



ExamView Quick Step Guide

Question Information

Feedback

Feedback allows students to receive hints or tips for their responses on LAN tests (see module 4 for more information on LAN testing). You can set up test preferences to allow students to check their responses and receive feedback.

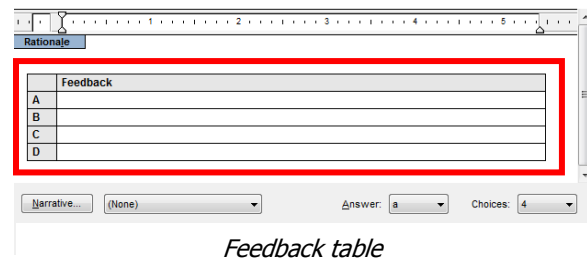
Examples of feedback include learning tips or hints for each response or references for each question. The Multiple Choice, Multiple Response, Yes/No, and True/False question types support feedback. For Multiple Choice questions, you can enter feedback for each answer choice. All other question types are limited to a single feedback.

1. In the question editor, choose **Edit > Add Feedback** from the menu options. A feedback table will appear in the Rationale section.

- Feedback can include almost all the Test Generator features, including font formatting, pictures, equations, etc.
- Feedback cannot include tables.

2. **Enter the feedback** for each answer option.

3. Click **Record** and then **Close** to save and close the question.

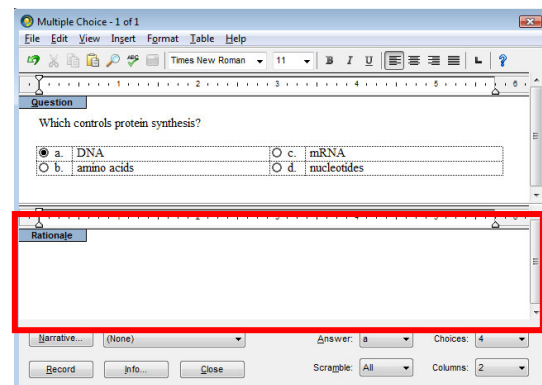


Feedback table

Answer Rationale

The rationale is intended for instructor use and is an explanation of the answer (for example, definitions, step-by-step examples, etc.). The rationale provides additional information to help explain or teach the methodology behind the correct answer. The question types that support Rationale are Multiple Choice, Multiple Response, Yes/No, and True/False.

The Rationale can include almost all **Exam View** features, including font formatting, pictures, equations, tables, etc.



Question editor window





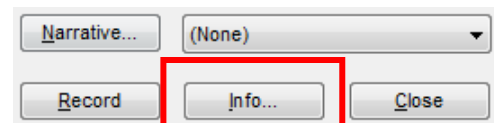
ExamView Quick Step Guide

Question Information Fields

Questions can include optional information that is useful when creating a test. For example, you can include learning objectives (or standards) and then select questions based on those objectives. You can also use this information to generate class and student reports. You can enter any or all of the following information with each question.

Difficulty	Local Standard
Reference	Miscellaneous
Learning Objective	Topic
National Standard	Keywords
State Standard	Notes

1. In the question editor, click **Info...**. The Question Information window will appear. The following question attributes may be added.



- **Difficulty:** Difficulty or grade level of the question (easy, medium, difficult; basic, average, advanced; etc.)
- **Reference:** Textbook or other reference information related to a question (chapter number, page number, etc.)
- **Learning Objective:** Statements covering the intended purpose of the question or the target of what the question should assess
- **National Standard:** Nationally recognized academic standard to which the question aligns
- **State Standard:** State standard to which the question aligns.
- **Local Standard:** Local standard to which the question aligns (a district-wide standard)
- **Topic:** Categories in which the question falls (the course or subject strand).
- **Keywords:** Significant words or key concepts associated with the question. Separate multiple keywords by the **pipe character (|)**.
- **Miscellaneous:** Extra information related to the question
- **Notes:** Special notes regarding the question. These notes allow students to receive hints for their responses on online tests.
- **Multimedia Link:** This is specific to online (LAN-based) testing only. You can link to video (.avi or .mpg), audio (.wav), or animation (.gif) files.
- **Points:** Assign the number of points each question is worth.
- **Don't use questions on test:** Mark questions that will not be used on a test; the questions can be used on a study guide.

The screenshot shows the 'Question Information' dialog box with the following fields and options:

- Difficulty: []
- Reference: []
- Learning Objective: []
- National Standard: []
- State Standard: []
- Local Standard: []
- Topic: []
- Keywords: []
- Miscellaneous: []
- Notes: []
- Multimedia link: []
- Points: 1 []
- Always display this question in one-column format in two-column tests
- Don't use question on test

Question Information window

2. Add information to the fields as needed. Click **OK** when finished.






ExamView Quick Step Guide

Question Information Fields Pick lists

Question metadata can be directly keyed into the appropriate information field or added using a list. The **default pick list** is composed of question information already present in other questions in the currently open bank or test.

For Windows users, the pick list can be changed so that the default list is merged with content from an external list source. List files must conform to a specific formatting convention and be stored in the Extras folder of the **Exam View** directory. Refer to the **List Authoring Guidelines** help topic in the program for details on creating custom pick lists.

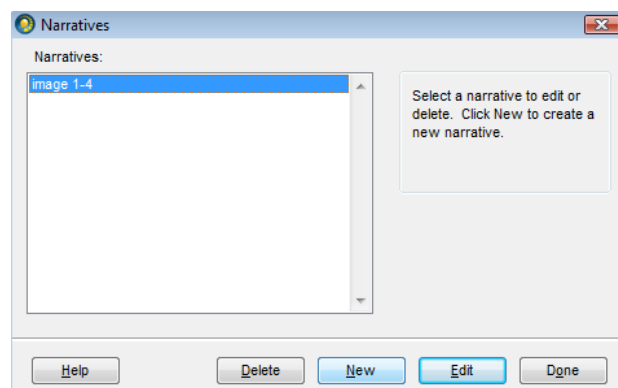
To change the pick list source...

1. Click **Pick list**  to reveal a menu with available lists.
2. Select a list file name or choose to **Restore Default**.
 - The name of the List Source is shown above the list. This source will either show "Default" or the name of the list file.
 - The default list contains only unique entries already recorded for questions in the active file.
 - Selecting an external list file merges the entries of that file with the default list, it does not replace it. Entries for the external list file and the default list are combined and sorted together alphabetically.
 - Only one file will be added to the default list at a time.
 - If the external list file does not contain any entries for a particular category, the list will not appear to change. However, other categories that are contained in the external file will be updated.

Narratives

A narrative is a piece of information that you can attach (or link) to one or more questions in a question bank. Possible uses for a narrative include common text (such as instructions), a reading passage, a map, a chart, a photo, etc. All questions linked to the same narrative are grouped together in a question bank, and you cannot separate questions in a narrative group.

1. Open the question editor, and click the **Narrative** button. The Narrative window will appear.
2. Click **New**. The narrative editor will appear.





ExamView Quick Step Guide

3. Type the narrative text, enter a table, or insert a picture. Use the word processor commands as needed to enter the narrative.

Narrative window

4. Enter a name for the narrative in the **Narrative name** box, click **Record** and **Done**.
5. In the question editor select the appropriate narrative from the **drop-down** box next to **Narrative**.
6. Click **Record** and then **Close**.

