⑩Appendix

THE SHUFFLING OPTION

A special feature of the **Wizard Test Maker™** allows the teacher to shuffle a question's answer order.

Please note that some questions are programmed **NOT** to allow this feature.

For certain questions it might be confusing to the student if the answers are shuffled:

a) Answers of the kind … 1) decrease 2) increase 3) remain the same ...or... 1) less 2) greater 3) the same

...or... 1) shorter 2) longer 3) the same. These remain consistently in the same order.

b) Answers that follow a pattern like 1) A   2) B   3) C   4) D

c) In cases where answers are numbers or dates that are in ascending or descending order.

d) Any time the answer matches one of the choice numbers i.e. 1) 8 2) 2 3) 6 4) 10. Here because the

answer of "2" should be always placed as the number 2 choice.

e) Cases where one of the answers is 1) unchanged 2) doubled 3) tripled, or, are 1) "the same," 2) "twice as great," 3) "three times as great,"

If, you wish to change the default values simply enter the *Editing Suite* and for any question click in the box "Allow Answer Shuffle." A check mark should now appear in the box signifying that the shuffle option is allowed.

PREVIEW SCREENS

When previewing a test, it may appear at times that words overlap or extend beyond the center divider. This is due to restrictions on resolutions of monitors in displaying 8½" x 11" documents with our program. There should be nothing wrong with the actual printout of the test or question. For more accurate viewing, enlarge the preview screen to 150%.

RECLASSIFYING QUESTIONS

If you wish to change the classification system of any of your questions we suggest either of these two methods:

METHOD A

    1) If you have a large number of questions to reclassify then from the *Study*: *Create a Test* by **Using the Catalogue**. Select as test items all of the questions you wish to change.

    2) **Save** this test, name it "Reclassify," and assign it to any Unit.

    3) Now go into the *Vault* and bring this test, "Reclassify," into the *Editing Suite* where you can reclassify each question in the *Family Tree*. Note: There is no need to click Edit in the *Editing Suite* to access the *Family Tree* just click the **Family Tree** button. When you want to reclassify the next question just click the **Next** arrow.

    4) When finished with reclassifying all your questions, delete your test from the *Vault*.

METHOD B

    1) To reclassify only a few questions, create a test *By Browsing the Topics.*

    2) In the *Select Question Suite*, highlight the question that you wish to reclassify and click **Edit**.

    3) In the *Editing Suite* click **Family Tree** and enter your new classification.

    4) Click **Back** and return to the *Select Question Suite* for more questions and repeat the process.

PRINTING ON LEGAL SIZE PAPER (WINDOWS 95/98)

Click **Start** on the lower task bar, then **Settings**, then **Printers**, then double click on your printer. On the next screen, click on **Printer**, then **Properties**, then **Paper**, and select legal. Then click **OK**. Remember to change the paper option back to regular size when you are finished for future printing.

NYS REGENTS EXAMS

Databased Regents questions may have been altered slightly for the following reasons: a) We may have resized the pictures so as to fit in the two column format, b) Questions may have been deliberately omitted because they were similar to questions of other exams, c) We felt they were no longer appropriate for the course, or d) We have updated the symbols and language usage.