Quick Print Guide

Your Quick Guide to Printing a Question Paper from ExamCreator

You can get started with ExamCreator straight away, as you don't need to set-up cohorts or learners to produce a paper-based test. Follow these steps to construction and print a paper-based test, Marking guide and Examiner notes.

Creating your Test

Log in to ExamCreator at http://www.examcreator.ocr.org.uk/

Click on the Subject Library tab and choose from your available subjects.

Select On paper, and on the next screen give your test a name and description.

Click Save Test Details.

Use the drop-down options to filter the questions. Preview the questions you have filtered and select the questions you want in the test.

Click on the Order Questions tab to review the questions again and change the order if you want to. When you're happy click Create Test

Printing your Test

Click Preview and Export Test and tick the Front page and Question paper check boxes.

Click Preview to preview the test. If you're happy click the Export Paper icon at the top of the page.

Select your printer and click print.

Printing the Marking Guide and Examiner Notes

Tick the Marking guide and/or Examiner notes check boxes.

Click Preview to preview the Marking guide and/or Examiner notes. Then click the Export Paper icon at the top of the page.

Select your printer and click Print.

You now have a question paper, mark scheme and examiner notes ready to use with your learners.