

Creating a Test for Deployment Via the Network (PHS Version)

Description of the First Screen

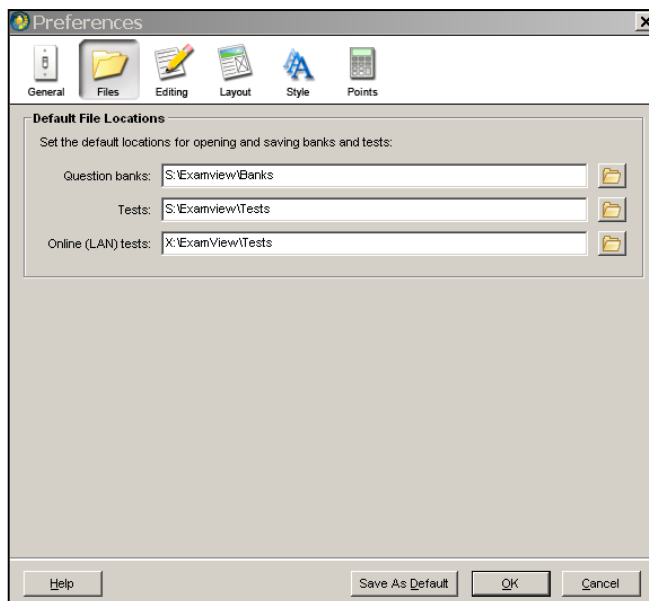
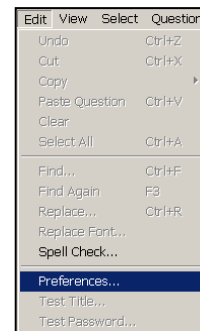
The screenshot shows the 'ExamView Test Generator' window with the title 'What do you want to do?'. It contains five main options:

- Create a new test using a wizard**: Easiest method to use when starting for the first time.
- Create a new test from scratch**: Method to use if you want more options on how to add questions to your test.
- Create a new question bank**: Use this option to create a question bank that you can keep pulling questions from.
- Open an existing test**: Open a test that is located within StaffApps or your Home Directory.
- Open an existing question bank**: Use this option to view available banks.

At the bottom of the dialog are 'Help' and 'Close' buttons.

1. Getting Started: Setting Preferences

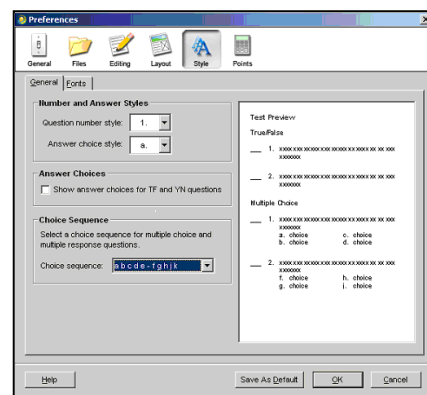
- A. If this is your first time using ExamView Test Generator, you will need to close out of the initial window and select the **"Edit"** tab then **"Preferences"**.
- B. The following window will appear. Under the **"Files"** tab, select the folder icon to set preferences for where test banks are located, where your tests will be saved (your Home Directory or Staff Apps), and where online tests will be placed. Once you have set your preferences, select **"Set as Default"** and then **"OK."**



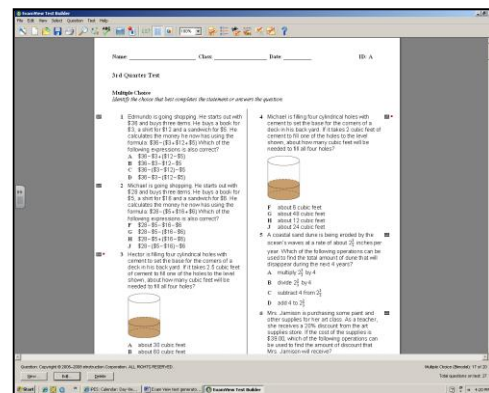
- Banks - S:\Staffapps\ExamView\Banks\Dept. name
 - Your copy of your tests - saved in your home directory, or to S:\StaffApps\ExamView\Tests\dept. name\your name
 - Your online tests - X:\NetApps\ExamView\Tests\Dept. name\your name
 - You will only have to do this step once.
- C. Once you click "OK" you will still be in the test generator. You can select to start a test from scratch or by using the wizard. Both options are available in the "File" menu.

2. Formatting Your Test to SOL Style

- Click "Edit."
- Select "Preferences."
- Select the "Style" tab.
- Change the Choice Sequence to abcde-fghjk if you prefer.
- Click OK



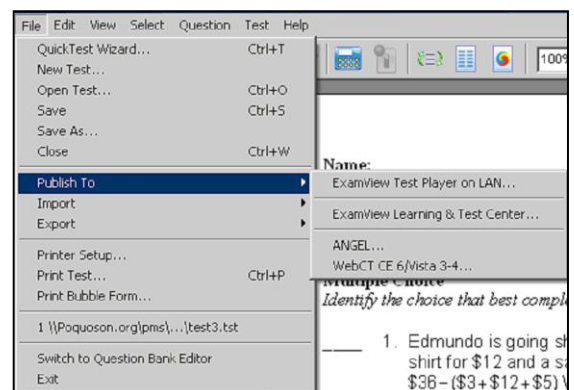
- From the test page click "Test" on the top toolbar and select "Style Gallery."
- Choose "Virginia: SOL"



3. Publishing Your Test

*** If you want your kids to take this in the computer lab.

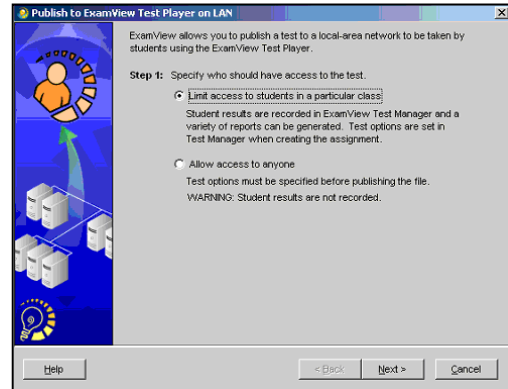
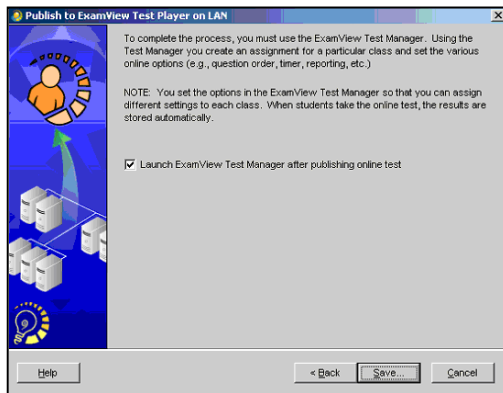
- Click "File" on the toolbar
- Select "Publish to"
- Select "ExamView Test Player on LAN"



D. Select "Limit access to students in a particular class"

E. Click "Next"

F. Click "Save"



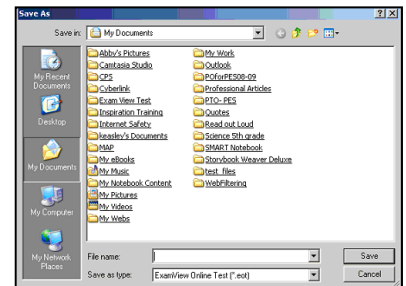
G. Save in **NetApps** rather than your Home Directory. Follow the path through the folders as follows:

X:\NetApps\ExamView\Tests\Dept. name\your name

H. Notice the file name now has changed to an ".eot" file.

4. Saving Your Test

- The test file can be saved to the following locations:
 - X:\NetApps\ExamView\Tests\Dept. name\your name\Name of the test
 - My Documents\create your own folder



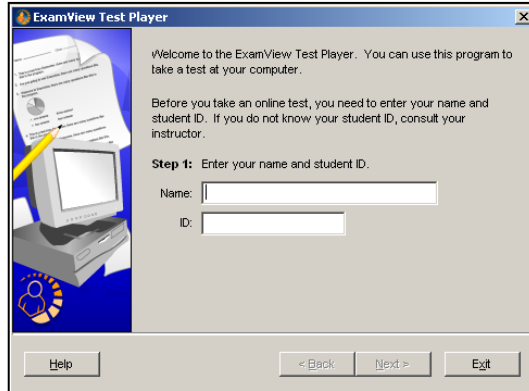
Accessing the Test

Actual Testing...

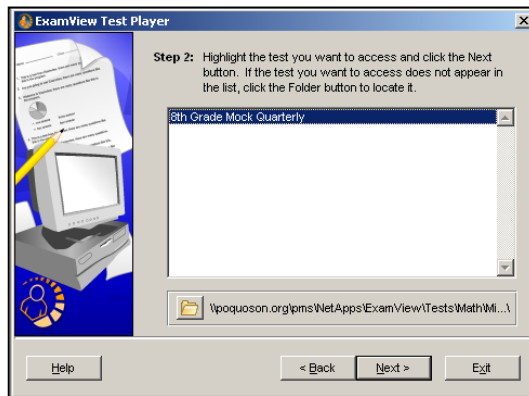
1. Provide testing information to each student.
 - Directions on how to access the test
 - Login information - name, student id, password

2. The ExamView Test Player will open. The following screen will appear.

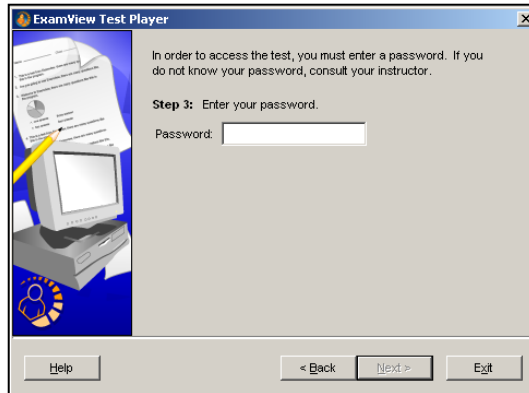
Student types in Name and ID Number and then selects "Next."



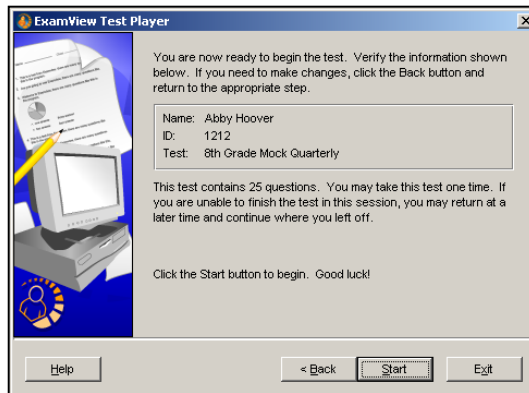
Student highlights test and selects "Next."



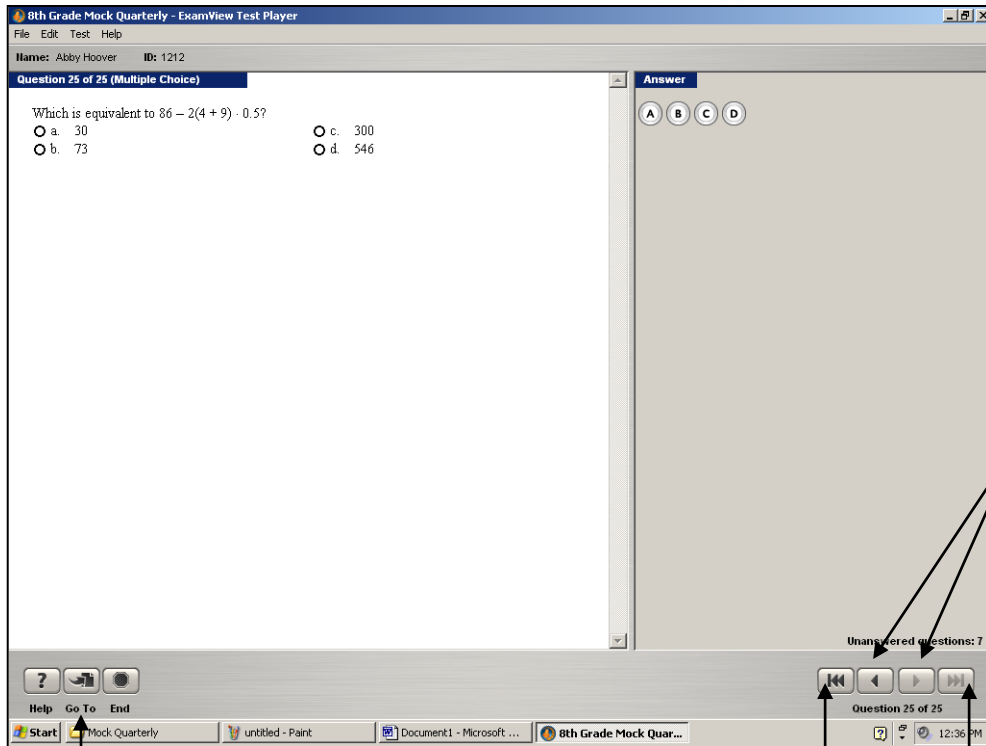
Student types in the designated password and clicks "Next."



Student confirmation window appears. Select "Start."



3. When students begin taking the test the test window will appear as below.



Move forward or backward in the test.

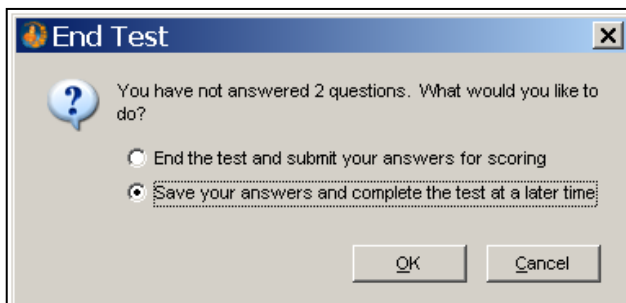
ExamView Player Help, Go To (skip around to various questions), End (end the test and submit your answers, or save your work and complete the test later)

Fast forward to the beginning or end of the test.

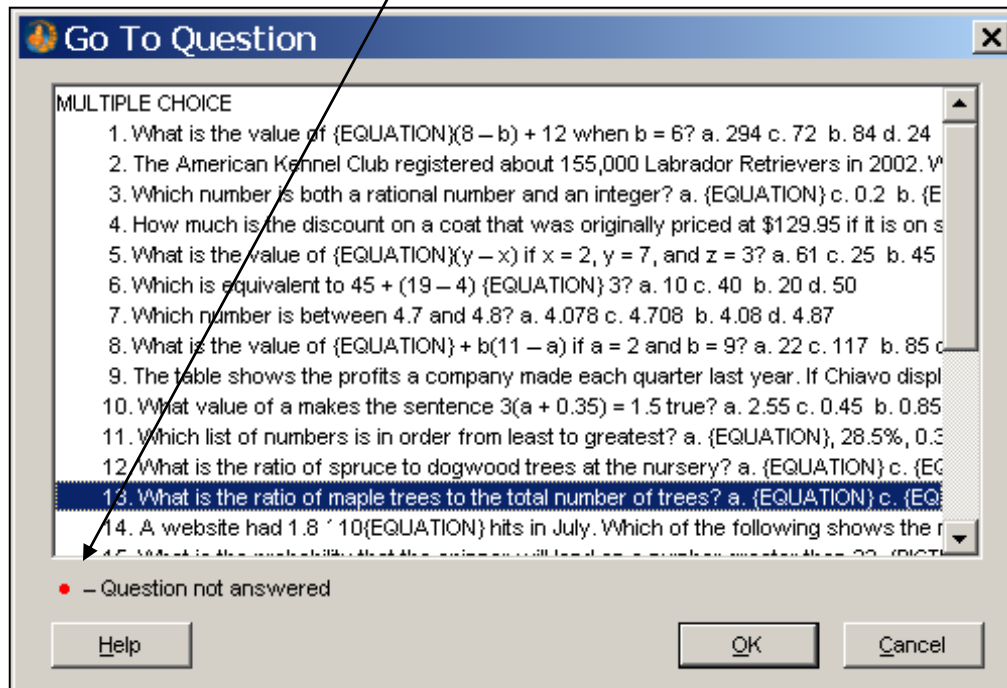
After Testing...

1. When students have finished the last question, they are to select "End."

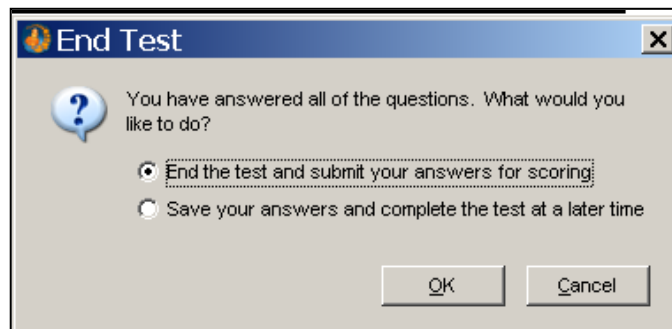
2. If the students **DID NOT** finish the test, the following screen will appear:



***It states that the test is not 100% finished. If they need to go back to the other questions, they should select "Cancel" and then "Go To." The questions that were not answered have red dots next to them.



3. If the student **DID** finish the test, when they select "End," the following screen appears.
4. The student should select the first option and then "OK."
5. The student is now finished



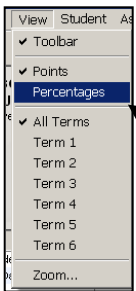
Getting the Results

- Once your students have completed the test, you will access their grades through the Test Manager. On the toolbar, select the following icon.



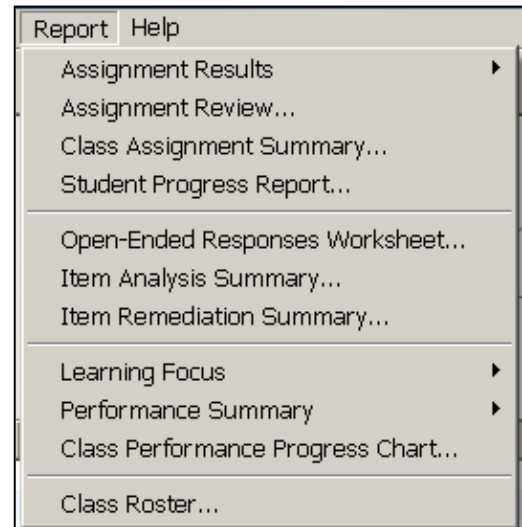
- The grades appear for each student.
 - Student grades are recorded as total points by default. For example, Anderson Cooper received 2 points out of 7.
 - To convert these scores to percentages, click on **"View"** and then **"Percentages."**

Name	Student ID	Score
Cooper, Anderson	87961	2
Matthews, Dave	34567	2
Average		2



- There are a variety of reports available through the Test Manager. They are all located in the **"Reports"** section of the toolbar.

- 1st Option: Assignment Results: Reports on an individual or a class that includes assignment score, points earned, and student responses
- 2nd Option: Assignment Review: This report helps students understand mistakes. It includes points earned, student response, the correct answer, explanation, reference, and focus area.
- 3rd Option: Class Assignment Summary: a summary report on an individual's average for all assignments. You would use this if you had multiple assessments.
- 4th Option: Student Progress Report: a report showing students' progress for each assignment. It also shows the assignment details.
- 5th Option: Open-Ended Responses: Report that you would use if your questions were open ended.
- 6th Option: Item Analysis Summary: This report shows the overall performance of your class by question. No specific student names are attached to this.
- 7th Option: Item Remediation Summary: Just like option 6, but a more detailed report of the questions.



- 8th Option: Learning Focus by Class and By Student: (Commonly Used). This report will specify students and the particular questions they missed.
- 9th Option: Performance Summary: Similar to Option 8, but can show multiple assessments.
- 10th Option: Class Performance Progress Chart: (Commonly Used). Shows entire class performance on standards.