




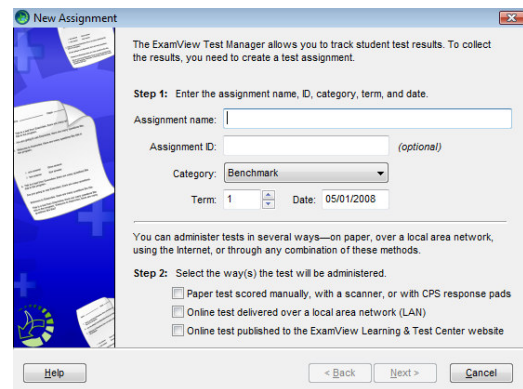
ExamView Quick Step Guide

Create a New Assignment

Before you can score a test, you must first build it using **Exam View** Test Generator and then create an assignment in ExamView Test Manager. When you create the assignment, the ExamView Test Manager automatically opens the test file and reads the following information for each question (if available): answer, reference, learning objective, local standard, state standard, national standard, and points.

Note: If you plan to administer multiple (scrambled) versions of a test, create one version, print it, and then save the file. Scramble the test to create the next version, print it, and save the test. For each unique test, you must create a separate assignment in Test Manager.

1. Click the **New Assignment** button  or choose **Assignment > Create New Assignment** from the menu options. The New Assignment window appears.
2. In the **New Assignment** dialog, enter assignment name, category, term, and date.
3. Choose **Paper test scored manually...**
4. Click the **Next** button.
5. **Select the file** that corresponds to the test you created in **Exam View** Test Generator.
6. Click the **Next** button.
7. Review the summary information, and click the **Finish** button to complete the process.



New Assignment window

Student	Student ID	05/01		05/22	
		Score	%	Score	%
Alex, Alexander	1001	53.3%	87.5%	--	--
Baek, Hyunjin	1002	66.7%	75%	--	--
Cooper, Deidre	1003	73.3%	96%	--	--
Chadwick, Thaddeus	1004	66.7%	82.5%	--	--
McKinnis, Sherron	1005	66.7%	90%	--	--
FLMBS, Jeff	1006	66.7%	90%	--	--
Edwards, Nolan	1007	66.7%	94.3%	--	--
Wardlaw, Debra	1008	66.7%	83.8%	--	--
Kyrtell, Carl	1009	53.3%	80%	--	--
Loroff, Kaitlyn	1010	20%	82%	--	--
MBSU, Sebastian	1011	56.7%	102%	--	--
MEDONIS, Gianluigi	1012	66.7%	82.5%	--	--
Murphy, Andrew	1013	66.7%	87.5%	--	--
Chad, Brian	1014	80%	82.5%	--	--
Pitzer, Deidre	1015	73.3%	87.5%	--	--
Phillis, Jackie	1016	20%	90%	--	--
Sherman, David	1017	20%	75%	--	--
Walden, Jeff	1018	53.3%	90%	--	--
Average	1019	64.4%	86.1%	--	--

Test Manager Assignment list

After you create the assignment, it appears in **Exam View** Test Manager work area. The program shows the assignment title, date, category, term, and possible points. A placeholder (--) appears for each score.



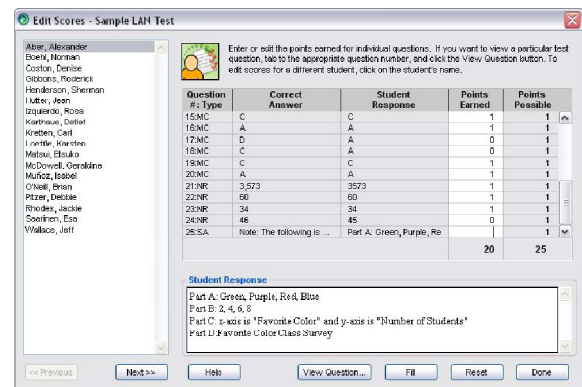


ExamView Quick Step Guide

Score an Assignment

Using the **Exam View** Test Manager, you can easily score assignments with a scanner, CPS response pads, and LAN. These automated methods are covered in the next module. Use the directions below to score an assignment manually.

1. To score an assignment manually, choose **Assignment > Edit Scores** from the menu options. The Edit Scores window appears.
2. The **Edit Scores** window shows you how your students answered each question and the points earned.
3. **Select** a student.
4. Read their response on the paper-based test and enter the number of points earned for each question.
5. Click the **Next** button to move to the next student.
6. Click **OK** when finished.



Edit Scores window

