



# Starting ParTEST

## User Login

- Select Start, Programs
- ParTEST
- ParTEST
- Enter your User Name and password

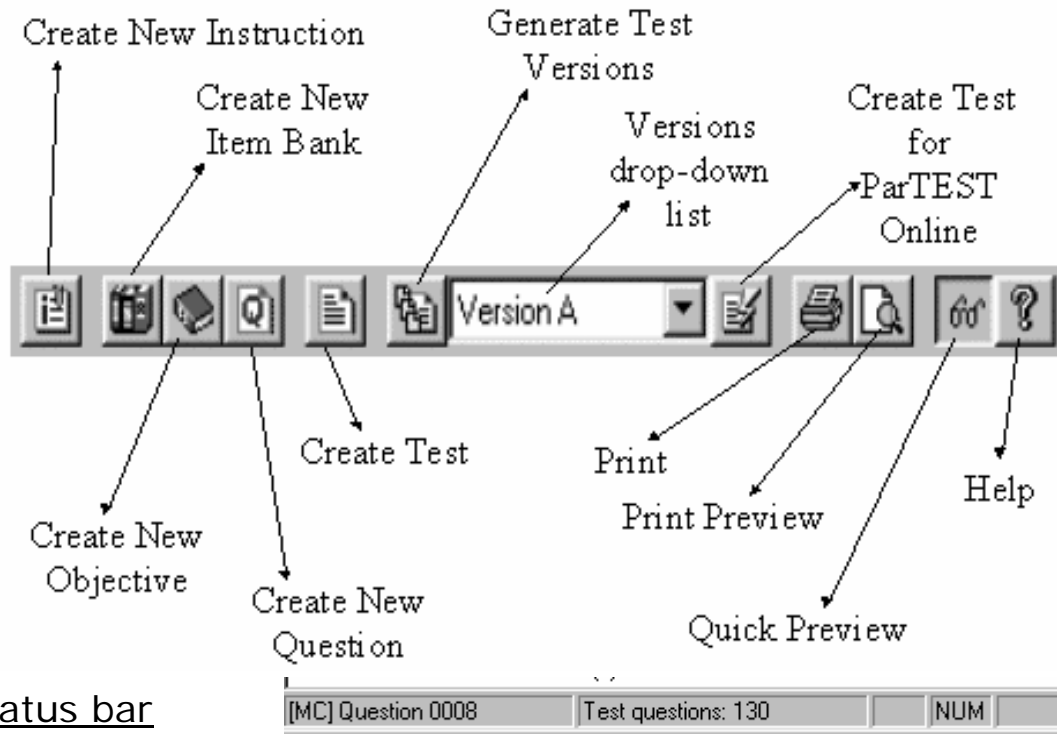
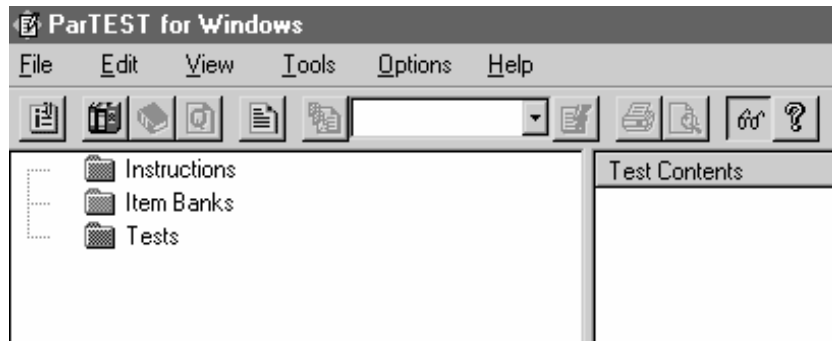
A screenshot of the ParTEST Login dialog box. The title bar reads "ParTEST Login". There are two input fields: "User:" with the text "training" and "Password:" with "xxxxxxx". To the right of the "User:" field is an "OK" button, and to the right of the "Password:" field is a "Cancel" button.

If you still logged into ParTEST as the Administrator – Select File, Logout. Enter your User name and password in the ParTEST Login screen appears.



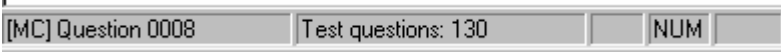
Each user can change their password under the Tools menu. Passwords must be at least 2 characters and cannot contain spaces.

## ParTEST Work Space

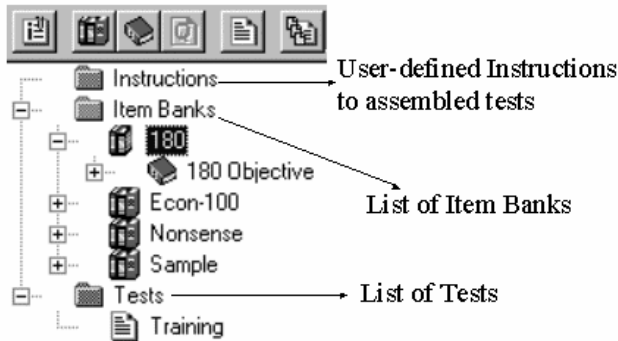


### Status bar

Located at the bottom of the screen - the Status bar will indicate the currently selected item and the total number of test questions in the current test.



**Selection Window**



The Selection window displays the three major branches of information

- Instructions
- ItemBanks/Objectives
- Questions

To display Instructions, Item Banks, and Tests select the plus (+) sign next to the item to open the contents.

**Test window**

The Test window displays the list of questions assembled in a test file.

Training : Test Contents	Item Bank	Objective	Type
Question 0004	180	180 Objective	MC
Question 0005	180	180 Objective	MC
Question 0006	180	180 Objective	MC
Question 0007	180	180 Objective	MC
Question 0008	180	180 Objective	MC
Question 0009	180	180 Objective	MC
Question 0010	180	180 Objective	MC
Question 0018	180	180 Objective	MC
Question 0019	180	180 Objective	MC
Question 0020	180	180 Objective	MC

**Quick Preview window**

When you select a question in an Item Bank the Quick Preview window at the bottom of the screen displays the question.

[MC] Question 0019  
 [MC] Question 0020  
 [MC] Question 0021

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What state is Yosemite located in?

A. Nebraska  
 B. Tennessee  
 \* C. California  
 D. Texas  
 E. Arizona

**Correct Answer(s): C**

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Can you match the icon with the appropriate function?

A B C D E



- \_\_\_\_\_ Create New Instruction
- \_\_\_\_\_ Create Test
- \_\_\_\_\_ Create New Objective
- \_\_\_\_\_ Create New Question
- \_\_\_\_\_ Create New Item Bank

A B C



- \_\_\_\_\_ Print
- \_\_\_\_\_ Generate Test Versions
- \_\_\_\_\_ Print Preview

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## Preferences

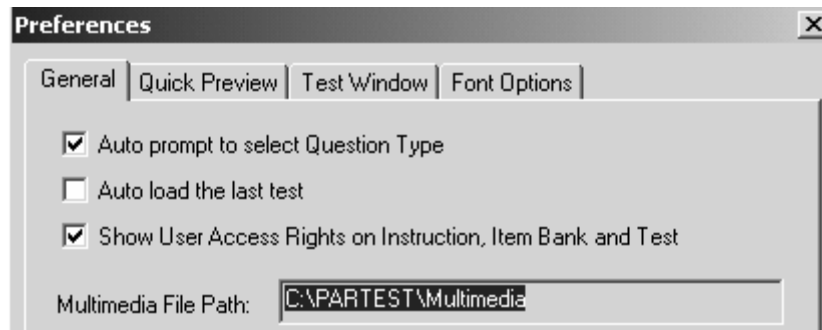
- Select the “Options” pull-down menu
- Select Preferences

### General:

Auto prompt to select the Question Type

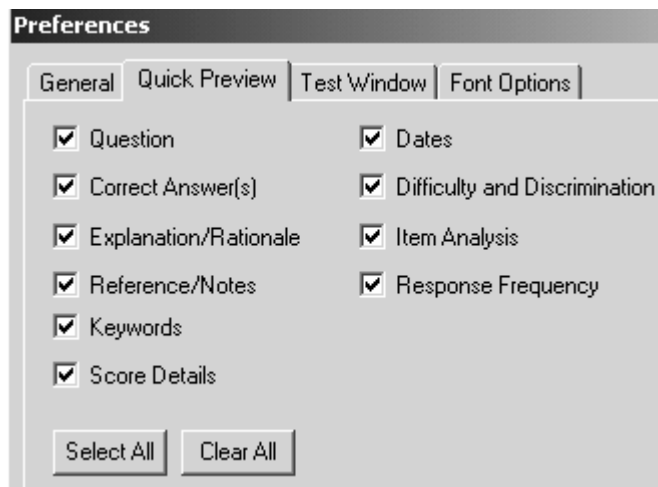
Auto load the last test

Show User Access Rights on Instruction, Item Bank and Test



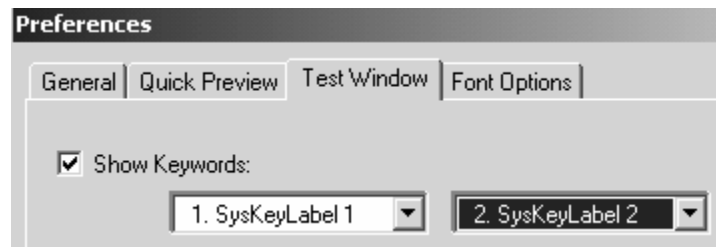
### Quick Preview:

Select the desired options for the Quick Preview window.



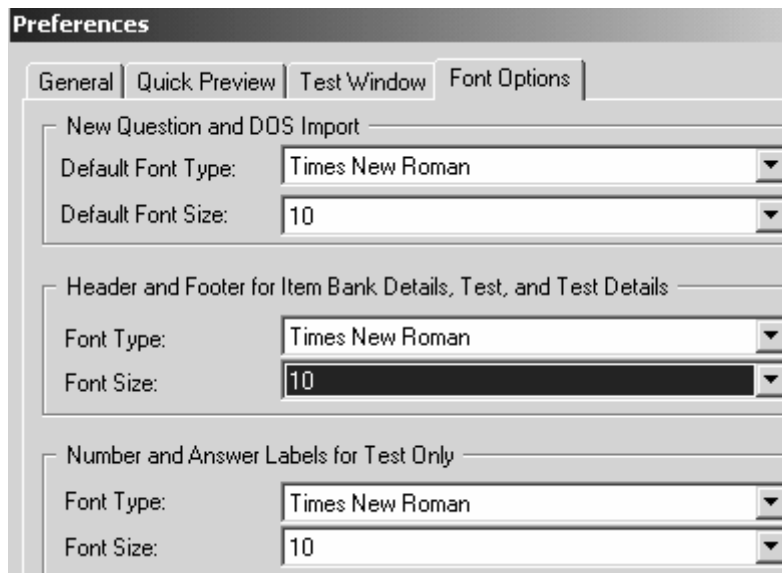
### Test Window:

Select the two desired Keywords to be displayed in the Test window.



### Font Options:

Select the desired fonts options for the Default Font for New Questions and Importing a Text File, Header and Footer for Item Bank Details, Test, and Test Details, Number and Answer Labels for Test Only.



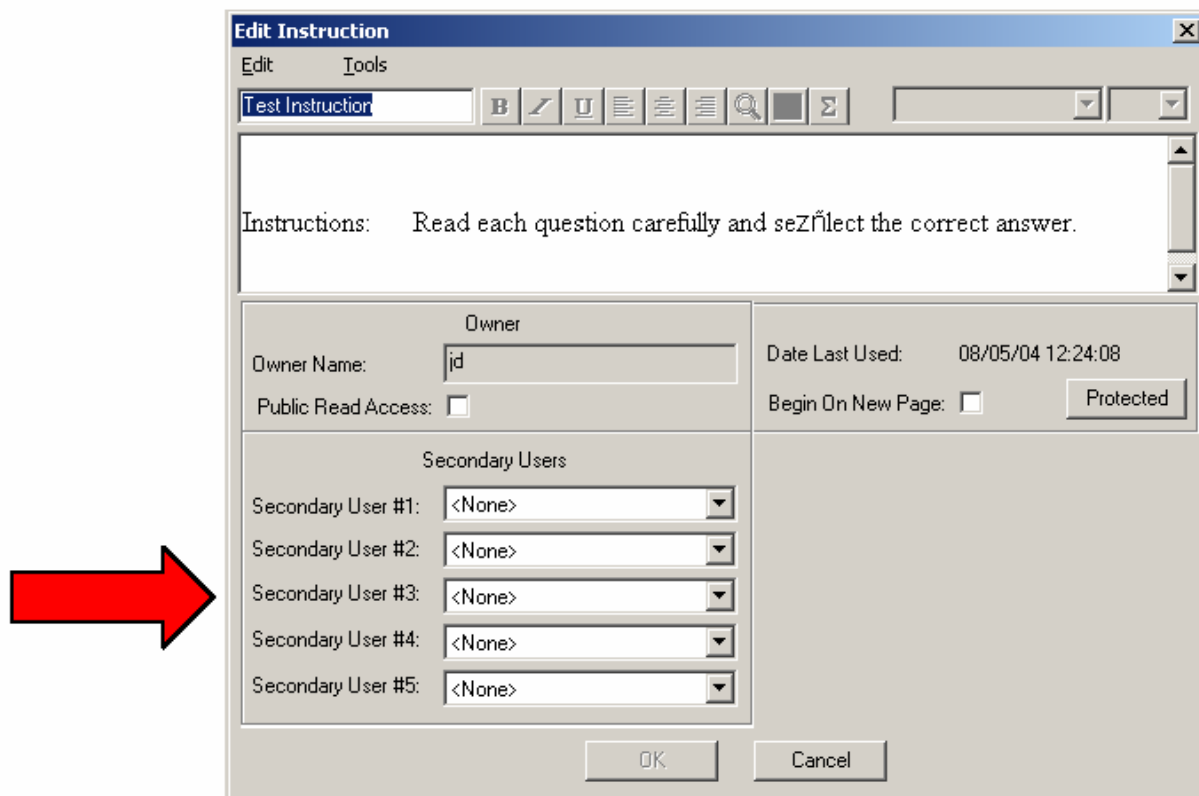


## 6.5.2 Add Multiple Secondary Users

This feature allows up to five secondary users to be selected for Instructions, Item Banks and Tests. (Previous versions of ParTEST allow one secondary user.) Secondary users have the same functionality, privileges and rights as the previous single secondary user as described below.


To add a secondary user to a set of instructions, right click on the Instructions and select Properties. Select the secondary user(s) to add in the dropdown menus of the Instruction Properties dialog box. Click OK.

Secondary users can view and edit the Instructions. Please note that secondary users cannot edit instructions after they have been used in a test.



To add a secondary user to an item bank, right click on the Item Bank and select Properties. Select the secondary user(s) to add in the dropdown menus of the Item Bank Information dialog box. Click OK.

Secondary users can view the item bank, and they can add, edit, view and delete questions in the item bank. However, after a question in the item bank has been added to a test, you should not change the secondary users as this will cause any tests using those questions to become invalid.



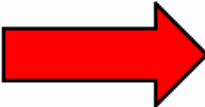
The image shows a screenshot of the "Item Bank Information" dialog box. The dialog box is divided into several sections. The "Secondary Users" section is highlighted with a red arrow. The "Secondary Users" section contains five dropdown menus, each labeled "Secondary User #1" through "Secondary User #5", all of which are currently set to "<None>".

Field	Value
Name:	SC Test Set #30
Description:	All Skills
Path:	C:\PARTEST\U0516636\0516720
Owner Name:	jid
Public Read Access:	<input type="checkbox"/>
Lock Item Bank:	<input type="checkbox"/>
Secondary User #1:	<None>
Secondary User #2:	<None>
Secondary User #3:	<None>
Secondary User #4:	<None>
Secondary User #5:	<None>
Date Created:	07/22/04 10:18:40
Date Last Modified:	08/13/04 16:38:44
Date Last Accessed:	09/26/04 14:48:36
Date Last Duplicated:	
Date Last Added/Restored:	
Reference Number:	0516720
Total Objectives:	2
City:	<None>
State:	<None>
County:	<None>
School:	<None>
District:	<None>
Teacher:	<None>
Level:	<None>
Term:	<None>

Buttons: OK, Cancel

To add a secondary user to a test, right click on the Test and select Properties. Select the secondary user(s) to add in the dropdown menus of the Test Information dialog box. Click OK.

Secondary users can view and print a test, but they cannot add, edit or delete it.



**Test Information**

Name:	SC Test Set #30	Date Created:	07/22/04
Description:		Date Last Modified:	09/28/04
Path:	C:\PARTEST\U0516636\T0516723_SC Test Set #3	Date Last Accessed:	09/29/04
		Date Last Printed:	08/02/04
Owner		Date Last Duplicated:	
Owner Name:	jd	Date Last Added/Restored:	
Secondary Users		Total Questions:	6
Secondary User #1:	<None>	Total Versions:	3
Secondary User #2:	<None>	Scramble Questions:	Yes
Secondary User #3:	<None>	Scramble Answers:	Yes
Secondary User #4:	<None>		
Secondary User #5:	<None>		
Reference #:	0516723_SC Test Set #30	Set Font for Entire Test	<input checked="" type="checkbox"/>
		CAMPBELL	14

OK Cancel

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# Instructions, Item Banks, and Objectives

Instructions, Item Banks, and Objectives are components used when you create tests. Before you can create a test, you need to create an Item Bank and an objective to store and retrieve the test questions.

Each Item Bank stores questions of a similar subject. Within each Item Bank, each objective reflects or indicates the course unit that is the focus of the questions. At least one objective must be created to store the questions. You may create as many objectives as necessary.

## Creating Instructions



- Select File, New, Instructions or the “Create New Instruction” icon on the toolbar
- The Edit Instruction dialog displays
- Enter a Name for the Instruction
- Enter the Text of the Instruction
- Select, if desired, Public Read Access
- Select, if desired, Begin on New Page

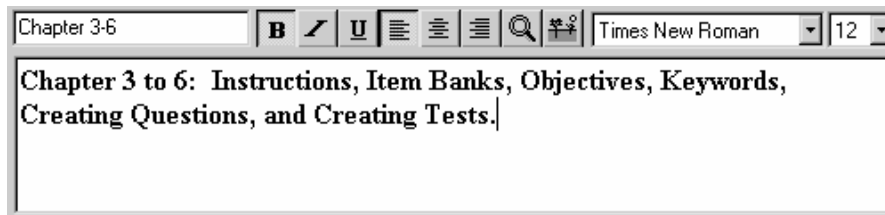
You can create and edit instructions for students taking the test. You can create general instructions that apply to the overall test and/or specific instructions that apply to sections of the test. You can create as many as you wish or none at all.

## Using Instructions to control Question Scrambling

When generating more than one version (2 or more) of your test - you can specify to Scramble answers and/or questions.

If you need to prevent a group of questions from scrambling - you need to surround the group with instructions. Scrambling of Questions will not occur past an instruction.

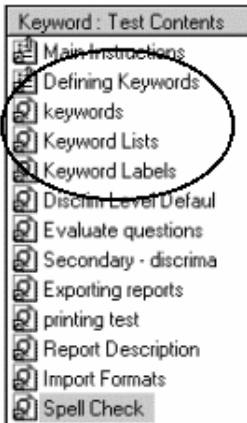
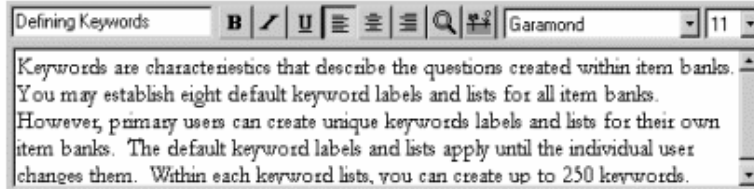
### Sample Instructions:



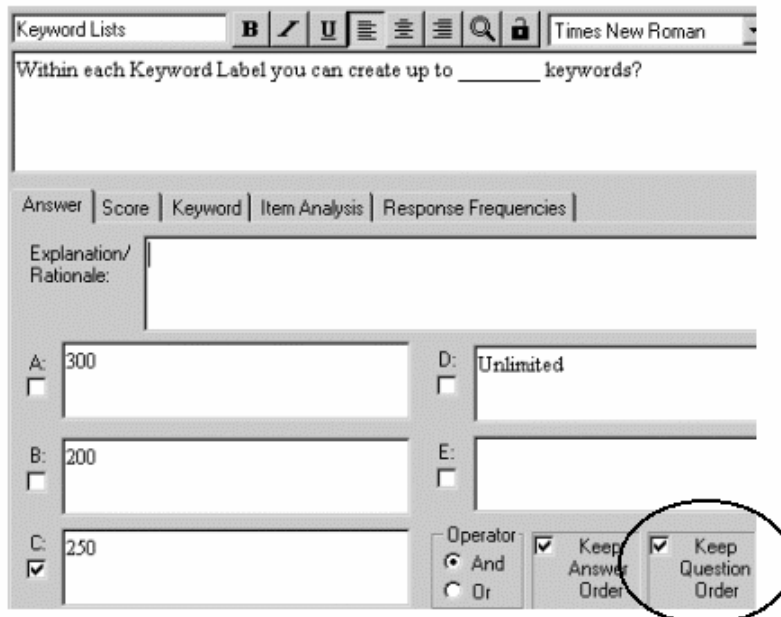
ParTEST : Test Contents	
Main Instructions	
<b>Chapter 1 &amp; 2</b>	• Instructions “Chapter 1 & 2”
Access Rights	
Creating User Accts	
Diff Level Defaul	• 6 Test Questions
Discrim Level Defaul	• Instructions “Chapter 3-6”
Evaluate questions	
Secondary - discrima	• The 6 Test Questions between the two instructions will only scramble within their group
<b>Chapter 3-6</b>	
Icon Instruction	
Icon Item Bank	
Icon Objective	
Item bank consists	

## Using an Instruction and “Keep Question Order”

You can also use an Instruction along with a group of questions and the “Keep Question Order” selection. E.g.: If you have a group of questions that relate back to a main paragraph - you would enter the paragraph in an Instruction. You would use the “Keep Question Order” for group of relating Questions.

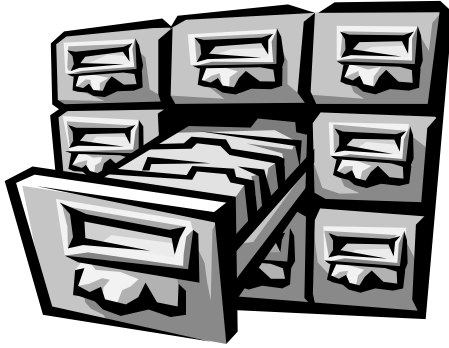


- The “Instruction” is followed by 3 questions that contain the “Keep Question Order”.
- Those 3 Questions will always remain below the “Instruction” and will not scramble



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## Creating an Item Bank



Item Banks store questions of a similar subject, which are used more than once to create tests. You can create an unlimited number of item banks, and a single item bank can contain up to 2,000 questions. Access to an Item Bank is also user-defined. You can designate an Item Bank for public read access and/or secondary user access.

- Select the “Create New Item Bank” icon on the Tool bar or Select New Item Bank from the File pull-down menu
- Enter a name for the Item Bank
- Enter a description for the Item Bank (optional)
- Select a Secondary User and/or Public Read Access if desired

Item Bank Information			
Name:	Language Arts Sample	Date Created:	03/11/03 10:45:46
Description:	California (January 2003)	Date Last Modified:	03/11/03 10:46:23
Path:	C:\PARTEST\U7809352\74083	Date Last Accessed:	12/02/03 09:38:41
Owner Name:	jeri	Date Last Duplicated:	
Secondary User:	<None>	Date Last Added/Restored:	
Public Read Access:	<input type="checkbox"/>	Reference Number:	7408346
Lock Item Bank:	<input type="checkbox"/>	Total Objectives:	29



The “Path” displayed will be your “user” directory.

Everything you create in ParTEST will be saved to this folder.

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## Creating Objectives



Objectives are created within an Item Bank to provide more specific focus for a group of closely related test questions. Examples of Objectives for the Item Bank shown below are “Admin Features” and “Creating Questions”.



An Item Bank can contain up to 200 Objectives. (2,000 questions in an Item Bank within one objective or several objectives.)

- Select the Item Bank
- Select File, New, Objective or the New Objective icon on the Tool bar
- Enter the Name and Description.
- Select OK



- Objectives are used to help you sort your Item Bank.
- The example is sorted by the Chapters in the ParTEST User’s Guide

After you create Objectives, you are ready to create questions.

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