



## **The SkillCheck Professional TestMaker**

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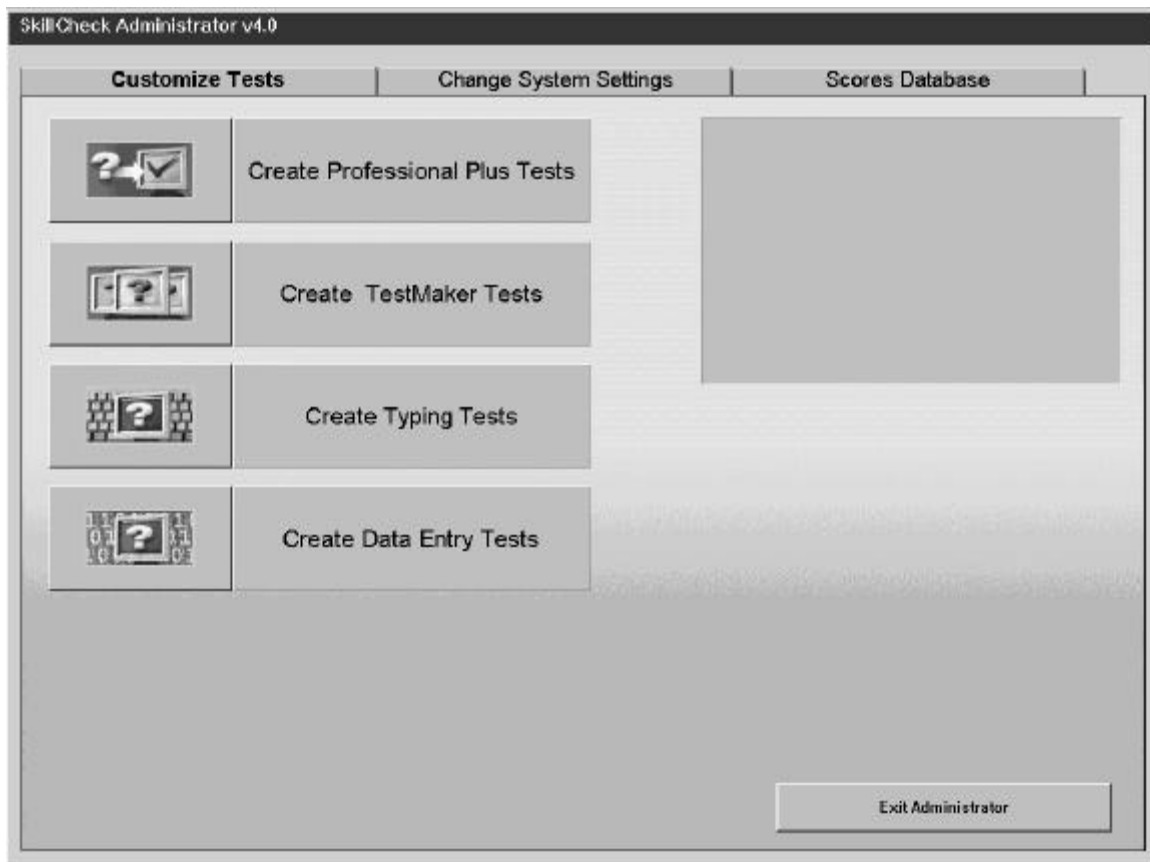
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## The SkillCheck Professional TestMaker

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The *SkillCheck Professional TestMaker* is an optional program that allows you to create tests containing multiple-choice, true/false or fill-in-the-blank questions. The tests may be of any length on any subject and can include text and graphics. When you create and save a test, following the instructions below, the test is listed as available in the SkillCheck *TestCenter*. It can be selected and given alone or in a series to examinees with any other tests installed on your SkillCheck testing system. To create new tests or edit existing tests using the *TestMaker*, follow the instructions below.

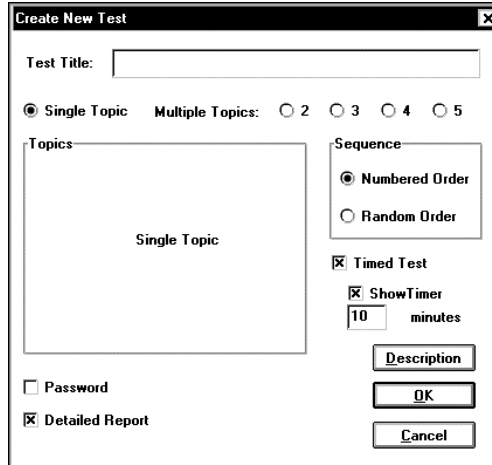
To start the *TestMaker*, start the *SkillCheck Professional Test Administrator*. (See the *Test Administrator* documentation for instructions on starting the *Administrator*.) When the *Test Administrator* screen (shown below) appears, click the **Create TestMaker Tests** button open the *TestMaker*.



**“Test Administrator” Screen with “Customize Tests” Tab Selected**

## Creating a New Test

Step 1	Select <b>New</b> from the <b>File</b> menu or click the  button on the toolbar.	The <b>Create New Test</b> dialog box (shown below) appears. ( <b>Note:</b> To edit an existing test, follow the instructions on page 13.)
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**“Create New Test” Dialog Box**

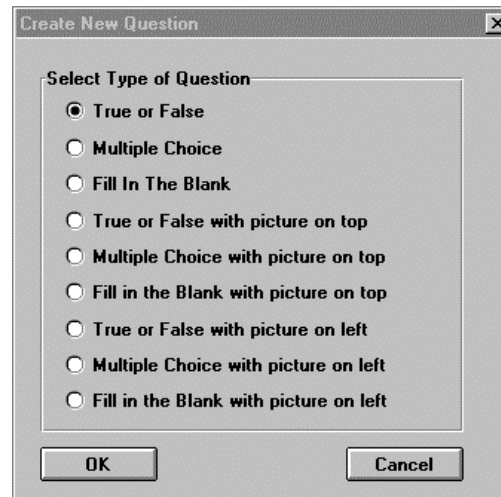
Step 2	Type a name for the test in the field labeled <b>Test Title</b> .	( <b>Note:</b> This test name will appear in the SkillCheck <i>TestCenter</i> list of available tests after you have finished creating the test. This name is different from the file name for the test you will specify when you save the test in Step 23 on page 11.)
Step 3	<ul style="list-style-type: none"> <li>Click <b>Single Topic</b> or <b>Multiple Topics</b> to specify how many topics will be on the test.</li> <li>If you select <b>Multiple Topics</b>, enter the name for each topic in the fields in the <b>Topics</b> list. (You can move from topic to topic by clicking on the field or using the <b>Tab</b> key.)</li> </ul>	<p>If you select <b>Multiple Topics</b>, the specified number of fields (2 to 5) appears in the <b>Topics</b> list. (<b>Note:</b> If you create a multiple-topic test, each question is assigned to a particular topic. Scoring at the end of the test is performed for the whole test and for each separate topic.)</p> <p><b>Example:</b> You can divide the test into subject areas such as <i>Planning</i>, <i>Drafting</i>, <i>Revising</i>, <i>Formatting</i>, and <i>Proofreading</i>. You can also divide the test by levels such as <i>Beginner</i>, <i>Intermediate</i>, and <i>Advanced</i>.</p>
Step 4	<ul style="list-style-type: none"> <li>Click <b>Numbered Order</b> to make the questions appear in the order you created them when the test is given.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Click <b>Random Order</b> if you would like questions to appear to the examinee in a random order during the test.</li> </ul>	( <b>Note:</b> When you select <b>Random Order</b> , the questions are only randomized as they appear on the screen during the test. When you print the test or the test results, the questions appear in the order in which they were created.)

(Table continued on following page.)

## Creating a New Test (continued)

Step 5	<ul style="list-style-type: none"> <li>To specify a time limit for the test, click the check box next to <b>Timed Test</b>.</li> <li>If you select <b>Timed Test</b>, enter the number of minutes for the test in the field labeled <b>Minutes</b>.</li> <li>If you want the timer to appear on the screen and count down while a timed test is being taken, select the <b>Show Timer</b> check box.</li> </ul>	<p>If you select <b>Timed Test</b>, the <b>Minutes</b> field and <b>Show Timer</b> check box become enabled. If you do not choose this option, there is no time limit for the test.</p> <p>(<b>Note:</b> On a timed test, the test will end automatically after the specified time has expired.)</p>
Step 6	If you would like a description of the test to appear when the test begins, click the <b>Description</b> button.	The <b>Description</b> dialog box appears. Enter the test description and/or any instructions you wish to appear at the beginning of the test and then click <b>OK</b> . Click <b>Cancel</b> if you decide not to include a test description.
Step 7	<ul style="list-style-type: none"> <li>If you would like to protect the test with a password, click the <b>Password</b> check box. (<b>Note:</b> If a test is password-protected, a user will have to enter the password to open the test in <i>TestMaker</i> and make changes. Tests that are protected by a password can still be administered to examinees without the password. The password is only required to edit the test.)</li> <li>Type a password for the test.</li> </ul>	<ul style="list-style-type: none"> <li>If you select <b>Password</b>, a field appears where you can specify a password for the test.</li> <li>The specified password will be required to open and edit the test file. It is not required to administer the test.</li> </ul>
Step 8	Select or deselect <b>Detailed Report</b> by clicking the check box next to it.	Selecting (checking) or deselecting (unchecking) this option determines the level of detail included when you print a test score report. Selecting it will generate a printed report that includes all the questions and the examinee's answers; deselecting will generate a test report that includes scores but not the questions and answers.
Step 9	When all information in the <b>Create New Test</b> dialog box has been entered, click <b>OK</b> .	The <b>Create New Question</b> dialog box appears. Options in this dialog box are described on the next page.

## Creating Questions



**“Create New Question” Dialog Box:**

QUESTION TYPE	DESCRIPTION OF THIS QUESTION TYPE
<b>True or False</b>	True/False question (text only)
<b>Multiple Choice</b>	Multiple choice question (text only) – Up to five answers
<b>Fill-in-the-Blank</b>	Fill-in-the-blank question (text only)
<b>True or False with picture on top</b>	True/False question with a picture above the question
<b>Multiple Choice with picture on top</b>	Multiple-choice question with a picture above the question
<b>Fill-in-the-Blank with picture on top</b>	Fill-in-the-blank question with a picture above the question
<b>True or False with picture on left</b>	True/False question with a picture to the left of the question
<b>Multiple Choice with picture on left</b>	Multiple-choice question with a picture to the left of the question
<b>Fill-in-the-Blank with picture on left</b>	Fill-in-the-blank question with a picture to the left of the question

Step 10	Select a question type and click <b>OK</b> . (The different types of available questions are listed above.)	A <b>Create a Question</b> dialog boxes appears. Depending on the type of question selected, different options will appear in this dialog box.
Step 11	If you are creating a multiple-topic test, select the topic for the question by clicking the arrow to the right of the drop list labeled <b>Topic</b> to make the topic list appear. Select the question topic from this list.	( <b>Note:</b> At the end of the test, the questions you create will be used to determine an overall score as well as for a score for each topic.)

(Table continued on following page.)

Step 12	<ul style="list-style-type: none"> <li>Enter the question text into the field labeled <b>Question</b>.</li> <li>If you are creating a multiple-choice test, type text for each choice into the appropriate fields in the <b>Create a Question</b> dialog box.</li> </ul>	<b>Note:</b> Question and answer text can be as long as you like. Questions and answers with long text will appear in scrolling text boxes.
Step 13	<p>For true-false and multiple-choice questions, indicate which answer is correct by clicking the radio button next to the correct option.</p> <p>For fill-in-the-blank questions, type the correct answer in the <b>Answers</b> field. If a fill-in-the-blank question has more than one answer, type in each correct answer, separating the answers with a ~. (For example, type <b>\$5~\$5.00</b> if both answers are correct for a fill-in-the-blank question.)</p>	<p>Only the answer you designate as correct will be marked as correct when the test is taken by an examinee. All other answers will be marked incorrect.</p>

(Table continued on following page.)

## Creating Questions (continued)

### A note on pictures:

Some question types allow you to insert pictures above or to the left of on-screen question and answer text. These graphics need to be Windows bitmap (\*.BMP) files. Many clip art and other commercial images are available in Windows bitmap format. In addition, such images can be created using a variety of graphic tools.

For the three question types that include graphics above the question and answer text (**Multiple Choice with picture on top, Fill-in-the-Blank with picture on top, True or False with picture on top**) the Windows bitmap file can be up to 639 x 209 pixels in size. Pictures will be centered left to right above the question text.

For the three question types that include graphics to the left of question and answer text (**Multiple Choice with picture on left, Fill-in-the-Blank with picture on left, True or False with picture on left**) the Windows bitmap file can be up to 319 x 319 pixels in size. Pictures will be centered top to bottom to the left of question text.




To select a graphic to appear in a question, type the full name of the graphic file (including disk drive and path) in the box labeled **Picture Name:**. Alternatively, you can click on the ... button to the right of the **Picture Name** box to display a browse dialog box, allowing you to search for the correct bitmap file. (**Note:** If the graphic file you selected is too large, a message will appear indicating that the selected graphic cannot be used in its current dimensions.)

Before creating a test that will include pictures, it is recommended that you create the graphics you will use in the test using a graphics editing tool such as a painting or drawing program. Be sure the graphics are the right dimensions to be used in the test. It is also recommended that you save all graphics in a single directory that you create for a particular test using the Windows File Manager or Explorer).

Step 14	When the information in the <b>Create a Question</b> dialog box is complete (question and answer text is complete, the correct answer has been specified, pictures – if used – have been specified), click the button labeled <b>New Question</b> to create the next question.	The <b>Create New Question</b> dialog box reappears, allowing you to specify the question type for the next question. ( <b>Note:</b> If the question you have just created is the last question in the test, click the <b>Scoring</b> button to move on to the <i>Scoring</i> screen. See page 8.)
Step 15	Repeat Steps 10–14 until all questions have been created.	

## Editing Questions

When creating or editing test questions, the following options are available:

Desired Action	Toolbar, Menu, or Keyboard Command
Go to the previous question	Select <b>Previous Question</b> from the <b>Test</b> menu or click the left-arrow button on the <i>TestMaker</i> toolbar.
Go to the next question	Select <b>Next Question</b> from the <b>Test</b> menu or click the right-arrow button on the <i>TestMaker</i> toolbar.
Go to a specific question	Select <b>Go To Question</b> from the <b>Test</b> menu. When the <b>Go To Question</b> dialog box appears, type in the number of the question you want to go to and press <b>Enter</b> .
Go to the <i>Scoring</i> screen	Select <b>Test Scoring</b> from the <b>Test</b> menu or click the <b>Scoring</b> button in the <b>Create a Question</b> dialog box.
Go to the <i>Test Settings</i> screen (to change the test title, topic names, description, and other settings)	Select <b>Test Settings</b> from the <b>Test</b> menu. The <b>Change Test Settings</b> dialog box appears. All settings (except for number of topics) can be changed in this screen. (The test settings are explained on pages 2–3.)
Add or change the test description	Select <b>Description</b> from the <b>Test</b> menu or click on <b>Description</b> in the <b>Change Test Settings</b> dialog box.
Add a new question to the end of the test	Select <b>New Question</b> from the <b>Edit</b> menu.
Add a new question before the current question	Select <b>Insert Question</b> from the <b>Edit</b> menu.
Delete a question	Select <b>Delete Question</b> from the <b>Edit</b> menu. (This deletes the question shown on the screen.)
Cut the highlighted text (the selected text is saved on the clipboard)	Select <b>Cut</b> from the <b>Edit</b> menu, hold <b>Control</b> and press <b>X</b> , or click  .
Copy the highlighted text (the selected text is saved on the clipboard)	Select <b>Copy</b> from the <b>Edit</b> menu, hold <b>Control</b> and press <b>C</b> , or click  .
Paste previously cut or copied text from the clipboard	Place your cursor where you would like to paste the text and then select <b>Paste</b> from the <b>Edit</b> menu, hold <b>Control</b> and press <b>V</b> , or click  .



## Setting Up Test Scoring

The *Scoring* screen lets you specify how a test will be scored. The first screen specifies how the **Whole Test** will be scored. If the test contains multiple topics, you can specify a specific scoring method for each test topic. To enter scoring options, in the **Create a Question** dialog box, click the **Scoring** button, and then follow the directions below.

Step 16	<ul style="list-style-type: none"> <li>Select the scoring method by clicking the arrow next to the <b>Scoring Method</b> drop list and selecting a method. Options include <b>Pass/Fail</b>, <b>Custom</b>, and <b>None</b>.</li> <li>If you choose <b>Custom</b>, select the desired number of scoring criteria from the menu labeled <b>Custom Number of Criteria</b>. (Depending on the number of test questions, you can specify up to ten criteria.)</li> </ul>	<ul style="list-style-type: none"> <li>The appropriate scoring breakdown appears in the <i>Scoring</i> screen. If you choose <b>Custom</b>, a field labeled <b>Custom Number of Criteria</b> appears. If you choose <b>None</b>, the test will be scored by percentage only.</li> <li>The appropriate scoring breakdown appears in the <i>Scoring</i> screen.</li> </ul>
Step 17	You can change any of the <b>Range in Percent</b> settings by clicking the up/down arrows at the side of the percentage fields.	<b>Note:</b> As you change one setting, other <b>Range in Percent</b> settings will change, depending on what values are being increased or decreased.
Step 18	You can change the name of each scoring category by double-clicking the existing <b>Grade</b> setting and entering a new name.	
Step 19	When the <i>Scoring</i> screen information is complete, click the button labeled <b>Next Topic</b> (for multiple-topic tests) or <b>Done</b> (for single-topic tests).	If you are creating a multiple-topic test, a new <i>Scoring</i> screen appears, allowing you to specify the scoring method for the first topic. If you are creating a single-topic test, the <i>Scoring</i> screen closes.
Step 20	If you are creating a multiple-topic test, repeat Steps 16–19 to specify scoring for each topic.	

## Previewing the Test

Question Number: 6  
Topic: Planning


**Next** **Quit**

**Q.** Planning includes all the following except

- ☐ identifying the general and specific purposes.
- ☐ organizing the message.
- ☐ analyzing the audience.
- ☐ revising for correctness.
- ☐ deciding on the content.

Time Left: 14:09

### Sample Multiple-Choice Question Screen

- Click the preview button  on the *TestMaker* toolbar to see how your test will look to an examinee. (A sample multiple-choice question screen is pictured above.)
- Answer a question by clicking the circle next to an answer and then clicking the **Next** button to go to the next question.
- Click the **Quit** button to exit the preview at any time and return to the *TestMaker* program.

## Printing the Test

When you have finished creating a test, you can print it by following the instructions below.

Step 21	Select <b>Print</b> from the <b>File</b> menu.	The test report prints. (A partial printed test report is shown below.)
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Test Name: "The Writing Process"

Questions:

Question 1 (Type = True/False    Topic = "Planning")

"An effective writer first decides the purpose of a message before actually writing any ideas."

- (X) "TRUE"
- ( ) "FALSE"

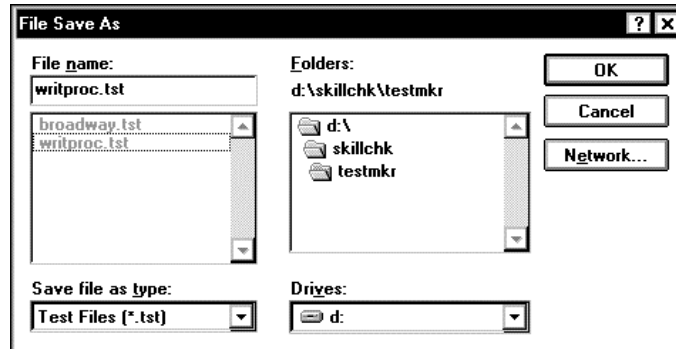
Question 2 (Type = Multiple Choice    Topic = "Revising")

"Revising for content includes all the following except"

- (X) "correcting punctuation errors."
- ( ) "providing all of the necessary details."
- ( ) "deleting irrelevant material."
- ( ) "rewriting passages to ensure the purpose will be clear."
- ( ) "rearranging the organization."

The printed report provides you with a hard copy of the subject matter and answers to the test questions, presented in the order you created them. This copy is a necessary reference tool for use with the *TestMaker* score report, which lists each question number and indicates whether the applicant responded correctly or incorrectly. (See the *TestCenter* documentation for detailed information on the score report.)

## Saving a Test



**“File Save As” Dialog Box**

To save a test, follow the instructions below.

Step 22	<ul style="list-style-type: none"> <li>To save a test, select <b>Save</b> from the <b>File</b> menu.</li> <li>To save an existing test under a new name, select <b>Save As</b> from the <b>File</b> menu.</li> </ul>	<ul style="list-style-type: none"> <li>If the test has not been saved before, the <b>File Save As</b> dialog box (pictured above) appears. If the file has been saved before, selecting <b>Save</b> from the <b>File</b> menu simply saves the latest version of the test.</li> <li>The <b>File Save As</b> dialog box appears.</li> </ul>
Step 23	<p>Enter a name for the test in the <b>File Name</b> field. The name can be up to eight characters in length using letters or numbers only. (<i>TestMaker</i> will automatically add the extension .TST to the file name.)</p>	<p><b>Examples of correct names:</b> ACCOUNT.TST, LEGAL.TST, 1995NEWS.TST</p> <p><b>(Important Note:</b> Do not use any file extension other than .TST when naming a <i>TestMaker</i> test file. The <b>File Save As</b> dialog box allows you to change the directory where the file is stored. However, it is strongly recommended that you only save test files in the default SKILLCHK\TESTMKR directory where the <i>TestMaker</i> program is also stored.</p>
Step 24	<p>After you enter the test name, click the <b>OK</b> button.</p>	<p>The test is saved under the specified name.</p> <p><b>(Note:</b> Each test you create must be saved under a unique name. The name you give the test file will be different from the test title you specified in Step 2. However, we recommend you save the test under an easily recognizable name. For example, a test assigned the title “The Writing Process” in Step 2 could be saved under the name WRITPROC.TST.)</p>

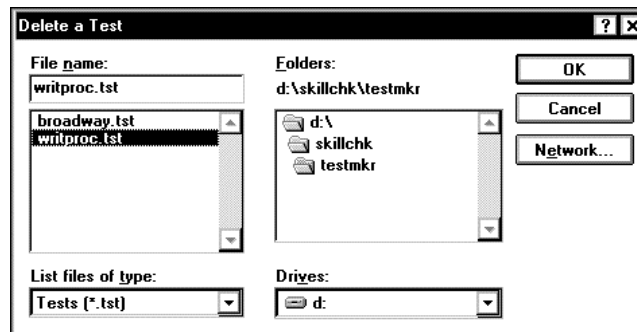
## Closing a Test or Exiting TestMaker

When you have finished creating or editing a test and you have saved it, do the following:

Step 25	<ul style="list-style-type: none"><li>To close the test on the screen but keep <i>TestMaker</i> running, select <b>Close</b> from the <b>File</b> menu.</li><li>To exit <i>TestMaker</i>, select <b>Exit</b> from the <b>File</b> menu.</li></ul>	<ul style="list-style-type: none"><li>The test is cleared from the screen. (<i>TestMaker</i> continues to run.)</li><li>The <i>TestMaker</i> screen disappears, and the <i>Test Administrator</i> screen reappears.</li></ul>
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## Deleting an Existing Test

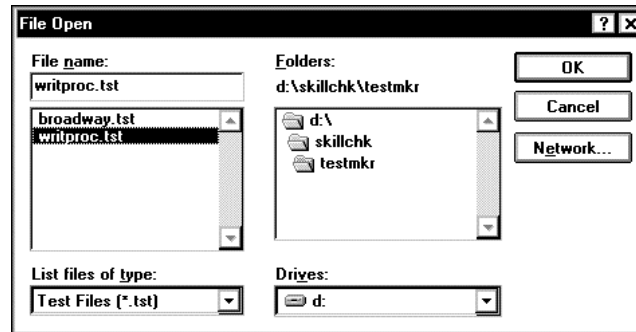
To delete an existing test, follow the steps below. (**Warning:** Deleted tests cannot be retrieved. Use the **Delete Test** command with caution.)



“Delete a Test” Dialog Box

Step 1	Select <b>Delete Test</b> from the <b>File</b> menu.	The <b>Delete a Test</b> dialog box appears, listing all available tests.
Step 2	Double-click the name of the test to be deleted.	The selected test is deleted. The test file is erased from disk and the name of the test will no longer appear in the <i>TestCenter</i> <b>Installed Tests</b> list.

## Opening an Existing Test



“File Open” Dialog Box

In addition to creating new tests, you can also open and edit existing tests. This function allows you to add, delete, or change questions, or change how the test is scored. (You can also change the test title and the topic names; however, you cannot change the number of topics of an existing test.) To open a test, follow these steps:

Step 1	Select <b>Open</b> from the <b>File</b> menu.	The <b>File Open</b> dialog box (pictured above) appears. The names of all previously created tests are listed under <b>File Name</b> .
Step 2	Double-click the name of the test to be opened.	The selected test appears on the screen. If the test to be opened is password-protected, a dialog box appears asking you to enter the password.
Step 3	If a password is required, type in the password and press <b>Enter</b> .	If the password is entered correctly, the selected test will open. (For more information on password-protected tests, see the Installing/Uninstalling documentation.)

Once the selected test has been opened, you can use all of the options described on pages 7–8 to make changes to different parts of a test (that is, the test settings, the questions, or the test scoring).