



TestGen®

Quick Reference User Guide

NCCER

Quick Reference User Guide

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 hard drive 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

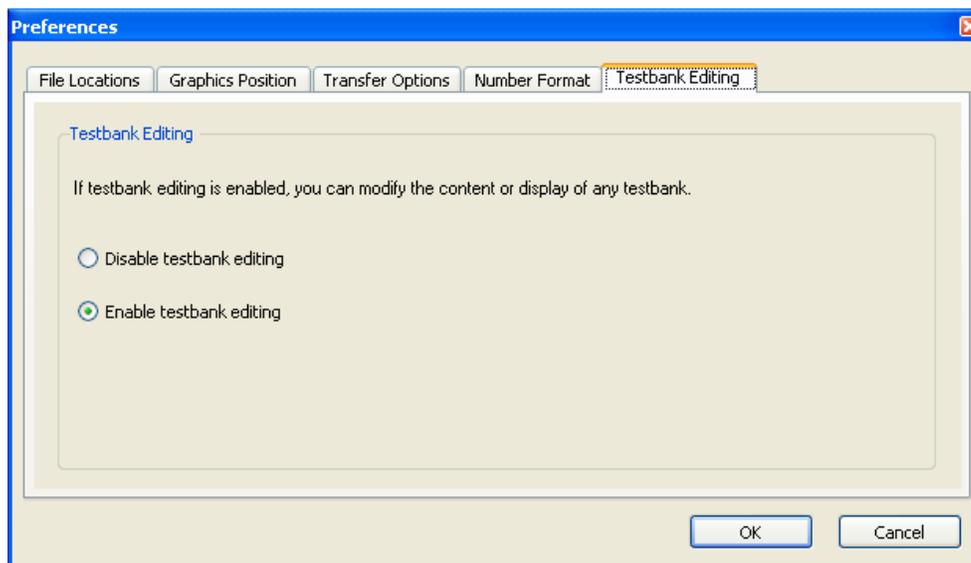
- i) Left pane – gives you the list of testbanks added to your library (not necessarily all the testbank files you have on your hard drive; just those you've added).
- ii) Right pane is where you create or edit tests and testbanks.

2. General Setup Information

Logins/Passwords: You no longer need a different user name and password to access the TestGen download site. You may log in using the same user name and password you set up for the NCCER site (www.nccerirc.com). The “generic” Test Gen instructor user name and password is no longer valid.

a. Setup to edit testbanks

- i) There is a one time setup to allow the editing of testbanks.
- ii) Go to the Tools menu. Select Preferences. Select Application Preferences.
- iii) Choose last tab, Testbank editing and click on Enable Testbank editing.



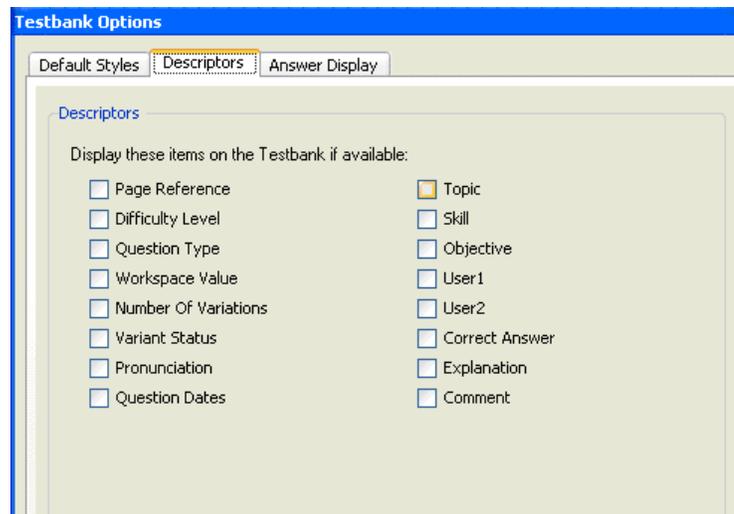
b. Add testbank to library

- i) Allows you to work with existing testbank to create tests
- ii) Go to the File menu. Choose Add Testbank to Library. Find your testbank and click Open.
- iii) Finding testbank files is like finding any other data file. Use the dropdown menu to move to the desktop or appropriate folder.
- iv) The Testbank should appear in the left pane under the Testbank Library tab.

c. Testbank options

- i) Allow you to customize the appearance of your testbank.
- ii) You must have your testbank open in the right window. Open the File from the File menu (make sure to switch from .tst file in the dialog drop box to .bok file) or click on a testbank in the library and choose Edit Testbank from the File menu.
- iii) Go to the Tools menu. Select Preferences. Select Testbank Preferences.
- iv) You can choose to display any of the Descriptors that are available (2nd tab). The list does not grey out unavailable options. You will want to display correct answers to make changes to some types of questions.

- v) The Answer Display tab allows you to determine how the answers are shown in the testbank.



3. 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

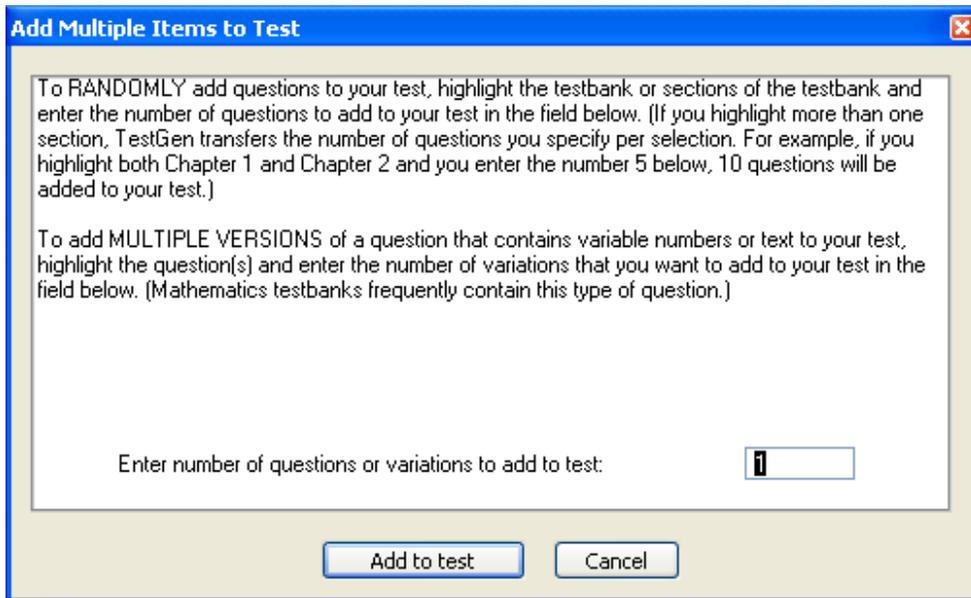
- i) Go to the Tools menu. Select Preferences. Select Test Preferences.
- ii) You can set the way the answers appear, the styles used, and the descriptors to be displayed. Be careful to not check the correct answer descriptor when printing a test for students as the correct answer will then be displayed 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

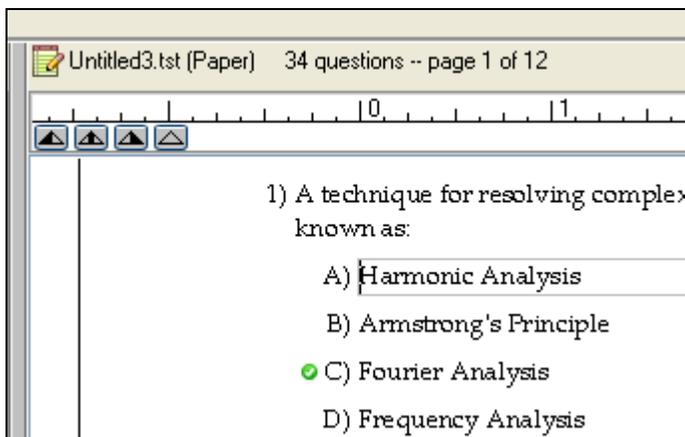
- i) Select the chapters from which you want to have questions. You can select multiple questions by holding down the CTRL or SHIFT key.
- ii) Click the Choose Multiple button at the bottom of the left window.
- iii) A dialog screen will appear asking for a number of questions. The program will pull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



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

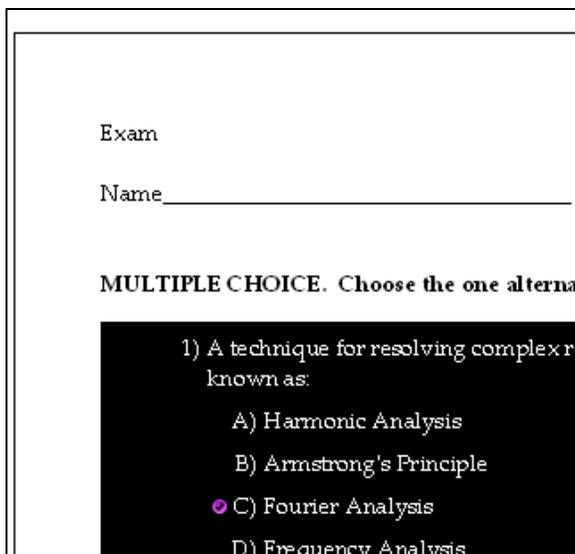
e. Editing existing questions

- 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.

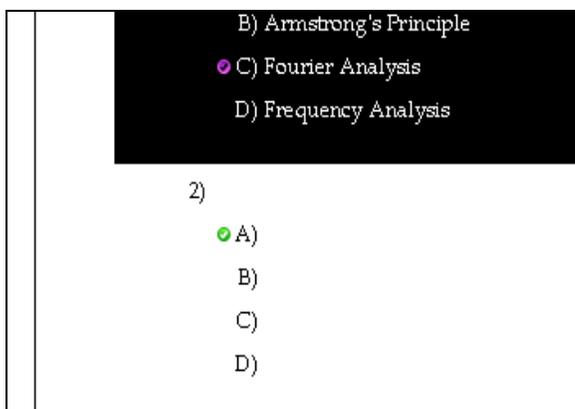


f. Adding new questions to the test

- 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).



- 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.



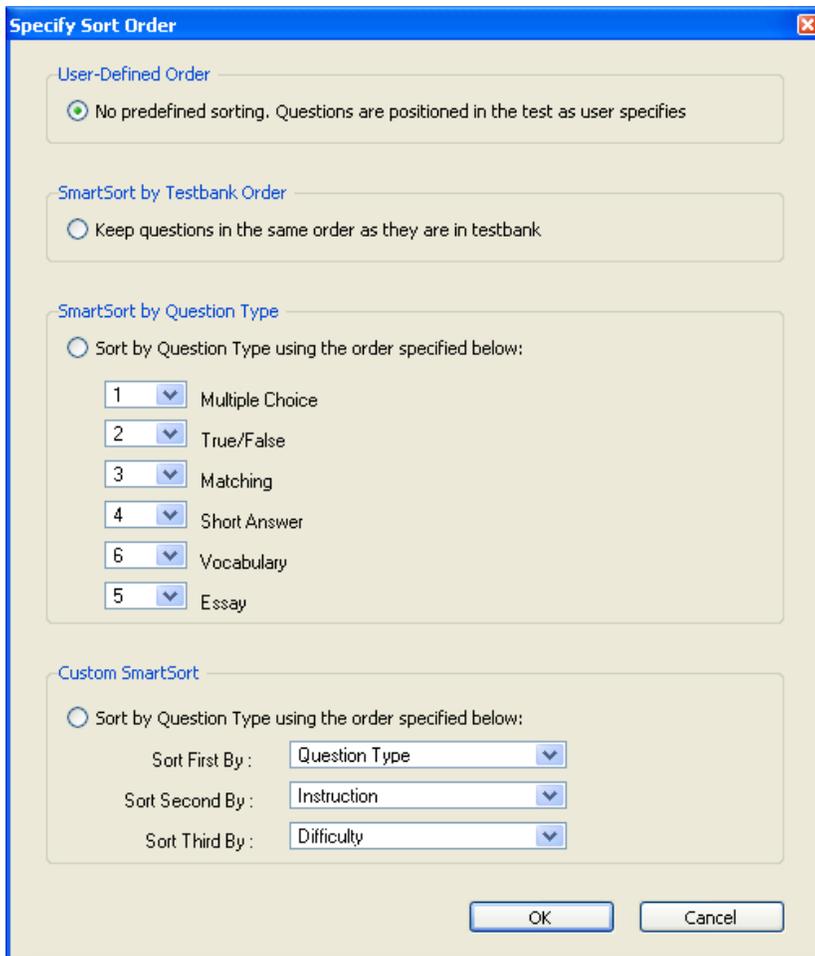
- iii) Additional answer choices can be added to a multiple choice question by highlighting the entire question. Go to the Insert menu and choose Blank Answer Choice.

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 on the toolbar .
- 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 All 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 ‘sort’ icon in the toolbar .
- iv) You can sort by type or by descriptor – sorting by descriptor only works if that descriptor is available in the testbank.



4. Printing a Test

a. Reviewing options

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

b. Answer key

- i) An answer key will print on a separate page after the last page of the test if 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 greyed 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

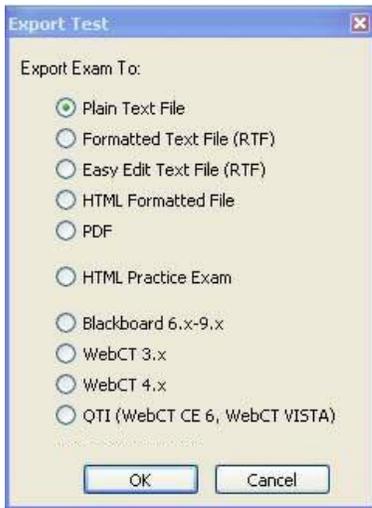
Set as default OK Cancel

c. Multiple versions

- i) To control how multiple forms of the test are presented, make sure the test window is active and then select “Print” from the File menu to display the Test Print Settings dialog.
- ii) You can use the Test Print Settings dialog to print up to 25 different forms or versions of the same test. Each printed version of a test is distinguished by a unique letter that is printed as part of the page number (A,B,C...).
- iii) After the initial test form ‘A’, the question order will be scrambled unless you choose otherwise.
- 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.

5. Exporting Tests

Tests can be exported to various formats by making the appropriate selection from the ‘Export Test’ menu.



a. Exporting to Plain Text Files

- i) You can open plain text files with most word processors. Whenever you export a file as a plain text file, it loses all formatting such as bold, underlining, italics, variable text or numbers, and graphics.

b. Exporting Tests to Formatted Text Files

- i) Use the formatted text file option to export to an .rtf file that you can open with Microsoft Word®.
- ii) A test exported to a Formatted Text File produces an rtf, or "rich text," file that preserves TestGen's styles such as bold, italics, underline, superscripts, subscripts,

color, indents, and strikeouts, with the exception of overlines, all lowercase, and boxed styles. See TestGen's help files for more detailed instructions.

c. Exporting Tests to Easy Edit Text Files

i) A test exported to an Easy Edit Text File produces an rtf, or "rich text," file that is similar to the layout of a Formatted Text File, but does not have all the column and section breaks. It is easier to make more extensive changes without causing the rest of the page to shift out of alignment. Easy Edit Text files can be opened with most word processors for further editing.

6. Miscellaneous

a. Math symbols, fractions, and other computational items.

i) Make sure the equation tool bar is visible. Go to View, then Toolbars, and select Equation Toolbar.



ii) The leftmost group of Toolbar icons allow the insertion of special symbols. The rightmost group of icons allow the insertion of templates.

iii) Left click one of the tool bar icons and then left click one of the icons in the pop up palette. Either the symbol will be inserted or, in the case of templates, boxes will appear for adding numbers/values.

b. 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.

c. Function plots can be added to test questions or answers.

- i) Go to Insert, then graph, and select Cartesian, Polar, or Number Line.
- ii) In the pop up window, use the format button to set the details of axes and grid. Use the graph button to add the functions to plot. You can resize the graph by changing the window dimensions or by double clicking the graph.
- iii) Use the place button to put the function plot into the test. It can be reopened for editing by double clicking the function plot in the test.

END