

Exam View Suite

Step by Step – Test Generator

Exam View data folder – please be sure you have already created a folder. If you have not, follow the steps below.

- Start / My computer / locate your or G: or PLC drive (you decide)
 - Suggest G: so you can access from any district computer.
 - You can always move it if you change your mind.
- File New folder: ExamView Data
- Close window

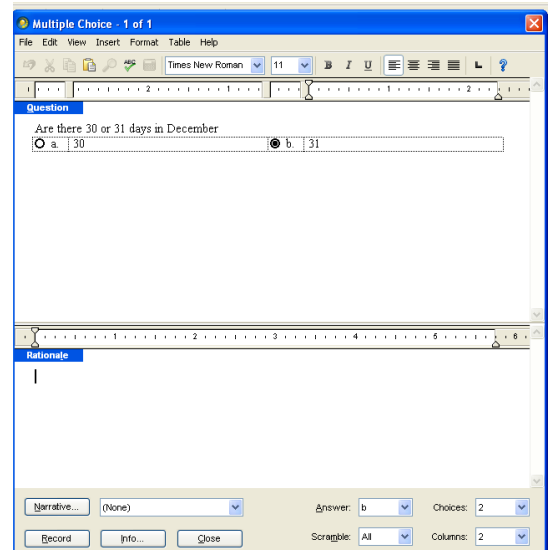
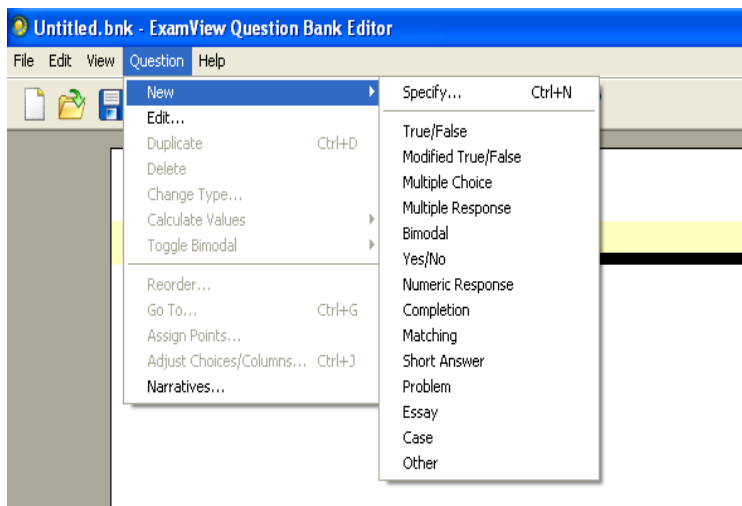
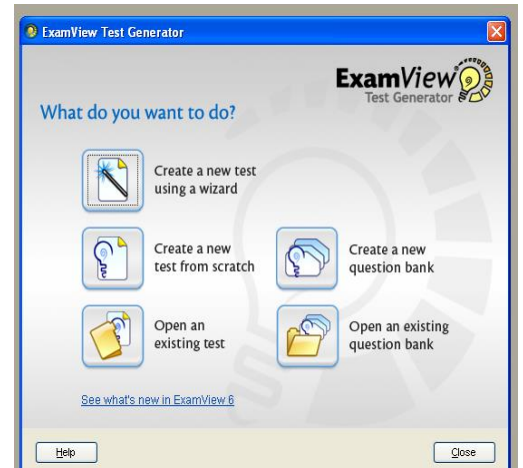
Test Generator

- Open the ExamView Suite folder on your desktop
 - Open Exam View Test Generator
- First time user:** Fill in requested information.

NOTE: It is recommended that all questions be in a Question bank. This will allow you to re-use the questions and share with other teachers.

How to enter your own questions into a bank:

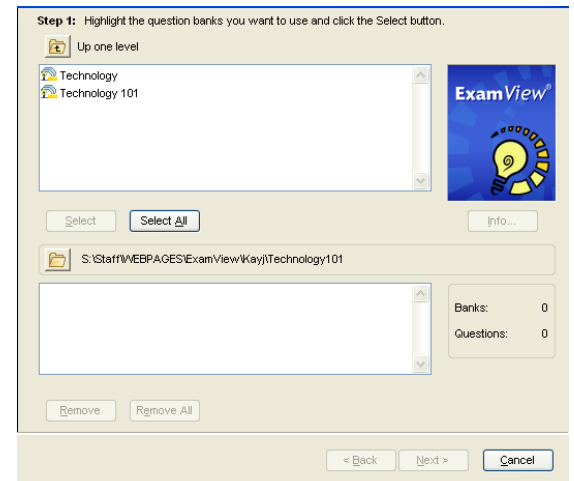
- Select create new question bank
- Give your bank a name, OK (blank page will appear)
 - Setup Preferences – see below
- Select Question / New / and type of question
- Type your question and enter choices.
- Select correct answer.
- Click RECORD to add question to the bank.
- Continue adding your questions.
- You can copy/cut/paste from other sources (WORD, etc)



How to Create a Test

- Open Test Generator from the Exam View Suite folder on your desktop
- Select Create Test from Scratch
- Select / Question / While Viewing
- Use folder to navigate to appropriate location of your questions.
- Select as one bank or several to mix and match.
- Click NEXT and questions will appear.
- Check questions you wish to include in your test.
- Click Finish button for questions to be added.
- SAVE test to proper location when finished.

NOTE: You may edit questions using the EDIT button at the bottom of the screen.



Narratives- Special instructions for certain questions.

You may create as many narratives as you need. You attach to specific questions or groups of questions. The Narrative remains until you remove or change it.

How to Import from Another User, Source, or Location

- Open Test Generator from the Exam View Suite folder on your desktop
- Select File / Import

How to Change Preferences

- Open Test Generator from the Exam View Suite folder on your desktop
- Select Edit / Preferences
You may change settings for General Information, File Setup, Editing, Layout, Style and Point count.