

Excel Test Maker

The Excel Test Maker utility allows people to create multiple choice tests that can be taken and scored by individuals electronically.

The test is created by filling out questions and answers on the Parameters Tab and clicking on the Make Test Button.

1 Questions Tab

The Questions Tab initially contains some sample questions. These will be overwritten when the test is created.

Customize the test appearance by putting a logo and entering text in Cell A1. Merge this across as many cells as there will be questions.

Test Title

Columbus discovered America in	Question 1 <input type="radio"/> 1066 <input type="radio"/> 1492 <input type="radio"/> 1812 <input type="radio"/> 1942 <input type="radio"/> 44 BC
The capital of Turkey is	Question 2 <input type="radio"/> Kalamazoo <input type="radio"/> Timbuktu <input type="radio"/> Ankara <input type="radio"/> Annapolis <input type="radio"/> Albany
3 x 3 equals	Question 3 <input type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> 9 <input type="radio"/> 33 <input type="radio"/> 6
Which is not an NFL team?	Question 4 <input type="radio"/> Lions <input type="radio"/> Tigers <input type="radio"/> Bears <input type="radio"/> Dolphins <input type="radio"/> Panthers

This is all you need to do on this page.

2 Parameters Tab

The Parameters Tab is used to create the test. You can create as many questions as you need, and have as many answers as you need per question. The green shaded cells are the only areas you need to fill out.

Password	Password	Make Test				
Questions	Ans 1	Ans 2	Ans 3	Ans 4	Ans 5	Correct Ans
Columbus discovered America in	1066	1492	1812	1942	44 BC	2
The capital of Turkey is	Kalamazoo	Timbuktu	Ankara	Annapolis	Albany	3
3 x 3 equals	2	4	9	33	6	3
Which is not an NFL team?	Lions	Tigers	Bears	Dolphins	Panthers	2

2.1 Set the Password

When the test is created, the answer sheet is hidden and the workbook is password protected so people taking the test cannot see the answers. Enter the password you wish to use in Cell B2. Remember this password as there will be no way to recover it once the sheet is hidden.

2.2 Create the Test

Creating the test is easy.

- Enter the questions in Column A
- Enter the answers starting in Column B.
- Enter the number of the correct answer in the column following the last answer.

As you type in the first set of answers, some column headers will appear in row 4 to help with assigning the correct answer.

The first row of questions and answers sets the parameters for the test.

- Cell A5 contains the first question, and the width of this cell is used for rest of the questions on the test
- Cell B5 contains the first answer, and the width of this cell is used for the rest of the answers on the test. Each answer cell will be the same width on the questions tab.
- The number of answers provided on row 5 is the number of answers that will be displayed on the test. Subsequent questions may have fewer answers (although they will have a selectable radio button with no answer displayed next to them). But subsequent questions may **not** have more answers than the question in Row 5.

When you have finished entering all the questions and answers, click on the Make Test Button.

Clicking the Make Test Button, creates the test, hides the Parameters Tab, and protects the workbook using the password on the Parameters Tab. Nobody will be able to see the Parameters Tab without knowing the password.

The button also creates the following warning at the bottom of the test and puts the Score Test Button on the tab.

Check your answers and click the Score Button.
Once you click the Score Test Button your answers will
be locked and you will not be able to change them

Score Test

The file is now ready for distribution as a test. Copies can be distributed to whoever needs to take the test.

3 Taking the Test

The person taking the test simply clicks on the radio button corresponding to the desired answer.

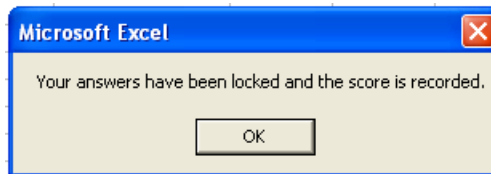
When the test is completed, the person clicks on the Score Test button and the score is locked.

Check your answers and click the Score Button.
Once you click the Score Test Button your answers will be locked and you will not be able to change them

Score Test

Your score is 3 (75%)

A grade is assigned, and the Score Test Button is deactivated. Clicking on the Score Test Button at this point yields the following warning.

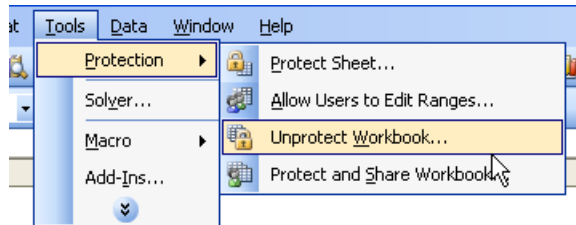


4 Editing the Test

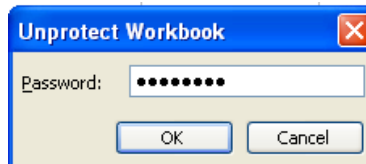
It is recommended that an original copy of the Test Maker utility be kept as a template and a copy of it be used to generate new tests.

However, if an existing test needs to be edited, this is the procedure for doing it.

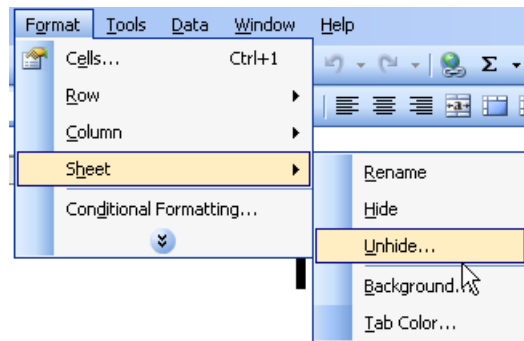
- Select Tools → Protection → Unprotect Workbook



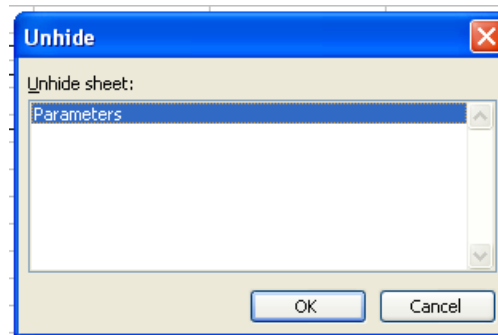
- You will be prompted for the password you entered on the Parameters Page



- Enter the Password and then select Format → Sheet -> Unhide



- The only hidden sheet is the Parameters Sheet.



- Click OK.

Questions and answers can now be modified.