Exam-Test Banks

The Test Bank is a storage area for questions that might be used in a later exam. The instructor can reuse test and quiz questions in later assessments that have already been created somewhere in a course. If a series of questions from a quiz were to be used in a later exam, the questions won’t have to be retyped.

Locate Test Bank Questions

- Click the Author tab in the Navigation Tree.
- Click the test or quiz item into which existing assessment questions are to be added.
- Click the Test Banks button (see illustration below).

- The Test Banks window will display (see illustration below).

- In the List Questions From box, select the test or quiz from which the questions are to be reused.
  - A specific exam can be selected.
  - Select All Questions to see every exam question already in a course.
- From the of type list, select the type of question that is to be reused.
- Click Search.
  - All questions meeting the search criteria will be listed.
  - These questions can be either copied or moved to another exam.

Add or Move Questions to Another Exam

It is only possible to select questions from one page at a time. This means that the questions on the first page must be selected and added to the test or quiz before moving to the second page of the Test Bank.

- Click the check box beside the questions that are to be copied or moved to the new test or quiz (see illustration on next page).
- In the first list, select from the following:
  - Copy Checked Items
    - This option is used to copy the selected questions to the new exam.
    - The questions will be added to the end of the exam.
Once the questions have been copied, they can be reordered within the new exam.

Move Checked Items
- Use this option to move the selected questions to the new exam.
- The questions will be removed from the previous exam.
- If students have already taken the test or quiz the questions are being moved from, the questions cannot be removed.

☐ In the second list, select a destination for the selected questions.
☐ Click Go.

Questions Not in Use
This option is used to store questions from a test or quiz if an instructor decides to delete a test or quiz. This will store selected questions for future use.

☐ Go to the exam that is to be deleted.
☐ Click the Test Bank button.
☐ Select the questions that are to be saved.
☐ In the second list, select Questions Not in Use.
   ☑ The selected questions will be stored.
   ☑ The questions can be filtered and used in a new exam.
☐ Click Go.