

Teacher's guide

Introduction

ExamQuest provides teachers with past examination questions, their mark schemes and examiner comments to support them in their teaching of GCSE and AS/A2 across a range of subjects. All questions are indexed by generic teaching topic for flexibility as well as being linked to particular specifications.

If you have not used ExamQuest before, please see the Quick Guide to get you started.

This more in depth guide provides suggestions to help you get the most from the CD.

Using the Power of ExamQuest

ExamQuest provides you with a bank of questions that can be selected in a variety of ways to support your teaching of examination subjects.

Teachers in schools and colleges use ExamQuest to produce:

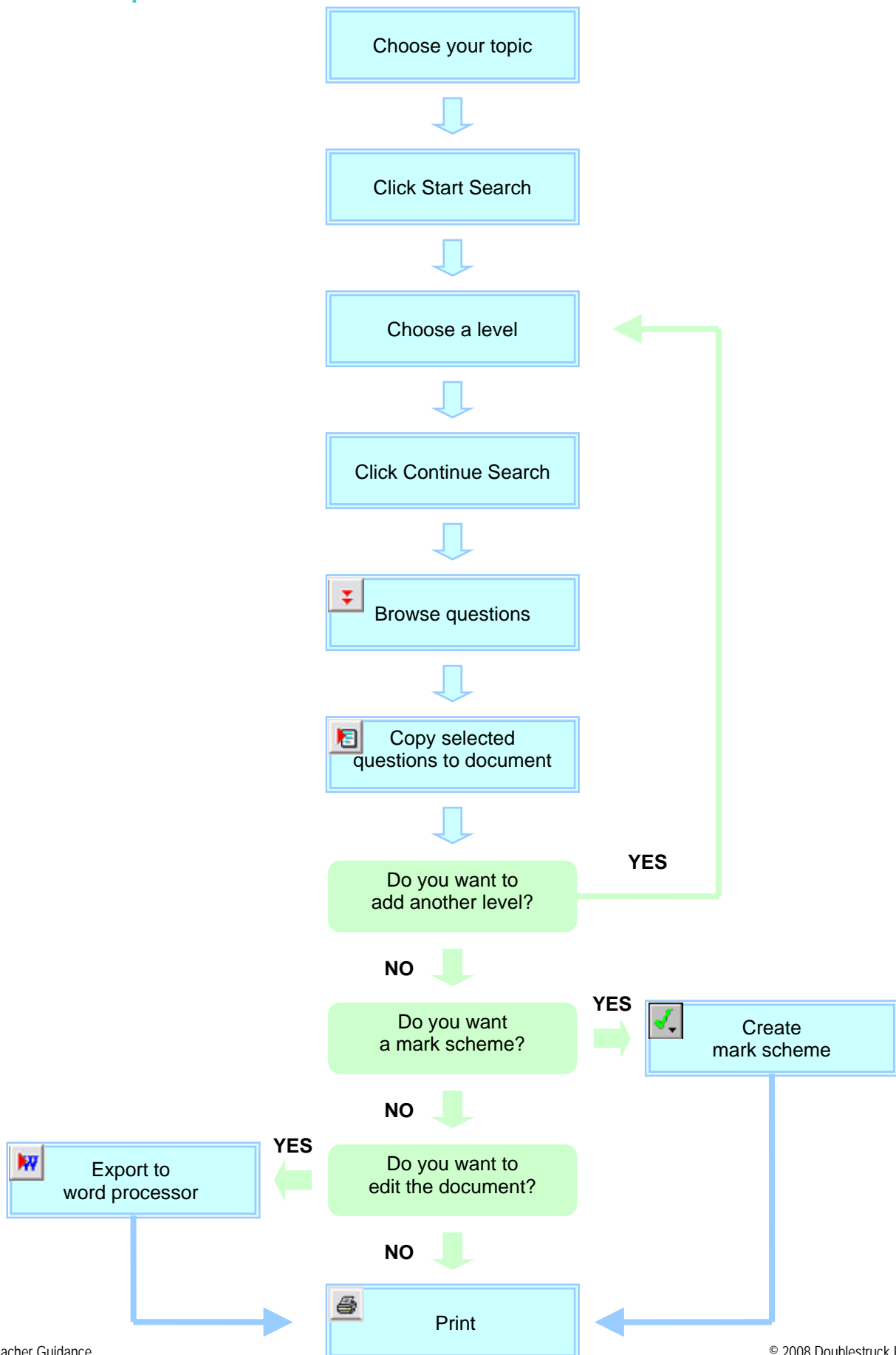
- end of topic or unit tests;
- targeted practice materials differentiated by level;
- mock examinations;
- mark entry sheets for collating scores on customised tests;
- documents containing an original question, its mark scheme and examiner comment;
- worksheets edited from original examination questions.

Once a document is compiled, the associated mark scheme and examiner comments can be created automatically to enable you to mark and evaluate student performance.

Step-by-step guidance

We have provided a range of flow charts to help you prepare assessment materials for your students. Please follow the instructions to get you started. Once you are familiar with the software and the content you should find many uses for the software. We welcome suggestions from teachers.

End of topic test



Mock examinations

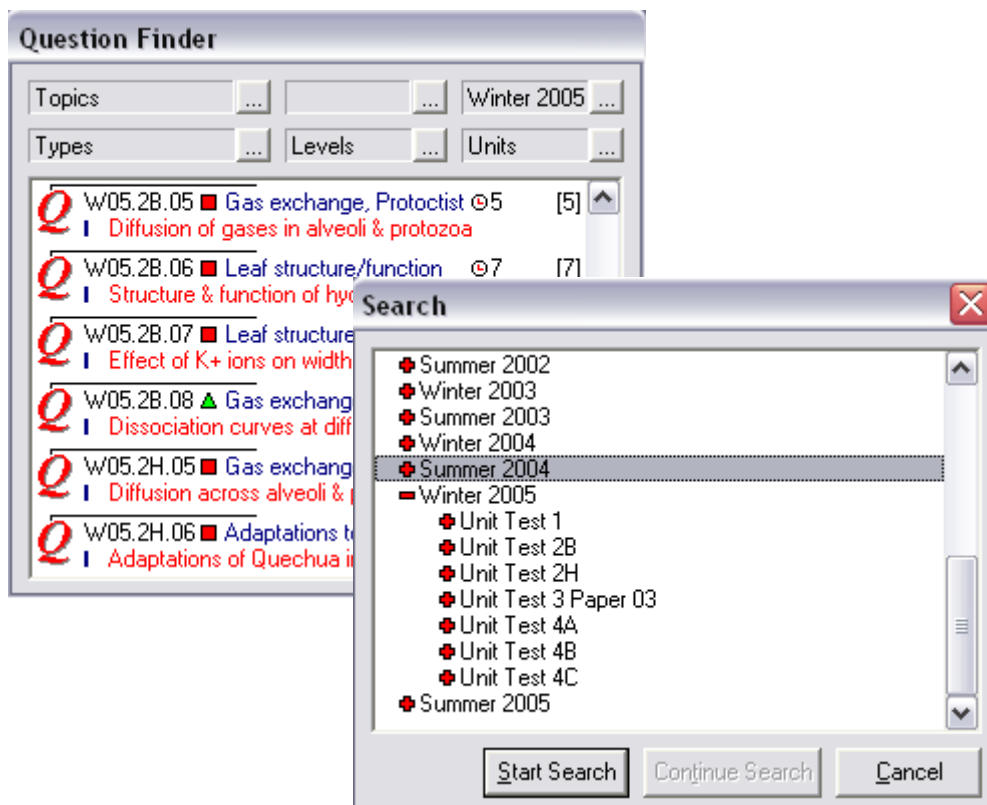
You can select and print out complete past papers with their accompanying mark schemes and examiners' reports on student performance to give you everything you need for mock examinations: the paper, the answers and the interpretation. There are sufficient years to provide students with complete practice papers and they may also find self-marking useful.


Part questions


In some subjects complete questions have been divided into their component parts as they cover different topics and provide a useful bank of shorter questions. When creating mock exams make sure you use only complete questions.


For AS/A2

Go to the 'Questions' search field and select one of the options. You can double click on the years to find the different units they contain. Click on Start Search.



Click on  to copy all the questions in the Question Finder window into your document

Click on  to create an automatic mark scheme

Click on  to create an automatic examiners' report

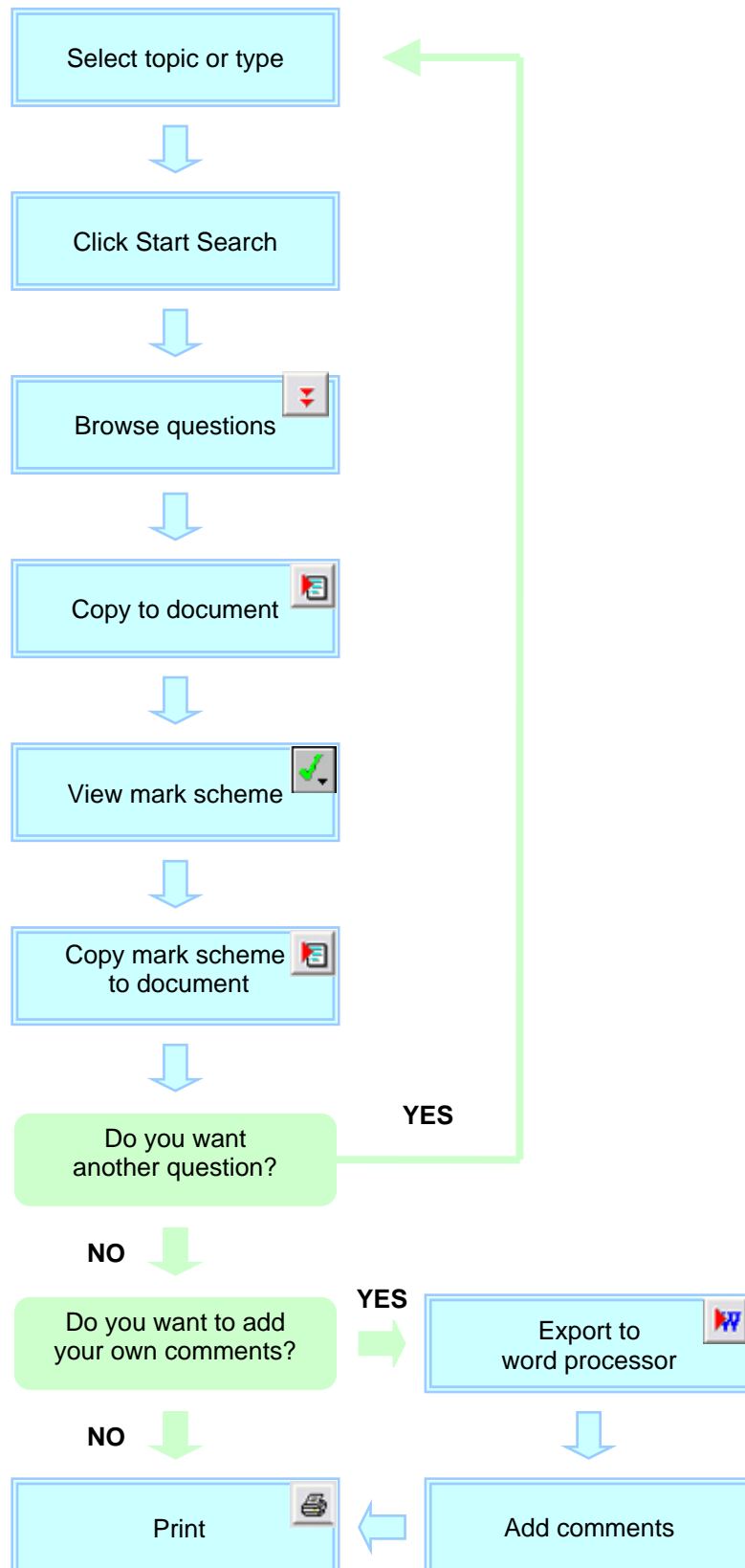
Click on  to print your document

Using mark schemes

Getting to know and understand the mark schemes can enhance your teaching and prepare students for the exams. You can print a complete mark scheme linked to a past paper (see previous section) or look at the answers to particular topic/type based questions.

Peer review

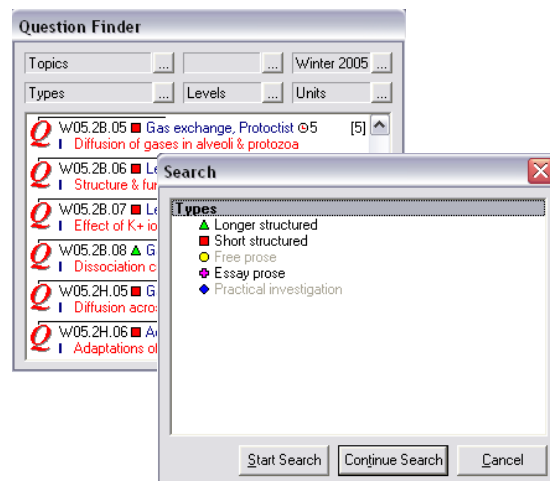
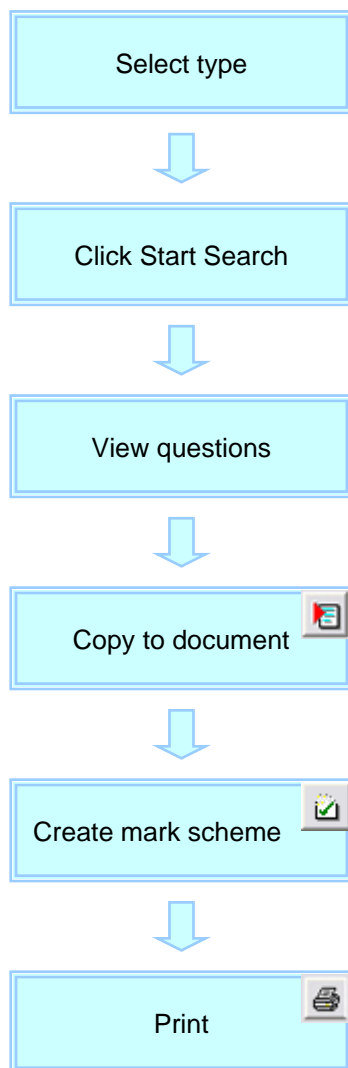
Students can do a test and then use the mark scheme to mark their own or other student's work. This activity might be carried out in small groups where they can share insights and gain from the understanding of other students. They can also start to identify their strengths and weaknesses for themselves.



Answering the question – demonstrating type of questions for students

If you wish to assess student's abilities in dealing with particular types of question (eg synoptic, data interpretation) select the questions, copy them into a document, export to your word processor and edit them, highlighting aspects and including your own comments.

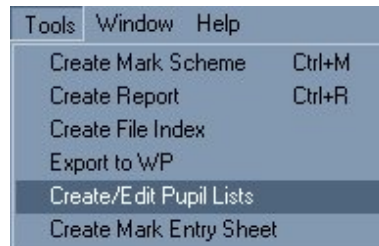
Note: the question type categories in ExamQuest are not absolute and most questions involve a range of skills and knowledge. However, should you wish to focus your students on questions that require, for example explanation, then questions listed under that type will have elements requiring explanation. The classification of question types differs for each subject.



Record pupils' marks from the assessment you create

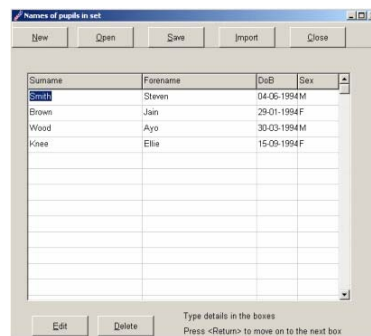
Step 1

Click on Tools, Create/Edit Pupil List.



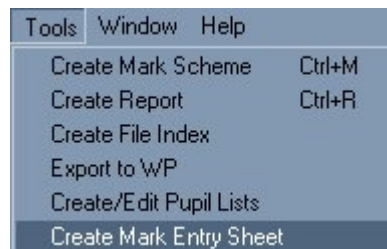
Step 2

Enter your pupils' details or import a file of pupil details saved in .csv format.



Step 3

Click on **Tools** on the main tool bar and **Create Mark Entry Sheet**.



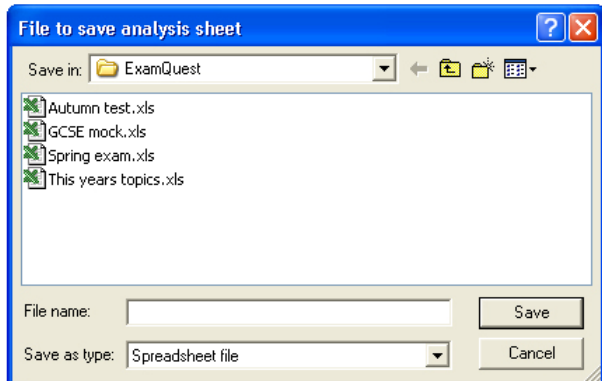
Step 4

Click **Yes** to use the pupil list you have created or **No** if not.



Step 5

Enter a name for your mark entry sheet in the pop up window and press **save** then a mark entry spreadsheet will be produced.



Here is an example of a mark entry sheet created for a selection of questions:

| examQuest | | Mark entry sheet | | Question ref: | QAQ3S3F | QAQ4W6F | QAQ4S1F | QAQ4S1F | QAQ4S3F | QAQ4S1H | | | | | | | | |
|-----------|-----------|------------------|--------------|---------------|-----------------------------|-------------------|--------------|-------------------------|----------------|-------------------------|----------|--|--|--|--|--|--|--|
| Topics | | Link 1 | Link 2 | Level | Validation and verification | Interfaces - GUI | Spreadsheets | Datalogging and control | Wordprocessors | Datalogging and control | | | | | | | | |
| Class | Test name | Date | Total | Students | Marks available | Class average (%) | | | | | | | | | | | | |
| Surname | Forename | Date of birth | Sex (M or F) | 1 | 2 | 3 | 4 | 5 | 6 | Total | %Correct | | | | | | | |
| Jackson | Johnny | 06/05/1993 | M | | | | | | | 0 | 0 | | | | | | | |
| Jameson | James | 30/08/92 | M | | | | | | | 0 | 0 | | | | | | | |
| Brown | Charlotte | 21/04/92 | F | | | | | | | 0 | 0 | | | | | | | |
| O'Conner | Conner | 07/06/1993 | M | | | | | | | 0 | 0 | | | | | | | |
| Davids | Frederick | 15/12/93 | M | | | | | | | 0 | 0 | | | | | | | |

If you used a differentiated selection of questions, look at where the marks achieved by pupils started tailing off. Were there any parts of work at a higher level where they performed well? Why was this? What are the implications?

Installation Requirements

To use ExamQuest, you will require the following:

- a PC running Windows 98, NT4, 2000, ME, XP or Vista;
- 266MHz PII processor;
- 64 MB of memory (128 MB for Windows XP);
(ExamQuest will run on less but you may find some features slow)
- the amount of space needed varies depending on the subject to be installed, and is noted during installation. We advise you to consider at least 500MB free space on the hard drive.

ExamQuest is not supported on Mac computers or 64-bit operating systems

Running the ExamQuest demonstrations

To try an ExamQuest subject demonstration, either use the CD ROM or go to <http://www.examquest.co.uk> and install the subject you wish to explore, following the on-screen instructions.

The full software for each subject is on the CD ROM, as well as being available for download. To access these, you will need to purchase an ExamQuest licence for each subject.

The ExamQuest licence and access to the full program

You will need to buy an ExamQuest licence for each subject program you want to use. The licence allows you and your colleagues to install the program on to any computer that is owned by the school or any computer used by a teacher working at the school (including at home).

After you have received the licence code for a subject (we will send this by e-mail or post), click on the Install ExamQuest button, click on the button for the subject you wish to install and carefully follow the on screen instructions. Please make sure you enter the licence details carefully.

FAQs

Answers to frequently asked technical questions can be found on the ExamQuest website, where you can also submit a web query or comment <http://www.examquest.co.uk>