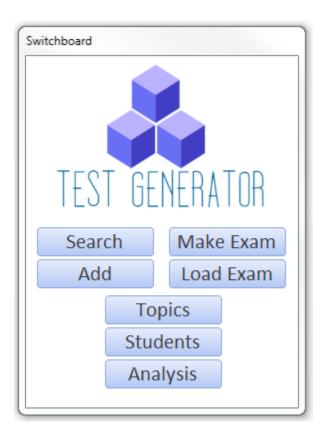
Guide for Test Generator



Version: 1.0

2018

Controls:



Search – Look through the database with the applied filters (3)

Add – Create a new question (4)

Make Exam – Create a new exam from questions in the database with specified requirements (5 - 6)

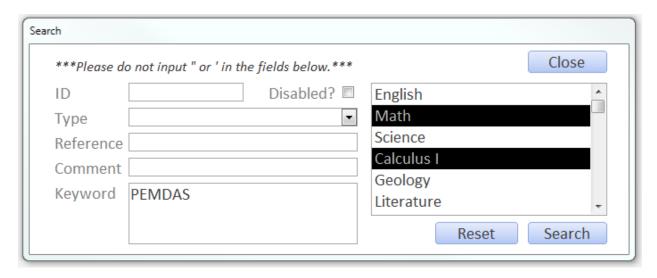
Load Exam - Print an existing exam and its corresponding answer key (7 - 8)

Topics – Edit or enable/disable a topic from future exams (9)

Students – Add or modify Students in the database (10)

Analysis – Tools for analyzing Student performance and trends (11-14)

Search:

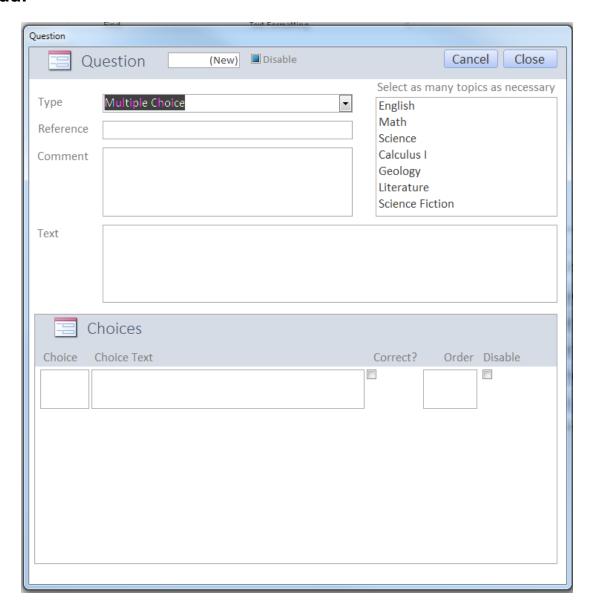


- 1. Input the information into this form to search for a matching question
 - ID Unique identifier of the question.
 - Type Type of question e.g. Multiple Choice or True/False.
 - Reference The procedure or section of procedure the question is derived from.
 - Comment Any note the user made on the question.
 - Keyword Any part of the question text. Not case-sensitive.
 - Topic Any topic the question falls under. May select multiple.



2. Upon filtering to find the question, click the button to edit the question.

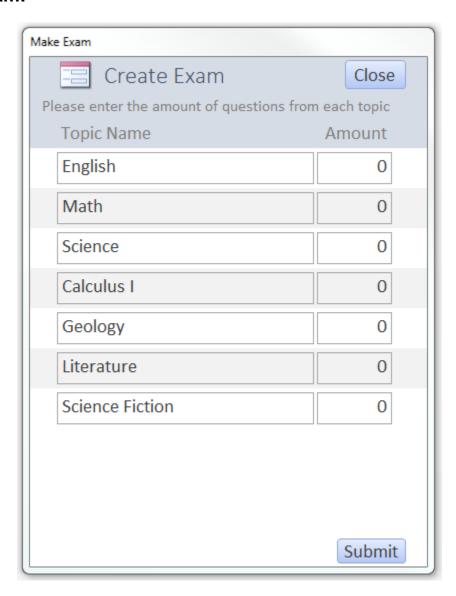
Add:



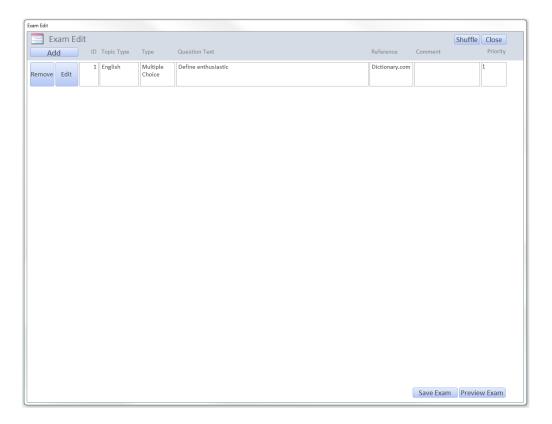
- 1. Create the question by typing the text in the corresponding fields.
- 2. Select the topic the question falls under. Multiple topics may be selected.
- 3. Create the answer choices for the question.
 - Choice Letter of question e.g. A, B, C...
 - Choice Text The text corresponding to the choice letter
 - Correct Indicate if the corresponding choice is correct
 - Order Specify ordering of choices
 - Disable Prevents the choice from appearing on future exams

^{***} Upon closing, the question is auto-saved.

Make Exam:

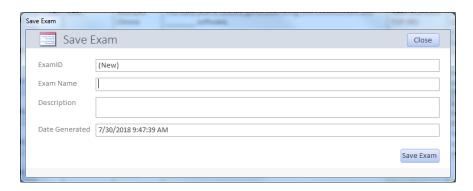


- 1. Create a new exam with random questions based on the number selected from each topic.
 - Must select at least one question
 - If there is less questions in the database than the number specified, all the questions from that topic will be pulled instead.



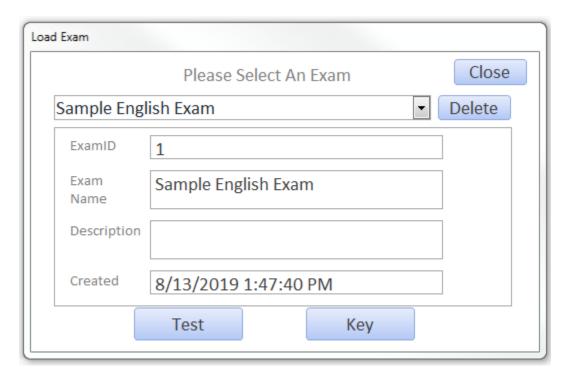
2. In the Exam Edit Environment:

- Click Add to search and add a specified question to this exam.
- Remove removes the question.
- Edit allows the user to modify the question.
- Refresh updates the screen to show changes.
- Preview Exam creates a visual of the exam.
- Save Exam saves the exam to the database. To print the answer key, the user must save the exam.
- Close will clear this random pool of question and exit.



3. Name the exam and put a description if necessary and press Save Exam.

Load Exam:



- 1. Select an exam by name from the dropdown.
- 2. Press *Test* to preview and print the exam.
- 3. Press Key to preview and print the answer key.
- 4. Press Delete to delete the selected exam.
 - Once an exam is deleted, the exam records for the corresponding exams will also be deleted.

Sample Test:

Sample English Exam

Name	e:	Date:
Autho	ored by	
I have	e reviewed this exam and deeme	ed this to be within the knowledge recall of the Bulk Power Operators.
Revie	ewed by	
1	Reference: Dictionary.com	
Defir	ne enthusiastic	
Α	Hopeful	
В	Excited, ready to begin	
С	Disappointe d	
D	Exalted	
	fy that I am the examinee whose ing the exam.	name appear on this exam and that I did not recieve unauthorized assistance
Name		Date:

Sample Key:

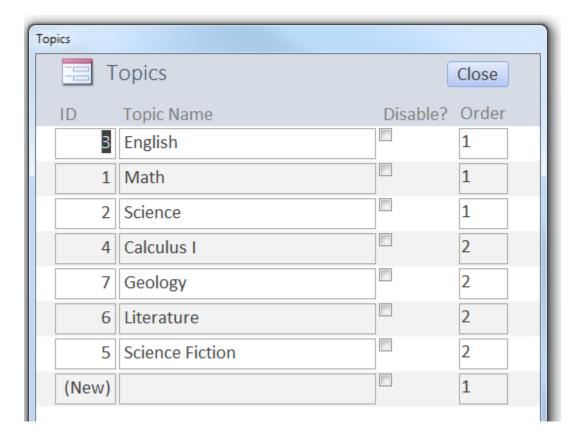
Key Sample English Exam

1 Reference: Dictionary.com

Define enthusiastic

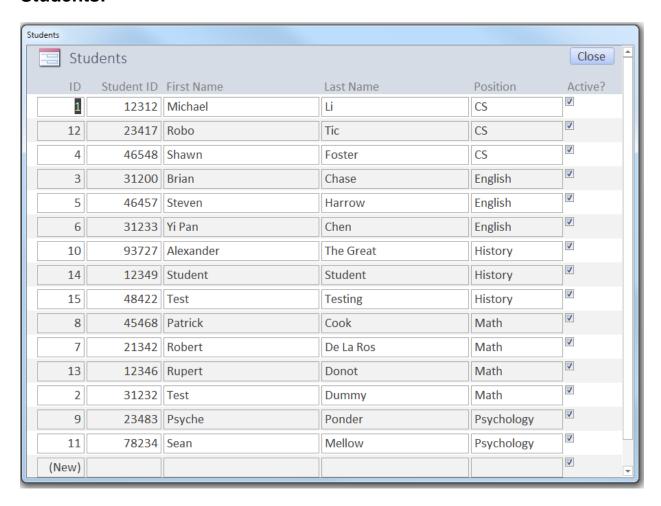
- A Hopeful
- B * Excited, ready to begin
- C Disappointed
- D Exalted

Topics:



- 1. Add a new topic by selecting the blank textbox beside (New) and typing the name of the topic.
- 2. Enable/disable a topic by toggling the Disabled checkbox.
- 3. Order specifies the sequence for which the topics appear when searching for a question or making an exam by topic.
- 4. Close auto-saves and exits.

Students:



- 1. To create a new Student, type in data in the corresponding textboxes next to the (New).
- 2. To modify the information, select the textbox that would be changed and overwrite the information.
 - This can be done when a Student changes position, name or becomes inactive.
- 3. Close auto-saves and exits.

Analysis:



Record Results – Record a Student's performance on an exam.

Exam Report – Analyze the overall performance of a Student and the rating of a topic for a specified exam.

Trend Tool – Opens Trend Tool for analysis.

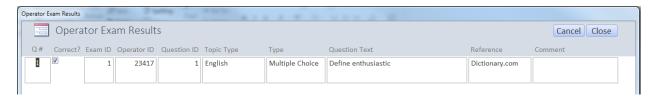
Worst Performance – Select an exam and see the worst performance under a specified percentage

Test Quality – Select an exam and see the worst performance by question.

Record Results:

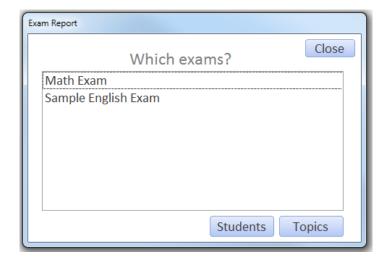


1. Select a Student and an exam. Press *Edit* to modify existing records. Press *New* to record new Student scores.



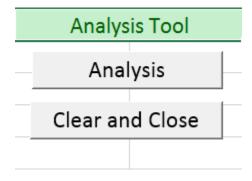
- 2. Toggle the *Correct?* checkbox to indicate whether the Student got the question correct or incorrect.
- Close to auto-save and exit.

Exam Report:



1. Select an exam. Press *Students* to see overall student scores. Press *Topics* to see performance by topic.

Trend Tool:



1. Click *Analysis* and the file will automatically create PivotCharts and PivotGraphs to enable you to see trends by student, trend by topic and trend by position.

Worst Performance:



- 1. Select an exam and type in a percentage.
- 2. Press *Filter* to see the topics that need improvement.
 - Ordered by position, student, percentage
 - Additionally, clicking on the First Name, Last Name, Topic Type, and Percentage tabs will order the results correspondingly.
- 3. Press *Report* to preview and print a copy of the results displayed onscreen.

Test Quality:



1. Select an exam and press *Filter* to see the statistics per question.

Questions?

Contact Michael Li

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