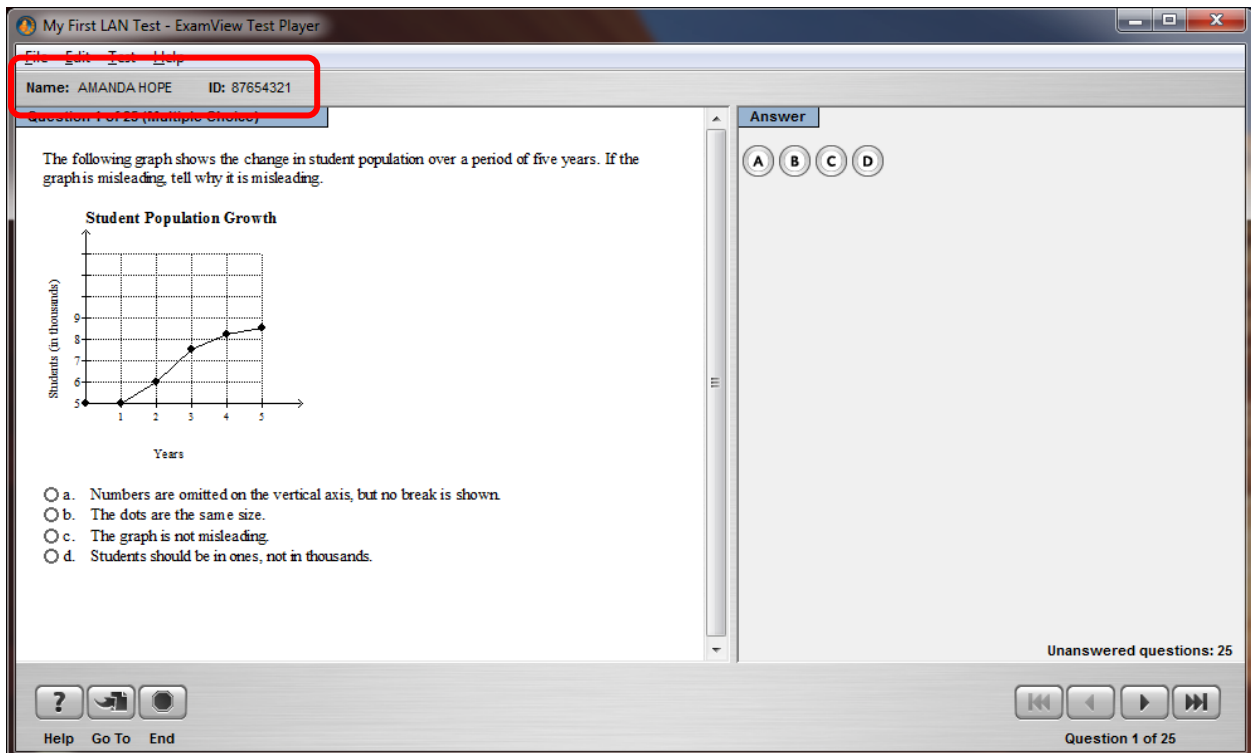
4. **The students** will enter the **password** and **click Next**.



5. The directions that appear are based on the test parameters that were set when creating the test in ExamView Test Manager. **The students will click Start** to begin the test.



6. **The name of the student taking the test will appear in the top left** of the ExamView Test Player window. The teacher should verify that each student is logged in properly during the course of the test.



7. To answer the question, **the students** can **click any of the radio buttons**; or they can **type the correct letter** on the keyboard.

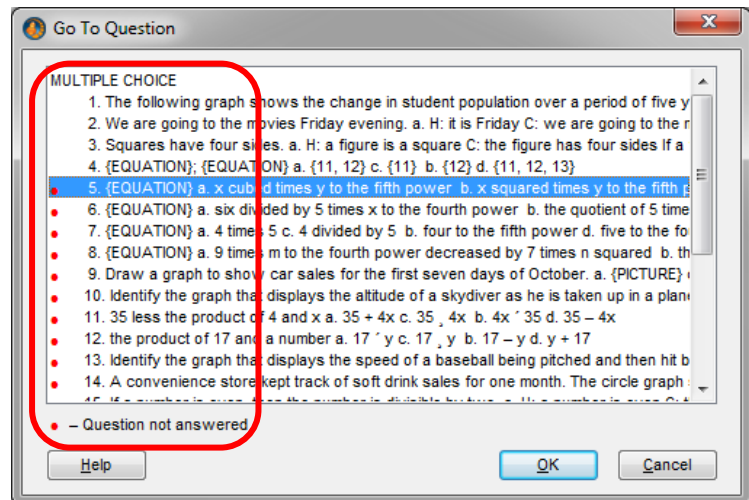
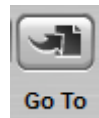


- a.
- b.
- c.
- d.

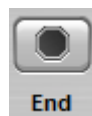
8. **The students** can **click the single left or right arrows** to go back or forward one question. Just above these buttons students can view the number of Unanswered Questions.



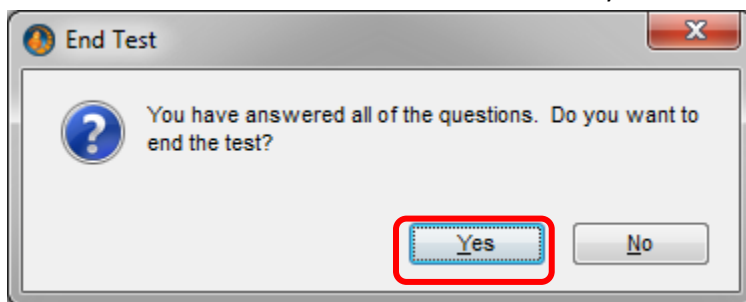
9. **The students** can **click the Go To button** to jump to a question. When this button is clicked, the student will view a menu of questions. Questions with a red dot have not been answered. If the students are unable to see this button then you may have set the requirement that students answer the test questions in order.



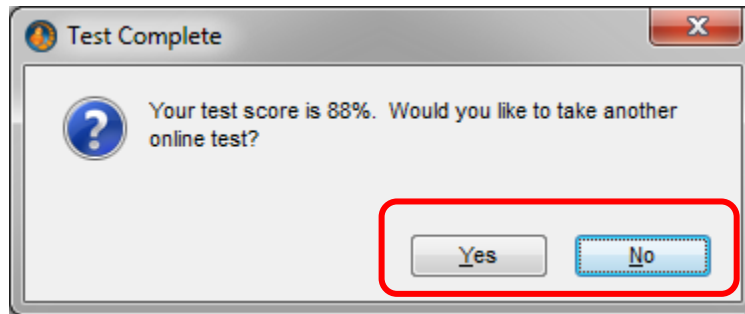
10. **The students** will **click End** when done with the test.



11. **The students** then have to **click Yes** to confirm they want to end the test.

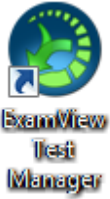


12. If you have chosen to reveal the test score upon completion, the student will see the test score immediately. The student will also be asked if he/she would like to take another test.

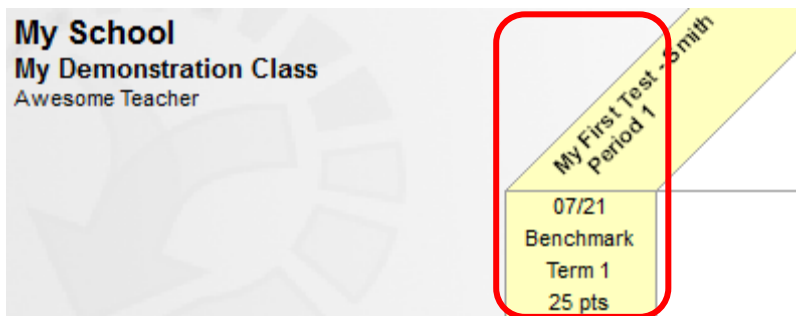
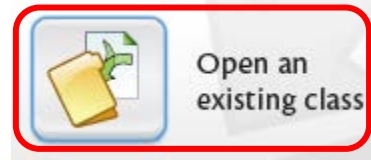




13. When the students are done, you can return to ExamView Test Manager to retrieve the scores.
14. If you have given students permission to review their test in the future, the students would simply repeat the first five steps of this procedure.

## PART V – Retrieving LAN Test Scores



1. **Open ExamView Test Manager.**
2. Click **Open an Existing Class.**
3. **Open your class file at:**
  - a. **Elementary schools:**  
**V:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\**
  - b. **Secondary schools:** **X:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\**
4. The gradebook will now appear.
5. **Click the column with the assignment** that you would like to retrieve the scores for. The column will turn yellow when selected.



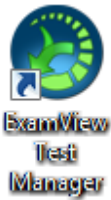
6. **If need to make any changes to the answer key, do so now.** See Appendix A for more info.
7. Click **Assignment > Get Results from... > LAN Tests** or click the **Get Results from LAN Test** icon. 
8. The results will populate your gradebook. Click **OK.**
9. To toggle the grades from points to a percentage and vice versa, click **View > Percentages/View > Points** or click the **PTS/%** icon. 
10. Click **Save.**
11. **Record the grades to GradeQuick, SAGES, or your paper gradebook.** For information on how to export your grades from ExamView Test Manager, and then import the grades into GradeQuick, please see the *Using ExamView Assessment Suite with GradeQuick* guide.
12. **Run reports in ExamView Test Manager.** A wide variety of reports are available to assist with item analysis, remediation, and performance summaries. For more information, see the guide ExamView Assessment Suite Reports.



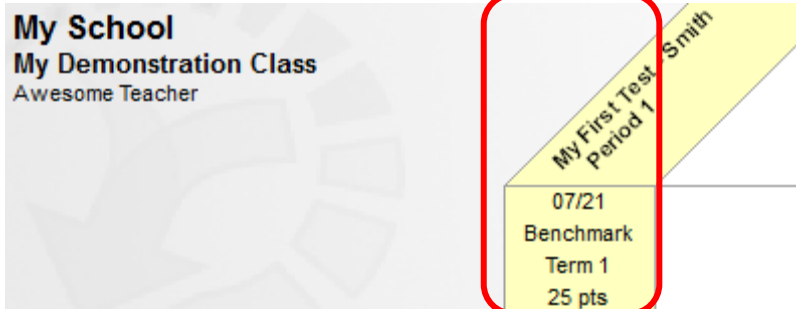
## PART VI – Reviewing the Test with Students

To review the test with students, you may want to use your projector to show your test via ExamView Test Generator. Students can use ExamView Player to view their own test on the computer, students can review the work they did on their own paper, or you can print individualized reports with each student's answers.

This works best if all students take the same test form.

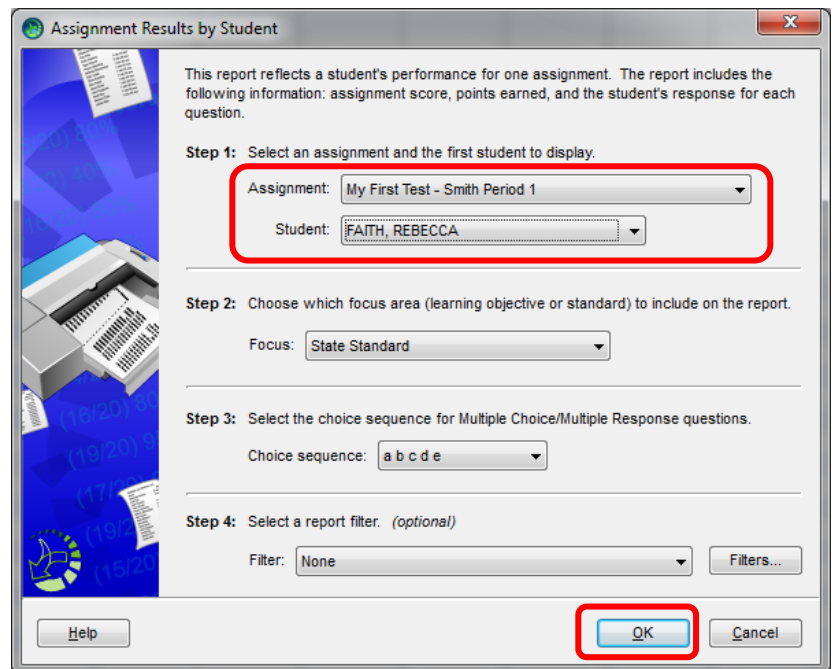


1. **Open ExamView Test Manager.**
2. **If your students will be reviewing their test on a computer, then go to step 9;** otherwise go to step 3 for directions on how to print a copy of the students' answers.
3. **Click the column for the assignment** you want to review. The column will turn yellow.

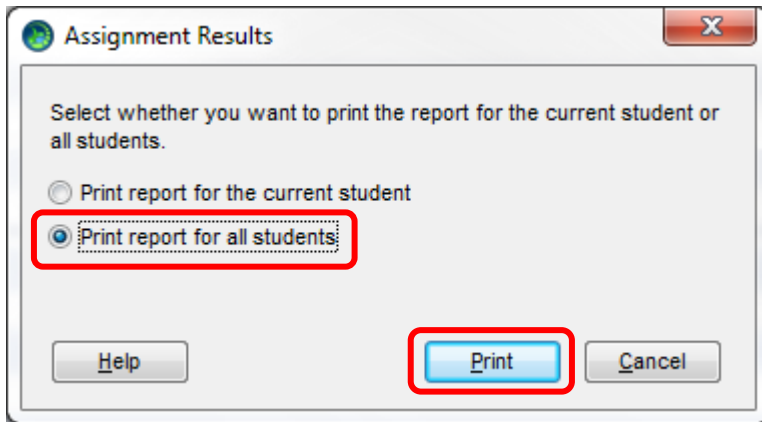


4. Click **Reports > Assignment Results > By Student.**
5. The Assignment Results by Student menu appears.

- a. **For Step 1: you shouldn't have to change anything.**
- b. For Step 2: you can select state standard to make the standards appear (Optional) *WARNING: this information is provided by your textbook publisher and may be outdated.*
- c. For Step 3: **select the sequence you used for multiple choice questions.**
- d. **Step 4 should be skipped.**
- e. Click **OK.**



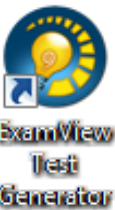
6. The reports will now load with the first student displayed. Click **Print**.
7. To print Assignment Results for all students, check **Print report for all students** and then click **Print**.



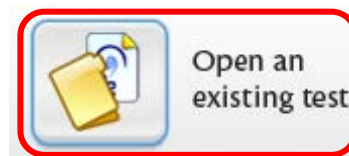
8. Go to step 10.



9. If your students will be reviewing the test on the computer, the students should repeat the first steps 1-5 of Part IV of this document.



10. Open ExamView Test Generator.
11. Click **Open an Existing Test**.
12. In the **Open** menu, navigate to:



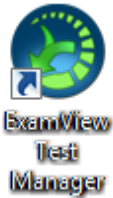
- a. **Elementary schools:**  
V:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Tests\
- b. **Secondary schools:** X:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Tests\
13. **Select the file** and click **Open**. Your test file will now open and you can display it on your projector.
14. **Additional reports are available in ExamView Test Manager** to assist with item analysis, remediation, and performance summaries. For more information, see the guide ExamView Assessment Suite Reports.

## APPENDIX A - Changing the LAN Test Parameters

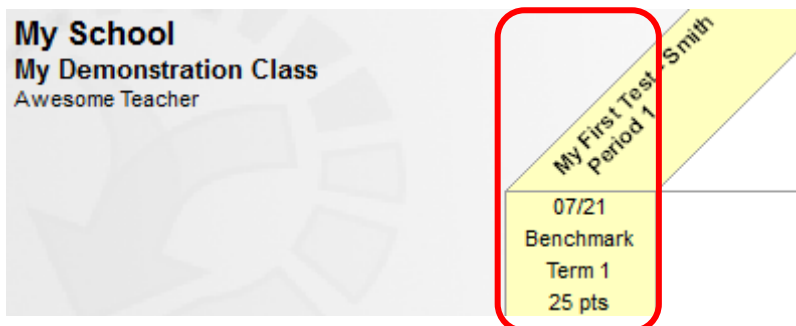
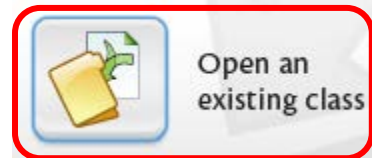
This section discusses how to change the parameters of a LAN Test after you have created the LAN Test assignment in ExamView Test Manager.

You might do this if:

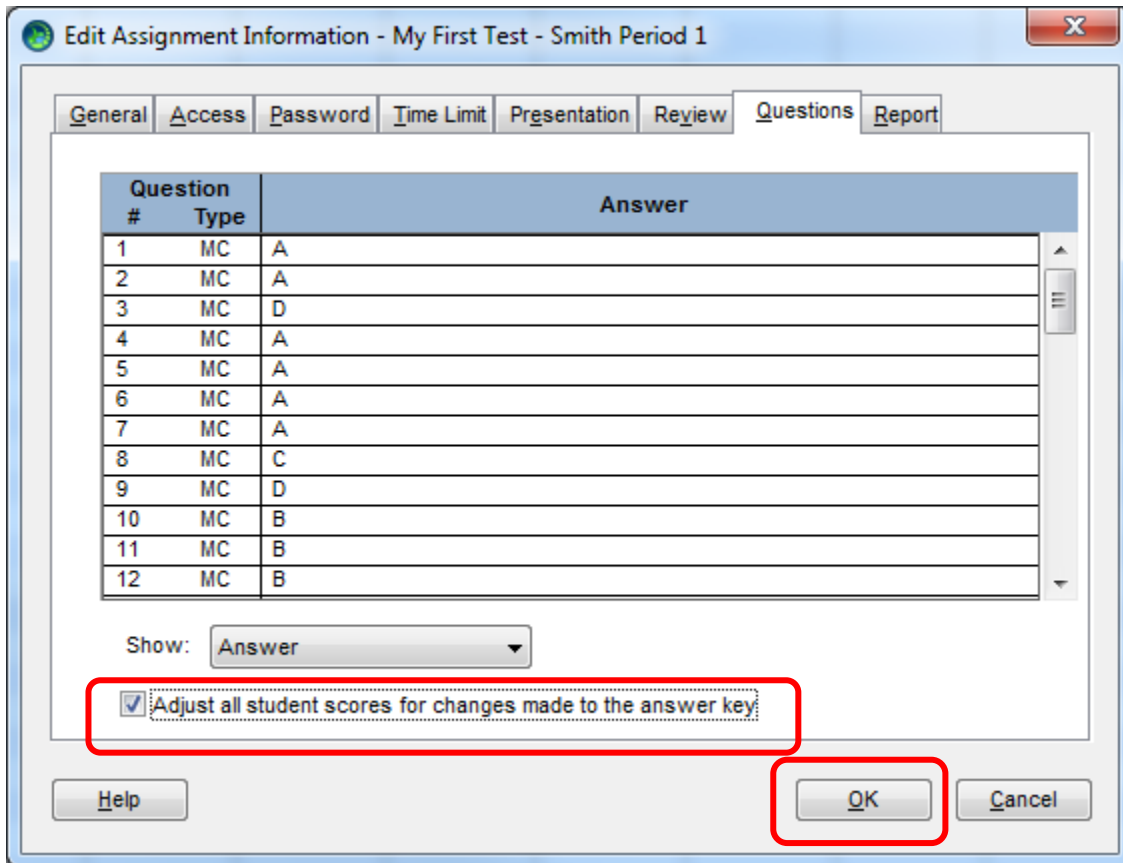
- An error was made in the original assignment's parameters.
- You've changed your mind about the parameters.
- You need to check or change the password.
- There was an error in the answer key.
- A student was absent during the original test administration and the original parameters are preventing the student from taking the test at a later time.



1. Any changes must be done when students are not actively taking the test. You can freely review your settings while the students are taking the test, but you cannot change the settings while students are testing.
2. **Open ExamView Test Manager.**
3. Click **Open an Existing Class.**
4. **Open your class** file at:
  - a. **Elementary schools:**  
**V:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\**
  - b. **Secondary schools:** **X:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\**
5. The gradebook will now appear.
6. **Click the column header for the assignment that needs to be modified.** The column will turn yellow when selected.

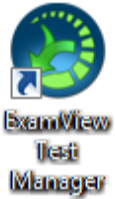


7. Click **Assignment > Edit Assignment Information**.
8. The Edit Assignment Information window will appear. **Click the appropriate tab to make changes.**
9. **After you have made any corrections to the answer key**, if the students' tests have already been graded, be sure to **click Adjust all student scores for changes made to the answer key**.

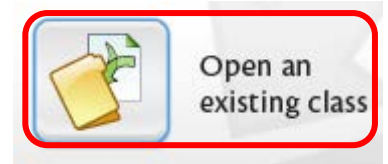


10. **RESTRICTIONS:**
  - a. Once a student begins a test (the test is currently underway), you cannot change the Access settings and have it affect students who are already in the test. Students who have yet to begin the test will receive the results of your change.
  - b. Once a student submits a test, the test is over for that student. Any changes you make to permit multiple attempts at taking the test will not affect students who have already completed the test.
11. Click **OK** (if students are currently taking the test, you will receive a message that the changes cannot be saved at this time).
12. Click **OK**.
13. **Save** your file.

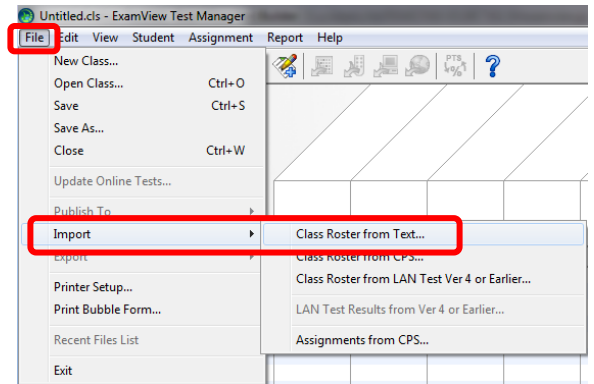
## APPENDIX B – Updating Your Roster in ExamView Test Manager



1. **Open ExamView Test Manager.**
2. Click **Open an Existing Class.**
3. **Open your class file at:**
  - a. **Elementary schools:**  
V:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\
  - b. **Secondary schools:** X:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\

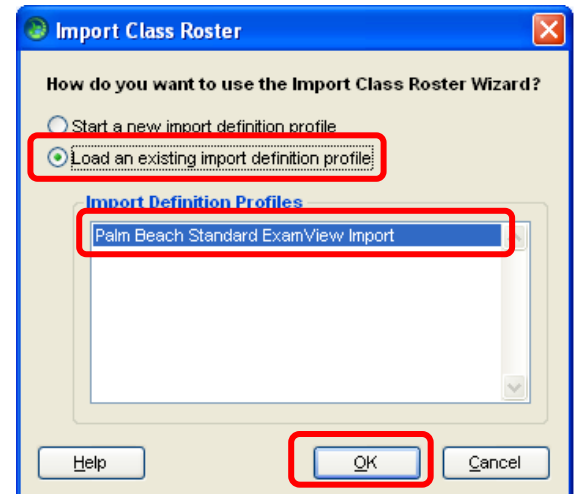


4. The gradebook will now appear.
5. Do not type in the new student names, instead, click **File > Import > Class Roster from Text.** The typical Open File window appears.

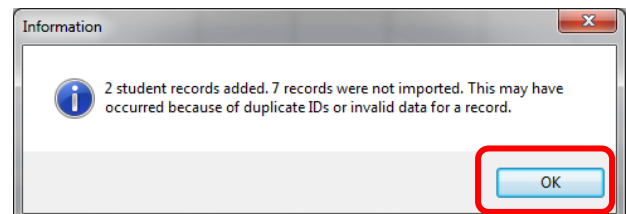
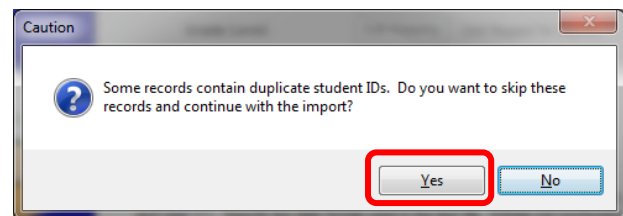


6. **Navigate to:**
  - a. **Elementary schools:** V:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\
  - b. **Secondary schools:** X:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes\
7. **Select the file** you want to import. The files are titled by Period Number – Course/Section Number.
8. Click **Open.**

9. The Import Class Roster window appears. Click **Palm Beach Standard ExamView Import** and then **OK.**
10. Click **Next > Next > Finish.**



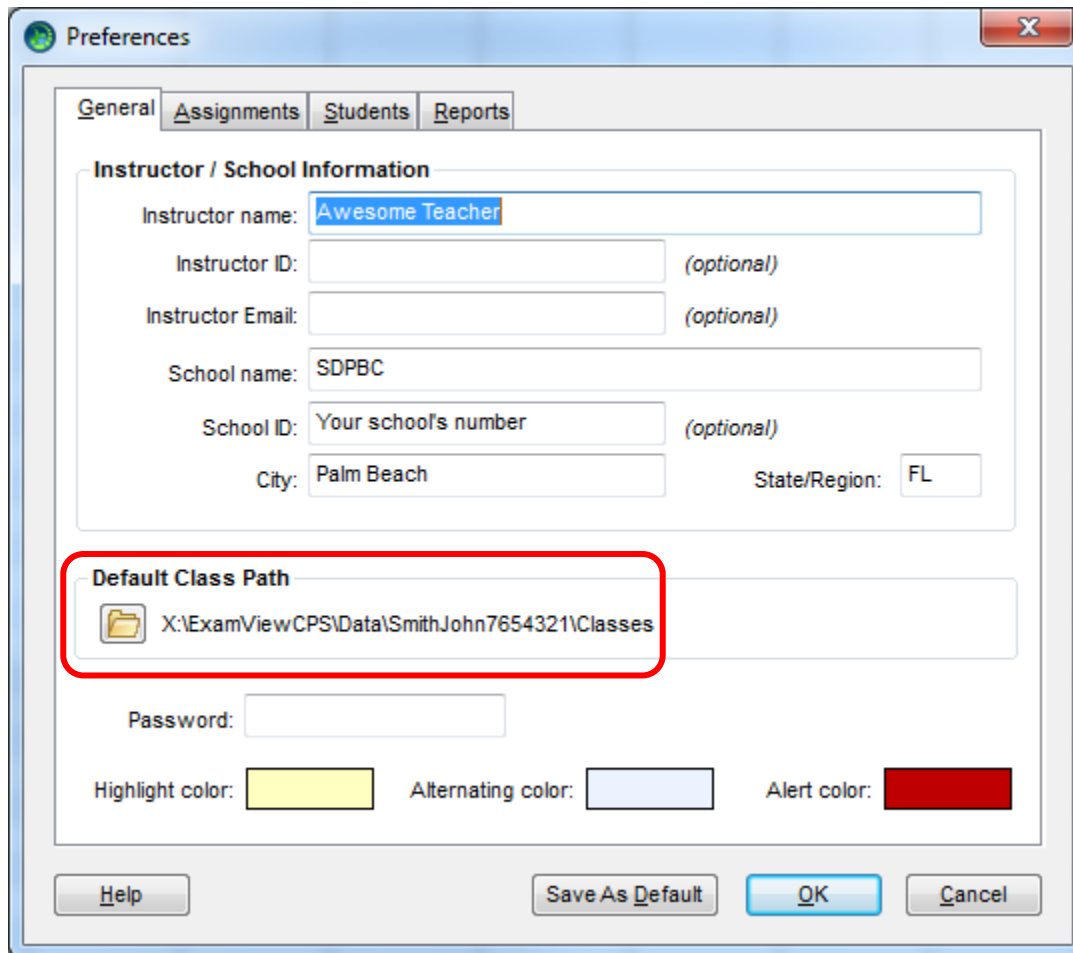
11. You will be prompted to skip students who are already in the gradebook, click **Yes** and then **OK.**
12. A report will appear telling you how many students were added and how many were skipped. Click **OK.**
13. **Save.**
14. If you want the new students to take a test previously administered, then you may need to change the parameters on that test. See Appendix A for more information.



## APPENDIX C – Customizing ExamView Test Manager to You

You can make a few settings changes to make using ExamView Test Manager even easier.

1. Open ExamView Test Manger to any class.
2. Click Edit > Preferences. The Preferences menu will appear opened to the General tab.



The screenshot shows the 'Preferences' dialog box with the 'General' tab selected. The 'Instructor / School Information' section contains the following fields: 'Instructor name' (Awesome Teacher), 'Instructor ID' (optional), 'Instructor Email' (optional), 'School name' (SDPBC), 'School ID' (Your school's number, optional), 'City' (Palm Beach), and 'State/Region' (FL). The 'Default Class Path' section is highlighted with a red box and shows a folder icon next to the path 'X:\ExamViewCPS\Data\SmithJohn7654321\Classes'. Below this are fields for 'Password', 'Highlight color' (yellow), 'Alternating color' (light blue), and 'Alert color' (red). At the bottom are buttons for 'Help', 'Save As Default', 'OK', and 'Cancel'.

3. In the **General** tab you can make changes about your identity and default colors. More importantly, **you can force the program to open your class folder when you click the “Open an Existing Class” icon.**
  - a. **Click the folder icon** next to Default Class Path.
  - b. **Navigate to and select:**
    - i. **Elementary:** V:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes
    - ii. **Secondary:** X:\ExamViewCPS\Data\LastNameFirstNameEmployeeID\Classes
  - c. If you are finished with setting your preferences, click **Save As Default**, or click the next tab at the top of the preferences window to continue customizing.

4. In the **Assignments tab** you can create categories. Keep in mind that the ExamView Test Manager gradebook is not the official gradebook of record; adding assignment categories may be of little use in the long run. More importantly, you can **set the default path to your tests**.

- a. **Click the folder icon** next to Default Test Path.
- b. **Navigate to and select:**
  - i. **Elementary:**

**V:\ExamViewCPS\Data\LastNameFirstNameEmployeeID**

- ii. **Secondary: X:\ ExamViewCPS\Data\LastNameFirstNameEmployeeID**

- c. If you are finished with setting your preferences, click **Save As Default**, or click another tab at the top of the preferences window to continue customizing.
- d. **Do not change the Default Online (LAN) Test Path**. Changing this path will render this feature useless to you.

5. **No changes** should be made to the **Students tab**.

6. The reports tab will allow you to set grading range and color defaults for the ExamView Test Manager reports. If you are finished with setting your preferences, click **Save As Default**, or click another tab at the top of the preferences window to continue customizing.

