

















How do I create an exam?


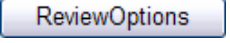
- ◆ Select  to build exams and study sessions. Select from 3 exam options.
 - **QuickStart Exams** – Create 50 question exams from selected outline.
 - **Custom Exams** – Select Product Group. Select any outline level - topics, subjects, categories or subcategories
 - Select up to 150 questions for exam (default 50).
 - You have the option to not allow repeat questions
 - **Word Search Exams** – Build an exam based on search words.
 - Choose from FIND ANY word or FIND ALL words
 - Check the box .to EXCLUDE questions from previous exams.

How do I take exams and study?


- ◆ Select  to view Test and Study sessions that you have created.
 - **Test Mode** - Exams may be taken 3 times beginning with **Test 1**. Click 
 - Default exam time per question is 1.2 minutes. Use  to change from 1.0 to 1.9.
 - With the optional **Auto Advance** feature, selecting an answer advances you to next question.
 - **Mark** questions to return to prior to scoring your exam. Click the **Unmark** button to remove.
 - You may make and save annotations.
 - A **Calculator** is available for use during an exam. Click and drag to any position.
 - **Normal Labs** are available. Click and drag **Normal Labs** screen to any position.
 - You may submit **Feedback** on questions.
 - **Pause** an exam to return later to complete. Exiting stops the timer. Return to the place you left off.

Description of exam button functions available by hovering over button

 Previous question	 Next question	 Turn on Auto-Advance	 Turn off Auto-Advance
 Mark/unmark question	 Make annotation	 Calculator	 Normal Labs
 Score exam	 Give Feedback	 Help On/Off	 Pause exam

- **Study Mode** - A **Study** session with **EXPLANATIONS** is available for each exam. Click 
 - Check box if you want to display answers immediately
 - You can study your last exam (indicates answers you selected), or create a new study session.
 - By selecting  you may review All Questions, Marked Questions, or Unanswered Questions, Wrong Answer Questions, or any individual question by clicking on the question number. Save time by studying just the incorrectly answered questions.
 - You can score an exam in study mode for additional practice and feedback

How do I review my scores?

- ◆ Select  to view completed exam scores. Scores are broken down into 3 categories; All Exams, Courses Only, and Academic Exams (if your institution administers exams using EXAM MASTER). Click on an exam to view **Scores by Subject**. Target future studies based on weak areas revealed on scoring screen.