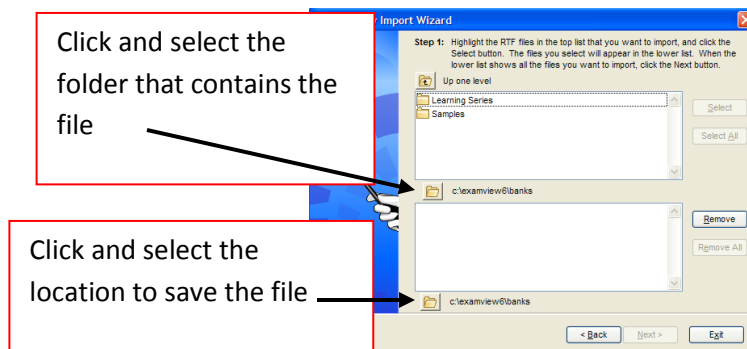


Converting Word documents to ExamView

The ExamView Import Utility can convert a Word quiz/test into ExamView fairly easily.

- Open the Word quiz/test in “WordPad” by right clicking on the document icon and choosing <Open with> <WordPad>
- Make the necessary modifications to the document: **(see example on back)**
 - ExamView bank **title** at the top on a line by itself
 - **Question type** section name on a line by itself (must be ALL CAPS)
 - MULTIPLE CHOICE
 - TRUE/FALSE
 - MODIFIED TRUE/FALSE
 - COMPLETION
 - MATCHING
 - **Correct answer and objective** (optional) on the line below the question and answer choices (must be ALL CAPS)
- If converting the Tfhs (Flannigan Tests for Higher Standards) Word documents, after inserting the correct answers, be sure to turn the font color to black
- Save the document to your <H> drive (should automatically save as Rich Text Format (.rtf))
- Close the document
- Run <ExamView Import Utility>
 - <Next>



- Click on the yellow folder in the middle of the window, locate the folder that contains the file and click <Select>
- The file should now be visible in the top window. Highlight the .rtf file and click <Select>
- Now click on the yellow folder at the bottom of the window, highlight your <H> drive (or desired location to save file) and click <Select>
- Click <Next>, <Next>, <Next>, <Next>, <Finish>
- You should receive a message that says “Import Completed”. If you receive any error messages, you might be able to correct these in ExamView.
- The document should now be an ExamView question bank on your H drive that can be used to make an ExamView test

***Use **MW Snap** to copy and paste images, diagrams, etc. into the appropriate ExamView question

1. How can an independent candidate get listed on the ballot in a general election?

- a. by raising enough money to run a campaign
- b. by getting enough votes in a primary election
- c. by getting enough signatures on a petition
- d. by getting enough coverage by the media

ANS: A OBJ: 2-5

Correct Answer
Objective is optional

2. A group of citizens with broad, common interests who organize to influence elections by selecting and supporting candidates for office is called

- a. A political campaign
- b. An interest group
- c. A legislature
- d. A political party

ANS: A OBJ: 2-5

3. What must qualified voters do before they can take part in an election?

- a. decide which candidates to vote for
- b. pass a citizenship test
- c. register to vote
- d. join a political party

ANS: A OBJ: 2-5

4. Around which two leaders did the political parties grow?

- a. Washington and Adams
- b. Madison and Monroe
- c. Jefferson and Hamilton
- d. Lee and Grant

ANS: A OBJ: 2-5

5. What issue was at the core of these two men's disagreements that led to the formation of political parties?

- a. the strength of the national government
- b. who should be the next president
- c. issue of slavery
- d. whether we should go to war with England

ANS: A OBJ: 2-5