



## Quick Guide to TestGen

This document summarizes how to get started with TestGen and use its essential tools.

TestGen is a powerful yet easy-to-use test generator and editor. Pearson Longman makes available testbanks of ready-made questions that correspond with your textbook. When you open one of these testbanks in TestGen, you can easily create a new test using these questions. Or you can also add your own questions and edit as much as you like.

For more detailed information about using TestGen, please refer to the *User's Guide*. That manual is available on the TestGen CD-ROM ("TG5UserGuide.pdf" in the "Resources" folder) and in TestGen's Help menu, which is at the top of the program after completing the installation.

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## 1) System Requirements

Your computer must meet the following **minimum requirements** to install and use TestGen. To Print TestGen tests, you also need a printer.

	Windows	Macintosh
Computer type	Intel® 486 or Pentium® series (I, II, III, etc.) microprocessor running at 150 MHz, with a CD drive and 15" color monitor	Power Macintosh® with a CD drive and 15" color monitor
Operating system	Microsoft® Windows 98, Me, NT, 2000, or XP™	System 8.6 or 9.x with CarbonLib 1.5 or higher; or Mac OS X
Available hard disk space	15-20 MB	15-20 MB
Random access memory (RAM)	24 MB (64 MB for Windows 2000)	24 MB
Web browser*	Microsoft Internet Explorer, Version 4 or higher, OR Netscape® Version 4 or higher	Microsoft Internet Explorer, Version 4 or higher, OR Netscape® Version 4 or higher

\* Required only for viewing TestGen Help and TestGen tests over the Internet (using the TestGen plug-in).


## 2) Installing and Starting TestGen

**Please Note:** These installation instructions are for computers that **do not** have TestGen installed already.

If your computer already has a version of TestGen installed, please refer to the Readme file ("Upgrading from an Older Version of TestGen") or *User's Guide* ("Compatibility with Earlier Versions").

For best results, please restart your computer before installing TestGen.

### 2.1) Windows® Users

1. Insert the TestGen CD-ROM into your computer's CD-ROM drive.
2. Open **My Computer**. To do so:
  - On most computers, double-click **My Computer** on the desktop.
  - On Windows XP computers, click **Start** and then click on **My Computer**.
3. Double-click on the CD-ROM drive, which is illustrated by the  symbol.
4. Double-click on "tgsetup.exe."
5. Follow the directions on the screen to complete the installation.



#### Additional Notes:

- During the installation, we recommend that you do not change the standard settings.
- Should you select Full Install or Custom Install?
  - **Full Install:** If you want to install both the TestGen program and a testbank of questions, select Full Install.
  - **Custom Install:** If you want to install only the TestGen program *or* a testbank of questions, select Custom Install. For example, select Custom Install if you want to use a new testbank and TestGen is already installed on your computer.
- Once the installation finishes, the program will begin automatically.
- To use TestGen after installation, the CD-ROM does not need to be in the CD-ROM drive.
- To open TestGen after first use, click **Start > Programs > TestGen 5 > TestGen 5**.

#### **2.2) Macintosh® Users**

1. Insert the TestGen CD-ROM into your computer's CD-ROM drive.
  - A TestGen window should open.
  - If this window does not open, double-click on the CD icon on the desktop.
2. Double-click on "TestGen\_Installer."
3. Follow the directions on the screen to complete the installation.

#### Additional Notes:

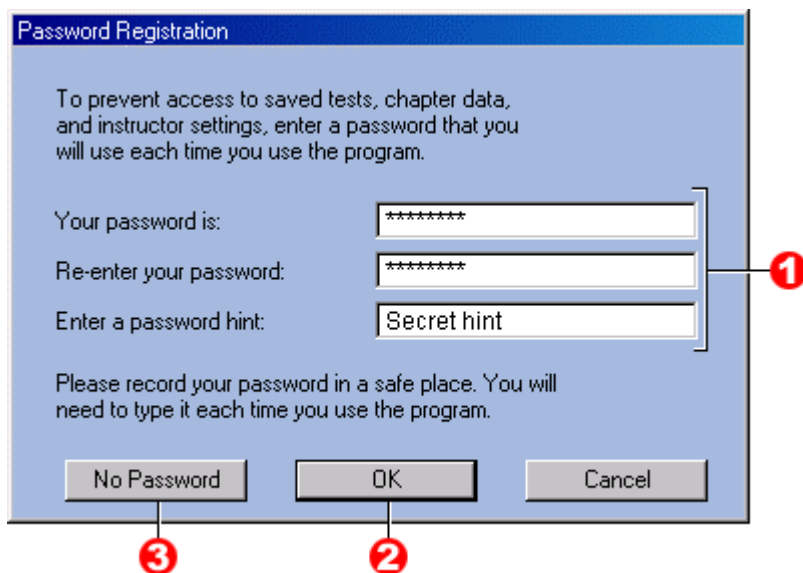
- During the installation, we recommend that you do not change the standard settings.
- Should you select Easy Install or Custom Install?
  - **Easy Install:** If you want to install both the TestGen program and a testbank of questions, select Easy Install.
  - **Custom Install:** If you want to install only the TestGen program *or* a testbank of questions, select Custom Install. For example, select Custom Install if you want to use a new testbank and TestGen is already installed on your computer.
- Once the installation finishes, the program will begin automatically.
- To use TestGen after installation, the CD-ROM does not need to be in the CD-ROM drive.
- To open TestGen after first use, find the location where the program was installed, and then double-click on the "TestGen" application.

### 2.3) Selecting a password

The first time you use TestGen, a window like the *Password Registration Screen* (below) appears to allow you to set a password. If you create a password, it must be entered each time you use TestGen.

- To select a password, type the same password in the first two password fields and enter a password hint **1**, and then click on the **OK** button **2**.
- If you do not wish to protect TestGen with a password, click on the **No Password** button **3**.
- If you forget your password, follow the directions in the *User's Guide* ("Password").

#### *Password Registration Screen*



Password Registration

To prevent access to saved tests, chapter data, and instructor settings, enter a password that you will use each time you use the program.

Your password is: \*\*\*\*\*

Re-enter your password: \*\*\*\*\*

Enter a password hint: Secret hint

Please record your password in a safe place. You will need to type it each time you use the program.

No Password OK Cancel

### 3) Creating a Paper Test Based on a Testbank

There are three main ways to create a paper test with TestGen:

1. Create a test by dragging and dropping selected testbank questions (questions that come with the CD-ROM) into a new test. This method—described in Section 3 (this section)—allows you to select which questions you want to include in a new test.
2. Use the TestGen Wizard. This method—described in [Section 4](#)—creates a new test in a more automated way. You may choose the specific questions in a new test or allow TestGen to select questions randomly.
3. Create your own new questions to add to a test, or to create a completely new test. This method is described briefly in [Section 3.9](#). Please refer to the *User's Guide* for more information.

### 3.1) Start TestGen

*Windows users:* Click **Start > Programs > TestGen 5 > TestGen 5**.

*Macintosh users:* Find the location where TestGen was installed and double-click on the "TestGen" application.

### 3.2) Open a testbank

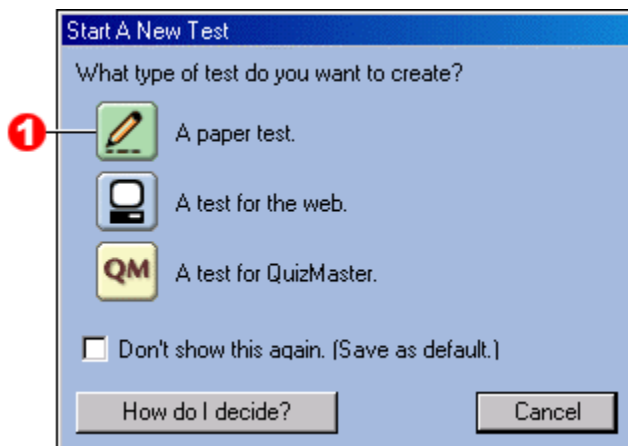
- A testbank file may open automatically (its contents appear on the left side of the screen).
- If no testbank file opens, click **File** and then **Open Book**, click on a testbank file in the "TestGen5" folder, and then click on the **Open** button.

When a testbank opens, the *Start a New Test Screen* appears (below).

### 3.3) Choose a test type

Click **A paper test** **1**, and then click **No** when given the option to use the TestGen Wizard. (To create a test using the TestGen Wizard, see [Section 4](#).) A Test window will open on the right side of the screen.

#### *Start a New Test Screen*



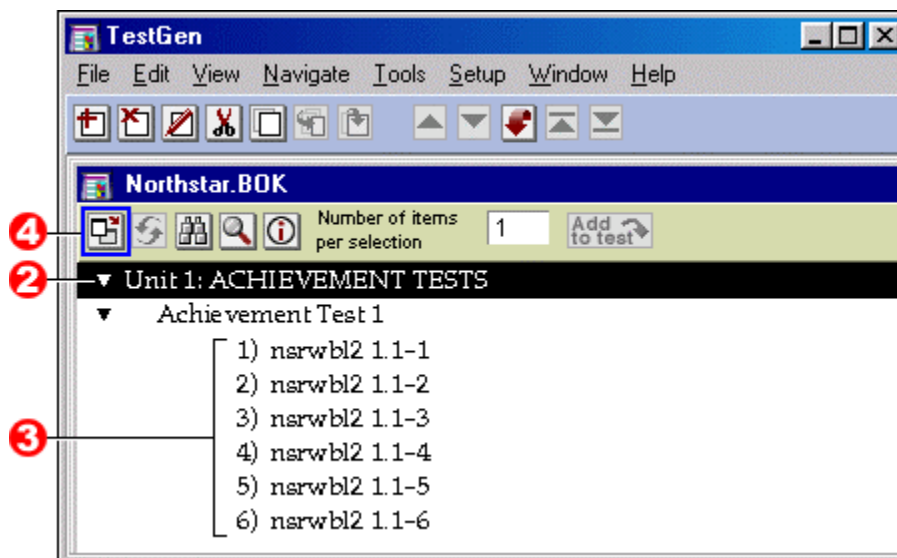
**Please Note:** To create a test other than a paper test, please refer to the *User's Guide*.

### 3.4) View testbank outline (Outline View)

The *Outline View of a Testbank Screen* (next page) shows a testbank outline. The top level of the outline contains chapters, or units.

- To expand a unit to see questions and/or sections within a unit, click on the arrow next to the unit name (for example, **2**).
- If there are sections within a unit (for example, "Achievement Test 1" in the *Testbank Window (Outline View) Screen*, below), click the arrow next to the section name to see questions within that section.
- Test questions (for example, **3**) are at the lowest level of a testbank outline. The content of the questions cannot be viewed in this Outline View, but can be viewed in Question View (see [Section 3.5](#)).

#### Testbank Window (Outline View) Screen



### 3.5) View testbank questions (Question View)

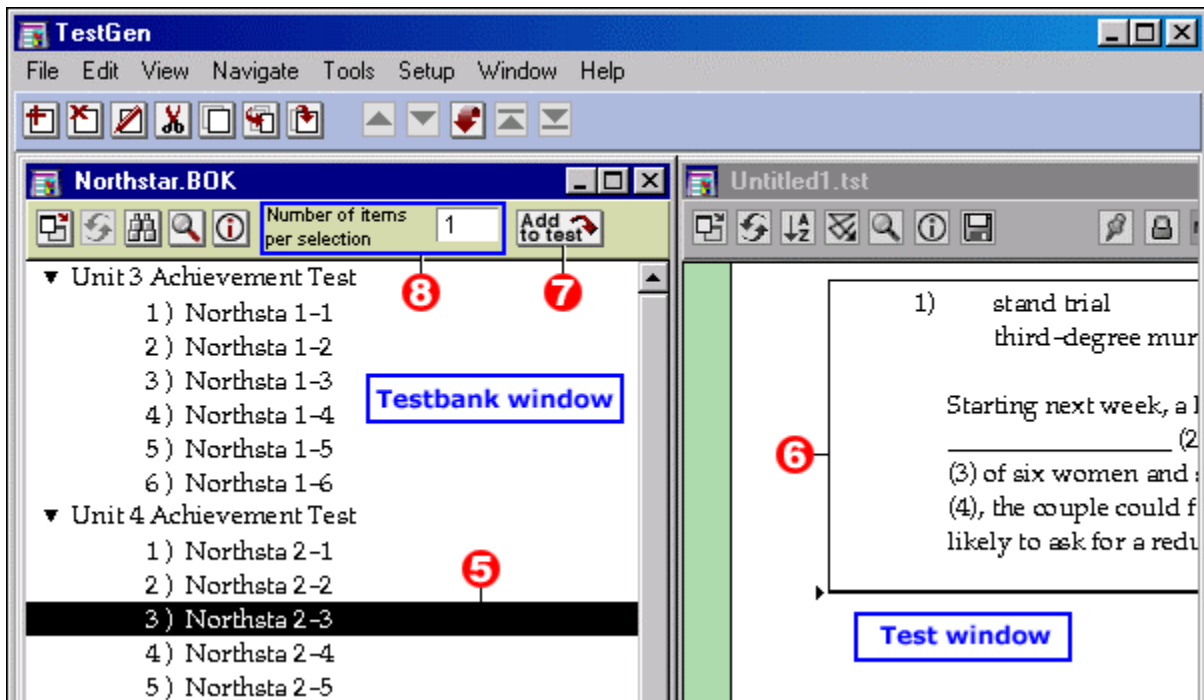
To view the content of questions in Question View:

- Click on a unit title (its background will turn blank) in the Testbank window.
- Click on the Switch View button **4**, which switches between Outline View ([see Section 3.4](#)) and Question View.
- In Question View, you can only view questions from one unit at a time. To view a different unit:
  - Click the Switch View button **4** to return to Outline View.
  - Click on a different unit title (its background will turn blank) in the Testbank window.
  - Click the Switch View button **4** to return to Question View.

### 3.6) Transfer questions from testbank to test (Simplest Method)

Click on a question (in either Outline View or Question View) from the Testbank window (for example, **5**), and then use the mouse to "drag and drop" it into the Test window **6**.

#### Sample Testbank Window and Test Window Screen



### 3.7) Transfer questions from testbank to test (Other Methods)

<p>Transfer questions using the <b>Add to test</b> button <b>7</b></p>	<ul style="list-style-type: none"> <li>• To transfer <i>a single question</i>: Click the question you want to transfer, and then click on the <b>Add to test</b> button <b>7</b>.</li> <li>• To transfer <i>more than one consecutive question</i>: Click on the first question, hold down the "Shift" key, click on the last question, and then click on the <b>Add to test</b> button <b>7</b>.</li> <li>• To transfer <i>more than one non-consecutive question</i>: Hold down the "Control" (or "Ctrl") key, click on each question you wish to include, and then click on the <b>Add to test</b> button <b>7</b>.</li> </ul>
<p>Transfer questions randomly</p>	<ul style="list-style-type: none"> <li>• In Outline View, click on a unit or section title. In the "Number of items per selection" field <b>8</b>, enter the number of questions you want to transfer, then click on the <b>Add to test</b> button <b>7</b>.</li> <li>• You can also select more than one unit or section. The number in the "Number of items per selection" box <b>8</b> determines how many questions are randomly chosen from <i>each</i> unit or section selected.</li> </ul>

**Please Note:** If you make a mistake transferring questions using the **Add to test** button **7**, don't worry! Click on the question in the Test window and then click **Edit > Undo Transfer**. To delete a question anytime, click on the question in the Test window and then click **Edit > Delete**.

### **3.8) Edit a test question (Optional)**

- Double-click on the question (in Question View) you want to edit.
- Make your change and then click the "X" in the upper right corner of the window to *save and close* the question window.
- The edited question appears in the Test window.

**Please Note:** If you edit the question in the Testbank window instead of in the Test window, then you will not need to make the same edit each time you use that question in a test.

### **3.9) Add your own questions (Optional)**

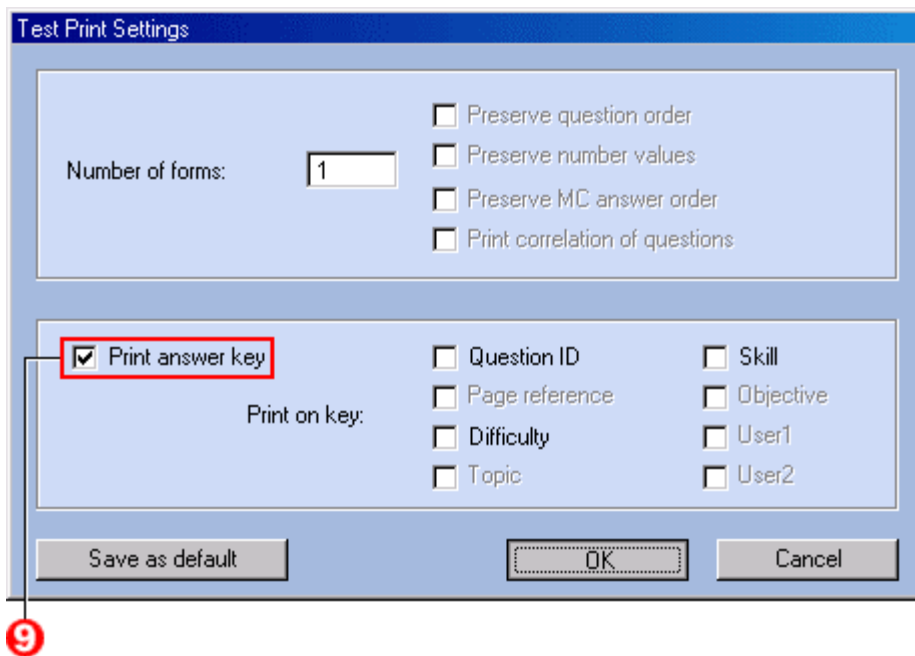
Click the top of the Test window to make it the active window. Scroll down to the bottom of the test page and click the last item on your test. Click **Edit > Add after** to open the Question Editor (not shown).

Click in the "Question" text box and type your question. Type the answer choices in the lettered fields. Click the box to the left of an answer choice to mark the correct answer. When you are done, click **File > Close – Save Changes**. Your new question will appear on the test page.

### 3.10) Print the test

- To print your test, click **File** and then **Print** at the top of the TestGen window.
- To print an answer key with your test, click the checkbox next to "Print answer key" **9** when you see the *Printer Settings Screen* (below).

#### Printer Settings Screen



Test Print Settings

Number of forms:

Preserve question order  
 Preserve number values  
 Preserve MC answer order  
 Print correlation of questions

Print answer key

Print on key:

Question ID  
 Page reference  
 Difficulty  
 Topic

Skill  
 Objective  
 User1  
 User2

Save as default      OK      Cancel

**9**

**Please Note:** We recommend that you leave the "Numbers of forms" at the standard setting, "1." That way each printed copy of the test will display the answer choices and correct answers in the same order.

### 3.11) Save the test (Optional but recommended)

Click the top of the Test window to make it the active window. Click **File > Save**. Enter a name for this test (notice that the test will be saved to the "tests" folder inside the "TestGen5" folder) and click **Save**. On Windows computers, test files have the .TST extension.

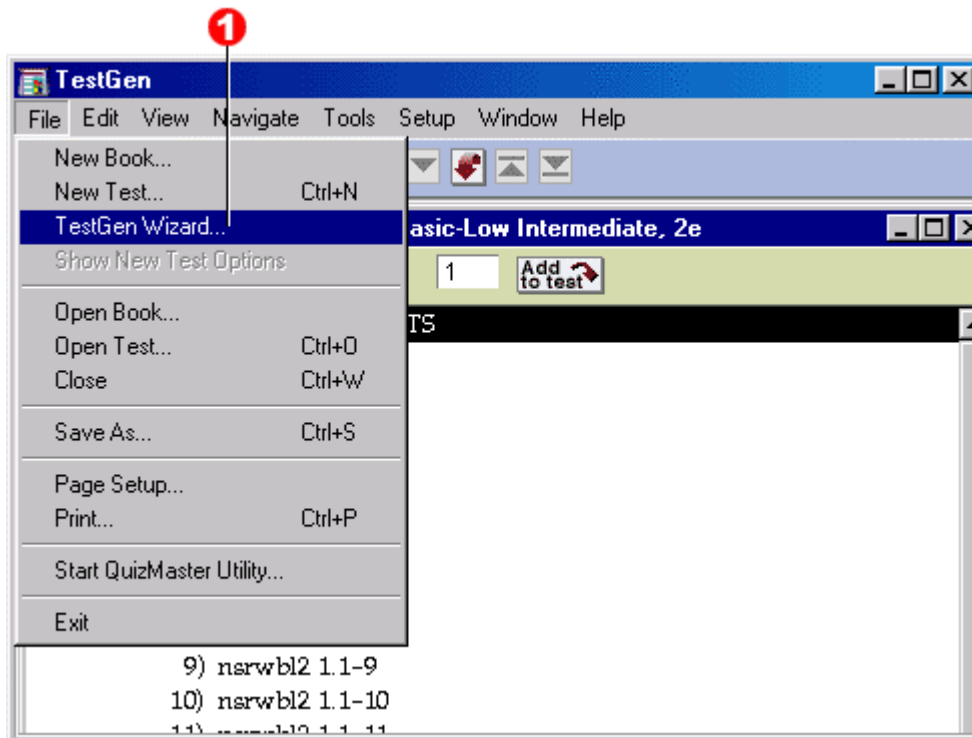
## 4) Creating a Test with the TestGen Wizard

This section of the *Quick Guide* demonstrates the five steps to create a paper test with the TestGen Wizard. At the end of each step, click on the **Next>>** button.

### 4.1) Step 1: Enter a test name

- Open TestGen.
- At the top of the program window, click **File** and then **TestGen Wizard...** ①.

#### Selecting the TestGen Wizard Screen

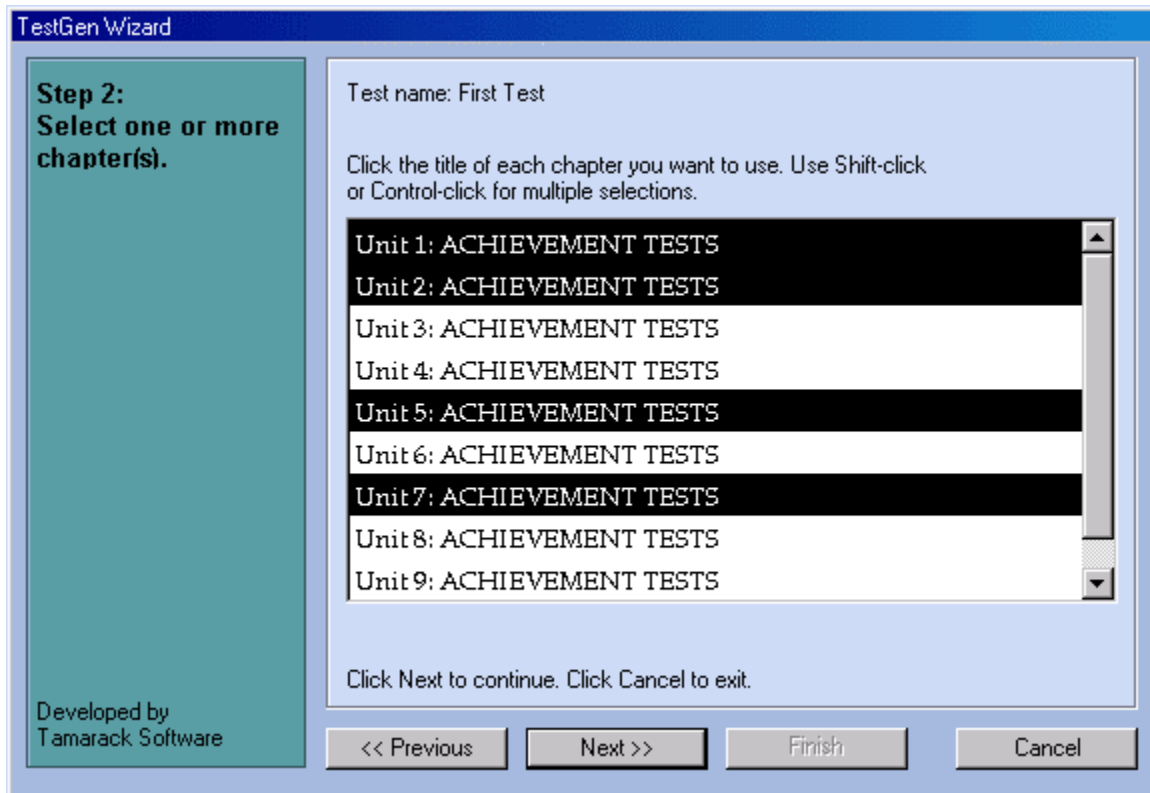


- On the *Step 1: Enter a Test Name Screen* (not shown), type a test name of your choosing (e.g., Final Exam), and then click on the **Next>>** button.

#### 4.2) Step 2: Select one or more chapter(s)

- Click on the chapters, or units, from which you wish to select test questions.
- For example, the *Step 2: Select One or More Chapter(s) Screen* (below) shows that Units 1, 2, 5, and 7 have been selected.

#### Step 2: Select One or More Chapter(s) Screen



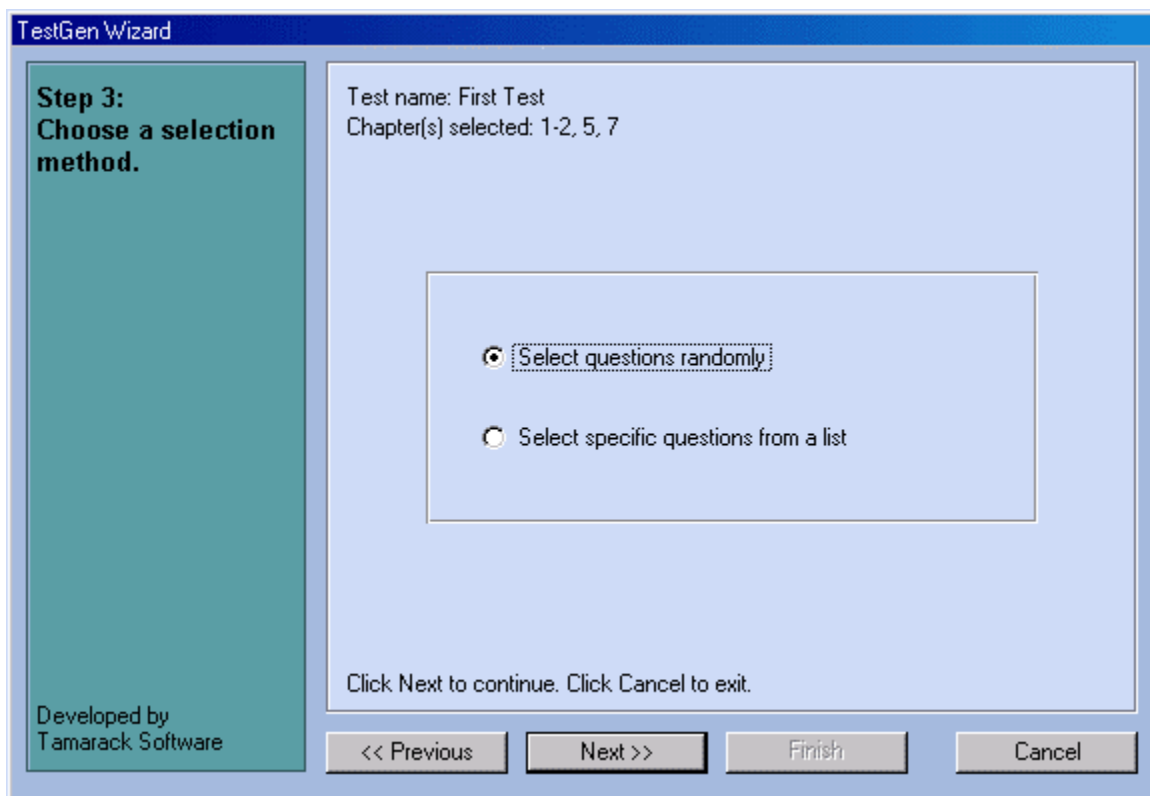
- To select more than one consecutive unit, click on the first unit, then hold down the "Shift" key, and then click on the last unit.
- To select more than one non-consecutive unit, hold down the "Control" (or "Ctrl") key, and then click on each unit you wish to include.

### 4.3) Step 3: Choose a selection method

From the units selected in [Step 2](#), you may choose test questions randomly or deliberately from a list.

- To choose questions randomly, choose "Select questions randomly" when you reach the *Step 3: Choose a Selection Method Screen* (below), and then continue reading at [Section 4.4.1](#).
- To choose questions deliberately from a list, choose "Select specific questions from a list" when you reach the *Step 3: Choose a Selection Method Screen* (below), and then continue reading at [Section 4.4.2](#).

#### Step 3: Choose a Selection Method Screen



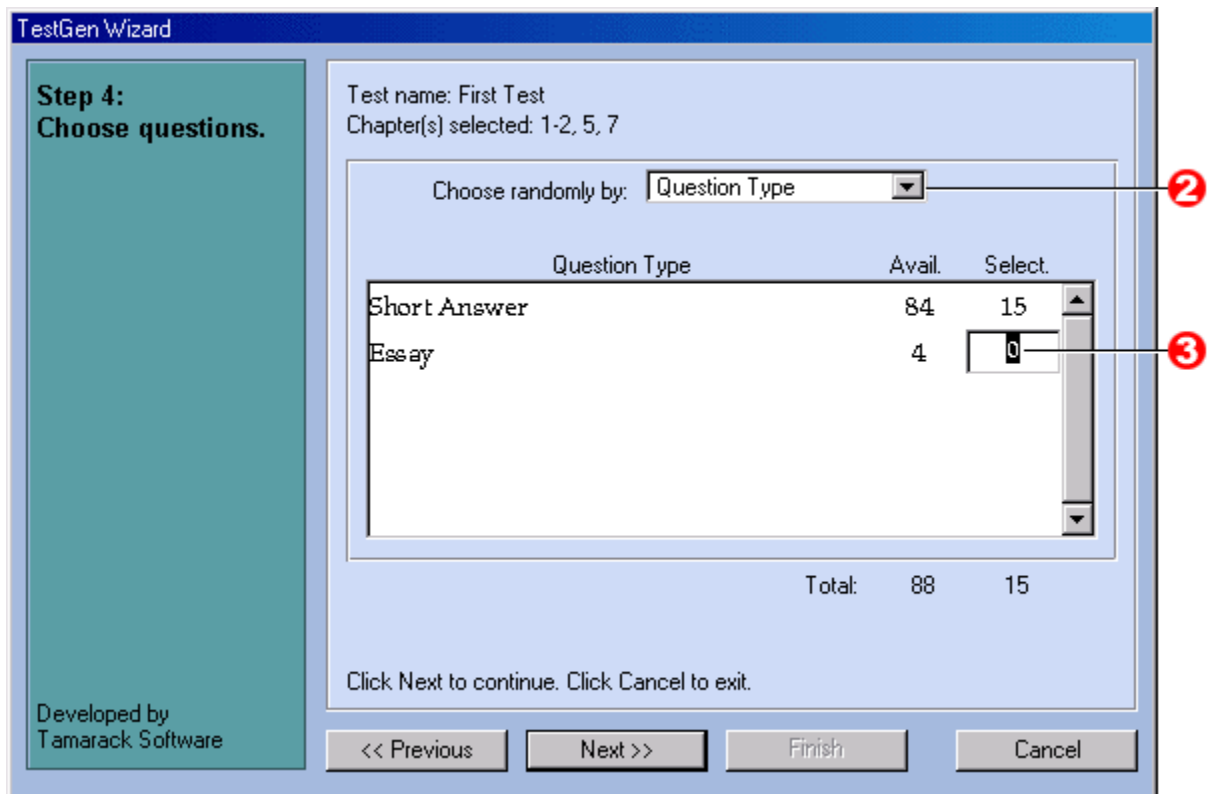
The screenshot shows the 'TestGen Wizard' window. The title bar reads 'TestGen Wizard'. On the left side, there is a teal vertical panel with the text 'Step 3: Choose a selection method.' and 'Developed by Tamarack Software' at the bottom. The main area of the window is light blue and contains the following text: 'Test name: First Test' and 'Chapter(s) selected: 1-2, 5, 7'. Below this text is a white rectangular box containing two radio button options: 'Select questions randomly' (which is selected) and 'Select specific questions from a list'. At the bottom of the main area, it says 'Click Next to continue. Click Cancel to exit.' At the very bottom of the window are four buttons: '<< Previous', 'Next >>', 'Finish', and 'Cancel'.

#### 4.4) Step 4: Choose questions

##### 4.4.1) Select questions randomly

- Click on an option in the "Choose randomly by" field **2**.
  - The three options are Question Type, Chapter, and Skill (e.g., vocabulary).
  - The example in *Step 4: Choose Questions Screen (Random Questions)* shows choosing by Question Type.
- Each Question Type has a certain number of questions available. To select the number of questions to include for each Question Type, click on each 0 (zero) in the "Select" column (for example, **3**), and then type a number.

##### Step 4: Choose Questions Screen (Random Questions)



TestGen Wizard

Step 4:  
Choose questions.

Test name: First Test  
Chapter(s) selected: 1-2, 5, 7

Choose randomly by: Question Type

Question Type	Avail.	Select
Short Answer	84	15
Essay	4	0

Total: 88 15

Click Next to continue. Click Cancel to exit.

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Tamarack Software

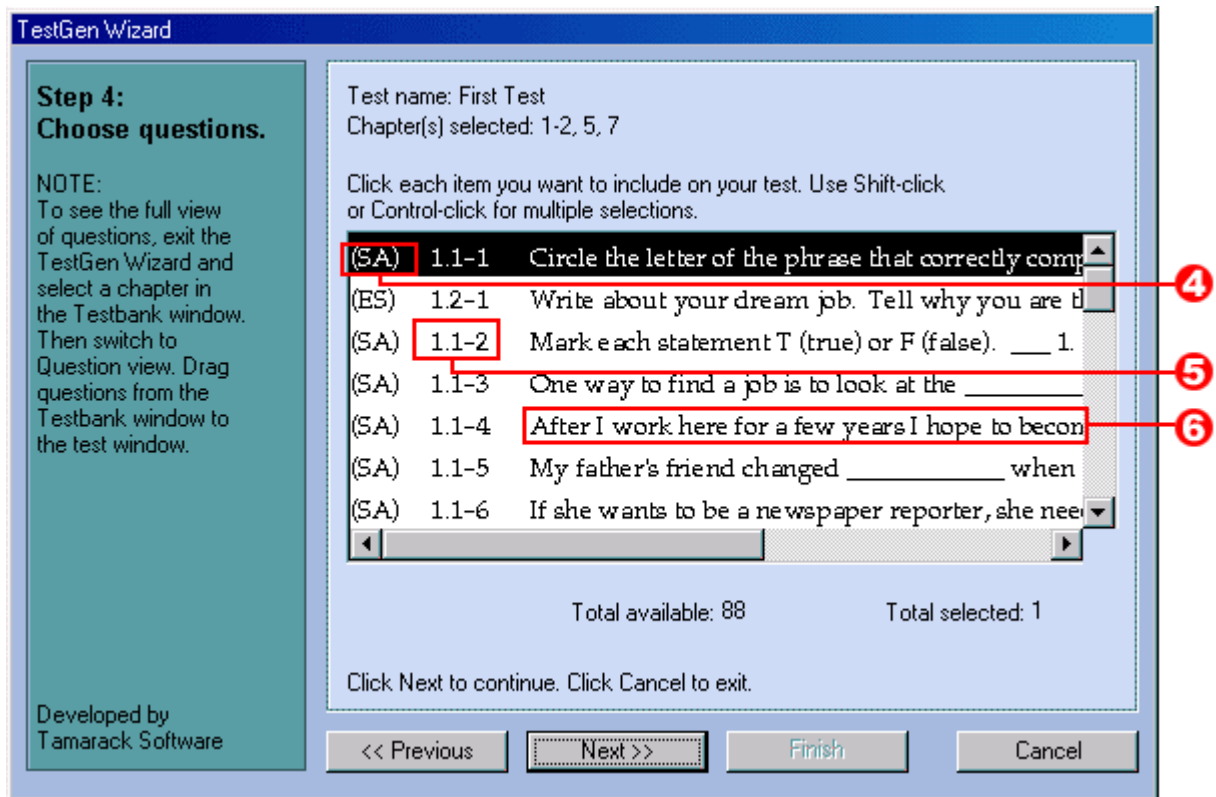
<< Previous    Next >>    Finish    Cancel

#### 4.4.2) Select specific questions from a list

If you choose to select specific questions from a list, all of the questions from the units selected in [Step 2](#) will be shown. In the list, notice that:

- Each question is listed with its Question Type. For example, "SA" is short answer **4**.
- Each question has a numeric code **5**, which represents the question's location in the testbank.
- Each question is shown **6**, but the answer choices are not.

#### Step 4: Choose Questions Screen (Specific Questions)



TestGen Wizard

Step 4:  
Choose questions.

NOTE:  
To see the full view of questions, exit the TestGen Wizard and select a chapter in the Testbank window. Then switch to Question view. Drag questions from the Testbank window to the test window.

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Tamarack Software

Test name: First Test  
Chapter(s) selected: 1-2, 5, 7

Click each item you want to include on your test. Use Shift-click or Control-click for multiple selections.

(SA)	1.1-1	Circle the letter of the phrase that correctly comp...
(ES)	1.2-1	Write about your dream job. Tell why you are th...
(SA)	1.1-2	Mark each statement T (true) or F (false). ___ 1.
(SA)	1.1-3	One way to find a job is to look at the ___
(SA)	1.1-4	After I work here for a few years I hope to becom...
(SA)	1.1-5	My father's friend changed ___ when...
(SA)	1.1-6	If she wants to be a newspaper reporter, she nee...

Total available: 88      Total selected: 1

Click Next to continue. Click Cancel to exit.

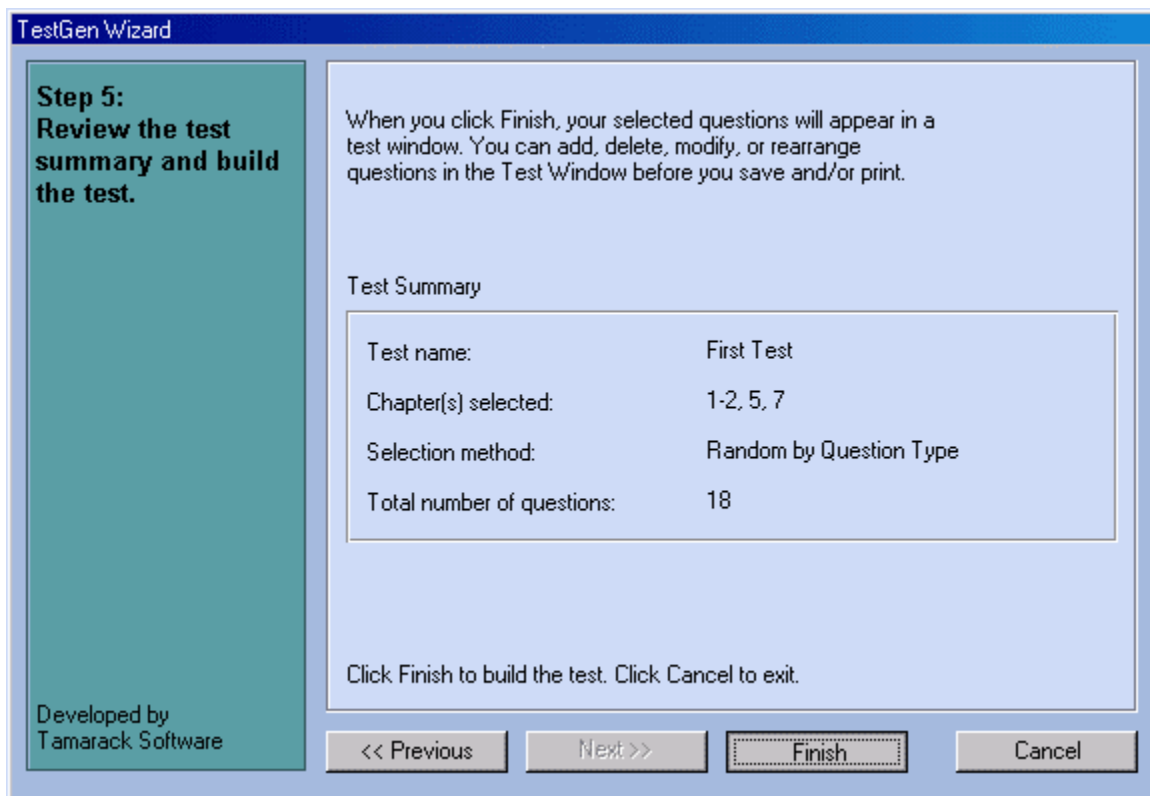
<< Previous    Next >>    Finish    Cancel

- To select more than one consecutive question, click on the first question, then hold down the "Shift" key, and then click on the last question.
- To select more than one non-consecutive question, hold down the "Control" (or "Ctrl") key, and then click on each question you wish to include.

#### 4.5) Step 5: Review the test summary and build the test

- When you complete Step 4 (see [Section 4.4](#)), a test summary will appear (see *Step 5: Review the Test Summary and Build the Test Screen*, below). Click on the **Finish** button to build the test and finish with the TestGen Wizard.

#### Step 5: Review the Test Summary and Build the Test Screen



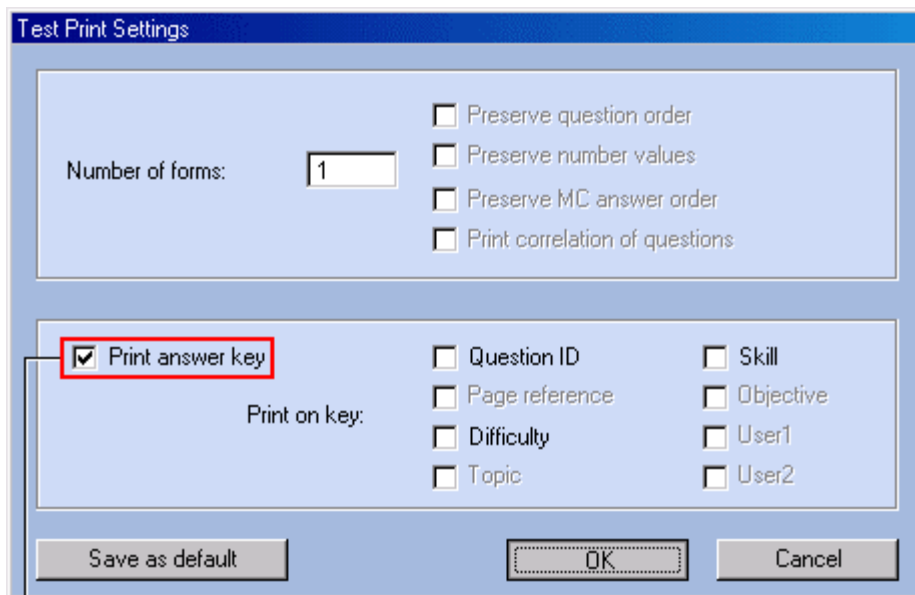
- Your selected questions will appear in a Test window. You can add, delete, modify, or rearrange questions in the Test window before you save and/or print. For information about creating your own test questions, please refer to [Section 3.9](#), or see the *User's Guide* for more detailed information.
- Important:** We strongly recommend that you save the test at this point. At the top of the TestGen window, click **File** and then **Save**. Name the file and then click on the **Save** button.

**Please Note:** The TestGen Wizard scrambles the order of test questions. If you wish to keep questions in order, click **Tools** and then **Sort...**, and then select "Smartsort by Testbank Order."

#### 4.6) Printing your test

- To print your test, click **File** and then **Print** at the top of the TestGen window.
- To print an answer key with your test, click the checkbox next to "Print answer key" **7** when you see the *Printer Settings Screen* (below).

#### Printer Settings Screen



Test Print Settings

Number of forms:

Preserve question order  
 Preserve number values  
 Preserve MC answer order  
 Print correlation of questions

Print answer key

Print on key:

Question ID  
 Page reference  
 Difficulty  
 Topic

Skill  
 Objective  
 User1  
 User2

Save as default      OK      Cancel

**7**

**Please Note:** We recommend that you leave the "Numbers of forms" at the standard setting, "1." That way each printed copy of the test will display the answer choices and correct answers in the same order.

## 5) Frequently Asked Questions

[5.1\) Does the TestGen CD-ROM need to be in the computer after installation?](#)

[5.2\) TestGen Terms: What do "testbank," "book," and "test" mean?](#)

[5.3\) How do I search for specific information in a testbank?](#)

[5.4\) How do I make sure "All of the above" is the last answer choice for a question?](#)

[5.5\) How can I change the order of test questions?](#)

[5.6\) How can I contact Technical Support?](#)

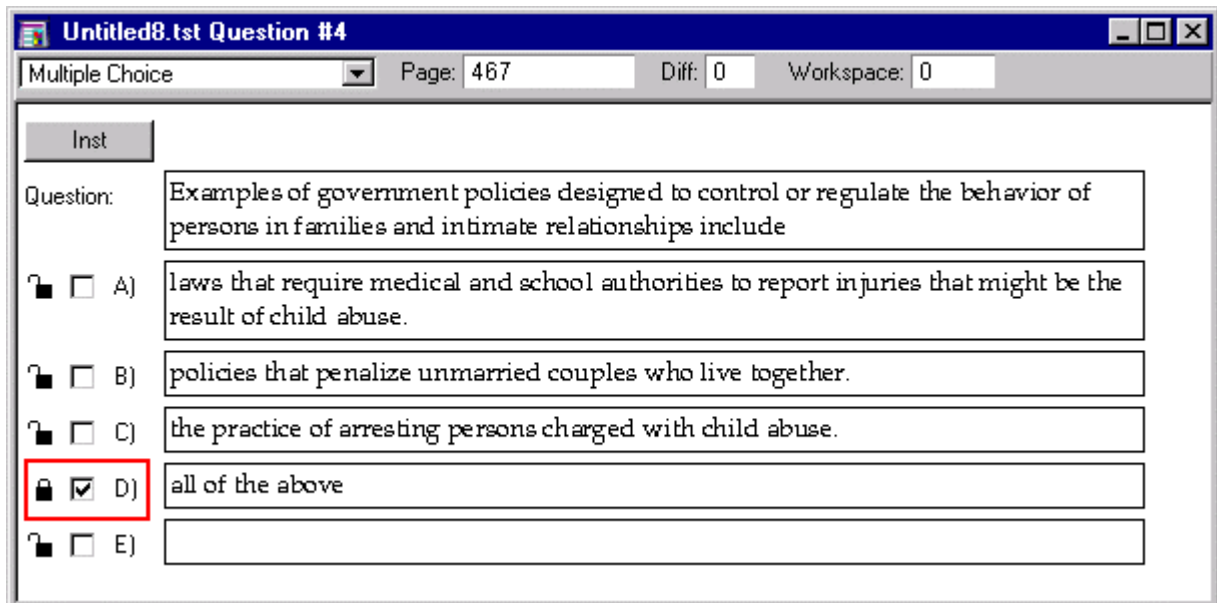
**Answer 5.1:** No. Once the installation is complete, the CD-ROM does not need to be in the CD-ROM drive.

**Answer 5.2:** A "testbank" is the full list of questions that comes with the TestGen CD-ROM. "Testbank" and "book" mean same thing in TestGen terminology. From the "testbank" or "book," many "tests" can be created.

**Answer 5.3:** On the menu bar at the top of the program, click **Tools > Search....**

**Answer 5.4:** Double-click on a test question and then click on the lock icon next to the last answer choice. For example, in the *Sample Question Showing a Locked Answer Choice Screen* (below) the closed lock beside answer choice "d" indicates that the placement of this answer choice will not change.

### ***Sample Question Showing a Locked Answer Choice Screen***



Untitled8.tst Question #4

Multiple Choice Page: 467 Diff: 0 Workspace: 0


Inst

Question: Examples of government policies designed to control or regulate the behavior of persons in families and intimate relationships include

A) laws that require medical and school authorities to report injuries that might be the result of child abuse.

B) policies that penalize unmarried couples who live together.

C) the practice of arresting persons charged with child abuse.

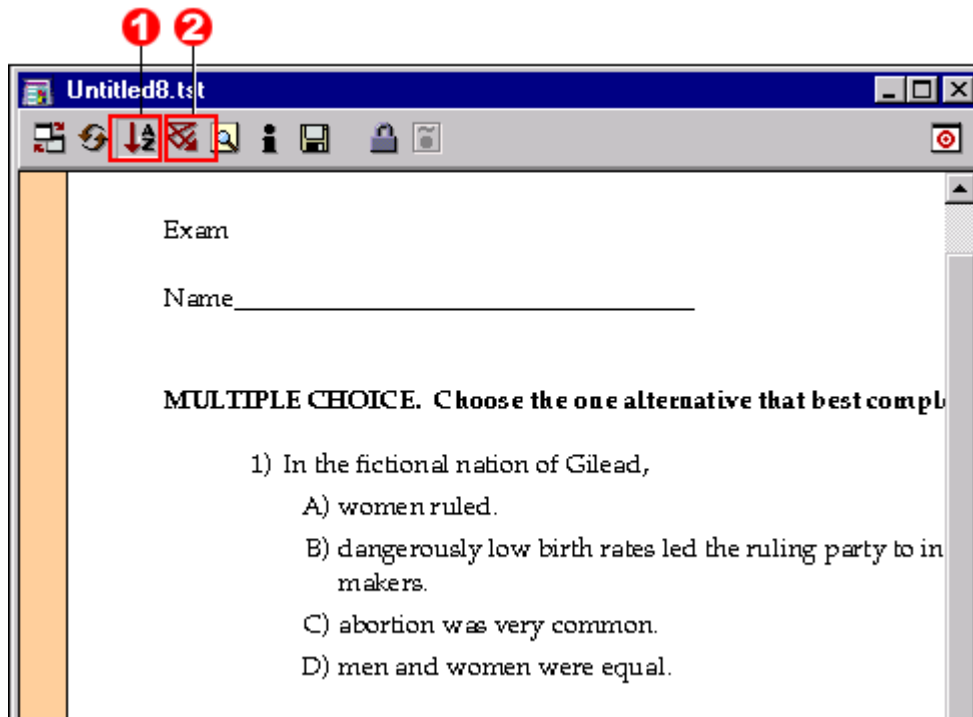
 D) all of the above

E)

**Answer 5.5:** There are two main ways to change the order of test questions automatically: sorting and scrambling.

- To sort test questions in a specific way, click on the "Sort" icon **1**.
- To scramble test questions into random order, click on the "Scramble" icon **2**.

**Sample Test Screen Showing Sort and Scramble Buttons**



**Please Note:** If you scramble test questions into random order, the "question type headers" (directions) will be repeated every time there is a change of question type. There are two ways to prevent this. Click on the "Sort" icon, and then:

- Choose SmartSort by Question Type.
- Deselect the "Include question type headers" box, and then click **OK**.

**Answer 5.6:** Within the United States, call 1-800-677-6337 between 9:00 and 18:00 (New York time), Monday through Friday. You can also get support by filling out the web form located at:

<http://247.pearsoned.com/mediaform.html>

Our technical staff will need to know certain things about your system in order to help us solve your problems more quickly and efficiently. If possible, please be at your computer when you call for support. You should have the following information ready:

- product and title and product ISBN
- computer make and model



- RAM available
- hard disk space available
- graphics card type
- printer make and model (if applicable)
- detailed description of the problem, including the exact wording of any error messages