IB Diploma Programme Questionbank

Create tests, exams and teaching material in minutes



International Baccalaureate® Baccalauréat International Bachillerato Internacional

Introduction

This booklet provides a quick start guide to using IB Questionbank. More detailed guidance is provided on the CD.

Each IB Questionbank CD includes actual questions from IB examination sessions together with Exampro software that makes it easy to search, compile, edit and print tailored tests, exams or teaching materials.

Included for each question is the markscheme and, where possible, the examiner's report that helps identify strengths and areas for improvement in students' responses from actual examination sessions.

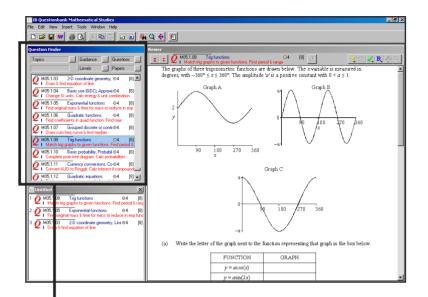
The CD also includes a Mark Entry Sheet tool for recording students' marks. These marks can then be analysed and the results used to improve future teaching and learning.

Quick Guide

This Quick Guide provides basic information on Exampro tools, icons and functionality for use with IB Questionbank CDs.

Install from the CD and **run** from the icon on your desktop or go to Start\Programs\IB Questionbank and launch the program.

The software requires MS Windows 98, 2000, NT, ME, Windows 7 (32-bit/64-bit), Vista or XP. To use all the functions of the program you should have a word processing and spreadsheet program (eg MS Word and MS Excel).



Question Finder

The Question Finder lists all the available items including questions and guidance.

You can search for questions by **Topic**, **Level**, **Type** or any other available field.

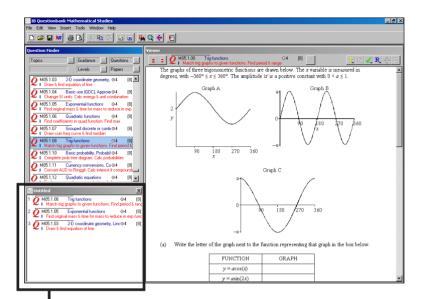
Click on to see the list of available categories.



Double-click on the

red crosses to expand the categories.

Click on **Start Search** to begin and **Continue Search** to combine categories.



Printing and editing



Copy the items you want to use into the Untitled document



Print preview your selection



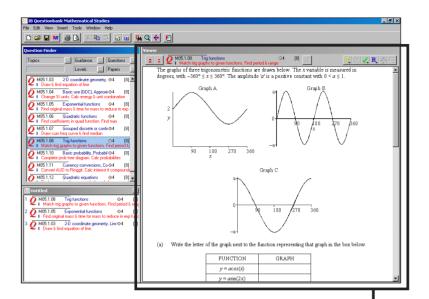
Create the markscheme for your selection



Collate the examiner report on selected items



Edit documents after export to MS Word



Viewer Window

The Viewer Window displays the question highlighted in the Question Finder. See all the material related to this question by clicking on the following buttons:



Markscheme



Commentary from examiner's report



Links to relevant section of the IB subject guide



Back to last item in Viewer

You can browse through the items listed in the finder



4	A	В	С	D	E	F	G	Н	1	J	K
1	IB Diploma Programme Question bank one land, sam and lander ensemble and the same		Question ref:	QM03.	QM03.	QM03.	QM03.	QM03.			
2	Mark entry	r sheet		Topics	Atomic structure	Equilibrium	Periodicity	Organic Chemistry	Organic Chemistry		
3	Class			Link 1	C4.2	C7.2	C3.2	A20.4	C10.3		
4	Test name			Link 2							
5	Date			Level	1	1	1	5	1		
6	Total	22		Marks available	1	1	5	4	11	22	100
7	Students	5		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	Green	John	02/08/1990	M							
10	White	Barry	11/10/1989	М							
11	Bronson	Jennifer	06/02/1990	F							
12	Thompson	Timmy	11/06/1990	M							
13	Lassman	Samantha	28/08/1989	F							
14											

Mark entry sheet

You can create a mark entry sheet, which opens in Excel, with the details of all the questions in your document and space to enter marks.

Import or create student lists so that you can keep track of achievement.

Creating a test with a markscheme

- 1. Topics Search the Topics in the Question Finder, select a topic and Start Search.
- Choose another search button (eg Level or Type) and click on Continue Search.
- 3. View the questions displayed in the Question Finder one by one in the Viewer.
- Choose some questions and copy them into the Untitled document—drag and drop or
- 5. Go to **Insert** on the top tool menu, select **Title** from the drop down menu, and add your own title and instructions as required.
- Preview the document you have created by clicking on the **Preview current selection** button .
- Save your documents using File/Save from the drop down menu to a directory of your choice. NB. The document is saved as a .exd file. It can only be opened with the correct version of IB Questionbank.
- Create a markscheme 2. The markscheme will appear in a new Untitled document.
 Preview the markscheme.
- 9. Collate the commentary from the examiners' reports.

Editing your item selection

Having selected items and produced a document, you can edit the whole paper in MS Word using the Export to Word function.

Copy the items you want into a new Untitled document—click on the **Export to Word** button or use the drop down **Tools** menu. Save the file with a recognizable name and open in MS Word.

The file is formatted and numbered ready to edit.

You can use this facility to add your own highlights, instructions or other information.

Creating a student list and mark entry sheet

Create a list of the students in your class by selecting **Create/ Edit Student List** from the **Tools** drop down menu.

Tools	Window	Help				
Cre	ate Markso	heme:	Ctrl+M			
Cre	ate Report	Ctrl+R				
Cre	Create File Index					
Export to WP						
Create/Edit Student Lists						
Cre	Create Mark Entry Sheet					

A screen will appear.

Enter the details of the students in your class and then save the list.

Select the questions you wish to use, select **Tools** and **Create Mark Entry Sheet** from the drop down menu. A window will appear asking you to select a student list. Select the list you have saved. Click **OK**, enter a name for your spreadsheet and press **Save**. A spreadsheet showing the topics, marks and specification links for your selected questions will open. You can use this mark entry sheet to enter and analyse your students' marks.