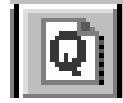




Creating Questions



Questions are the basis of all tests. The Questions types are:

- True/False (TF)
- Multiple Choice (MC)
- Matching (MT)
- Fill-in (FI)
- Essay-problem (EP)

Question Type

Select a question type:

True False

Multiple Choice

Matching

Fill In

Essay/Problem



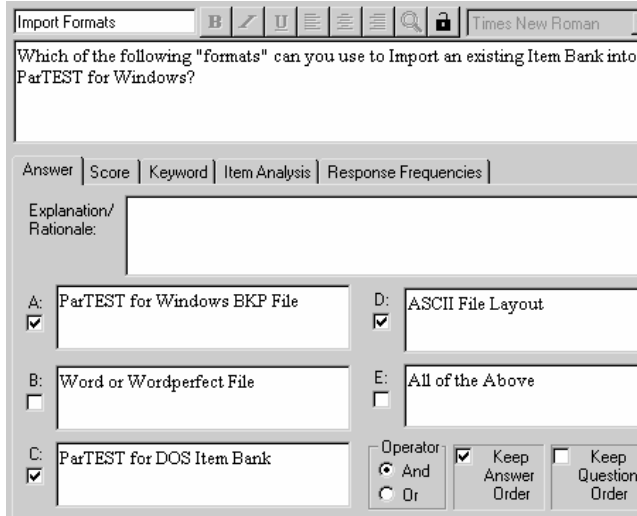
Fill-in & Essay-problem are scored by hand

Creating a new Question:

- Select the Objective for the Item Bank
- Select File, New, Question or the icon on the tool bar
- Select the Question Type and press OK

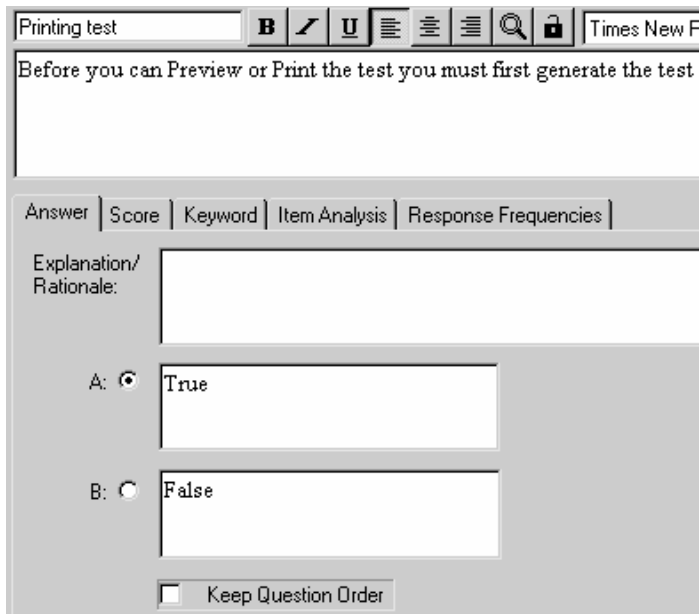
Multiple-Choice:

- Enter a Name for the Question
- Enter the Question Text
- Enter the available answers and select the correct answer



True/False:

- Enter a Name for the Question
- Enter the Question Text
- Select True or False for the correct answer
- You can change the True/False text if desired



Matching Questions

A matching question is comprised of two parts, the question (or stimulus) and the answer choice (or response). When you create a question, you create the question and the correct answer choice as a pair.



Matching Questions will always scramble when the test is generated.



You can create odd matching problems. Odd matching problems contain more answer choices than questions. Leave the Question field empty, and enter an answer in the Choice field.

Once you create a matching question, the number of pairs is displayed next to the question abbreviation in the Selection window. An example is (MT - 4) for a question with four matching pairs.

Question 5 **B** / **I** **U** **≡** **≡** **≡** **Q** **🔒** Times New Roman 10

Please select the appropriate answers to match the questions provided.

Answer | Score | Keyword | Item Analysis | Response Frequencies |

Explanation/Rationale: Evaluate the general knowledge of the student.

Keep Question Order

Question/Stimulus	Choice/Response	Answer
1. Where is Scantron located?	Tustin, California	A
2. Where is Scantron's Service Division locate...	Omaha, Nebraska	B
3. Where is Scantron's Catalog Sales Division ...	Detroit, Michigan	C
4. Where is Scantron's parent company, J. H. ...	Atlanta, Georgia	D

Fill-in and Essay-Problem Questions

Keywords	B		U						Times New Roman	10
Keywords Labels can contain up to _____ keyword lists.										



Use the “Underline” key on your keyboard for the Fill-in area of the question.

Essay	B		U						Times New Roman	10
Describe how the Keyword Labels and Lists are used in ParTEST:										



The Fill-in and Essay-Problem Questions are graded by hand. The possible points are recorded in the “key” tab of ParSCORE under the subjective score.

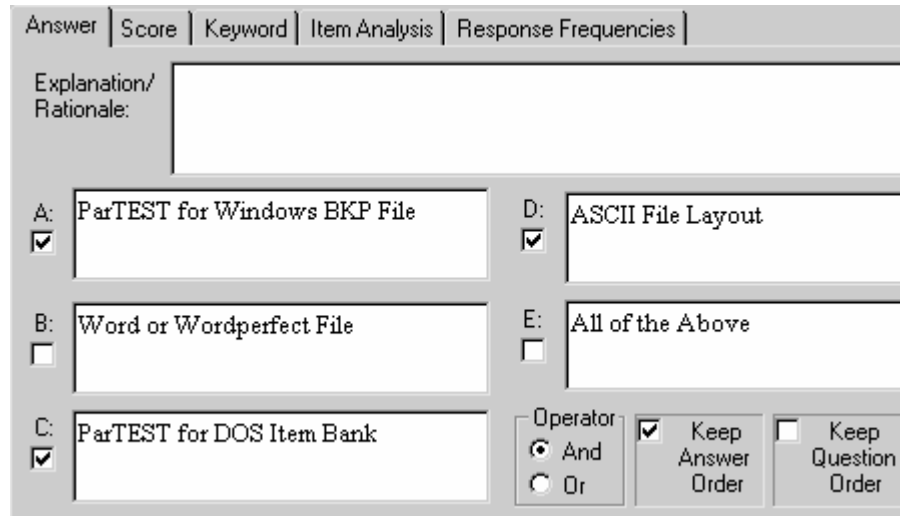
Prior to scanning the test forms – the “Exam Number” field is used to record the Fill-in or Essay-Problem points received by the student.

See the ParSCORE User’s Guide for complete details.

The “Answer” Tab

The Answer Tab is where you specify the Available Answers and the Correct Answer. You may also enter an Explanation/Rationale.

The Operator is used when you have multiple correct answers. “And”/ “Or” responses. When you import your Key into ParSCORE the “And” is A+B+C and the “Or” is ABC.



Keep Answer Order and Keep Question Order

Keep Answer Order:

Will prevent the choices from scrambling when you generate the test.

Keep Question Order:

Will prevent the questions from moving out of sequence.



You need to place 2 or more questions with the “Keep Question Order” option together on the test to use this feature.

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How would you set up your Questions?

A bit of Scantron History: “The First TSM (Test Scoring Machine) introduced by Scantron was the Model 88 in 1972. Like the current model (888P+), this machine scored 50 questions at a time, marked all the wrong answers and printed a “raw” score on the answer sheet.

The use of the “LED” (light-emitting diode) readout on the machine resulted in the number “8” appearing as part of the model throughout the TSM line. Since the number “8” uses all the positions found on the LED readout, it automatically appears on the positions found on the LED readout. This enables the user to verify that all elements, or positions, of the LED are working.

Types of Questions?

Multiple-Choice:
Year of first model

True/False:
Regarding diode

Fill-in:
What does TSM stand for?

Keyword Labels / Lists?

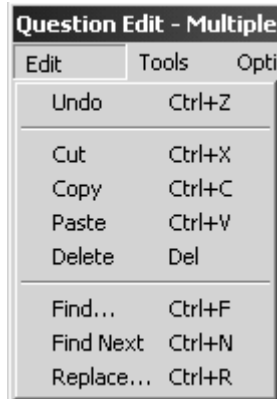
Keyword Labels/Lists:
Scanner Models – List Models
Equipment – Lists including diode
Source – List where info is found

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Edit, Tools, and Options pull-down menus

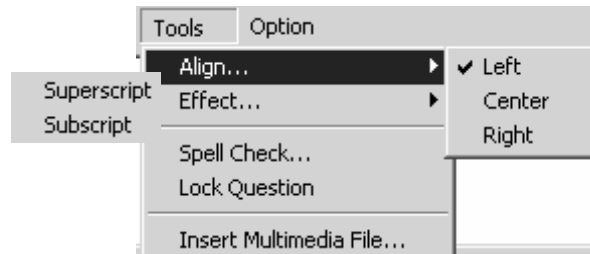
Edit pull-down menu:

- ✓ Undo
- ✓ Cut, Copy, and Paste
- ✓ Delete
- ✓ Find, Find Next, and Replace



Tools pull-down menu:

- ✓ Align Text or Graphics – Left, Center, or Right
- ✓ Effect – Superscript or Subscript
- ✓ Spell Check the field where your mouse is located or the Entire Item Bank
- ✓ Lock Question
- ✓ Insert Multimedia File (For ParTEST Online)



Option pull-down menu:

- ✓ Keyword List...this can be used if you need to Add to your current Keyword List.

The “Score” Tab

The Score Tab is where the “Score Details” are selected.

Answer	Score	Keyword	Item Analysis	Response Frequencies
Question Type:	Multiple Choice	Date Created:	02/14/00	
Point(s):	<input type="text" value="1"/>	Date Last Modified:	02/14/00	
Penalty:	<input type="text" value="0"/>	Date Last Used:		
Level		Score Mode		
Difficulty:	<input type="text" value="E"/>	<input checked="" type="radio"/> Active - Normal Point Assignment		
Discrimination:	<input type="text" value="L"/>	<input type="radio"/> Auto Credit - Everyone Gets Point(s)		
		<input type="radio"/> Pilot - Zero Point		

- Enter the Point(s).
- Enter Penalty (optional). The Penalty will subtract from the remaining correct score of the student if they miss this question.

The “Level” (Easy, Medium, or Difficult and Low, Medium, or High) is based on the Difficulty and Discrimination settings – The data is posted from ParSCORE.

Score Mode

- Active - Normal Point assignment
- Auto Credit - Everyone gets credit
- Pilot - Zero Points

Score Mode:

- Active: Normal Point Assignment adds the number of points entered in the Points field for a correct answer and deducts the number of points entered in the Penalty field for an incorrect answer (Points are not deducted if the student does not answer the question)
- Auto Credit: Everyone Gets Point(s) adds the number of points entered in the Points field whether the answer is correct, incorrect, or skipped
- Pilot: Zero Points does not add or deduct points regardless of the answer

The “Keyword” Tab

The Keyword Tab is used to assign the associated Keyword List items from each of the Keyword Labels.

If Keywords are not setup - Select the Tools pull-down menu. Select Keyword Labels and Keyword Lists

Answer	Score	Keyword	Item Analysis	Response Frequencies
Chapter:		Chapter4		SysKeyLabel 5: <None>
Subject:		Keywords		SysKeyLabel 6: <None>
Software:		ParTEST		SysKeyLabel 7: <None>
Source:		Users Guide		SysKeyLabel 8: <None>

The “Item Analysis” and “Response Frequencies” Tab

The data (Item Analysis data) is posted from ParSCORE

Answer	Score	Keyword	Item Analysis	Response Frequencies																		
				<table border="1"> <thead> <tr> <th></th> <th>Last</th> <th>Cumulative</th> </tr> </thead> <tbody> <tr> <td>Number of Students taking the Test Item:</td> <td>0</td> <td>0</td> </tr> <tr> <td>Item Difficulty (percentage of total group with correct responses):</td> <td>0</td> <td>0</td> </tr> <tr> <td>Percentage of the upper 27% of the group with correct responses:</td> <td>0</td> <td>0</td> </tr> <tr> <td>Percentage of the lower 27% of the group with correct responses:</td> <td>0</td> <td>0</td> </tr> <tr> <td>Discrimination Index (Point-Biserial Correlation Coefficient):</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		Last	Cumulative	Number of Students taking the Test Item:	0	0	Item Difficulty (percentage of total group with correct responses):	0	0	Percentage of the upper 27% of the group with correct responses:	0	0	Percentage of the lower 27% of the group with correct responses:	0	0	Discrimination Index (Point-Biserial Correlation Coefficient):	0	0
	Last	Cumulative																				
Number of Students taking the Test Item:	0	0																				
Item Difficulty (percentage of total group with correct responses):	0	0																				
Percentage of the upper 27% of the group with correct responses:	0	0																				
Percentage of the lower 27% of the group with correct responses:	0	0																				
Discrimination Index (Point-Biserial Correlation Coefficient):	0	0																				

Item Analysis Tab: Last and Cumulative

The Last column records information about the question on the last test. The Cumulative column records information about the question on all the tests. The Item Analysis is posted from ParSCORE (version 3.1 and higher) and cannot be entered by the keyboard.

The Item Analysis records the following:

- Number of Students taking the Test Item
- Item Difficulty (group total percentage of correct responses)
- Percentage of the upper and lower 27% of the group with correct responses.
- Discrimination Index (Point- Biserial Correlation Coefficient)

Response Frequencies Tab

This tab records and displays the percentage of student responses for each answer choice. Last and Cumulative information is displayed.

- Percentage of total group choosing A choice
- Percentage of total group choosing B choice
- Percentage of total group choosing C choice
- Percentage of total group choosing D choice
- Percentage of total group choosing E choice

Matching Questions: The display lets you scroll matching questions to view the number of the stimulus for each question and the associate response frequency information within each question.

Adding a Graphic to your Question

- Open the Graphic in Paintbrush and Copy the graphic.
- Open the Question in ParTEST and Select Edit - Paste into the Question and/or the Answers.

You can use the Zoom button on the Toolbar to view the entire graphic. The graphic can be re-sized and aligned.



The maximum file size for a graphic cannot exceed 500 Kbytes.

Locking Questions

You can lock a question to prohibit secondary users from editing or deleting it. Reverse to process to “Unlock” the Question.

- Double-click on the Question
- Select Tools, Lock Question
- Select OK

Copying Questions

You can copy questions from one objective to another. All the information associated with the question is copied with the content. This information includes keywords, points and penalties, item analysis, and response frequencies.

- Open the Objective
- Select the Question
- Drag and Drop the Question into the new objective.
- Select Yes, if you want to preserve the original item analysis and response frequency information.

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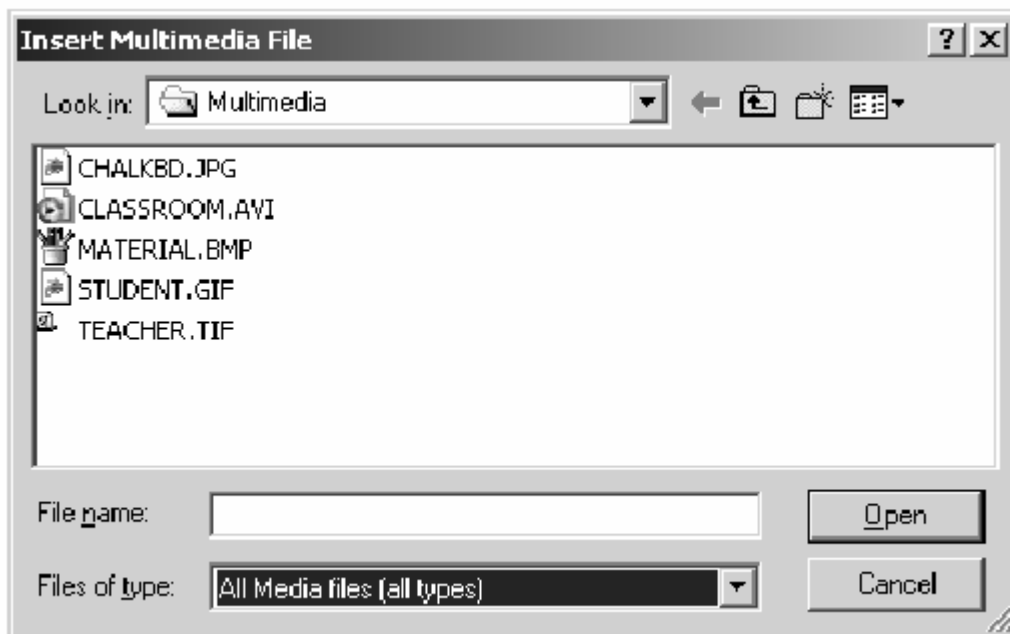
Insert Other Graphic Types

In addition to the previously supported ability to insert a .bmp file, you can insert other types of graphic file formats. Additional supported graphic types include JPEG (*.jpeg, *.jpg, *.jif, and *.jpe), GIF (*.gif and *.gfa), and TIFF (*.tif and *.tiff).

To insert a graphic into a question, double-click a question to edit. On the Question Edit Toolbar, click on the “Insert Multimedia File” button. (You can also select “Insert Multimedia File” under Tools in the menu bar.)



You will see the format selection options in the “Insert Multimedia File” dialog box in the dropdown menu labeled “Files of type.” Simply browse your files, select a graphic file to insert, and click Open.



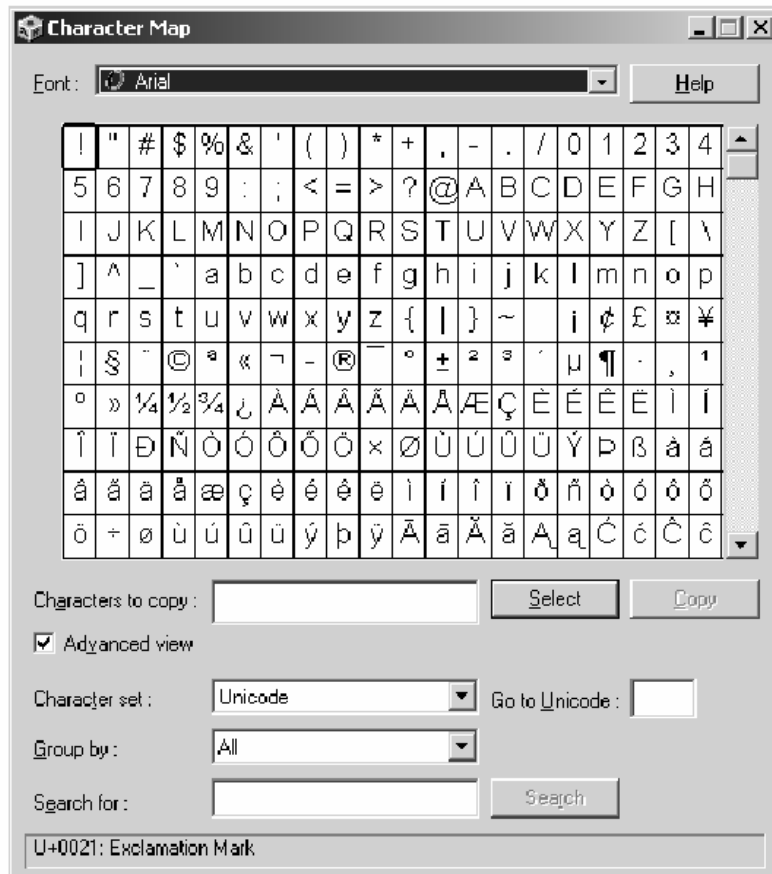
Note: ParTEST will convert the graphic file formats to a bitmap format, which will be a different size than the original graphic file (.jpg, .gif, or .tif). The maximum size of the converted bitmap file is 500,000 characters.

Insert Special Characters

Special characters and symbols, such as those used for mathematics and foreign languages, can now be inserted into questions and instructions. To insert a symbol or special character, open a question to edit. Then click the “Insert Symbol” button on the Edit Question Toolbar.



A “Character Map” window listing the available fonts for the special characters and symbols will appear.



Select a Font, click on the desired symbol, and then click the Select button to place the symbol into the “Characters to copy” field. This can be repeated for multiple characters if you would like to insert more than one special character into the question.

When all desired symbols have been added to the “Characters to copy” field, click the Copy button to copy the symbol(s) to the Windows Clipboard. You can now minimize or close the Character Map window. Place the cursor in the appropriate place in the question and select Paste from the Edit menu to paste the symbol(s) into the question. If you have chosen to insert multiple symbols, you can cut and paste them into the appropriate positions as needed.

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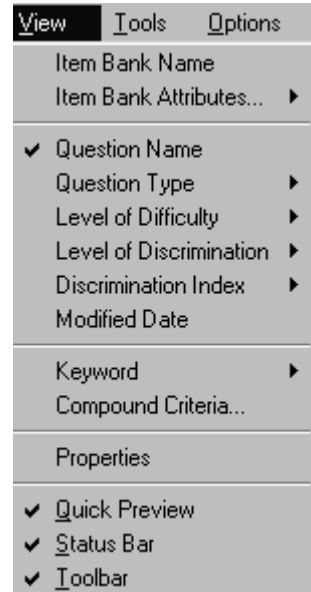
Viewing Item Banks and Questions

After you have created Item Banks, you can view the Item Bank by several options. Only one Item Bank can be open. The view options **assist you in creating tests by sorting and displaying questions** within the Item Banks that meet your specific criteria.

Select the View menu and enter the selections to change the sorted view.

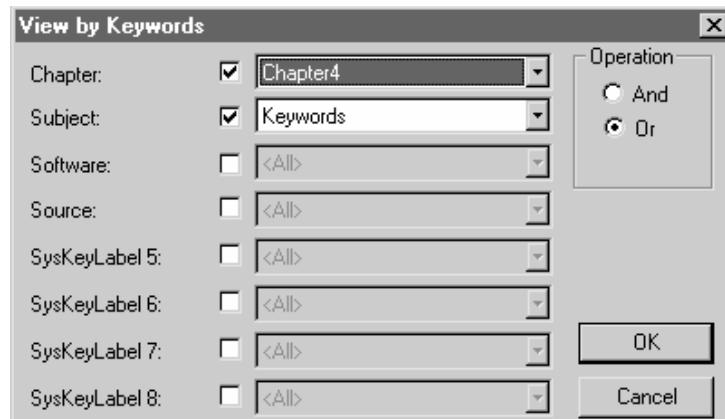


To “Reset” the View - Select “Question Name” from the View menu



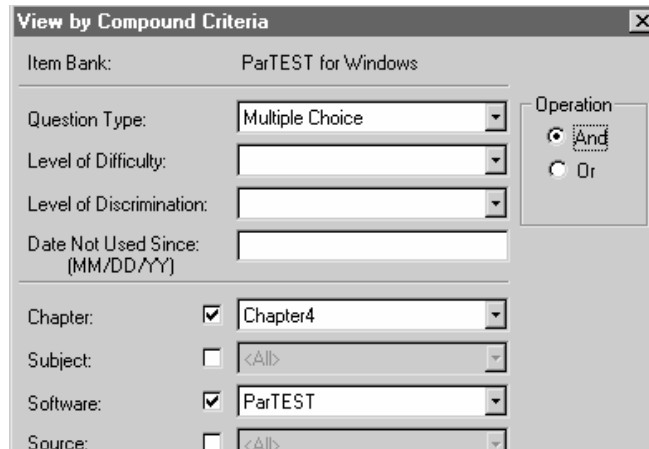
View by Keyword – Options

With this option you can select and/or operations for the Keyword List selection. For example -Show “Chapter 4” and/or Subject – “Keywords” Questions in the Item Bank



View by Compound Criteria

Show only the “Multiple Choice” Questions, “Chapter4”, AND “ParTEST” Questions in the Item Bank



The screenshot shows a dialog box titled "View by Compound Criteria" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Item Bank:** ParTEST for Windows
- Question Type:** Multiple Choice (dropdown menu)
- Level of Difficulty:** (empty dropdown menu)
- Level of Discrimination:** (empty dropdown menu)
- Date Not Used Since:** (empty text field with "(MM/DD/YY)" below it)
- Operation:** Radio buttons for "And" (selected) and "Or"
- Chapter:** Chapter4 (dropdown menu)
- Subject:** <All> (dropdown menu)
- Software:** ParTEST (dropdown menu)
- Source:** <All> (dropdown menu)



To “Reset” the View - Select “Question Name” from the View pull-down menu