

SANAKO Examination Module

USER GUIDE

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INTRODUCTION

WELCOME...

...to the SANAKO Examination Module. SANAKO Examination Module is a software tool that helps teachers create and administer tests using a variety of different question types, as well as to view and manage the exam results.

WHAT CAN YOU DO WITH THE SANAKO EXAMINATION MODULE?

The SANAKO Study Examination module helps teachers quickly and easily create examinations to test students in a number of different ways.

The SANAKO Exam Wizard guides teachers through the creation of a test, offering a number of options for question types, and providing a great deal of flexibility in testing students' abilities. Once the exam is launched, students respond to the questions using the SANAKO Exam Player. Students may also launch the SANAKO Exam Player themselves for independent practice with existing tests.

The Examination Module immediately generates test result reports for both student and teacher, providing an opportunity for students to receive instant feedback on their performance. The teacher may also choose not to let students see their results immediately.

SANAKO EXAMINATION MODULE

SYSTEM REQUIREMENTS

MINIMUM REQUIREMENTS FOR THE TEACHER AND STUDENT PC

- SANAKO Study 500 / 1200 v. 2.0 or later
- Microsoft® Windows® 2000, XP, Vista or 7 operating system
- 1 GHz Processor
- 256 MB Memory
- 1024x768 and 16bit colors
- AC97 compatible sound card*
- Network Adapter

(*) For a list of suitable sound cards, please contact your local distributor

COMPONENTS OF THE SANAKO EXAMINATION MODULE

The SANAKO Examination module consists of three software applications

SANAKO Exam Wizard, which is used by teachers to create exam files.

SANAKO Exam Player, which is used by students to open the exam files and to answer the questions.

SANAKO Exam Reports, which is used by teachers to view and manage the exam results.

INSTALLING SANAKO EXAMINATION MODULE

Note: The SANAKO Examination Module can only be used with SANAKO Study 500 / 1200 v. 2.0 or later.

STUDENT COMPUTERS

SANAKO Exam Player applications are automatically installed on student computers during a Study 500 / 1200 Student v .2.0 or later installation.

TUTOR COMPUTER

SANAKO Exam wizard software has to be installed separately on the Tutor PC.

To install SANAKO Exam Wizard, run the '**SANAKO Exam Wizard_sk.exe**' file found on the SANAKO Study CD. This will also automatically install the SANAKO Exam Reports software.

After the SANAKO Exam Wizard has been installed, it has to be registered on-line with the registration key provided by SANAKO.

To register your SANAKO Exam Wizard:

1. Open the Study 500 / 1200 Tutor **Tools** menu and select **SANAKO Exam Wizard...**
2. In the window that opens, click the **Register...** button.
3. Enter your Registration Key and click on **Register Now**.

Note: To register SANAKO Exam Wizard successfully, your Web browser has to be configured according to the following instructions (Internet Explorer):

1. Open the Web browser Tools menu and select Internet Options...
2. Click the Advanced tab
3. On the Settings list, uncheck the "Warn if changing between secure and not secure mode" option
4. Click Apply and then OK.

HOW ARE EXAMS CONDUCTED WITH SANAKO EXAMINATION MODULE

In the SANAKO Examination Module, teachers create an exam file with the SANAKO Exam Wizard application. The exam file can then be opened for the students or the students can open the file themselves with the SANAKO Exam Player for independent training.

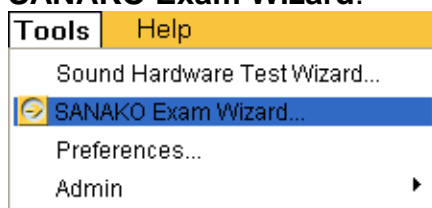
Once students have proceeded through the test questions, their answers are saved as a result file (.rsl). The teacher can see in real time which students have completed the test and can open the student result files with the SANAKO Exam Reports application.

CREATING AN EXAM FILE

The SANAKO Exam Wizard helps you design any type of question to test a particular skill or student ability. The Exam Wizard will guide you through the entire process of creating a new test.

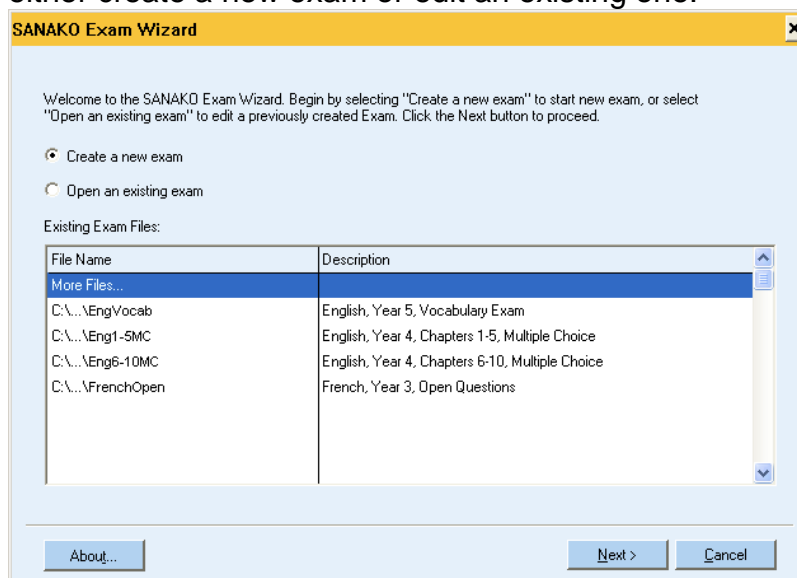
1. STARTING SANAKO EXAM WIZARD

1. To open the SANAKO Exam Wizard, either open the **Tools** menu in Study 500 or Study 1200 and select **SANAKO Exam Wizard**.



or open the Windows **Start** menu and select **Programs – Sanako – Sanako Exam Wizard**

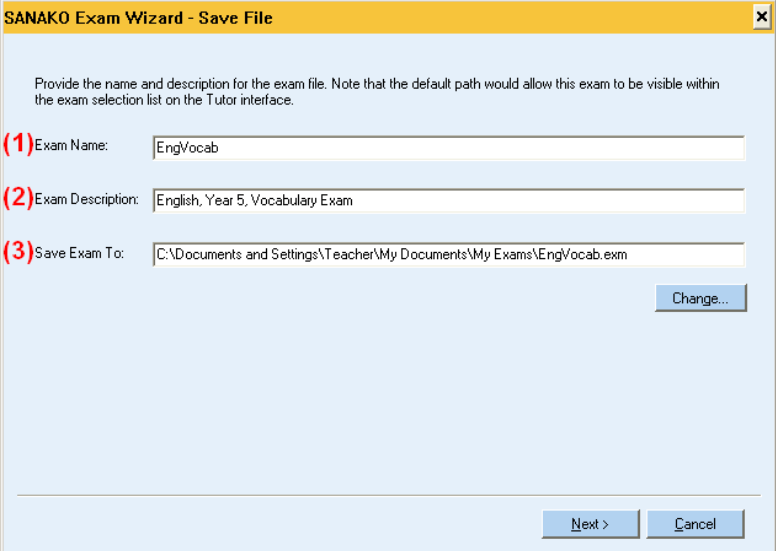
2. When the SANAKO Exam Wizard opens, you can either create a new exam or edit an existing one.



- To create a new exam, select **Create a new exam** and then click **Next**.
- To edit an existing exam file, select **Open an existing exam**, choose the exam that you want to edit on the list and then click **Next**.

2. ENTERING EXAM AND FILE INFORMATION

1. Enter a name, description and save folder for the exam file:



SANAKO Exam Wizard - Save File

Provide the name and description for the exam file. Note that the default path would allow this exam to be visible within the exam selection list on the Tutor interface.

(1) Exam Name: EngVocab

(2) Exam Description: English, Year 5, Vocabulary Exam

(3) Save Exam To: C:\Documents and Settings\Teacher\My Documents\My Exams\EngVocab.exm

Change...

Next > Cancel

- (1) **Enter a name for the Exam.** This will be displayed for the students when they start the exam.
 - (2) **Enter a short description of the exam.** This will also be displayed to the students at the start of the exam.
 - (3) **Select a location where the exam file will be saved.** To change the location, click on the **Change...** button.
2. Click **Next**. The name and description of the exam will be displayed for the students when they start the exam, as well as on the exam file list when you want to edit an existing exam file.

3. SELECTING GENERAL SETTINGS FOR THE EXAM

1. Select various general settings for the exam:

Options

Select the appropriate exam options, such as passing score, timer, task switching security, language etc.

NOTE: Exams are always displayed in full screen if screen resolution is lower than 1024x768.

Randomize Questions

Use Timer
Exam will finish in : hours and minutes

Prevent task switching (disables Alt + Tab)

Display exam in full screen

Report not shown to student

Language of exam interface

Generate the same exam for a small screen (i.e., 800 X 600)

Exam Grading Options

Display grading message at the end of the exam

Fixed Passing Score %

Customized Grading Scale

Exam Navigation Options

Unlimited attempts per answer (free navigation)

One attempt per question (limited navigation)

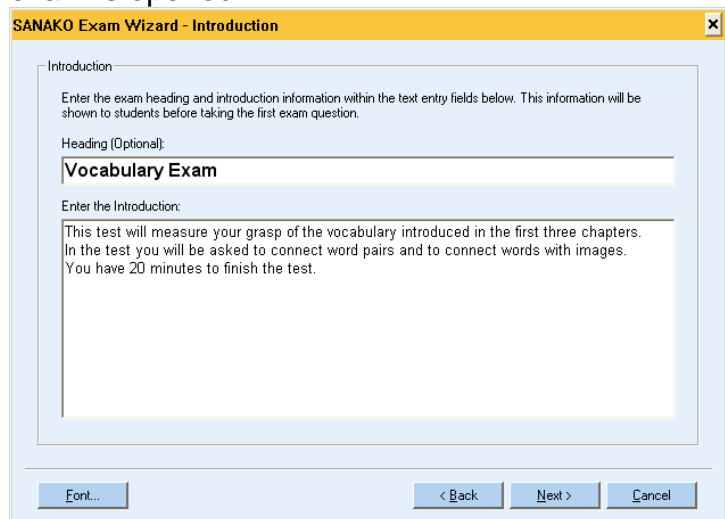
- **Randomize Questions** – The questions in the exam will be displayed in random order for the students
- **Use Timer** – The exam will be ended after the set period of time after which students will no longer be able to continue.
- **Prevent task switching** – Prevents students from opening other applications and windows during the exam with the Alt and Tab buttons.
- **Display exam in full screen** – The student application for answering the exam questions will be displayed in full screen size.
- **Report not shown to student** – The reports of students' results are not automatically displayed for the students.
- **Passing score** – Define how big a percentage of the questions students must answer correctly in order to pass the exam.
- **Language of exam interface** – Select the language for the student exam players.
- **Generate the same exam for a small screen** – Select to fit the created exam to the student screen in case the student screen is smaller than the teacher screen (e.g. in case students are using mini-PCs).
- **Exam Grading Options** – Select whether students will see their grade at the end of the

exam and select your grading mode. You can either use simple pass/fail grades with a fixed passing score or create your own custom grade scale with freely adjustable score requirements for each grade.

- **Exam Navigation Options** – Select whether students will be free to revisit questions and change their answers or whether they will only be allowed to access each question once.

4. ENTERING A HEADING AND AN INTRODUCTION

1. Enter a heading and an introduction for the exam. These will be displayed to the students when the exam is opened.



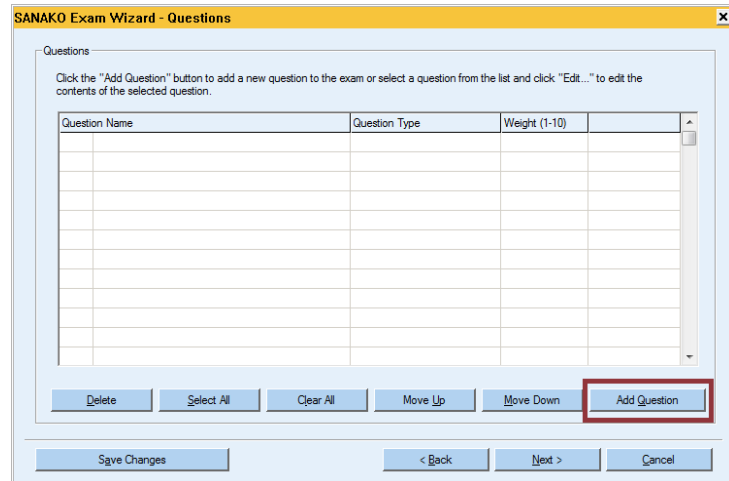
The screenshot shows a dialog box titled "SANAKO Exam Wizard - Introduction". Inside the dialog, there is a section labeled "Introduction" with the instruction: "Enter the exam heading and introduction information within the text entry fields below. This information will be shown to students before taking the first exam question." Below this, there are two text entry fields. The first is labeled "Heading (Optional):" and contains the text "Vocabulary Exam". The second is labeled "Enter the Introduction:" and contains the text: "This test will measure your grasp of the vocabulary introduced in the first three chapters. In the test you will be asked to connect word pairs and to connect words with images. You have 20 minutes to finish the test." At the bottom of the dialog, there are four buttons: "Font...", "< Back", "Next >", and "Cancel".

Note: The introduction may include, for example, instructions for the students or information on the ending time.

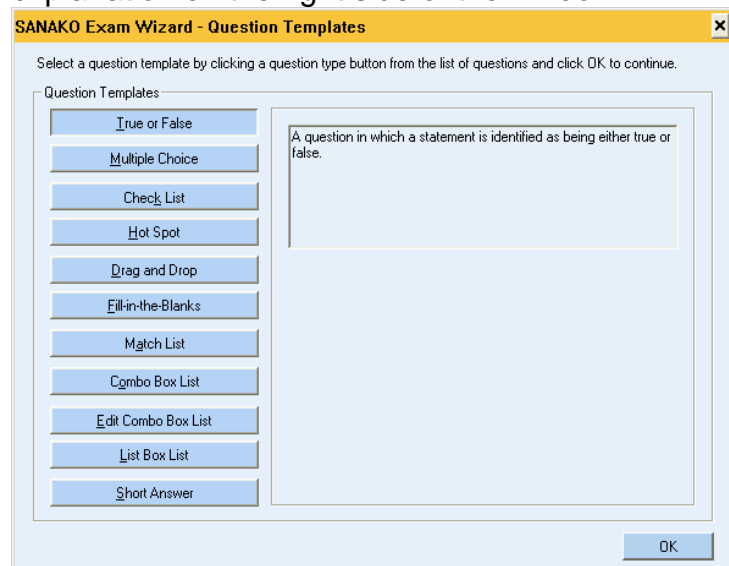
5. ENTERING THE EXAM QUESTIONS

1. Next, you can create the actual exam questions. To add a new question click on the **Add Question**

button.



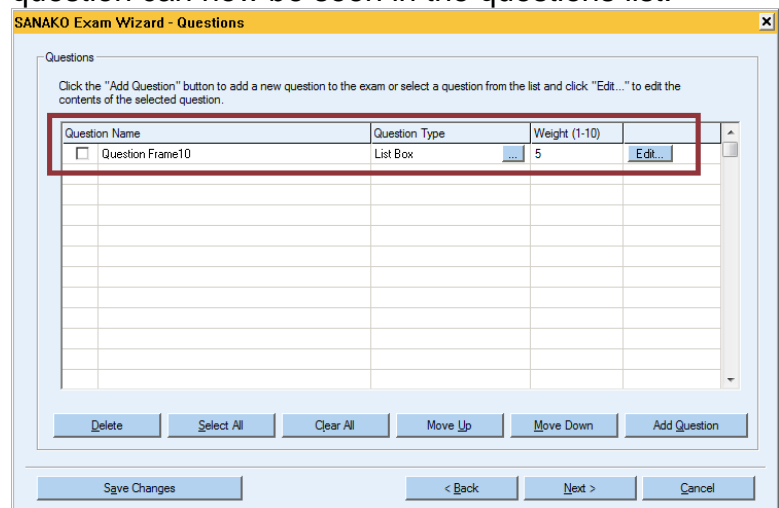
2. This opens a window where you can select the question type. Click on a question type and view its explanation on the right side of the window.



The available question types are:

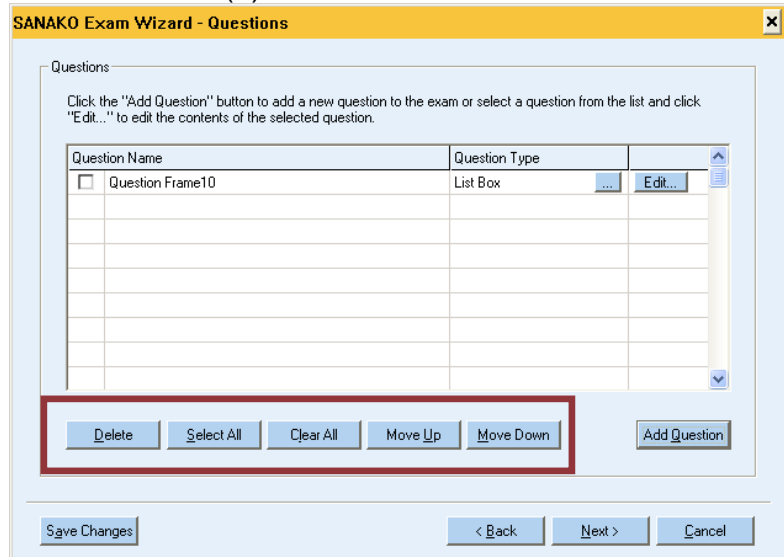
- **True or False** – The students have to select whether a statement is true or false
- **Multiple Choice** – The students have to select the correct answer from among a number of response alternatives.
- **Check List** – More than one correct answers have to be selected from a list of response alternatives
- **Hot Spot** – The students have to click the correct item in a picture
- **Drag and Drop** – Words and expressions have to be dragged onto the corresponding places in a picture.

- **Fill-in-the-Blanks** – Students have to enter words and phrases into blank spaces in a sentence
 - **Match List** – Students need to match items in one column with the corresponding alternatives in another column.
 - **Combo Box List** – Students select one or more response alternatives from a drop-down list.
 - **Edit Combo Box List** – Students select one or more response alternatives from a drop-down list or type in their answer if it is not found on the list.
 - **List Box List** – Students select the answer from a drop-down list.
 - **Short Answer** – Students can type in free form answers which are then compared against check-words and expressions set by the teacher.
3. When you have selected an appropriate question type, click on the **OK** button. This opens a new dialog where you can enter a heading, the question itself and the response alternatives.
The different question types will have different options to choose from and different ways of defining the correct answers. Follow the instructions on the screen to create the question and to enter the response alternatives.
 4. When you have filled in the question and the response alternatives, click on the **OK** button. The created question can now be seen in the questions list.



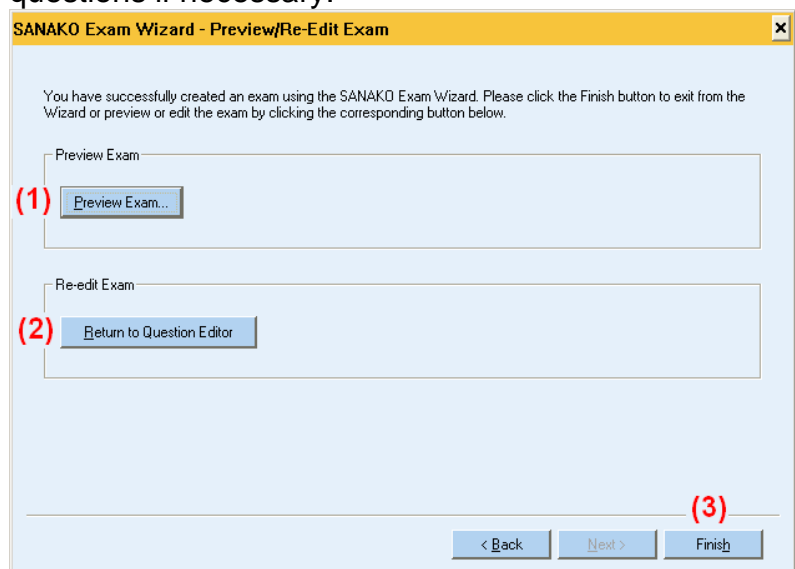
5. To add another question, click on the **Add Question** button again and repeat the process.

6. To make some of the questions more important and count more towards the students' final grade, edit the value in the **Weight** column.
7. To change the order of the questions or to remove a question, select a question and then click on one of the buttons to move it up or down on the question list or to remove it (2).



6. PREVIEWING AND SAVING AN EXAM FILE

1. After you have added all the questions to the exam, you can (1) **preview** the exam to see what it will look like for the students and (2) go back to **edit** the questions if necessary.



2. If you are satisfied with the exam, click on the (3) **Finish** button to save the created exam file and close the SANAKO Exam Wizard.

OPENING EXAMS FOR STUDENTS IN STUDY 500, 700 AND STUDY 1200

To start an exam for students in Study 500, 700 or 1200:

1. Select a session and then choose the **Exam** activity.

Select members for session
Add

Activity selection
Exam

Media source selection
None

None

Selected test file
Exam02 - Nouns 10.exm

Browse... Preview

Start End

Lock

Replay

Clear session

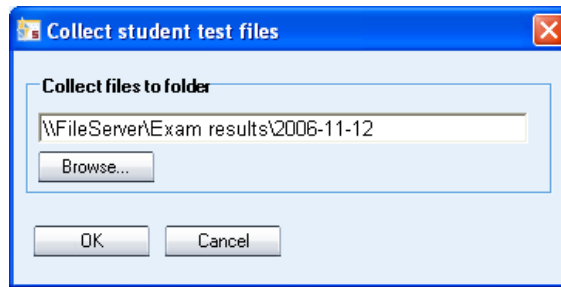
2. Click the **Browse** button to select the exam file that will be used. Clicking the **Preview** button allows you to open the test file on the teacher screen to make sure you have selected the correct file.

Selected test file
Exam02 - Nouns 10.exm

Browse... Preview

3. Click on the **Start** button to launch the exam on the student screens. You will now be asked to define the

location where the student test results will be saved to.



If you want to change the proposed location, click the **Browse...** button, browse for a suitable place to save the student result files. Click on **OK** to accept the selected location.

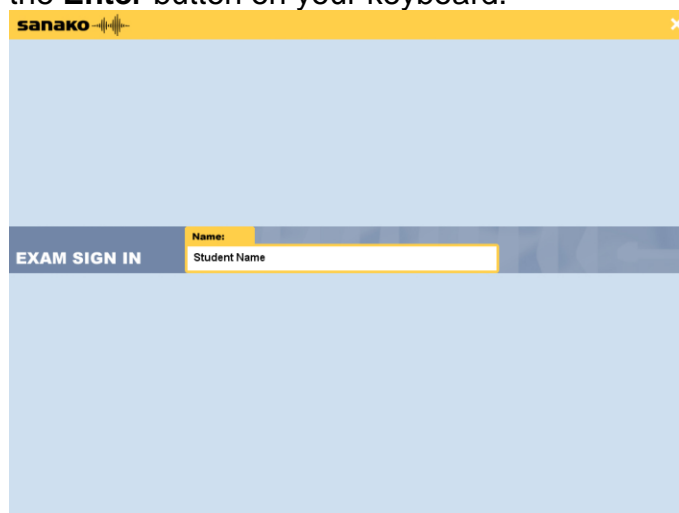
4. The test will now open on the student screens and they can then complete the test questions at their own pace.

Note: The default location for saving student results can be set in the Study 1200 Tutor **Preferences**. To change the default location open the **Tools** Menu in the Tutor application, select **Preferences** and then select the **Settings** tab.

ANSWERING EXAM QUESTIONS

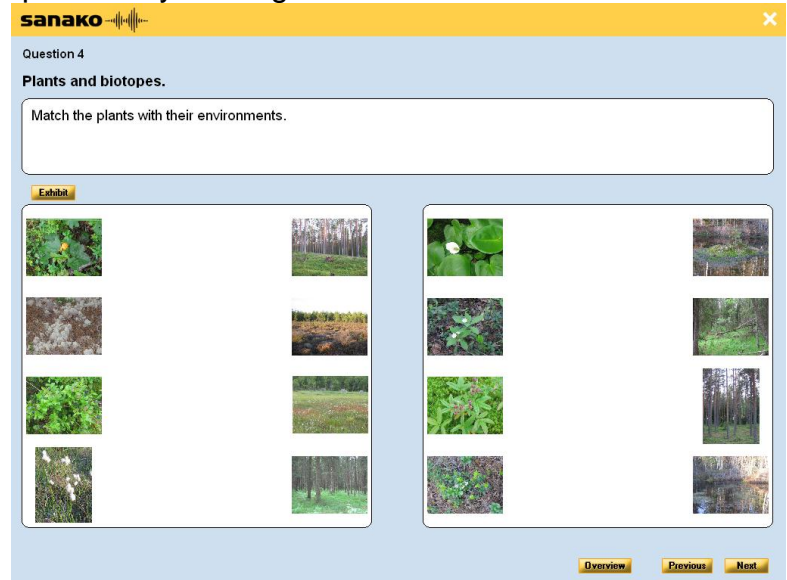
In Study 500, 700 and 1200 teachers can launch exams directly onto the student screens using the Exam activity.

1. Before the actual exam is started, students are asked to sign in. The sign-in name is used to identify the students in test result reports and to name the student exam result files. After entering a sign-in name, press the **Enter** button on your keyboard.

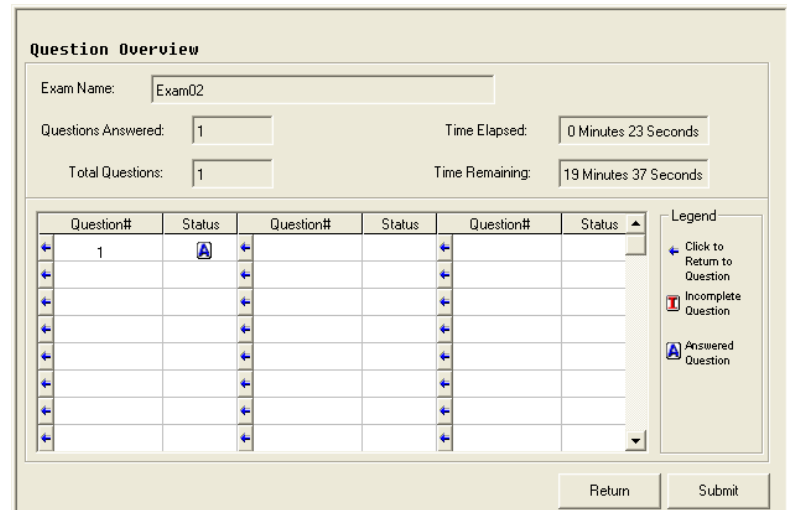


2. After a student has signed in the exam starts. For each question, students need to select a response

alternative(s) and then click the **Next** button to proceed to the next question. If necessary, students can also go back to change their answer to a previous question by clicking the **Previous** button.



3. After a student has proceeded through the entire exam they can view an overview of all of their answers.

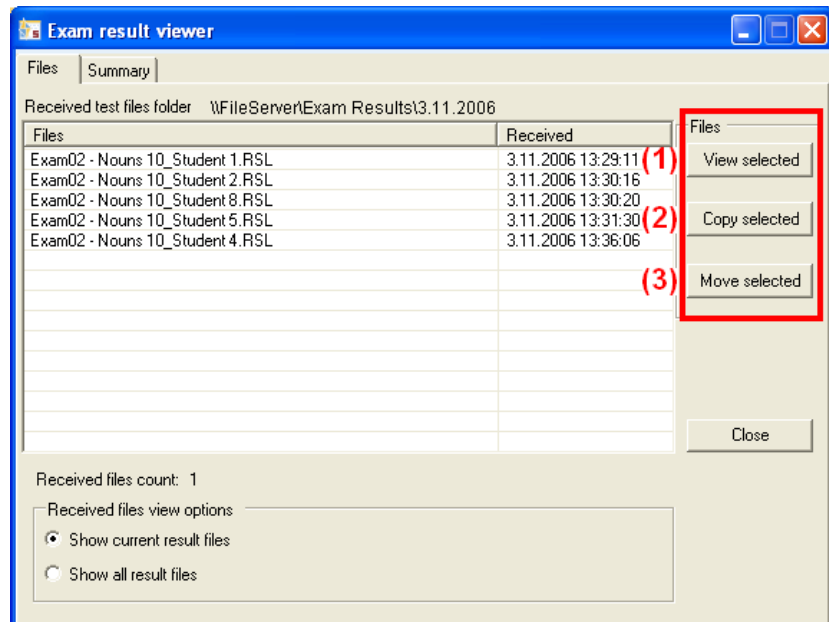


- To go back and change your answers, click the **Return** button
- To end the exam, click the **Submit** button. This will save your answers as an exam result file and end the exam.

Note: Students can also at any time during the exam view the same overview of their answers so far by clicking the **Overview** button.

VIEWING STUDENTS' RESULTS

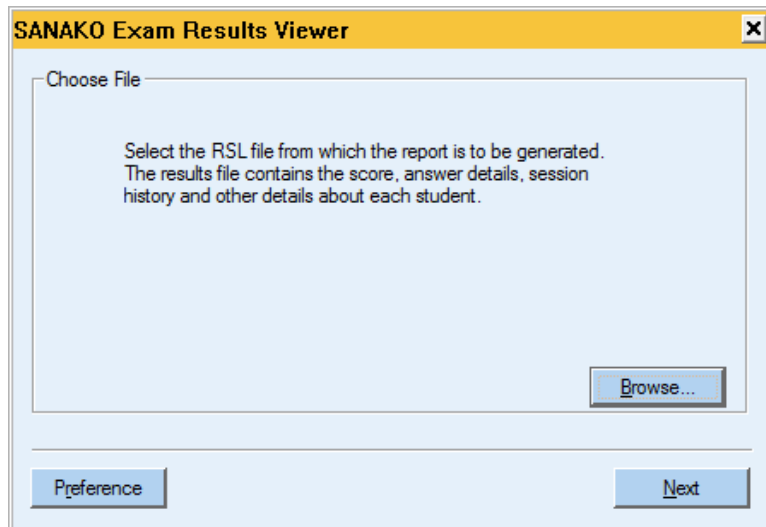
Once you have started a test for students, an **Exam result viewer** window will open on the tutor screen displaying the students' progress. When students have completed the test their answers are saved as an exam result file (.rsl) into the location that was defined when starting the exam and the test result file will appear on the **Exam result viewer** window.



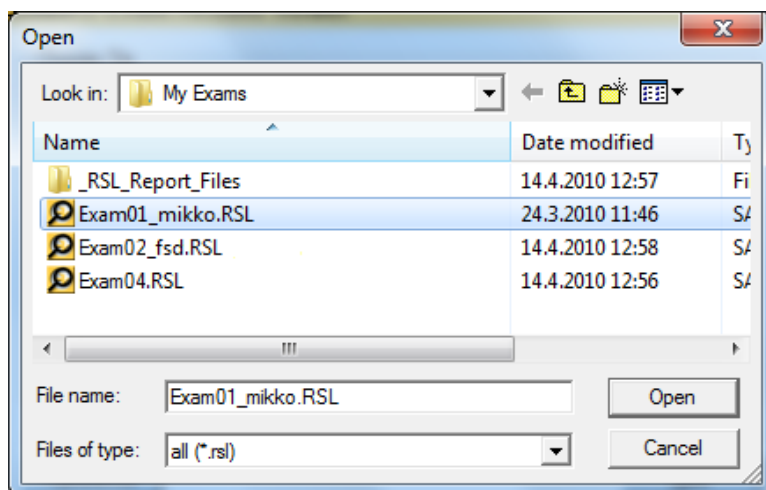
You can then select a student result file and click on the buttons on the right to either

- (1) **view a report** of the student's answers
- (2) **make copies of the test result files** into another location
- (3) **move the original test result files** into another location.

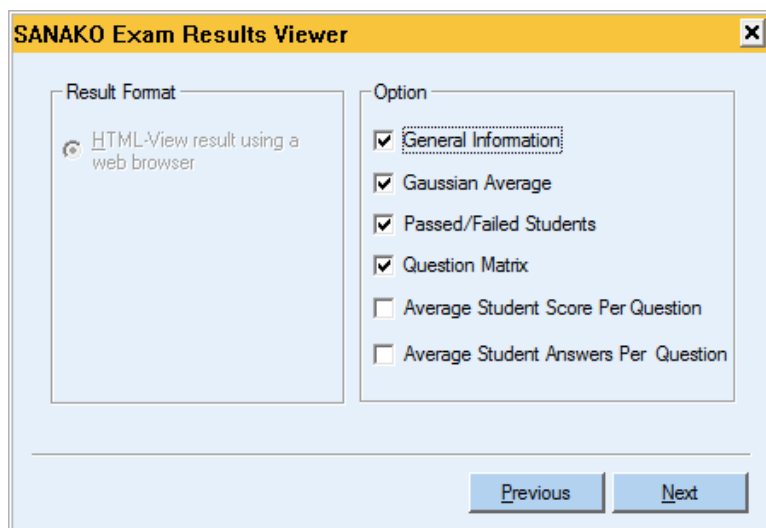
Alternatively, you can view student results at any time by running the Study Exam Reports application. To start the application, open the Windows Start menu and browse to **Programs – Sanako – Sanako Exam Reports**.



Click **Browse** and then locate the exam result file that you want to view.



After you have selected the result files to be viewed, a list appears on which you may check which information will be displayed in the result report.



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