Assessment Question Bank

2019

評估試題庫
Assessment Question Bank

用戶指南
User Manual

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1. What is Assessment Question Bank?

Assessment Question Bank provides a lot of test papers. Teachers can search questions to build test papers quickly and easily. The system has an export function for you to store test papers in your computer, providing comprehensive after-school assessment support.

2. System Requirement

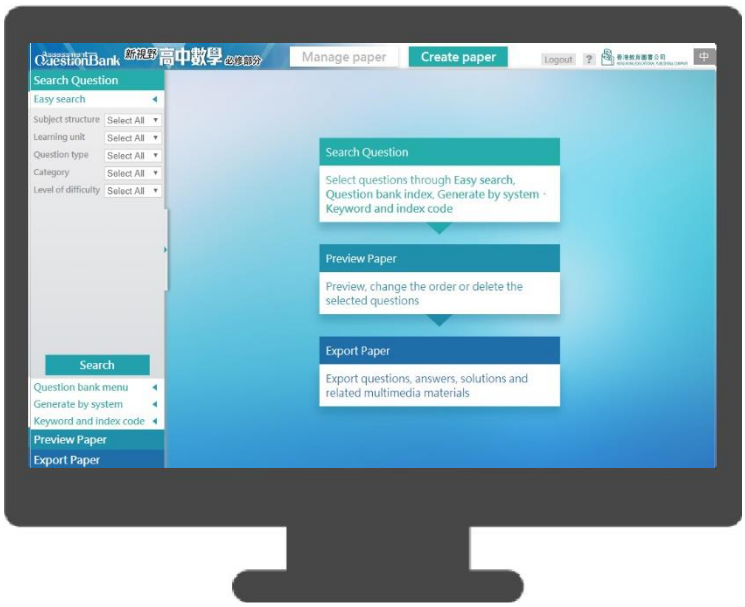
For best user experience, kindly refer to the recommended requirement below:

- Desktop requirement

  Browser: Chrome 54, Firefox 50 or above

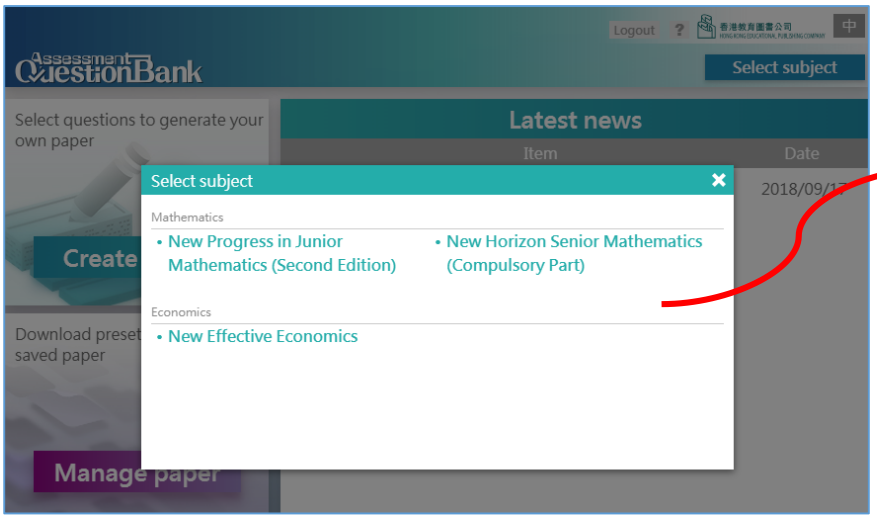
  OS: Windows 7 or above

  Best viewed at 1024x768 screen resolution

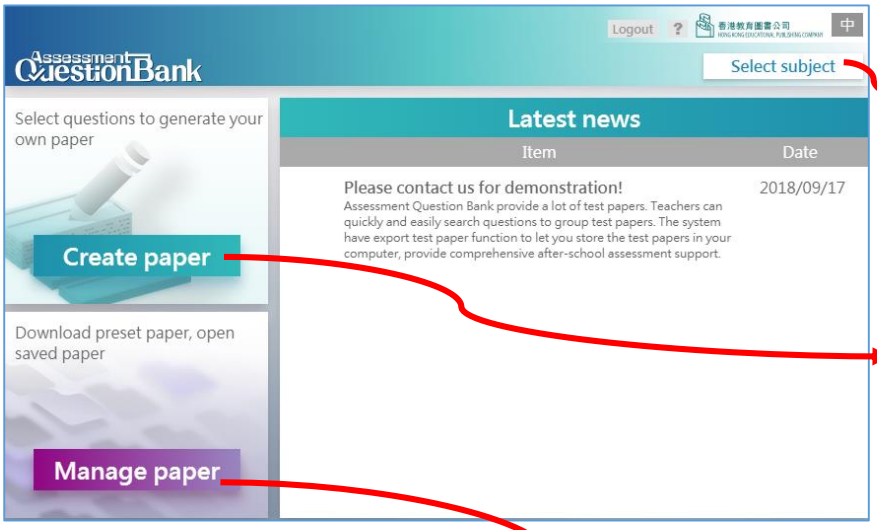


3. User Interface and Functions

3.1. Subject



After login, select the book first



Reselect subject

Select questions to generate your own paper
#3.2

Download preset paper and view saved paper
#3.3

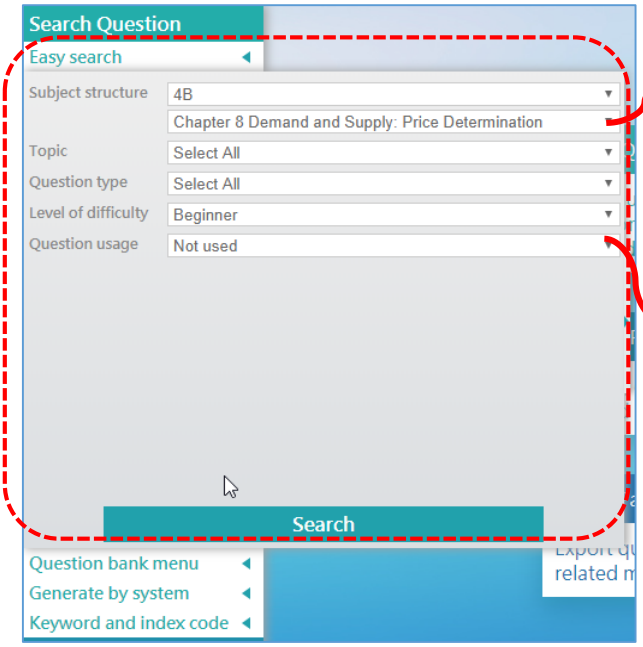
3.2. Create paper

3 steps to complete the creation: **Search Question**, **Preview Paper**, **Export Paper**.

Step 1：Search Question ＞ left hand side

4 kinds of search question methods in total:

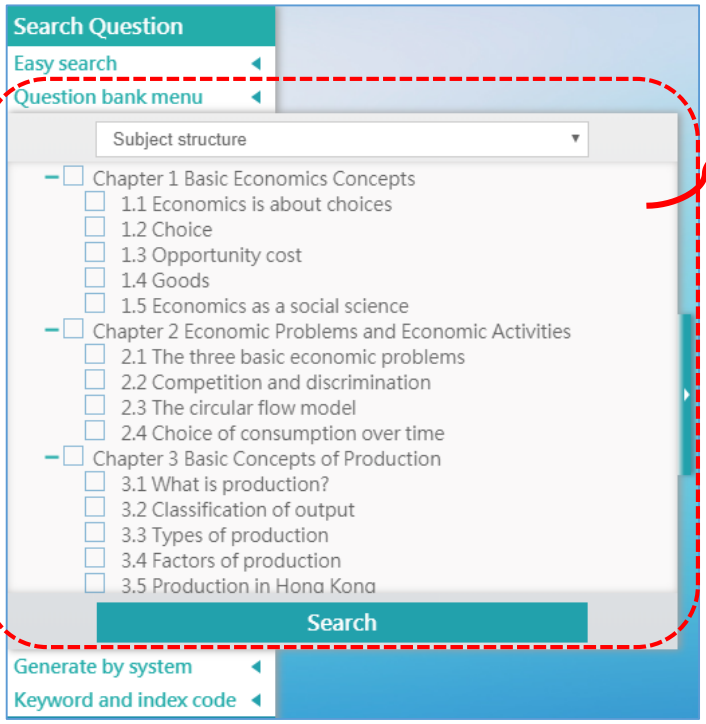
- **Easy search**：



Search by the structure, question type, level of difficulty

Question usage can help to search those questions not be used before.

- **Question bank menu**：



Search by the tree views of structure, question type, level of difficulty (support multiple select).

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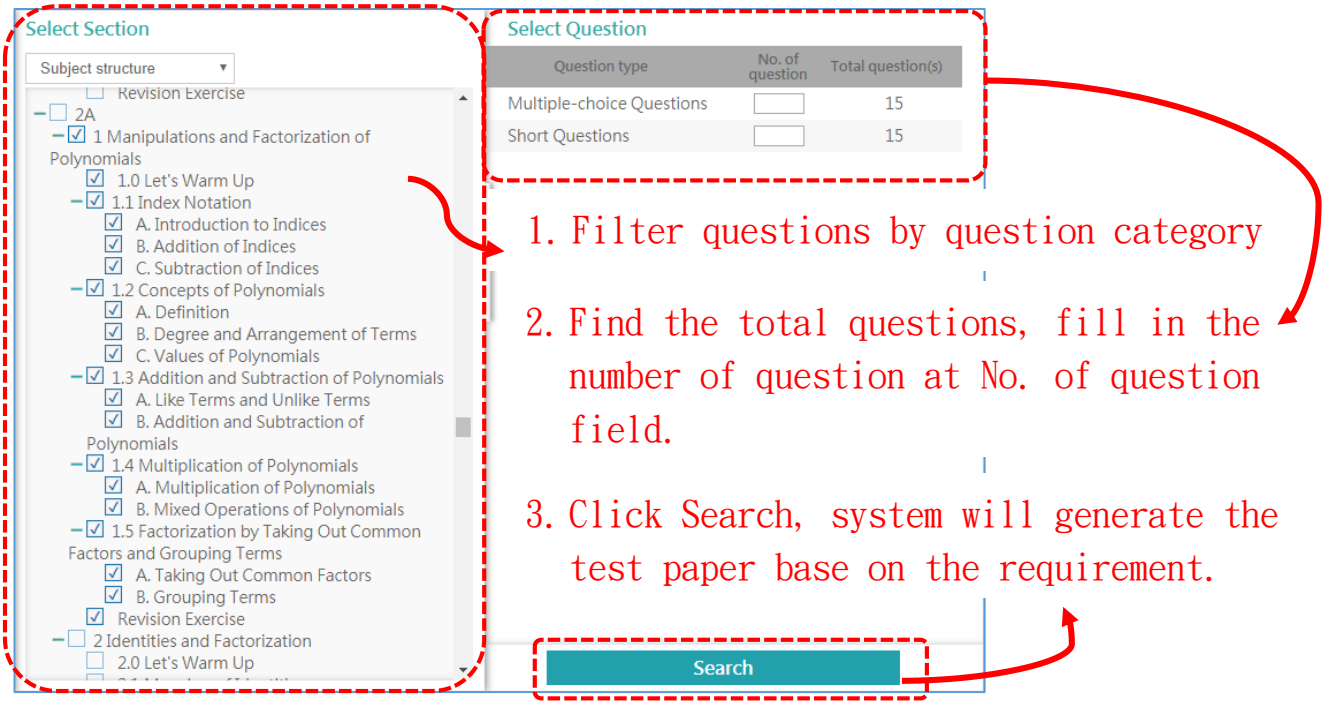
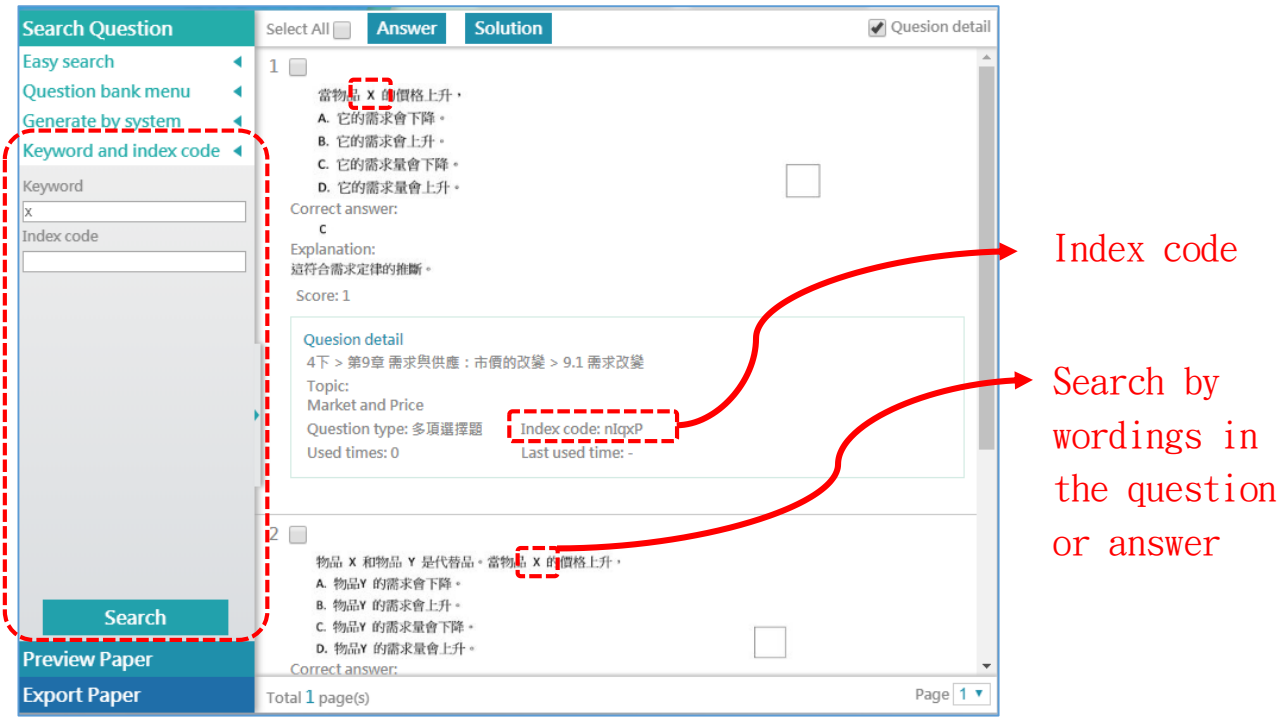
- **Generate by system**：



- **Keyword and index code**：



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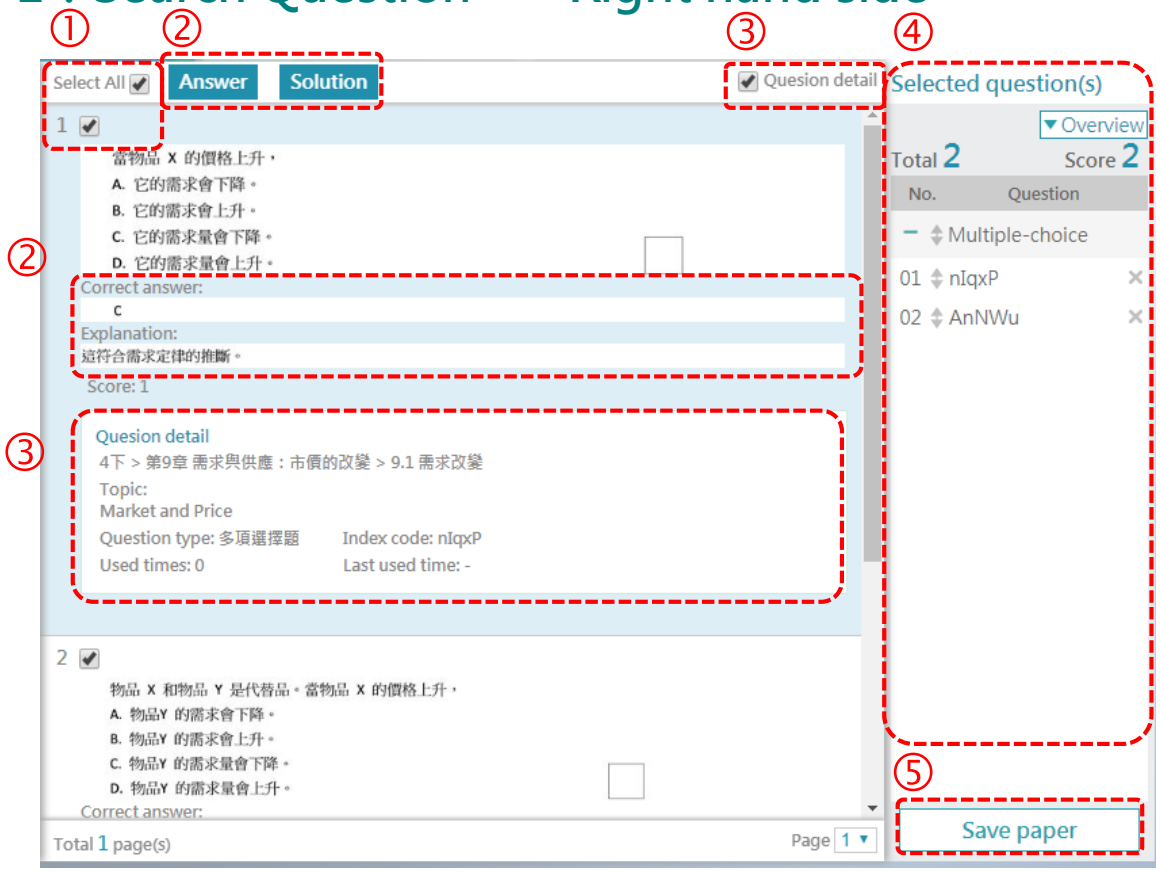
Step 1：Search Question ＞ Right hand side



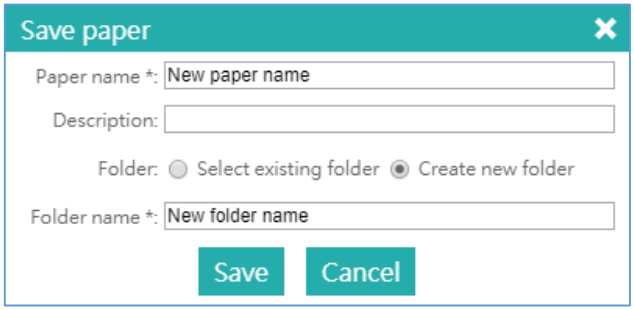
① Click **Select All** or select individual question to be added to test paper.

② Can select show or hide the **Answer** or **Solution**.

③ Can select show or hide the **Question details**.

④ View the selected question at **Selected question(s).** Hold down ⇕ to drag and drop so as to reorder the questions; click ✕ to delete question.

⑤ Click “Save paper” to save the paper to Personal provider in **Manage paper**.



Save the combined test paper

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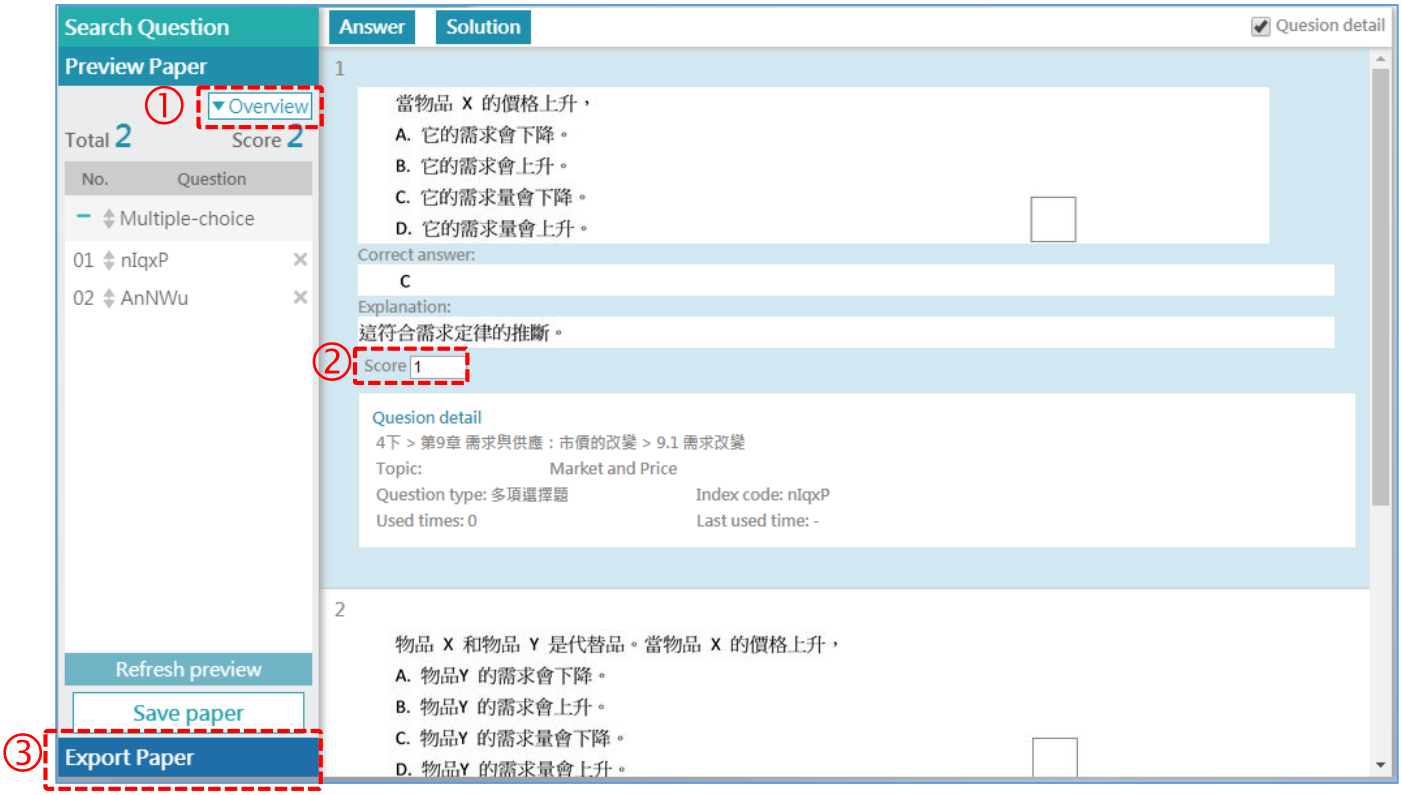
Step 2：Preview Paper



① Click to view the no. of questions and score by the question type of the test paper.

Question type	No. of question	Score
Multiple-choice	2	2
	Total: 2	Score: 2

② Fill in the score and system will calculate the total score of the test paper.

③ After confirming the questions, click **Export Paper** (see Step 3: Export Paper).

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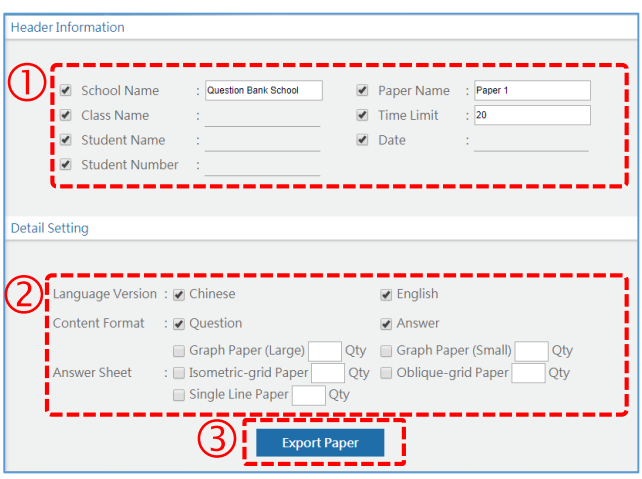
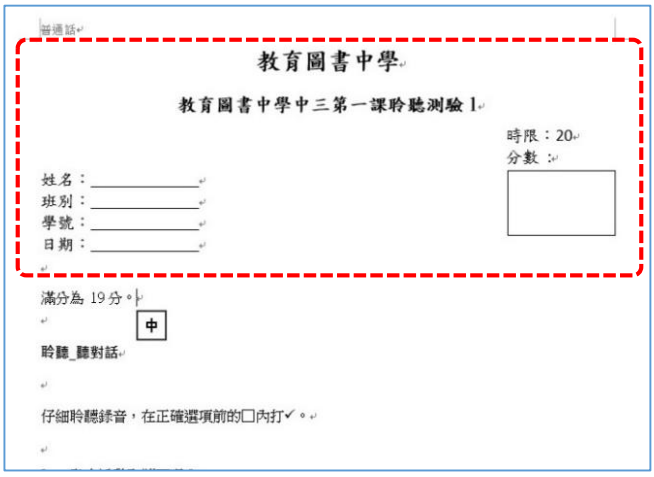
Step 3：Export Paper

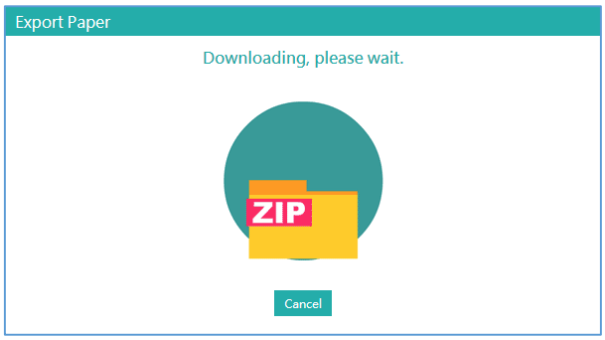




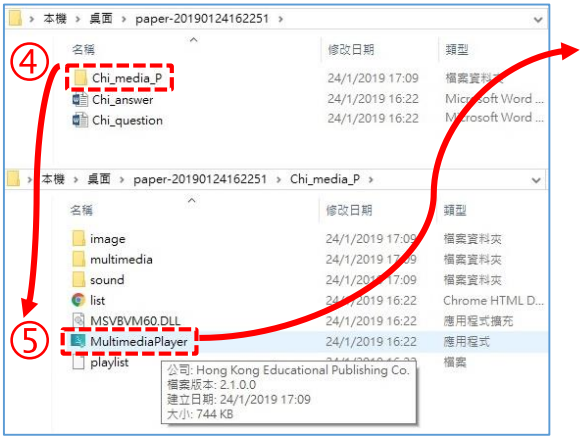
① Select header information needed to be displayed on the paper.

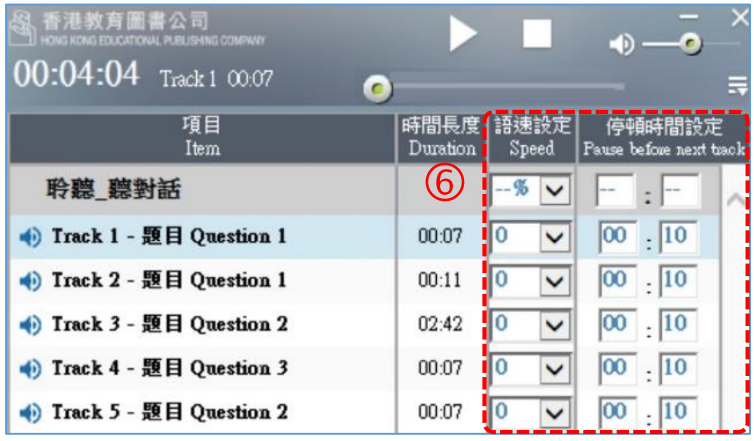
② Select the information needed to be exported.

③ Click **Export paper**. Wait for the system to combine the questions, generate the test paper and zip it for download.



④ Unzip the downloaded file to get the Word file and multimedia folder (if available).





⑤ Click the MultimediaPlayer.exe file to open the multimedia player.

⑥ Edit the speed or pause before next track in the multimedia player.

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3.3. Manage Paper

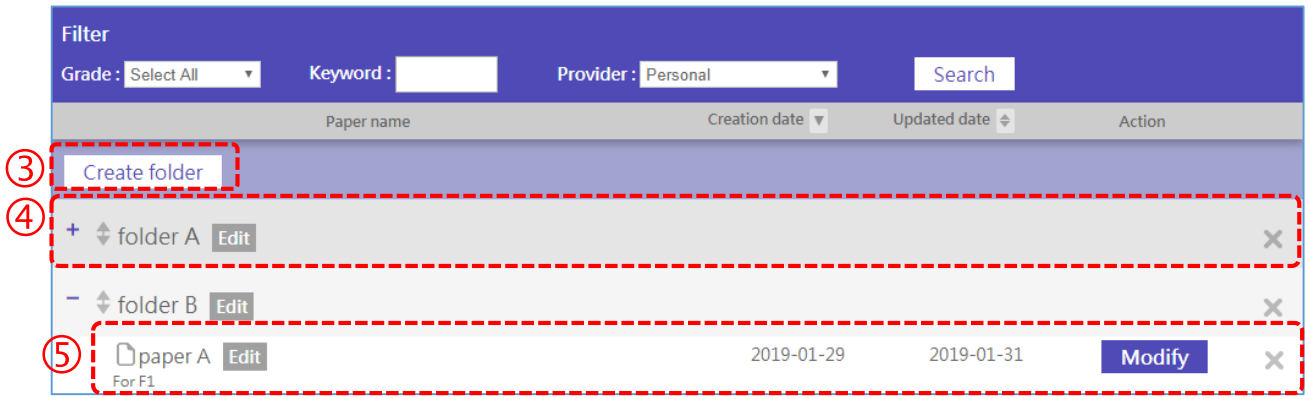
Manage Paper has **Default paper** which are provided by publishing house and **Personal paper** which saved personally.

Default paper

① Searching base on **Grade**, **Keyword**, **Provider** (Publishing House or Personal).

② Click **.docx** to view the paper or **.zip** to download the zip file for editing.

Personal paper



③ Use **Create folder** to organize the paper.

④ Folder information:

Hold down ⇕ to drag and drop so as to reorder questions;

Click Edit to change the folder name;

Click ✕ to delete the folder.

⑤ Paper information:

Click Edit to change the folder name, paper name and location;

Click Modify to go to Create Paper to edit the question;

Click ✕ to delete the paper.

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