



Instruction Manual

By Total Training Support Ltd



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Getting Started

QBgenerator is installed with one Superadministrator (admin level 1) already setup.

To get started with QBgenerator, the Exams Manager must log in as this Superadministrator, then change the default name to their name, and set a **username** and **password**.

The Exams Manager must then add Subject Specialist administrators, and [subscribe](#) them to the Modules which they will administrate ([manage questions](#), and/or [generate exams](#)).

The administrators can then [manage questions](#), and/or [generate exams](#).

The following Chapters will guide you through the details of these functions.

Administrators

Administrator Levels

When you [register a new administrator](#), you need to select, using the radio buttons, an Admin Level, 1, 2 or 3. The following is the access rights for each Admin Level:

Admin Level 1 – This is a Superadministrator. The Superadministrator has the highest access rights. The Exams Manager is setup on QBgenerator by default. Only **Level 1** administrators can setup (register) other administrators. Additionally, **Level 1** administrators can access and edit the details (including Username and Password) of other administrators. They can also [manage questions](#), and [generate exams](#) if they are [subscribed](#) to the respective Module(s). It is possible to setup more than one Superadministrator.

Admin Level 2 – This is a Subject Specialist. The Subject Specialist may, for example, be an instructor in one or more of the Module subjects. You will probably need to setup multiple Subject Specialists, in order to cover all the Modules. The same **Level 2** administrator can be [subscribed](#) to one or more Modules at the same time. **Level 2** administrators can only [manage questions](#), and [generate exams](#) in the Module(s) to which they are subscribed.

Admin Level 3 – This administrator has the lowest access rights. The **Level 3** administrator can [generate exams](#) only. The **Level 3** administrator cannot manage questions. The **Level 3** administrator may, for example, be an office administrator or clerk.



Admin Summary

[Register new Administrator](#)
[Register New Examinee](#)

Recent logins	Admin Level	Logged-in	
Bill Cottrill	1	2012-01-12 06:25:56	2 hours ago
Camillus McElhinney	1	2012-01-06 17:13:18	5 days ago
Alan Taylor	2	2011-12-29 13:42:05	2 weeks ago
Finn Christensen	3	2011-10-16 08:33:28	3 months ago
Thomas Noerup	1	0000-00-00 00:00:00	Never
Essays Administrator	3	0000-00-00 00:00:00	Never

Administrators Expiring in next 7-days						
Name	Module	Active Dates		Duration (Months)	Admin Level	
David Attenborough	03	19/12/2011 - 19/01/2012	in 6 days	1	4	
David Attenborough	11A	12/01/2011 - 13/01/2012	just now	1	4	
David Beckham	11A	12/01/2011 - 13/01/2012	just now	1	4	
Ryan Gigg	11A	12/01/2011 - 13/01/2012	just now	1	4	
Total count = 4						

Administrators per module				
Name	Active Dates	Duration (Months)	Admin Level	
Module 1				
Camillus McElhinney	07/10/2011 - 07/10/2012	12	1	
Module 2				
Module 3				
Module 4				
Module 5				
Module 6				

Registering an Administrator

Only a [Superadministrator](#) (Admin Level 1) can register another administrator.

After logging in (as a Superadministrator), a screen displays all the current administrators, and the Modules to which they are currently [subscribed](#) to. Click the link **Register New Administrator** and fill in the details of the administrator (first and second name, username and password, and [admin level](#)). Click Save (then Continue), and the administrator will be registered.

The new administrator (Level 1, 2 or 3) will not be able to [manage questions](#) or [generate exams](#), until they have been [subscribed](#) to the Module(s) in which they will [manage questions](#), and/or [generate exams](#).

Jan Jaap's Record


Details	Subscriptions
First Name	<input type="text" value="Jan"/>
Second name	<input type="text" value="Smith"/>
Username	<input type="text" value="Wcaa/jja"/>
password	<input type="password" value="*****"/>
Last Login:	11/08/2012 21:27
Admin Level:	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3
<input type="checkbox"/> Tick this box to suspend account	
<input type="button" value="Save Changes"/>	





Subscribing an Administrator to a Module

Before an administrator (Level 1, 2 or 3) can [manage questions](#), and/or [generate exams](#) (in accordance with their respective access rights), they must be subscribed to the Module(s) in which they will [manage questions](#), and/or [generate exams](#).


Only a [Superadministrator](#) (Admin level 1) can subscribe an administrator to a Module. The Superadministrator (Admin level 1) can subscribe themselves to one or more Modules, and/or they can subscribe any other administrator to one or more Modules.

Subscriptions will automatically expire on the date that they are set to expire. After the subscription has expired, the administrator will no longer be able to add/edit/delete questions, nor generate exams in that respective Module.

To subscribe an administrator to a Module, first go to the administrator's record. You can access their record by clicking on their name on the **Admin Summary**, or go to the Administrator List (by clicking **Manage Administrators** on the main menu) and click the **Edit Administrator** icon ().

Details		Subscriptions		
Module	Valid Dates	Duration (months)	Status	
01	24/02/2009 - 24/02/2010	12	Expired	
	07/10/2011 - 07/10/2012	12	Active	
02	03/03/2009 - 03/06/2009	3	Expired	
		Add New Subscription		
03	03/03/2009 - 03/05/2009	2	Expired	
		Add New Subscription		
04	03/03/2009 - 03/04/2009	1	Expired	
		Add New Subscription		
05		Add New Subscription		
06		Add New Subscription		
07		Add New Subscription		
08	11/10/2011 - 11/11/2011	1	Expired	
		Add New Subscription		
09		Add New Subscription		
10		Add New Subscription		
11A	13/10/2011 - 13/10/2012	12	Active	
11B	22/12/2011 - 22/12/2012	12	Active	
12		Add New Subscription		
13		Add New Subscription		
14		Add New Subscription		
15		Add New Subscription		
16		Add New Subscription		
17		Add New Subscription		
Essay	07/10/2011 - 07/11/2011	1	Expired	
	09/11/2011 - 09/11/2012	12	Active	

Then:

1. Click the **Subscriptions** tab.
2. Click the **Add New Subscription** link for the Module you want to subscribe the administrator to.
3. In the pop-up: Select the subscription **Start Date** (default is present date) and select the subscription **End Date**. For both, you can either type the date directly (format dd/mm/yyyy), or click the **Calendar** pop-up tool (), and select the date from the Calendar. Alternatively (for End Date) you can select to calculate the End Date automatically by selecting one of the pre-set durations from the dropdown menu. The default is 1-month.
4. Click **Save**, to save the Subscription and close the pop-up.

You will notice that the administrator's Subscription **Start Date** and **End Date** for that Module are now listed, and annunciates with the word **Active** in colour green.

You can edit this Subscription at any time by clicking on the Subscription's associated **Edit** icon ().

When the Subscription has expired, if you want to continue the administrator's access rights for a further period, you must start a new subscription, in a similar manner to that which was used to setup the first subscription (as described above).



Managing Administrators

Click **Manage Administrators** on the main menu to show the current list of Administrators.

You can search for examinees by **First Name** and/or **Last name** and/or **Admin Level**. You can search by part names (for example, enter “si” in First Name search field and it will reveal all Examinees with first names Simon, Silus, Simeon, Desiree etc.).

You can sort the list by any of the table column titles (**First Name** or **Last Name**), by clicking on the column title that you want to sort by. You can then change the sort order (ascending or descending) by clicking the arrow adjacent to the column title.

You can edit an Administrator’s details by clicking the respective Administrator’s edit icon (✎).

You can delete an Administrator (if Level 2 or 3) by clicking the respective Administrator’s delete icon (✖).



Examinees

Examinees (also known as 'Students' or 'Delegates') need to be [registered](#) onto QBgenerator prior to any exam that they take.

After being registered, Examinees must be [subscribed](#) to one or more Modules(s) that they will be taking exams in. This can be done at the commencement of the academic year, or commencement of the semester, or immediately prior to a specific exam.

[Registration](#) and [subscription](#) of Examinees is essential if exam results are to be analysed for effectivity and if Examinee results are to be analysed and stored for future reference.

List of Examinees

Filter by first letter of Last name: [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Filter wild: First Name Second Name

Search by Class:

[Remove Filter](#)

Examinee Number	Class	Firstname	Lastname		
4546456576	tdf2012	Ivan	Basso		
1003	tdf2012	Marcus	Burghardt		
1004	tdf2012	Stephen	Cummings		
1002	tdf2012	Cadel	Evans		
123456	tdf2012	Cadel	Evans		
67878987	tdf2012	Vincent	Jerome		
34567654456	tdf2012	Matthew	Lloyd		
678643323	tdf2012	Samuel	Sanchez		
1001	tdf2012	Frank	Schleck		
234567	tdf2012	Thomas	Voeckler		
32435465353	tdf2012	Bradley	Wiggins		



Registering an Examinee

Any [level of administrator](#) (Admin Level 1, 2 or 3) can register an examinee.

You can [register new examinees one at a time](#), or, you can [register multiple examinees from an external txt file](#).

To register an examinee one at a time, do the following:

After logging in, click the **Register New Examinee** link. Alternatively, you can view the current registered Examinees by clicking the **Manage Examinees** on the main menu. There is also a **Register New Examinee** link on that page.

Fill in the details of the Examinee:

- **First and Last names;**
- **Examinee Number** (an optional unique alphanumeric number which identifies the Examinee, such as college enrolment number, National Insurance number etc.);
- **Class** (a unique alphanumeric number which identifies the Examinee's class or group, such as 'Year 1', '2011 Class' etc.)

Click **Save**, to save the Examinee's details.

The new Examinee must then be [subscribed](#) onto Module(s) in which they will take exams.

To register multiple examinees from an external text file, do the following:

After logging in, click the Register New Examinee link. Scroll to the box that is titled "**Register multiple Examinees from a file**".

Browse for the file that contains the list of examinees. The file must be a .txt file. The contents of the text file must be of the following format:

```
Firstname,Lastname,Examinee Number,Class  
Firstname,Lastname,Examinee Number,Class  
Firstname,Lastname,Examinee Number,Class  
etc.
```

There is no limit to the number of examinees you can include on the list. Each data item is comma separated. Each examinee starts on a new line.

Click the **Submit File** button. The List of Examinees page will show, with the new examinees listed.

The new Examinee must then be [subscribed](#) onto Module(s) in which they will take exams.




Managing Examinees

Click **Manage Examinees** on the main menu to show the current list of Examinees.

You can search for examinees by **First Name** and/or **Last name** and/or **Class**. You can search by part names and part Class (for example, enter “si” in First Name search field and it will reveal all Examinees with first names Simon, Silus, Simeon, Desiree etc.).

You can sort the list by any of the table column titles (Examinee Number, Class, First Name, Last Name), by clicking on the column title that you want to sort by. You can then change the sort order (ascending or descending) by clicking the arrow adjacent to the column title.

You can edit an Examinee’s details by clicking the respective Examinee’s edit icon ().

You can delete an Examinee by clicking the respective Examinee’s delete icon (). This feature is not available if the Examinee has one or more exam results stored.


Subscribing an Examinee to a Module

Subscription of Examinees is essential if exam results are to be analysed for effectiveness and if Examinee results are to be analysed and stored for future reference.


Any [level of administrator](#) (Admin Level 1, 2 or 3) can subscribe an examinee to a Module.

You can subscribe an examinee to one or more modules at any time prior to their exam date. You may wish to subscribe all students in a class to the Modules which they will be expected to take within the forthcoming year or semester. Or you may prefer to subscribe the examinees to a Module immediately prior to them taking an exam in that Module.

Subscriptions will automatically expire on the date that they are set to expire. After the subscription has expired, the Examinee will not be eligible for an exam in that respective Module.

To subscribe an Examinee to a Module, first go to the Examinee’s record. You can access their record by clicking on their name on the [Manage Examinees](#) page ().

Then do the following:

1. Click the **Subscriptions** tab.
2. Click **Add New Subscription** for the Module you want to subscribe the Examinee to.
3. In the pop-up: Select the subscription **Start Date** (default is present date) and select the subscription **End Date**. For both, you can either type the date directly (format dd/mm/yyyy), or click the **Calendar** pop-up tool (), and select the date from the Calendar. Alternatively (for End Date) you can tell the system to calculate the End Date automatically by selecting one of the pre-set durations from the dropdown menu. The default is 1-month.
4. Click **Save**, to save the Subscription and close the pop-up.

You will notice that the Examinee’s Subscription Start Date and End Date for that Module are now listed, and annunciates with the word **Active** in colour green.



You can edit this Subscription at any time by clicking on the Subscription's associated edit icon (✎).

When the Subscription has expired, if you want to continue the Examinee's subscription for a further period (for example, for an exam retake), you must start a new subscription, in a similar manner to that which was used to setup the first subscription (as described above).

Managing Questions

Questions that are stored on QBgenerator can be edited, marked with correct answer (a, b or c) and Level graded (1, 2 or 3). They can also be moved or copied from one module/subsection, to another module/subsection, or to another subsection within the same module.

Questions can be added to the database either by typing them directly into QBgenerator, or bulk Importing from an electronic format such as Microsoft Word.

Bulk Importing Questions

If you have multiple choice questions already written in an electronic format (such as Microsoft Word or similar) you can bulk import them into QBgenerator very quickly and easily.

To do this, first make sure that the multiple choice questions are in the following format:

1. Question text
 - a) Answer a
 - b) Answer b
 - c) Answer c

2. Question 2 etc.

- Answer labels can be in format A) A: A. or (A).
- Text can be uppercase or lowercase.
- There is no limit to the number of questions you can upload.
- All questions should be applicable to the same Module. If you have more than one module to which you want to upload questions, make a new upload for each separate module.

Save the file as a .txt file (in Microsoft Word 2007, select Office Button – Save As – Other Formats, and choose plain text format. The procedure may be different in other programmes or other versions of Microsoft Word).

Next, follow this procedure to upload the questions:

1. Select **Edit Questions** from the main menu.
2. Choose the Module which you want to upload the questions to, from the dropdown menu (only those modules for which you are [subscribed](#) to, will be available).
3. When the current set of questions displays (if any exist), select the **Import Questions** button.
4. Use the Browse button to select the .txt file containing the multiple choice questions from your computer.



5. If the first answer is always the correct answer, tick the **First answer correct** box. (The answers are randomly shuffled on any exam to be generated.)
6. If your questions are all written in capitals, tick the **Convert CAPITALS to Sentence Case?** box.
7. Click the **Submit** button.

The questions will be submitted to a “preview page”. On the preview page you can select the correct answers by clicking the respective radio buttons next to the answers (these will already be selected if you selected the **First answer correct** in step 5 above). You can ignore this task at this stage, if you wish. It can also be done at the next stage. You can also deselect individual questions by unticking the boxes next to any questions which you do not wish to import at this time.

Review the questions displayed on this page, to check that there are no anomalies or missing items. If there are anomalies or missing items, it is most likely that the formatting of the .txt file that you are reading from is not correct. Correct the formatting of the .txt file and try again.

If you are happy with the way that the questions appear on the preview page, click the **Save** button. The questions will be saved into a temporary Subsection within the Module. You can view the new imported questions by selecting the **Edit Questions** button on the Main Menu, then select the Module from the dropdown menu. Select the last page from the Page dropdown menu, and you will see the new questions listed.

Before the questions can be made available for use in [exam generations](#), they need to be [marked](#) (correct answer a, b or c) if not already marked, and [graded](#) (level 1, 2 or 3), and [distributed](#) to the appropriate Subsections, and [approved](#) by an independent administrator.

Cancelling an Import

If you need to reverse the import (for example, if you made a mistake, and imported them into the wrong module), you can reverse, or cancel, the import. To do this, click the Import Questions button. Select the set of imported questions from the Cancel Import dropdown menu (imported set is labelled with the date and time of import). Click **Delete** and the imported questions will be deleted permanently.

Searching and Filtering Questions

Manage Questions

Please choose module:-

Module 11A - Turbine Aeroplane Aerodynamics, Structures and Systems

2136 Questions Found, Page 1 of 22 Page [Next >](#)

Search and Filter Panel

Go to question: Module: Subsection: Question Number:

Search: Category: Level: Approval:

With Selected:

Sub-sec.	Q. Num.	Question	A	B	C	Ans.	FI	Approved/Revisions			
<input type="checkbox"/>	01.1	2	A boundary layer fence on a swept wing will	improve the low speed characteristics	improve the high speed characteristics	increase the critical Mach Number	a	0%	Yes		
<input type="checkbox"/>	01.1	3	A deployed slat will	increase the boundary layer energy and increase the suction peak on the fixed part of the wing, so that the stall is postponed to higher angle of attack	increase the camber of the aerofoil and increase the effective angle of attack, suction peak so that $C_{l,max}$ is reached at higher angle of attack	increase the boundary layer energy, move the suction peak from the fixed part of the wing to the slat, the stall is postponed to higher angle of attack	c	0%	No		
<input type="checkbox"/>	01.1	4	A function of vortex generators in the transonic regime is to	reduce boundary layer separation drag when	prevent the rearward shift of CP on swept	reduce wing root compression effects	a	0%	No		

Select **Edit Questions** on the main menu, then choose the Module which you want to upload the questions to, from the dropdown menu (only those modules for which you are [subscribed](#) to, will be available).

The questions contained within the Module are listed in pages of 100. You can view other pages by selecting the page from the **Page** dropdown select.

- **Black questions** are questions that are available for use during an exam generation. They have been approved by a subject specialist.
- **Green questions** are questions which are not available for use during an exam generation. They have not yet been approved by a subject specialist.
- **Red questions** are questions that are hibernating.

The **Search and Filter panel** is at the top of the page.

The Module number is entered by default in accordance with the Module you are viewing. You can type in a different module number to view the questions contained in other modules. You will only be able to view the questions within modules that you are [subscribed](#) to however.

The following search and filter options are available:

- You can filter the questions by **subsection**. Type in the subsection into the subsection field and click the Filter button.
- You can search for a specific question by **question number**. Type the question number into the Question Number field and click the Filter button.

- You can search for a specific question by a **word string**. Type one or more words that you know to be contained in either the question, or answers, that you are searching for into the Search field and click the Filter button. Part-words are also acceptable.
- You can filter the questions by **Category** (default is All), by **Level** (default is All), and whether **Approved** (black and red questions) or **Unapproved** (green questions).

Editing Questions

You can edit one question at a time, or multiple questions at once.

To edit one question, click the edit icon () at the right of the question you want to edit.

To edit multiple questions at once, put a tick in the tick boxes at left of each question you want to edit, and click the **Edit** button. You can select all the questions on the page by clicking **Select All** link.

Manage Questions

Edit Question

Subsection: 1. Matter Content

Question (No. 2)

B
I
U
x²
x₂
Ω
☰
☷
☰
☷
☰
☷
☰
☷
↶
↷
🔍

A compound is a

a) mixture of more than one element which are chemically bonded together

b) solution (either liquid or solid) of elements or mixtures of elements to form a new material

c) mixture of more than one element which are mixed together

Comment/Reference:

Correct: A B C

Level: 1 2 3

Send to Trash:

[Revision History](#)

Save Changes
Cancel

The **Edit Questions** uses a toolbar, which enables the following text formatting:

- **Bold**,
- *Italic*,
- Underline,
- Superscript,
- Subscript,
- Justification,
- Bullet and Number Listing,



- Indentation,
- Colour,
- Hilite,
- Tables

The toolbar also enables the insertion of:

- Greek and other special characters
- images/diagrams
- hyperlinks
- Rule Line.

The toolbar also allows viewing and editing of the raw underlying code behind the formatting, in HTML. A **Redo** and **Undo** button is also available to reverse or cancel any changes made. Pressing ctrl-Z on your keyboard will also undo the last action carried out.

It is important that the question structure is not altered when editing. You can edit only the text of the question stem and/or the answers. Do not edit, alter or delete the a), b) or c) or the **Comment/Reference** labels.

The question can be reassigned to a different subsection within the same module. Select the new subsection from the subsection dropdown option. Hover over the **Subsection Content** link to view the subsection's contents.

The correct answer (a, b or c) can be assigned or reassigned.

The question Level (1, 2, or 3) can be assigned or reassigned. Only the Levels which are specified in the EASA Part-66 Syllabus are allowed options. If only one Level is specified in the EASA Part-66 Syllabus, that Level is selected by default and cannot be changed without changing the subsection.

You can select to **Trash** the question by putting a tick in the **Trash Question** tick box.

Click the **Revision History** link to record details of any changes you have made to the question. In the **Revision History** popup, you can type the details of the change in the text box, and click submit to store the details. It will automatically record the date and name of the administrator making the change. You can also read the previous changes that have been made to the question.

When you have made all the changes that you want to make to the question, click **Save Changes**, and you will return to the **Manage Questions** page. If the question had already been approved, the **Revision History** popup will appear, and you will be required to enter the details of the changes you have made to the question before closing it. The question will then return to being a Green, unapproved questions and will be withdrawn from use in any future exam generation, until another Level 2 or Level 1 administrator has logged in and Approved the changes to the question.

If you choose to edit multiple questions at once, no toolbar will be included. However, this is a quick and convenient way to make simple text changes, check and assign/re-assign Levels, add Comments/References etc. If you require the toolbar at any time whilst editing multiple questions



at once, for example, to add a diagram/special character or format text, you can click the **Edit with Toolbar** editor link to switch to the single question editor with toolbar.


Approving Questions

Before any question can be used by QBgenerator in any [exam generation](#), it must be marked as **Approved** by an independent subject specialist (a Level 1 or 2 administrator).

Each question must be individually Approved.

To approve a question, the Approving administrator must be a different administrator from the Originator of the question, and logged in on their own account.

Follow this procedure:

1. Click the **edit** icon () at the right of the question you want to Approve. The question will open in the **Edit Question** page.
2. Make any amendments to the question/answers text, correct answer (a, b or c) and/or Level (1, 2 or 3) necessary to make the question suitable for use in examination (if any such amendments is required).
3. Put a tick in the **Approve** box.
4. Click the **Save Changes** button, and the screen will revert to the **Manage Questions** page.

The question will now be **black** (instead of green) to denote that it has been Approved, and is now available for use during an [exam generation](#). The **Approved / Revisions** column will switch to “Yes”. You can also click on the “Yes” link to open the **Revision History** dialogue pop-up screen.

If the **Approved / Revisions** columns displays “Approve Question” instead of “Yes” or “No”, this means that the question, which was already approved, has subsequently been amended by you or another administrator. Click the Approve Question link to display the **Revision History** dialogue. If you are not the administrator who made the amendment to the question, you will see a “Approve Question” button. Click this “Approve Question” button to make the question once more available for use in future exam generations (and it will turn black after refreshing the page).

Language Approving Questions


If **Require language approval** is switched ON in the **Control Panel**, no question will be available to be picked for an exam until the Language Specialist has logged in and assessed and approved each question for its language correctness.

To approve the questions for language correctness, the language specialist must log in.

Click the Manage Questions button, and select the module in which you want to approve the questions.

Follow this procedure:



1. Click the **edit** icon () at the right of the question you want to Approve. The question will open in the **Edit Question** page.
2. Tick the **Approve Language** box.
3. Click **Save Changes**.
4. Close the **Revisions** pop-up box by clicking the red 'X' in the top right corner (do **NOT** click the Submit button).

Copying and Moving Questions

You can **copy** or **move** questions to other modules, or other subsections within the same module.


To copy or move one or multiple questions at once, put a tick in the tick boxes at left of each question which you want to copy/move, and click either the **Copy** or **Move** buttons. You can select all the questions on the page by clicking the **Select All** link.

Select the **Module** and **Subsection** that you want to move the questions to, from the dropdown list. Click **Continue**, and the questions will be copied or moved, in accordance with your selections.

You must then go to the Module and Subsection that you have moved them to, and locate the questions using the [Search and Filter Panel](#), to check that the Level (1, 2 or 3) is correct, in accordance with the EASA Part-66 Syllabus.

Trashing Questions

Questions can be put into a “trash can”, but they cannot be deleted permanently. It is always possible to view the questions in the **Trash Can**, and restore them if necessary.

To trash just one question, click the Trash icon () at the right of the question you want to send to trash. Click **OK** to confirm, or **Cancel** to cancel without trashing.

To trash multiple questions at once, put a tick in the tick boxes at left of each question which you want to trash, and click the **Send to Trash** button. You can select all the questions on the page by clicking **Select All** link. Click **OK** to confirm, or **Cancel** to cancel without trashing.

If one or more questions are contained in the trash can, a **View Trashed Questions** button is visible. Clicking the **View Trashed Questions** button will display all the trashed questions in **Edit** mode. You can edit one or more of the trashed questions, put a tick in the **Restore Trashed Question** tick-box, and click **Save Changes** to restore the question to the main database.

Adding New Questions Manually

Select the **Edit Questions** button from the main menu, then choose the Module which you want to upload the questions to, from the dropdown menu. Only those modules for which you are subscribed to, will be available.

To add new questions, do the following:

1. Click the **Add Questions** button.



2. A panel with 10 blank question text-boxes will appear. Type your new questions into the boxes, and their answers next to the a), b) and c) labels.

Note: It is important that the question structure is not altered when typing the question and its answers. Do not alter or delete the a), b) or c) or the Comment/Reference labels.

3. Assign the questions to the appropriate subsections using the subsection dropdown options above each question textbox.
4. Select the correct answer option a), b) or c) using the radio buttons.
5. Select the Level 1, 2 or 3 using the radio buttons.
6. Click the **Add Questions** button to save the new questions to the selected subsections.

You do not need to complete all 10 textboxes. Any textboxes that are not filled will be ignored. If you need to add more than 10 questions, repeat the steps 1-6 above.

Managing Essay Questions

Essay questions are managed in a similar way to the Multiple Choice questions, apart from the following differences:

- The **Manage Questions** page does not show fields for answers a), b) and c). For each question there is a **Keypoints** link. Click on the **Keypoints** link to display the popup dialogue box, where you can enter the keypoints applicable to the answer to the Essay Question. You can specify marks/percentages and/or weightings in accordance with your Essay marking guidelines.
- New Essay questions cannot be bulk imported. They must be typed individually using the [Add Questions Manually](#) function. When adding new Essay questions, ignore the input fields for answers a), b) and c).



Generating Exams

Generating exams is the primary function of QBgenerator.

You can [generate an exam that picks questions randomly](#) from your chosen Module.

You can [generate an exam from questions that you choose \(hand-picked exam\)](#) from your chosen Module.

Administrators can generate an exam only in the Modules to which they are currently [subscribed](#).

To generate an exam that picks questions randomly:

To start generating an exam, click the **Generate Exam** button on the main menu. Choose the Module that you want to generate an exam in. Only the modules that you are currently subscribed to are available (blue). The modules that you are not currently subscribed to are greyed out.

Generate an Exam

Please choose the module you want to generate an exam in. (Modules in grey you do not have a current subscription.)

- Module 01 (Mathematics)
- Module 02 (Physics)
- Module 03 (Electrical Fundamentals)
- Module 04 (Electronic Fundamentals)
- Module 05 (Digital Techniques/Electronic Instrument Systems)
- Module 06 (Materials and Hardware)
- Module 07 (Maintenance Practices)
- Module 08 (Aerodynamics)
- Module 09 (Human Factors)
- Module 10 (Aviation Legislation)
- Module 11A (Turbine Aeroplane Aerodynamics, Structures and Systems)**
- Module 11B (Piston Aeroplane Aerodynamics, Structures and Systems)
- Module 12 (Helicopter Aerodynamics, Structures and Systems)
- Module 13 (Aircraft Aerodynamics, Structures and Systems)
- Module 14 (Propulsion)
- Module 15 (Gas Turbine Engines)
- Module 16 (Piston Engines)
- Module 17 (Propeller)
- Module Essay (Essays)**



Exam Configuration Options

Generate an Exam

Module 12 - Helicopter Aerodynamics, Structures and Systems

Exam Date: 
Class:


Licence Category:

01	Theory of Flight - Rotary Wing Aerodynamics	43	<input type="text" value="10"/>
02	Flight Control Systems	33	<input type="text" value="6"/>
03	Blade Tracking and Vibration Analysis	15	<input type="text" value="5"/>
04	Transmissions	3	<input type="text" value="3"/>
05a	Airframe Structures	153	<input type="text" value="7"/>
05b	Airframe Structures	13	<input type="text" value="9"/>
06.1	Air Conditioning (ATA 21) - Air Supply	4	<input type="text" value="1"/>
06.2	Air Conditioning (ATA 21) - Air Conditioning	28	<input type="text" value="7"/>
07.1	Instruments/Avionic Systems - Instrument Systems (ATA 31)	145	<input type="text" value="7"/>
07.2	Instruments/Avionic Systems - Avionic Systems	249	<input type="text" value="12"/>
08	Electrical Power (ATA 24)	112	<input type="text" value="7"/>
09a	Equipment and Furnishings (ATA 25)	23	<input type="text" value="3"/>
09b	Equipment and Furnishings (ATA 25)	24	<input type="text" value="2"/>
10	Fire Protection (ATA 26)	26	<input type="text" value="3"/>
11	Fuel Systems (ATA 28)	15	<input type="text" value="7"/>
12	Hydraulic Power (ATA 29)	27	<input type="text" value="7"/>
13	Ice and Rain Protection (ATA 30)	12	<input type="text" value="6"/>
14	Landing Gear (ATA 32)	23	<input type="text" value="6"/>
15	Lights (ATA 33)	22	<input type="text" value="5"/>
16	Pneumatic/Vacuum (ATA 36)	5	<input type="text" value="2"/>

Total This Exam:

Required Total:

The following options and controls are available on the **Exam Generator** page, and must be configured prior to generating an exam:

Exam Date: Set the exam date to the date on which the examinees will take the exam. The default date is the current date, but you can change the date to any date in the future. It is normal to generate an exam some days before the date on which the examinees will actually take the exam. You can edit the date in the date field directly, or click the **calendar** tool (), to use the pop-up date selector.

Class: Select the Class that will be taking the exam from the drop-down menu. Every examinee that is registered in that Class, and who is also currently registered for the respective Module (see [Registering an Examinee](#)), will automatically be registered for the exam you are currently generating.



Licence Category: Choose from the drop-down list, the Licence Category (A1, B1, B2 etc.) of the exam you will generate. All licence categories relevant to the Module, in accordance with the EASA Part-66, will be available to select. The number of questions available in the database (displayed next to each subsection) may change when you select a different Licence Category, because questions are categorised by Level (1, 2 or 3) in accordance with the EASA Part-66 syllabus.

Subsections: These are listed in accordance with the way they were set-up in the [Control Panel \(Manage Subsection\)](#). The Subsection number and the Subsection name is displayed. You can hover the computer mouse cursor over the Subsection description to show the content breakdown of the respective subsection. This content breakdown is usually that which is specified in the EASA Part-66 syllabus, but may show additional information as you require. The content breakdown information can be changed in the [Control Panel \(Manage Subsections\)](#).

Number of Questions: The number of questions that will be randomly selected are displayed in the column at the right of each Subsection listing.

The first column is the number of questions that are available in each subsection. This number is the number of [Approved questions](#). If there are no approved questions in the subsection, then the subsection will not show on the Subsection list at-all.

The second column of numbers is the number of questions that will be randomly selected from each subsection. These numbers are displayed in editable boxes, which are pre-filled with numbers that have already been entered in the [Control Panel \(Manage Modules\)](#). These numbers can be overwritten. When the exam is generated, it will be generated using the number of questions that you have specified in this column.

The total number of questions that will be used in the exam is automatically calculated and displayed in the box at the bottom of the column titled **Total This Exam**. For reference, you can compare this with the **Required Total** which is displayed below it. This number is usually in accordance with the EASA Part-66 syllabus and is the minimum number of questions to be used in each Module exam required by EASA. You can change this number in the [Control Panel \(Manage Modules\)](#).

Generating an Exam

First you must [set the configurations](#) for the exam you want to generate.

Then click **Create Test** to generate the exam.



To Generate a hand-picked exam.

To Generate a hand-picked exam, follow this procedure:

1. Click the **Manage Questions** button on the main toolbar.
2. Select the Module that you want to generate an exam in.
3. Filter the questions as required. The minimum filter requirement is the **Category**. Click the **Filter** button. **THIS IS IMPORTANT. You will receive an ERROR message if you do not select a Licence Category prior to generating a hand-picked exam.**
4. Click the Generate a Hand Picked Exam link to reveal the Generate a Hand Picked Exam selector panel.
5. Click the Clear Repository button. This clears the repository of any questions that remain there from the previously generated exam.
6. Put a tick in the box at the left of each question that you want to put in your hand-picked exam. You can choose any number of questions.
7. Click the **Add selected to repository** button. Click **OK** on the confirmation pop-up.
8. You can review the questions that are in the repository.
9. Repeat steps 6-8 if you want to add more questions to the repository.
10. Select an **Exam Date** and a **Class**.
11. Click the **Generate** button, to generate the exam.



Printing Exams

After configuring the [Exam options](#) and clicking the **Create Exam** button, the **Print Exam** page will show. Further configurations are possible. These are described below.

Print Exam

Before saving this Exam, please make sure you have carefully reviewed:

- the Exam Paper (check all questions and the headers and footers)
- the Answer Grid Sheet
- the Attendance Sheet (make sure all examinees are listed)

Module 12 Helicopter Aerodynamics, Structures and Systems

- **Class:** tdf2012
- **License Category:** A3/A4
- **Number of Questions:** 90
- **Exam Date:** 14-08-2012
- **Time:** 1:55:00

Examinees' Printouts	Examiners' Printouts
Exam Paper Answer Grid Sheet (blank)	Exam Paper (with answers) Answer Grid (filled) Attendance Sheet (Generated after saving exam)

[Save Exam](#)

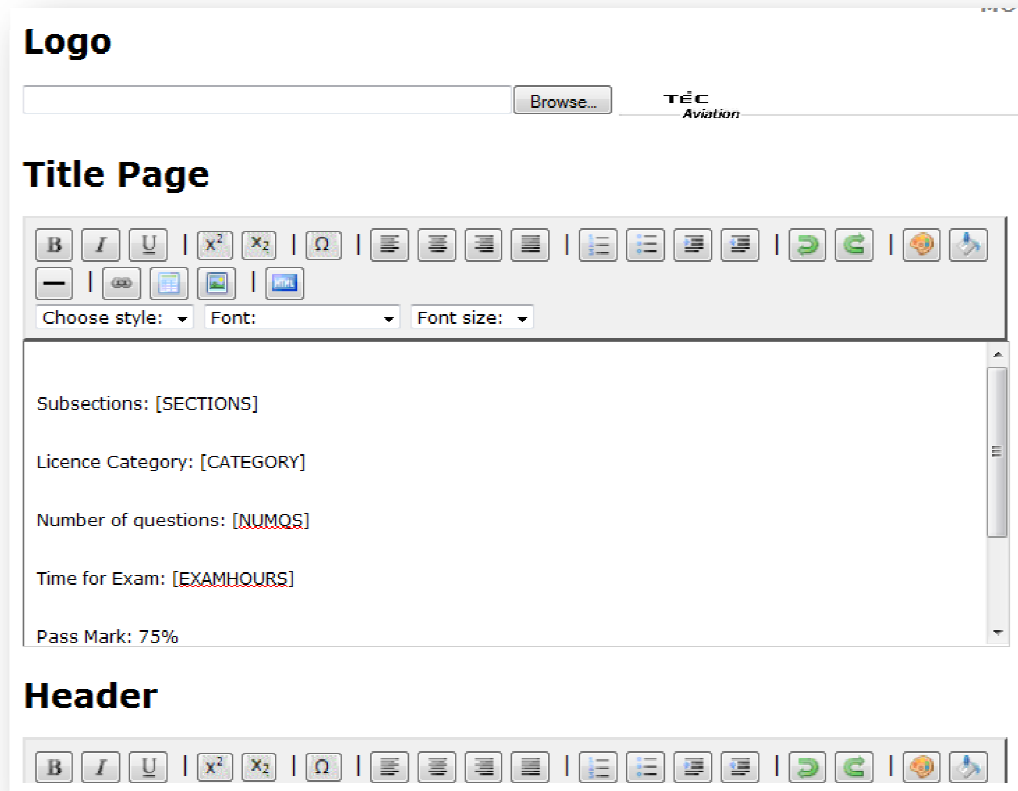
Be sure to print out all the pages that you require from here, before you navigate to any other section, otherwise a new Exam will be generated.

Exams, Answer Grid Sheets and Attendance Sheets all open in a new tab, so you can always return to this page

[Configure Title Page, Header and Footer](#)

Configure Title Page, Header and Footer

Click the Configure Title Page, Header and Footer button to show the Title Page, Header and Footer edit popup page.



The **Title Page** is the text information to be included on the cover page of the exam. The **Header** and **Footer** is the text information, and logo, which will appear on every page after the Title Sheet. An example layout of **Title Sheet**, **Header** and **Footer** is displayed by default on installation of QBgenerator. You can change the default layouts if you want, and save the changes you have made.

Upload a logo image by clicking the Browse button. Select the logo image from your computer. An image size of 870 x 80 pixels or less is recommended. Image file types jpg, png, gif and bmp are allowed. A preview of the logo image will show after you have uploaded an image.

You can type any information into the **Title Sheet**, **Header** and **Footer** text boxes. You can edit and format the text using the toolbar.

The following terms can be used (with their square brackets) and the associated information will be displayed dynamically from the exam data you set during the exam generation process.

- [MODULENUM] - Module number of exam
- [MODULENAME] - Module name of exam
- [CATEGORY] - Licence Category of exam
- [SECTIONS] - Sub-sections included in exam



- [CATEGORY] - Licence category of exam
- [NUMQS] - Total number of questions in exam
- [EXAMHOURS] - Allowed time to complete the exam (in hours)
- [GENERATEDBY] - Administrator who generated the exam
- [EXAMREF] - The exam reference number (auto generated after saving the exam)
- [PAGENUM] - Exam page number
- [Numpages] - Total number of pages in the exam
- [DATE] - Date exam was generated
- [EXAMDATE] - Date exam will be sat by the examinees

Once you have set the Title Page, Header and Footer exactly how you want it, it will remain the same for all future exam generations, and does not need to be edited again in the future, unless you need to make changes to the Title Page, Header and/or Footers.

Previewing an Exam and Attendance Sheet

After generating an exam, and configuring the [Title Sheet, Header and Footer](#), it is important that you preview the exam prior to saving it.

In the **Examinees' Printouts** panel, click the **Exam Paper** link. The exam will open. You can preview how it will look on paper by selecting **File – Print Preview** from the Firefox browser menu. The exam will open in simulated A4 size pages, in the same format that you would see if you printed it to paper. You can further configure the page (margin, headers and footers) by clicking on the **Page Setup** button on the Firefox menu (File – Page Setup) and adjusting the settings from the pop-up dialogue box.

From the Print Preview, you can select Print (to make a paper print) or Close. We recommend you print to a PDF file first. This locks the formatting and provides you with an electronic copy of the exam and the answer sheet. You can save these electronic copies in a filing system on your computer. You will need a PDF writer software loaded on your computer. There are several free and premium versions available.

When you select **File – Print** (or ctrl-P) on the Firefox menu, you will see the PDF printer option to select.

You can preview the **Answer Grid Sheet (Blank)** in the same manner as described above. This Answer Grid sheet does not have the Examinee's names at the top of each page. You will need to print one for each examinee. The examinee will write their own name in the box provided at the top of the page, prior to commencing the exam.

You can preview the **Answer Grid Sheet with Names** in the same manner as described above. This prints one answer grid sheet for each Examinee who is registered for the exam. This is necessary if you will use **REMARK OFFICE** to automatically mark the exam papers.



From the **Examiners' Printout** panel, you can preview the **Answer Grid (filled)**, **Exam Paper (with answers)** and the **Attendance Sheet** prior to printing, in the same manner as described above.

Saving an Exam

After previewing the exam and answer sheets, you can save the exam by clicking the **Save Exam** button. The page will change as follows:

This Exam is saved

Exam Ref: QB5/Class of 2013/M3/B1/B2/2013-01-17/50

Print Exam

Module 3 Electrical Fundamentals

- **Class:** Class of 2013
- **License Category:** B1/B2
- **Number of Questions:** 50
- **Exam Date:** 17-01-2013
- **Time:** 1:05:00

Examinees' Printouts	Examiners' Printouts
Exam Paper	Exam Paper (with answers)
Answer Grid Sheet (blank)	Answer Grid (filled)
Answer Grid Sheets with Names	Attendance Sheet

Be sure to print out all the pages that you require from here, before you navigate to any other section, otherwise a new Exam will be generated.

Exams, Answer Grid Sheets and Attendance Sheets all open in a new tab, so you can always return to this page

This will permanently save the exam and the attendance sheet.

The **Attendance Sheet** can now be printed out. This is a useful sheet for checking which examinees are present on the day of the exam, and you can tick them as present, on the sheet.

It cannot be modified after it has been saved. It can however be deleted at this stage by clicking the **Manage Exams** button on the main menu, and selecting the exam for deletion. After exam results have been entered for this exam, it can never be deleted. This is an EASA Part-147 approval requirement.

After being saved, the exam will be given an **Exam Reference** such as:

QB4/tdf2012/M11A/B1.1/2012-01-03/130

This **Exam Reference** includes a sequential number (e.g. QB4), the Class (e.g. tdf2012), the Module (e.g. M12), the Licence Category (e.g. A3), the Exam Date (e.g. 2012-08-14) and the number of questions (e.g. 90)



Question Hibernation

After an exam has been generated, a percentage of the questions used in the exam are 'hibernated' or rested from use for a set number of future exam generations in the same module.

This guarantees that any retake exam that an examinee takes in the module will have a minimum percentage of new questions, over and above the new questions that are drawn from the question bank as a result of the random selection feature.

The exact **Hibernation Percentage** and **Exam Generations** (number of future exam generations to hibernate) are configured in the [Control Panel](#). The Hibernation can be switched OFF by setting both Hibernation Percentage and Exam Generations values to zero in the [Control Panel](#).

The requirement to hibernate a certain percentage of questions may or may not be a requirement of your National Aviation Authority.

Control Panel

The control panel can be accessed by the [Examination Manager](#) only (Admin level 1). The Control Panel has settings which can be configured to change the way that QBgenerator functions. The following is a list of these settings.

The screenshot displays the Control Panel interface, divided into two main sections: General Settings and Syllabus Structure and Content.

General Settings:

- Use unapproved questions:
- Hibernate for 'X' Generations: 0
- Hibernate percentage: 0
- Seconds for Multiple Choice questions: 75
- Minutes for Essay questions: 20
- Pass Mark for Multiple Choice Questions: 75
- Pass Mark for Essays: 75
- Exam Font Size: 14
- Show Question Ref. No. on exam paper:
- Show Question Level on exam paper:
- Questions per page on Edit Questions page: 100

Syllabus Structure and Content:

- Pick Questions: only equal to Level indicated in Syllabus (selected) or less than or equal to Level indicated in Syllabus
- Buttons: Manage Modules, Manage Subsections, Configure Title Page, Header and Footer

Backup and Restore:

- Restore Database from: 26 Jul 2012 16:02:56
- Restore Questions from: None
- Buttons: Backup Database, Backup Questions
- Backup Location: /tmp
- Example: www.wcaaexambank/backup

General Settings

Number of stubs for Multiple Choice questions: Select 3 or 4 depending on how many answer option (stubs) your multiple choice questions have.



Answer Sheet Type: Select Circles or Squares, depending on your preference for the answer 'bubbles' on the answer sheet.

Use Unapproved Questions: Put a tick in this box if you want to ignore the [Question Approval](#) status, and let QBgenerator select questions whether they are approved or not. This should be done only for testing of QBgenerator, as question approval is usually a National Aviation Authority requirement if QBgenerator is used as part of a Part-147 approval.

Require language approval: Put a tick in this box if you want a second layer of approval for each question. This is usually used for language correctness approval of the questions, but can also be used for any other approval purpose.

Hibernate for 'X' Generations: Select how many generations of an exam a hibernating question is to remain rested from use. Set to zero to switch OFF the [Hibernation](#) function.

Hibernate percentage: Select the percentage (between 0 and 100%) of questions which have been used in an exam, to be rested from use in future exam generations. Set to zero to switch OFF the [Hibernation](#) function. Depending on how many questions you have in the, setting this value too high, may make it impossible for the QBgenerator to generate a full exam whilst questions are hibernating.

Seconds for Multiple Choice Questions: Set the number of seconds allowed for the answering of each Multiple Choice question. This information can be selected for display on the Title Page, Header and/or Footer of the exam. This number is specified by EASA or the National Aviation Authority.

Minutes for Essay questions: Set the number of minutes allowed for the answering of each essay question. This information can be selected for display on the Title Page, Header and/or Footer of the exam. This number is specified by EASA or the National Aviation Authority.

Pass Mark for Multiple Choice Questions: Set the Pass mark (%) for multiple choice exams. This information can be selected for display on the Title Page, Header and/or Footer of the exam. This number is specified by EASA or the National Aviation Authority.

Pass Mark for Essays: Set the Pass mark (%) for essay exams. This information can be selected for display on the Title Page, Header and/or Footer of the exam. This number is specified by EASA or the National Aviation Authority.

Exam Font Size: Set the size of the font (in pt) to appear on the exam printouts. The default is 14 pt.

Show Question Ref. No. on exam paper: Put a tick in this box if you want the question reference number to be displayed next to each question of the examinees' printouts (exam papers). This may be a requirement of your National Aviation Authority. The Question Ref. Shows on the Examiners' printout copy by default, whether you place a tick in this box or not.

Show Question Level on exam paper: Put a tick in this box if you want the question level to appear on the examinees' printouts (exam papers). It will show on the Subsection headers.



Questions per page on Edit Questions page: Set the number of questions to display on the Edit Questions section, before it starts to paginate.

Pick questions - only equal to Level indicated in Syllabus / less than or equal to Level indicated in Syllabus: When QBgenerator selects questions from the database for use in an exam, it will do so in accordance with the EASA Part-66 syllabus. The EASA Part-66 syllabus specifies that the questions should be at a Level 1, 2 or 3, depending in which Subsection the question is contained. However, EASA Part-66 is interpreted differently by your National Aviation Authorities. The question could be selected AT the specified Level, or UP-TO AND INCLUDING the specified level. Select the option which corresponds to your National Aviation Authority's preference.

After making changes to any of the settings described above, click the Save button.

Manage Modules

Click the **Manage Modules** link to go to the page where you make changes to the Categories applicable to each of the EASA Part-66 Modules.

The **Manage Modules** page emulates the EASA Part-66 syllabus. Each Module has the Licence Category (A, B1, B2 etc.) entered in accordance with the EASA Part-66 syllabus. You can make changes to the Category settings if the EASA Part-66 syllabus changes. Click the Save Changes button to save the changes you have made.

You can set or change the Licence Categories that relate to the respective Module (e.g. A, B1.1, B1.3 etc.) in accordance with the EASA Part-66 syllabus.

You can also set or change the Total Number of questions required in each respective exam. This number is usually in accordance with the EASA Part-66 syllabus and is the minimum number of questions to be used in each Module exam required by EASA.

If your organisation is approved to deliver examinations in only Category A or only Category B, you must enable only the **Categories** for which you are authorised, by putting a tick in the tick box adjacent to the respective Category, and leave the Categories for which you are not authorised unticked. This will disable those unauthorised Categories from the exam generation process.

You can **Add a New Module** when EASA add new modules to the Part-66 syllabus. Click the Add a New Module link. Then follow these steps:

- Set the following data from the EASA Part-66 syllabus
 - "number" = Module Number (e.g. "11C")
 - "name" = Module Name (e.g. "Piston Engine Aerodynamics, Structures and Systems")
 - "level" = Applicable Licence Categories (Up to 5 Licence Categories can be entered e.g. "A1, B1.2, B1.4 etc...")
 - "inc" = Licence Categories to include (based upon your approval)
 - "num" = Number of questions per exam in each Licence Category (See EASA Part-66)
- Click Save
- After saving a new Module, go to [Manage Subsections](#), select the new Module, and complete the configuration.



Manage Subsections

Click the **Manage Subsections** link to go to the page where you make changes to the Subsections, the Level of questions within each Subsection, and the Subsections' syllabus content, in accordance with the EASA Part-66 Modules.

Select the Module that you want to edit the Subsections, by clicking the **Module Number** on the menu at the top of the page.

Each Module will be displayed with a column for each Licence Category (A, B1, B2 etc.) in accordance with the **Licence Categories** specified on the [Manage Modules](#) page. You must enter the **Question Levels** (1, 2 or 3) in accordance with the EASA Part-66 syllabus, for each Subsection.

Click the **Add New Subsection** to add a new subsection to a Module. You must enter the number and name of the New Subsection, enter the applicable question Level (1, 2 or 3) in accordance with the EASA Part-66 syllabus, enter the **Syllabus Content** and click **Save Changes** to save the entries you have made.

Note: the **Syllabus Content** accepts standard html code. To add a **line break**, insert "
". Insert an additional "
" to add a **linespace**.

You can **add additional subsections** even if they are not a part of the EASA Part-66 syllabus. You may want to do this for example; to store temporary questions, or incomplete questions. Put a tick in the **Excl.** tick box to exclude any questions stored in that Subsection from being selected by any [exam generation](#). This will also prevent this Subsection from appearing on the Module's Subsection listing on the [Exam Generation](#) configuration page.

Configure Title Page, Header and Footer

This is another method to access the [Configure Title Page, Header and Footer](#) page.

Backup and Restore

The database of questions, and the QBgenerator configuration settings (Modules, Subsections, Categories, Levels etc.) can be backed-up onto a separate hard drive or flash drive. This will enable a restoration of your QBgenerator if the computer is damaged, destroyed or stolen.

Select the drive designation (for example 'F:') which you want to store the backup file. This should be a separate drive device that can be removed from the computer and saved in a secure place of storage.

The backup will not save the QBgenerator software programme files. Please contact the vendor to obtain replacement files in the event that the computer is damaged, destroyed or stolen.

The backup file cannot be read in isolation from the QBgenerator software programme, however, it is recommended that you keep the backup file under the same secure conditions that the main QBgenerator programme is maintained.





Manage Exams and Entering Results

Click the **Manage Exams** button at on the Main Menu to enter the Manage Exams page.

The Exam Results page shows a table, into which the results of the exam will be entered. Hover your mouse cursor over the numbers that show (in blue) in the heading. The examinee's name will reveal, in alphabetical order.

Exam Results

Choose Exam:

QB5/tdf2012/M02/A/2012-08-14/40

Ref: QB5/tdf2012/M2/A/2012-08-14/40

Physics - Licence Category A - generated by Bill Cottrill on 2012-08-14

Enrol Examinee(s) (backdate to 2012-08-14)
Number enrolled for exam:
Pass mark:

Num.	1	2	3	4	5	6	7	8	Average
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>

Below that is a review of the questions that appeared on the exam. You can click the Question Reference numbers (shown in blue) to go directly to the associated [question edit](#) page.

Below that is a table showing the examinees that were registered for the exam. They are all ticked by default, to indicate that they were present at the exam. You can untick any of the examinees and they will be recorded as absent from the exam.



Entering Results

You can [enter results manually](#), or you can [use OFFICE REMARK to enter results automatically](#) using a scanner equipped with an automatic sheet feeder.

QBgenerator will store the results of examinees after an exam has been taken by them. It will also provide some question analysis, based upon the results from the examinees.

After the examinees have sat the exam, and completed the paper Answer Sheets, and after their Answer Sheets have been marked by comparing with the Examiners' Marking Sheet (Filled) the results need to be entered into QBgenerator.

To Enter Results Manually

To enter results manually, do the following steps:

1. Click the **Manage Exams** button at on the Main Menu to enter the Manage Exams page.
2. Choose the exam that you want to enter results for, by selecting the respective Exam Ref. Number from the Choose Exam drop-down and click Select Exam. The default exam is the most recently generated exam. The **Exam Results** page will show.
3. For each of the examinees (hover over the numbers in the heading of the table to reveal their names), enter letter "c" (upper or lower case) into any of the boxes in their respective column. A number "1" will appear in each of the question boxes in their respective column. If you want to mark an examinee as Absent, type letter "A" (upper or lower case) into any of the boxes in their respective column. A letter "A" will automatically appear in each of the column's boxes, and the examinee will be recorded as being Absent from that exam.
4. For the questions they marked as incorrect, overwrite with a "0". As you do this, the **Mark** (bottom row) will update automatically, and the **Average** (far right column) will update automatically.
5. When you have done this for all the examinees, double check that the **Marks** (bottom row) agree with the marks for each examinee's paper answer sheets, and click the **Submit Results** button. You may alternatively click the **Submit and Close** button. If you click the **Submit and Close** button, the results will be permanently recorded, and you will not be able to change the results. If you click the **Submit Results** button, the results will be only provisionally recorded. You will be able to change the results. This option is provided by **QBgenerator** in case your National Aviation Authority requires a double check of the results by an independent and third party person prior to closing the results permanently. You can alternatively **Delete this Exam** if you decide you are not ever going to enter any results, for any reason.

To use OFFICE REMARK to enter results automatically

To use OFFICE REMARK to enter results automatically, you will need to buy the additional software from <http://gravic.com/remark>. This is a third-party proprietary software product. You will get a discount if you mention you are using with QBgenerator. Please see the operating instructions for the OFFICE REMARK to see how to use the software.

You will also need to buy a scanner that is equipped with a document feeder tray.



To use OFFICE REMARK to enter results automatically, do the following procedure:

1. Configure your Office Remark programme to output a .txt or .csv file containing data of the following form:

Firstname1,Lastname1,Number1,A,B,C,A,B,C etc.

Firstname2,Lastname2,Number2,A,B,C,A,B,C etc.

Firstname3,Lastname3,Number3,A,B,C,A,B,C etc.

Each data item is comma separated, and each examinee is on a new line.

2. On QBgenerator, on the Manage Exam page, select the exam for which you want to input results.
3. In the Import Results panel, select Browse, and browse for the .txt or .csv file that has been generated for the exam results by Office Remark.
4. Click **Submit Automarks**.
5. When you have done this for all the examinees, double check that the **Marks** (bottom row) agree with the marks for each examinee's paper answer sheets, and click the **Submit Results** button. You may alternatively click the **Submit and Close** button. If you click the **Submit and Close** button, the results will be permanently recorded, and you will not be able to change the results. If you click the **Submit Results** button, the results will be only provisionally recorded. You will be able to change the results. This option is provided by **QBgenerator** in case your National Aviation Authority requires a double check of the results by an independent and third party person prior to closing the results permanently. You can alternatively **Delete this Exam** if you decide you are not ever going to enter any results, for any reason.

Deleting Exams


To delete exams, do the following steps:

1. Click the **Manage Exams** button at on the Main Menu to enter the Manage Exams page.
2. Choose the exam that you want to delete, by selecting the respective Exam Ref. Number from the Delete Exam drop-down and click Delete Exam. The default exam is the most recently generated exam. Only those exams that have no results entered for them will show.





Exam Summary

To view an Exam Summary, do the following steps:

1. Click the **Manage Exams** button at on the Main Menu to enter the Manage Exams page.
2. Choose the Start Date and End Date between which you want to call up all the exams that have been generated and completed by examinees. For both, you can either type the date directly (format dd/mm/yyyy), or click the **Calendar** pop-up tool (), and select the date from the Calendar.
3. Click the **Show Report** button. A table will appear with a summary of the exams that have been generated and completed by examinees, within the specified dates.
4. Click the **Print Report** link to show the same table in a printable format. You can print this table by selecting **File – Print...** (or typing ctrl-P) from your Firefox menu.

You can also view an Exam Summary of the exams taken by a specific examinee. To do this, do the following steps:

1. Click the **Manage Examinees** button at on the Main Menu to enter the List of Examinees page.
2. Select the Examinee that you want to generate an exam report on by clicking on the associated edit icon ().
3. Click the **Exam Results** tab.
4. Choose the Start Date and End Date between which you want to call up all the exams that have been generated and completed by examinees. For both, you can either type the date directly (format dd/mm/yyyy), or click the **Calendar** pop-up tool (), and select the date from the Calendar.
5. Click the **Generate Report** button. A table will appear with a summary of the exams that have been generated and completed by the respective Examinee, within the specified dates.
6. Click the **Print Report** link to show the same table in a printable format. You can print this table by selecting **File – Print...** (or typing ctrl-P) from your Firefox menu.

Question Analysis

Facility Index (FI)

QBgenerator uses the data you provide when you [enter results](#) to calculate a **Facility Index (FI)** for each question. The **Facility Index** is displayed on the [Manage Questions](#) page.

The following are some examples of what the **Facility Index** means:

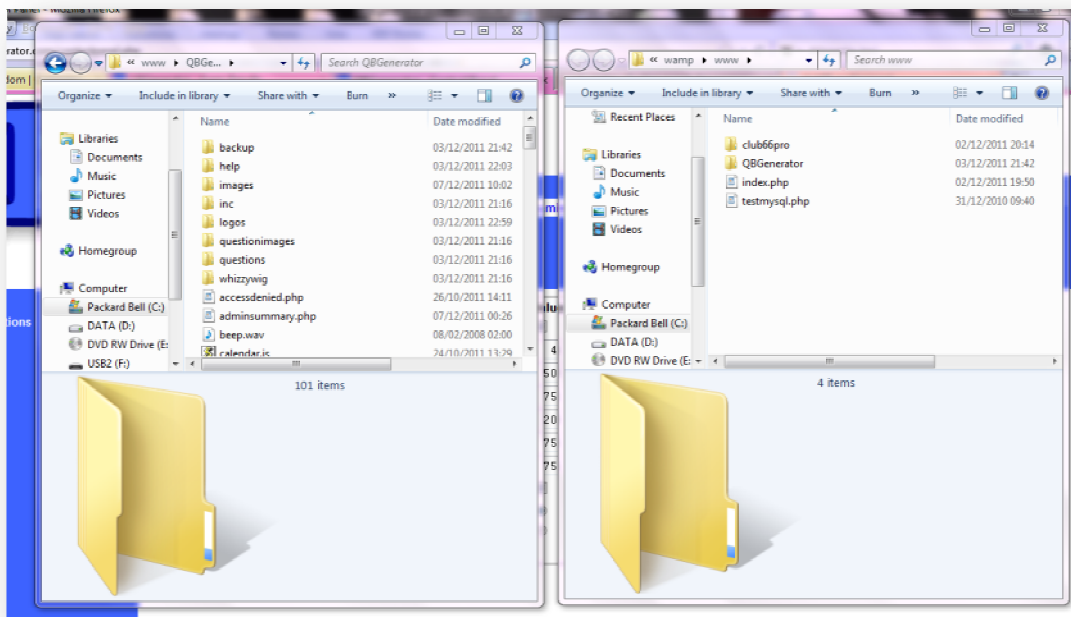
- A **Facility Index** of 0% means that none of the examinees that attempted the respective question has answered it correctly.
- A **Facility Index** of 100% means that all of the examinees that attempted the respective question has answered it correctly.

- A **Facility Index** of 50% means that half of the examinees that attempted the respective question has answered it correctly.


Advanced Functions

Upgrading QBgenerator

Occasionally, the vendor of QBgenerator will send you files which will modify and/or fix bugs in the programme.



To install the files, do the following:

- In your computer's quicklaunch bar (bottom right of the screen), find the WAMP Server icon. 
- Click the WAMP Server icon once.
- Select (click once) the "www directory". A window will open showing all the QBgenerator files.
- Open the folder which was sent to you by the vendor of QBgenerator. Resize and drag the two windows so they display next to each other on your screen, as shown above.
- Select all the files in the new folder, and drag them into the "www directory" folder. The new files will be merged (added/replaced) in the "www directory".
- Log in to QBgenerator and test the affected pages. Report any anomalies.