

ExamView Import Utility

User Guide

Version 11

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FCC Statement

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

IC Statement

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

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ExamView Import Utility

The import tool is a utility program that will enable you to quickly import questions into ExamView question banks. An overview of the process is presented below. Please review these steps before you begin.

- 1 Format the questions using a word processor and save the files as RTF (rich text format) documents. For more information, see **ExamView Import Format** on page 7.

NOTE

For a detailed example view the Sample Bank.pdf file provided in the ExamView folder. Also, a sample RTF document with questions is included in the folder where you installed the import tool. You can practice using the tool with this file.

The default font for new questions in ExamView is Times New Roman 11 pt.

- 2 Open the ExamView Import Utility program.
- 3 Select the files you want to import.
- 4 Set the desired options.

If your multiple choice/multiple response answer choices are in columns separated by hard returns, select the Require Multiple Choice/Response answer choices to follow a hard return option. If any of your answer choices are in a single row separated by tabs, do not select this option.

- 5 Import the files.
- 6 Review the import log.
- 7 If errors are reported on the import log, make any necessary changes to the RTF and repeat steps 1-6.
- 8 Use ExamView to open each of the imported question banks to verify that the questions imported properly.

Creating an Account for ExamView

An account is a unique identifier that is used to tie together all software accounts and response devices. An account is required for use with Turning Technologies products.

- 1 Go to <https://account.turningtechnologies.com/>.
- 2 Enter your **school or organization email address** and click **Create**.

IMPORTANT

If your email address belongs to a defined organization in an account, the following message is displayed:

Your account needs to be connected to your school's Learning Management System to track your participation. Sign-in to your LMS and click on the account registration link under any course that uses clickers.

- 3 Check your email and click the link to verify your account.

NOTE

If you did not receive the verification email, click the **Resend** button in account.


- 4 Enter all **required fields** as noted by the asterisks.
- 5 Enter and confirm your **password** in the fields provided.

NOTE

The password must be at least eight characters long and contain one lowercase letter, one uppercase letter and one number.

- 6 Select the box labeled *By checking this, you agree to comply with the End-User License Agreement and Terms of Use.*
- 7 Click **Finish**.
- 8 Click **Finish**.
The account Dashboard is displayed.

Accessing the ExamView Import Utility

- 1 On your PC, navigate to *C:\Program Files\Instruction\ExamView* OR *C:\Program Files (x86)\Instruction\ExamView*.
- 2 Double-click  **evimport.exe** to launch the ExamView Import Utility.
- 3 To have access to ExamView, you must log in to your Turning Technologies account.

ExamView Import Format

Below is a basic example that shows how questions must be formatted so that they can be imported into ExamView using the import utility. For a more detailed example, you can view the Sample Bank.pdf file located in the ExamView folder and/or refer to the formatting rules and tips.

Chapter 2 -- Using Online Testing <----- You must include a bank title.

True/False <----- A question type label is required exactly as shown.

1. ExamView is the most powerful and yet easiest-to-use test generator available today.

ANS: T <----- The answer label ANS: must appear for each question. Be sure to include the colon (:).

2. Using ExamView you can create up to 25 different versions of the same test; and you can automatically scramble the questions and the multiple choice options.

ANS: T

Multiple Choice <----- This label marks the beginning of the next section.

4. With the ExamView QuickTest Wizard you can create a test in

- a. 5 hours
- b. 3 minutes
- c. 2 seconds
- d. 4 days

ANS: B

5. ExamView lets you create paper tests, computerized (LAN-based) test, and ____.

- a. Internet tests
- b. driving tests
- c. eye tests
- d. none of these

ANS: A

6. In addition to the QuickTest Wizard, you can select questions for a test using which of following five selection methods?

- a. randomly
- b. from a list
- c. while viewing
- d. by criteria
- e! all of these options <----- Use the exclamation instead of a period to lock an option.

ANS: E

Essay

7. Can you export a test to another application? Explain.

ANS:

ExamView supports the industry-standard rich text format (RTF) specification. You can export an entire test including fonts, styles, formatting, and pictures to an RTF document file. Then, you can import that file into any application that supports RTF. Or, with a test on the screen you can choose the Copy Entire Test command, switch to Microsoft Word, for example, and then paste the test into your word processor.

You can import the following question types. You must identify each question type using the corresponding label exactly as shown below. Also, questions types must be grouped together.

NOTE

If you have multiple choice questions that you would like to import as bimodal, they must be in a separate section labeled *Bimodal*.

Question Type Labels

- True/False
- Modified True/False
- Multiple Choice
- Multiple Response
- Bimodal
- Yes/No
- Completion
- Matching
- Numeric Response
- Short Answer
- Problem
- Essay
- Case
- Other

Formatting Rules and Tips

Refer to the guidelines shown below to help you format questions that can be imported directly into ExamView. Refer to the sample question bank or access the Sample Bank.pdf file in the ExamView folder for a more detailed example.

Guidelines

Organize the RTF files before you begin importing questions.

Each RTF file should contain all of the questions, narratives, and matching groups that you want included in a single question bank. You are limited to 250 questions per question bank.

Importance of Unformatted RTF

The ExamView Import Utility requires an unformatted RTF. Because the RTF should not contain any automatic formatting, it is recommended that you turn off the autoformat options in Microsoft Word. Specifically, turn off all instances of the following auto correct options:

- automatic numbered lists and lettered lists
- fractions (for example, 1/2) with fraction character
- replace text as you type
- format beginning of list item like the one before

Include Hard Returns

Ensure that your RTF includes a paragraph mark at the end of the question bank title, each question group header, tag, question – any content that should be on a line by itself.

TIP

In the RTF file, click Show/Hide ¶, to reveal the paragraph codes. Then carefully review the entire document to ensure that a paragraph mark appears where relevant.

Use ANS: to identify the answer.

The default answer tag is ANS: (including the colon). It is very important to use this tag exactly as shown for each question.

Group all question types together.

Make sure that all of the questions of a given question type (True/False, Multiple Choice, Short Answer, etc.) are grouped together in the same section. Each section should have, as a header, the name of the question type on a line by itself. If your question types do not match the default question types in name, you can make changes in the ExamView Import Wizard.

Do not include instructions for the question types.

For all objective question types (i.e., Multiple Choice, Multiple Response, Yes/No, and True/False), default instructions are included. As such, these question types do not require instruction lines. If you want custom directions, you can insert them as Narratives.

Be sure to include a question bank title.

You must include a title on the first line of a question bank document. This title can be mixed case (upper and lower case) or upper case. You are limited to 179 characters for the question bank name. If the number of characters on the first line of your

RTF file is more than 179, the name will be cut off.

If you have text on the second line of your RTF file that is not a question type header, it will be used as the bank subtitle. You are limited to 179 characters for the subtitle, as well.

NOTE

Subtitles are not displayed while you are creating a test. Only the data in the *Title* field is displayed.

Number questions consecutively or by group.

Questions must be numbered consecutively either throughout the question bank (TF 1-15, MC 16-30, SA 31-50), or within a section (TF 1-15, MC 1-15, SA 1-20). Question numbers must be the first visible characters on a line, must not be in a table, and must be followed by some type of punctuation or white space (space or tab).

ExamView supports additional question tags.

You can include additional information such as difficulty code, objective, and topic for each question.

CODE	DESCRIPTION	MAX. LENGTH
PTS:	Points	3
DIF:	Difficulty	1000
REF:	Reference	1000
OBJ:	Learning Objective	1000
NAT:	National Standard	1000
STA: XX: (XX = 2-letter state abbrev.)	State Standard	1000
LOC:	Local Standard	1000
TOP:	Topic	1000
KEY:	Keyword	1000
MSC:	Miscellaneous	1000
NOT:	Notes	1000
NAR:	Narrative	25

EXAMPLE

ANS: T DIF: Easy REF: 231-235 STA: OH: 4.1.1

You can link figures and tables to more than one question.

Narratives--tables, figures, pictures, or text linked to one or more questions--are identified using NARRBEGIN: followed by the name of the narrative (again, limited to 25 characters). Everything following the narrative name up until the utility encounters NARREND will be included in the narrative. NARREND must be placed at the end of the narrative and before the next question. All related consecutive questions must have a "NAR: narrative name tag." See the Sample Bank.pdf for an example.

Matching questions require special formatting.

Matching questions need to be separated into matching groups. A matching group consists of one or more instruction lines, a group of matching choices (a. choice 1, b. choice 2, etc.), between one and 26 questions attached to the choices, and the

same number of answers and question information. Unlike question in other types, the questions in a matching group fall one right after the other (without answers or question information). See the Sample Bank.pdf for an example.

You can provide feedback for correct and incorrect answers.

To add feedback to your question, a feedback table must be included in the rationale. The first row/second column of the feedback table must contain the word Feedback.

Contact Us

For additional help, contact Turning Technologies Technical Support.

Technical Support is available from 8 a.m. - 9 p.m. EST.

From within the contiguous United States, you can reach Technical Support toll-free by calling 866.746.3015. If you are calling from outside of the United States, please call +1 330.746.3015.

A technical support case can be created at support.turningtechnologies.com.

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