

ExamIO

Design, correct and analyze your tests

<http://www.examio.com>

Tutorial: Carry out your test evaluation

Content

1. Create the template of your choice test.....	3
2. Save test template for print	6
3. Printing and scanning tests	7
4. Add test solutions for each code and group permutation.....	9
5. Correct the completed tests.....	10
6. Examine the results	12

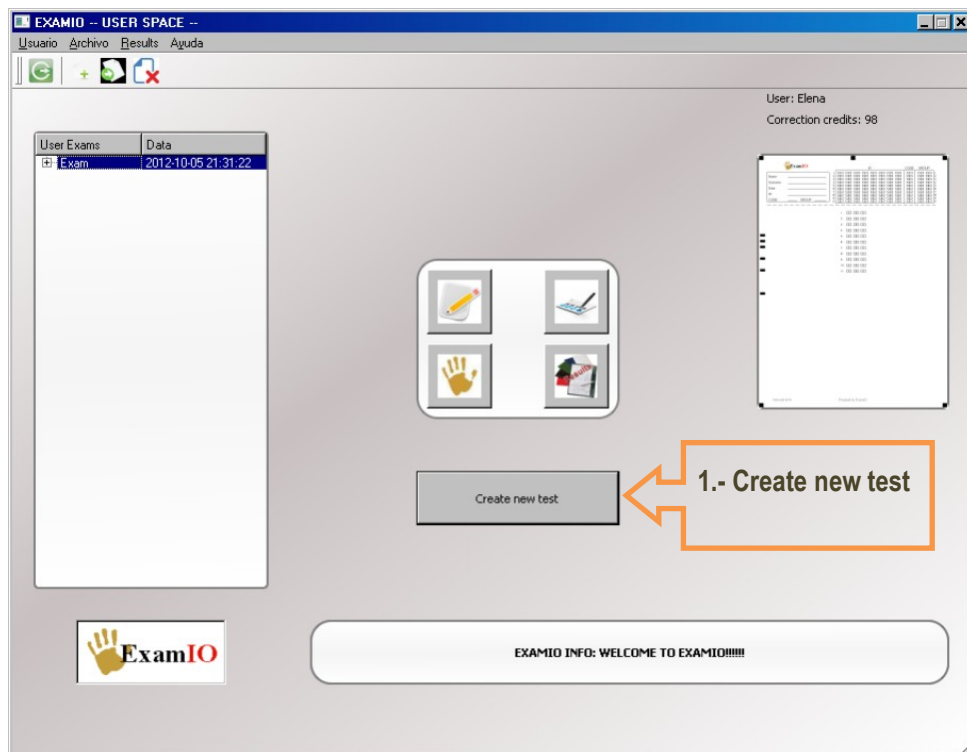
Create your test evaluation

This tutorial will teach you to create a standard test evaluation, make the correction and analyze the results.

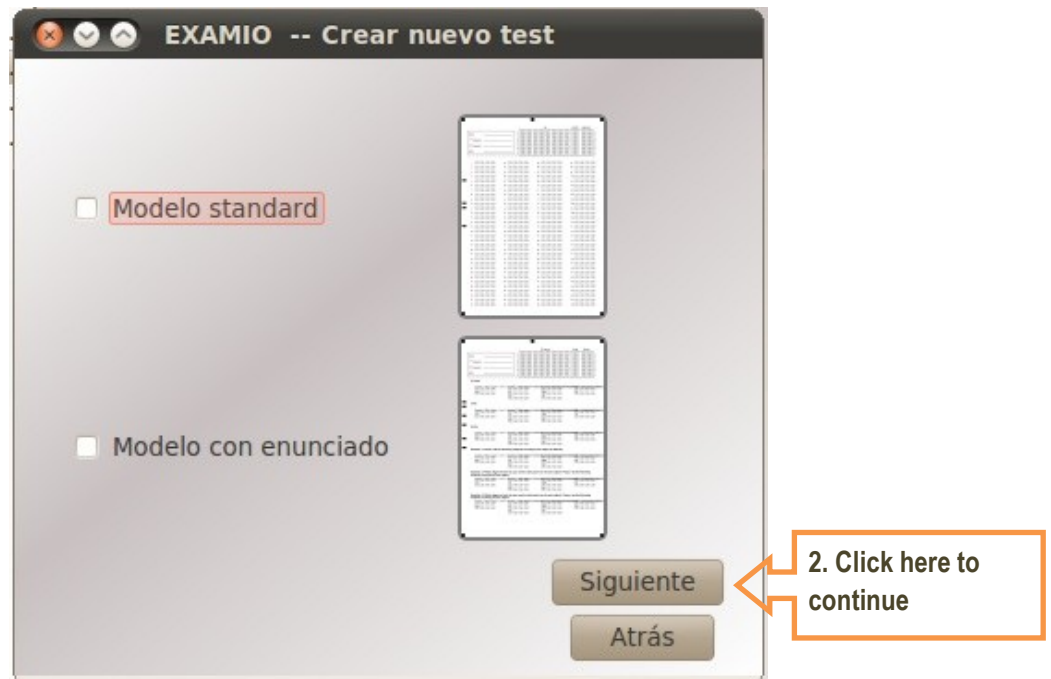
Following this tutorial, you will get a general knowledge about how to perform the whole process of creation, editing and analysis of tests by using **ExamIO**. We recommend you to do a detailed reading of it in order to take the most from each one of its features.

1. Create the template of your choice test

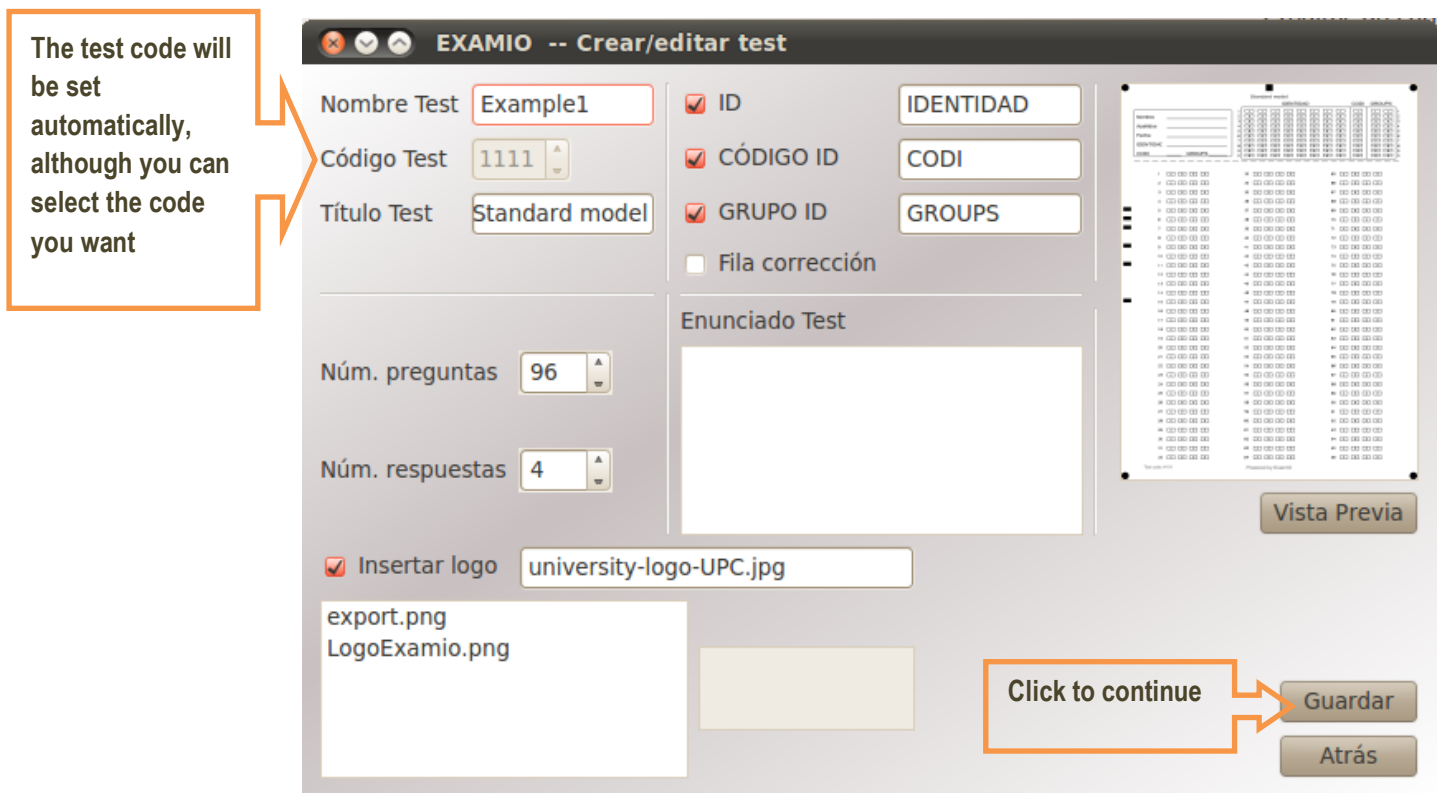
After log in the program with your username and password, you will access the main screen of **ExamIO**. Once inside, you will need to create a new test to perform the following steps:



1. Click on the "Create new test". The following screen appears:



2. After selecting, standard model opens in the form shown below:



Fill in all aspects of the form to create the desired template and click "Save" to continue.

3. After following these simple steps, the test created will appear on the main screen:

The screenshot displays the 'EXAMIO -- USER SPACE --' interface. At the top right, it shows 'User: Elena' and 'Correction credits: 98'. On the left, a table titled 'User Exams' contains the following data:

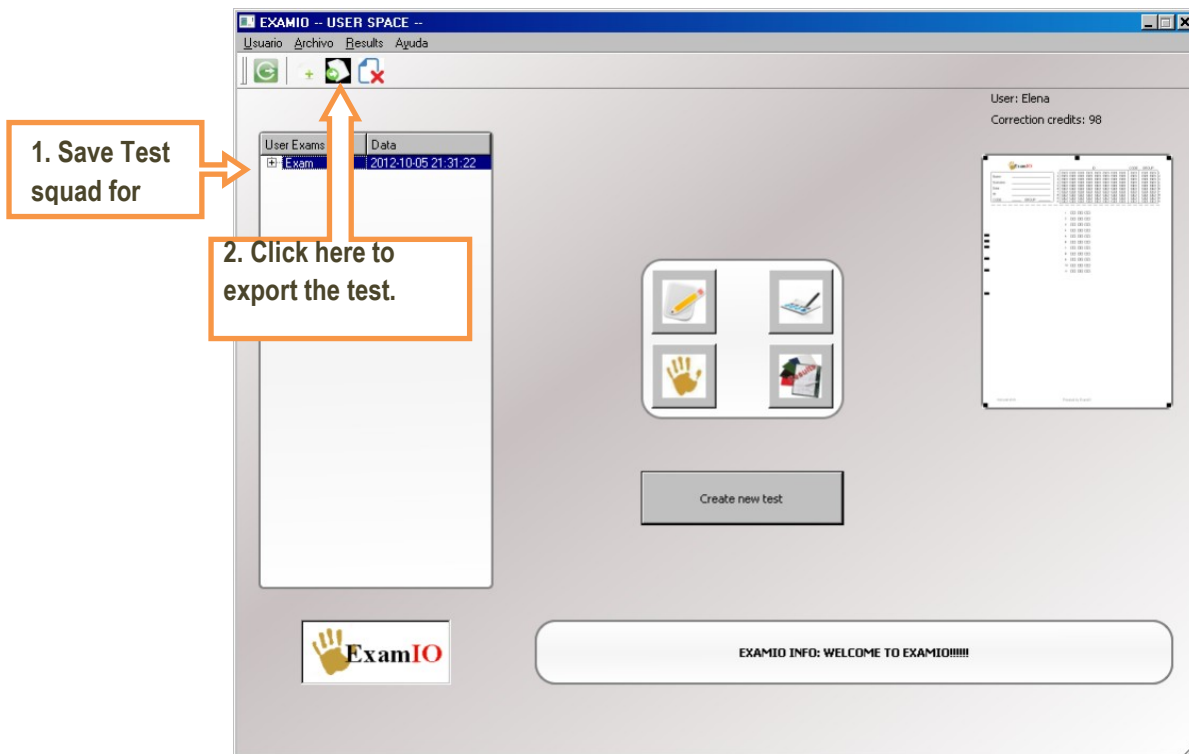
User Exams	Data
Exam	2012-10-05 21:31:22

An orange callout box labeled 'Test created' points to the 'Exam' entry in the table. In the center, there are four icons representing different test types: a pencil, a notepad, a hand, and a document. Below these icons is a 'Create new test' button. On the right, a preview window shows a test interface with a list of questions and a 'View after the test' callout box pointing to it. At the bottom left is the ExamIO logo, and at the bottom center is a banner that reads 'EXAMIO INFO: WELCOME TO EXAMIO!!!!!!'.

2. Save test template for print

After creating a test template you can save it on your computer for later printing copies and deliver them to the people under evaluation.

1. Click on the icon "Export template test" and save it to the desired directory in jpg or bmp format:



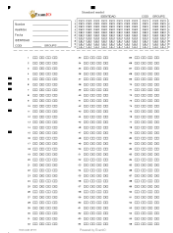
3. Printing and scanning tests

1. Print test sheets:

For proper correction when you print and scan tests, you will have to take into account a number of aspects:

- ✓ Print the test, respecting all margins and circle marks that appear in the borders.

All circumferences must appear completely in the corners of the sheet(—●)!!!



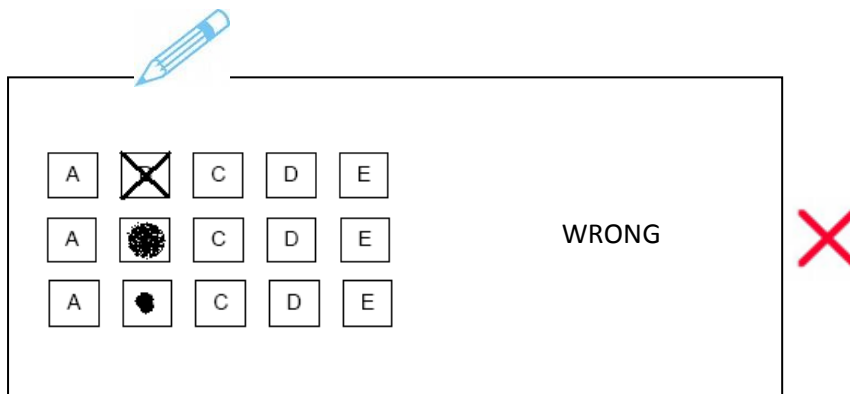
2. Filling tests:

- a) Preferably use pen of any color: blue, red, green, black ... or dark pencil HB 2 o higher (3B, 4B ... , 9B)

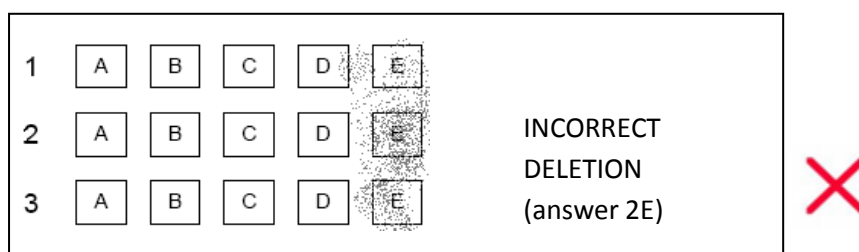


If you do not have one of these appropriate types, notify your supervisor to get one with the right features.

- b) Fill in the boxes completely:



- c) If you use pencil, and mark an answer wrong, use the eraser to remove any trace of pencil on the deleted box. Try not to leave smudges that may affect the correctness of this question, or questions related:



When using pen, correct box checked using Typex.

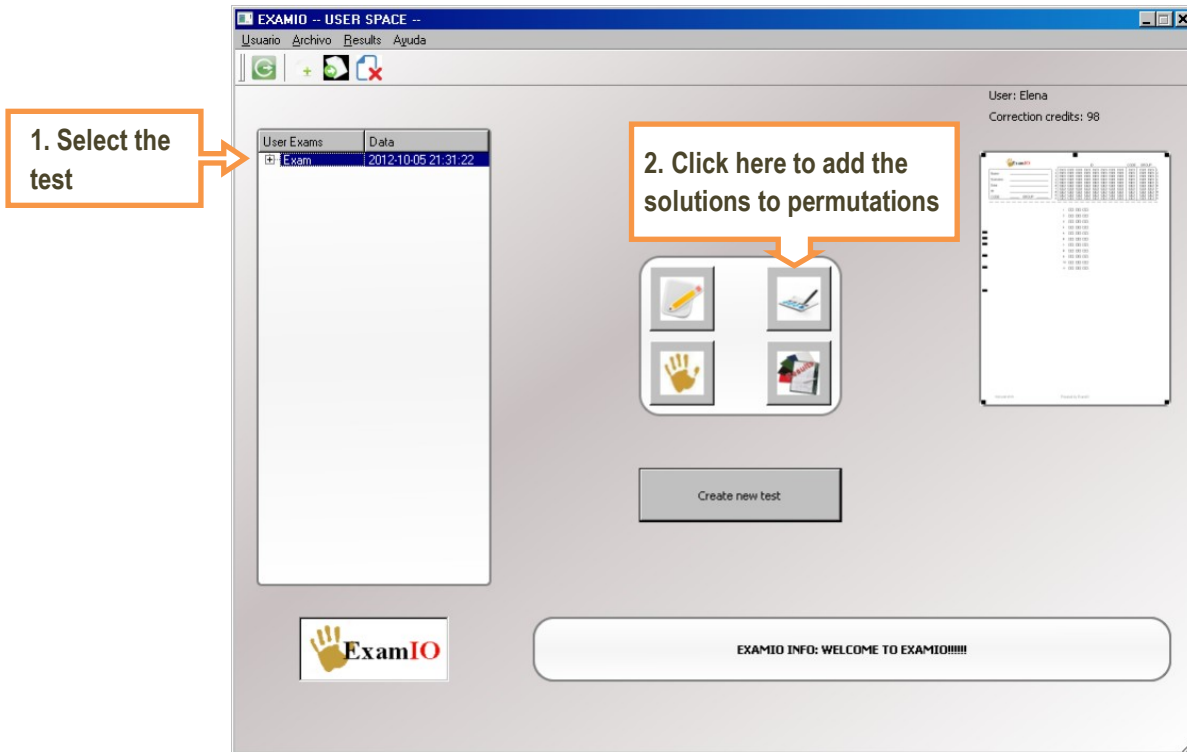
3. Scan tests:

- ✓ Scan tests already filled as an image. jpg , with an automatic scanner at a minimum resolution of 200 ppp. Circular marks must appear intact in all the corners of the sheets.
- ✓ We recommend to use scanners with automatic sheet input, so that the scan of the test is easy and fast.

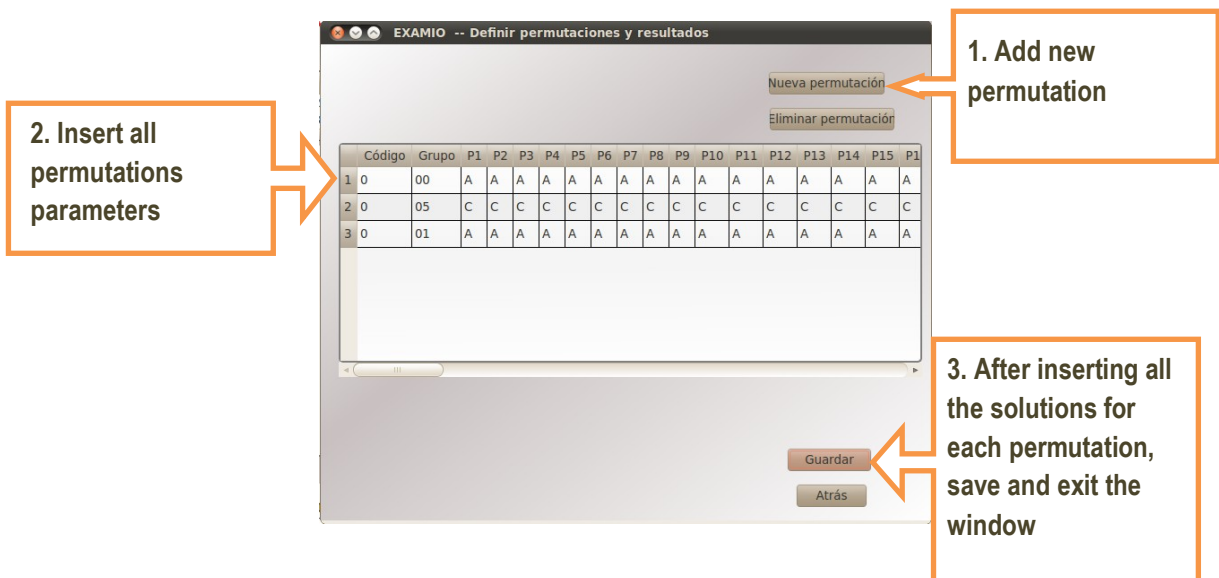
4. Add test solutions for each code and group permutation

Once you have created the template of the test, you can add each permutation solutions you want to use. Correcting the test is independent of the solutions, so that this step can be performed either before the correction, as after it. In case you make a survey rather than an exam and you do not need to add any solution, this step can be omitted.

1. Click on the button "Solutions":



2. The next window will be opened to add the solutions for each permutation



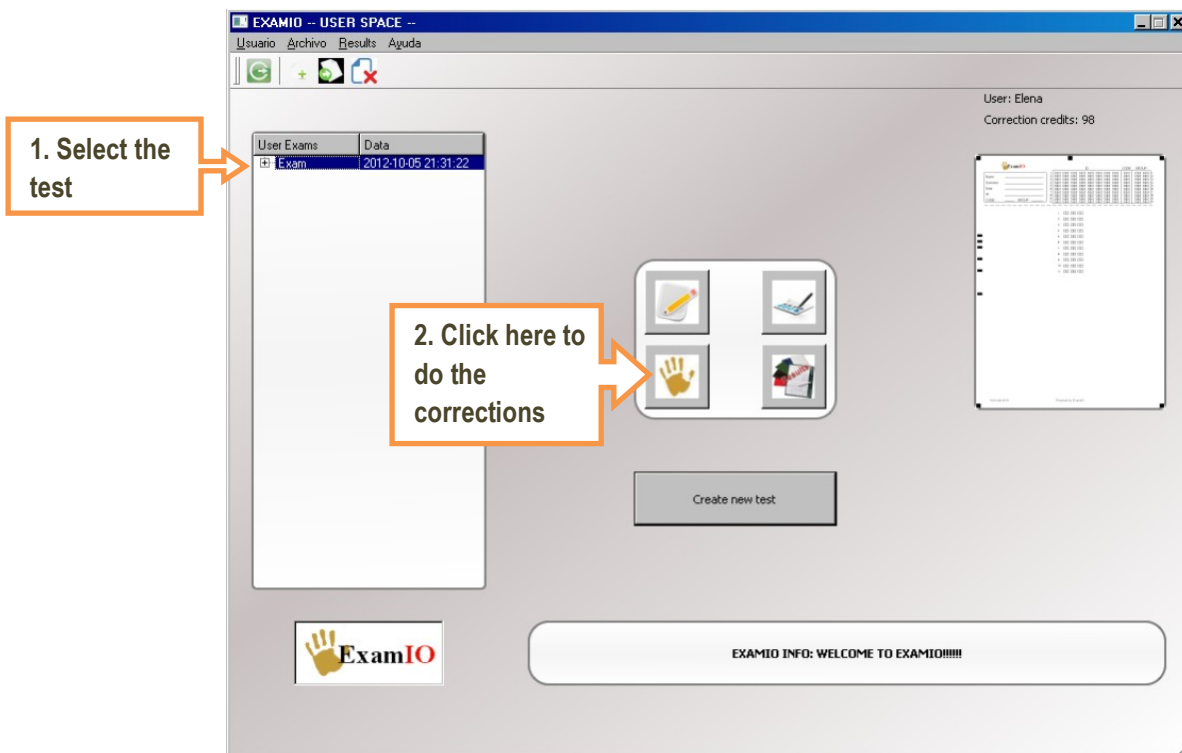
5. Correct the completed tests

Once you have finished the above steps, you will have to scan the completed tests:

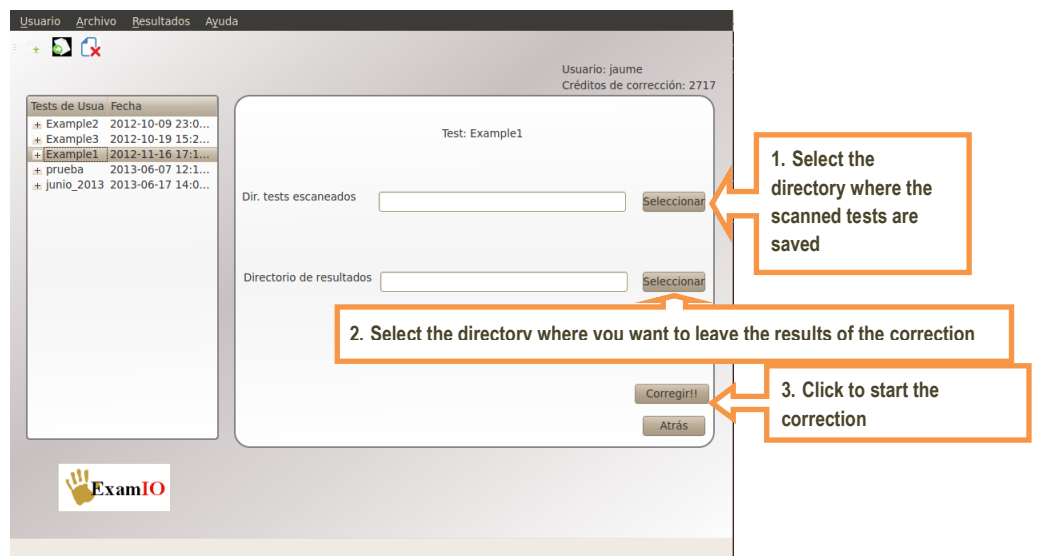
- ✓ Scan tests already filled as an image. jpg , with an automatic scanner at a minimum resolution of 200 ppp. Circular marks must appear intact in all the corners of the sheets.
- ✓ We recommend to use scanners with automatic sheet input, so that the scan of the test is easy and fast.

After scanning the tests, you can make the correction as follows:

1. Click on the correct button:



2. The next form will appear:

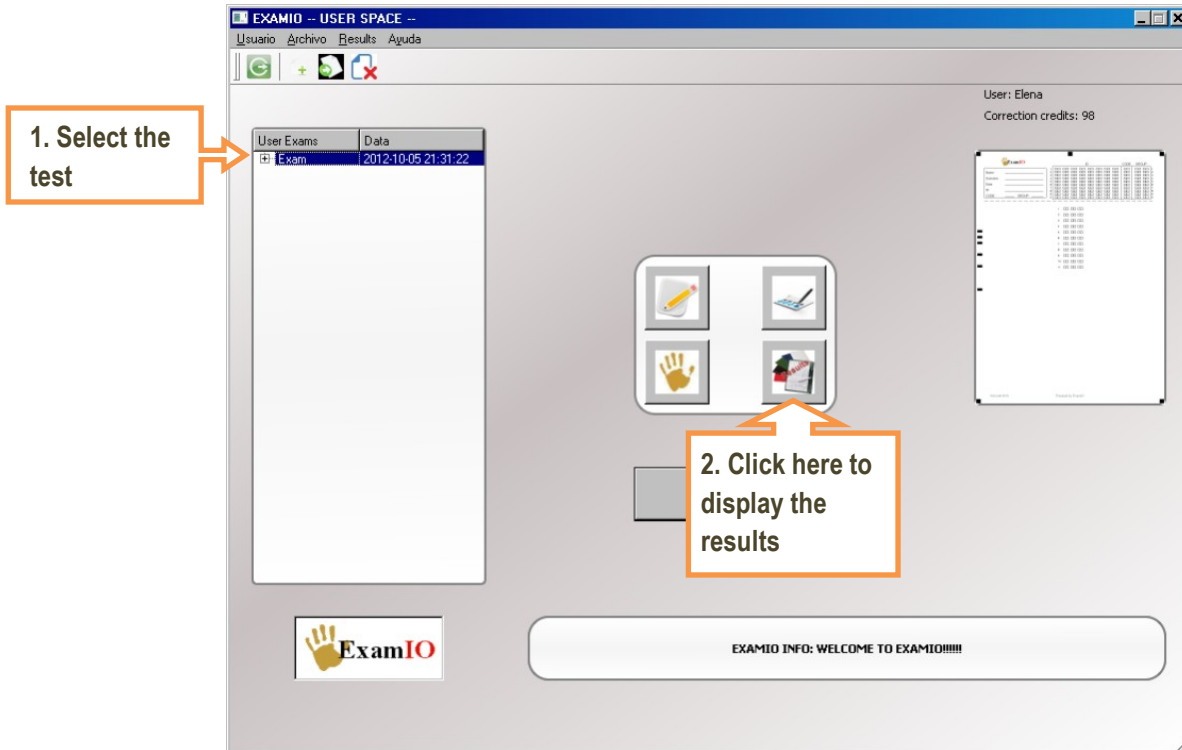


3. Wait for the end of the correction of the tests. The correction time will depend on the number of tests to be corrected, and the scan resolution.

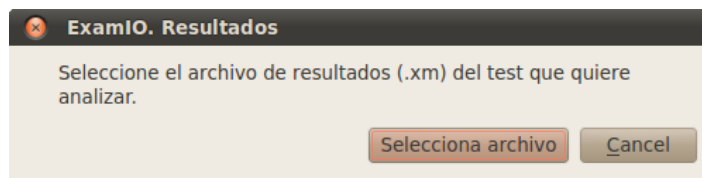
6. Examine the results

Once tests have been corrected, you can access, view and edit the results every time you need:

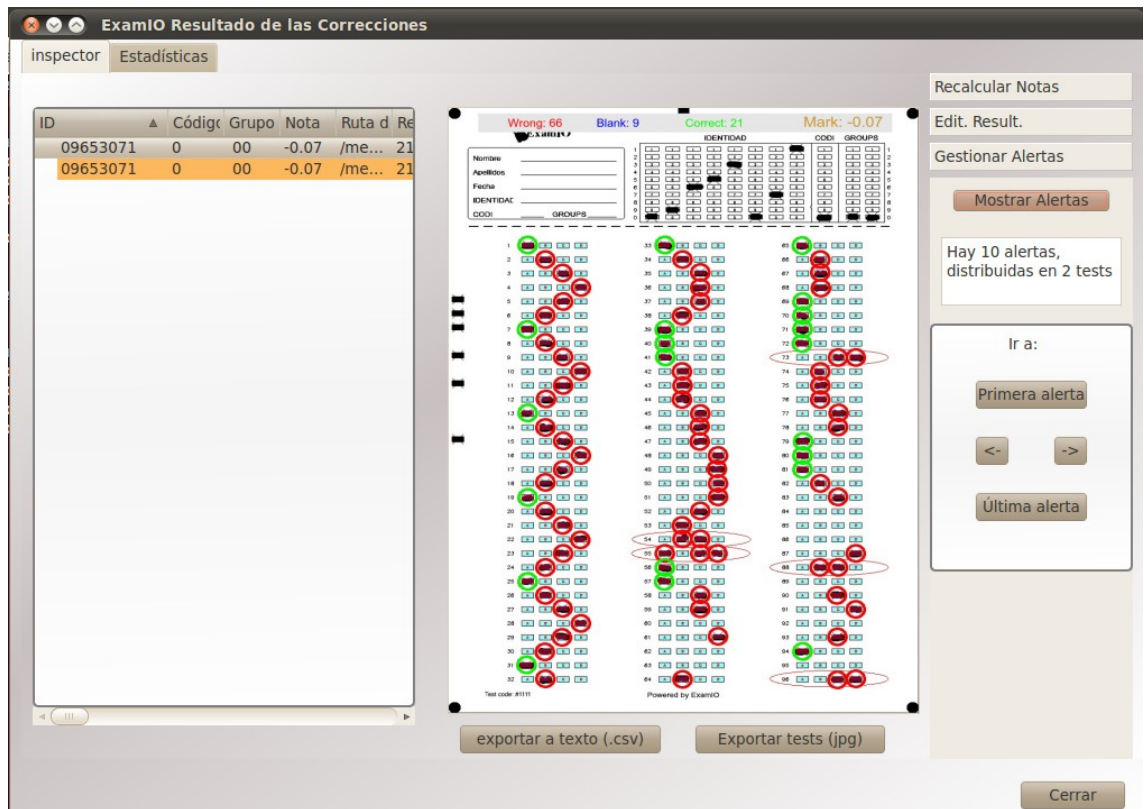
1. Press the "Results" in the main menu:



1. The program prompts you to select the file ".xm" created during the correction. This file is located in the directory where tests are corrected, which is the same as the one selected on form correction:



2. Once selected, the inspector will open results, which will allow you to view, edit and export analysis results:



4. From this window you can perform all kind of operations with the results. These operations are detailed in the manual ExamIO.

We hope this tutorial will facilitate the working with ExamIO!