

The Examiner[®]

Examiner Test Printing Utility User's Guide



The Examiner Print Utility Version 3

Revised: 1 June 2009
Applies to: 3.1.028

This manual is now available from within the program by clicking on “Help” and then “Show Manual” on the menu bar.

Introduction

The Examiner Print Utility allows examination printing from Examiner item banks without the need for the core Examiner Item Editing and Development software. It is ideally suited for users that want to distribute tests and examinations but do not want to give editing access to their end users.

This software is designed to be integrated with the Examiner’s Examination Records and History system. It can, however, be used as a “stand alone”, self-contained, utility. The Records System, however, significantly adds to the functionality of the print utility by providing scoring via OMR (“bubble sheet”) scanners or a manual interface. In addition, the Records System provides a complete examinee tracking and exam/item analysis system. A separate document covers the operation of the Records System.

This software is designed to work with Examiner Version 3 item banks. If you attempt to attach an Examiner 2 item bank you will be forwarded to the Print Utility for that version. If you have not installed the Examiner 2 software you will not be able to print a test from the requested item bank.

Refer to the “What’s New” section of this document for information on new and updated features.

Make a point to read that What’s New section! With version 3.1 the print options have changed. Some features have been added, and some have gone away. The print “engine” has been completely re-written. Paper setup, text pages, headers and footers have dramatically changed.

About the appearance of sample screens...

Images in the document were created while the program was running under WindowsXP and Windows Vista. Depending on your operating system, the screens may look different from what’s in this document.

Software Components

This software is composed of a single software package. This package performs the following operations:

- Provides multiple templates for printing tests, allowing complete control over the appearance of the test.
- Manages the production of answer keys and answer pages.
- Optionally produces a key file for use by the Examiner Examination Records System.
- Optionally produces an editable RTF file for import into standard word processing packages such as Microsoft Word.

Database Components

The software interacts with two databases:

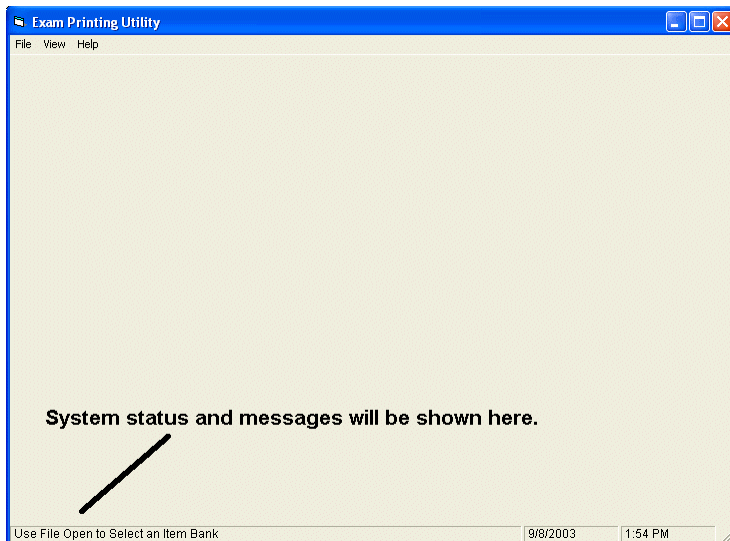
- Item Bank. This is a proprietary database that contains items and examination profiles. It is created using the main Examiner item bank editing software.
- Exam Key Database. This is a Microsoft Access compatible database that contains scoring information for tests that have been printed. This database is used by the Examination Records System.

Installation

The software is installed by running “setup.exe” on the installation CD-ROM or CD-ROM image. The software can be loaded to a network server or to the local machine. Whether running off the network, or on a local machine, a series of Windows support files such as DLL's and OCX's will be installed on the local machine. Users on machines that have been configured with administrative security options may need to contact their IT support staff for assistance.

Using the software for the first time

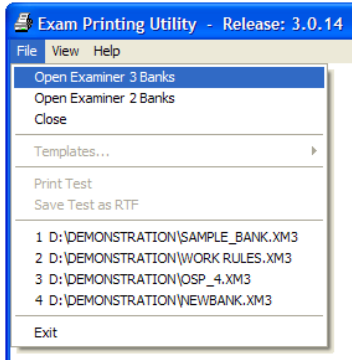
The first time you use the utility you will need to set a few options. The system will provide you with a number of “reasonable” defaults. The first thing you will need to do is attach an item bank to the utility.



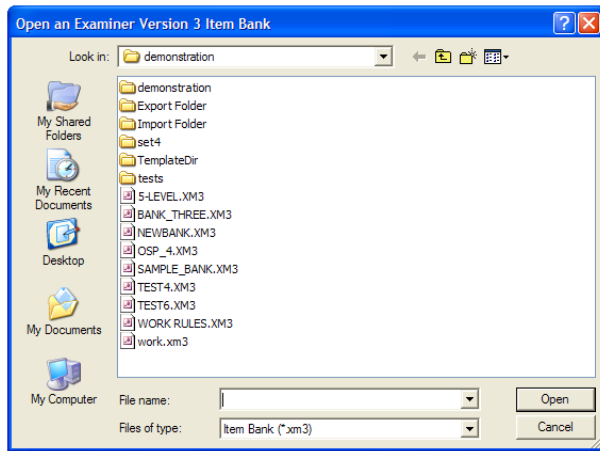
If you look at the bottom-left of the program's window you will see messages that will tell you the program's status, or give you an idea of what you are to do next.

In this case, the message is telling you that you need to select an item bank.

Click on “File” in the menu bar.

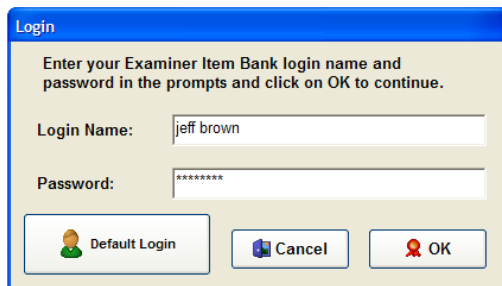


The first time you use the program you will want to use the “Open” option to select an item bank. The system will remember the last four banks you have used. To select one of them click on the bank’s number at the bottom of the menu. If you select an Examiner 2 bank you will be forwarded to the appropriate print utility.

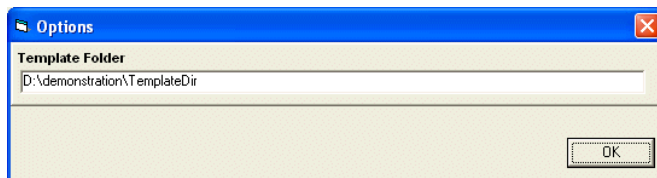


This “browse” box will appear. Use it to select the item bank you want to print from. This bank can be on any network drive that is accessible to you. Note that this display may appear differently on your screen if you are using a version of Windows earlier than Windows 2000.

Click on the “Open” button after you have selected a bank.



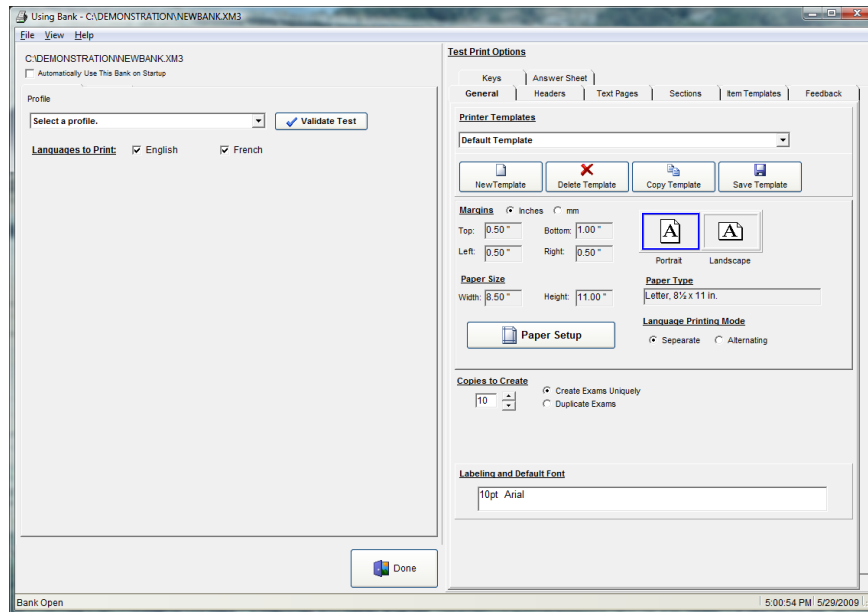
If the item bank you are attempting to attach is protected with the item bank’s security system you will need to enter the appropriate user name and password. If the “Default Login” button is displayed you can attempt to access the bank at a default level. If access is granted you will enter the print utility. Otherwise you will see an error message and will not be able to print a test.



The first time you use the software a default location for storing your printing templates will be created. You can change the template to a different folder by clicking on “View” in the menu bar and then “Options”. The screen shown at the left will then allow you to select and/or create a new template folder.

Software Operation

Once you have performed the “setup” operations outlined in the previous section you will find that software operates in a “set it and forget it” mode. Logical defaults are provided for almost all settings.

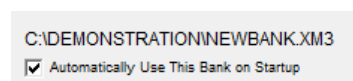


The screen is split into two sections:

- The two tabs on the right is where you will select the profile or key to print from. The current item bank is shown at the top of this section.
- The “Test Print Options” provides a series of tabbed pages for setting template printing options.

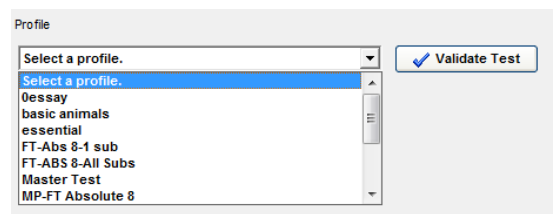
The screen can be resized to fit your needs.

The status line in the bottom-left part of the screen tells what needs to be done. You must select a profile.



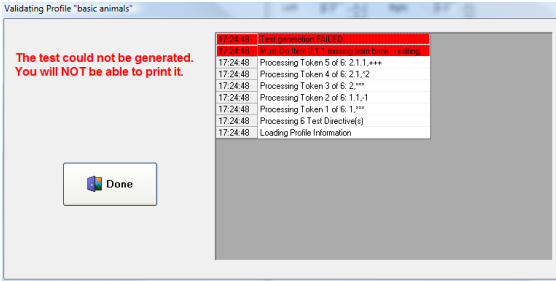
At the top left the current item bank will be shown. If you make a check in the box that bank will be automatically attached the next time you run the software.

Printing From a Profile

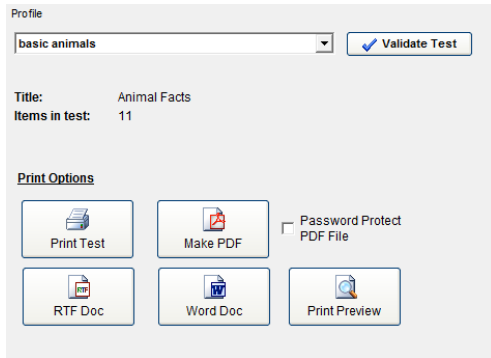


Click on the “From Profile” tab and then use the drop-down menu to select a profile from the list.

To see if your profile can generate a test, click on the “Validate Test” button. The system will attempt to generate the test. A screen similar to this one will be shown:



If the test generated correctly, the top of the table will be green. In this case, there was an error in the generation. You will not be able to print a test if it fails the validation check. You will need to edit the profile in the Item Bank Editor.



The profile will be attached to the program and the printing buttons will be displayed at the bottom of the tab.

The “Test Print Options” on the right half of the screen mainly control what happens when you click on the “Print Test” button.

Refer to the next section for information on each of the print types.

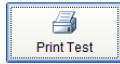
Printing From a Stored Key

(This option is not available in the current release.)

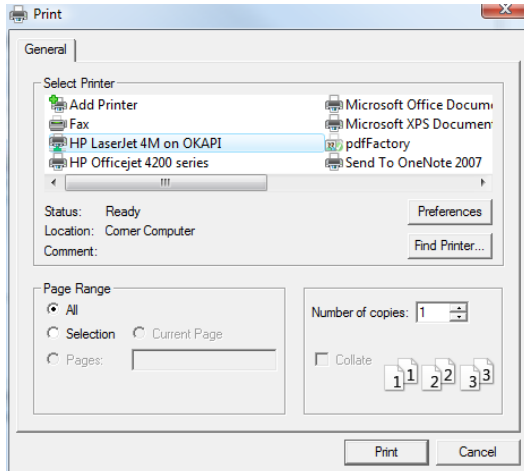
Printing a Test

With all the following options, how the test appears will be controlled by the options set in the frames to the right.

Direct Print:



Click on the “Print Test” button to print a test to a printer.

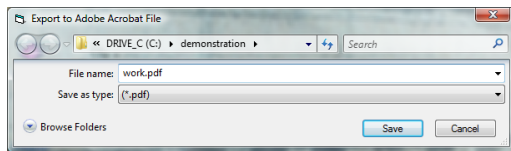


The screen will clear and the print selection box will be displayed.

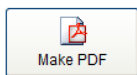
Select your printer from the list and click on “OK” to continue. A print progress bar will be shown on the screen as the test is printed.

When the print is done you will be shown a completion message. Clicking on “OK” will return you to the main Print Utility display.

Printing to a File:



On all of the following options you will be shown a screen similar to the one at the right. The file type appropriate for the selected option will be used.

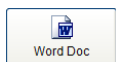


Password Protect PDF File

Click on the “Make PDF” button to create an Adobe Acrobat™ compatible document. If you make a mark in the “Password Protect Box” you will be prompted for a password that will be used to protect the PDF file. This password is case-dependant.



Click on the RTF Doc button to make a Rich Text Format document that can be read by most word processors and many other programs.



Click on the Word Doc to make a document that is compatible with Microsoft Word 97-2003 and beyond.

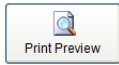
Saving a test as a PDF file is usually a good idea. You will be able to reprint the test as often as you want, with each copy an exact duplicate of the original. Using the password protection option you will be able to save you copies without having to worry about losing “real” paper copies and compromising test security.

Saving a test as a RTF or Word file will let you post-process the test. This is often a **bad idea**. Why? The Examiner, as with all testing systems, depends on the integrity of the

item bank and test. The user should expect that the question that appears on a printed test is *exactly* the same as the question in the item bank. If a test is post-processed by editing the document that integrity can be destroyed.

If you must edit the documents you should be aware that internally they are in a format consisting of nested tables. This may make it difficult for you to maintain the formatting.

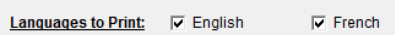
Previewing a Test



Click on the “Print View” button to see how the test will look. You cannot use the multiple-copy options with the Print Preview option. The test will be created and you will be taken to the print preview screen.

Multi-Lingual Language Selection

If the item bank has had the multi-lingual options activated two check boxes will be shown.



To print the test in one or both of the languages, check the appropriate boxes. If you choose to print the alternate language (which is the right-hand box), make sure you have used the “Validate Test” option in this program or in the main item bank editing program. To control how the test is printed in the languages, use the options on the General tab.

Test Print Options

The screenshot shows the 'Test Print Options' dialog box with the following sections:

- Printer Templates:** A dropdown menu set to 'Default Template'. Below it are four buttons: 'New Template', 'Delete Template', 'Copy Template', and 'Save Template'.
- Margins:** Radio buttons for 'Inches' (selected) and 'mm'. Input fields for Top (0.50"), Bottom (1.00"), Left (0.50"), and Right (0.50").
- Paper Size:** Radio buttons for 'Portrait' (selected) and 'Landscape'. Input fields for Width (8.50") and Height (11.00").
- Paper Type:** A text field containing 'Letter, 8 1/2 x 11 in.' and a 'Paper Setup' button.
- Copies to Create:** A spinner box set to '1'. Radio buttons for 'Create Exams Uniquely' and 'Duplicate Exams' (selected).
- Labeling and Default Font:** A text field containing '10pt Arial'.

The tabbed pages control different aspects of the test printing process. If you have not resized the program, some of the tab names may be abbreviated.

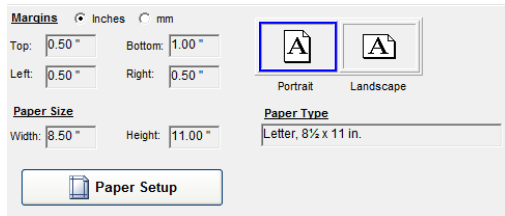
The first time you use the options a template named "Default Template" will be created. You can edit this template or create a new one by clicking on the "New Template" button and specifying the name of the template.

Use the "Copy Template" button to create a copy of your currently selected template.

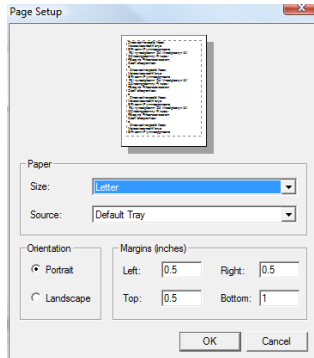
Use the "Delete Template" button to delete your current template.

Use the "Save Template" button to store your current template. Your template is also automatically stored when you leave the program or click on the "Print Test" button.

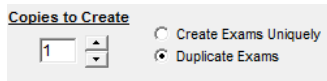
General Tab



Click on the “Paper Setup” button to access the margin, paper size, and paper orientation options. You can change the units display between inches and millimeters by clicking on the “Inches/mm” option.



The margin and page sizes you select on this screen will affect both the text entry pages used with titling and introductions and the headers and footers. You should set the paper size before you edit any of those pages. You can override some of the printing options when you are printing a test. Be warned, however, that you can create a situation where the print information selected with the Paper Setup options and those selected at printing may conflict with odd effect.



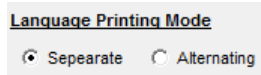
The “Copies to Create” option lets you print multiple test copies with one click of the “Print Test” button. There are two options:

- Create Exams Uniquely will regenerate the exam each time. Whatever random test generation features there are in the profile will be applied anew with each generation.
- Duplicate Exam will create one test and reprint it many times. Randomization and alternative order will be the same on each test.

Use the “Keys” and “Answer Sheet” tabs to control the printing of those pages when multiple tests are printed. If you are using the Print Preview option this must be set to “1”.

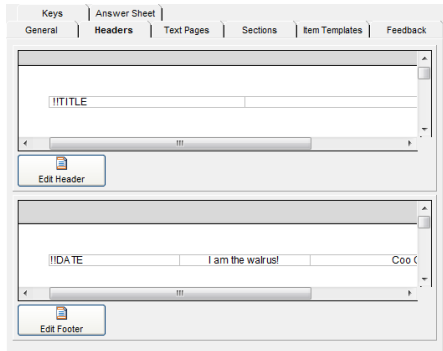


You can change the font used to label alternatives. Click on the font name to change.



If the multi-lingual options have been enabled, this option will be shown. If the “Separate” option is selected the primary language test will be printed in its entirety followed by the alternate language test. The “Alternating” option will create a single test, with each item first appearing in the primary language followed by the alternate language.

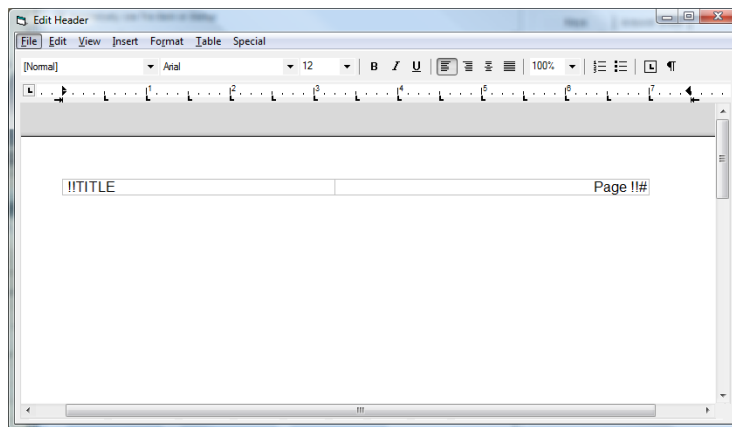
Headers Tab



The “Headers” tab lets you specify the headers and footers that appear at the top and bottom of the page. By default no headers are used. The “Edit Header” and “Edit Footer” buttons access the appropriate text. If you cannot see the text, use the scroll bars on the right edge of the display to scroll the text into view.

This is a major change effective with release 3.1.017 of the software! You will have to edit your headers and footers.

Text Editing Screen



The text editing screen provides most of the features expected in a word processing package. The buttons and menus at the top provide font and formatting functionality, while right-clicking provides a menu of additional options.

You can add graphics by cutting and pasting them into the screen. To have your text and graphics appear on the left, center, or right of the page use the text justification buttons at the top of the screen.

You can add special text that will be converted into “real” text at the time the test is printed. Information such as the exam code number and page numbers can be inserted. The following text information is available:

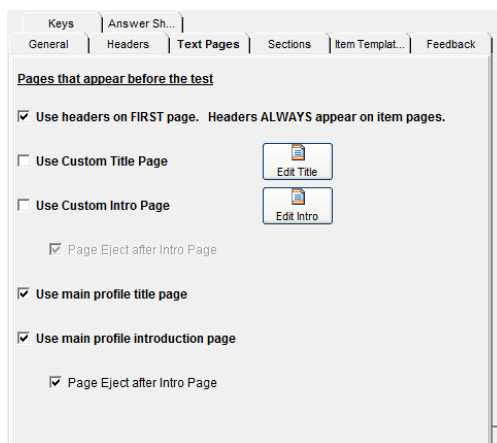
!!DATE	Insert the current date.
!!D	Insert the name of the item bank used to generate the test.
!!TITLE	Insert the title of the test as specified in the profile.
!!E	Insert the Exam Code (the “key” number) that is unique to the test.
!!#	Insert the current page number.

To get text on the right and left in a header you need to insert a table into the text block. Follow these steps:

1. Click on “Table” in the menu bar.
2. Click on “Insert” in the sub-menu.
3. Click on “Table” in the sub-menu.
4. In the attributes box enter Rows=1 and Columns=2. If you want to center text, enter Columns=3.
5. Enter the text in the appropriate section of the table. Use the justification options at the top of the editing screen to move the text in the cell.

All text formatting features are supported in headers and footers. You can also insert a graphic.

Text Pages Tab



Use Headers...	If checked, headers will be shown starting on the title page. Otherwise, headers will start on the second page.
Custom Title Page	This will appear before the first item of the test. An automatic page eject will occur after this page is printed. See the “Headers” section for text editing information. You can make the title more than one page long.
Custom Intro Page	This will appear after the title page and before the first item. A page eject will occur after this page is printed if the box is checked. See the “Headers” section for text editing information. You can make the title more than one page long.
Profile Introduction Page	You can optionally include the introductory page that was entered into the profile using the Item Bank Manager. You can optionally place the headers and footers on this page. A page eject will occur after this page is printed if the box is checked.

Sections Tab

Keys | Answer Sh... |
 General | Headers | Text Pages | Sections | Item Templat... | Feedback

Index Options

Title section with index title from item bank.

Page eject before each subsection if using titles.

Sub-Test Options

Page eject before each subtest.

Case Study Options

Page eject before case studies.

Short Answer / Essay Options

Repeat case study for each item.

Page eject before short answer / essay items.

Page eject after short answer / essay items.

Print line(s) for answers:

Index Options - Titling

If selected, when a new index is encountered the index title will be printed.

Index Options – Page Eject

If selected, when a new index is encountered a page eject will be generated.

Sub-Test Options

When a new sub-test is encountered you can request that a page eject be generated.

Short Answer / Essay Options

You can request page ejects both before and after short items by checking the boxes. If you want the examinee to make their answer directly on the printed test you can print lines on the page for their answer. Make a check in the “Print lines...” box and specify the number of lines that you want printed.

If you want to fill the rest of the page with lines, make a check in the “Fill Page...” box. This is most often used in conjunction with the “Page eject before...” option described above.

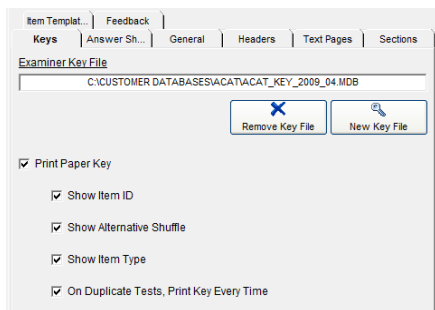
Item Template Tab

As of the current release two test printing formats are available. This will be expanded as new features are requested by users. Select the style you want by clicking on the option.

Feedback Tab

After the answer key is printed, a set of pages showing feedback associated with the item can be printed. These sheets are useful to a teacher or proctor when explaining how a test was graded.

Keys Tab



You need to specify a key file that will be used to store the exams keys. This is necessary if you want to use OMR (“bubble sheet”) or manual scoring via the computer.

If you already have a key file, click on the white zone and use the browse box to browse to and attach the key file.

Click on the “New Key” button to create a new key.

Refer to the Examiner Records System documentation for details on scoring.

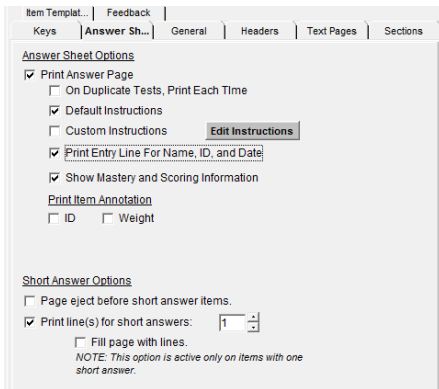
You should always print a key even if you are using a key file. This is a safeguard that will serve you well! Computers “crash”. Having a paper backup to your electronic key is a prudent investment.

Click on the “Print Paper Key” to activate this option. The sub-options will become available that control the information that will be printed on the answer key in addition to the item number and correct answer:

- Show Item ID – Will add a column showing the Examiner item bank ID number.
- Show Alternative Shuffle – If the alternatives have been randomized, this option will show the order of randomization. Remember that if the alternatives have been shuffled what is printed a “A” on the test may not be “A” in the item bank!
- Show Item Type – This will print “MC” for multiple-choice, “TF” for true/false, and “SA” for short answer on the key.
- On Duplicate Tests... - If more than one test is being printed this will print a copy of the key for each copy of the test. This is useful if you will be distributing the test to many people that have grading responsibilities. Note that if each test is being uniquely generated then an answer key will be printed regardless of this setting.

You may notice that some of the printed answer key is missing if you are printing a test whose key is longer than two pages. This is caused when the bottom margin is too short. Increase the bottom margin to $\frac{3}{4}$ inches or more and the problem should disappear.

Answer Sheet Tab



Item Templat... | Feedback |

Keys | **Answer Sh...** | General | Headers | Text Pages | Sections

Answer Sheet Options

Print Answer Page

On Duplicate Tests, Print Each Time

Default Instructions

Custom Instructions [Edit Instructions](#)

[Print Entry Line For Name, ID, and Date](#)

Show Mastery and Scoring Information

Print Item Annotation

ID Weight

Short Answer Options

Page eject before short answer items.

Print line(s) for short answers:

Fill page with lines.

NOTE: This option is active only on items with one short answer.

You can print an examinee answer sheet at the conclusion of the test. If you are using OMR forms you may not need to use this option. In that case, make sure that the “Print Answer Page” option is not marked.

If you want a new answer sheet printed out with each duplicate test, make a check in the box.

You can add a block of text to the answer sheet that will appear above the “standard” instructions. Click on “Edit Instructions” and edit the text (see page 11). To activate the option click on the “Answer Sheet Instructions” box.

At the top of the answer sheet you can print a place for the examinee to enter their name, ID, and Date. To print those spaces make checks in the boxes. In addition, you can print the mastery and scoring information by checking the box.

Normally, just the item number in the test and the choice letters are printed. You can add the item’s Examiner ID and weight by checking the boxes.

With short answer items you can eject the page before printing the answer area for the item. In addition, you can specify if lines are to be printed and how many lines.

What's New

Release	Features
3.0.012	Initial pre-release of exam printing software.
3.0.014	Added item bank security Angoff scoring implemented in item-bank form
3.0.112	Release numbering changed to “synch” with Bank Manager software. Added “Must Do” test support. Added “Case Study” items.
3.0.123	Added the ability to print a test from a previously recorded answer key. Corrected a number of small problems with the exam number printing on the test.
3.1.004	Complete re-write of the text printing engine. This should fix a number of issues relating to the rendering of the exams on paper. The most noticeable improvement was in fitting items to the page. <ul style="list-style-type: none"> • Added the ability to print directly to PDF files, with optional password protection. • Added the ability to create Microsoft Word™ compatible DOC files. • Improved the formatting of RTF files. • Added a print-preview function. • Added addition item print formats. <p>Some options that have been removed. These options may be added back in a future release.</p> <ul style="list-style-type: none"> • Binding margins. • Printing from a stored answer key.
3.1.017	Paper setup is now aware of all supported paper sizes. Metrication enabled. Headers and footers have each been consolidated into single entries. Text input pages have been upgraded to an enhanced editor.
3.1.025	Added multi-lingual support. Improved handling of tests when multiple copies are being created.

What's Different from Examiner Version 2

Most of this utility works exactly the same as in Examiner Version 2. The biggest difference is that the Angoff scoring functions have been moved into the profile editing functions of the main Examiner Item Bank Editor. In addition, the operation of Case Studies has changed. Refer to the Item Bank Manager manual for information on the operation of these features.

Alpha	See Short Answer Options	Labeling Font.....	10
Angoff	16	Language.....	See Multi-lingual
Answer Key	See Keys	Margins	10
Answer Sheet	15	Metric	10
Bilingual	See Multi-lingual	Multi-lingual	
Codes		Language Selection	8
Embedding.....	11	Page ordering.....	10
Copies, Multiple	10	Multiple Copies	10
Database Components.....	3	Opening File	3
Date		Page Number	
Embedding.....	11	Embedding.....	11
Editing		Page ordering	
Text.....	11	Multi-lingual.....	10
Exam Code		Paper Selection	10
Embedding.....	11	Paper Size	10
Feedback, Printing.....	13	Passwords.....	4
File Opening.....	3	Printer	
Font		Selecting	7
Default, Labeling.....	10	Printing a Test.....	7, 8
Footers.....	11	Profile	
General Tab.....	10	Selecting	5
Headers.....	11	Sections.....	13
Index Labeling	13	Security	4
Installation.....	3, 5	Short Answer Options.....	13
Introduction.....	2	Software Components	2
Introduction Page		Subtest Labeling	13
Print Utility	12	Template	
Profile.....	12	Location	4
Item Style	13	Test	See Profile
Key		Test Style	13
File.....	14	Text Editing	11
Printing.....	14	Text Pages.....	12
Printing From.....	6	Title Page.....	12
Key File.....	14	What's New	16
Keys.....	14		