

Testing Assistant

Quick Reference

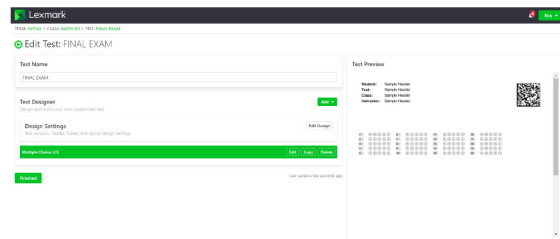
Using the application

Accessing the application

- 1 Open a web browser, and then type **lexmark.remark.cloud**.
- 2 Type your user name and password.
- 3 Click **Sign In**.

Creating a test

- 1 Access the application.
- 2 Select a class, and then click **New Test**.
- 3 Type a test name, and then click **Save Test**.
- 4 To add sections to your answer sheet, from the Test Designer section, do the following:



- a Configure the design settings, and then click **Save Design Settings**.

Note: To let students send their completed answer sheets using e-mail, from the Design Settings section, click **General**. Select **Allow students to submit their completed test answer sheets by email**.

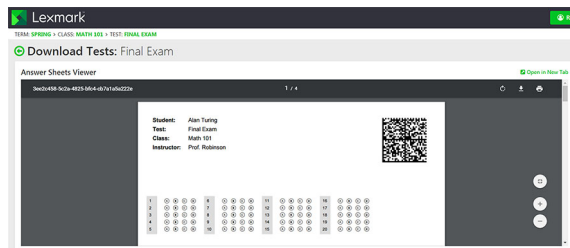
- b To add questions, click **Add**, and then select the question type.

Note: Write-in tests require a handwritten answer from students, such as essays or short explanations.

- c To add elements, click **Add**, select one of the following, and then configure the settings:
 - **Label**
 - **Image**
 - **Line**
- d Configure the settings, and then click **Save Section**.

Printing tests

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 Click **Print Test**.
- 4 Select the students who are taking the test, and then click **Download Answer Sheets**.
- 5 Print the test.



Note: You can print the test using plain paper.

Grading tests

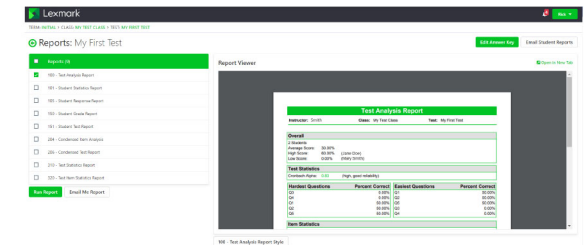
Before you begin, make sure that the Grade Test application is installed on your Lexmark MFP. For more information, see the *Grade Test Administrator's Guide*.

Note: You can also send tests to your e-mail using the scan to e-mail function of your Lexmark MFP.

- 1 Load the completed answer sheets into the automatic document feeder tray or on the scanner glass.
- 2 From the home screen, touch the application icon.
- 3 Touch **Scan**.

Generating reports

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 From the Test Breakdown section, click **Reports**.
- 4 Select the reports.



- 5 Click **Run Report**.

Exporting data

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 From the Test Breakdown section, click **Export Data**.
- 4 Do either of the following:
 - In the Export Data As menu, select a file format, and then download or e-mail the file.
 - In the Export Gradebook As menu, select a gradebook software, and then download or e-mail the file.