

TESTING MODULE

NetSupport School's Testing Module is a powerful utility that enables Tutor's to design tests and examinations with the minimum of effort. Incorporating an intuitive Test Designer allowing a Tutor to set customised tests including text, picture, audio and video questions, once the specified Students have completed the test in the pre-set time, the results are automatically collated, marked and made available to the Tutor.

The following components are available within the Testing Module:

The Test Designer

Launched from the NetSupport School program group, the Test Designer is used to create questions and tests.

The Testing Console

Run from within the NetSupport School Tutor program, the Testing Console is used to launch the required test at selected Student workstations, monitor progress and collate results.

The Test Player

This component runs the test at the Student workstation, it loads automatically when the Tutor launches a test.

The Test Designer

The NetSupport School Test Designer is the primary interface for:-

- Creating questions.
- Creating tests/examinations.
- Maintaining stored questions and tests.
- Providing user access to the designer.

Note: Selecting participants, running the test at student machines and recording the results of tests is managed within the NetSupport School Tutor program. See **Testing Console** for more information.

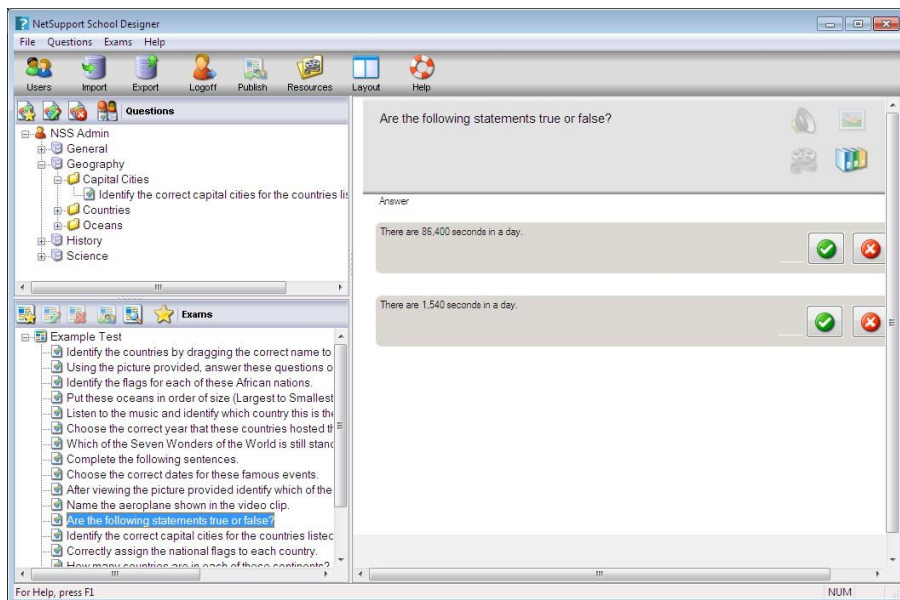
Starting the Test Designer

1. Choose {Start}{Programs}{NetSupport School}{NetSupport School Test Designer}. On Windows 8 machines right-click in the Start screen and choose All Apps at the bottom of the screen. Click the NetSupport School Test Designer icon.
Or
Select {School}{Test Designer} from the Tutor Console drop-down menu.
Or
If displayed, click the **Test Designer** icon on the Tutor Console toolbar.
2. The Test Designer logon screen will appear. Enter your user name and password.

Note: NetSupport School provides a default administrator logon for use the first time you access the Designer (user name **admin**, password **admin**) but you can add additional users.

The Test Designer User Interface

The Designer comprises two modes of operation, *Questions* and *Exams*. You navigate the two interfaces using the drop-down menus or the icons displayed above each tree view. Stored questions grouped by subject are shown in the top pane and exams at the bottom. The right-hand pane shows a preview of the currently selected question or exam.



The main toolbar provides shortcuts to a number of general tasks such as creating user accounts, importing and exporting data and managing question resources. The Layout toolbar icon enables you to customise the Designer Interface should you wish to work in either Question or Exam mode. Select **Normal Layout** to return to the default interface.

Note: An online resource centre is available, providing teachers with access to a wide range of curriculum-based information that can be used within the Testing Module. The portal is provided and managed by NetSupport School, but the actual content will be provided by Educators for Educators, which will ensure it reflects up to date and relevant curriculum content. Select {Help}{Online Resources} from the Designers drop-down menu to access the site.

The Questions Interface

You can create questions in a variety of formats and these can be enhanced by the use of imported pictures, videos and sound clips.

The four icons available in Question Mode enable you to:

- Create questions
- Edit a selected item
- Delete a selected question
- Change the way questions are arranged in the Tree. This can be by author, question type, subject or level of difficulty.

Subjects and *Topics* can be added to the Tree at any time or, if you are not sure which subject groups your questions will belong to, you can add them when creating a question.

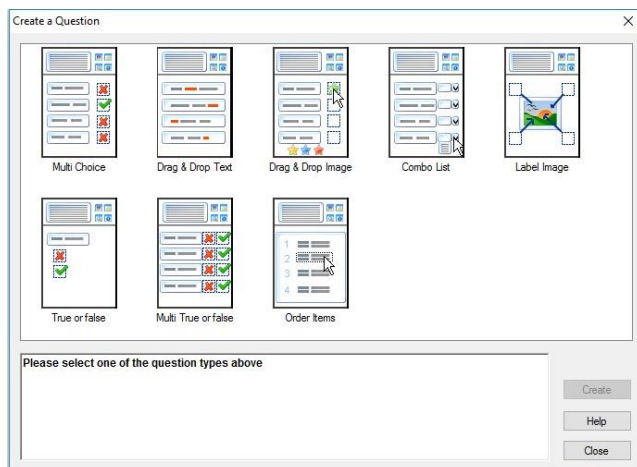
To add subjects directly to the tree, select {Questions}{New Subject} from the drop-down menu or right-click in the Questions window and select **New Subject**.

Multiple topics can then be added beneath a subject by right-clicking on the subject name and selecting **New Topic** or choosing {Questions}{New Topic} from the drop-down menu.

Create Questions

A choice of eight question styles are available, each with a Question wizard that steps you through the required process.

To create a question, choose {Questions}{Create Question} from the drop-down menu, click the **Create New Question** icon or right-click a question and select **Create Question**.



Select the required question type and click **Create**.

Note: Questions can also be created in the Exam Editor at the time you compile a test.

The eight question types are:

Multi Choice

The Student is required to pick the correct answer from up to four possible options.

Drag and Drop Text

Students must try to complete a statement by adding a word or phrase from the alternatives provided.

Drag and Drop Image

Students must match an image with the appropriate statement.

Combo List

Students are presented with up to four questions and need to select the correct answer from a drop-down list. You can insert additional 'decoy' answers into the list.

Label Image

You provide students with a picture that has various areas marked. The student needs to label each area correctly.

True or False

The Students are provided with a statement and they must decide whether this is true or false.

Multi True or False

Students are presented with up to four statements and must decide whether they are true or false.

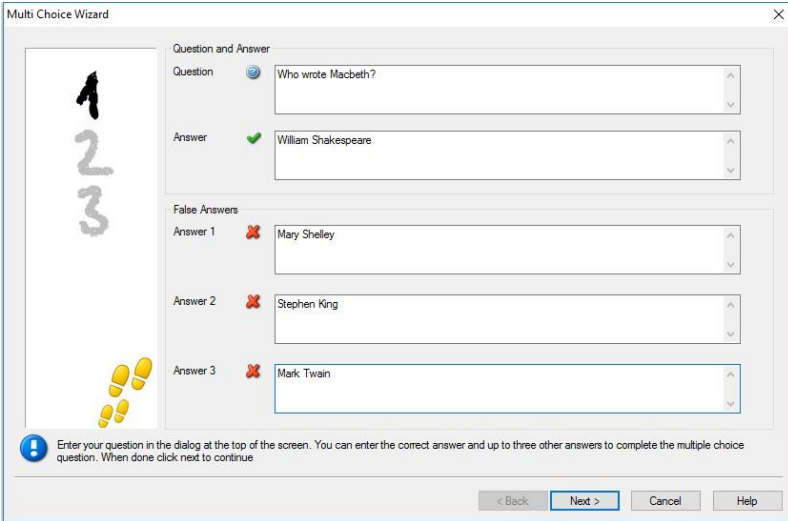
Order Items

The Students are required to place the items in the correct order.

Multi Choice

Students select the correct answer from up to four possibilities.

The first stage, of three, is to set the question followed by the correct answer and up to three false answers. When the question is run at Student machines, the answers are randomly arranged.



The screenshot shows the 'Multi Choice Wizard' dialog box. On the left, there is a vertical list of numbers 1, 2, and 3, with the number 1 highlighted in black and 2 and 3 in grey. Below the numbers are three yellow footprints. The main area of the dialog is titled 'Question and Answer' and contains the following fields:

- Question:** A text box containing 'Who wrote Macbeth?' with a blue speech bubble icon to its left.
- Answer:** A text box containing 'William Shakespeare' with a green checkmark icon to its left.
- False Answers:** A section containing three text boxes, each with a red X icon to its left:
 - Answer 1:** 'Mary Shelley'
 - Answer 2:** 'Stephen King'
 - Answer 3:** 'Mark Twain'

At the bottom left, there is a blue exclamation mark icon and a message: 'Enter your question in the dialog at the top of the screen. You can enter the correct answer and up to three other answers to complete the multiple choice question. When done click next to continue'. At the bottom right, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a blue border.

Once you have completed part one of the wizard, click **Next**.

Drag and Drop Text

The Student is presented with four partially completed statements. They must complete the statement by dragging and dropping the appropriate word or phrase from a list.

The first stage, of three, is to enter the instructions for the question along with the four statements. Within each statement, highlight with your mouse the word or phrase that you will want the Students to drag and drop, clicking **Set Answer** when you are happy that you have selected the appropriate text. When the question is run at Student machines, the four highlighted items are removed from the statements and randomly arranged.

Drag & Drop Text Wizard

1
2
3

Instructions: Who wrote the following books?

Statement 1: Shakespeare wrote Macbeth. Set Answer

Statement 2: Huckleberry Finn was written by Mark Twain. Set Answer

Statement 3: Mary Shelley wrote Frankenstein. Set Answer

Statement 4: Rob Roy was written by Walter Scott. Set Answer

Enter the instructions for the question along with up to four statements. Within each statement highlight with your mouse the word or phrase that you want the Student to drag and drop. Click 'Set Answer' when you are happy that you have selected the appropriate text.

< Back Next > Cancel Help

Once you have completed part one of the wizard, click **Next**.

Drag and Drop Image

The Student is presented with up to four statements or questions, and a selection of images. They must match the image with the correct statement.

The first stage, of three, is to enter the instructions along with up to four statements or phrases. Alongside each statement, you add the appropriate image. Click **Browse** to search for the images. The list of pictures currently stored in the Images database will appear. Either select an existing image or import a new one. Click **Use** to apply the image to the question.

When the question is run at Student machines, the pictures are randomly arranged at the bottom of the screen and the Students drag and drop the images next to the appropriate statement.

Drag & Drop Image Wizard

Instructions: Match the country to the flag.

Option 1: Egypt [Browse]

Option 2: Brazil [Browse]

Option 3: Ghana [Browse]

Option 4: Canada [Browse]

Enter your instructions in the box at the top of the screen. Then enter up to four labels in each of the option boxes. Then select the Browse button to the right of each option and select the image that matches the statement. When the question is published the Student will need to choose which image matches each statement.

< Back Next > Cancel Help

Once you have completed part one of the wizard, click **Next**.

Combo List

The Student is presented with up to four statements, alongside each statement is a drop-down list containing a choice of possible answers. They must select the correct answer from the list.

The first stage, of three, is to enter the instructions along with up to four statements or phrases. Alongside each statement enter the correct answer text. You can then add two further dummy answers, meaning that when the question is run at Student machines, the Student will be shown all possible answers to choose from.

Combo List Wizard

Instructions

Where would you find these landmarks?

Question Text

Text 1: Eiffel tower

Text 2: Colosseum

Text 3: Parthenon

Text 4: Big Ben

Answer Text

Paris

Rome

Athens

London

Dummy Answers

Dummy 1: New York

Dummy 2: Berlin

Enter up to four different statements, for each statement enter the correct answer in the text box provided. In addition add two incorrect answers in the boxes marked Dummy 1 and 2. The student will be shown all possible answers to choose from

< Back Next > Cancel Help

Once you have completed part one of the wizard, click **Next**.

Label Image

Students are presented with a picture that has up to four areas marked, each with an adjacent blank text box. At the bottom of their screen will be up to four text labels which they must drag and drop into the correct text box.

The first stage, of five, is to enter the question along with up to four text labels. You then select the image that the Students will need to label. Click **Browse** to search for the images. The list of pictures currently stored in the Images database will appear. Either select an existing image or import a new one. Click **Use** to apply the image to the question.

Label Image Wizard

Instructions

Question: Identify the countries in the map.

Label 1: India

Label 2: Canada

Label 3: France

Label 4: Brazil

Image to label

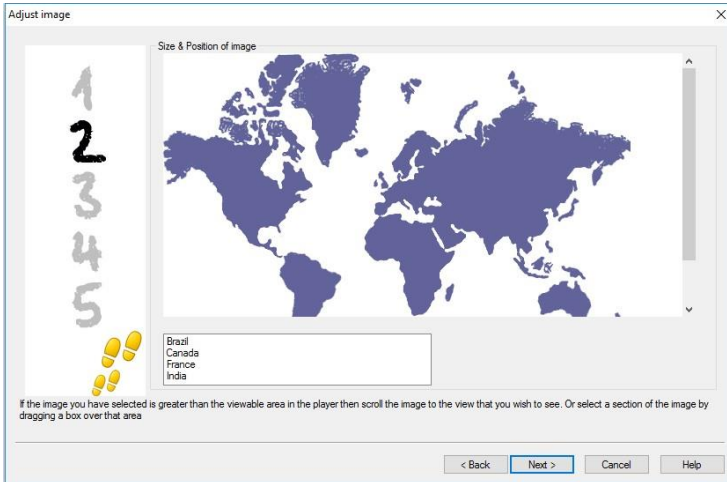
Image File: Map of World Browse

Enter the instructions at the top of the page, then specify up to four labels that will need to be correctly located on the image. Select the image by using the Browse button. When done click Next to proceed

< Back **Next >** Cancel Help

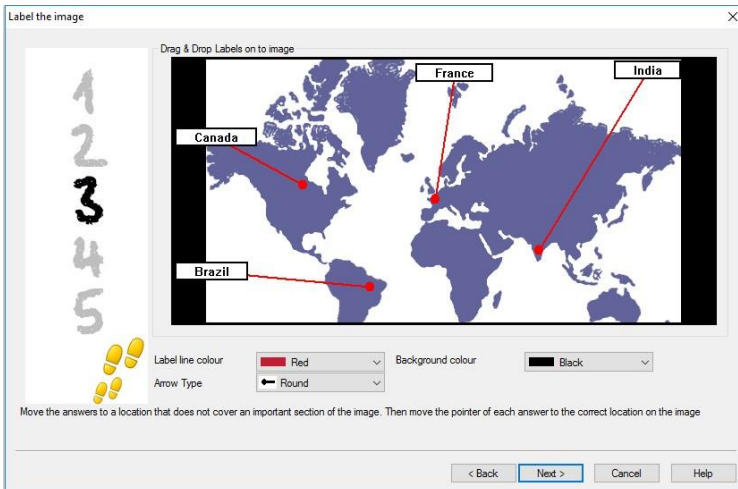
Once you have completed part one of the wizard, click **Next**.

If the image you have chosen for the Label Image question is too large for the viewable area you can resize it.



Use the scroll bars to position the image within the viewable area. To select the required section, use your mouse to draw around the area you require. When ready, press **Enter** or click **Next** to continue.

Use this preview window to position the answers on the image, select the type of arrow you wish to use and choose an appropriate colour scheme for the 'pointer' lines and background.

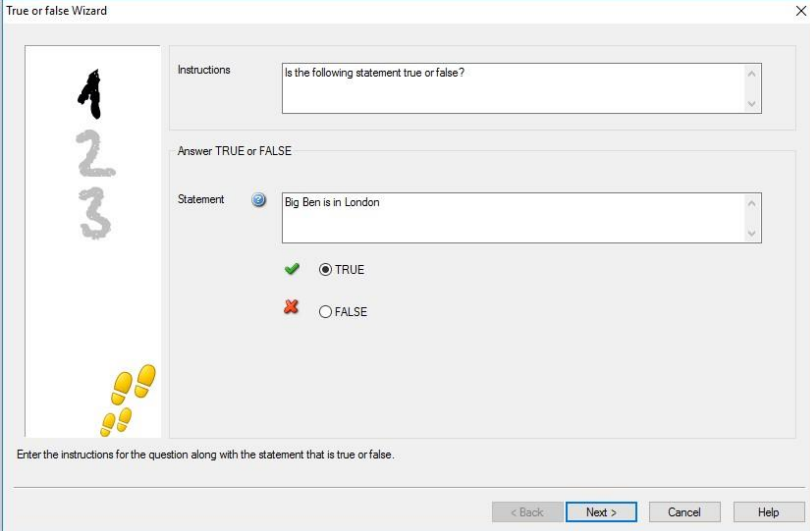


1. Drag the end of each 'pointer' to the correct region of the image.
2. Drag the associated text box to an appropriate area.
3. Select the pointer style you wish to use and choose a colour for the pointers and background.
4. Click **Next** when ready.

True or False

Students are provided with a statement and they must decide whether it is true or false.

The first stage of three is to provide instructions for the question, then enter the statement you want the students to answer and specify whether the statement is true or false.

The image shows a 'True or False Wizard' dialog box. On the left is a vertical sidebar with a large number '1' at the top, followed by '2' and '3' in a lighter, faded font. At the bottom of the sidebar are three yellow footprints. The main area of the dialog is divided into two sections. The top section, labeled 'Instructions', contains a text box with the text 'Is the following statement true or false?'. The bottom section, labeled 'Answer TRUE or FALSE', contains a 'Statement' label with a speech bubble icon, followed by a text box containing 'Big Ben is in London'. Below the text box are two radio button options: 'TRUE' with a green checkmark icon and 'FALSE' with a red X icon. At the bottom of the dialog, there is a small line of text: 'Enter the instructions for the question along with the statement that is true or false.' Below this text are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a blue border.

True or false Wizard

Instructions

Is the following statement true or false?

Answer TRUE or FALSE

Statement

Big Ben is in London

☒ TRUE

☐ FALSE

Enter the instructions for the question along with the statement that is true or false.

< Back Next > Cancel Help

Once you have completed part one of the wizard, click **Next**.

Multi True or False

Students are provided with up to four statements and they must decide whether they are true or false.

The first stage of three is to enter instructions for the questions along with up to four statements. Alongside each of the statements choose whether they are true or false, by selecting the appropriate button.

Multi True or false Wizard

Instructions: Are the following statements true or false?

Answer TRUE or FALSE

| Statement | True | False |
|--|-------------------------------------|--------------------------|
| The Eiffel Tower is in Paris | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| The Empire State Building is in Berlin | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| The Parthenon is in Giza | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| The Colosseum is in Rome | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Enter the question instructions. Then add a statement and select whether the correct answer is true or false.

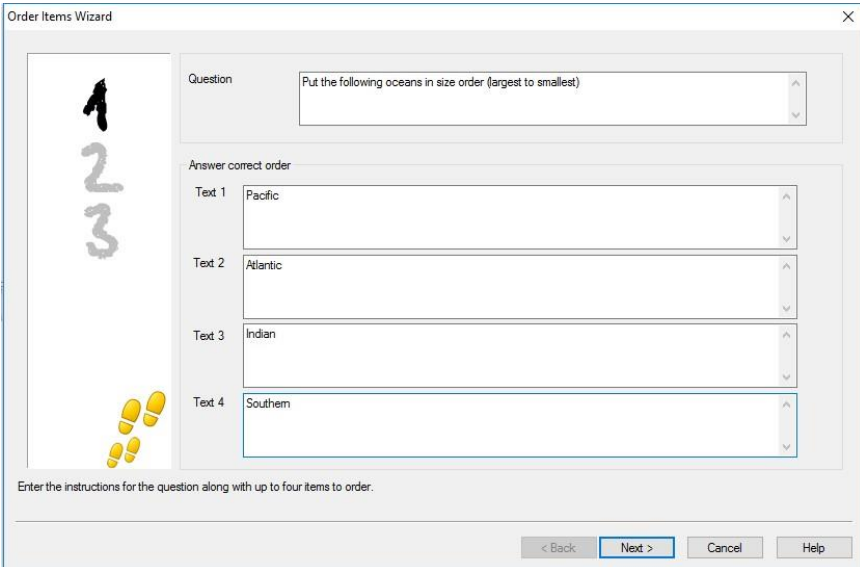
< Back Next > Cancel Help

Once you have completed part one of the wizard, click **Next**.

Order Items

Students are required to correctly place up to four items in the correct order.

The first stage of three is to set the question, with up to four answers in the correct order. When the question is run at the Student machines, the answers will be randomly arranged and the Students will drag and drop each item to the correct place.



The screenshot shows the 'Order Items Wizard' dialog box. On the left is a vertical panel with a large number '1' at the top, followed by '2' and '3' in a lighter font, and a set of yellow footprints at the bottom. The main area of the wizard is divided into two sections. The top section is labeled 'Question' and contains a text box with the text 'Put the following oceans in size order (largest to smallest)'. The bottom section is labeled 'Answer correct order' and contains four text boxes labeled 'Text 1', 'Text 2', 'Text 3', and 'Text 4'. The text boxes contain the words 'Pacific', 'Atlantic', 'Indian', and 'Southern' respectively. At the bottom of the wizard, there is a line of text that says 'Enter the instructions for the question along with up to four items to order.' and a set of buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Order Items Wizard

Question: Put the following oceans in size order (largest to smallest)

Answer correct order

Text 1: Pacific

Text 2: Atlantic

Text 3: Indian

Text 4: Southern

Enter the instructions for the question along with up to four items to order.

< Back Next > Cancel Help

Once you have completed part one of the wizard, click **Next**.

Adding Additional Resources to Questions

The resources database

Imagery in the form of pictures, videos and sound clips are often an integral part of any question you create. Question types such as Label Image and Drag and Drop Image are graphical by nature but any question type can have an additional supporting resource included. The Designer provides an 'Observation' mode which, if enabled, forces Students to view or listen to a resource before they can answer the question.

Before you can attach a resource to a question it must first be added to the programs internal Resources database. By default, this is stored in \\program files\netsupport\netsupport school\resources but the location can be modified by selecting {File}{Options} from the drop-down menu.

To populate the database, click the **Resources** icon on the Designers main toolbar or select {File}{Resources} from the drop-down menu. The Resource list will appear. A range of toolbar options are available, enabling you to import and manage items. Prior to importing a new resource, click the **Filter** icon and select the relevant category, audio, image or video. This ensures that each resource type is stored in the appropriate folder within the database.

Click the **Import a Resource** icon and browse for the required file. Alternatively, you can simply drag and drop the file directly into the list from its location using Windows explorer.

At the stage where you add your resources to a question, if the required file isn't already in the database you can import it at that time.

Adding resources to a question

Each Question wizard will prompt you to add resources at the appropriate stage.

1. Decide which resource type is appropriate, image, sound or video and click **Browse**. The resources list for the selected type will appear.
2. If the required file has already been imported into the database highlight it in the list and click **Use**. You can preview the files before selecting them.

Or

To add a new item to the list, click **Import** and browse for the file. When you have selected the file, you can preview it to ensure it is the correct one. It is also important that you include a suitable description for the item, as this will appear in the Resources list rather than the file name. Once added to the list, click **Use** to add the item to the question.

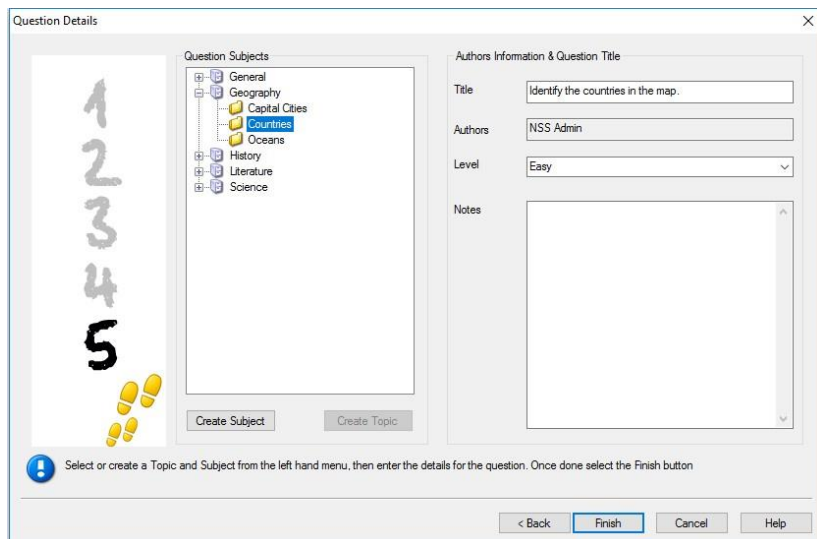
3. Click **Next**.

Observation Mode

Selecting this option allows you to force the Students to view a resource file before the question appears, they will not be able to view the resource in the question. When the exam is run at the Student machines, they will be advised that the question media will only be shown once. If this option is selected, you will not be able to continue until a resource has been added to the question.

Question Details

The Question Details dialog completes the create question process. Decide where to store the question and whether to add any additional author notes.



Stored questions are maintained in an internal database, school.mdb, within the NetSupport School program folder. The Question Editor window displays stored questions in a Tree view. You are able to customise this to your own requirements by creating subjects and topics within each subject.

The Question Details dialog also displays the Tree view and you can choose whether to add a question to an existing subject/topic or to create a new area. Supporting text can also be added.

To add new subjects and topics while creating a question

1. Select **Create Subject** and enter an appropriate name. Click **OK**. The subject will be added to the Tree view.
2. Within the subject, create a topic. Select **Create Topic** and enter a name. Click **OK**.
3. Author's information can now be added. If required, edit the description and add any additional supporting text. You can also assign a level to each question to indicate the level of difficulty.

4. Click **Finish** to store the question and return to the Create a Question dialog. Either select another question type or click **Close** to return to the Question Editor window.

Edit Questions

To edit a stored question, highlight it in the Tree and choose {Questions}>{Edit Question} from the drop-down menu, click the **Edit the Selected Item** icon or right-click the question and select **Edit**.

Change the required details by selecting the appropriate tab on the Edit Question dialog and click **OK** when complete.

Note: Questions can be duplicated, right-click the question and select **Duplicate**. The Edit Question dialog will appear, if required, make any changes and click **OK** when complete; the duplicate question will now appear under the original question in the Tree.

Delete Questions, Subjects and Topics

A question can only be deleted if it does not appear in an exam. A subject or topic can be removed if there are no items beneath it in the Tree, the currently selected sort view determining the extent of the deletion.

Select the item in the Tree and choose {Questions}-{Delete Item} from the drop-down menu, click the **Delete Selected Item** icon or right-click and select **Delete**.

You can rename a subject or topic by right-clicking on the required item and selecting Rename or clicking the **Edit Selected Item** icon.

When deleting a subject or topic, the program will check to see if there are items beneath it in the Tree and, depending on the current sort view, if the item appears anywhere else in the Tree.

When sorted by subject type, there will only be one occurrence of the item. Therefore, a topic will be removed if it does not contain any questions and a subject if it does not contain any topics. However, when sorted by question type, for example, there may be multiple occurrences of the same subject and topic in the Tree. If you delete the only occurrence of a Geography question in the multi-choice category, that topic or subject will be removed from multi-choice but not from any other category that Geography appears in.

The Exam Interface

Having created a library of questions you can then add them to an exam. Your own grading and scoring schemes can be applied and exams can be centrally 'published' for shared use with other teachers.

The icons available in Exam Mode enable you to:

- Create exams
- Edit the content of an exam
- Delete an exam
- Publish an exam. Before an exam can be run at Student PCs it needs to be published. This also enables you to store completed exams in a shared area for general use.
- Preview an exam. Enables you to step through the questions as the Students will see them
- Edit exam grades. Apply your own grading scheme to exams.

Exam Grades

Upon completion of an exam, teachers are provided with a detailed breakdown of results. You can further enhance this report by categorising the students within specific bands.

The exam grades need to be set up before you start creating an exam.

Select {Exams}{Exam Grades} from the Designers drop-down menu or click the **Exam Grades** icon.

Exam score grading

Please enter the percentage scores for the exam grades

Grading schema name: Year 10 History

Report Image: [Browse]

Grading Band

Band Name: A

Band Values: 86 To 100 % [Add]

| Band | Name | Grading |
|------|------|---------|
| 3 | B | 61%-85% |
| 2 | C | 36%-60% |
| 1 | D | 0%-35% |

[Edit] [Delete]

[Save] [Cancel] [Help]

Enter a name for the grading schema and add a report image. This provides a pictorial indicator of how well the Student has done. For example, a Student scoring 20% might have one star appearing next to their grade, someone scoring 80%, four stars. The image, restricted to 32x32 pixels, must be imported into the Resources database. A default, *reportgrade*, is provided but you can create and import your own customised images if required.

Give each grading band a description and attach the appropriate % mark. Click **Add** to insert each band into the list. When all bands have been added, click **Save**. Use the **Edit** or **Delete** buttons to change any of the items in the list.

You can view the grades each Student has achieved in the Test Reports window.

Create Exam

Having created a suitable mix of questions in the Question Editor, adding those questions to an exam is a quick and easy process.

The Exam wizard guides you through the process of selecting the required questions, setting a time limit for the exam, using your own grading system and including supporting information. New questions can also be created during this process.

To create an exam

1. Choose {Exams}{Create Exam} from the Designers drop-down menu or click the **Create New Exam** icon.

The screenshot shows the 'Exam Details' dialog box with the following fields and values:

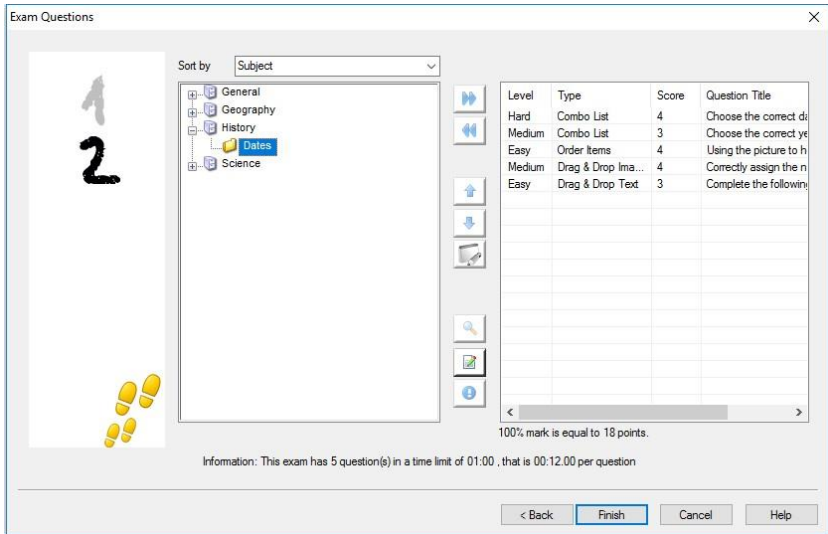
- General Information:**
 - Title: History
 - Description: Year 10 end of term exam
 - Timed Exam: ☒
 - Time Limit: 01:00 (Hours: Minutes)
 - Grading Schema: Default scoring system
- Optional details:**
 - Age range: 14-15
 - Class Group: 10DF
 - Notes: (Empty text area)

Buttons at the bottom: < Back, Next >, Cancel, Help.

2. The first stage is to enter general supporting information about the exam. Enter a title and description for the exam. Choose whether to have the exam timed, if so set the time limit, hh:mm. You can use your own grading system by selecting from the Grading Schema drop-down. Decide whether to use the default scoring system (you can assign your own scores to questions in stage two). You can then add some optional information such as the age range or class group that the exam is aimed at. Click **Next** when ready.

Note: If you wish to use a grading schema you must first create one in the Exam Grades dialog.

3. Stage two is to select the questions for the exam. Expand the Tree in the left-hand pane of the window and highlight the required question, click the **Add Question** button. The Tree view can be sorted by author, level, question type and subject. Repeat this process until all questions are selected.



4. Selected questions appear in the right-hand pane of the window. From here, you can use the buttons to remove a question from the exam, sort the questions into the required order, preview the question, assign a new score to the question or even create a new question.
5. Click **Finish** to store the exam in the Exam Editor window Tree view.

Once created, you can use the Exam Editor menu or toolbar options to edit or delete exams, preview exams and publish the exam.

Note: Although the newly created exam appears in the Exam Editor Tree view, it cannot be run at Student workstations until it has been 'published'. This bundles the various elements of the exam, questions, pictures, videos etc, into a single ZIP file which is then made available in the Testing Console.

Question Score

Questions are created with a default score, the Question Score dialog allows you to allocate your own score to individual questions.

1. In the Exam wizard, select the question you wish to amend the score for and click the **Question Score** icon.

Note: You must ensure that the **Default Scoring System** option is un-checked.

2. The Question Score dialog will appear showing details of the question and the score that would normally be awarded for the question.

Question Score

The default score shows the total score that would normally be awarded for answering this question correctly.

You can increase the value of this question by increasing the score value.

Question Type

Question Summary

Summary of Question
Description : Using the picture to help you, order the planet
Type: Combo List
Level: Easy

Default Score

Score value 4

Save Cancel Help

3. Increase the score by using the appropriate buttons.

Note: Questions with multiple answers can only be incremented by a corresponding number.

4. When you have finished, click **Save** to exit.

Preview Exam

You can preview an exam at any time in order to simulate what the Students will see. This is a useful way of checking each question and viewing the resources, pictures, video's etc that may have been included. Although the exam runs exactly how it would at the Student workstations, the preview facility does not return any results.

1. Select the exam in the Tree view.
2. Choose {Exams}{Preview Exam} from the Designers drop-down menu, click the **Preview Exam** icon or right-click the exam name and select **Preview**.
3. Use the buttons at the bottom of the window to move between questions and end the preview. You can also click each question number on the left hand side of the window to view each one.

Note: Individual questions can also be previewed in this mode. Expand the Tree beneath an exam to reveal the questions, highlight the appropriate item and click **Preview**.

Edit exam

1. Select the exam in the Tree view.
2. Choose {Exams}{Edit Exam} from the Designers drop-down menu, click the **Edit Exam** icon or right-click the exam name and select **Edit**.
3. The Exam wizard will appear.
4. Select the Exam Details or Exam Question tab and edit the required items.
5. Click **OK**.

Delete Exam

Although this procedure removes the exam from the Exam Editor window, it does not delete the Zip file that is created when an exam is published. The exam will therefore still be available to run at Student workstations.

To delete an exam

1. Select the exam in the Tree view.
2. Choose {Exams}{Delete Exam} from the Designers drop-down menu, click the **Delete Exam** icon or right-click the exam name and select **Delete**.
3. Confirm that you want to delete the exam.

Publish Exam

Before an exam can be run at Student PCs it must be 'published'. This procedure bundles the various elements of the exam, questions, resources etc, into a ZIP file that can be stored in either the default Program Files Tests Folder or in a shared network area of your choosing. The latter having the added benefit of enabling other Teachers to access the exam.

Once published, the test can be selected in the Testing Console.

To publish an exam

1. Select the newly created exam in the Tree view.
2. Choose {Exams}{Publish Exam} from the Designers drop-down menu, click the **Publish Exam** icon or right-click the exam name and select **Publish**.
3. A window will appear confirming the exam properties. Click **Publish**.
4. The Save As dialog will appear. Give the exam a suitable name, this is the name that will appear in the Testing Console when selecting an exam to run. Click **Save** to create the Zip file.