ExamView Cheat Sheet

Common Core Test Banks

To get to the Common Core style test banks for social science find the following subfolders on your computer.

C: , Program Files (x86), eInstruction, ExamView, Learning Series, California

CA 9-12 Social Studies_v10

CA 10 Social Studies_v10

CA 11 Social Studies_v10

CA 12 Social Studies_v10

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To get to the Common Core test banks for ELA find the following subfolders on your computer.

C: , Program Files (x86), eInstruction, ExamView, Learning Series, Common Core

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To get to the test banks for science find the following subfolders on your computer.

C: , Program Files (x86), eInstruction, ExamView, Learning Series, Next Generation Science

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Creating New Test Questions or Editing Old Ones

1. Open ExamView Test Generator and click "Create a new test bank" or "Open an existing test bank."
2. Select <u>N</u>ew for new questions and <u>E</u>dit for updating old questions.
3. Type out the question and the possible answers.
4. Click "Info…"
5. This will bring up the possible focus tags for the question. **It is important that you tag each question with the focus tag you want to use later in the reports you create.**
6. If there is any variation in the tag, it will appear as a separate topic.
7. Sometimes you will want to group questions into a single topic. To do this the focus must be worded exactly the same way in each question.
8. Click "<u>R</u>ecord."

Basic Class Exam Results Report

This is the report I use to enter scores into Aries.

To get a report on exam results for an entire class in ExamView Test Manager, do the following:

1. Highlight the exam for which you want a report.
2. Go to the menu at the top and select Report, Assessment Results, by class
3. Click OK, then print.

Individual Student Exam Results Report

This is the report I give each student after an exam.

To get exam results for individual students in ExamView Test Manager, do the following:

1. Highlight the exam for which you want a report.
2. Go to the menu at the top and select Report, Assessment Results, by Student
3. Select the focus: National Standard, State Standard, Learning Objective, etc. Use the focus tag you want to be seen in the report.
4. Click OK, then print.
5. My students paste the report into their notebook, highlight the concepts they missed, and create an improvement plan based on their results.

Learning Focus Report

This is the report I use to begin re-teaching.

To get the report, do the following:

1. Go to Report, Learning Focus, by Class
2. Select the focus: National Standard, State Standard, Learning Objective, etc. Use the focus tag you want to be seen in the report.
3. Type in the exact date of the test (this will be the date you entered the assignment into ExamView).
4. Click OK, then print.
5. I start the re-teaching process by identifying the most missed focus items on the test.
6. Next, I locate the specific questions on the test for the problematic focus items and display those questions to the class.
7. I demonstrate the proper method for solving the problems. For example, I demonstrate elimination of obviously wrong answer choices before guessing. For document-based questions, I have them search for key pieces of information in the document.
8. Students are allowed to retest after they have completed the re-teaching.