Getting Started

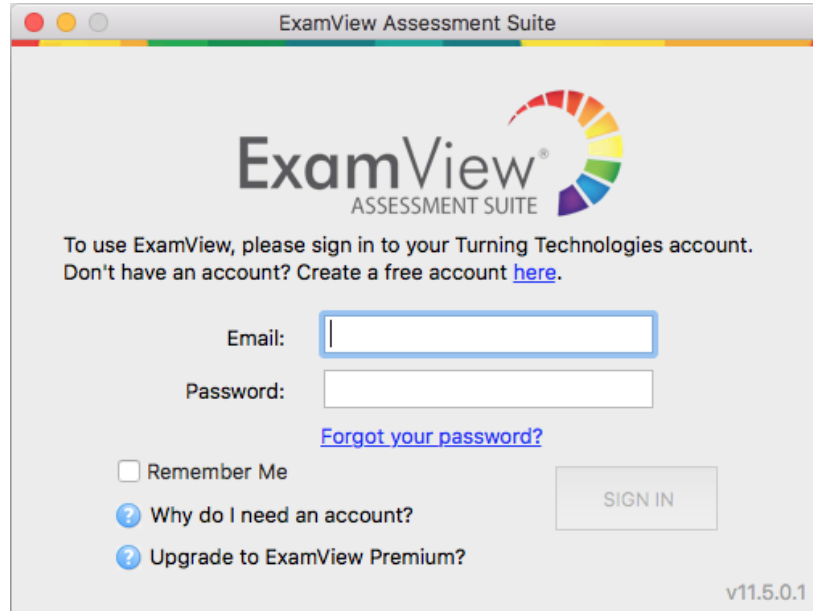|	
Introduction	ExamView Test Generator (part of the ExamView Assessment Suite) is test-making software that creates customizable test in seconds using question banks that align to *myView Literacy*. This guide explains the basics of ExamView, including how to build and customize a test, edit and delete questions, and print multiple versions of a test. The ExamView Version 11 question banks for *myView Literacy* align to the Common Core State Standards.
Previous Versions	Test banks installed with earlier versions of ExamView work fine with newer versions of the program. In fact, the latest version of the program. In fact, the latest version of ExamView may be installed right over previous versions of ExamView, and all tests and test banks remain intact. Only the software engine is updated. ExamView test banks are available for virtually every Savvas program so that tests and worksheets correspond to the specific textbooks.
Setup	1. After launching ExamView, go to https://account.turningtechnologies.com/account/ to create a Turning Technologies account

2. Return to the ExamView Test Generator and login with your new account

Creating a Test	1. Select from the Welcome screen.
	2. Enter the **Test title** and click **Next.**
	3. Double-click a folder (if necessary) to display a list of question banks.
	4. Select the **question banks** from which you want to select questions and click **Next**.
	Click the **Folder** icon to identify the location of the files if no question banks appear in the list. If you assigned a password to the question bank, you will be prompted to enter the password before you can continue.
	5. Identify how many questions of each type you want on the test and click **Next**.
	6. If prompted, enter the number of matching groups you want the wizard to use when it selects the matching questions you requested.
	7. Review the test summary and then click Finish to complete the process.
	When you click Finish, ExamView selects the questions based on your responses and displays them in the test document window.
Editing or Viewing a Question	1. Select the question in the test window.
	2. Click **Edit** located at the bottom of the test window, or double-click the question to display an editing window.

3. Edit the question, change the answer, update the narrative, and/or modify the question information (objectives, difficulty code, reference, topic, or notes).
4. Click **Record** to accept all of the changes you made to the question.

The original question in the question bank is not updated. The changes are only applied to the copy on the test.

> **TIP**
> Use the Question Bank Editor to permanently change a question or to add a new question for use on other tests.

Reordering Questions

1. Click 🗐 from the toolbar or click **Question** from the menu bar and select **Reorder**.
2. Select an item (individual question, question type group or narrative group) and hold down the left mouse button while dragging the item to the new location in the list. Alternatively, press either Ctrl+▲/Ctrl+▼ (PC) or Cmd+▲/Cmd+▼ (Mac) to move the highlighted question.
3. Repeat step 2 for each item to be moved.
4. Click **OK** to update the current test.

Question Selection Methods

ExamView offers multiple Question Selection methods:

Select Randomly allows you to quickly choose questions without regard to the content of the question.

Select From a List allows you to select questions if you already know which ones you want to select.

Select While Viewing allows you to view the questions on the screen and choose which ones you want to include on a test. It's an easy way to preview questions before you add them to a test.

Select by Standard allows you to choose questions based on their learning objective or state standard. This tool allows you to quickly create a test to help you determine which objectives your students have met and which objectives they still need to work on.

Select by Criteria allows you to select all multiple choice questions that have "average" as the difficulty code. Just enter the search criteria and ExamView Test Generator tells you how many questions match that request. Then select the number of questions you want to include on the test.

Saving a Test	1. Click ⊞ from the toolbar or click **File** and select **Save** or **Save As**.
	2. Enter a **name** for the test.
	3. Identify the folder where you want to save the test. If you want to save the file on a different drive or on a network, choose the location.
	4. Click **Save** to save the test.
Learn More	1. Visit https://www.turningtechnologies.com/examview/ to learn more about ExamView, find helpful guides, and watch tutorial videos.