

# ***TestOut***<sup>®</sup>

Creating Custom Exams

TUTORIAL

# Creating Custom Exams

Custom exams offer the flexibility for you to create a variety of tests whether you want those to be a pop quiz, section exam, mid-term or final. You can create exams as far in advance as you like because students will not be able to take a test until it is scheduled.

To access the Custom Exam Editor, click the *Custom Exams* tab from your LabSim home screen. To create a new exam, click the *Add* button. (It won't be outlined in this document, but the *Item Bank* button allows you to create your own test questions.)

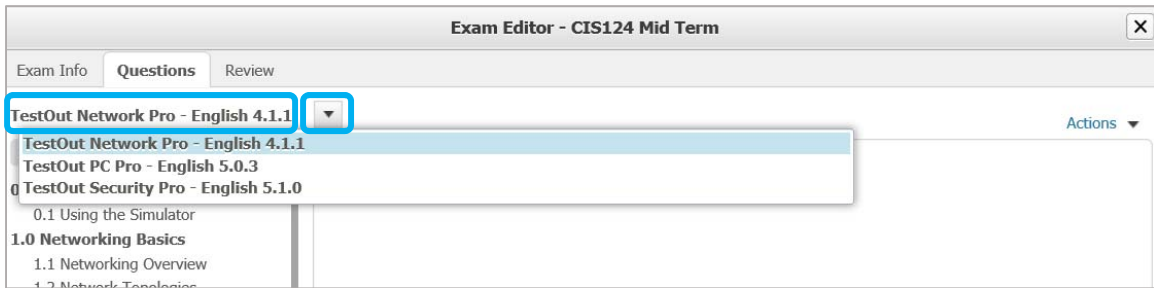
The screenshot shows the LabSim interface for 123 College. At the top, there are three tabs: "My Classes", "My Students", and "Custom Exams", with "Custom Exams" selected and highlighted with a blue border. Below the tabs is a navigation bar with buttons for "Item Bank", "+ Add", "Actions", "View", and "Teacher". Below this is a search bar and a pagination indicator showing "0 results" and "Page 1 of 0". The main content area has a table header with columns: "Exam Name", "Last Modified", "Created By", and "Scheduled Classes". The table is currently empty, and the text "You have no custom exams." is centered in the table area.

Complete the information on the *Exam Info* tab. Then select the *Questions* tab.

The screenshot shows the "Exam Editor - CIS124 Mid Term" interface. At the top, there are three tabs: "Exam Info", "Questions", and "Review", with "Questions" selected and highlighted with a blue border. The "Exam Info" tab is active, and the following information is displayed:

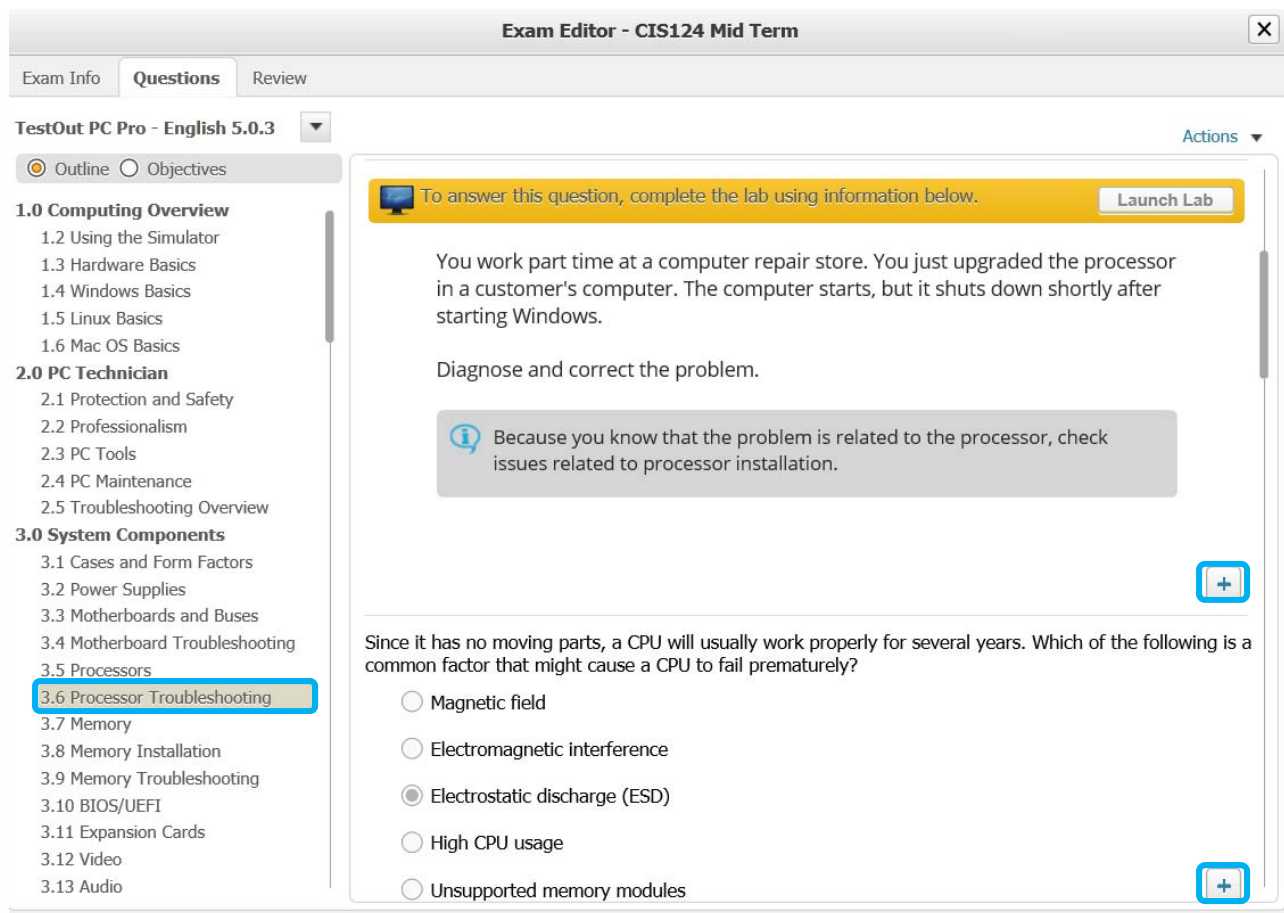
- Exam Name:** CIS124 Mid Term
- Description (Optional):** Students do not see the description.
- Passing Score (Optional):** 70 %
- Time Limit (Optional):** 60 minutes
- Student Score Review Options:**
  - No reviewing allowed
  - Allow reviewing once immediately after exam is scored
  - Allow reviewing any time after a student completes the exam
  - Allow reviewing any time after the exam availability window

If the course you want to select questions from is not already listed, click the drop down box and select the respective title.

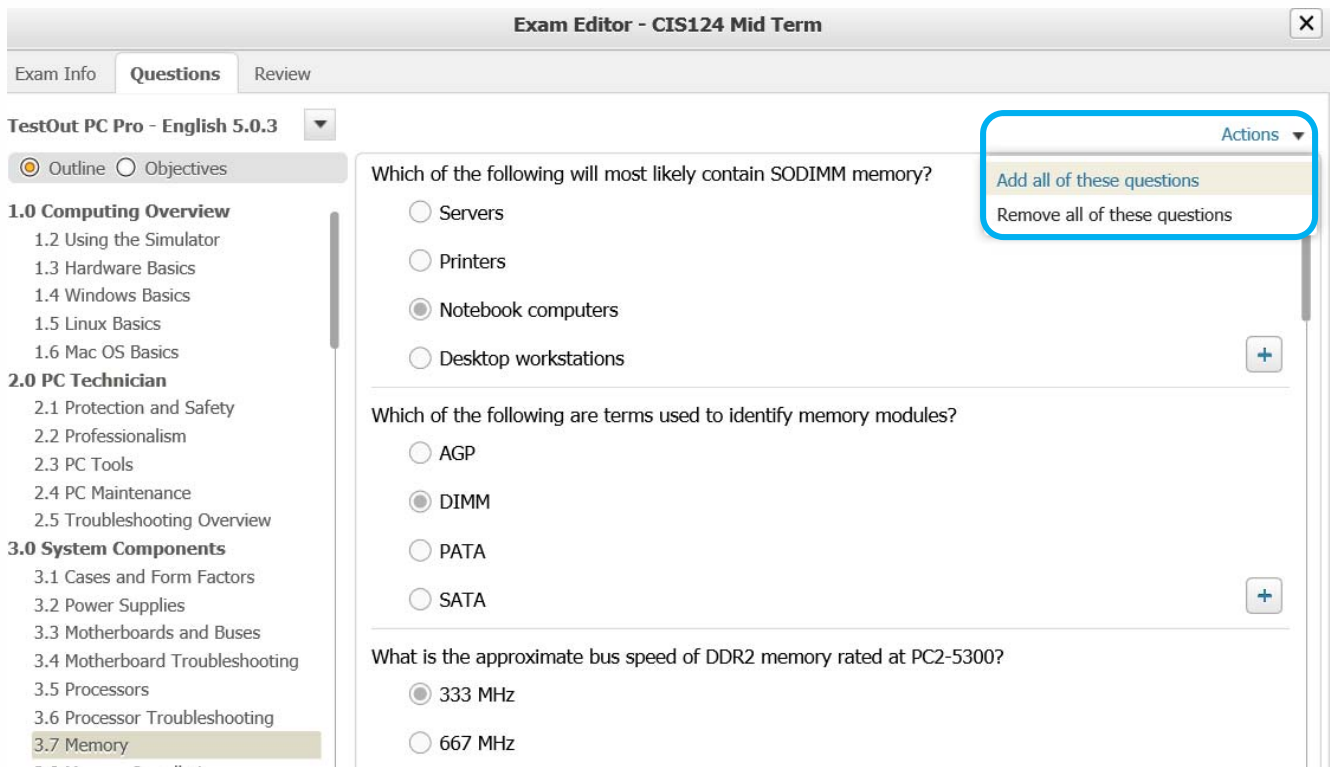


Questions will be available based on the course *Outline* topics or the certification *Objectives*.

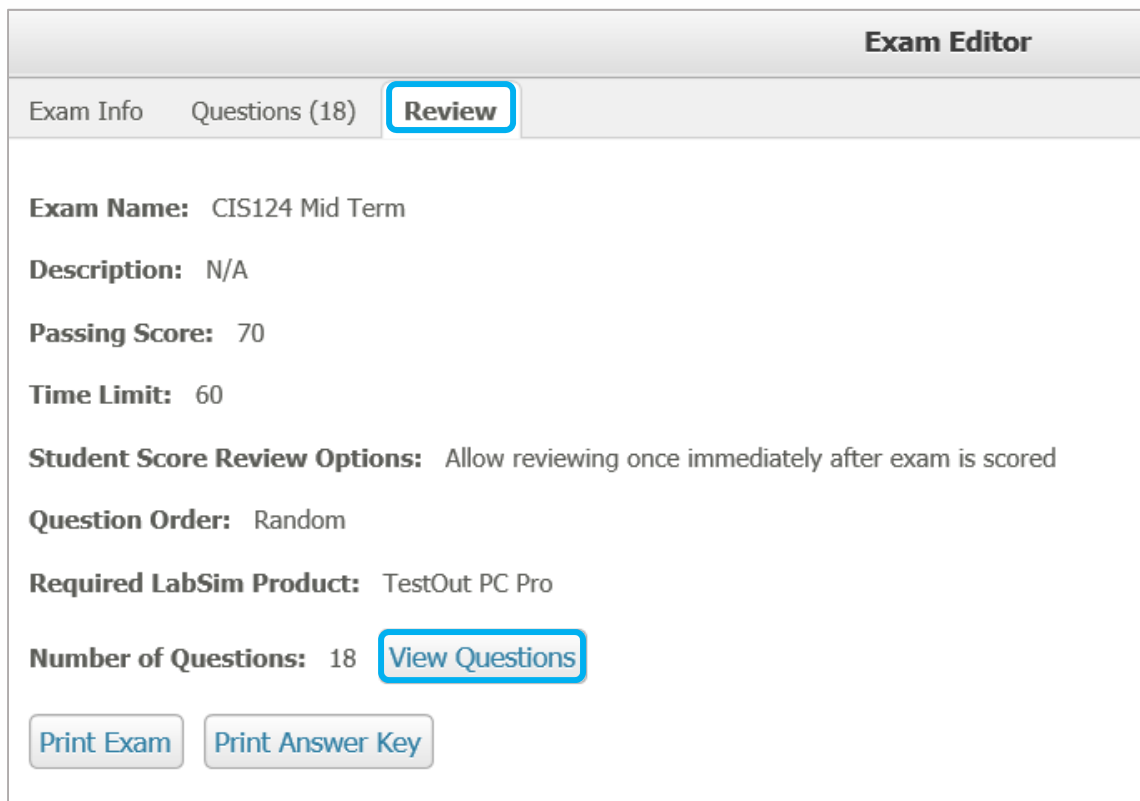
After clicking a topic, select the questions you would like to use by clicking the + box on the bottom right of the question. There are both exam questions and simulations (if available) displayed in the selection area. The lab questions have a yellow header so they are easy to distinguish from the other questions.



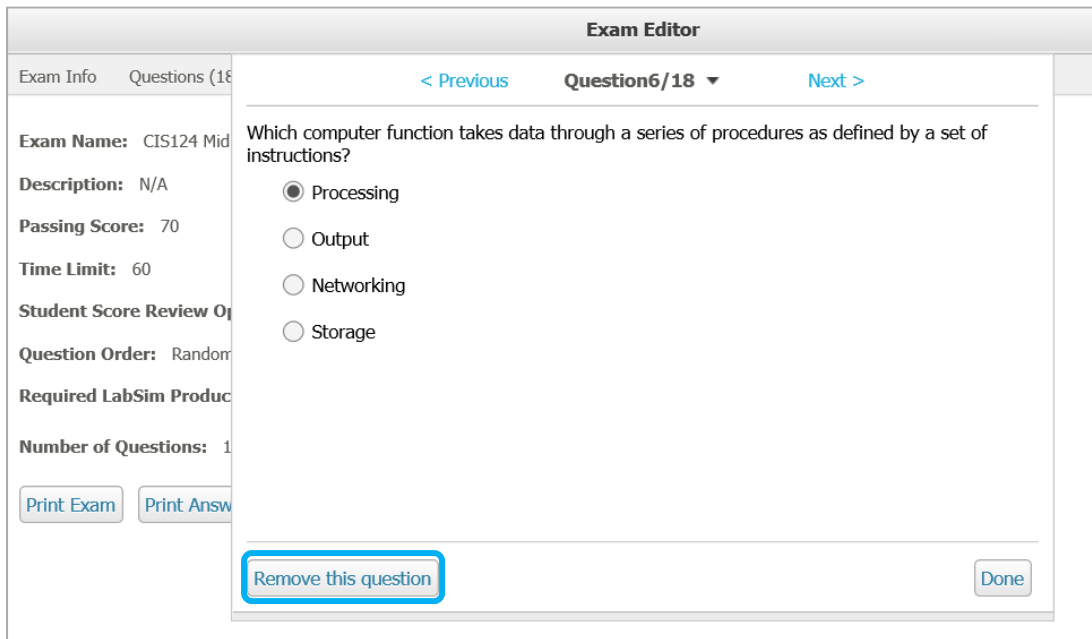
You can also select all the questions in a particular topic from the *Actions* drop down. If you decide there are too many questions on the topic simply click *Remove all of these questions* and then select the specific questions you like.



Once you've finished adding the questions click the *Review* tab. You can preview your exam by selecting the *View Questions* button.



While viewing the questions you can also remove any question without having to go back to the *Questions* tab.



Select *Done* after reviewing the questions. Select *Done* on the *Exam Editor* screen when finished to save the exam.

