

Uploading an Exam to Chi Tester (myUVU username and password)

1. Click the exam you want to upload an exam for. This will highlight in blue.
2. Click “Manage selected exam”

The screenshot shows the 'Manage Exams' interface. On the left, there is a table of exams with columns for 'Courses and Tests', 'ID', 'Results', 'From', 'Until', and 'Processed'. The 'Final Accommodative' exam is highlighted in blue. On the right, there are several buttons: 'Create new exam', 'Duplicate selected exam', 'Delete selected exam', 'Manage selected exam' (highlighted with a red box), 'Transfer selected exam', and 'Cumulative report'. Below the buttons, there is a section titled 'Do You Use HTML in Your Test?' and a 'Test Type Legend' with various icons and labels.

3. In the Questions section, click “Manage uploaded tests”

The screenshot shows the 'Manage Exams' interface for a specific exam. The 'Questions' section is active, and the 'Manage uploaded tests' button is highlighted with a red box. The interface also includes sections for 'Exam parameters and settings' and 'Manage Results'.

4. Click “Add new form”

The screenshot shows the 'Chi Tester' interface. The 'Add new form' button is highlighted with a red box. The interface includes a navigation menu and a breadcrumb trail: 'Exams > MKTG 3600 X01 Exam 2 > Upload exam file'.

- a. Or Click “Form 1”

The screenshot shows the 'Chi Tester' interface. The 'Form 1' button is highlighted with a red box. The interface includes a navigation menu and a breadcrumb trail: 'Exams > Final Accommodative > Upload exam file'.

5. Select “I will upload the test. (Only Word or pdf files are accepted)”

Chi Tester UUVU Edition Version 3.1.0, server 1

Manage Exams Grades Testing My Grades Appointments Distance Tests

Exams > MKTG 3600 X01 Exam 1 > Upload exam file

Click on an existing form to edit or you can create a new form

Form 1 Add new form

Form 1

Test: I will be dropping off the test at the testing center.
 I will upload the test. (Only Word or pdf files are accepted)

Answer Key: 0 Questions entered Edit answer key

Finished

6. Select “Upload file”

Chi Tester UUVU Edition Version 3.1.0, server 1

Manage Exams Grades Testing My Grades Appointments Distance Tests

Exams > MKTG 3600 X01 Exam 1 > Upload exam file

Click on an existing form to edit or you can create a new form

Form 1 Add new form

Form 1

Test: I will be dropping off the test at the testing center.
 I will upload the test. (Only Word or pdf files are accepted)

Upload file No file

Answer Key: 0 Questions entered Edit answer key

Finished

7. In the window that pops up, select, “Browse...”

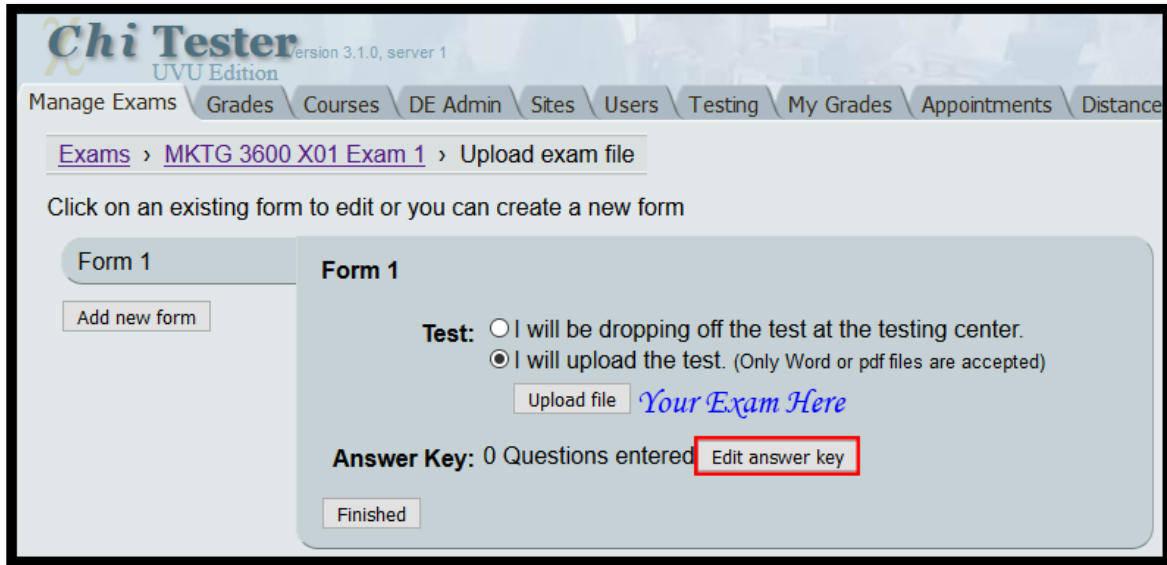
Exam upload

Please select your exam file to upload:
(Only Word documents and pdfs are accepted)

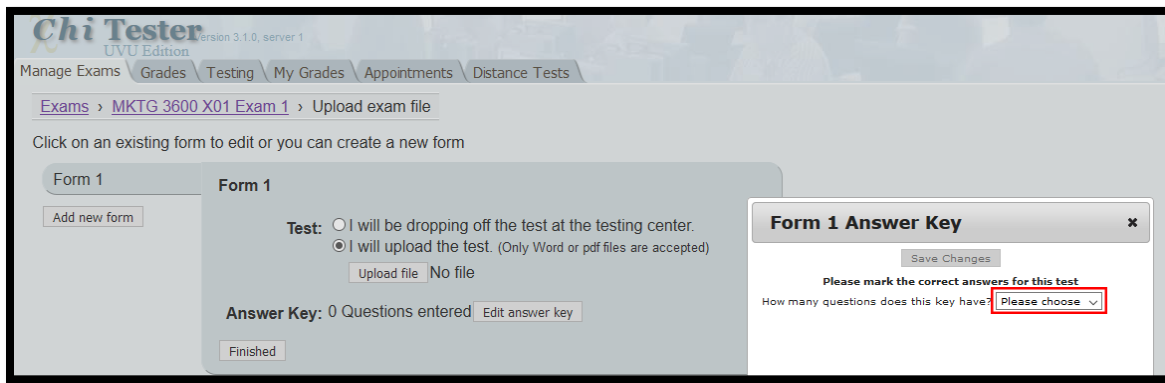
Browse... No file selected.

- Upload your desired exam.

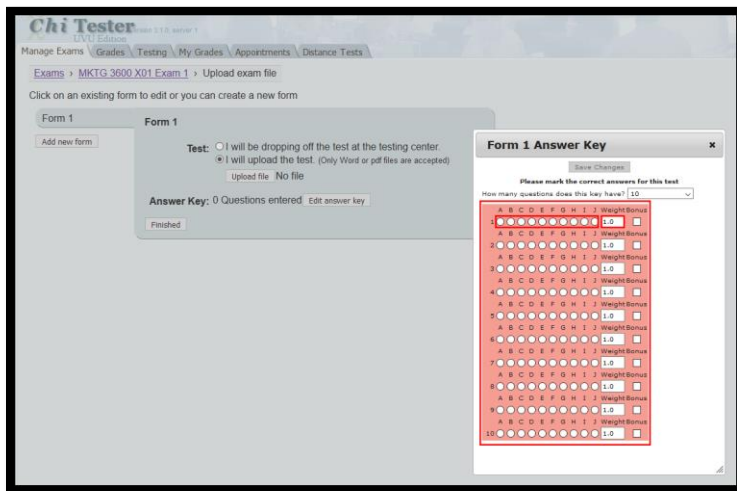
8. Click “Edit answer key”



9. Click “Please choose”, and select from the drop down, how many questions your exam has



10. Enter the answers for each question, also adjust the weight of each question if needed.



11. When the answer key is complete, select “Save Changes”

12. Exam & Key is uploaded, Select “Finished”

Please feel free to contact us back if you have any further questions. Thank you.
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