

## quick guide → Creating a Test Using ExamView

### About creating a test using ExamView Test Builder

When you use the ExamView Test Builder to create a test, you can choose the questions to be included in several different ways: randomly, from a list, while viewing a question bank, and based on the criteria you select.

**important!** → Be sure to choose questions of a type that Edusoft supports. If you include questions that Edusoft does not support, Edusoft warns you when you try to publish the test to Edusoft.

These are the types of questions you can use in an Edusoft assessment.

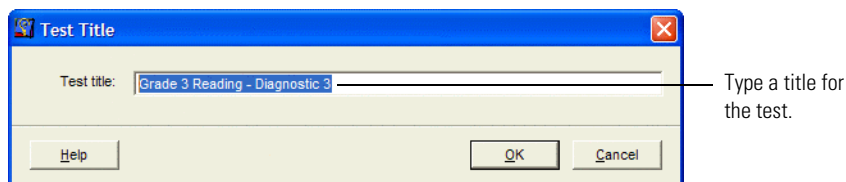
If the ExamView question is		Edusoft treats it as
■ True-False	■ Yes-No	Multiple choice
■ Multiple choice	■ Bimodal	
■ Modified True-False	■ Completion	Short answer
■ Numeric response	■ Bimodal	
■ Essay	■ Case	Long answer or essay
■ Problem	■ Other	

### Creating an exam using Test Builder

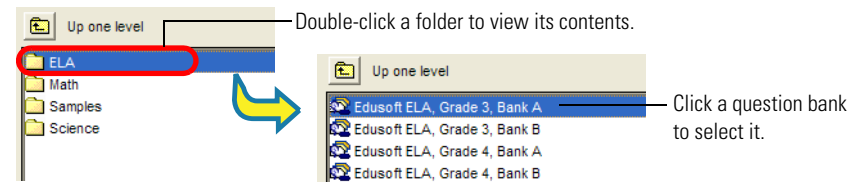
The ExamView Test Builder lets you construct a test by picking specific questions from one question bank. You can choose questions randomly, from a list, while viewing questions, or based on criteria that you define (such as standards or objectives).

#### To create an exam using Test Builder:

- 1 Start ExamView. Choose **File > New Test**.
- 2 In the Test Title window, type a title for the test and click **OK**.



- 3 In the Select Question Bank window, double-click the folder that contains the question bank you want to use. Click a question bank to select it. Click **OK**.



- 4 Start adding questions. To select questions from a list:

- Choose **Select > Randomly**.
- In the Select Randomly window, enter the number of each type of question to include.

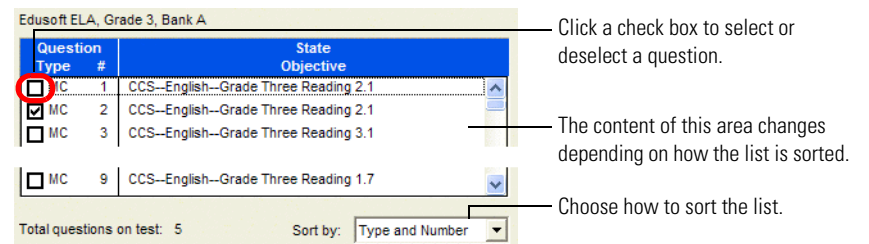
Question Type	Already Selected	Number Remaining	Additional Selections	Total
Multiple Choice	0	122	<input type="text"/>	0
Essay	0	6	<input type="text"/>	0

- The totals Select Randomly window are updated to reflect your choices.
- Click **OK**.

- 5 To select questions from a list:

- Choose **Select > From a List**.
- In the Select From a List window, click the check boxes next to the questions you want to include.

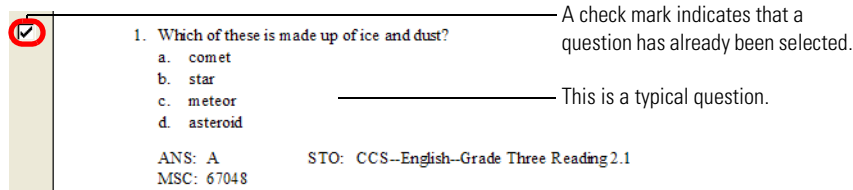
You can sort the list by difficulty, reference, text objective, state objective, or topic (depending on the question bank).



- Sort the list if necessary and click questions to select them. Click **OK**.
- 6 To select questions while viewing a list of questions:

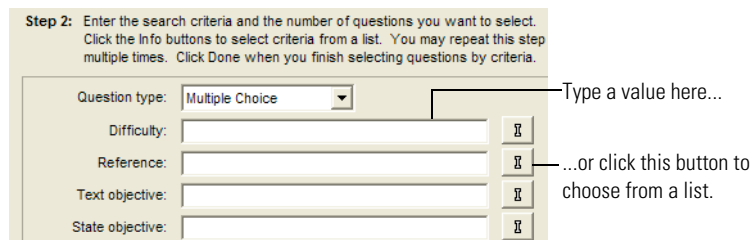
- Choose **Select > While Viewing**.

ExamView opens a window that shows the full contents of all questions in the question bank.

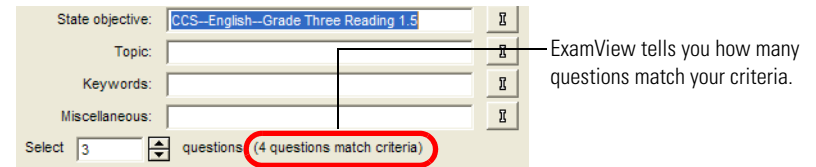


- Click the check mark beside a question to include it. Click the check mark beside a reading passage to include all questions for that passage.
  - Click **OK**.
- 7 To select questions based on criteria you choose:
- Choose **Select > By Criteria**.
  - In the Select by Criteria window, select the question banks you want to search. Click **Next**.
  - Choose a question type.
  - Choose the criteria you want to use and type or choose the values you want to use for those criteria.

For example, state objective is a criterion; CSS-English-Grade Three Reading 1.5 is a value.



- Select the number of questions you want to add.



- Click **Select** to add the questions that match your criteria. Click **Done** when you've finished adding questions.
- 8 To remove questions from a test, click the question to select it and click **Delete**.
- 9 When you're satisfied with the questions you've selected, choose **File > Save** to save the new test. Give the file a name and click **Save**.

## Publishing a test to Edusoft

When you publish an exam to Edusoft, a Edusoft checks that you are an Edusoft user who can publish tests. Next, Edusoft makes sure that the test contains only questions that Edusoft supports. Then, Edusoft reads the test and converts it into an Edusoft assessment. The final step in publishing an exam happens in Edusoft, where you provide information that lets Edusoft know where to store the assessment.

### To publish a test to Edusoft:

- In ExamView, open the test that you want to publish. Choose **File > Open Test** if the test is not already open.
- Choose **File > Publish Internet Test**.
- In the Publish Internet Test window, change the test name if you wish, click **Publish test to**, and choose **Edusoft**. Click **Next**.
- Type your Edusoft user name and password. Click **Next**. Click **Publish**. Click **OK**.
- To resolve the exam immediately, log in to the Edusoft web site with your usual user name and password.