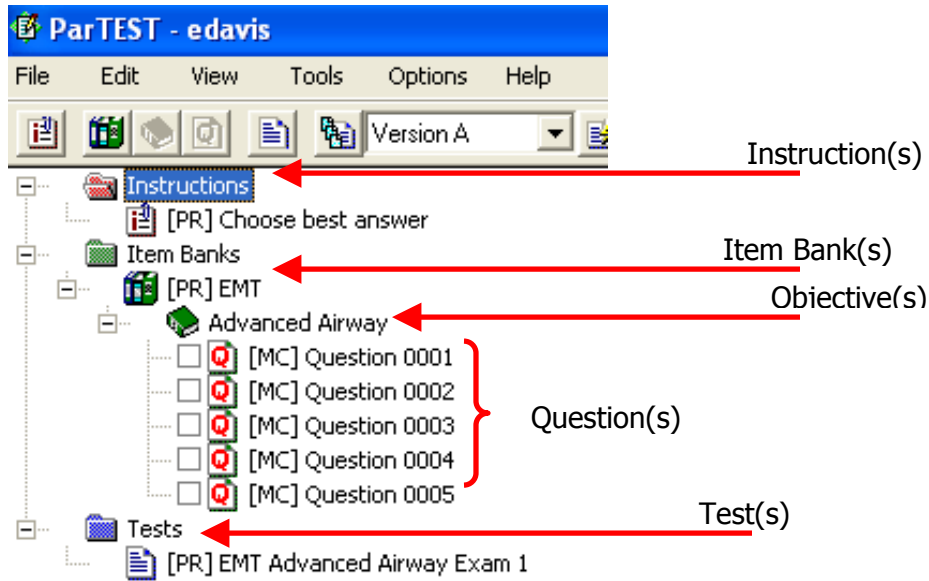
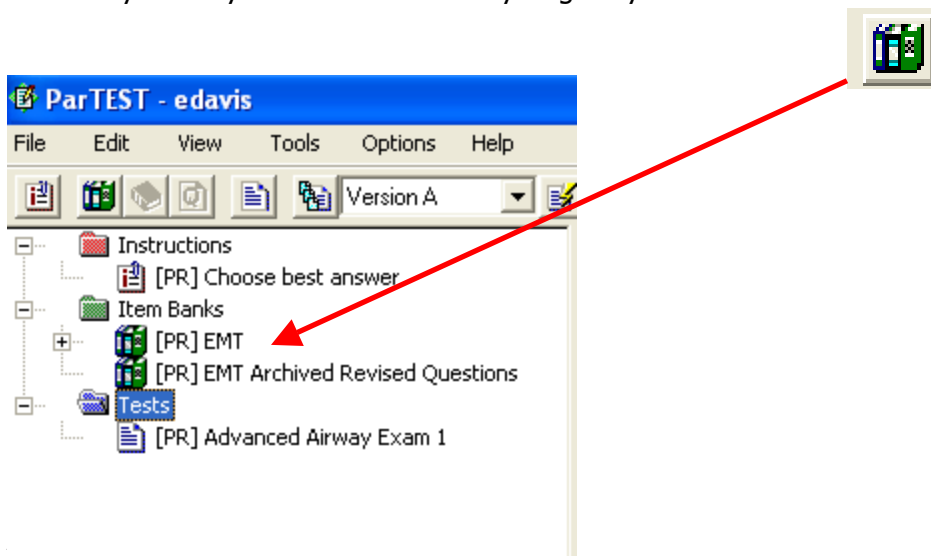


How to edit question(s) that are on generated test(s) *With Archival of the original question(s)*

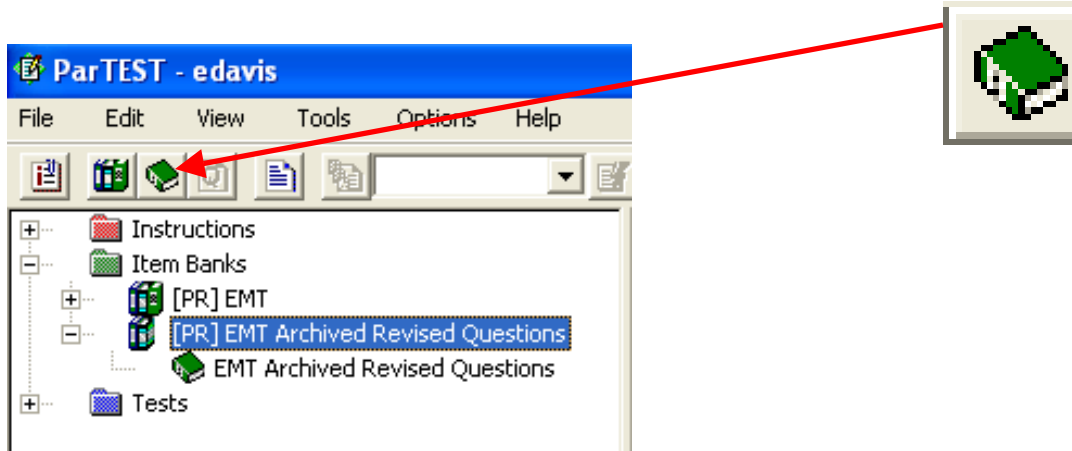
Quick Review:



1) Create a **new item bank** and name it so you can recognize the "saved" revised questions and easily identify what item bank they originally came from.



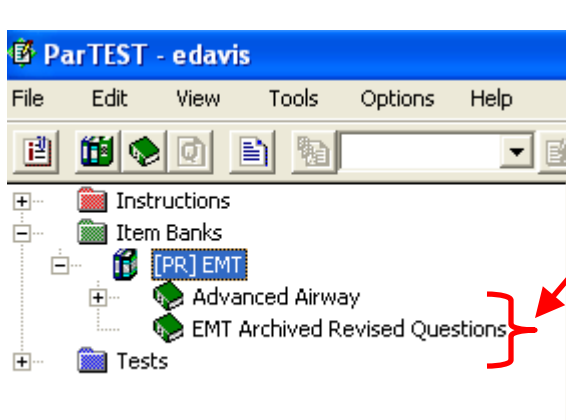
2) Create a **new objective** and name it so you can recognize the "saved" revised questions and easily identify what item bank they originally came from.



This process separates the old and the new (revised) question(s) and allows you to keep the original in the archives for historical reference.

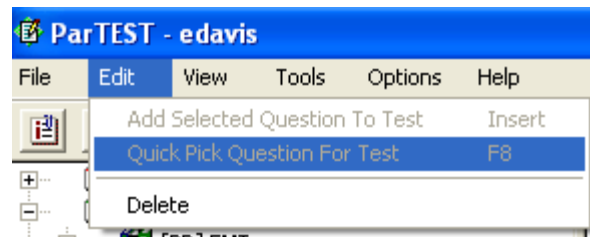
NOTE:

It is **NEVER RECOMMENDED** to create an **archived objective** under the SAME item bank

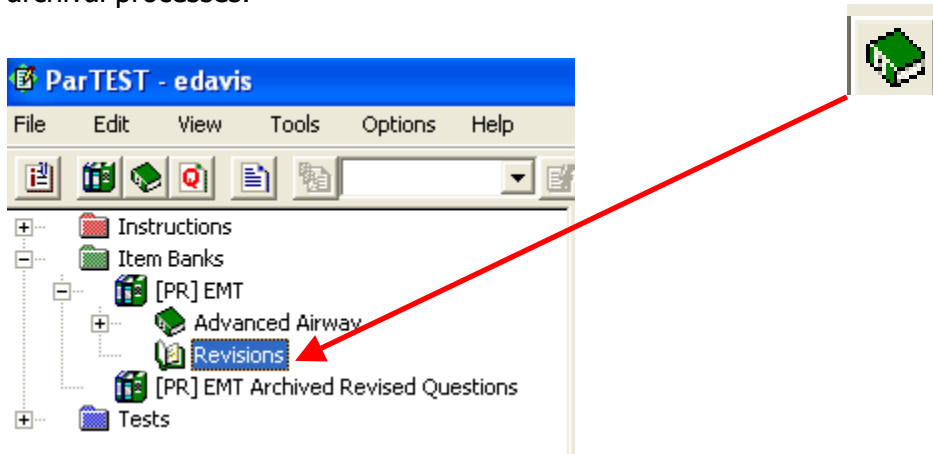


If you have the revisions archived under the item bank and choose the F8 option of "Quick Pick Question For Test", Par Test will pick questions from your revised (changed) and archived (old) questions.

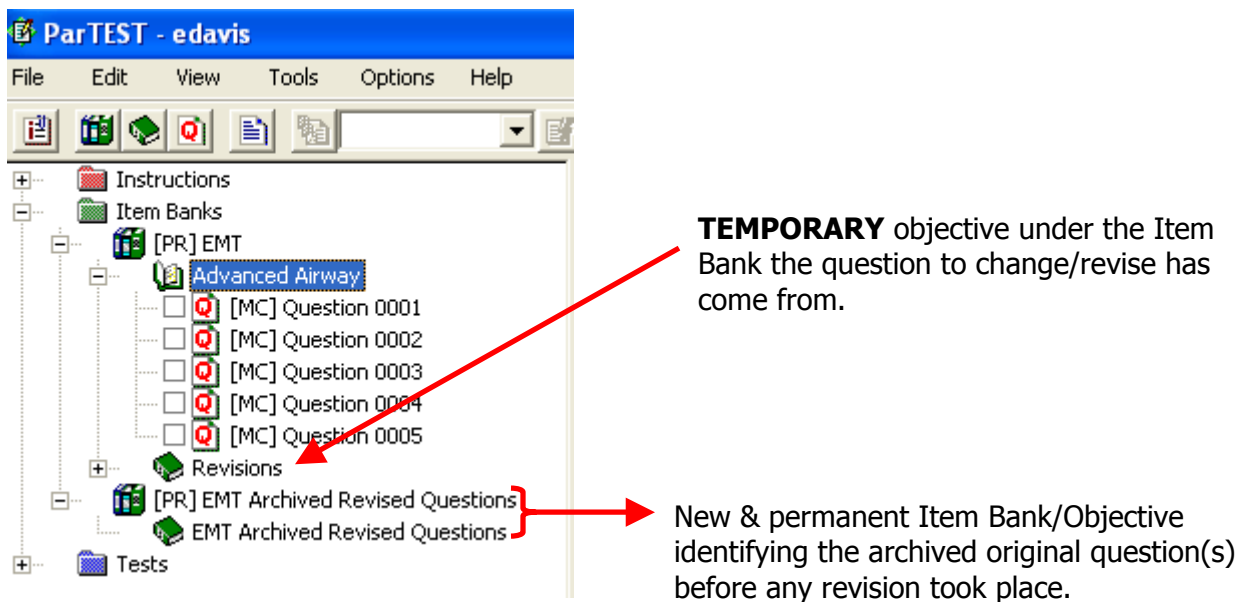
Note: Not all ParTEST versions have the Quick Pick option



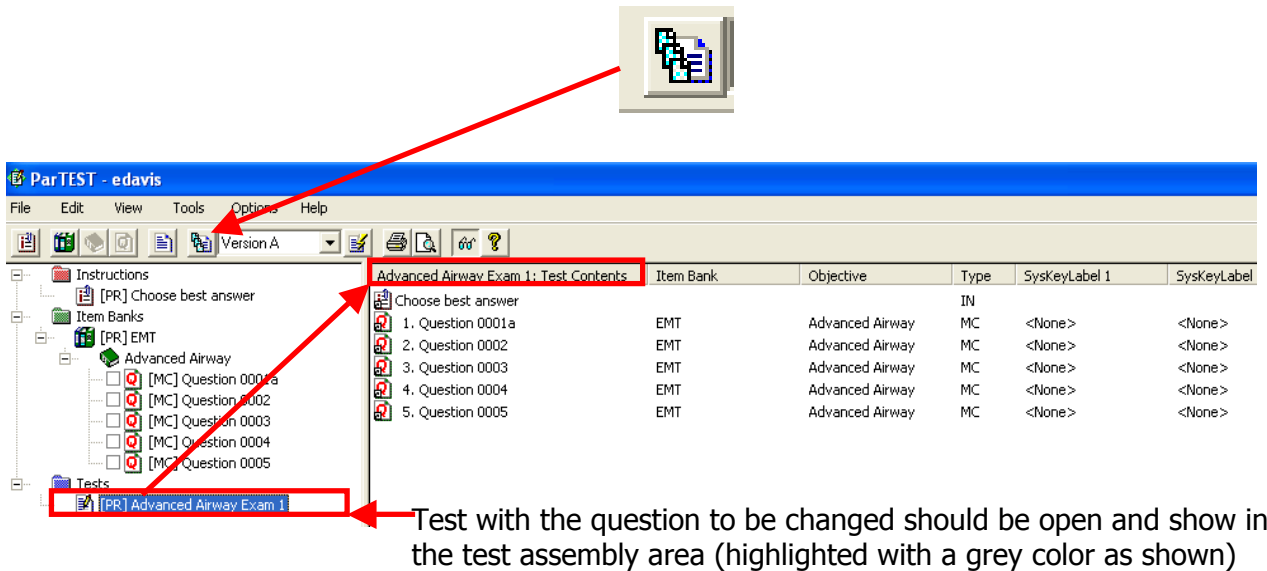
3) Create a new objective called "Revisions" under the original Item Bank. This is an objective used to simply keep the process "flowing" correctly and will be deleted after the revisions and archival processes.



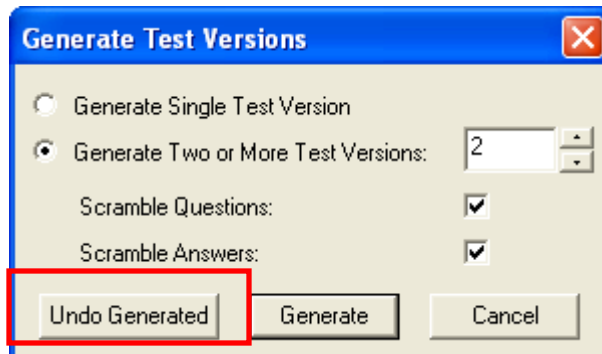
Your folders should look something like this:



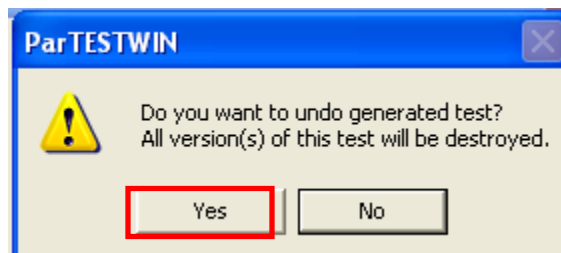
4) Ungenerate the test with the question that needs to be edited. Ensure that the test with the question has been chosen and is open then click the “ungenerate” button on the tool bar.



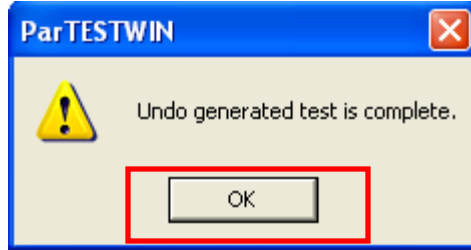
This box will appear, after you choose the “ungenerate” button. Click on “Undo Generated” button.



A window will appear asking if you want to undo generated test. It will alert you that ALL version(s) of the test will be destroyed. Click the “Yes” button.



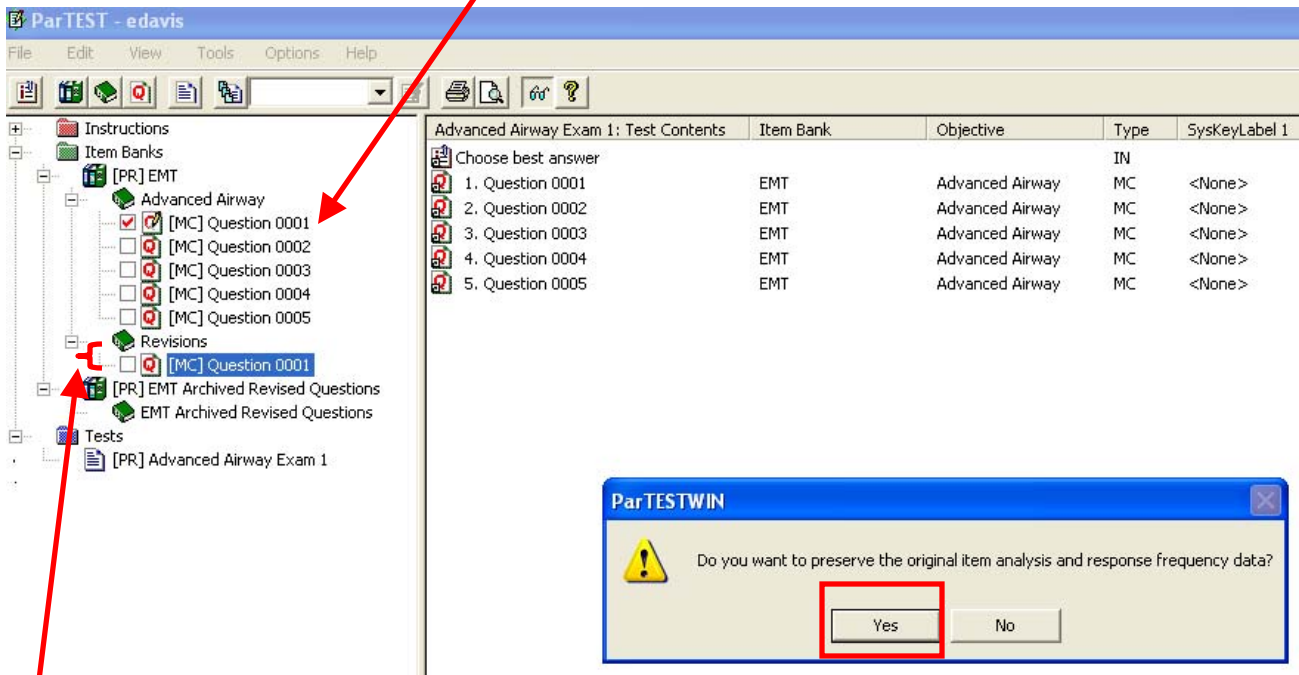
A window will now appear confirming the ungeneration. Click the "OK" button.



5) Drag and drop a copy of the question(s) to be revised from the **ORIGINAL ITEM BANK** into the "Revisions" objective.

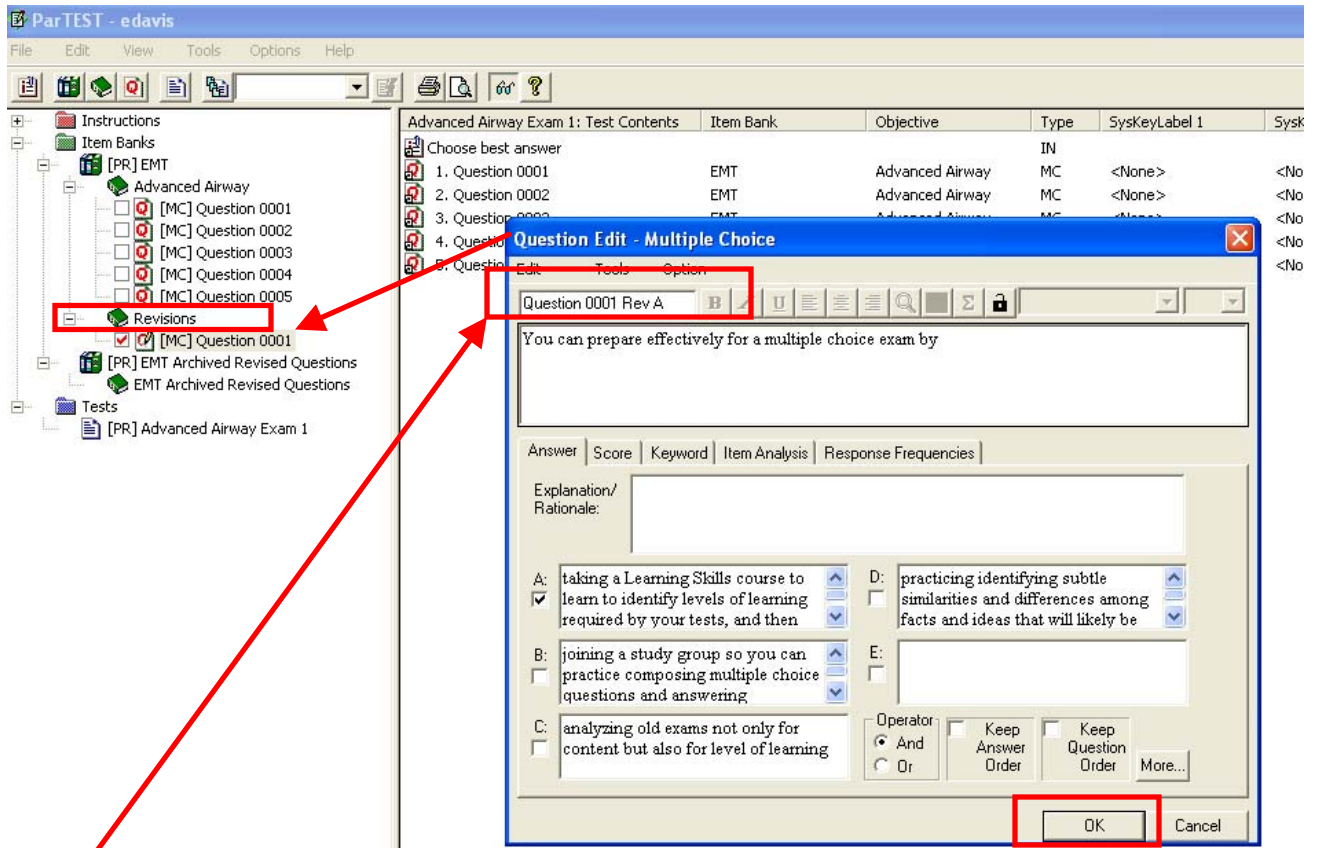
You will be prompted: "Do you want to preserve the original item analysis and response frequently data" ~ **It is recommended to always click "YES"**. This allows you to run past tense reports where the "original" question was used and still have statistics for analysis or reporting.

Original question



A **copy** of the original question should be in the Revisions objective under the ORIGINAL Item Bank

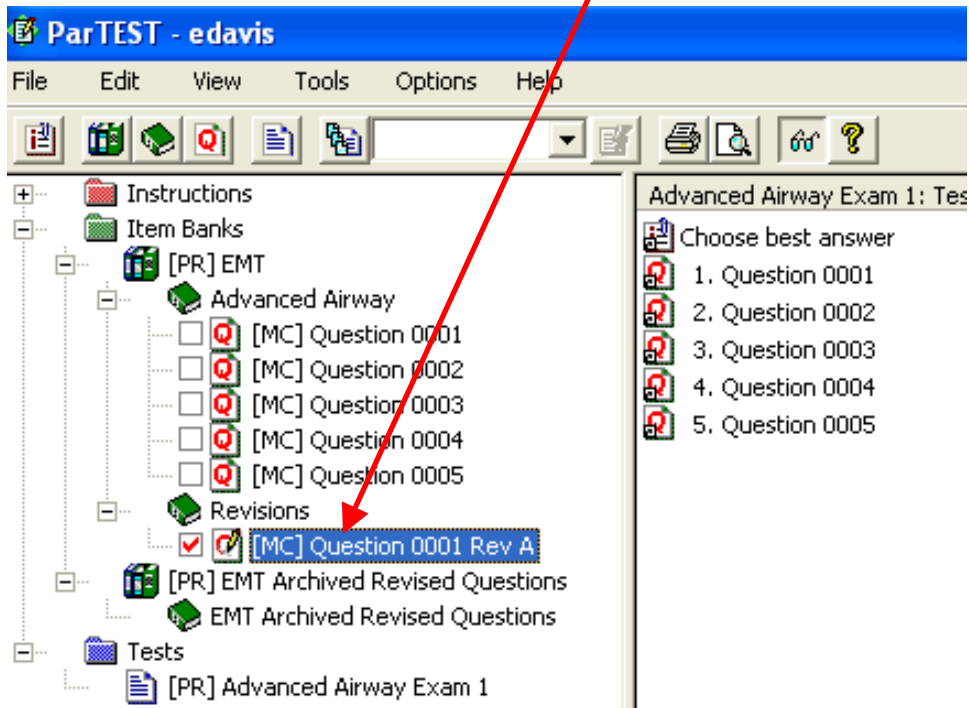
6) Double click the question to be edited in the **Revisions objective**. The question box will appear with that question.



It is advisable to rename the Question with something that will indicate to your organization that this question has changed from the original. *Example used above is adding a Rev a to the name*

Make needed change(s) and select **"OK"**

The changed/renamed question is now saved in the Revisions Objective under the ORIGINAL Item Bank.



Next follow these steps:

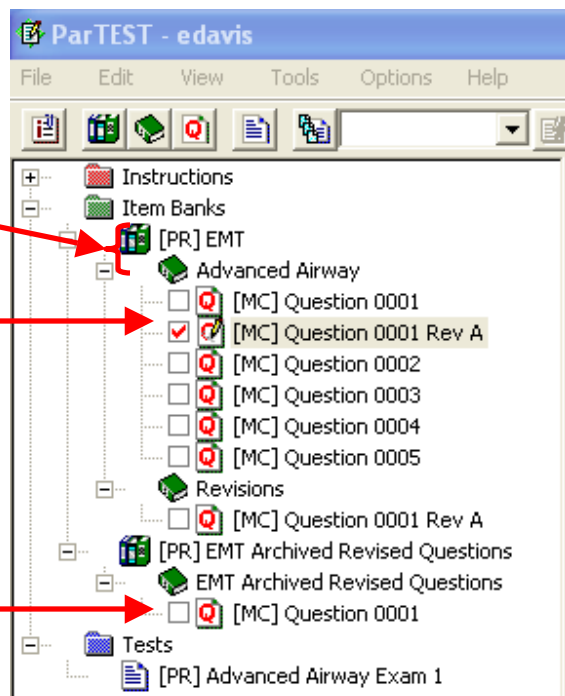
- Drag and drop a copy of the ORIGINAL question into the EMT Archived Revised Questions objective
- Drag and drop the revised question into the ORIGINAL Item Bank where the question you changed revised

You should see something similar to this

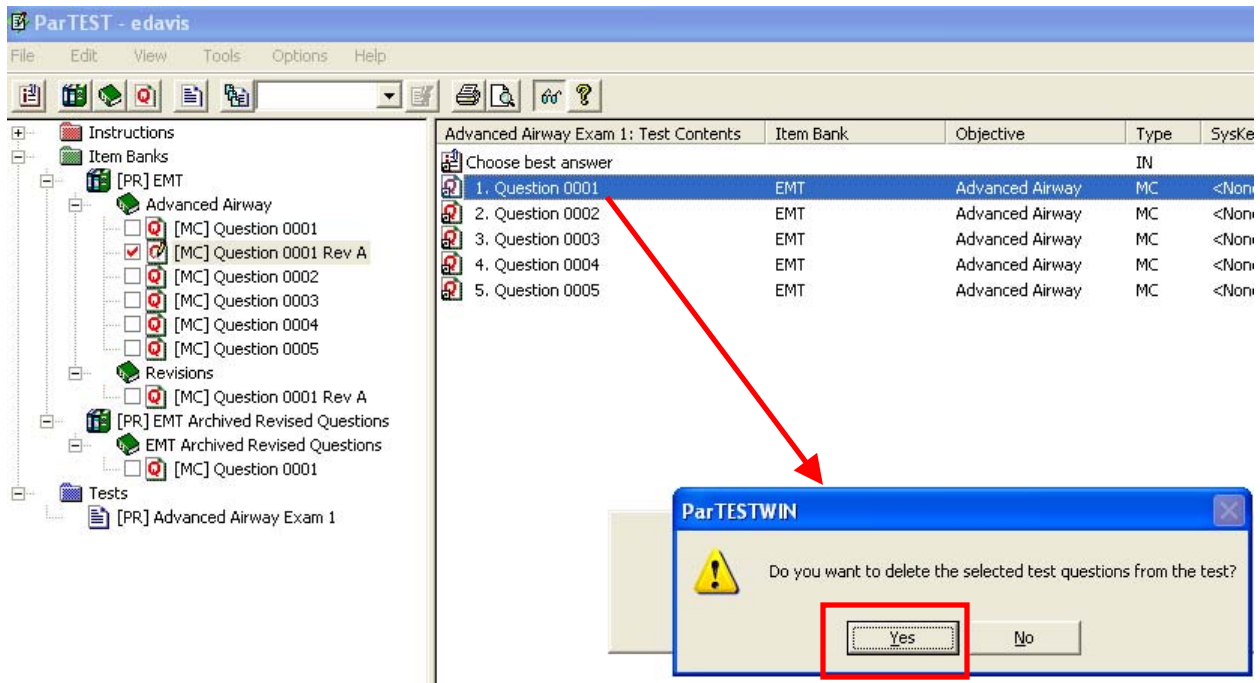
ORIGINAL Item Bank/Objective

REVISED Question

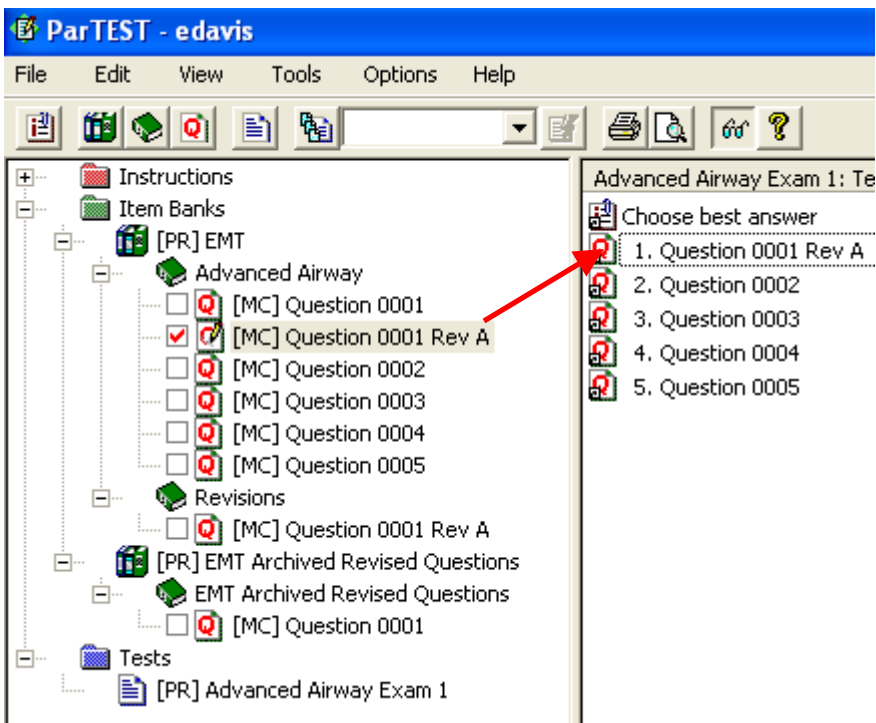
ORIGINAL Question



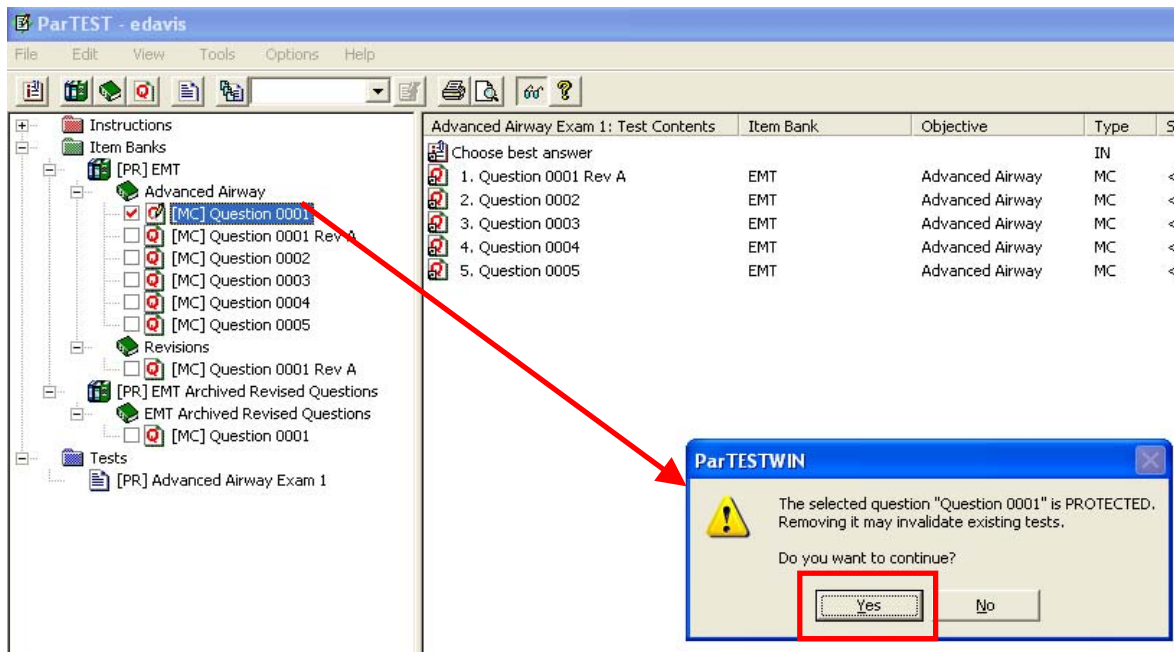
7) Next, delete the "old" question from the UNGENERATED test. Select Yes to the prompt "Do you want to delete the selected test questions from the test?"



Now drag and drop the revised question onto the test

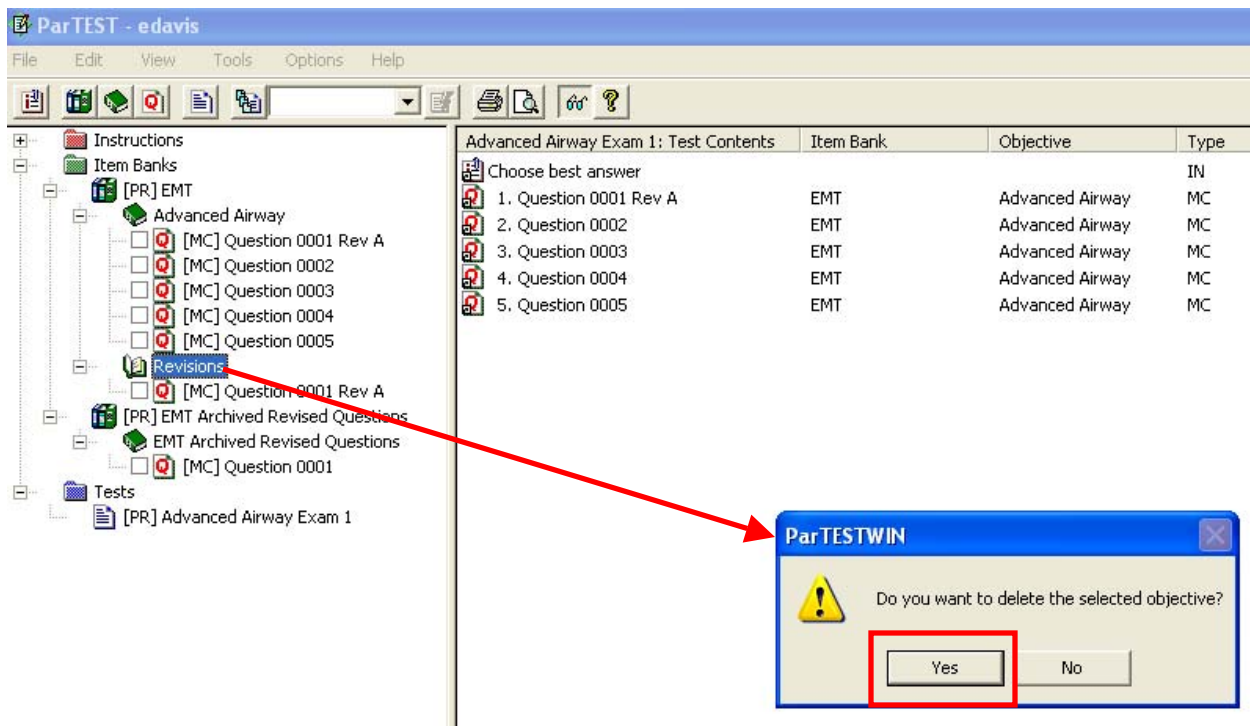


8) Delete the "old" question from the ORIGINAL Item Bank. You will be prompted "The selected question "Question 0001" is protected. Removing it may invalidate existing tests. Do you want to continue." Select **YES**

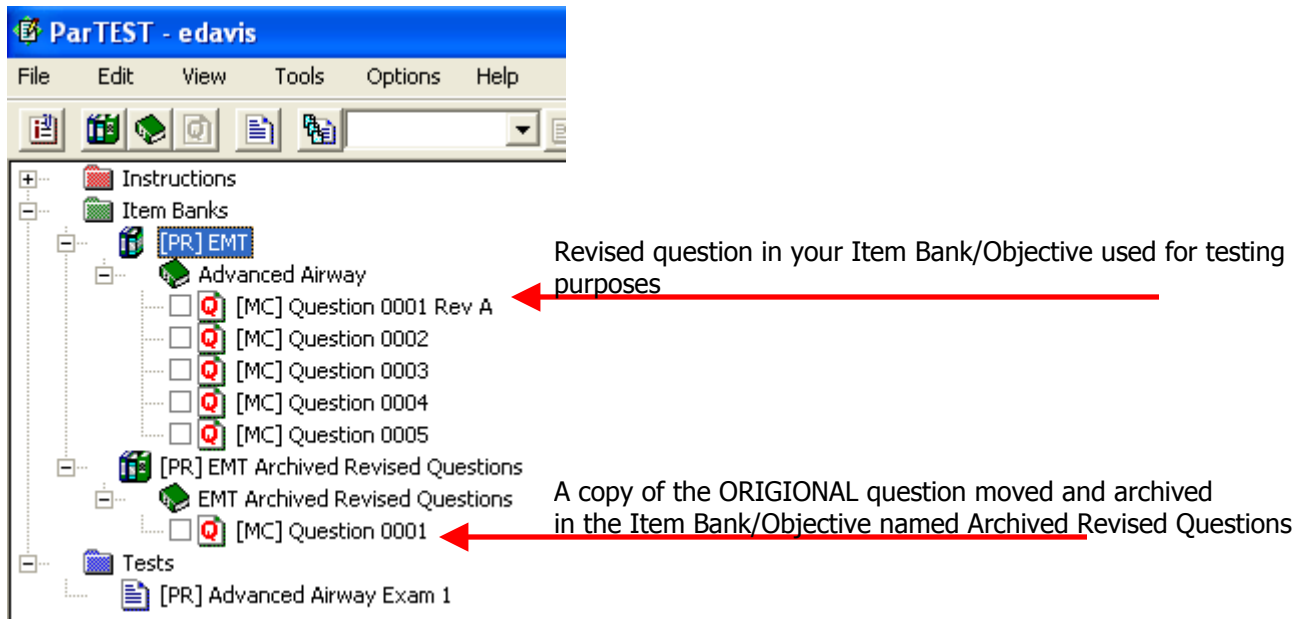


NOTE: Selecting YES will not invalidate your test, you have already deleted it and replaced it with your new "revised" question.

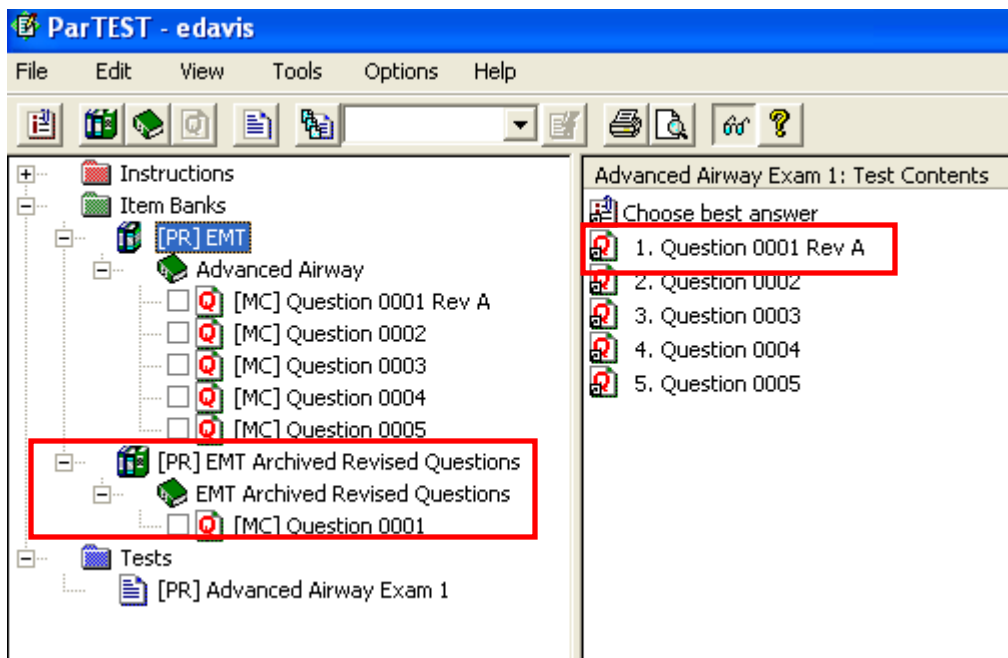
9) Next, delete the TEMPORARY Objective you named REVISIONS under your ORIGINAL Item Bank.



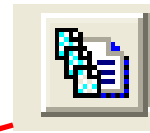
You should see something similar:



Your exam has the revised question and your "old" question is available in the archive for analysis and reporting needs.



10) Lastly, don't forget to GENERATE your test.



NOTE: Ensure that you have the correct test open to generate

The screenshot shows the ParTEST - edavis software interface. The main window displays a tree view on the left with 'Tests' expanded to show '[PR] Advanced Airway Exam 1'. The main pane shows 'Advanced Airway Exam 1: Test Contents' with a table of questions. A 'Generate Test Versions' dialog box is open in the foreground, with the 'Generate' button highlighted by a red box. A red arrow points from the 'Generate' button in the dialog to the 'Generate' icon in the software's toolbar.

	Item Bank	Objective	Type
Choose best answer			IN
1. Question 0001 Rev A	EMT	Advanced Airway	MC
2. Question 0002	EMT	Advanced Airway	MC
3. Question 0003	EMT	Advanced Airway	MC
4. Question 0004	EMT	Advanced Airway	MC
5. Question 0005	EMT	Advanced Airway	MC

Generate Test Versions

Generate Single Test Version

Generate Two or More Test Versions: 2

Scramble Questions:

Scramble Answers:

Undo Generated **Generate** Cancel

