



## Getting Started

### Introduction

ExamView Test Generator (part of the ExamView Assessment Suite) is test-making software that creates customizable tests in seconds using question banks that align to Savvas programs. This guide explains the basics of ExamView, including how to build and customize a test, edit and delete questions, and print multiple versions of a test. Most of the ExamView Version 7 question banks align to the Common Core State Standards

Some Savvas programs include ExamView with the TeacherExpress CD-ROM, and other products provide ExamView on a separate installation disk.

### Previous Versions

Test banks installed with earlier versions of ExamView work fine with newer versions of the program. In fact, the latest version of ExamView may be installed right over previous versions of ExamView, and all tests and test banks remain intact. Only the software engine is updated. ExamView test banks are available for virtually every Savvas program so that tests and worksheets correspond to the specific textbooks.

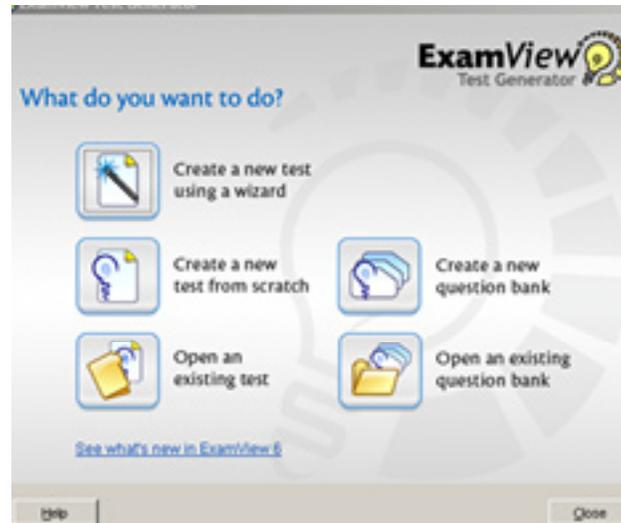
### Setup

1. After launching ExamView, enter a name, the school's name, and the state.
2. Be sure to enter state information, so that created tests align to either state standards or Common Core State Standards.
3. After this initial setup, this information does not need to be entered again.

A screenshot of the ExamView software's "Welcome" dialog box. The window has a blue title bar with the text "Welcome". The main area has a light beige background. On the left side, there is a vertical blue banner with the "ExamView" logo and a yellow pencil icon. The main text reads "Welcome to ExamView!". Below this, there is a section titled "General Information" with four text input fields: "Name" (containing "Nancy Smith"), "Organization" (containing "Elm St. School"), "City" (containing "Newton"), and "State/Region" (containing "MA"). At the bottom of the dialog, there are two buttons: "Help" on the left and "OK" on the right, with a mouse cursor hovering over the "OK" button.

## QuickTest Wizard

The quickest way to create tests in ExamView is to use the QuickTest Wizard. After launching ExamView, a window opens and asks: What do you want to do? Choose the first option: **Create a new test using a wizard.**

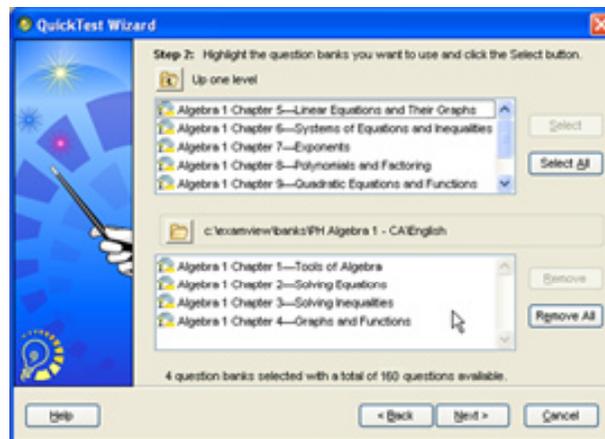


## Locate Question Banks

Enter a name for the test and click **Next**. Tests can be customized at a later time.

Locate and select the appropriate program question banks for the test. The question banks are located inside folders which are labeled by program. Double-click to open several folders until the question banks appear. Question bank names usually correspond to a program's chapters or sections.

Choose a question bank by highlighting it, and then click **Select**.



Tip: To select several consecutive test banks at once, hold down the Shift key while clicking the first test bank, and continue holding down the Shift key while clicking the last test bank. This selects these folders and all folders inbetween the two selected folders. To select several non-consecutive test banks at once, hold down the Control key while clicking on specific test banks.

## Select Question Types

Designate the types of questions to include on the test. Type into the boxes or choose **Select All** to add all the questions to the test.



**Edit Questions** To edit a question, double-click the question to open the Question Editor.

Inside the Question Editor, change different aspects of the question by

- editing the text,
- changing the format,
- changing the type of question; and
- changing the difficulty level.

Click **Record** to save the changes.

Tip: Make a question easier by changing the number of responses from four to two so that students have a fifty-fifty chance of getting the question correct!

Tip: To change the number of response choices throughout the entire test, click **Question** in the menu bar and select **Adjust Choices**.

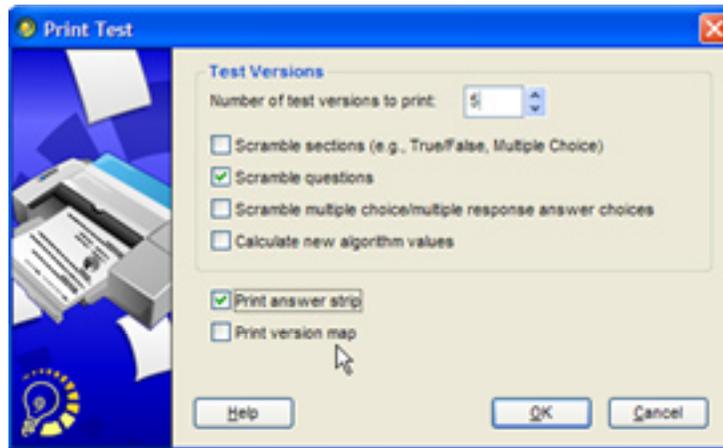
Note: Making modifications to the questions inside a test does not change the questions inside the test bank.

To delete a question from the test, simply highlight the question and type the **Delete** key on the keyboard.

**Create Multiple Versions** ExamView supports printing multiple versions of a test.

1. Create a test and save it.
2. From the File Menu select **Print Test**, and then select the number of versions to print.
3. When printing multiple versions of a test, choose to scramble sections, scramble questions, or scramble multiple choice answers.

4. Print an answer strip if desired.



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## Review

This guide explained the basics of ExamView, including how to build and customize a test, edit and delete questions, and print multiple versions of a test.