

Creating & Generating a Test

You create Tests by moving questions from the Item Bank Objective into the Test Contents window. You can use the View options to customize the sorting and to control which questions are displayed.



A single Test can contain up to 200 Questions.

- Select File, New, Test or the icon on the toolbar
- Enter the Name and Description of the Test
- Select OK

Assembling a Test

The Test is assembled in the Test Contents Window. You will drag-and-drop questions to the Test Contents Window from the Item Bank Objectives to create the test.

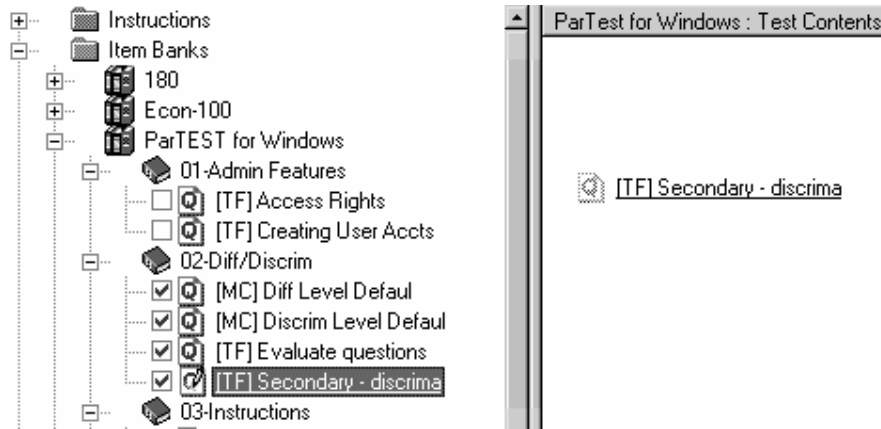
- Choose the Instruction(s) you wish to add to the Test Contents Window (Instructions are optional).
- Open the Item Bank and Objective that contains the questions you want to choose (use the View Options to locate a series of questions).
- Select the questions and drag-and-drop (or use the Insert Key) into the Test Contents window.



You can use the “CTRL key” or “SHIFT key” to select multiple questions. You can also select the question(s) and use the Insert key.

You can add questions from one objective at a time.

Adding Questions to the Test Contents Window



View of an Assembled Test (Instructions and Questions)

The Test Contents will show you the order of the Questions and what Item Bank and Objective the questions originated.

ParTEST : Test Contents	Item Bank	Objective	Type
Main Instructions			IN
Chapter 1 & 2			IN
Access Rights	ParTEST for Windows	01-Admin Features	TF
Creating User Accts	ParTEST for Windows	01-Admin Features	TF
Diff Level Default	ParTEST for Windows	02-Diff/Discrim	MC
Discrim Level Default	ParTEST for Windows	02-Diff/Discrim	MC
Evaluate questions	ParTEST for Windows	02-Diff/Discrim	TF
Secondary - discrima	ParTEST for Windows	02-Diff/Discrim	TF
Chapter 3-6			IN
Icon Instruction	ParTEST for Windows	03-Instructions	MC
Icon Item Bank	ParTEST for Windows	04-Item Bank/Objectiv	MC
Icon Objective	ParTEST for Windows	04-Item Bank/Objectiv	MC
Item bank consists	ParTEST for Windows	04-Item Bank/Objectiv	TF
Item Bank Limit	ParTEST for Windows	04-Item Bank/Objectiv	MC

Set Font for Entire Test

Users can select a font type and font size to apply to a particular test. This is useful in cases where items included on a test were originally created using different fonts. By selecting a font for the test, all questions will appear with a consistent font.

To set a common font for a test, right click the test in the Selection window and select Properties. In the Test Information dialog box that appears, click the “Set Font for Entire Test” checkbox in the lower right corner and select the desired font and size in the dropdown menus.

The screenshot shows the 'Test Information' dialog box. The 'Set Font for Entire Test' checkbox is checked. The font is set to 'CAMPBELL' and the size is '14'. A large black arrow points to these settings.

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

When a font is set for a test, the questions will appear using this font when viewed in the Quick Preview window, the Print Preview, and when output to a printer. (Note that the header, footer, date, and page number for a test are controlled by the user’s Preferences under the Options menu.) The font of the original item in the item bank will not be altered.



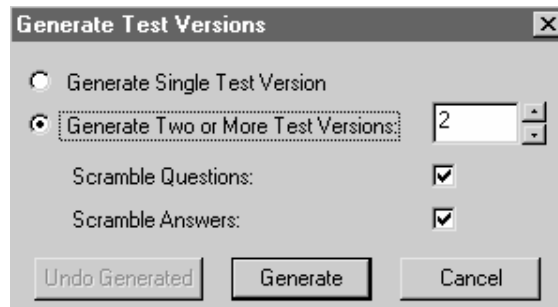
Generating Tests: Single and Multiple Versions



- Select Tools
- Select Generate Test Versions or you can select the Generate Test Versions icon on the toolbar
- Select “Generate Single Test Version” or “Generate Two or More Test Versions”

When you select “Generate Two or More Test Versions” – you have the option of Scrambling Questions and/or Answers.

Matching Questions are always scrambled.



You can create up to 26 versions. The standard ParSCORE forms can accommodate up to 4 versions (A, B, C, D). Version A, prints in the order that you originally assembled the items. Be sure to verify the ParSCORE or Classroom Wizard form you will be using before creating multiple versions.



You can protect the answer order in the properties of the Question by selecting “Keep Question Order”.

Making Changes to a Generated Test

In order to make changes to a generated test; you will need to undo the test first.

- Select Tools, Generate Test, Undo generated

Resolving Invalid Instructions and Questions

Invalid items occur when an instruction or question has been removed from the Item Bank. When you retrieve a test that contains invalid items, you are notified by an alert message. Undo the test, delete the invalid questions or instructions, add new items as needed, and then generate new versions of the test - OR - Delete the test and create a new test.

Exporting Tests

You can export tests to other applications, such as Microsoft Word, in a Rich Text Format (*.RTF) or in an HTML format. Tests must be generated before exporting. Once you export the test in a RTF format – you can make modifications to the test – such as globally changing the Font Type and Size or adding a customized Header/Footer to each page.

You can select Test Questions Only or Test with Selective Information.



If a test contains invalid items, you will need to resolve them before exporting.

- Select the Test you want to Export
- Select File, Export, Test
- Select “Test Questions Only” or “Test with Selective Information”
- Select Export
- Enter the File Name and desired location

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