



**American
Red Cross**

TestGen®
QUICK REFERENCE
User Guide

Quick Reference User Guide for TestGen

1. Key Terms and Reminders

a. **Testbank vs. Test**

- i) Testbank – the entire collection of questions to go with a book or course. Designated by the extension .bok
- ii) Test – the exam for the student. Created from the testbank. Designated by the extension .tst

b. **Question Types**

- i) Multiple Choice – can have one or more correct answers
- ii) True-False
- iii) Short Answer – has less than 20 characters in the correct response
- iv) Essay
- v) Matching
- vi) Bi-Modal – a multiple choice question that can be used either as Multiple Choice or Short Answer – the choice is up to the user.

c. **Files on harddrive for autosave**

- i) All data files must be on hard drive. The program autosaves and will not run data from a CD-ROM.

d. **Left Pane vs. Right Pane**


- i) Left pane – gives you the list of testbanks added to your library. (not necessarily all the testbank files you have on your hard drive; just those you've added. See steps below)
- ii) Right pane is where you create or edit tests and testbanks.

2. Creating a Test


a. Open a New Test

- i) Go to the File Menu and choose New Test or click on the icon to the left of Paper Test or Web Test in the right pane.

b. Test options

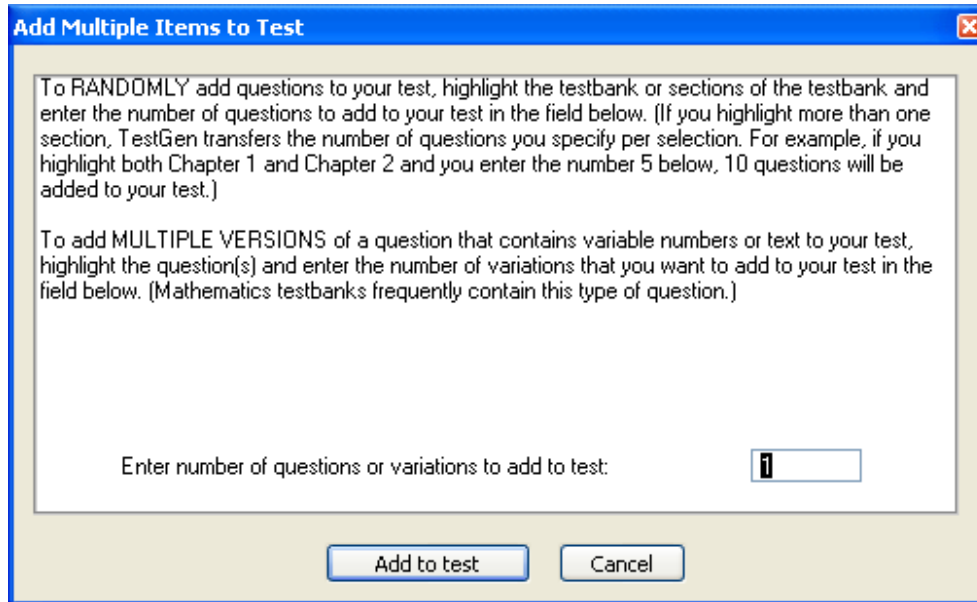
- i) Go to the Tools Menu. Select Preferences. Select Test Preferences.
- ii) You can set the way the answers appear, the styles used, and the descriptors to be displayed. Be careful to not check the correct answer descriptor when printing a test for students as the correct answer will then be displayed next to each question.
- iii) Correct answers are marked with a green circle with a checkmark inside. These will not show up on the printed test. 
- iv) Save your test by going to the File menu, choose Save Test As and save with a name and location as you would any other data file.

c. To add individual questions to an open test file

- i) Use the expand button  by the testbank name in the left window to show list of chapters.
- ii) Expand the chapter of your choice.
- iii) Select a question, hold down on the left mouse button and drag the question over to the test.
- iv) You can use the CTRL key to select multiple questions at once.
- v) You can also drag over an entire chapter or other section heading, at once – do not expand the heading, just drag the heading name over onto the test.

d. To add questions randomly to an open test

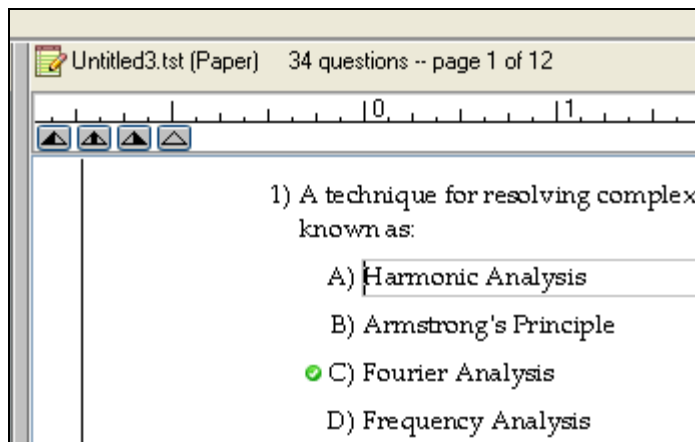
- i) Select the chapters from which you want to have questions. You can multiple select by holding down the CTRL or SHIFT key.
- ii) Choose the Choose Multiple button at the bottom of the left window.
- iii) A dialog screen will appear asking for a number of questions. The program will pull the same number of questions from each chapter.



iv) Click Add to test and the questions will be transferred.

e. Editing existing questions

- i) To edit a question, click on the text. A box becomes visible around the question. You can edit just as you would in a word processing program. The same applies for any answer choice.



f. Adding new questions to the test

- i) To add a question, select the question after which you wish to add a new question. (left click the item number so that the entire question is highlighted)

Exam

Name _____

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

1) A technique for resolving complex relationships known as:

- A) Harmonic Analysis
- B) Armstrong's Principle
- C) Fourier Analysis
- D) Frequency Analysis

- ii) From the Insert Menu choose Question. Then choose the question type. A blank question will appear. Select the box for the question or the answer and type in the text just as you would in a word processor.

B) Armstrong's Principle

C) Fourier Analysis

D) Frequency Analysis

2)


- A)
- B)
- C)
- D)


- iii) Additional answer choices can be added to a multiple choice question by highlighting the entire question. Go to the Insert Menu and choose Blank Answer Choice.

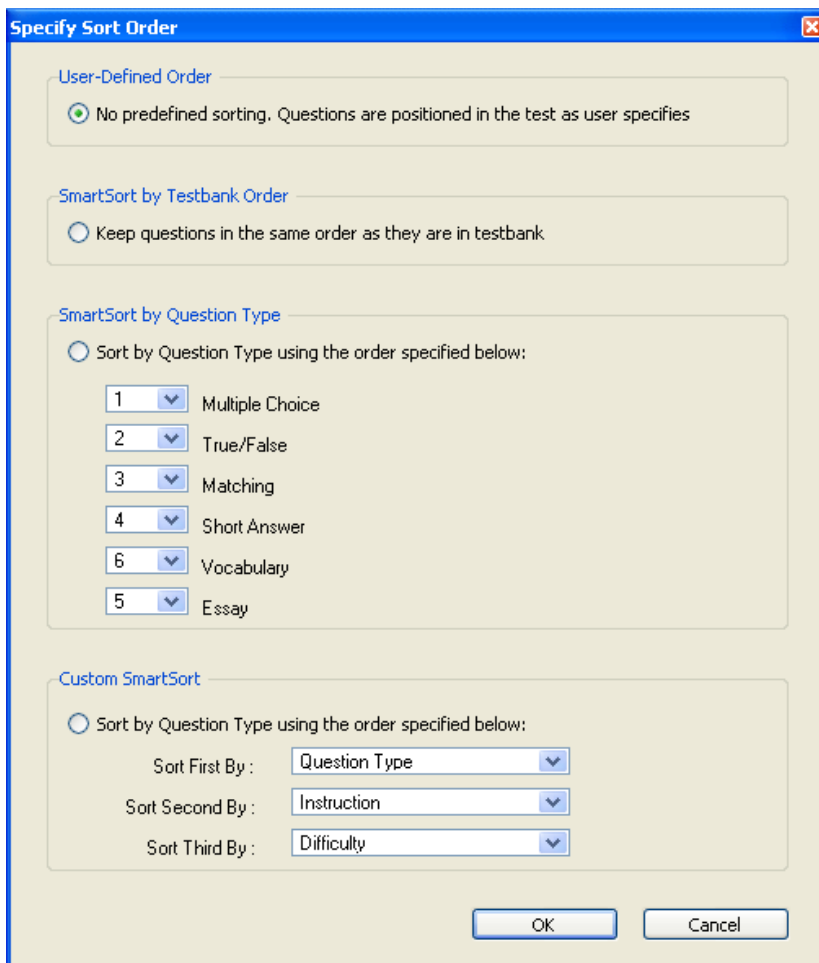
g. Deleting questions

- i) To delete a question, select the question, right click and choose delete. This is a permanent function – the program autosaves. If you want to undo a deletion, you must undo before performing other actions.

h. Organize the questions in the test

- i) You can scramble the order of questions and/or answer choices by clicking on the scramble icon in the menu. .

- ii) Click on this option and select either Scramble all Questions (this keeps answer choices in the same order within a question) or Scramble all Questions and Answer Choices. This scrambles the questions and then scrambles the answer choices within each question.
- iii) You can organize the items on a test in various ways by clicking on the ‘organize’ icon in the menu 
- iv) You can sort by type or by descriptor – sorting by descriptor only works if that descriptor is available in the testbank.



The image shows a dialog box titled "Specify Sort Order" with a close button in the top right corner. It contains four sections for selecting sorting options:

- User-Defined Order:** A radio button is selected next to the text "No predefined sorting. Questions are positioned in the test as user specifies".
- SmartSort by Testbank Order:** An unselected radio button is next to the text "Keep questions in the same order as they are in testbank".
- SmartSort by Question Type:** An unselected radio button is next to the text "Sort by Question Type using the order specified below:". Below this are six rows, each with a dropdown menu and a label:
 - 1 Multiple Choice
 - 2 True/False
 - 3 Matching
 - 4 Short Answer
 - 6 Vocabulary
 - 5 Essay
- Custom SmartSort:** An unselected radio button is next to the text "Sort by Question Type using the order specified below:". Below this are three rows, each with a label and a dropdown menu:
 - Sort First By : Question Type
 - Sort Second By : Instruction
 - Sort Third By : Difficulty

At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

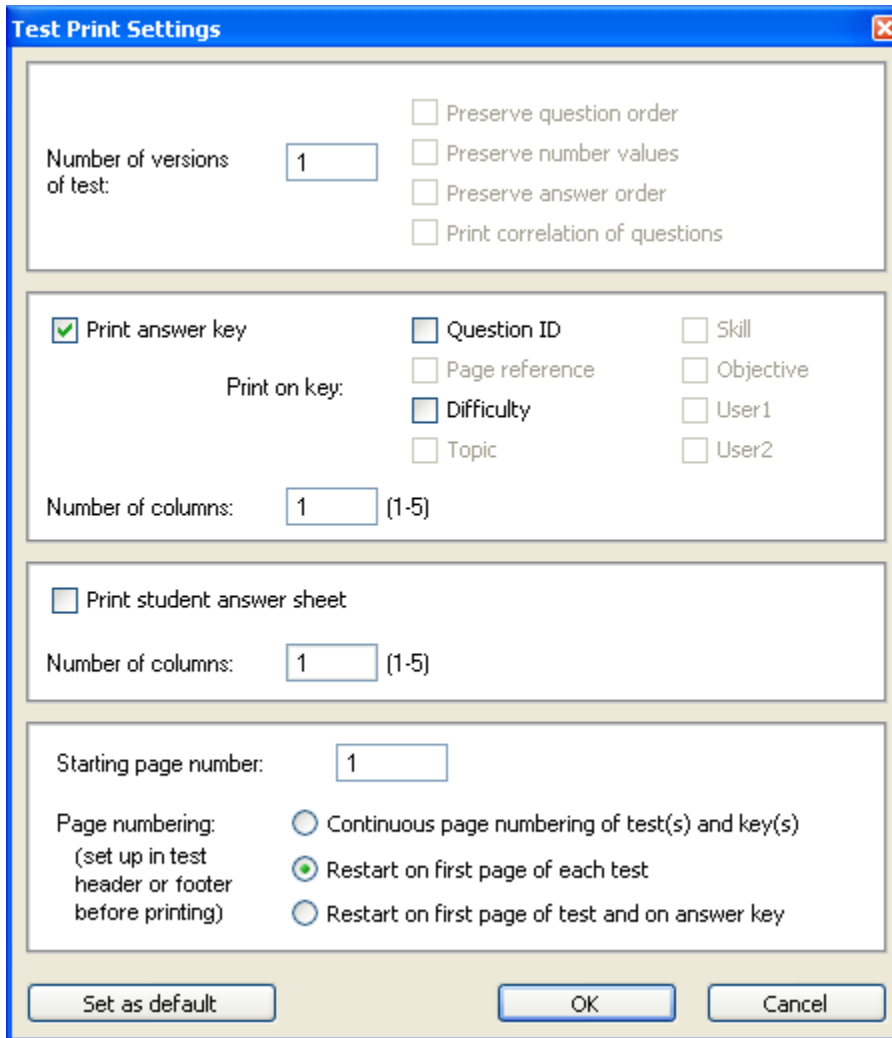
3. Printing a Test

a. Reviewing options

- i) Make sure the test shows only those descriptors you want shown.
- ii) You can add an answer blank for each question. Go to the Tools Menu. Select Preferences. Select Test Preferences. Under the questions tab, the Answer Blank section, choose Display answer blanks.

b. Answer key

- i) An answer key can be printed at the end of a test. It begins on a separate page. Make sure the Print Answer Key option is selected in the print dialogue box (this is the default setting).
- ii) Various descriptors can also be printed on the answer key. Those descriptors that are available are in regular type; unavailable descriptors are grayed out.



Test Print Settings

Number of versions of test: Preserve question order
 Preserve number values
 Preserve answer order
 Print correlation of questions

Print answer key Question ID Skill
Print on key: Page reference Objective
 Difficulty User1
 Topic User2

Number of columns: (1-5)

Print student answer sheet
Number of columns: (1-5)

Starting page number:

Page numbering: Continuous page numbering of test(s) and key(s)
(set up in test header or footer before printing) Restart on first page of each test
 Restart on first page of test and on answer key

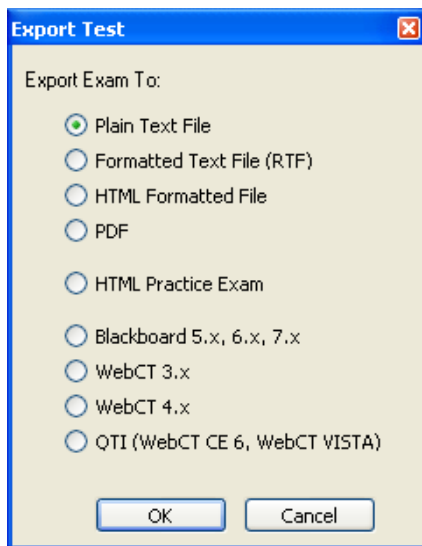
Set as default OK Cancel

c. Multiple versions

- i) You can use the print dialog box to print multiple versions of the same test
- ii) Question order will be scrambled unless you choose otherwise.
- iii) With multiple versions, choose Restart on first page of each test for page numbering option (last section of dialogue box)
- iv) You can print a correlation guide for question used on the test. This gives the testbank question number and the corresponding question number for each form of the test.

4. Exporting Tests

a. Tests can be exported to various formats for use with other programs.



5. Miscellaneous

a. Figures can be added to test questions or answers.

- i) Save the figure on your hard drive
- ii) In the appropriate question or answer, choose Insert, then Picture. Find and open the file and the image will appear in the question. You can also drag the graphic file onto the desired field and it will be inserted at the last cursor position.
- iii) Graphics can be placed as a text character or as a transparent graphic. If placed as a text character it will move based on tabs, returns, and other objects just like a large text character. If placed as a transparent graphic then text and graphics can be layered over the graphic.

END