Table of Contents

MODULE 1 - INTRODUCING PARTEST *1-1*

CONTACTING SCANTRON 1-1
WHAT'S NEW 1-3
USING THE TRAINING WORKBOOK 1-5
THE "WHOLE" PICTURE 1-7

MANAGING PARTEST *1-9*

ADMINISTRATOR LOGIN 1-9
CREATING USER ACCOUNTS 1-10
DEFINING ATTRIBUTES 1-12
DEFINING KEYWORDS LABELS AND LISTS 1-13
PRINTING A TEST BLUEPRINT REPORT 1-17
USING THE KEYWORDS WITH SUBTESTING IN PARSCORE 1-17
SETTING DIFFICULTY AND DISCRIMINATION LEVELS 1-18

MODULE 2 - STARTING PARTEST *2-1*

USER LOGIN 2-1
PARTEST WORK SPACE 2-2
PREFERENCES 2-7
General & Quick Preview Options 2-7
Test Window & Font Options 2-8
Add Mulitple Secondary Users 2-9

INSTRUCTIONS, ITEM BANKS & OBJECTIVES *2-13*

CREATING INSTRUCTIONS 2-13
Using Instructions to control Question Scrambling 2-14
Using an Instruction and “Keep Question Order” 2-15
CREATING AN ITEM BANK 2-17
CREATING OBJECTIVES 2-19

MODULE 3 - CREATING QUESTIONS *3-1*

MULTIPLE CHOICE & TRUE FALSE 3-2
MATCHING 3-3
FILL-IN & ESSAY-PROBLEM 3-4
The “Answer” Tab 3-5
Keep Answer Order and Keep Question Order 3-5
Edit, Tools, and Options pull-down menus 3-9
The “Score” Tab 3-10
The “Keyword” Tab 3-11
The “Item Analysis” and “Response Frequencies” Tab 3-11
Adding a Graphic to your Question 3-13
Locking Questions 3-13
Copying Questions 3-13
Insert Other Graphic Types 3-15
Insert Special Characters 3-16

INTENTIONAL BLANK PAGE

VIEWING ITEM BANKS AND QUESTIONS 3-18

VIEW BY KEYWORD – OPTIONS 3-18
VIEW BY COMPOUND CRITERIA 3-19

MODULE 4 - CREATING & GENERATING A TEST 4-1

ASSEMBLING A TEST 4-1
SET FONT FOR ENTIRE TEST 4-3
GENERATING TESTS (SINGLE AND MULTIPLE VERSIONS) 4-4
Making Changes to a Generated Test 4-5
Resolving Invalid Instructions and Questions 4-5
EXPORTING TESTS 4-5

MODULE 5 - MANAGING PARTEST FILES 5-1

EXPORTING ITEM BANKS 5-3

IMPORTING EXISTING ITEM BANKS 5-5

OPTION I FORMAT (PARTEST DOS) 5-7
OPTION II FORMAT (TEXT FILE) 5-8
IMPORTING EXISTING TESTS (RICH TEXT FORMAT) 5-11

MODULE 6 - PRINTING TESTS & REPORTS 6-1

EXPORTING REPORTS 6-1
Test Questions Only & Test and Selective Details 6-3
Test Key & Test Blueprint Report 6-5
Answer Sheet Report 6-7
Item Bank Details Report 6-7
Item Bank Cross-Reference Report 6-9

APPENDIX

ADDING ADDITIONAL DICTIONARIES A-1

PARTEST QUICK START GUIDE ..... END OF WORKBOOK

INTENTIONAL BLANK PAGE