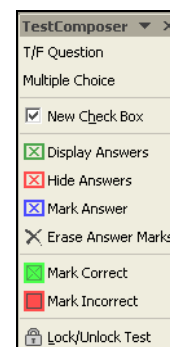# Introducing TestComposer

Introduction

TestComposer is a template for Microsoft Word that makes it easy to customize and print test banks, create new tests from scratch, and even deliver tests online. TestComposer contains a toolbar with useful commands, along with several macros and AutoText definitions. The toolbar buttons make these commands intuitive to work with as you add new test questions, mark test answers and perform other customization activities.



Compatibility

TestComposer has been tested extensively with Microsoft Word versions **2000** and **2002/XP**. Some TestComposer features may not be compatible with older versions of Word.

Installing TestComposer

Follow the steps below to install TestComposer:

1. Click the Install TestComposer link on the TestComposer page in the instructor support materials package.

   *TestComposer will check to see if it is installed on your computer. If it is not, it is installed automatically. If TestComposer is already installed, you will receive confirmation of this.*

2. Click OK to acknowledge the installation results prompt.

   *The TestComposer template is now installed for use with the Test Bank files in this instructor support package. This is the only time you will need to install TestComposer on your computer.*

In this Guide

The following topics are covered in this guide:

| Topic | Page | Tells you how to... |
| --- | --- | --- |
| Using Outline View | 2 | use Word's Outline view to easily scan the content of and reorganize questions in test banks. |
| Customizing Test Banks | 2 | customize test banks. |
| Editing Questions in a Test Bank | 3 | edit questions in existing test banks |
| Adding New Test Questions | 4 | add a new question to any test bank |
| Printing a Test | 4 | prepare a test for printing and copying for a traditional pencil and paper test. |
| Creating New Test Banks | 5 | create a new test bank from scratch. |
| Giving a Test Online | 6 | prepare a test bank, administer the test online and grade online test files. |
| Grading an Online Test | 7 | quickly grade any test taken online. |

## Using Outline View

**Introduction**

Word's outline view is one of it's most powerful features. Outline view allows you to view any Word document as a hierarchical outline. Within this view, you can easily expand and collapse sections of the outline, rearrange its contents, and even edit the outline headings and body text.

**Example**

All test banks are organized in an outline. Individual lesson test banks are organized by major topics in the lesson. Unit–level (Comprehensive and Essentials edition) and book–level (Briefcase edition) test banks are organized by lesson number.



In this example, the Level 2 headings represent major topics in a lesson. The question numbers are visible when you display Level 3 headings.

**Procedures**

Follow the procedures below to use the Outline view.

| Task | Procedure |
|------|-----------|
| Enter Outline view | Choose View→Outline from the menu bar. |
| Exit Outline view | Choose View→Normal or View→Print Layout from the menu bar. |
| View an outline at the category level (Level 2) | Click the **2** button on the Outlining toolbar (Word 2000 & 97), or choose *Show Level 2* (Word 2002/XP). |
| Expand the view of questions below a specific category | • Click anywhere on the same line as the category heading.<br>• Click the ✚ button on the Outlining toolbar.<br>• Only questions below the specific heading will be visible.<br>• Click the ✚ button on the Outlining toolbar again to make the answers to the test questions visible. |
| Collapse the display of questions below a category | Double-click the plus sign beside the category heading.<br> |

## Customizing Test Banks

**Introduction**

Customizing test banks is easy and allows you to ensure that a test matches your curriculum perfectly. With the use of familiar Word commands and the TestComposer toolbar, you can customize and print a test within a few minutes.

**Tasks**

The following tasks allow you to customize a test bank.

• Edit existing questions
• Add new questions
• Change questions order
• Delete questions

# Editing Questions in a Test Bank

**Introduction**

You can edit test bank questions with the same methods used on standard Word documents. For example, you can select, edit, cut, copy, and paste text on test questions and answers. You can also add new lines to multiple choice questions.

**Tasks**

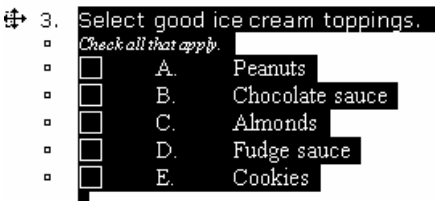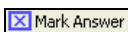The following tasks are commonly undertaken to edit test bank questions.

- Edit text on a question
- Change the answer mark for a question
- Change questions order
- Delete a question

**Changing answer marks**

The answer mark ⊠ beside a test question is a piece of hidden text that you can switch on and off with a single click. If you change the answer to a question, remember to move the answer mark (or delete the old answer mark and add a new one).

**Tasks and procedures**

The table below lists several editing tasks and the detailed procedures needed to perform them.

| Task | Procedure |
|---|---|
| Edit the text of a question or its answers | Use the normal Word edit commands to edit any test question. |
| Delete a question | To delete a question, simply select it and tap the ⌦ key.<br><br>**Tip:** Display the test bank in Outline view, then click the plus sign beside the test question to instantly select the entire question as shown below.<br><br> |
| Change the order of questions | • Display the test bank in outline view.<br>• Choose to display Level 3.<br>• Drag the desired question up or down to place it in its new location, or cut and paste the question in its new location. |
| Move an answer mark | Cut and paste or drag-and drop to move the mark to its new location.<br><br>**Tip:** Always place the answer mark between the check box and the answer as shown at right.  |
| Insert a new answer mark | • Click anywhere on the same line as the answer.<br>• Click the ⊠ Mark Answer button on the TestComposer toolbar. |
| Add a new line to a multiple–choice question | • Click at the end of the last line of the multiple choice question.<br>• Click the ☑ New Check Box button on the TestComposer toolbar.<br>• Tap the TAB key, then enter the letter of the question (e.g. E). *A new check box appears.*<br>• Tap the TAB key again, then enter the text for the answer. |

## Adding New Test Questions

**Introduction**

You can easily add new questions to any test bank. Toolbar buttons make it easy to insert the type of question you wish to use, then edit the question and add an answer mark.

**Procedure**

Follow these steps to add a new question to a test bank.

1. Click on an existing question before which you wish to insert the new question, then tap the **HOME** key.

2. Click the button on the TestComposer toolbar for the type of new question you wish to insert.

   *The new question appears immediately before the question you selected in Step 1.*

3. Double-click to select the default question text, then type the new question.

4. (MC Questions only) Type the text for the multiple choice answers. If necessary, you can also add one or more additional lines to the MC question.

5. Click anywhere on the line for the correct answer, then click the ⊠ Mark Answer button on the TestComposer toolbar.

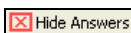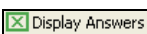   *An answer mark ⊠ appears beside the check box for the selected line.*

## Printing a Test

**Overview**

Printing a test is as simple as printing out any document in Word. However, use the procedure below to ensure that the answers are not printed along with the test.

**Procedure**

Follow these steps to prepare a test for printing:

1. Choose View→Page Layout from the menu bar.

2. Click the ⊠ Hide Answers button on the TestComposer toolbar.

   *The answer marks disappear from the test. The category headings also disappear.*

3. Choose View→Header/Footer from the menu bar. Revise the text as you would in any normal Word document. Click the Close button on the Header/Footer toolbar when you are finished.

4. Save the test bank document.

5. Choose File→Print and print the test normally.

6. Click the ⊠ Display Answers button on the TestComposer toolbar.

7. The answer marks and category headings reappear.

8. (Optional) If you wish to print an answer key, re-print the test now with the answers displayed.

# Creating New Test Banks

Introduction

It's easy to create a new test bank. The TestComposer template allows you to insert and cus-tomize questions, then mark the answers with convenient toolbar buttons.

Tip: It is recommended that you practice editing at least one existing test bank before you create your first new text. This will familiarize you with the most basic TestComposer commands.

Procedure

Follow these steps to create a new test bank.

1. Start Word, then choose File→New from the menu bar.

2. Choose General Templates from the Task Pane (Word 2002) or the Templates dialog box (Word 2000/97)

3. Double-click the TestComposer template.

   *A new, blank test appears, ready to be customized.*

4. Select the first text line of the test, then click the button for the type of question you wish to insert.

5. Edit the question text, add questions, and answer marks   as appropriate.

6. Continue adding new questions as desired until you are finished.

7. Edit the title of the test, and its header and footer information.

8. Save the new test bank document with an appropriate filename.

# Giving a Test Online

**Introduction**

TestComposer allows you to prepare a test students can take online. Students can open the test, click the checkboxes to indicate their answers, then save the test for delivery for grading via floppy diskette or as an attachment to an email message.

The following tasks are required to deliver a test online.

- Preparation
- Delivery
- Grading

**Answer Marks**

Answer marks (☒) are formatted as hidden text in test banks. If students know how to display hidden text in Word, they could display the answers. However, this sort of command is beyond the expertise of most Word users and it's unlikely your students will even think of it.

Before you offer a test online, you must decide whether to erase the answer marks in the test, or simply hide them. Your choice depends on the level of supervision you will have as students take the test.

| Level of Supervision | Recommendation |
| --- | --- |
| You will be in the classroom and can observe all students as they take the test. | Hide the answer marks. |
| You will not be able to observe every student as he or she takes the test. | Erase the answer marks. |

**Preparation**

The steps to prepare a test for online delivery are quite similar to those used to print a test.

1. Make sure that all test questions, the test tile, and the headers and footers are complete and correct.

2. Choose File→Save As to save the online test file with a new name (e.g Lesson 1 Answer Key).

   *This preserves the original version of the test with all answer marks for your records, or to merge for grading later.*

3. Print an answer key by issuing the print command.

   *A hard copy of the test answer key may be useful later.*

4. (Optional) Choose View→Page Layout from the menu bar, then click the ☒ Erase Answer Marks button if you have decided to erase the answer marks.

   *The answer marks disappear from the test.*

5. Click the ☒ Hide Answers button on the TestComposer toolbar.

   *The answer marks disappear from the test (if they were not erased in the previous step). The category headings also disappear.*

6. Click the 🔒 Lock/Unlock Test button on the TestComposer toolbar.

   *This locks the test, causing the check boxes to function correctly for answer selection.*

7. Save the test, then store it on a Web server, network drive or floppy diskettes for distribution to students.

8. Edit the instructions on **Test Instructions** Word document and pass this out to students when you administer the test .
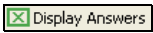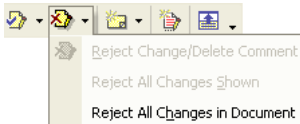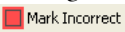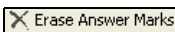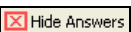
# Grading an Online Test

Introduction

Depending on how you treated the answer marks, you can use either of two methods to quickly grade an online test. If you use Word 2002, you can even merge the test answer key with the student test files, for easy comparison.

Procedure

Use the appropriate procedure below to grade an online test.

| Answer Marks Treatment | Procedure |
|---|---|
| Hidden | • Open the student's test file.<br>• Click the ⊠ Display Answers button on the TestComposer toolbar.<br>• Mark each incorrect answer with the highlighter tool or by any other consistent means you devise. |
| Erased<br>(Windows 2002/XP only) | • Open the original (answer key) version of the test file that you saved in Step 2 of the preparation procedure on page 6.<br><br>   *This contains the answer marks that you may have erased prior to saving the test file for students to work with.*<br><br>• Choose Tools→Compare and Merge Documents from the menu bar.<br>• Navigate to the location of the student's test file, then select it.<br>• Click the Merge [ Merge ] button.<br><br>*The answer marks merge into the student's copy of the test document, allowing you to compare the answers with the answer marks. The Reviewing toolbar also appears.*<br><br>• Click the drop-down list portion of the Reject Change button, then choose Reject All Changes as shown at right.<br><br>*TestComposer eliminates the distracting strikethroughs on the document.*<br><br>• If desired, mark each incorrect answer with a red highligh by clicking on the same line as the incorrect answer, then click the ☐ Mark Incorrect button on the TestComposer toolbar. Alternatively, you can mark correct answers with a green highlight with the ⊠ Mark Correct button.<br>• If you wish to remove the answer marks from the student's document, click the ✗ Erase Answer Marks , then click the ⊠ Hide Answers button to hide the category headings.<br>• Save the test document file. You may want to rename the file to indicate that it's been graded. |