



The Professional Plus TestMaker and ItemWriter

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About the Professional Plus TestMaker and ItemWriter

The Professional Plus TestMaker

The Professional Plus TestMaker allows you to create tests that can include:

- *SkillCheck Professional* interactive questions for software products such as Microsoft Word and Excel.
- Multiple-choice and other types of questions from *SkillCheck Professional*'s lines of Employment Skills Tests.
- Multiple-choice and other types of questions you create yourself with the ItemWriter

Using the Professional Plus TestMaker, you can both:

- **Create tests utilizing questions from a single product or skill.** For example, you could create a test that includes interactive Microsoft Word questions that match a company's training program in Word.
- **Create tests utilizing questions from multiple products or skills.** For example, you could combine interactive questions from *SkillCheck Professional*'s Word, Excel, PowerPoint and Access databases to create a test on general Microsoft Office skills. You could also combine questions from *SkillCheck Professional*'s Excel and Accounting question databases to create a test that covers both accounting knowledge and spreadsheet skills.

The SkillCheck Professional Plus ItemWriter

Version 4.0 of *SkillCheck Professional Plus* also includes a test item development program called ItemWriter. Using ItemWriter, you can create your own test questions. These can be multiple-choice/single-answer, multiple-choice/multiple-answer, true-false, fill-in-the-blank, and matching questions. Questions created with the ItemWriter can include text and graphics. Questions created with ItemWriter remain in a database where they can be used in any test created with the Professional Plus TestMaker.

The Professional Plus TestMaker and ItemWriter are used in combination to build tests that include questions you create. For example, if you want a test on Microsoft Word that includes questions on special macros you use in your company, you could create questions covering those special macros using the ItemWriter. Once you have created those questions, use the Professional Plus TestMaker to combine them with *SkillCheck Professional*'s own Microsoft Word questions, and build a test that fits your company's needs perfectly.

You can, of course, also use the Professional Plus TestMaker and ItemWriter to build tests that include *only* questions you created. For example, you could create questions using the ItemWriter that cover your company's e-mail policy, then use the Professional Plus TestMaker to build a test that includes only those questions.

The Professional Plus TestMaker/ItemWriter vs. the SkillCheck TestMaker

SkillCheck Professional provides another, simpler method of creating tests called the SkillCheck TestMaker. The SkillCheck TestMaker, described in the “SkillCheck TestMaker” chapter of this manual, only allows you to build multiple-choice, true-false or fill-in-the-blank questions.

While the SkillCheck TestMaker may be simpler, it is also more limiting. The differences between the Professional Plus TestMaker/ItemWriter combination and creating tests using the SkillCheck TestMaker are illustrated below:

Tests Created with the Professional Plus TestMaker/ItemWriter	Tests Created with the SkillCheck TestMaker
Questions created with the ItemWriter can be reused in multiple tests using the Professional Plus TestMaker.	Questions created with the SkillCheck TestMaker are created as part of a single test and cannot be reused in another test.
Questions created with the ItemWriter can be combined with questions from the <i>SkillCheck Professional</i> database, such as those on software skills or employment skills.	Tests created with the SkillCheck TestMaker can only include the multiple-choice, true-false or fill-in-the-blank questions created in the TestMaker product itself.
Tests created using the Professional Plus TestMaker/ItemWriter combination will save information on how a candidate performed on each individual question in a test.	Tests created using the SkillCheck TestMaker will not save information on how a candidate performed on each individual question on a test.

In general, it is recommended that you use the SkillCheck TestMaker to produce simple tests that include multiple-choice, true-false or fill-in-the-blank questions that will act as standalone tests in which the individual questions are unlikely to be reused and information does not need to be kept on how a candidate answered each question in the test.

You should use the Professional Plus TestMaker/ItemWriter combination if you want to create tests that include items that might be reused in other tests, or combined with questions from the *SkillCheck Professional* database such as software skills or employment skills. You should also use the Professional Plus TestMaker/ItemWriter combination if you want to be able to keep a record of how a test taker did on each question.

Starting the Professional Plus TestMaker or ItemWriter

Create and Modify Tests

What do you want to do?

☒ I want to create or modify a test

☐ I want to create or modify test items

OK

Cancel

Step 1	Go to the File menu in the <i>TestCenter</i> . Select Advanced Administration from the Advanced submenu.	At this point, you may be prompted for a password or the <i>Advanced Administrator</i> screen may appear immediately. See the "Advanced Administration" chapter in this manual for information on modifying passwords.
Step 2	If a password is required, type in the password and press Enter or click OK .	The <i>Advanced Administrator</i> screen appears.
Step 3	Click the Customize Tests tab in the upper left-hand corner of the screen.	
Step 4	Click the Create Professional Plus Tests button.	The Create and Modify Tests dialog box (illustrated above) appears.
Step 5	<ul style="list-style-type: none"> To create a test using the Professional Plus TestMaker, select the I want to create or modify a test radio button and click OK. 	Instructions for creating and modifying tests using the Professional Plus TestMaker appear on pages 4-12.
	<ul style="list-style-type: none"> To create test items using the ItemWriter, select the I want to create or modify test items radio button and click OK. 	Instructions for creating and modifying test items using the ItemWriter appear on pages 17-21.

Creating a New Test



Step 1	From the Professional Plus TestMaker screen illustrated above, click on the Create New Test button.	The Select Test Type dialog box appears. ¹
Step 2	<ul style="list-style-type: none"> To create a test in which all questions come from one product (like Microsoft Word), click on the All questions come from one application radio button and click OK. To create a test in which questions come from multiple products (like Microsoft Word and Excel), click on the Questions come from more than one application radio button and click OK. 	<p>A new page appears with fields to create your test.</p> <p>Fields appear to specify a name and ID for the test. If you are creating a test with questions from a single product, a drop-down menu also appears which allows you to select a product.</p>
Step 3	Select the product from which you will create a new test from the Select Product drop-down list.	If you are creating a test that includes questions from multiple products, skip to Step 4.
Step 4	Enter a name for the test (40 characters or less) in the Test Name field.	The test name will appear in the list of available tests in the <i>TestCenter</i> . Test names should include <i>only</i> letters and numbers, not dashes, slashes, or other punctuation marks.
Step 5	Enter a test ID name (8 characters or less) in the Test ID field.	The test ID is the equivalent of a DOS file name. It must contain <i>only</i> letters or numbers with no spaces or punctuation marks.

¹ **Note:** Once you create or modify a test, a different screen than the one illustrated above appears. You can create a new test at this point by selecting **Create New Test** from the **Tests** menu.

Step 6	Click the Questions button.	The Questions and Settings screen pictured on the next page will appear.
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Creating a New Test (continued)

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Depending on what type of test you are creating (single product or multiple products), one of the two Question Screens illustrated above will appear when you click on the **Questions** button in the **Create Tests** screen.

1. The **Products** drop-down menu will only appear if you are creating a test that includes questions from multiple products.
2. The **Show questions** drop-down menu filters the questions displayed in the **Available Questions** list and the **Included Questions** list (single product tests only). You can use these filters to display only questions that have been assigned to a specific level or topic.
3. The table on the following page explain how to include questions in a test and how to assign topics, levels, and comments to individual test items.

Creating a New Test — Questions

The following table describes all of the functions available on the **Questions** tab of the Questions and Settings dialog box.

To:	Do the Following:
Change the Available Questions list from one product to another (from Excel to Word, for instance)	Select the new product from the Products drop-down menu. Note: This feature is only available if you are creating a test using multiple products.
Select questions	<ul style="list-style-type: none"> Click on a question to select it, or Hold Control and click on each question to select multiple questions, or Hold Shift and click on the first and last question in a set of consecutive questions in the list to select consecutive questions.
Filter the questions in the Available Questions or the Included Questions list	Select the type of question you would like to see from the Show only drop-down menu (ALL is the default option). Note: The Show only option is only active in the Included Questions list when you are creating a test using only one product (such as Word or Accounting).
Display question text	Click once on a question. The complete question text appears in the Question Attributes window near the bottom of the dialog box.
See detailed question attributes	Double-click a question to display question text, topic, level, and any comment associated with the question. See the Change Question Attributes notes on the next page for more details.
Add questions to the Included Questions list	<ul style="list-style-type: none"> Select the question(s) in the Available Questions list you would like to add. Click the >> button. <p>Questions will appear in the Included Questions list in the order in which you selected them. To change the order, use the Move Up or Move Down buttons.</p>
Remove questions from the Included Questions list	<ul style="list-style-type: none"> Select the question(s) in the Included Questions list you would like to remove. Click the << button.
Print all questions in the Included Questions list.	Click the Print button.
Change attributes of a question selected in the Included Questions list	Select the question and then click the Change button. This displays the Change Question Attributes dialog box where you change the question's level and or topic. You can also assign a comment of up to 250 characters that will be associated with the question. Options in the Question Attributes window are described on the following page.

Creating a New Test — Changing Question Attributes

Questions are assigned default level and topic attributes. You may change these attributes, and add up to 250 words in the **Comments** field for any question. Follow the directions on the previous pages for launching the **Change Question Attributes** dialog box. The table below describes each of the fields in the dialog box.

Question Attributes	Use This Component To:
Level	Change the question level associated with the question. You may, for instance, change the level of a question from Beginner (BEG) to Intermediate (INT).
Topic	Change the topic associated with the question. Each program has a series of topics associated with it. You may, for instance, want to change the topic of a Word 2000 question from Formatting to Editing.
Comments	<p>Add a comment (up to 250 characters in length) for questions in your Included Questions list. This text can include training suggestions, hints for analyzing test results, or other information relevant to your use of the test.</p> <p>The report settings options, described on page 8, allow you to specify when these comments will appear in a score report.</p>

Creating a New Test — Test and Report Settings

Step 7	Once you have selected all the questions to be included in the test, click the Test and Report Settings tab near the top of the Questions and Settings dialog box.	The Test and Report Settings screen (illustrated below) appears.
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Questions and Settings

Questions | **Test and Report Settings**

Test Settings:

- ☒ Random
- ☐ Timed
- 15 Minutes
- ☐ Show Timer
- Number of Tries: 2
- Max Wrong: 4
- ☒ Feedback
- Audio:
 - ☒ No Audio
 - ☐ Choose on Screen
 - ☐ Automatic
- ☐ Use Password

Report Settings:

- ☒ Scores by Level
- ☒ Scores by Topic
- ☒ Report Answers
- Sort by:
 - ☒ Topic
 - ☐ Level
 - ☐ Topic & Level
 - ☐ Question Number
- ☐ Report Productivity
- Comments:
 - ☒ None
 - ☐ All Questions
 - ☐ Correct Only
 - ☐ Incorrect Only

OK Cancel

“Test and Report Settings” Dialog Box

Step 8	Select the desired test and report settings for the test.	Test and report settings are described on the following page.
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Creating a New Test — Test and Report Settings (continued)

A test created using the Professional Plus TestMaker can be assigned the following test settings.

Test Setting Option	This Setting Specifies:
Random	That questions will appear in random order.
Timed	That the test will be timed. (You can specify the duration of the test in the Minutes box.)
Show Timer	That a timer will appear on screen of a timed test.
Number of Tries	The maximum number of attempts a test taker has at answering each question. The default setting is 2, which means the test taker can try to answer each question twice. The maximum setting for this option is 9.
Max. wrong	The number of questions a test taker can answer incorrectly at the beginning of the test before the test automatically ends. The default setting is 4, which means the test will automatically end if a test taker answers the first four questions incorrectly. The maximum setting for this option is 99.
Feedback	Whether or not test takers will receive an indication that the question was answered correctly or incorrectly when they complete each question.
Audio	<p>Whether the audio function that “reads” the question aloud during the test is enabled or disabled. This option only functions with multimedia systems that have the appropriate SkillCheck CD (the installation CD or audio CD) in their CD drive, or who have installed audio files on their hard drive.</p> <ul style="list-style-type: none">• No Audio (the default) disables the function.• Choose on Screen enables an audio button on the test question screens. If the test taker wishes to hear the question read aloud, he or she can click the audio button.• Automatic means the questions will be read aloud automatically when they appear on the screen. <p>Note: Audio is not available on all tests.</p>
Password	That the test is password protected and cannot be opened in the Professional Plus TestMaker unless the password is entered correctly. You do not need the password to administer the test to a test taker. (It is recommended that you password protect tests to ensure that settings for the test are not changed inadvertently.)

Creating a New Test — Test and Report Settings (continued)

A test created using the Professional Plus TestMaker can be assigned the following report settings.

Test Setting Option	This Option Specifies:
Scores by Level	The scores by skill level (for example, Beginner, Intermediate, Advanced) will appear in score reports.
Scores by Topic	The scores by topic will appear in score reports.
Report Answers	<p>That individual test questions will be listed in reports along with an indication as to whether the test taker's responses were correct, incorrect, or incomplete (skipped).</p> <p>If Report Answers is checked, these questions may be sorted by Topic, Level, Topic & Level, or Question Number.</p>
Report Productivity (Software Tests Only)	<p>That a productivity score will appear in score reports.</p> <p>This score measures work efficiency with software as High, Medium, or Low. A High score indicates that the test taker frequently used efficient methods (such as keyboard shortcuts) when performing software tasks. Medium and Low productivity scores indicate that efficient methods were used less frequently. Keep in mind that this setting will only affect software tests.</p> <p>Note: <i>SkillCheck Professional 4.0</i> includes a new Productivity test that tests people's knowledge of the most efficient way to use software products. This test is a better measure of people's ability to use software efficiently than the Productivity measurement built into the Professional Plus TestMaker.</p>
Comments	<p>Whether or not comments assigned to individual questions will appear in score reports. The options are:</p> <ul style="list-style-type: none"> • None (comments never appear) • All Questions (comments always appear) • Correct Only (comments appear for correctly answered questions) • Incorrect Only (comments appear for incorrectly answered questions) <p>See page 7 for information on assigning comments to questions.</p>

Creating a New Test — Scoring Methods

Step 9	When the desired test and report settings are set, click OK .	The Questions and Settings dialog box closes and the Create New Test window reopens.
Step 10	Click the Scoring button.	The Scoring Method dialog box appears.
Step 11	Select a scoring method from the Scoring Method drop-down menu.	The table below describes the scoring method options.

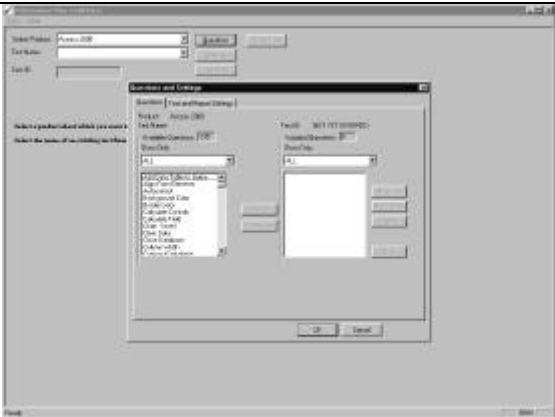
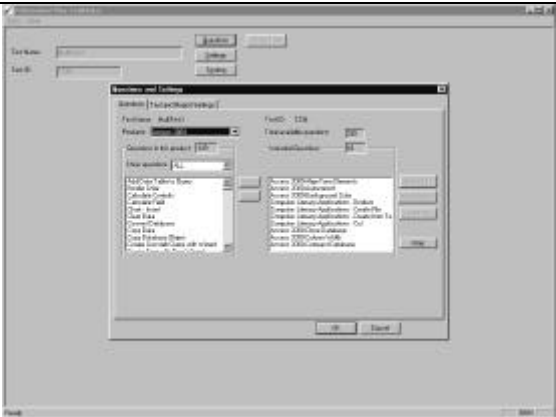
Method	Function
None	No grade will be assigned to the test.
Pass/Fail	The test will be assigned a pass/fail grade. The default setting for “Pass” is 100-51% and 50-0% for “Fail.” Simply change the numbers in the fields to adjust the Pass/Fail settings.
Custom	<p>The Custom scoring method lets you define up to 10 scoring criteria for a test. For instance you could choose a traditional A-F scoring method by following these steps.</p> <ol style="list-style-type: none"> 1. Select Custom from the Scoring Method drop-down menu. 2. Select 5 from the Custom Number of Criteria drop-down menu. Five ranges will appear in the Range of Percent fields, and the name of the grade in the Grade field. 3. Enter the percentages and grades in the Range of Percent and Grade fields (100-90 for a grade of A, 89-80 for a grade of B, etc.)

Step 12	When the scoring method has been specified, click Done .	The Scoring Method dialog box closes.
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Creating a New Test — Saving

Step 13	Click the Save Test button.	The test is saved.
Step 14	Exit the program by selecting Exit from the Tests menu.	The program closes and the <i>Advanced Administrator</i> screen reappears.

Modifying an Existing Test

	
Modify Test Screen (Single Product Tests)	Modify Test Screen (Multiple Product Tests)

Step 1	From the <i>SkillCheck Professional Plus</i> screen, click on the Modify Test button.	The Select Test Type dialog box appears. ²
Step 2	<ul style="list-style-type: none"> To modify a test in which all questions come from one product (like Microsoft Word), click on the All questions come from one application radio button and click OK. To modify a test in which questions come from multiple products (like Microsoft Word and Excel), click on the Questions come from more than one application radio button and click OK. 	<p>If you are modifying a test that includes questions from a single product, fields appear to specify a name and ID for the test (as illustrated above).</p> <p>If you are modifying a test with questions from multiple products, a list of available multi-product tests appears (as also illustrated above).</p>
Step 3	<p>Select the test to be modified.</p> <ul style="list-style-type: none"> If you are modifying a single-product test, select the product name from the Select Product drop-down menu and the test name from the Test Name drop-down menu. If you are opening a multi-product test, simply double click on the name of the product in the list of multi-product tests. 	<p>Either the test will open immediately or you will be asked to provide a password, if the test is password protected.</p> <p>(If the test is not password protected, skip step 4.)</p>

² **Note:** Once you create or modify a test, you can modify a different test at this point by selecting **Modify Test** from the **Tests** menu.

Step 4	If a password is required, type the password in the Password dialog box and click OK .	The test opens. (See page 10 for instructions on assigning passwords to tests.)
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Modifying an Existing Test (continued)

Step 5	<ul style="list-style-type: none"> Click the Questions button to add, remove, or change the attributes of the questions in the test. Click the Settings button to modify the test and report settings. Click the Scoring button to modify the scoring method. 	<p>The Questions dialog box appears. Page 6 explain options for adding, removing, and changing test questions.</p> <p>The Test and Report Settings dialog box appears. Pages 8-10 explain options for changing test and report settings.</p> <p>The Scoring Method dialog box appears. Page 11 explains options for setting the test scoring options.</p>
Step 6	<ul style="list-style-type: none"> To save the edited test under the same name, click the Save Test button. To save the edited test under a new name, click the Save Test As button. 	<ul style="list-style-type: none"> The test is saved (skip step 7). The Save Test As dialog box appears.
Step 7	Fill in the Test Name field (40 characters or less) and the Test ID field (8 characters or less), then click OK .	<p>This is the test name that will appear in the list of available tests in the <i>TestCenter</i>. Test names should include only letters and numbers, not dashes, slashes or other punctuation marks.</p> <p>The test ID is the equivalent of a DOS file name. It must be eight characters or less, and contain only letters or numbers.</p>

Exporting a Test

The Professional Plus TestMaker allows you to export a test, creating a file with the extension .SWT. The test can then be imported into another SkillCheck system using the Import test feature described below.

Important Note: You cannot export a test that includes items created with the SkillCheck *ItemWriter*.

To export a test, do the following:

Step 1	Follow the directions beginning on page 12 to open a test as though you were going to modify it.	
Step 2	Select Export Test from the Tests menu.	The Save As dialog box opens with the test name and .SWT extension already entered in the File Name field.
Step 3	Specify a name for the export file and the disk/directory where the export file will be saved and click OK .	The test file is exported to the selected disk or directory.

Importing a Test

You can import a test that has been exported to an .SWT file by doing the following:

Step 1	From the Professional Plus TestMaker screen, click on the Import Test button.	A browse dialog box appears. ³
Step 2	Browse for the file or directory where the .SWT file you want to import is stored.	
Step 3	Double click on the name of the .SWT test file to be imported. If a password is required, type the password into the Password dialog box	See page 10 for information on assigning passwords to tests.
Step 4	Click OK .	The selected test file is imported. The imported test can be modified and saved using the Professional Plus TestMaker. The imported test will also appear in the <i>TestCenter</i> list of available tests the next time you start the <i>TestCenter</i> .

³ **Note:** Once you create, modify or import a test, you can import a different test at this point by selecting **Import Test** from the **Tests** menu.

Printing a Test

To print a test, first open the test following the steps on page 12 for modifying an existing test. (A test must be saved before you can print it.)

Once the test has been opened, to print the test, select **Print Test** from the **Test** menu. The test questions will then print out in the order you selected them. The printout includes the question title (for example, “AutoCorrect”), the question number in the list of available questions (for example, “Q074”), question text, and other information.

Deleting a Test

To delete a test, first open the test following the steps on page 12 for modifying an existing test. When the test to be deleted is listed on the screen, select **Delete Test** from the **Test** menu. A confirmation dialog box will appear. Click **Yes** if you want to delete the test. Click **No** if you decide not to delete the test.

The ItemWriter

You can create your own multiple-choice, multiple choice with multiple correct answers, true-false, fill-in-the-blank, and matching questions using the ItemWriter.

Once questions have been created using the ItemWriter, you can include them, like you would any other question, using the Professional Plus TestMaker. See page 6.

Important Notes About Using the ItemWriter:

- It is highly recommended that you write and edit your test items and plan out how these items will be included in specific tests before automating items and tests using the SkillCheck ItemWriter and Professional Plus TestMaker.
- Tests created using the Professional Plus TestMaker that include items created with the SkillCheck ItemWriter CANNOT be exported and imported to other SkillCheck users as described on page 14.
- When creating test items that include graphics (as described on page 20), those graphics should be developed using a graphic utility (such as a drawing or paint program) and saved in bitmap (.BMP) or GIF (.GIF) format at specific sizes (335x385 pixels for a tall image that will appear along the left side of the screen, 610x200 pixels for a wide image that will appear at the top of the screen). If your images do not conform to these dimensions, the image will be scaled to fit in a box of one of these sizes.

If you do not want your image to scale, always create images that are the correct size in your graphics utility program. Most graphics programs allow you to specify the size of an image "canvas" and you can use white space to surround an image that is smaller than the dimensions described above.

- Never delete a test item (as described on page 21) unless you are sure that the item has not been included in any test, or has been removed from any existing test. Deleting an item that is still included in a test can cause errors when running the test.

Starting the ItemWriter

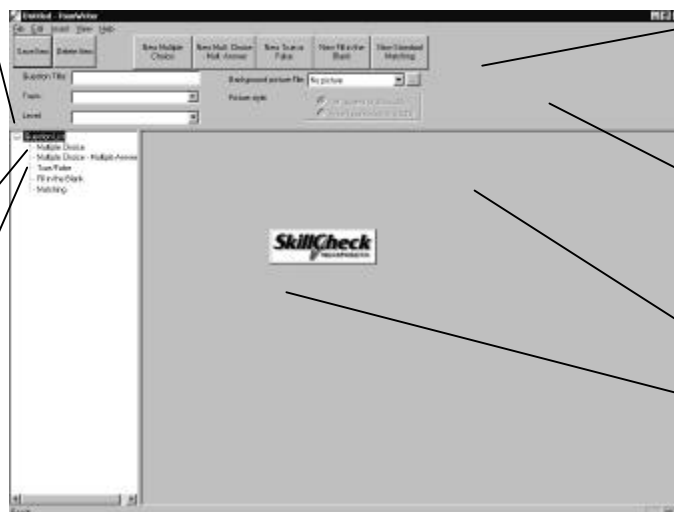
Step 1	Go to the File menu in the <i>TestCenter</i> . Select Advanced Administration from the Advanced submenu.	At this point, you may be prompted for a password or the <i>Advanced Administrator</i> screen may appear immediately. See the "Advanced Administration" chapter of this manual for information on modifying passwords.
Step 2	If a password is required, type in the password and press Enter or click OK .	The <i>Advanced Administrator</i> screen appears.
Step 3	Click the Customize Tests tab in the upper left-hand corner of the screen.	
Step 4	Click the Create Professional Plus Tests button.	The Create and Modify Tests dialog box (illustrated on the following page) appears.
Step 5	Select the I want to create or modify test items radio button and click OK .	The ItemWriter screen (illustrated above) appears.

Creating Test Items Using ItemWriter

Existing ItemWriter questions are organized in this list by question type (**Multiple Choice**, **True-False**, etc.)

Click on an **+** to expand the question list

Click on a **—** to collapse the question list.



Click on these buttons to create a new question of the specified type.

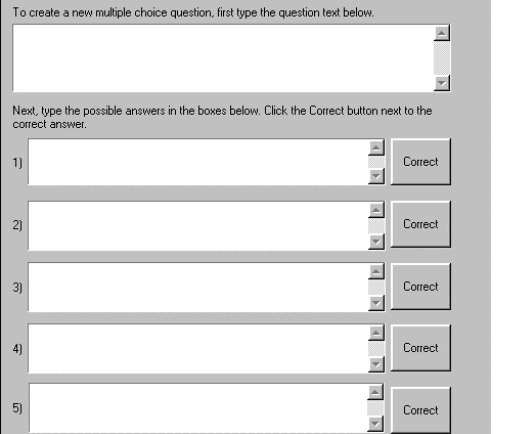
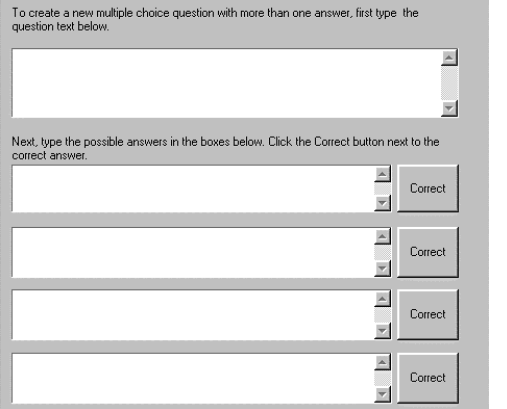
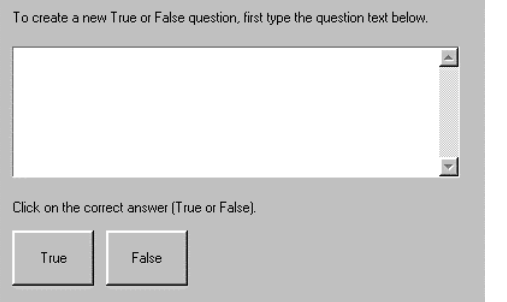
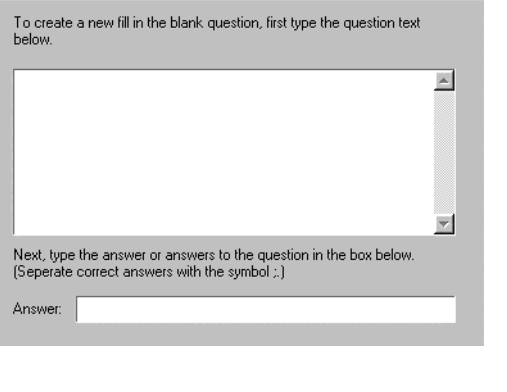
Specify a topic, level and question title for the new question here

Question text

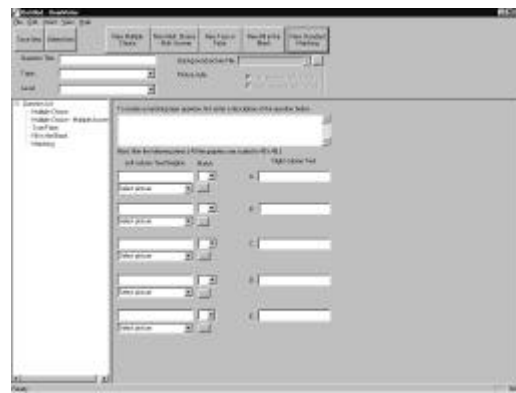
Correct answer

The ItemWriter Screen

Step 1	<p>Click on the type of question you would like to create using the buttons located along the top of the screen:</p> <ul style="list-style-type: none"> • New Multiple Choice • New Mult. Choice — Mult. Answer • New True or False • New Fill in the Blank • New Standard Matching 	A screen appears with fields corresponding to the question and answer text needed to create the new question.
Step 2	Fill in the required information to specify the question and answer text.	See the next page for further instructions on creating specific types of questions.
Step 3	Specify the correct answer for the question.	See the next page for further instructions on creating specific types of questions.

Type	Illustration	Explanation
Multiple Choice	<p>To create a new multiple choice question, first type the question text below.</p> 	<ul style="list-style-type: none"> • Type the question in the field at the top of the screen. • Type up to 10 correct and incorrect answers in the fields below. • Click the Correct button next to the field containing the correct answer. • Test takers will answer correctly if they select the specified correct answer when taking the test.
Multiple Choice Multiple Answer	<p>To create a new multiple choice question with more than one answer, first type the question text below.</p> 	<ul style="list-style-type: none"> • Type the question in the field at the top of the screen. • Type up to 10 correct and incorrect answers in the fields below. • Click on the Correct button next to ALL fields containing correct answers. • Test takers will answer correctly if they click on ALL of the correct answers when taking the test.
True False	<p>To create a new True or False question, first type the question text below.</p> 	<ul style="list-style-type: none"> • Type a statement in the field at the top of the screen. • Click on the True button if the statement is true. Click on the False button if the statement is false. • Test takers will answer correctly if they click on the correct answer (True or False) when taking the test.
Fill in the Blank	<p>To create a new fill in the blank question, first type the question text below.</p> 	<ul style="list-style-type: none"> • Type a question in the field at the top of the screen. • Type the correct answer into the field labeled Answer. If the question has more than one correct answer, separate correct answers with a semi colon (;). (Note: The answer field is NOT case sensitive.) • Test takers will answer correctly if they type any specified correct answer when taking the test.

Standard Matching



- Type a statement for a matching test in the field at the top of the screen. (Example: Match the words on the left with their correct definitions on the right.)
- Type the items you would like to appear in **Left column Text** fields. In the above example, you would place a list of words in each of the **Left column Text** fields.
- Select a graphic from the **Graphic** drop-down menu or click the ... button and browse for a graphic. Graphics used here should be in .gif format and be 50 x 50 pixels. The test taker will move this graphic from the left-hand column to the right-hand column when matching items.
- Type the items you would like the test taker to match the left-hand column to in the **Right column Text** fields. In the above example, you would place a list of definitions, in a different order than the words they define, in the **Right column Text** fields.
- Select the correct match for the left-hand column from the **Match** drop-down box. For instance, if the correct match to the first item in the left-hand column is item C, select C.
- Test takers will answer correctly if they successfully move the graphic assigned to the left-hand column and match it with the correct item in the right-hand column. For example, if you assigned a graphic called oval.gif to the first item in the **Left column Text** field, and the correct match is the third item in the **Right column Text** field, the test taker would move oval.gif from the left-hand column, and place it in the box next to the third item in the right-hand column.

Creating Test Items Using ItemWriter (continued)

Step 4	Specify a topic for the question by typing a new topic name into the Topic field or selecting an existing topic name from the Topic drop-down menu. Each time you type a new topic into the Topic field, it will be added to the drop-down menu.	Questions are organized by topic in the Professional Plus TestMaker, so it is recommended that you organize your questions systematically (i.e., the name of the question creator, or the subject matter of the test question, etc.).
Step 5	Specify a level for the question by typing a new level name into the Level field, or selecting an existing level name from the Level drop-down menu. Each time you type a new level into the Level field, it will be added to the drop-down menu.	Suggested level names are BEG , INT , and ADV . This field is limited to three characters.
Step 6	Type a title for the question in the Question Title field.	The question title is what appears in the list of available questions in the Professional Plus TestMaker. It is recommended that you assign each question a unique title so that questions can be easily recognized when creating tests.
Step 7	<p>Add an optional background image to the question:</p> <ul style="list-style-type: none"> Select an image from the Background picture File drop-down menu. Select either the Tall or Wide radio button from the Picture Style field. <p>or</p> <ul style="list-style-type: none"> Click the ... button next to the Background picture File drop-down menu. Browse for the graphic you would like to use as a background. Click OK. The graphic will now be included in the Background picture File drop-down menu. Select either the Tall or Wide radio button from the Picture Style field. 	<p>When creating test items that include graphics, those graphics should be developed using a graphic utility (such as a drawing or paint program) and saved in bitmap (.BMP) or GIF (.GIF) format at specific sizes (335x385 pixels for a tall image that will appear along the left side of the screen, 610x200 pixels for a wide image that will appear at the top of the screen).</p> <p>If your images do not conform to these dimensions, the image will be scaled to fit in a box of one of these sizes.</p> <p>If you do not want your image to scale, always create images that are the correct size in your graphics utility program. Most graphics programs allow you to specify the size of an image "canvas" and you can use white space to surround an image that is smaller than the dimensions described above.</p>
Step 8	Click on the Save Item button.	<p>The question is saved and a new blank screen corresponding to the same question type you just created appears.</p> <p>Questions created with the ItemWriter are listed in the directory on the left-hand side of the screen. They are grouped according to type of question.</p>

Editing Existing Test Items

Step 1	Select the test item to be edited from the list on the left of the screen. You can expand each question-type category (Multiple Choice , True False , etc.) by clicking on the + next to the category name. To collapse a question-type category, click on the - next to the category name.	The selected question appears.
Step 2	Edit question information (question and answer text, topic, level and question title, etc.)	
Step 3	When finished editing the question, click the Save Item button.	The edited item is saved.

Deleting Existing Test Items

Very Important: Never delete a test item unless you are sure that the item has not been included in any test, or has been removed from any existing test. Deleting an item that is still included in a test can cause errors when running the test.

Step 1	Select the test item to be deleted from the list on the left of the screen. You can expand each question-type category (Multiple Choice , True False , etc.) by clicking on the + next to the category name. To collapse a question-type category, click on the - next to the category name.	The selected question appears.
Step 2	Click on the Delete Item button.	A warning message appears asking you to confirm that you want to delete the test item.
Step 3	<ul style="list-style-type: none"> To delete the test question, click Yes. To keep the test question, click No. 	

