



ExamView Quick Step Guide

Create a Question Bank

Question Bank Basics

A question bank is a collection of questions and all of the related items (pictures, equations, learning objectives, standards, etc.) stored in one file. When you build a test using the **Exam View** Test Generator, you do so by selecting questions from question banks.

*Using the **Exam View** Test Generator, you can...*

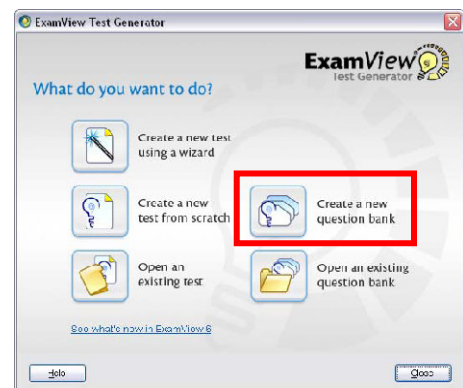
- Enter new questions or edit existing questions.
- Copy and paste questions from another source.
- Using the EV Import Utility, import questions from a Word document or an RTF file (covered in module 6).

Note: Editing a question on a test does not change the original question in the question bank.

Create a Question Bank

Each question bank may contain up to 250 questions, but you can have an unlimited number of banks. Typically, questions are organized into banks by chapter or lesson.

1. Start the **Exam View Test Generator** program.
2. Choose **Create a new question bank** from the **Welcome Screen**.
3. Name the question bank and click the **OK** button. An empty question bank page appears on your screen.



Welcome Screen window





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Create a Question

Select Question Type

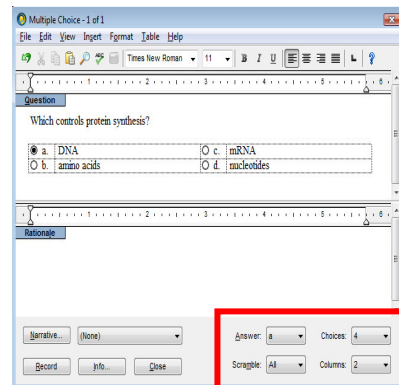
When you create your own questions, you can include one or more of the following question types:

True/False	Completion
Modified True/False	Matching
Multiple Choice	Short Answer
Multiple Response	Problem
Bimodal*	Essay
Yes/No	Case
Numeric Response	Other

*A bimodal question can be used as a short answer or a multiple choice question on a test.

Question Editor

1. Click the **New** button. The New Question window opens.
2. Select the **multiple choice** question type, and click **OK**. The question editor will appear.
3. *Optional:* Change the answer stem options.
 - **Answer:** Choose the correct answer. The correct answer may also be chosen by selecting the radio button next to the answer option.
 - **Scramble:** Since **ExamView Test Generator** gives you the option to scramble questions, you need to identify any choices that should not be moved.
 - **Choices:** Define the number of answer options.
 - **Columns:** Specify how many columns the answer options will be divided into.



Question editor window

Note: If you are copying and pasting questions from another source to a question, you may save time with the **Smart Paste** feature. Smart Paste will automatically format the text when it pastes the text into a new question. The question will go into the question section, the answer stems into the answer stem sections. In order to use Smart Paste **copy the entire question** and **answer options** from the original document. Create a new question in the question bank and **press F7** on the keyboard instead of the standard paste command.

4. Click **Record** to save and close the question.

