



ExamView Quick Step Guide

Score Assignments with CPS

Instantly get student results by using CPS response pads to complete **Exam View** assignments. Test Manager supports getting results from IR and RF pads that are part of numbered sets (K-12), not individual, serial-numbered pads that require activation (Higher Ed.).

Assign Response Pad IDs

1. Double click the student name you want to edit. The Edit Student Information window appears.

Basic Student Entry window

2. Click the **More** button to display the detailed student information.
3. Enter the **Pad ID** in the appropriately labeled field.
4. To assign pad IDs to additional students, choose the student you wish to edit from the list on the left of the dialog or click **Previous** or **Next**.
5. When you are finished assigning pad IDs, click **Done**.


Advanced Student Entry window



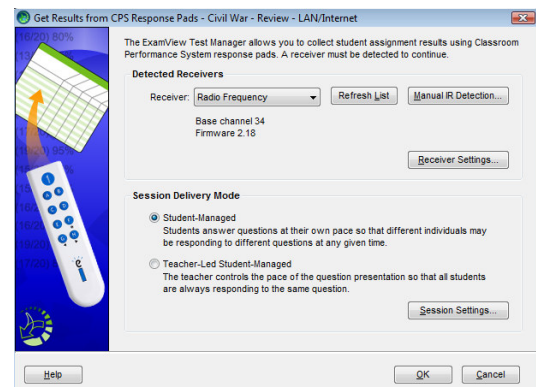


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Collect Student Responses

1. **Select** (highlight) the assignment.
2. Select **Assignments > Get Results from > CPS Response Pads** from the menu options or click the toolbar icon . The Get Results from CPS Response Pads window appears.

3. **Test Manager** automatically searches for any CPS receiver attached to the computer and lists the detected receivers in the **Connection** pull-down list. Select a receiver from this list. For RF receivers, a description receiver will be displayed below the control.
4. If a receiver does not appear in this list, verify that it is connected to the computer then click the **Refresh List** button.



Get Results from CPS Response Pads window

5. For some older models of the IR receiver, manual detection is required. Search the help file for "Manual Receiver Detection" for more information.
6. Select the **Session Delivery Mode** from the set of radio buttons. **Test Manager** supports:
 - **Student-Managed:**
In this type of session students work at their own pace. At any given time students may be responding to different questions on the test. For IR Student-Managed sessions, a student feedback grid needs to be projected for the class to monitor their progress. For RF Student-Managed sessions, no projection is necessary and an instructor feedback window will open.
 - **Teacher-Led Student-Managed:**
With this delivery mode the teacher controls the pace of the assessment. The entire class is kept focused on responding to the same question until the teacher navigates to another question. For both IR and RF systems, Teacher-Led Student-Managed sessions require projecting a student feedback grid to the class.

Note: For more information on session type, click the **Help** button.

7. Session settings may be verified or adjusted by clicking the **Sessions Settings...** button. See the Sessions Settings topic for details.
8. Click **OK** to accept the dialog settings and initiate a session.





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