



ExamView Quick Step Guide

Create a LAN Test without a Class Roster

You can publish an online test with or without a roster for your students to take on your LAN. If you choose to publish a test without a roster, the program automatically scores the test. Anyone may take the test; however, the results are only available immediately after a student completes a test.

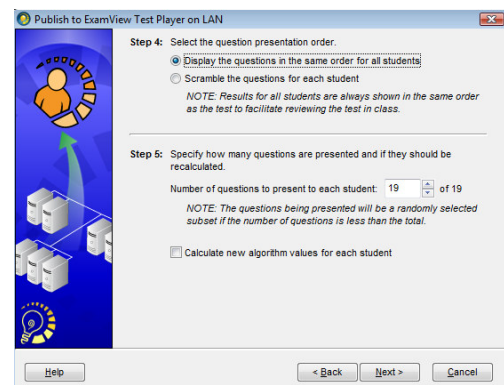
Note: No results are stored in **ExamView Test Manager**, and you will not be able to prepare any student/class reports.

To create and publish an online (LAN) test that anyone can take...

1. Start **ExamView Test Generator** and **create** or **open a test**.
2. Choose **File > Publish To > ExamView Test Player on LAN** from the menu options. The Publish to Test Player on LAN window appears.
3. Select **Allow access to anyone**.
4. Click **Next**.
5. By default, the test title that the student sees when using the **Test Player** will be the same as the test title of the file. Specify a different test title if desired.
6. Indicate whether a password is required to access the test.
7. Click the **Next** button.
8. Select the question presentation order. Questions may be displayed in the same order for all students or scrambled for each student.
9. Select the number of questions to present to each student. By default, all questions in the test will be presented to the student.
10. Select **Calculate new algorithm values for each student** if your test contains dynamic questions and you want the values for these questions to be recalculated between each attempt. This option is dimmed if there are no dynamic questions in your test.



Step 1 in wizard



Steps 4 & 5 in wizard

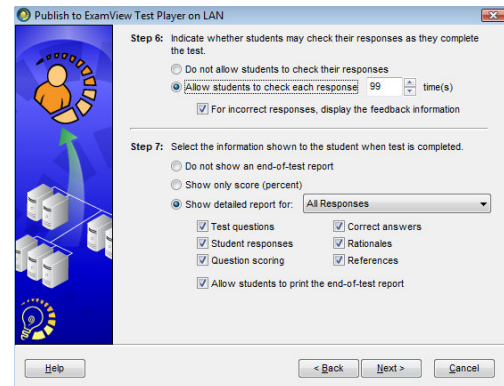




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11. Click the **Next** button. The following options are available in the next step of the wizard.

- **Allow students to check each response** – Sets up the test as a study guide. Enter the number of times a student may check each response.
- **For incorrect responses, display the feedback information** - Provides feedback for incorrect responses (if available)
- **Do not allow students to check their responses** – Used in a testing versus a study guide environment.



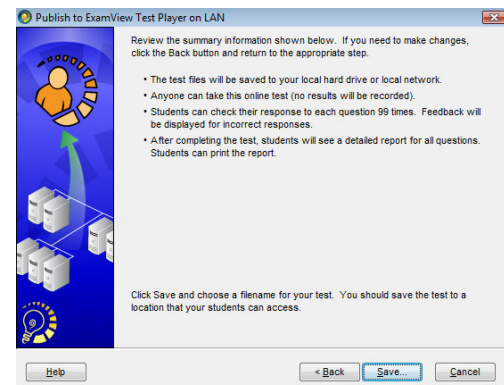
Steps 6 & 7 in wizard

12. Select the information available to students after they complete a test.

13. Click the **Next** button.

14. Review the test summary and then click **Save** to save the test.

Reminder: You must save the test to a location that is easily accessible to your students. For example, make sure that your students have read/write access to the folder if you store the test on a network server. If you do not have a network, you must copy the online test to each workstation. By default, the test will be saved to the Default Online (LAN) Test Path that is set in your Preferences.



Wizard summary

15. Students will take the test using the **ExamView** Test Player software. If you wish to see your students' results, instruct them to print a post-test report.

