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## Overview

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tMaker is a part of SunRav TestOfficePro - the complete solution for knowledge, personality and aptitude testing and assessment. SunRav TestOfficePro can be used for academic and pre-employment testing, personnel testing and certification or as a part of computer-aided teaching solutions.

tMaker is a feature-rich tool for creation of tests used by tTester - the SunRav TestOfficePro testing module (SunRav TestOfficePro also includes tAdmin - the tool for test data processing and remote user management).

Use tMaker to easily create tests for school and college achievement testing, pre-employment personality or aptitude testing, for students assessment and employee certification. You can use in your tests various fonts, formulas, graphs, charts, tables, sounds and video files, HTML documents and any OLE objects. Any question and answer can be formatted using all variety of fonts, various alignments, paragraph styles, lists, subscripts, superscripts etc.

All test information is ciphered using the strong encryption algorithms. The program supports multiple languages and features the ability to add new languages by editing a plain text language file.

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## Features

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- Ability to [import](#) tests from the [plain text](#) and [table files](#).
- A test can contain questions related to various aspects of the [topic](#).
- Using [Wildcards](#)
- Using [Examination Mode](#).
- Different [Test Types](#) and [Question Types](#)
- Number of flexible [evaluation options](#)
- [Test preview](#) in tTester
- Customizable default test settings
- Ability to create the [pen-and-paper tests](#) that can be printed out and used in a traditional way, without the computer
- Ability to [change the sequence order](#) of questions by simple drag-and-drop operations
- Copying the [question font](#) and possible [answers font](#) to all other questions
- Mouse, keyboard and hot keys support
- Ability to add the support of any languages
- Working with the Windows clipboard

**Note:** in the unregistered version the test size is limited to 20 questions.

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## *Program Options*

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Press **F2**  to bring up the program options window.

There are tabs for settings:

- [Main](#)
- [Preferences](#)
- [Questions list](#)
- [XML](#)

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Mark the items in the **Copy** section to specify the properties, which will be copied from the previous question to the new one when you create it.

- **Answer text** - mark this checkbox to enable copying of the possible answers text. This feature can be useful when all questions in the test have the same answers (Yes, No, Don't know etc.).
- **Number of answers** - copies the answers quantity.
- **Answer score** - the number of points awarded for each answer. This feature is also useful when all questions in the test have the same answers (Yes, No, Don't know etc.).
- **Correct/Incorrect** - copies the answer right.
- **Question text** - copies the question text.
- **Question type** - copies the question type.
- **Question topic** - copies the question theme.
- **Question weight** - copies the question weight.
- **Question time** - copies the question time.

***The importing options.***

- **Test title** - use the first line in the imported file as the test title.

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## Preferences

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- **Smooth scrolling** - mark this checkbox to enable the smooth scrolling in all windows. On slower computers this may result in slight blurring of the image.
- **Show tooltips** - mark this checkbox if you want the pop-up hints to be displayed when the user places the mouse cursor over some element. If you are familiar with the tMaker interface, you may disable this option.
- **Show warnings** - mark this checkbox to enable the automatic control of the test accuracy.
- **Show questions hints** - mark this checkbox if you want the pop-up question text to be displayed when the user places the mouse cursor over questions list.
- **Check spelling as you type** - mark this checkbox to enable the live spell checking.
- **Show formatted questions list** - mark this checkbox to show questions list with formatting.
- **Allow Undo/Redo** - mark this checkbox to enable Undo/Redo operations.

**Language** - the interface language.

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**Questions list**

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**Highlight questions depending on their types** - mark this checkbox to highlight questions depending on question type.

**Colors** - select color for each question type.

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## XML

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**Plain text** - export questions and answers as plain text (recommend).

**HTML text** - export questions and answers as HTML formatted text (recommend).

**Binary text** - export questions and answers as binary data (not using now - just for future using).

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## Tests CD creation

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SunRav TestOfficePro. tStarter,

### [Tests]

|  
test1.srt  
test2.srt  
test3.srt  
...  
testN.srt  
autorun.inf  
options.ini  
tests.lst  
tstarter.exe  
ttester.exe

..\TestOfficePro\CD.

1. **Tests**
2. **autorun.inf** tStarter  
CD ROM.
3. **tstarter.exe** - tStarter.
4. **ttester.exe** - tStarter.
5. **tests.lst**

Ääïïñòðàòèííúé òãñò (íóçúèà è èèíí)

sample.srt

Òãñò ïí àèãááðä

algebra.srt

6. **options.ini** tTester. tTester.

**options.ini**

- ( // : ),

//group= 10  
**group**

- 1 0 :

a=1



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subj="



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## Test Types

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tMaker recognizes two types of tests:

- Common
- Scored

The difference between these two types lies in the scoring system. In the **assessment** tests the user scores 'weight' point for each correct answer. If the question requires the user to mark multiple items, the answer is correct only if he/she marks all of them.

In the **personality** (psychological) tests the user can score some number of points for any answer, as specified by the test developers.

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## Step-by-Step Test Creation

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Any person who has the basic computer skills can create tests using tMaker.

There are two ways to do that:

1. Enter and format the questions and answers using the tMaker's built-in word-processor.
2. Use your favorite text processor to create a text file containing all questions and answers and then import this file into tMaker.

Both methods have their pros and cons. Method number 1 provides more flexibility (custom text formatting, ability to insert various objects etc), but if you got used to some particular text processor, you will find method number 2 easier.

Below is the step-by-step description of the test creation process using both methods.

### **Method 1.**

Using the tMaker word-processing capabilities to enter and edit answers and questions.

1. [Setting the test properties.](#)
2. [Setting the test topics.](#)
3. [Entering and formatting](#) questions and answers.
4. Setting the [assessment and evaluation criteria.](#)

### **Method 2.**

Creating a file in an external text processor and importing it into tTester.

1. Entering questions and answers and saving them to a file.
2. [Importing](#) the created file.
3. [Entering and formatting](#) questions and answers.
4. [Setting the test properties.](#)
5. [Setting the test topics.](#)
6. Setting the [assessment and evaluation criteria.](#)

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## Test Properties

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Any test has a number of properties. Press the **F10** key or select the **Window|Options** menu item to bring up the **Options window**. All items of this window are described below.

- **Test type** - use this field to specify the [kind](#) of the test. The difference between the assessment and personality tests lies in the scoring algorithm.
- **Author** - here you can specify the name of the test author.
- **Title** - enter the test name here. Be sure to give the test some distinctive title, because this name will be displayed in the test selection window and in the examinee's performance reports. This is an obligatory field.

The **Messages** section contains a number of checkboxes that are responsible for the program messages displayed in the process of testing.

- **Correct** - mark this checkbox to display the message specified in the text box below each time the examinee gives a correct answer.
- **Incorrect** - mark this checkbox to display the message specified in the text box below each time the examinee gives an incorrect answer.
- Mark the **Show reference** checkbox to display a window with additional information on the question each time a user makes a mistake. Marking this option disables the Incorrect checkbox.
- Mark the **Display comments** checkbox to display comments on each answered question.
- **Display results** - mark this checkbox to enable the display of the results window after the testing is over. If you do not want the examinee to see his/her results, leave the checkbox clear.
- **Display the score** - mark this checkbox to enable the display of the examinee's score after the testing is over. If you do not want the examinee to see his/her score, leave the checkbox clear.

The **Misc** section:

- **Allow users to go back** - mark this checkbox to allow users return to the previous question. By default users can return to the previous question and correct their answer. But you can disable this feature if you wish (we recommend to always disable this feature in the examination tests). If you want to disable the ability to return to the previous question, clear the Allow users to go back checkbox.
- **Question to proceed to if a correct answer is given** - if you mark this checkbox, the user will be asked to try until he gives a correct answer to the current question. This feature can be useful if the main objectives of the test are learning and revision, but not assessment.
- **Testing time limit** - mark this checkbox and use the spin controls below to set the time limit for the test (hours and minutes).
- **Maximum amount of testings** - use the spin controls below to set the maximum amount of testings. Set up zero value to remove the testings limitation.
- **Password** - this option enables protection of the test from unauthorized changes. Only a person who know the password will be able to edit the test using the tMaker software.
- **Password to access the test** - this option protects the test from running in the tTester program. Use it to prevent the unauthorized testing.

Use the items in the **Display statistics** section to restrict the information displayed in the tTester status bar in the process of testing:

- Total number of questions in the test
- The current question number
- Number of correct answers
- Time left for the current question and for the entire test.

Press the button **Edit description...** to edit a description of the test objectives, rules etc.

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## *Test Debugging*

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Before saving a test tMaker automatically checks its accuracy. You may disable it by checking OFF **Display warnings** options in the [Program Options Dialog](#).

You can also open the test in the tTester (by pressing **F4** key or selecting the File|Run in tTester menu item) to make sure that there are no typographic errors and everything looks nice.

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## Test Verification

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Each time when you save a test, tMaker verifies the accuracy of certain settings. If the test contains any gross errors, it cannot be saved. Test with minor errors can be saved and used, but may have some inconsistencies.

If the test contains no errors, it will be saved without displaying any messages. If any errors are found, the warning window will be displayed. This window contains the list of errors and their descriptions. Each **[Error]** line stand for a gross error, and each **[Warning]** line - for a minor one.

There are the following types of gross errors:

1. **[Error] Test must have a title** - fill out the Title field in the test properties window
2. **[Error] Too many answers (number of questions) in examination mode (topic)** - The specified topic contains less questions than is required by the examination mode settings.
3. **[Error] Type of the test is not selected** - select the test type in the test properties window.

The minor errors include:

1. **[Warning] Text of wrong message is missing** - you have chosen to display a message if the user gives an erroneous answer, but the message field is empty.
2. **[Warning] Text of right message is missing** - you have chosen to display a message if the user provides the correct answer, but the message field is empty.
3. **[Warning] Question #N have not selected right answers** - you need check one right answer at least for **N** question.

You can disable the accuracy check by clearing the **Display warnings** checkbox in the [options window](#).

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## *Importing Tests*

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You can create tests using the built-in editor or an external spreadsheet or text processor (MS Excel, MS Word, Notepad, WordPad, WordPro etc.).

You can import tests created using the external programs into tMaker (select the File | Import menu item or press **Ctrl+I**) and then save them in the SunRav TestOfficePro format (srt).

Follow one of these links for details about creation of tests using MS Excel (xls files) or external text processors (txt and rtf files).

[Importing Plain Text Files](#)

[Importing the Excel Spreadsheets](#)



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## Importing Plain Text Files

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You can import into tMaker tests created in a text editor or scanned from a paper copy. The structure of the source file must be as follows:

### ###TITLE###

Test title

### ###THEMES###

First theme title

Second theme title

...

##theme 2

theme number

##score 10

weight of question

##type 1

question type

##time 00:10:20

question time

1. Which of the following media can a communicator use to present information? question text

a. Visual

answer 1

b. Audio and visual

answer 2

c. Tactile

answer 3

+d. Visual, audio, and tactile

answer 4 ( )

Answer: d A communicator can use all three media to communicate. question comments

and so on...

Questions must be separated with the blank lines. There must be also a blank line before the question comment (if any).

Put the plus sign (+) before the correct answer(s). If the question is incorrect, you may put an optional minus sign (-) before it.

The source file must be in **txt** or **rtf** format.

You can find a sample import.txt file in the SunRav TestOfficePro Tests directory. This file contains comments on the questions, so you will have to mark the **Question comments** checkbox in the Import section of the [Options window](#).

If you use MS Word or other program that has its own file format, you will need to save your file in the RTF format. The procedure for MS Word is as follows:

- Open your file
- Select the File | Save as... menu item
- In the dialog that appears select RTF in the File type drop-down menu.

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## Importing the Excel Spreadsheets

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You can import into tMaker the tests stored in the Microsoft Excel format. The structure of the source file must be as follows:

	A	B	C	D	E	F
1	Вопрос	Ответ1	Прав.	Ответ2	Прав.	explanation
2	Dedicated connectivity provides continuous connectivity, which is best for _____.	A - High volume and steady traffic rate	X	B - Slow volume and intermittent traffic rate		Explanation: Active Test Objective. Dedicated connectivity is best for high volume and steady traffic rate or when there are no other WAN connectivity
3	To check for upper memory conflicts at Windows startup, which of the following commands would you use?	A - win /d:x	X	B - win d:/f		Explanation: Reference: IDG Books A+ Study Guide Chapter 13 & 17
4	From a maintenance point of view, there is not much that can be done to a modem other than ensure it is well seated and free from dust.	A - True	X	B - False		Explanation: Reference: IDG Books A+ Study Guide Chapter 16
5	Using glass cleaner to clean a monitor can remove protective coatings designed to protect your eyes.	A - True	X	B - False		Explanation: Reference: IDG Books A+ Study Guide Chapter 16

The first line must be the test title. Other lines contain the test questions. The first column contains the first answer. Odd columns contain possible answers. If a particular answer is erroneous, the following column must be empty. If the answer is correct, the following column must contain any symbol (e.g. "X"). Any question can have up to 10 possible answers. The last column may contain a Comments on the current question. You may leave this cell empty, but the first line must still have some header ("Comment", "Explanation" etc. - the particular word is of no importance, but there must be something to mark the table border).

The type of the question is selected automatically, depending on the number of answers marked as the correct ones. If only one answer is marked as the correct one, the question type is set to "Multiple choice (simple answer)". Otherwise the type will be "Multiple choice (complex answer)".

You can find a sample import.xls file in the SunRav TestOfficePro Tests directory.





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## *RTF*

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Please do the following:

1. Press **Shift+Ctrl+E** or select menu item *File/Export...*
2. In the dialog that appears select RTF in the File type drop-down menu.
3. Type file name.
4. Press **Enter**.

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## *Creating Pen-and-Paper Tests*

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You can use tMaker for creation of traditional "pen-and-paper" tests, which you can print out and use for testing without a computer (you will also have to assess these tests without using the computer).

The program features two modes of pen-and-paper tests creation. The test created in the first mode preserves formatting and embedded objects of its electronic counterpart. In the second mode only the text parts of the test are preserved, but this mode is sufficiently faster.

This is how the pen-and-paper tests are created:

1. Open an existing test (or create a new one)
2. Select the File/Create a pen-and-paper test menu item

In the window that appears you can make all necessary changes to the test, save it to a file or print.



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## Question Types

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Each question can belong to any of the following categories:

1. [Multiple choice](#) (simple answer) - questions of this type require users to select one (and only one) answer out of many suggested variants.
2. [Multiple choice](#) (complex answer) - the same as previous, but the user must select several answers.
3. [Fill-in the blanks](#) - the user answers questions of this type by typing a word or a short phrase into the input box.
4. [Matching](#) - to answer this type of questions correctly, need to match two lists of answer choices.
5. [Ordered list](#) - äëÿ îòââòà íà ýòîð âîîðîîî íóæíî óîîðÿâî-èòü ñîèîîîêê ââðèèíîîîâ îòââòà.











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*Ordered list*

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## Adding and Editing Questions





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A test can include unlimited quantity of questions.

Press the **Shift+Ins** keys or select the **Question|Add** menu item. A new line will appear in the **Questions list**.

Press the **Shift+Del** keys or select the **Question|Delete** menu item. The selected questions will be removed from the **Questions list**.

Use the mouse or the following keys to navigate the list of questions:

Key(s)	Icon	Action
Ctrl+Home		move to the first question
F5		move to the previous question
F6		move to the next question
Ctrl+End		move to the last question

There are five possible [kinds of questions](#).

You can format questions and answers using various fonts. You can also embed into the questions various [images, documents and objects](#).

Mark the checkbox on the left of the correct answer(s). If you have selected the "Personality" test type, one more column will appear and you will be able to set the number of points awarded to the user when he/she selects this answer (the number may be even negative, but it must be an integer value).

After entering the question and the answers, you may specify the question properties.

Use **Ctrl+F9** and **Ctrl+F10** to add or delete answer(s).

You can limit the time given for answering any particular question by specifying the corresponding value in the **Question time limit** section (minutes and seconds). Zero value means unlimited time.

Use the **Topic** drop-down box to select the topic the current question belongs to (this option makes sense only if the test includes several topics). You may [edit topics](#) by pressing **F12** key.

If you want to show the user certain comments after he/she answers the question, enter these comments into the **Comments** field. Please make sure the **Display comment** option is checked ON (see the [Test Properties](#) page).

You can also choose to show the user the contents of an additional file. Just enter the name of this file in the **Additional information** field. If the file is located in a different directory, enter the path to it. E.g. if your test is located in the c:\tests directory, and the additional information is found in the file c:\test\html\question1.html, enter the path as follows: \html\question1.html. You can also click the button situated on the right to locate and select the file using the standard **Windows Open file** dialog.

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A question can include various kinds of files:

- sound (WAV, MIDI, MP3).
- video (AVI, MPEG, MPG, MOV).
- images (BMP, JPEG, JPG, GIF, PNG, EMF, WMF, ICO).
- HTML files (MS Internet Explorer 5.0 or higher is required).
- any other OLE documents (e.g. MS Word, MS Excel).

All these files can be viewed or edited using the special window that you can bring up by pressing the **F3** button or selecting the *Window|Multimedia* menu item. The address bar at the bottom of the window contains the path to the file. You can edit this path manually or use the **Browse** button to locate and select another file.

Copy the file you want to use in the test into the folder where your test files are located or one of its subfolders. Use the **Browse** button to locate and select the file or type its name and path in the address bar.

If the question requires the user to type in an answer (fill-in-the-blanks question type), you must specify the mask for the correct answer. The mask can contain the [wildcards](#) symbols. Mark the **Case sensitive** checkbox, if the case of the characters in the user's answer is important. If the test type is set to [Personality](#) you will also need to enter the number of points the user will receive for the correct answer.

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## Wildcards

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If the question requires the user to type in an answer (fill-in-the-blanks question type), you must specify the mask for the correct answer. The mask can contain the wildcards symbols.

Below is the list of wildcards supported by the application:

### 1. Simple

Mask	Description
?	any single character
_	any single character or nothing
*	any number of any characters or nothing at all
%	at least one character (any)
#	one or more numeric characters ('0'...'9')

### 2. Expressions

[<occurrences>:[!]<starting\_char>[<ending\_char>];[!]<starting\_char>[<ending\_char>]]...

Examples:

Mask	Description
[a;b]	'a' or 'b'
[az]	any alphabetical characters ('a','b','c'...'z')
[az;09]	any alphabetical or numeric characters ('a'...'z' or '0'...'9')
[az;!mo]	any alphabetical characters ('a'...'z') except characters 'm', 'n' and 'o'
[!ac]	any characters except 'a', 'b' and 'c'
[6:az;09]	any 6 characters (e.g. '9c3ax7')
[2-5:az;09]	from 2 to 5 characters
[:az]	any single character or nothing
[*:az;09]	any number of any characters or nothing
[%:az;09]	one or more characters

### 3. OR Sequence

<mask\_string>;<mask\_string>[;<mask\_string>]...

Examples:

Mask	Description
{xyz;abcd;123}	'xyz' or 'abcd' or '123'
{[3:09];-[2:09]}	any 3 characters or the '-' and 2 characters
{a*;*0}	the string starting with 'a' or ending with '0'

### 4. Escape Sequences

Mask	Description
\*	asterisk ('*')
\\	back slash ('\')
\s	space (#\$20)
\t	tabulation (#\$9)



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\" data-bbox="51 66 100 85">\$41	'A' (#\$41)
[\" data-bbox="51 85 100 104">M;\\]	the '[' or ']' bracket

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## *Applying the Question Properties to Selected Questions*

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You can easily apply any question's properties to other questions. The procedure is as follows:

- Click the source question
- Hold the **Ctrl** key and click the target question(s)
- Press the **Shift+Ctrl+F8** combination or select the **Question|Apply properties to the selected questions** menu item.

Use the options window to specify the properties that will be applied.

- Possible answers
- The number of points awarded for each answer
- Font formatting
- Number of answers
- Correct/erroneous answer
- Question type
- Question topic

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### ***Copying the Question Font***



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You can easily apply one style (the same font) to all questions of the test. Select the question you want to use as a sample, click within the editor window. Apply the desired font formatting and press **Ctrl+F8**.

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## *Copying the Answers Font*

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You can easily apply one style (the same font) to all answers in the test. Select the answer you want to use as a sample, click within the editor window. Apply the desired font formatting and press **Ctrl+F12** keys or press  button. You can also apply the font formatting of one answer to all other answers within the current question by pressing **Ctrl+F11** keys or press  button.

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## Supplementary Documents

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The question can be accompanied by various multimedia documents:

- sound (WAV, MIDI, MP3),
- video (AVI, MPEG, MPG, MOV),
- images (BMP, JPEG, JPG, GIF, PNG, EMF, WMF, ICO),
- HTML documents,
- any other documents that support the OLE technology (e.g. MS Word and MS Excel documents).

Copy the file you want to attach to the folder where your test is stored (or one of its subfolders). Enter the file name and path in the Accompanying file field. You can also use the Browse button on the right of this field to locate and select the file.




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## *Embedding an Image*

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In any question and answer variant as well as in the test description it is possible to insert an image. To embed an image into the test description, question or answer:

1. Position the cursor in the place where you want to insert the image.
2. Press the  button or select the *Insert/Image* menu item or press the keys **Ctrl+Q**.
3. Use the window that appears to locate and select the desired image.


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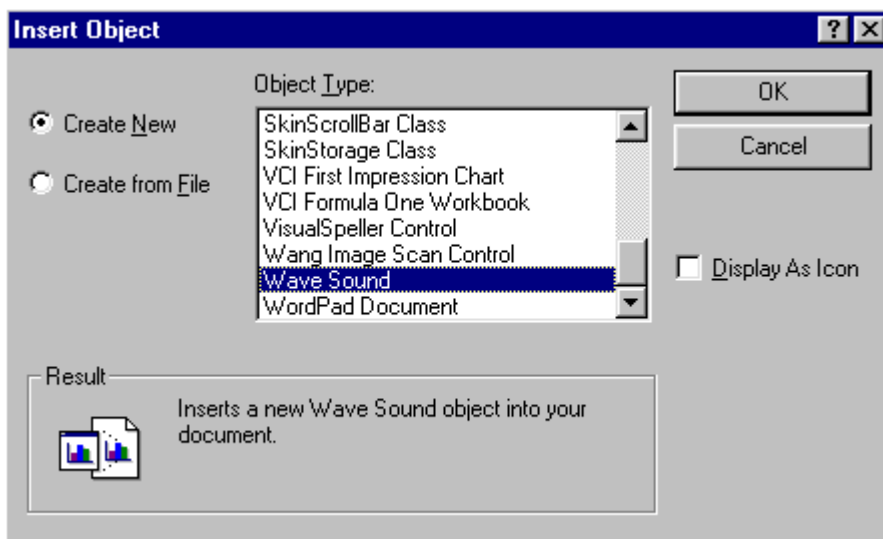
## Embedding an OLE Object

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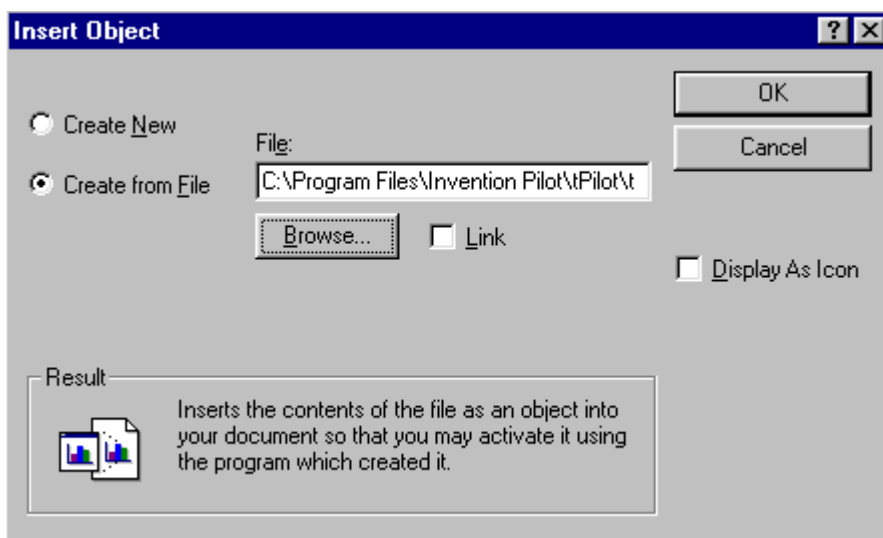
tMaker lets you embed OLE objects (formulas, charts, tables etc.) into any questions, answers and even in the test description.

To embed an OLE object into the test description, question or answer:

1. Position the cursor in the place where you want to insert the object.
2. Press the  button to bring up the standard **Insert Object** window:



3. Select the object type (e.g. Microsoft Equation). If the **Display as icon** checkbox is marked, an icon will be displayed instead of the object and you will be able to load the object by double-clicking it (this may cause problems if the automatic selection mode is enabled in tTester). If the object already exists, select the **Create from File** option. The appearance of the dialog window will change:



4. Enter the object name and path into the File field, or use the **Browse...** button to locate and select it. Mark the **Link**



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checkbox if you want to embed not the object itself, but only a link to it (use this feature if you want the test to reflect all changes made to the object).

5. Press **OK** to confirm the insertion or **Cancel** to cancel it.

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## Comments

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If you want to display comments on the user's answers, perform the following steps:

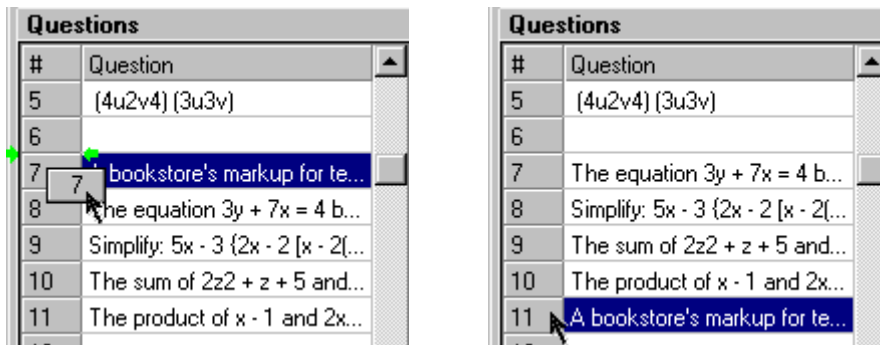
1. Mark the **Display comments** checkbox in the [test properties](#) window.
2. Enter the necessary comments into the **Question comments** field.

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### Changing the Questions Order

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You can move any question to any section of the test by clicking on it and dragging to the desired place.





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## Topics

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A test can contain questions related to various aspects of the topic. For example, a test in the foreign language may include such topics as "Spelling", "Syntax", "Vocabulary" etc - up to 256 topics (but not less than one). You can [edit](#) the topics in a special window (press the **F12** key to bring up this window).

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## Setting the Test Topics

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Click the **Add a topic** button to bring up the **New Topic** dialog. Enter the new topic name and click the **OK** button. The new topic will appear in the list and you will be able to associate it with certain questions.

You can rename the selected topic using the **Rename** button. Enter the new name in the dialog window that appears and click the **OK** button.

If you want to [delete](#) a topic, select it and click the **Delete** button.

Mark the **Examination mode** checkbox to enable the random selection of questions from the list. Then specify the number of questions from each topic to include into the test. Mark the **Randomize answers** checkbox to display the answers in random order.

See also [Examination mode](#)

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## *Removing a Topic*

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If you want to remove a topic from the test, open the Topic window (key **F12**), select in the list the topic you want to remove and click the **Delete** button. If the test contains questions that belong to the topic you want to delete, a warning will be displayed. You will be offered three options:

1. Do not delete the topic.
2. Delete the topic and all related questions.
3. Move the questions to another topic.

Select the action you want to perform and press **OK**.

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## ***Examination Mode***

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If this mode is enabled, the questions are displayed in the random order and the possible answers are being constantly shuffled. Use the [Test Topics](#) window to customize the examination mode settings.



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One of the main objectives of almost any test is an attempt to evaluate and assess a person's knowledge of some subject. For this reason the ability to process the examinee's result is essential for any testing software. tTester features a number of flexible evaluation options that can be accessed by pressing the **F11** button or selecting the Window/Evaluation menu item.

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## Evaluation Options

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Use the Evaluation window to specify a mark that the user gets for scoring a certain number of points. The user is given a separate mark for each topic and a general mark for the test as a whole.

Select the required topic from the drop-down list. Use the **Grades** spin controls to specify the number of possible grades (from 1 to 13). Below the **Grades** section there is a pane that contains a number of text fields equal to the number of possible grades. Use the spin controls on the left of the text field to specify the upper and lower limits of the grades (they may be measured in points or percents - depending on the option selected in the Criteria section) and enter into the text field the message for the examinee. The user will be awarded a certain grade if his/her score is within the specified limits. Let us take for example, a topic graded on a 2-point scale. Assume that there are two possible marks: "Not passed" (0 to 6 points) and "Passed" (7 to 10 points). The examinee scored 5 points. His mark will be "Not passed".

If each topic in the test has the same number of grades, and their limits and messages are also the same, you can copy these parameters from the previous topic to the current one by pressing the **Copy from previous** button.

You can also specify the user's overall grade. Mark the **Summary** checkbox and specify the grades in the same way as you did it for each topic.

If no overall grade has been specified, the user will be awarded individual grades for each topic.

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## *Grades Settings*

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Divide the testing results into several ranges. Each range has the individual upper and lower limits. The upper limit must exceed the lower one, and the lower limit of a higher grade must be higher than the upper limit of the previous grade.

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## **Technical support**

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### **Technical support**

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When reporting problems, please include the following information:

1. Is the problem reproducible? If so, how?
2. What version of Windows are you running?
3. What version of SunRav TestOfficePro are you running? Select About from the Help pull-down menu.
4. If a dialog box with an error message was displayed, please include the full text of the dialog box, including the text in the title bar.

### **Feedback**

Your feedback is important to us in order to get an idea of how to make SunRav TestOfficePro a better product for you. Many of SunRav TestOfficePro's features and significant portions of SunRav TestOfficePro's interface have been heavily influenced by comments from users. So if you have a grand idea for a new feature, or a better way of doing something, please drop us a note.

