



## Tutorial Guide : Adding Question Types

### ExamView

ExamView Test Generator is software that allows teachers to create customizable tests in seconds using question banks.

This guide explains a few of the ways to add questions to ExamView, including Select While Viewing, Select By Criteria, and adding questions developed by the user.

### Versions

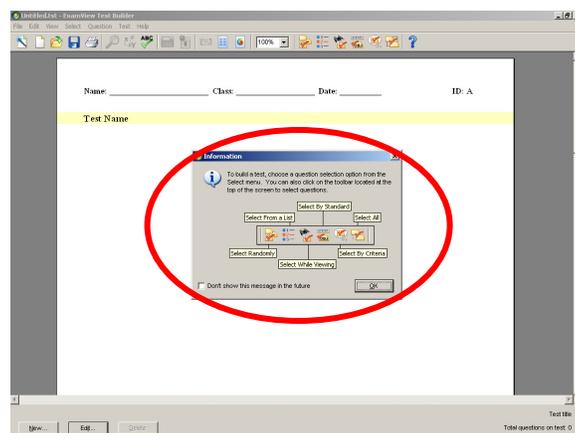
This guide will reference the latest version of ExamView, but some users have been using Pearson programs with older versions of ExamView.

Those old test banks that are already installed will work fine with the latest version of ExamView. In fact, the new version can be installed over any old version of ExamView, and all the tests created and all the test banks will remain intact. Only the software engine will be updated.

### Create a New Test

To create a new test, follow these steps:

1. Go to the **File** menu.
2. Choose **New Test**.
3. Name the test.
4. ExamView creates a blank test. A helpful information window will appear in front of the blank test; it gives tips on how to add certain questions to the test.



5. Click **OK**.

A blank test should appear.



## Adding Questions

The most popular ways to add questions are Select While Viewing and Select by Criteria.

There are other ways questions can be added to the test.

- Select Randomly
- Select from a List
- Select While Viewing
- Select by Standard
- Select by Criteria
- Select All



These functions are also found under the Select menu.

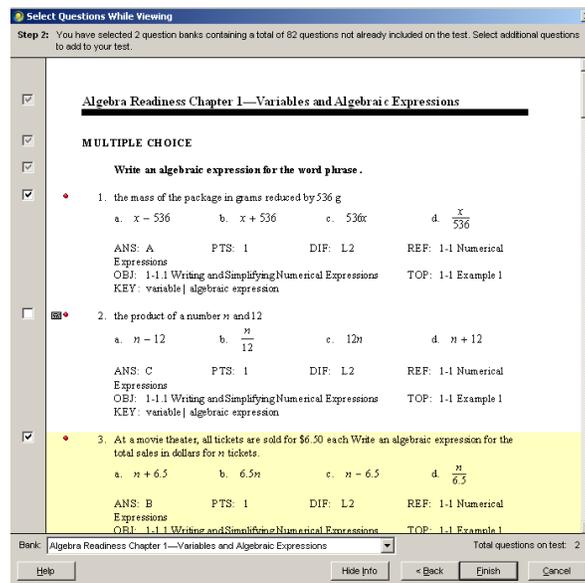
## Select While Viewing



Select While Viewing allows the user to preview the questions in a question bank before adding them to the test.

This feature can be used at any time to add questions to the test.

1. Click **Select While Viewing**.
2. The window where the question banks are selected will appear.
3. Choose the **Question Bank** to pull questions.
4. A window opens where the questions are viewed inside the test banks. Notice to the right you can see how many test questions are available.
5. Select test questions by placing a check mark beside them.



6. Click **Finish**.



## Select by Criteria



ExamView makes building a test based on certain criteria such as difficulty level or state standard easy to do by using Select by Criteria.

1. Go to **File > New Test**.
2. Enter a test name.
3. Choose **Select by Criteria**.
4. Choose **Question Bank** to pull questions.
5. A window opens where you can view the questions inside those test banks. Notice that the number of test questions available is on the right.

The Select By Criteria window helps find questions based on criteria such as question type, difficulty level, and even state standard.

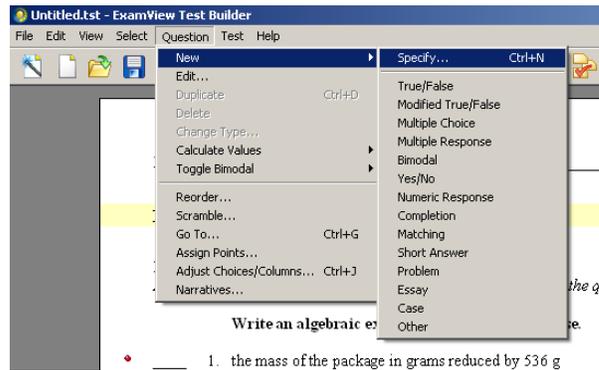
6. Choose the criteria.
7. Add questions to your test by clicking **Select While Viewing** and following the directions above, or
8. Choose **Select Randomly**, and press the up or down arrows or type in the number of questions to add to the test.
9. To go back and choose a different test bank to use as a source, just click **Back**.
10. When finished, click **Close**.



## Adding Your Questions

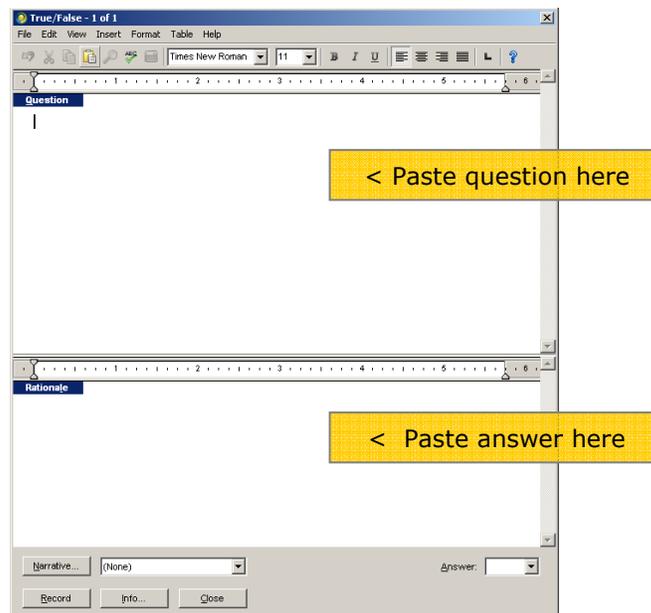
ExamView also allows users to add their own questions.

1. Go to **Question**.
2. Choose **New**.
3. Choose from the options.



Test questions can also be cut and pasted from other documents, such as those made in Microsoft Word.

1. Open the document where the test question is located.
2. Select the question.
3. Copy.
4. Paste it into the Question Editor.



5. Click **Record**.
6. A message appears to notify the user that the question will only be available for this test. It will not be saved in one of the question banks unless the question bank itself is edited.
7. Save the test.



## Review

This guide looked at how to add questions in the following ways:

- Select While Viewing;
- Select By Criteria; and
- Cutting and pasting from outside documents.

To learn more about ExamView, please visit the other tutorials and guides on this Web site.