

How to use examWizard

- 1 Order licences
- 2 Install ExamWizard
- 3 Run from desktop icon or start menu

QUESTION FINDER

Question Finder

contains indexed items.

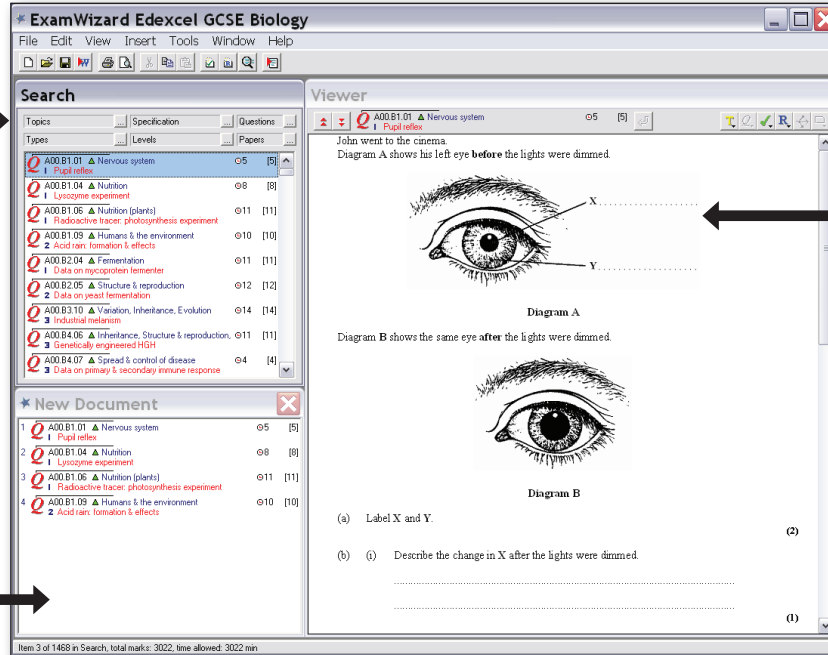
Search by **Topic, Level, Type, Specification reference or Paper/Unit.**

Click on to see the list of available categories.

Click to view sub-topics.

Start search to begin

Continue search to combine categories



VIEWER WINDOW

The Viewer displays the question highlighted in the Question Finder. See all the related material by clicking on the buttons (if highlighted):

Mark scheme

Commentary from examiners' reports

Link to specification

Resources/related text

Additional notes

Browse through your selection

The back button

PRINTING AND EDITING

Copy the items you want into the New document

Print preview

Print

Get mark scheme

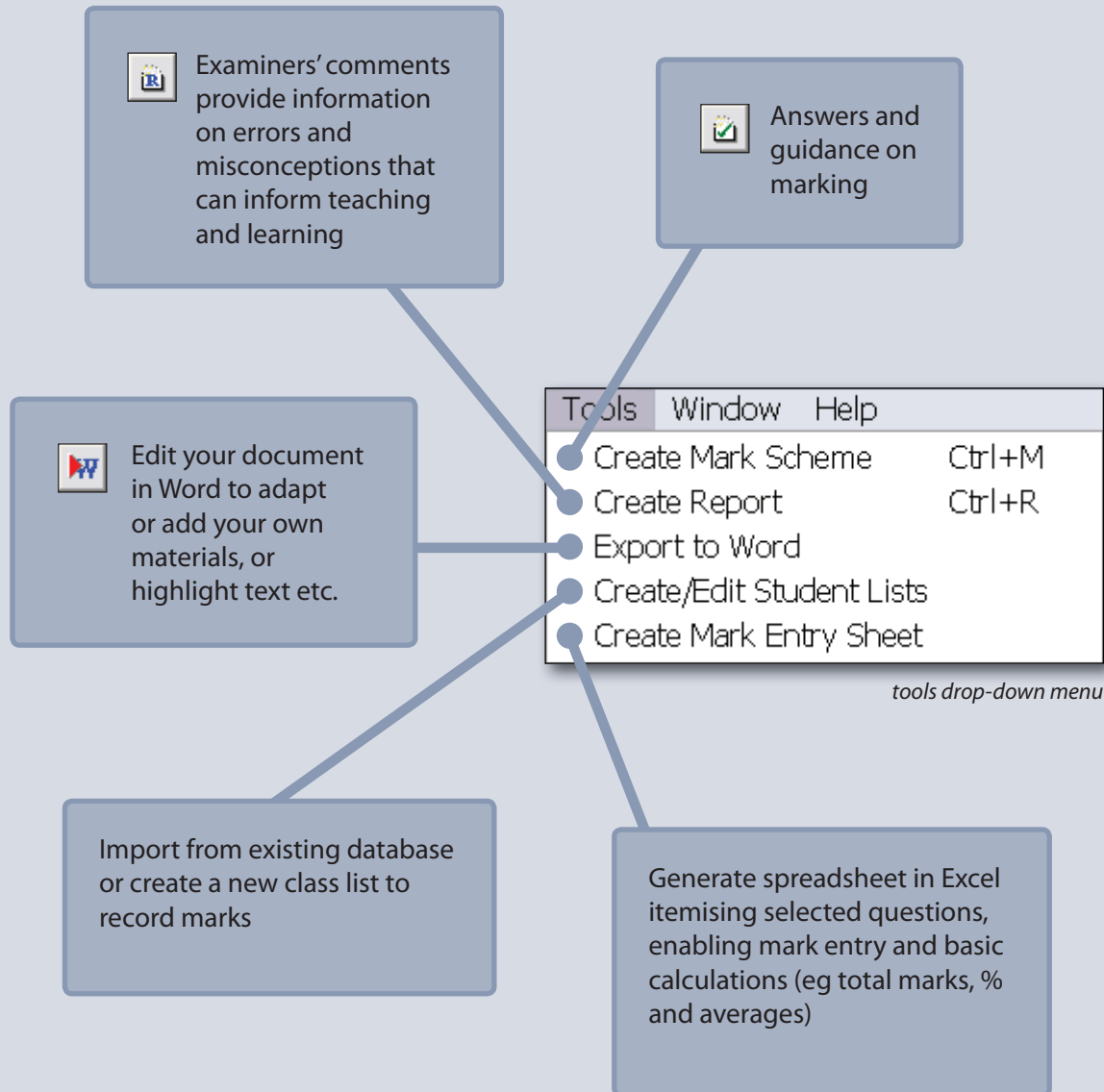
Get examiner's report

Edit document in Word

Question ref	Topics	Specification	Spec ref 2	Levels	Marks available	Class average (%)	Surname	Forename	Date of birth	Sex (M or F)	1	2	3	4	Total	%Correct
1					5	0	Larkin	Elanng	20/02/96	M					0	0
2					8	0	Sparrow	Trodie	19/02/99	F					0	0
3					11	0	Silverman	Gus	02/01/99	M					0	0
4					11	0	Annezani	Angela	28/05/97	F					0	0
5					10	0	Mann	Tasay	15/02/97	F					0	0
6					10	0	Peed	Henes	3/09/96	M					0	0
7					4	0	Jenkins	Jemima	03/03/99	F					0	0

MARK ENTRY SHEET

Opens in Excel detailing questions in your document and space to enter marks. Import or create student lists.



To create an assessment and mark scheme

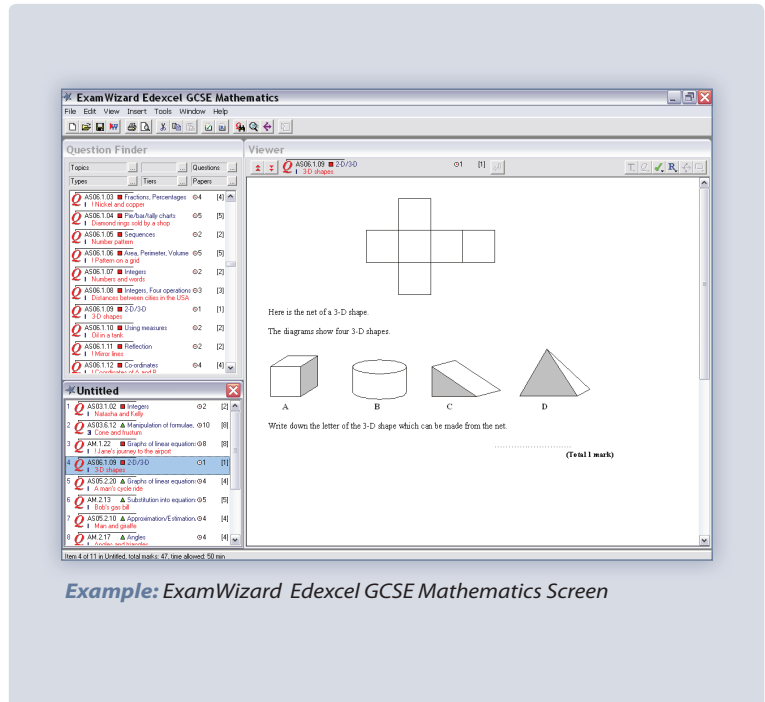
- 1 Click here to see the topic list
- 2 Click here to select level
- 3 View selected items in the Viewer
- 4 Copy items you want into an untitled document
- 5 Insert title, if required from insert drop-down menu
- 6 Print preview (to change sequence, drag & drop)
- 7 Click here for mark scheme
- 8 Click here for commentary

examWizard

user guide

Introduction

ExamWizard provides teachers with past examination questions, their mark schemes and examiners' reports to support the teaching of GCSE and AS/A2 across a range of subjects. All questions are indexed by generic teaching topics for flexibility and each question is linked to the appropriate and most up-to-date specifications. If you have not used ExamWizard before, please see the Quick Guide above to get you started. The **User Guide** will provide you with guidance on how to get the most from ExamWizard.



Example: ExamWizard Edexcel GCSE Mathematics Screen

The Power of ExamWizard

ExamWizard provides you with a bank of questions that can be used in a variety of ways to support your teaching of examination subjects.

Teachers in schools and colleges use ExamWizard to produce:

- end of topic or unit tests;
- targeted practice materials at different levels;
- mock examinations;
- mark entry sheets for collating scores on customised tests;
- documents containing an original question, its mark scheme and examiner's report;
- worksheets edited from original examination questions.

All at a few clicks of the mouse and in the space of a few minutes.

Generate mark schemes and examiners' reports from your question compilations that enable you to mark and evaluate student performances [See below].

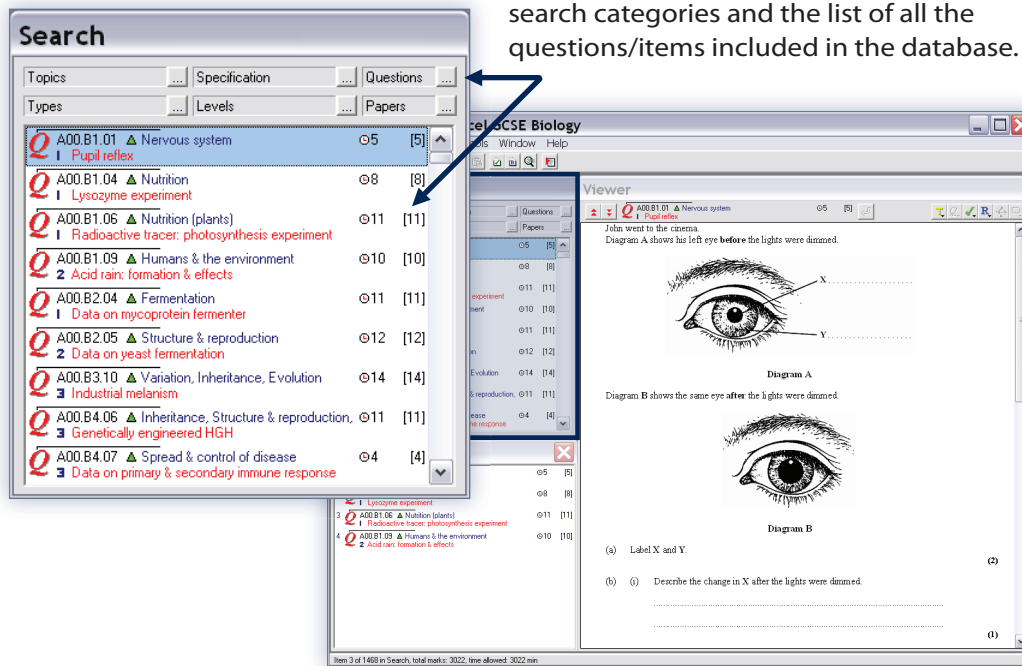
Get Started

When you open ExamWizard it displays three separate windows. The large window on the right-hand side that occupies the majority of the screen is the Viewer; when you select a question it will be displayed in the Viewer. The Question Finder is to the left and contains details of every question, allowing you to search for specific questions that fit your requirements. Below the Question Finder is an empty document (by default this will be called 'New Document'). Anything you want to print must first be copied into that document.

Question Finder - How to search for material

The top left window is the Question Finder.

In the Question Finder you will find the search categories and the list of all the questions/items included in the database.

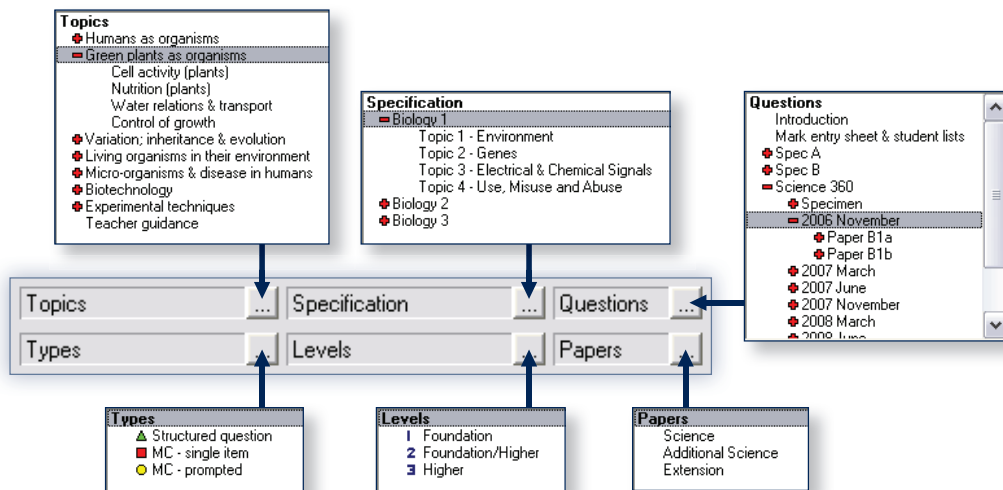


Example: ExamWizard Edexcel GCSE Biology Screen

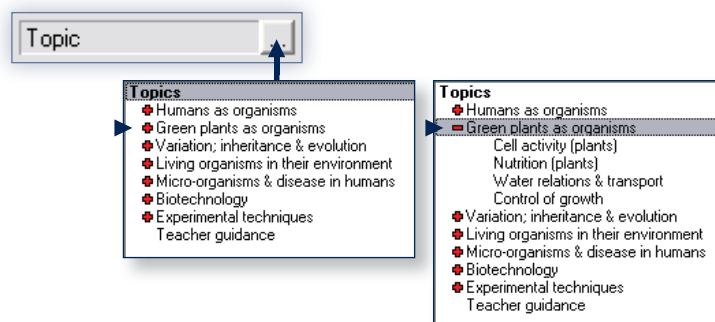
Search


Use the search indexes to help you locate suitable material for creating your tests or homeworks.

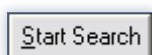
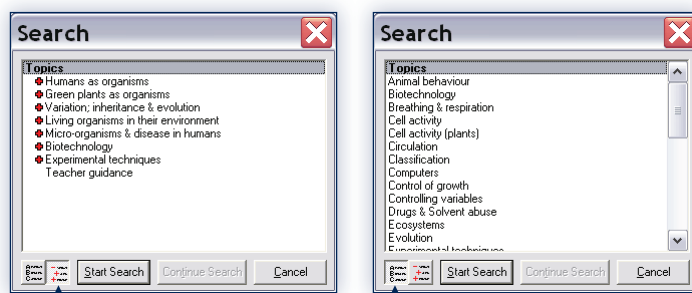
To view all the search categories, click on the square box (☐) to the right of each search field. This allows you to search through all the questions that have been selected for this database.



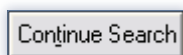
You can search by categories such as level, topic, year, etc. These categories may vary for each subject; the Teacher Guidance introduction screen in ExamWizard details the categories available and shows how each one is broken down. Sometimes categories are grouped under main headings with a small red cross. If you double-click on the cross then you will be able to see the complete list of search categories.



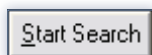
Topics are listed hierarchically by default but can also be listed alphabetically by simply clicking on the ABC button .



You can search by one of the categories by clicking **Start Search**. This will display every question indexed to this category in the Question Finder.



To narrow your search, select a new category, in a different field, and this time click **Continue Search**.

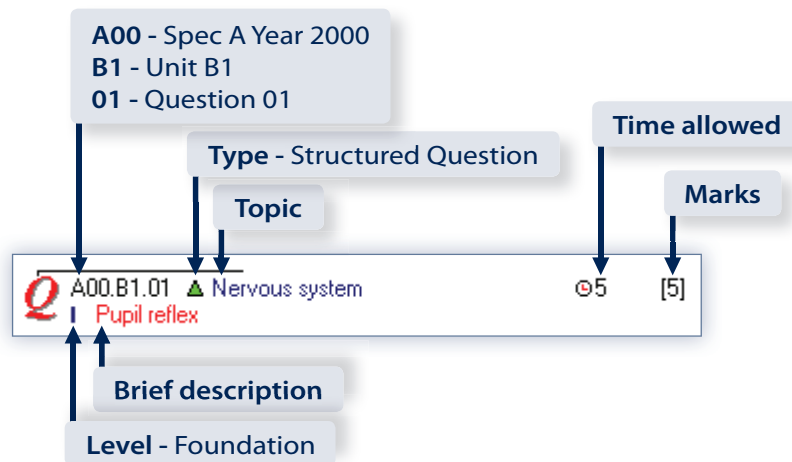


To start a new search, select a different category and click **Start Search**.

(SEE APPENDIX 1)






Questions

In the Question Finder you will find the list of all of the questions/items included in the database and descriptors to help you identify them.




Viewer - Review questions and related text




When you select a question in the Question Finder or in the New Document, this will appear in the Viewer for review. The buttons at the top of this window take you to the related:

-  Links to relevant specification(s)
-  Mark scheme
-  Examiner's report
-  Resources/related text
-  Additional notes

The buttons are highlighted when any text related to the selected question is available. When you click on the related mark scheme or examiner's report, if the button is still highlighted more text is available for the entire section or paper the question is taken from.

-  To go back to the question







You can also use the following navigational buttons:

-   Browse through your selection (up/down)
-  Back

New Document - Creating, preparing and printing

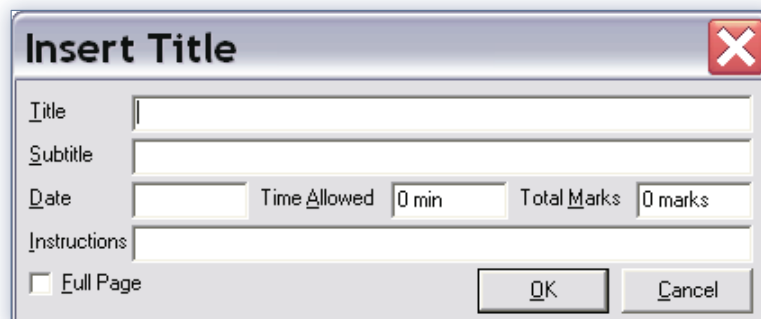
The bottom left window contains a blank document. By default the document will be called **New Document**, but once you have created an assessment you can rename it by choosing 'Save as' from the File drop-down menu. You can then save it to your computer or network, allowing you to return to it at a later date if you wish to reuse or modify the assessment.

Anything you want to print must first be copied into the document window. Click on the **Copy to document** button to copy selected questions into your document or drag and drop from the Question Finder (or press CTRL+D). Questions are automatically numbered and formatted before printing. Use the following buttons:

-  To copy to document
-  To save your document
-  To print preview
-  To print
-  To export the document to Word – you can then edit the document to adapt it, add your own materials, highlight text etc. You can also do this by choosing 'Export to Word' from the Tools drop-down menu.
-  To create a New Document

Insert Title

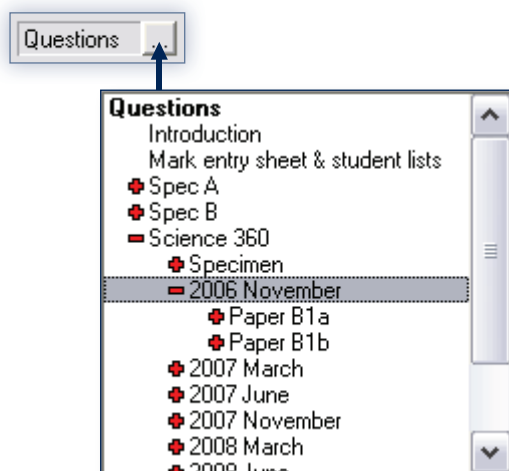
You can insert a title for an assessment by choosing 'Title' from the Insert drop-down menu and entering the details in the text entry box (pictured below).



You can also insert section titles to divide your assessment into sections. You can drag and drop the section titles within the document window to modify the position of the section breaks if required.

Creating Mock Examinations

You can select and print out complete past papers with their accompanying mark schemes and examiners' reports on student performance to provide you with a complete mock examination: the paper, the answers and the interpretation. There are sufficient years to provide students with complete practice papers.



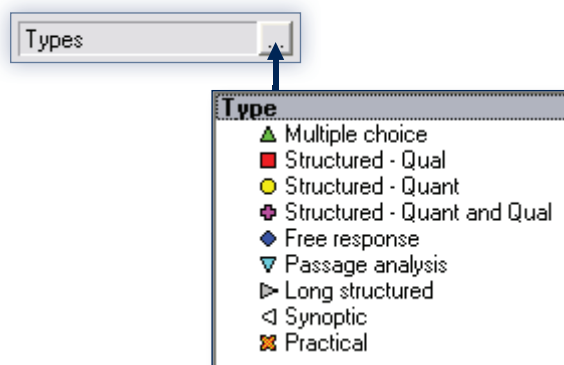
Example: Questions, GCSE Biology

Note: Please note that in some subjects complete questions have been divided into their component parts to cover a broader range of topics and to provide a useful bank of concise questions.

Assessing students' abilities in dealing with particular types of question

Most questions involve a range of skills and knowledge that can be indexed as type categories in ExamWizard. The classification of question types is not absolute and will differ in each subject.

Select the appropriate questions using the type index, copy them into a document, export to Word and edit them to highlight certain aspects or include your own comments.



Example: Types, GCE Physics (8/9PH01)

(SEE APPENDIX 2)

Generating Mark Schemes / Examiners' Reports

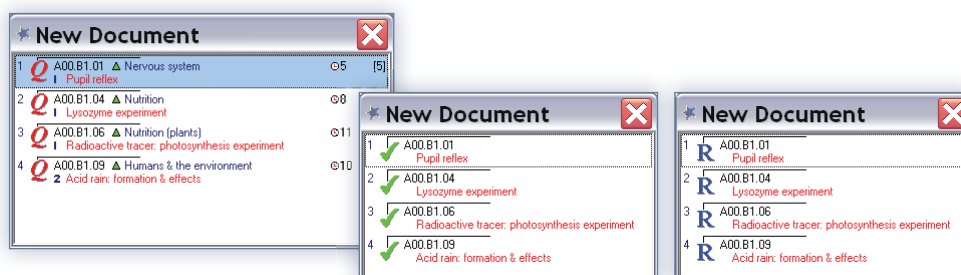
Once you have created a document with your selection of questions, you can create the corresponding mark scheme and examiner's report by clicking on the following buttons above the Question Finder:



To create an automatic mark scheme for your selection – provide answers and guidance on marking. This can also be created by choosing 'Create Mark Scheme' from the Tools drop-down menu, or by pressing Ctrl+M.



To create an automatic examiner's report for your selection – examiners' reports provide information on errors and misconceptions that can inform teaching and learning. This can also be created by choosing 'Create Report' from the Tools drop-down menu, or by pressing Ctrl+R.



Example: New document with related mark scheme and examiner's report

The items in these documents will also be automatically numbered as the corresponding questions, and they can be saved, edited and/or printed as any other document (see above).

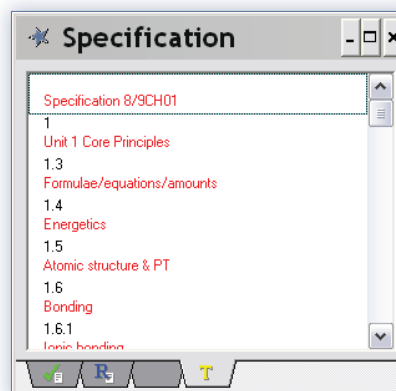
You can also produce documents with a single question and its related mark scheme and examiner's report to help students understand what the examiner is asking of them. Students can answer the question then self or peer review against the mark scheme and report. (SEE APPENDIX 3)

Related Text



Click on the 'Related text' button to view all the mark schemes, examiners' reports, specification references and resources included in the database. These can be located in the tabs along the bottom of the window.

Example: Related text, GCE Chemistry (8/9CH01)



Create Index

If you want to keep a list of the questions you have selected and copied into your document, use the 'Create Index' feature in the Tools menu. This produces an Excel spreadsheet that lists the questions you have selected with the ExamWizard details: summary description, level, marks, topics, specification reference.

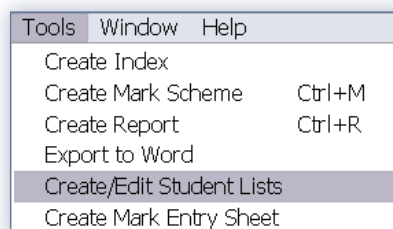
Question	Ref	Summary	Level	Marks	Spec ref1	Spec ref2	Topic
1.	QS10.1.03	Diffusion & active transport	1	13 marks	1.2A		Membrane structure & function
2.	QS10.1.04	Cocaine use & blood clotting	1	10 marks	1.1F		Blood clotting
3.	QS10.1.05	Cystic fibrosis; effects & lung infections	1	12 marks	1.2I		Genetics

Mark Entry Sheet - Record students' marks

The ability to create a mark entry sheet for a selection of questions is also included. This creates a spreadsheet to keep a record of your students' marks and for analysis. The spreadsheet lists each question with its ExamWizard reference, type of question, Specification references, target level and the marks available. To create a mark entry sheet follow these steps:

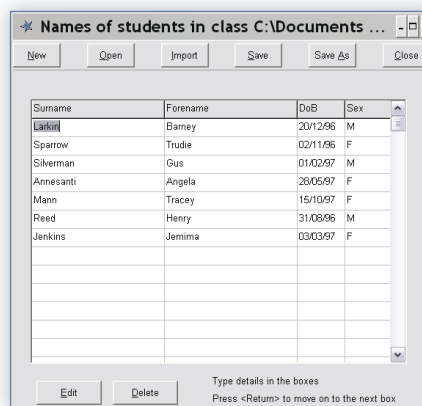
- Step 1**

Click on **Tools, Create/Edit Student Lists.**



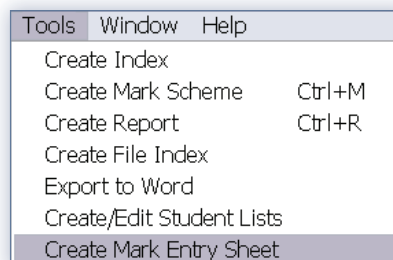
- Step 2**

Enter your students' details or import a file of student details saved in .csv format.



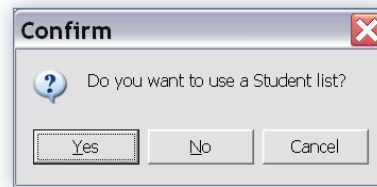
- Step 3**

Click on **Tools** on the main tool bar and **Create Mark Entry Sheet.**



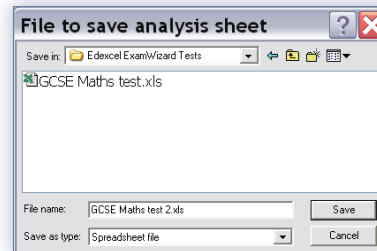
• **Step 4**

Click **Yes** to use the student list you have created or **No** if not.



• **Step 5**

Enter a name for your mark entry sheet in the pop up window and press **save** then a mark entry spreadsheet will be created as an Excel file.



Here is an example of a mark entry sheet created for a selection of questions:

1	examWizard		Question ref:	QA503.102	QA503.103	QA503.104	QA503.106	QA503.109				
2	Mark entry sheet		Topics	Decimals,	Fractions,	Construction,	Properties of shapes, Parallel lines	Integers, Fractions				
3	Class		Specification	U2FA.2	U2HA.2	U2FA.2	U2FA.2	U2FA.2				
4	Test name		Spec ref 2									
5	Date		Tiers	1	1	1	1	1				
6	Total	17	Marks available	2	3	3	4	5	17	100		
7	Students	7	Class average (%)	0	0	0	0	0				
8	Surname	Forename	Date of birth	Sex (M or F)	1	2	3	4	5	Total	%Correct	
9	Larkin	Barney	20/12/96	M						0	0	
10	Sparrow	Trudie	11/02/1996	F						0	0	
11	Silverman	Gus	02/01/1997	M						0	0	
12	Annesanti	Angela	28/05/97	F						0	0	
13	Mann	Tracey	15/10/97	F						0	0	
14	Reed	Henry	31/08/96	M						0	0	
15	Jenkins	Jemima	03/03/1997	F						0	0	

The spreadsheet itemises the selected questions, enabling mark entry and basic calculations (e.g. total marks, percentages and averages).

Ideas for activities and use

Peer Review

Students can do a test and then use the mark scheme to mark their own or other students' work. This activity might be carried out in small groups where students can share insights and gain from the understanding of other students. Students can also start to identify their strengths and weaknesses for themselves.

Save documents for year-on-year use or for sharing with colleagues who also use ExamWizard.

Running the ExamWizard demonstrations

To try an ExamWizard subject demonstration, go to the PRODUCTS & ORDERING page of the website <http://examwizard.testbase.co.uk/sec/pindex.asp>. Click on the name of the subject you wish to explore and install the demo by following the on-screen instructions. The full software for each subject is also available for download from the website. Downloads will require you to purchase an ExamWizard licence for each subject.

The ExamWizard licence and access to the full program

You will need to buy an ExamWizard licence for each subject program you wish to use. The licence allows you and your colleagues to install the program on to any computer that is owned by the school or any computer used by a teacher working at the school (including at home). After you have received the licence code for a subject (we will send this by e-mail or post), go to the download page on the ExamWizard website <http://examwizard.testbase.co.uk/sec/download.asp>, click on the download button, enter the licence code and follow the instructions to install ExamWizard. Please make sure to enter the licence details carefully. Once ExamWizard is installed on your computer, you can run it either from the desktop icon or from the start menu.

FAQs

Answers to frequently asked technical questions can be found on the ExamWizard website, where you can also submit a web query or comment in the SUPPORT PAGE of the website.

<http://examwizard.testbase.co.uk/sec/support.asp>

Installation Requirements

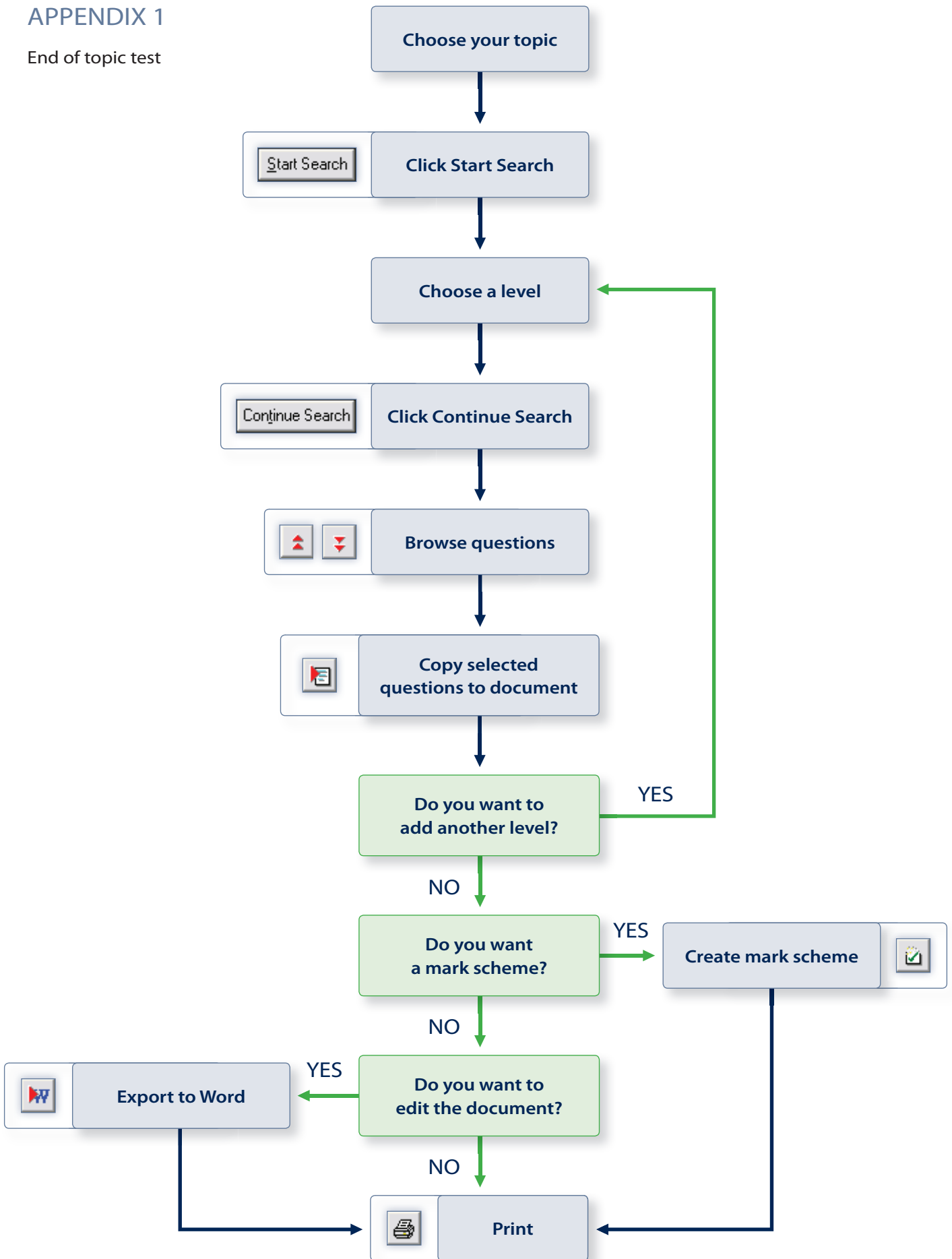
To use ExamWizard, you will require the following:

- A PC running Windows 98, NT4, 2000, ME, XP, Vista or Windows 7;
- 266MHz PII processor;
- 64 MB of memory (128 MB for Windows XP);
(ExamWizard will run on less but you may find some features slow)
- The amount of space needed will vary according to subject, and is noted during installation.
We advise you to consider at least 500MB of free space on the hard drive.

ExamWizard is not supported on Mac computers

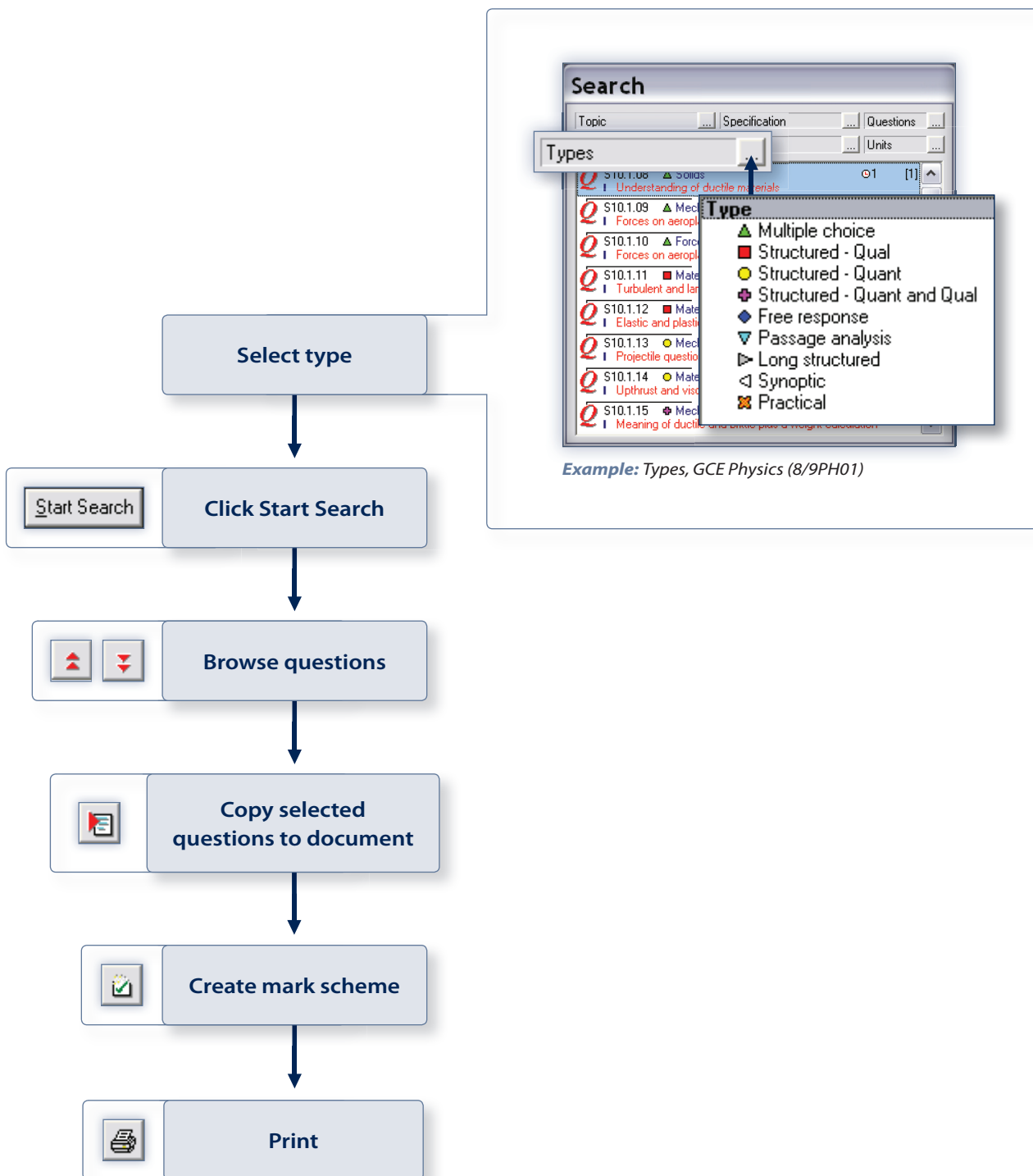
APPENDIX 1

End of topic test



APPENDIX 2

Type of questions



APPENDIX 3

Deconstructing the question

