

MS Word to ExamView Import Utility

The ExamView import tool is a utility program that will enable you to quickly import questions into ExamView as a Question Bank. The most important thing is to make sure your assessment in MS Word is formatted correctly as stated the steps below.

Formatting the Assessment

1. Open your MS Word assessment
2. Save this assessment with a new file name to preserve the original file format (ex. Chpt 5 – version2)
3. Name your test
4. Label your question types:
 - a. True/False
 - b. Modified True/False
 - c. Multiple Choice
 - d. Multiple Response
 - e. Bimodal
 - f. Yes/No
 - g. Completion
 - h. Matching
 - i. Numeric Response
 - j. Short Answer
 - k. Problem
 - l. Essay
 - m. Case
 - n. Other
5. Label your answers. You must include ANS: after each question. The colon is necessary. **Example: ANS: C**
6. Do not include instructions.
7. Number questions consecutively.
8. Set your font to Times New Roman size 11.
9. Group all types of questions together (all matching together, all M/C together, etc.)
10. Matching questions require special formatting:
 - a. Choices need to be grouped together (a-z)
 - b. Questions need to be grouped together (1-26) AFTER the choice
 - c. Answers need to be grouped together after the questions.
11. Use an ! instead of a . to “lock” the answer choice to keep it from switching (like “all of the above” would need to stay at the bottom).
12. If you want to use a “narrative” (picture, table, etc.) put NARRBEGIN: and name it (like Table 1-2) and put NARREND when you are done with the table. To reference the narrative in any question put “NAR: name” after ANS:.

a. Example: ANS: C

NAR: Table 1-2

13. You can add additional tags:

CODE	DESCRIPTION	MAX. LENGTH
PTS:	Points	3
DIF:	Difficulty	1000
REF:	Reference	1000
OBJ:	Learning Objective	1000
NAT:	National Standard	1000
STA: XX: (XX = 2-letter state abbrev.)	State Standard	1000
LOC:	Local Standard	1000
TOP:	Topic	1000
KEY:	Keyword	1000
MSC:	Miscellaneous	1000
NOT:	Notes	1000
NAR:	Narrative	25

14. Once you have formatted your Word document, you need to save it as a RTF file (Rich Text Format) to a folder on your U: Drive or My Documents

15. Below is a sample assessment showing how it should be formatted. **Notice** that there are not spaces between the titles, questions or answers.

16. Visit <http://tinyurl.com/word2EV> to view a sample assessment formatted saved in (Rich Text Format) and practice using the ExamView Import Utility to convert to an ExamView Question Bank.

Social Studies Test

Matching

a. Aryans

b. *Mein Kampf*

c. *Luftwaffe*

1. German Air Force

2. believed by Hitler to be a “master race” destined to rule the world

3. Hitler’s autobiography

1. ANS: C

2. ANS: A

3. ANS: B

Multiple Choice

4. In Nixon’s famous “Checkers Speech”, “Checkers” referred to

a. His political opponents

b. His dog

c. His daughters

d. His hatred of Monopoly

ANS: B

5. Which choice best completes the diagram?

a. Spain

b. USSR

c. Austria

d. Japan

ANS: D NAR: Diag1

6. Which of the following choices best completes the diagram?

a. V-G Day

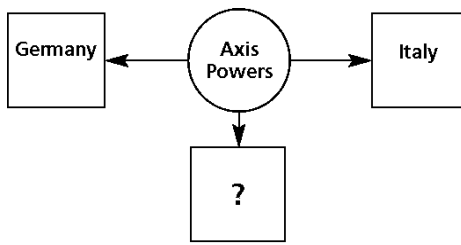
b. V-E Dayz

c. D-Day

d. Double-V Day

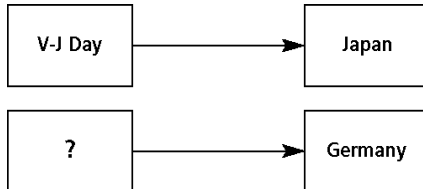
ANS: B NAR: Diag2

NARRBEGIN: Diag1



NARREND

NARRBEGIN: Diag2



NARREND

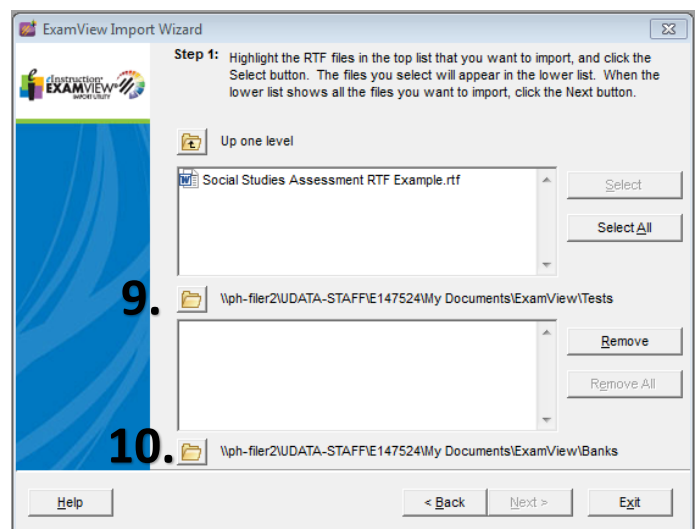
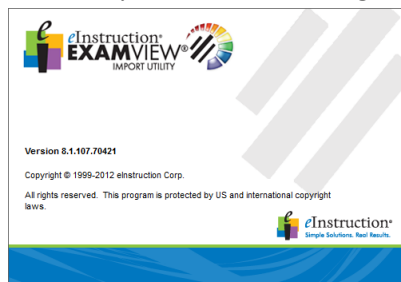
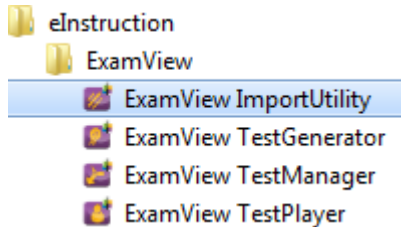
True/False

7. Patents granted by the government cover inventions for 19 years.

ANS: False

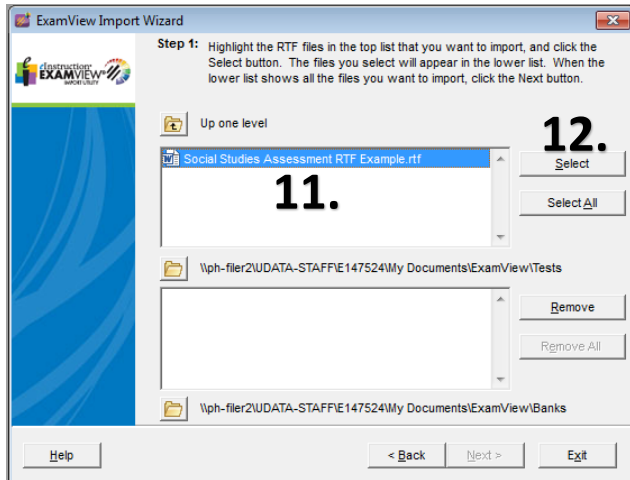
Importing .RTF file Into ExamView

1. Click >
2. Click > All Programs
3. Click > eInstruction
4. Click > ExamView
5. Click > Run the ExamView
6. Click > Import Utility program
7. Click > anywhere on the dialog box
8. Click >
9. Click > folder to locate the ExamView Test folder created in either your My Documents or U: Drive
10. Click > folder to locate the ExamView Bank folder created in either your My Documents or U: Drive folder to save the new ExamView Test Bank



11. Select the RTF assessment file you to import

12. Click > Select to file move to the lower list



14. Click < **Next >** for steps 2 thru 4

15. Click < **Finish** for step 5

16. You will receive a "Import completed" message similar to the one below if the import was successful

Reading **Social Studies Assessment RTF Example.rtf**
Questions: 7, TF (1), MC (3), MA (3)
Narratives: 2, Diag1, Diag2
Matching Groups: 1
Saving **Social Studies Assessment RTF Example.bnk**

Total Questions: 7, TF (1), MC (3), MA (3)

Import completed.

17. You are now ready to open the newly created ExamView Question Bank and create an ExamView Assessment with the ExamView Question Bank Editor.

13. Click > Next import the RTF file ExamView

