

## How to Prepare an ExamView Test for the CPS System

Launch *ExamView Pro*

- 1) At the Startup dialog box, you can use the QuickTest Wizard -or- use the Test Builder to create a new test.

QuickTest Wizard - *ExamView* chooses the questions randomly; Teacher specifies number of Multiple-Choice, Bimodal, & Short Answer questions

Test Builder - Teacher manually selects both the number and type of questions.

- 2) Give your test a Title. This is what will show at the top of the paper.  
**IMPT:** If you plan on engaging multiple versions of your test in CPS, include the version info in the title. For an explanation, see NOTES on the last page!  
EXAMPLE: "Geometry Quiz 1 (A)" "Geometry Quiz 1 (B)"

- 3) Select the chapter Question Bank(s) that contain your questions. Click on [Next]

If you are using the QuickTest Wizard, enter the number for each question type you'd like to see on your test. For CPS purposes, choose only Multiple Choice or Bimodal questions.

If you are using Test Builder, you can view the questions this way:

- 1 Select > While Viewing...
- 2 Put a checkmark  next to the questions to include in your test. Make sure that they are only multiple choice or bimodal, not short answer.
- 3 Click [OK] when finished

- 4) ExamView will give you an initial version of your test (see top right "ID: A").

File > Save As > (title your document with version info -- ex: "geometry\_quiz1\_A.tst")

- 5) To generate a different version of the test, use the Scramble feature:
  - 1 Question > Scramble... You can scramble the questions, the order of the answers, or both.
  - 2 IMPT: enter a different letter ID next to "Test version:"
  - 3 Double-click the highlighted yellow test title to edit. Include the version info  
EXAMPLE: "Geometry Quiz 1 (B)"
  - 4 File > Save As > (title your document with version info -- ex: "geometry\_quiz1\_B.tst")

## How to Link Your ExamView Test into CPS

First, QUIT *ExamView Pro* if it's still running.

- 1) Launch CPS
- 2) Click on the Prepare tab > Lessons & Assessments
- 3) On the left side, Select/highlight the CPS database or folder where you'd like to place your ExamView test
- 4) In the "Lessons..." area, click on the little triangle to the right of "Add File(s)..." > ExamView File... > Navigate to your saved ExamView test > Select and click [Open]  
If you didn't save it to your desktop, it might be in My Computer > C: drive > ExamView folder > look in either the Tests or Banks folder

## How to Engage Multiple Versions of a CPS Lesson/Quiz

The following steps already assume that you have created more than one version of the same quiz, either by using *ExamView Pro*, or by preparing them manually within the CPS program. There should be at least two versions of a given lesson/quiz, each one listed separately with a different title.

Multiple versions can be engaged only in Student Paced mode. Your students must receive blank paper copies of the quizzes in order to see the questions and answer choices.

If your test was created in *ExamView Pro* then linked into CPS, the correct answers are automatically imported. If you built the test within CPS, make sure that you have marked the correct answer for each question before Engaging the session. This includes any FastGrade quizzes.

- 1) Launch CPS
- 2) Click on the Engage tab
- 3) Click a checkmark  next to all multiple versions of your lesson/quiz
- 4) In the Engage Options area,  
Designate the Type (i.e. Exam, Quiz, Review, etc)  
Designate the Class (i.e. "Period 3", "Algebra 1", or however you've labeled your class lists)
- 5) Assessment Setup > Student Paced > click [Engage]
- 6) The Assessment Version dialog box will appear. Students must click in the version that they are taking -- please tell them to be very careful at this stage.
- 7) After all students have entered their version info, click [OK], and the session will begin.

### IMPORTANT NOTES

CPS and *ExamView Pro* do not like to run at the same time. Quit one of these apps before launching the other. Otherwise, you may get an error message "File already in use by another user".

Once an ExamView test is linked within CPS, you cannot edit it within CPS.

**Solution:** Quit CPS > Launch ExamView Pro, open the test and modify it. Save and Quit ExamView Pro. Your changes will be reflected the next time you launch CPS.

In CPS, the icon next to an ExamView test looks like a blue half-moon. Also notice that the test's name matches the *paper* title you gave it when you prepared it in *ExamView Pro*. It does NOT match the document file name. **To avoid confusion when you engage multiple versions in CPS, you should always include the version info (i.e. "A", "B", etc.) in the paper title for your ExamView tests.**