



Adding Question Types

Introduction

ExamView Test Generator (part of the ExamView Assessment Suite) is test-making software that creates customizable tests in seconds using question banks aligned to Savvas programs. This guide explains additional ways to add questions to tests.

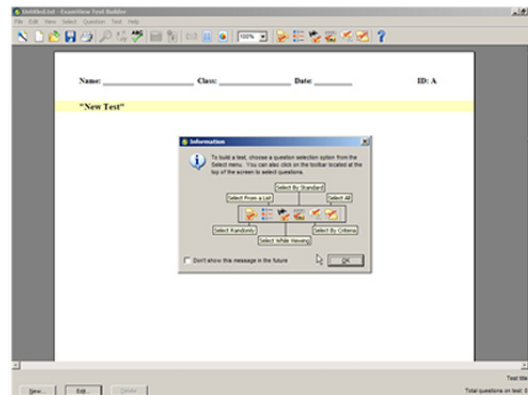
Previous Versions

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.

Create a Test with Specific Content

To create a new test, follow these steps:

1. Go to the **File** menu.
2. Choose **New Test**.
3. Name the test.
4. ExamView creates a blank test. A helpful information window appears in front of the blank test that provides tips on how to add questions to the test.



5. Click **OK**. A blank test appears.

Adding Questions

The most popular ways to add questions are Select While Viewing and Select by Criteria. Additional ways to add questions to tests include

- Select Randomly
- Select from a List
- Select While Viewing
- Select by Standard
- Select by Criteria
- Select All

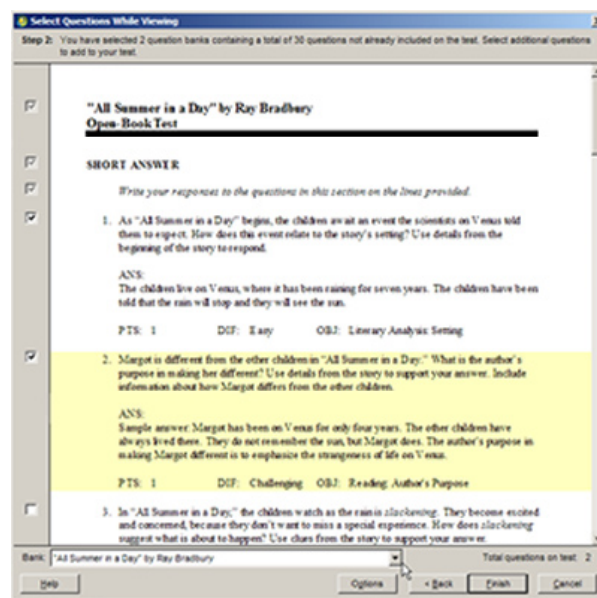


Select While Viewing

Select While Viewing allows the user to preview the questions in a question bank before adding them to the test.

This feature can be used at any time to add questions to the test.

1. Click **Select While Viewing**.
2. The window where the question banks are selected appears. Choose one or more question banks.
3. A window opens to preview questions inside the test banks. The number of test questions available is displayed on the right.
4. Select test questions by placing a check mark beside them.



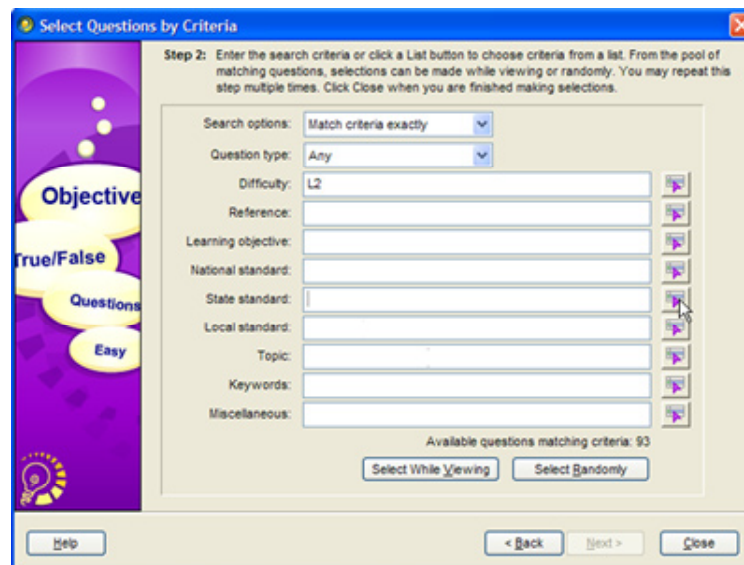
5. Click **Finish**.

Select by Criteria

Select by Criteria makes building a test based on certain criteria, such as difficulty level or standards, easy to do.

1. Go to the **File** menu and select **New Test**.
2. Enter a test name.
3. Choose **Select by Criteria**.
4. Choose one or more question banks.
5. Preview the questions available in the selected test banks within the window that appears. Notice the number of test questions available is displayed on the right.

- Choose the criteria. The Select Questions By Criteria window sets the criteria for selecting questions, such as question type, difficulty level, and standard.



- Either click **Select While Viewing** to add specific questions to your test, or choose **Select Randomly** and use the up and down arrows or type in the number of questions to add to the test.
- To go back and select different test banks, click **Back**.
- After making desired selections, click **Close**.

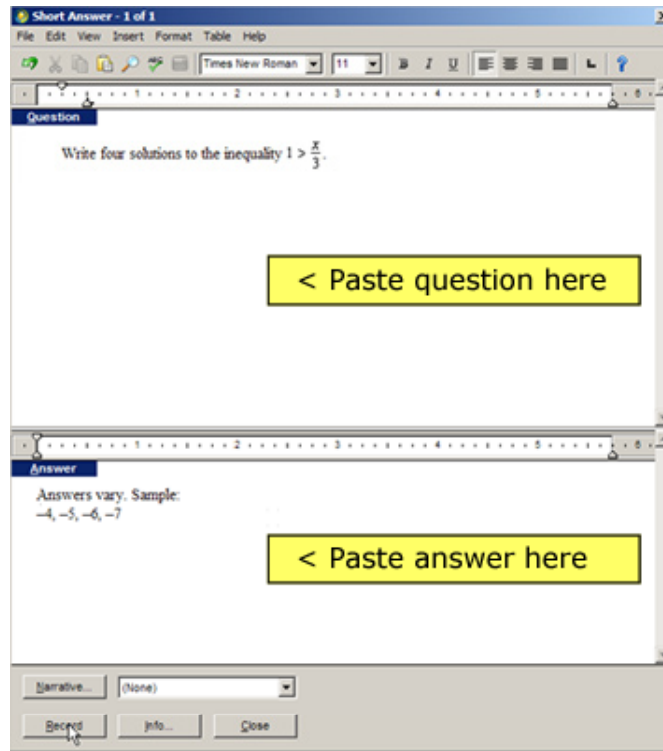
Add Your Own Questions

ExamView also allows users to create questions.

- Go to the **Question** menu and select **New**.
- Select a question type from the displayed options.

Note: If you create your own questions, they are added to the test only; they are not added to the question banks. Using the Question Bank Editor (part of the ExamView Assessment Suite) enables users to add or modify question banks so that question you create are available for other tests.

3. The Question Editor opens. Type into each window or copy and paste text from another application. Be sure to add both the question and the answer.



4. Click **Record** to add the question to the test.
5. After making all changes, click **Save**.

Review

This guide explained several ways to add questions to tests, including creating custom questions.