HazırTest User Guide

From question bank to optical scanning, step by step.

57 topics · hazirtest.com

Screenshots show the English interface (Account → Language). The school admin web panel and the phone app are shown in Turkish.

21 October 2026

Contents

Getting Started 4

First steps: your first exam in 20 minutes 5
Paper exam or online test? 10
Glossary: HazırTest terms 12
A written exam from start to finish 15
A school-wide mock exam from start to finish 19
A committee (board) exam from start to finish 22

Question Banks 25

Creating a question bank and adding questions 26
Copying a question to another question bank 32
Backing up and restoring a question bank 35
Sharing a question bank via Google Drive / OneDrive 38
Question bank maintenance: compacting, merging, password 42
Importing questions from PDF and Word 46
Importing PDF questions with ChatGPT, Claude or Gemini 53
Writing questions with formulas and images 58
Creating parametric (variable) questions 62
Reading passage questions (related text) 78
Presentation mode: solving questions on the smart board 83
Adding solutions and solution videos to questions 86
Searching and filtering questions 90
Generating questions with AI 94
Assigning learning outcomes to questions 98
Question properties: difficulty, points, option layout and shuffling 101

Creating Exams 106

Creating an exam 107
Exam paper layout and Word templates 113
Sample exam papers and answer forms 118
Exam papers with student names printed (class-specific) 124
Creating multi-group exams (A/B/C/D) 128
Creating an exam from several question banks 131
Creating an online test 135
Live quiz: a classroom quiz students join with a PIN 140

Creating exams with the Exam Wizard 148
Creating encrypted tests solved on screen 152

Answer Forms and Optical Scanning 157

Scanning answer forms 158
Scanning problems and reading settings 163
Scanning answer forms with your phone 169
Public test: students scan their own forms 172
Exam reports: report card, question analysis, ranking 176
Sample reports (PDF, Excel, Word) 183
Creating and correcting answer keys 189
Designing your own answer form 193

Mock Exams 200

Creating a mock exam (LGS, TYT …) 201
Scoring methods for mock exams 206
Mock exam results and reports 210
Committee exam report 216
Publishing results on the web 221

Class Lists and Grades 225

Creating class lists 226
Importing student lists from Unipa and e-Kampüs 232
Grades, reports and student history 236
Comparison and progress reports 242

Account and Sync 248

Installation, updates and moving to a new computer 249
Account, school code and syncing 254
Moving to a new computer 262
General settings: language, theme, institution name, password 265

School Licence and School Analysis 271

School admin panel: inviting teachers and seats 272
Setting up School Analysis: term, learning outcome list, counsellors 277
Sharing exam results with your school (teachers) 282
School Analysis screens: outcome gaps, study groups, early warning 285

SECTION

Getting Started

Your first exam, choosing the right path and end-to-end workflows.

- First steps: your first exam in 20 minutes
- Paper exam or online test?
- Glossary: HazırTest terms
- A written exam from start to finish
- A school-wide mock exam from start to finish
- A committee (board) exam from start to finish

GETTING STARTED

First steps: your first exam in 20 minutes

HazırTest has many features, but the core of the work is seven steps: pick the questions, generate the exam paper, print it, scan it and get the results. This topic walks that path once from start to finish using the sample question bank that comes with the program, so you can try it even without your own questions. Each step links to the detailed topic for that task; you do not need to read them on the first run.

BEFORE YOU START

- HazırTest installed (Windows, macOS or Pardus) — see Installation, updates and moving to a new computer.
- A printer. For scanning: a document scanner, a smartphone or a computer camera.
- Two or three answer sheets filled in by a few people to try with; you can also fill them in yourself with different answers.

1 Create a free account

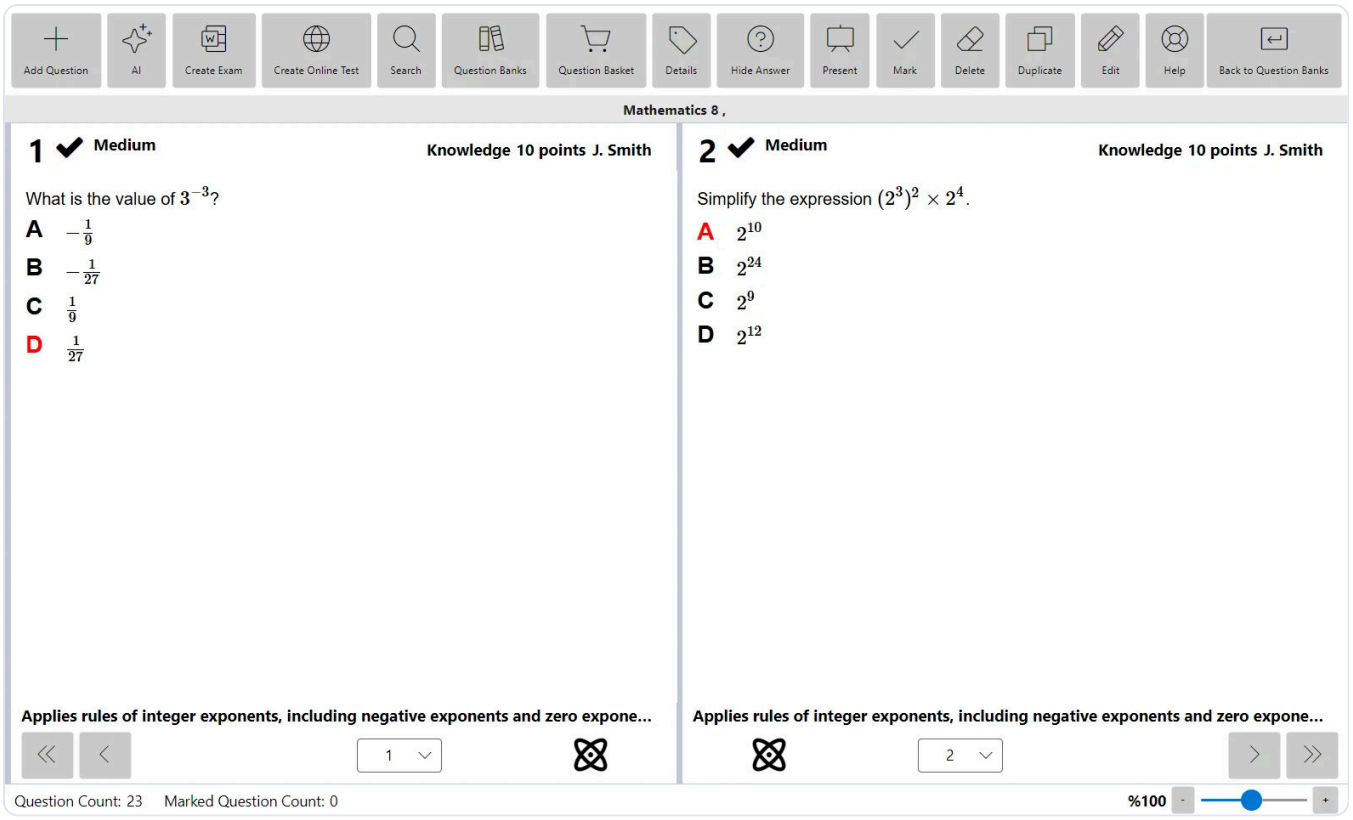
On the home screen, click the **Account** button at the top right and choose **Login**; an account is created in a minute with Google, Apple or e-mail. The account is free: you can generate 10 test booklets once and scan 100 answer sheets every month. If your school has a licence, enter the school code you were given in **Settings → Account**.

The account also keeps your exams and results in sync between your computer and your phone (see Account, school code and syncing).

2 Open a sample question bank

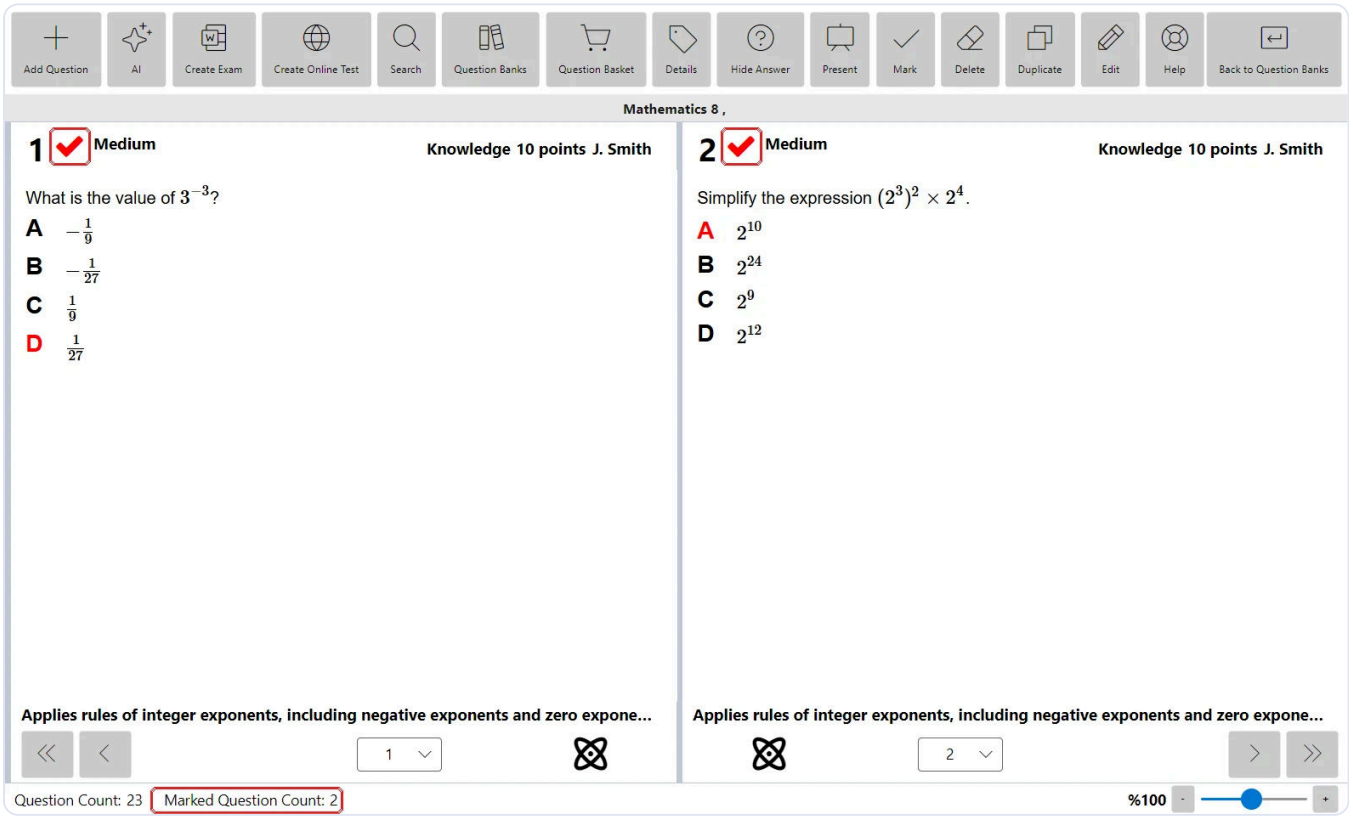
On the home screen, click **Question Banks**. The **Ornek Soru Bankalari** (sample question banks) folder contains banks for several subjects that come with the program; double-click one. The questions open as cards.

There are three ways to build your own bank; look at them after the first run: typing the questions one by one (Creating a question bank and adding questions), importing your existing Word and PDF exams (Importing questions from PDF and Word) or having AI generate them (Generating questions with AI).



3 Mark the questions for the exam

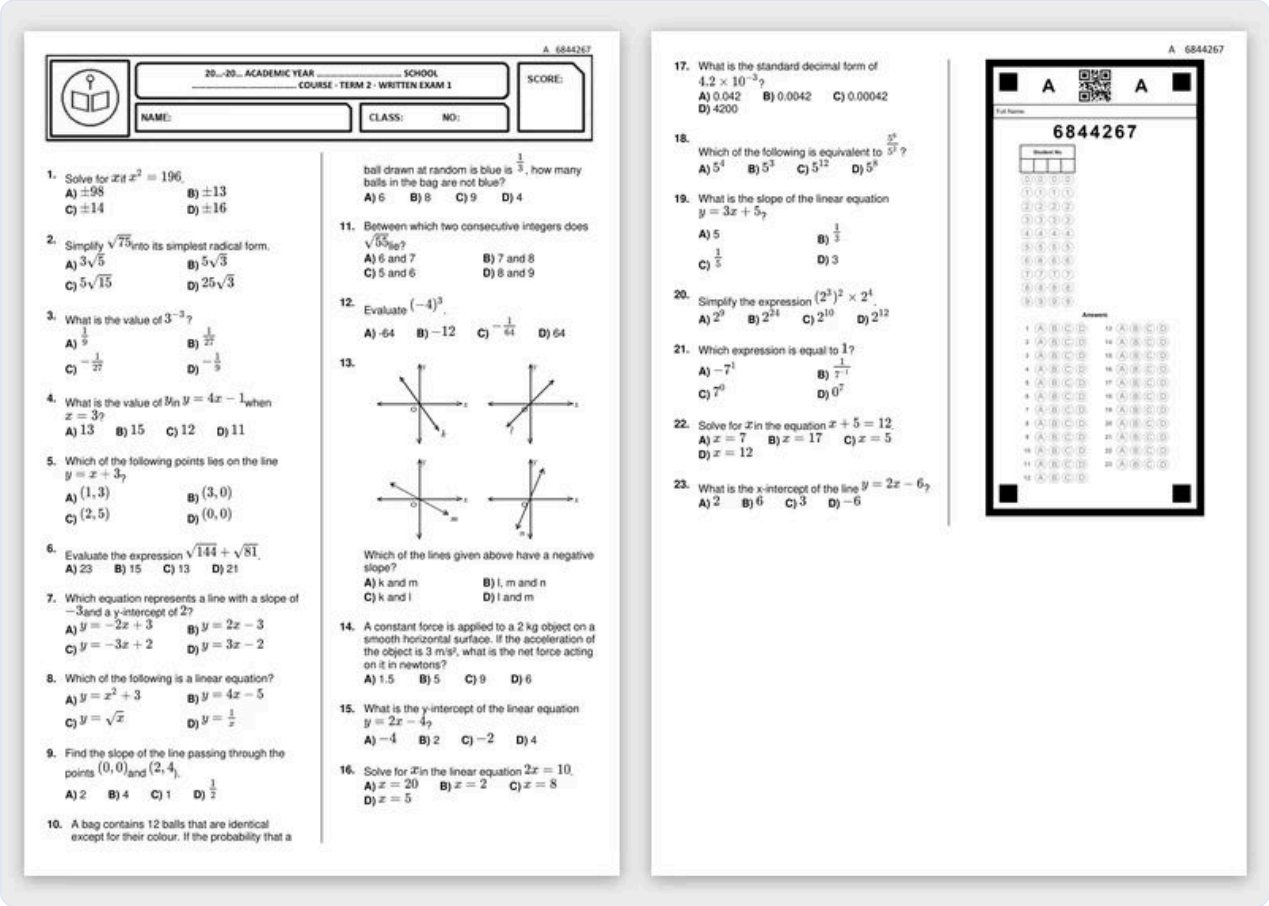
Select about 10 questions by clicking the check mark next to each question number. The **Marked Question Count** at the bottom of the screen goes up. Shortcut: use **Mark** → **Mark by selecting a question range** on the toolbar to mark questions 1–10 in one go.



4 Generate the Word exam paper

Click **Create Exam** on the toolbar and choose **Paper Exam (Word)** from the menu that opens. In the panel that opens on the left, type the **Course** and the **Exam Name** (e.g. "Mathematics", "Practice"); leave the other settings as they are the first time. Press **Generate Word File from Marked Questions** at the bottom.

The Word file opens automatically. The optical answer form is at the end of the paper and shows a 7-digit **test number**: this number identifies the exam, and the answer key is found through it. You do not need to enter the answer key separately; the program builds it from the correct answers of the questions.



Tip · You can adjust how the paper looks (school header, two columns, font size) later: Exam paper layout and Word templates. For A/B booklets of the same exam: Creating multi-group exams (A/B/C/D).

5 Print and fill in

Print the paper. In the printer settings choose **actual size (100%)** and turn "fit to page" off: the black squares in the four corners of the form must not be cut off. Fill in the form with a pencil, filling the bubbles completely, and encode a number in the student number area.

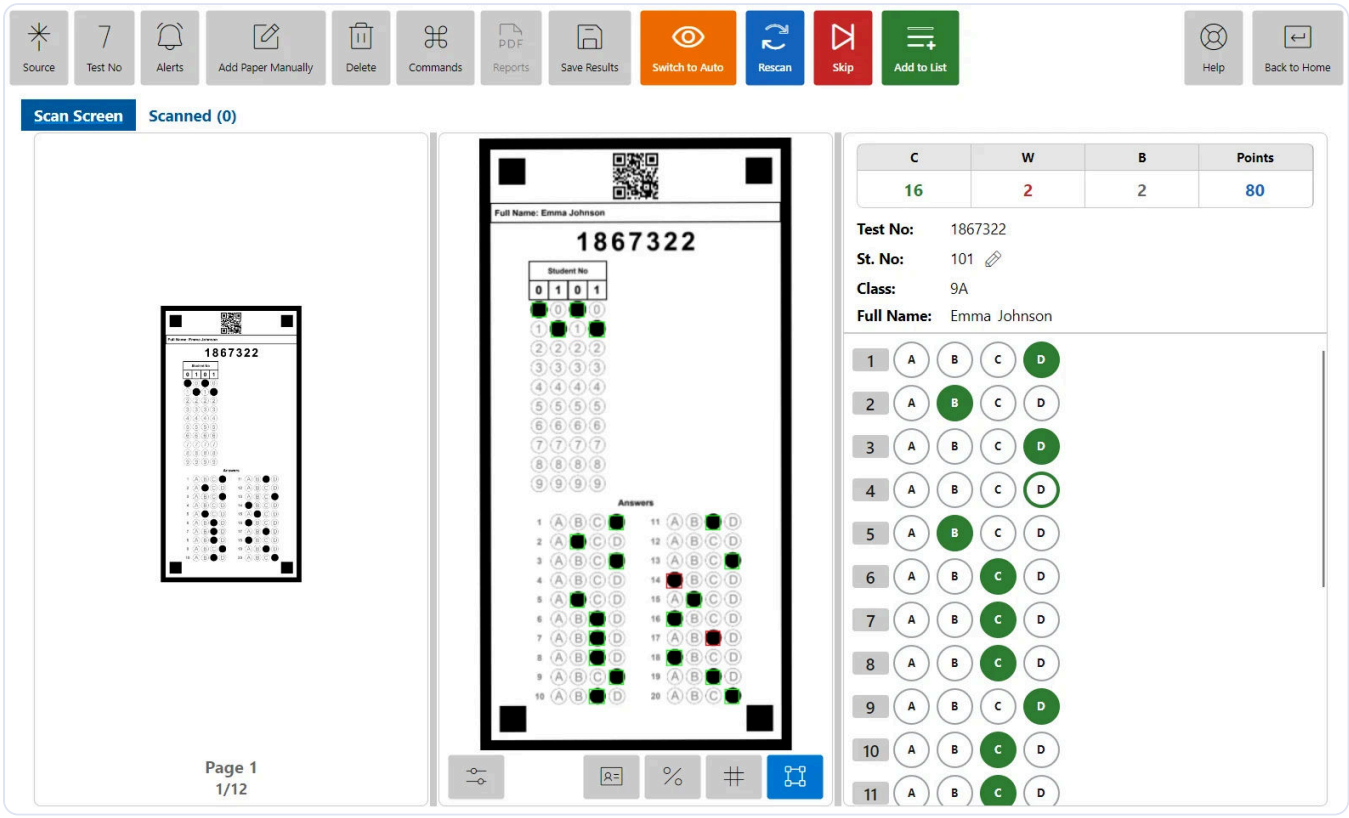
6 Scan

There are two easy ways:

- **With your phone** — install HazırTest Mobile and sign in with the same account; the exam is downloaded to the phone automatically. Hold the paper in front of the camera and the result reaches your computer

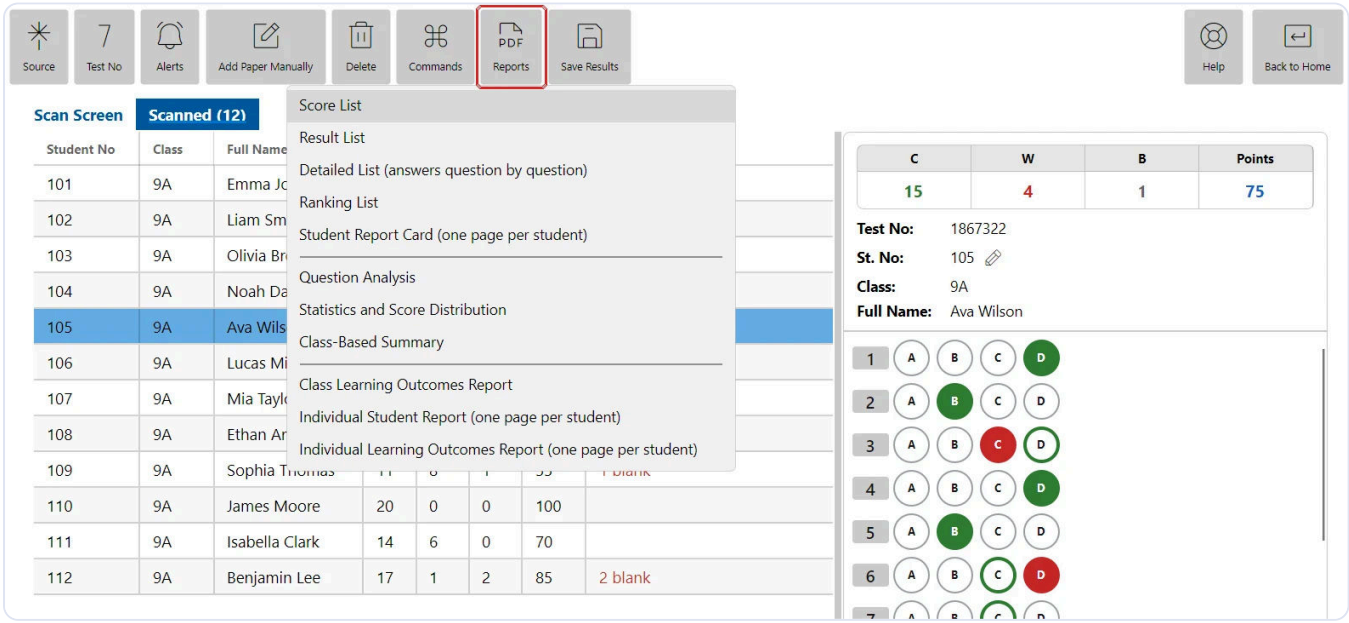
(Scanning answer forms with your phone).

- **On the computer** — scan the papers to a PDF with a document scanner. On the home screen open **Optical Scanning** → **Single-subject exam**, choose **PDF** under **Source** on the left and select the file. The program reads the test number of each paper from the form and finds the answer key itself; press **Add to List** for each paper (Scanning answer forms).



7 Save and get your first report

When all papers are done, press **Save Results**; the results are written to the **Grades** page. Then choose **Result List** or **Student Report Card** from the **Reports** menu: the PDF is prepared and opened. You can see what each report looks like in Sample reports (PDF, Excel, Word).



8 What next?

Once you have finished the first run, the rest of the program builds on this path:

- **Enter your class lists** — so that student names and classes appear in reports: Creating class lists.
- **Assign learning outcomes to questions** — so that report cards and outcome reports show which topics are weak: Assigning learning outcomes to questions.
- **Decide which kind of exam to use** — the difference between a Word paper, an online test, an encrypted test and a public test: Paper exam or online test?.
- **Complete example workflows** — A written exam from start to finish, A school-wide mock exam from start to finish, A committee (board) exam from start to finish.

COMMON ISSUES

I cannot find the sample question banks.

The path at the top of the Question Banks screen should show the Question Banks main folder; if it does not, press Main Folder. The samples are in the Ornek Soru Bankalari folder. If you deleted them, you can restore them from the Recycle Bin.

The Word file did not open.

If Microsoft Word is not installed, you can open the file with LibreOffice; in the Other tab of the Create Exam panel set the Word generation method to Universal. The file is saved in the Outputs folder; you can reach it via Account → Folders → Outputs.

Scanning says "the test is not registered on this computer".

The paper may have been generated on another computer, or the exam may not have been synced. Check that you are signed in with the same account and that sync is turned on in Settings → Sync. Details: Scanning problems and reading settings.

My free allowance has run out.

The free plan includes a one-time allowance of 10 test booklets and 100 optical scans every month; the scan allowance renews at the start of the month, the test allowance does not. The free allowance is also tied to the computer, so opening a new account does not reset it. If your school has a licence, enter the school code; otherwise you can switch to one of the annual plans.

GETTING STARTED

Paper exam or online test?

You can give four different kinds of exam with the same questions from your question bank. Their names are similar, but they work very differently: who solves it, where, who gets the result, whether internet is needed. This topic puts the four side by side; once you have decided, follow the related topic step by step.

1 The four kinds in brief

- **Word exam paper + optical form** — the classic written exam. The paper is printed, students mark the form and you scan it. HazırTest's main path: Creating an exam.
- **Online Test** — no paper; open-ended questions are not included. The student opens an address on a phone or computer and solves the test in the browser; the result comes to you: Creating an online test.
- **Encrypted test** — the questions are put in a locked file and solved offline on a computer with HazırTest installed; the result is only shown on screen: Creating encrypted tests solved on screen.
- **Public Test** — an option of the paper exam: the student, not the teacher, scans the form on their own device, sees the score immediately and the result comes to you: Public test: students scan their own forms.

2 Comparison

Use this table to decide how to give the same questions:

	Word paper	Online test	Encrypted test	Public test
Where does the student solve it?	On paper	In the browser (phone or computer)	On a computer with HazırTest	On paper
What does the student need?	A pencil	Internet; no app or account needed	The HazırTest program	The HazırTest app (phone or computer)
Who scans/scores?	The teacher scans	Automatic	Automatic	The student scans
Does the result come to you?	Yes, when scanned	Yes	No, only on screen	Yes (if the student is signed in)
Does the student see the score?	If you give it (report card, web publishing)	If you allow, immediately	Yes, immediately	Yes, immediately
Time limit	You keep time in class	Optional; submitted automatically when time is up	Optional	You keep time in class
Cheating risk	Low with groups (A/B/C)	Question and option order can differ per student	Questions cannot be copied	The key must not be opened before the exam
When?	Written exams, mock exams	Homework, remote exams, screening tests	Study hall, computer lab	Self-assessment after the exam, homework booklets

Tip · The kinds are not exclusive. To give the same exam both on paper and online, tick the box on the **Online Test** tab of the Create Exam (Word) panel; after the paper exam you can also turn on **Public Test** in Answer Forms.

3 A graded exam given in class

Choose **Word paper + optical form**. Against cheating, generate A/B/C/D booklets with shuffled questions and options (Creating multi-group exams (A/B/C/D)); for papers with each student's name printed, see Exam papers with student names printed (class-specific). After scanning, results go to Grades and the reports to the Reports menu.

If you are giving a mock exam made of several subjects (LGS, TYT, a school mock exam), your path is Creating a mock exam (LGS, TYT …).

4 At home or remotely, without paper

Choose **Online Test**. You set the rules: time limit, start and end dates, how many times it can be taken and whether only students in your class lists may enter; results land on your Grades page. Students do not need to install anything; an address is enough.

5 Computer lab or study hall, offline

Choose **Encrypted test**. You distribute the file to the computers; the student solves it against the clock and at the end sees the score and wrong answers and can watch the solutions you added to the questions. The questions cannot be extracted from the file. Results are not collected: it is for practice, not grading.

6 The paper is already with the student; let them check the result

Choose **Public Test**. The exam was given on paper, but you do not want to collect the papers: turn on the public test after the exam, let students scan their forms with their own phones and see their scores and learning outcome results, and the results come to you. It is also handy for teachers who give mock exam booklets as homework.

COMMON ISSUES

Are an online test and an encrypted test the same thing?

No. An online test is an address, solved in the browser, and the result comes to you. An encrypted test is a file, solved offline on a computer with HazırTest installed, and results are not collected.

What is the difference between a public test and an online test?

In an online test there is no paper; students solve the questions on screen. In a public test the exam is taken on paper; students only scan the optical form they filled in with their own device.

GETTING STARTED

Glossary: HazırTest terms

Some terms come up often in the guide and in the program, and they resemble each other: test number and general test number, school code and institution code, online test and public test. This page explains each in a sentence or two and links to the detailed topic. Terms are grouped by subject; use Ctrl+F (⌘+F on a Mac) to find what you are looking for.

1 Exams, booklets and numbers

- **Test number (Test No)** — the 7-digit identity of every exam paper. It is printed on the form as bubbles and as a QR code; scanning finds the exam and its answer key from this number. The number comes from the server, so it never collides with another user's exam.
- **Booklet / group** — copies of the same exam with the questions and options in a different order (A, B, C, D). Each booklet has its own test number and its own printed key; scanning recognises the booklet from the number: Creating multi-group exams (A/B/C/D).
- **General test number** — the number on the paper of a multi-subject mock exam. The mock exam consists of a separate section for each subject, but the paper carries a single number; scanning finds all the sections and their keys from it: Creating a mock exam (LGS, TYT …).
- **Answer key** — the correct answers of the exam. For an exam generated from a question bank it is built automatically; for an exam prepared elsewhere it is entered by hand: Creating and correcting answer keys.
- **ALL** and **VOID** — special answers a question can have in the answer key. ALL counts the question as correct for everyone; VOID removes the question from scoring.
- **Class-Specific** — producing a separate paper for each student with the name printed and the number encoded on the form: Exam papers with student names printed (class-specific).

2 Answer forms and scanning

- **Answer form (optical form)** — the bubble sheet on which the student marks the answers. In a single-subject exam it is printed at the end (or the start) of the exam paper; it can also be printed separately: Sample exam papers and answer forms.
- **Answer form template** — the form of multi-subject mock exams. It defines how many questions each subject has, the net rule and the scoring method. Ready-made templates such as LGS, TYT, AYT and KPSS come with the program; you can also design your own: Designing your own answer form.
- **Section** — the questions of one subject in a multi-subject mock exam (e.g. 20 Turkish questions in LGS). Results and reports are produced section by section.
- **Corner squares** — the black squares in the four corners of the form. Scanning locates the paper and its skew from them; print the form at 100% scale so they are not cut off: Scanning problems and reading settings.
- **QR code (system QR code)** — the square code at the top of the form; it carries the test number (and the student number, if any). It identifies the paper even when the bubbles cannot be read.

- **Uncoded form** — a blank form with no test number printed. It is not tied to any exam; it is printed as a spare or for latecomers, and you choose the exam when scanning.
- **Scanned list** — the papers that have been read and added to the list on the Optical Scanning screen. They are corrected and reported here and become permanent with **Save Results**: Scanning answer forms.
- **Double mark** — more than one option marked for a question. Scanning warns you; you choose in the settings how it is counted.

3 Scoring

- **Net** — the number of correct answers minus the correct answers cancelled by wrong ones.
- **Net rule** — how many wrong answers cancel one correct answer (e.g. 3 in LGS, 4 in YKS). Under the "50% threshold" rule, if the number of wrong answers exceeds half of the questions, the excess is deducted from the correct answers.
- **Scoring method** — how the net is turned into a score. In a single-subject exam: points per question or the total score divided by the number of questions; in a mock exam: fixed points, weighted coefficients or a standard score: Scoring methods for mock exams.
- **Standard score** — the method of the official exam used for LGS, TYT, AYT, KPSS and MEB-AGS mock exams (Turkish national exams): each subject's net is converted to a score using that subject's national mean and standard deviation and summed with subject coefficients.
- **Minimum and maximum score** — the lowest and highest value of the score scale (e.g. 100–500 for LGS).
- **Practical score** and **threshold** — in a committee exam, the practical score added to the theoretical net of each department, and the minimum that must be reached in that department: Committee exam report.

4 Question banks

- **Question Bank** — the file that holds your questions (.hzb). It is stored on your computer and is not uploaded to the cloud: Creating a question bank and adding questions; for backups see Backing up and restoring a question bank.
- **Learning Outcome** — the learning objective a question measures; it appears in learning outcome reports: Assigning learning outcomes to questions.
- **Topic** — a heading used to classify and search questions (e.g. Exponents). It does not appear in reports.
- **Difficulty**, **Question Level**, **Tag** — properties of a question; they act as filters in search and in the Exam Wizard: Question properties: difficulty, points, option layout and shuffling.
- **Related Text** — a reading passage shared by several questions; the questions are printed together under the passage: Reading passage questions (related text).
- **Classes Asked** — which classes a question has been asked in. It is recorded when results are saved in optical scanning, and is used to avoid asking the same class the same question again.
- **Question Basket** — a temporary list for collecting questions from different banks into one exam: Creating an exam from several question banks.
- **Exam Wizard** — the screen that builds an exam by picking random questions from banks according to criteria (topic, difficulty …): Creating exams with the Exam Wizard.

5 Kinds of exam

A comparison of the four: Paper exam or online test?.

- **Word exam paper** — a printed exam; students mark the form and the teacher scans it: Creating an exam.
- **Online Test** — a test the student opens at an address and solves in the browser; the result comes to the teacher: Creating an online test.
- **Encrypted test** — a test file (.hzt) with locked questions, solved inside HazırTest; results are not collected: Creating encrypted tests solved on screen.
- **Public Test** — an exam whose form anyone who knows the test number can scan on their own device; the result comes to the teacher: Public test: students scan their own forms.
- **Mock exam** — an exam made of several subjects, printed and scanned with an answer form template (an LGS or TYT mock exam …): Creating a mock exam (LGS, TYT …).

6 Account, school and data

- **Sync** — keeping exams, answer keys, class lists and results the same on your computers and phone through the cloud. Question banks and saved mock exams are not synced: Account, school code and syncing, Moving to a new computer.
- **Guest** — using the program without an account. Answer forms can be prepared, but tests cannot be generated.
- **School Code** — the code teachers enter in the app to join the school licence. Because it uses up the school's licence seats, give it to teachers only: School admin panel: inviting teachers and seats.
- **Invitation code** — a single-person school code valid for about 30 days.
- **Seat** — one teacher's place in a school licence. There are as many seats as teachers the licence covers.
- **Institution code** — the code students enter when checking their mock exam result online. It does not grant a licence; it is the only code you may give to students: Publishing results on the web.
- **Grades** and the **mock exams page** — the two pages where saved results are kept: single-subject exams on Grades, multi-subject mock exams on the mock exams page: Grades, reports and student history, Mock exam results and reports.

COMMON ISSUES

What is the difference between the test number and the general test number?

The test number belongs to a single-subject exam (and to each of its booklets). The general test number is the single number on the paper of a multi-subject mock exam; it identifies all the sections of the mock exam together.

Can I give the school code to students?

No. The school code hands out licences to teachers; give students the institution code. The institution code only works on the results page and grants no licence.

GETTING STARTED

A written exam from start to finish

This topic walks a term exam in HazırTest from beginning to end: preparing the paper, giving it, scanning, correcting and delivering the results to students and to e-Okul (the Turkish school information system). Each step links to its detailed topic; the aim here is to show the order of the steps and how they connect. Example: a 20-question mathematics exam with booklets A and B for two classes.

BEFORE YOU START

- A question bank containing the exam questions (see Creating a question bank and adding questions).
- A HazırTest account; HazırTest Mobile if you will scan with a phone.

1 Once at the start of term: preparation

These three tasks are done once a year, not for every exam; all later exams benefit from them:

- **Class Lists** — the students' numbers and names. The name and class on a scanned paper come from this list; you can import all classes at once from the e-Okul grade sheet PDF: Creating class lists.
- **A Word template with your school header** — save one of the ready-made templates with your school's name: Exam paper layout and Word templates.
- **Institution name and logo** — shown in the header of reports: General settings: language, theme, institution name, password.

2 Pick the questions

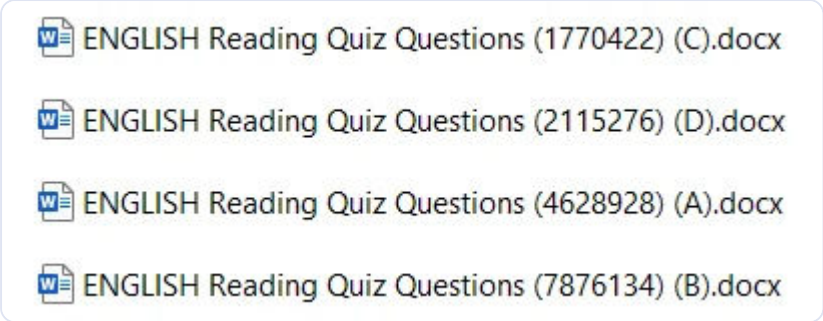
Open the question bank and mark the questions for the exam (Creating an exam). To find questions on a specific topic or difficulty there is the **Search** panel (Searching and filtering questions); to pick from several banks with a topic-by-topic distribution there is the Exam Wizard (Creating exams with the Exam Wizard).

To leave out questions you asked the same class last year, use the **Classes Asked In → Not asked in these classes** condition in the search. If you want learning outcome reports, the questions need to have learning outcomes assigned (Assigning learning outcomes to questions).

3 Generate the booklets

In the panel opened with **Create Exam → Paper Exam (Word)** on the toolbar, type the **Course** and **Exam Name** (e.g. "Mathematics", "1st Written Exam"), set **Group Count** to 2 and turn on shuffling of questions and options under **Shuffling**. Choose the net and score rules and press **Generate Word File from Marked Questions**: booklets A and B are produced as separate files, each with its own test number (Creating multi-group exams (A/B/C/D)).

For a separate paper with each student's name printed, select the classes on the **Class-Specific** tab (Exam papers with student names printed (class-specific)). The number on the form at the end of the paper is already encoded; the student only marks the answers.



Tip · Print the booklets at 100% scale; the corner squares of the form must not be cut off.

4 Scan the papers

Open **Optical Scanning** → **Single-subject exam** and select the scanned PDF, or scan the papers with your phone using HazırTest Mobile (Scanning answer forms, Scanning answer forms with your phone). You do not need to separate the A and B papers: the program reads the test number of each paper from the form and scores it with the right booklet's key.

The program warns you about papers with double marks, blanks or an unreadable number; look at the paper and correct it. For papers that cannot be read: Scanning problems and reading settings.

5 Correct the key if there is a mistake

A question everyone got wrong during scanning may mean the key was entered incorrectly. Open the exam in **Answer Forms** and correct the answer, or void the question or count it as correct for everyone; then recalculate the scanned papers with the new key (Creating and correcting answer keys). The correction is made in one booklet and is applied to the other booklets automatically.

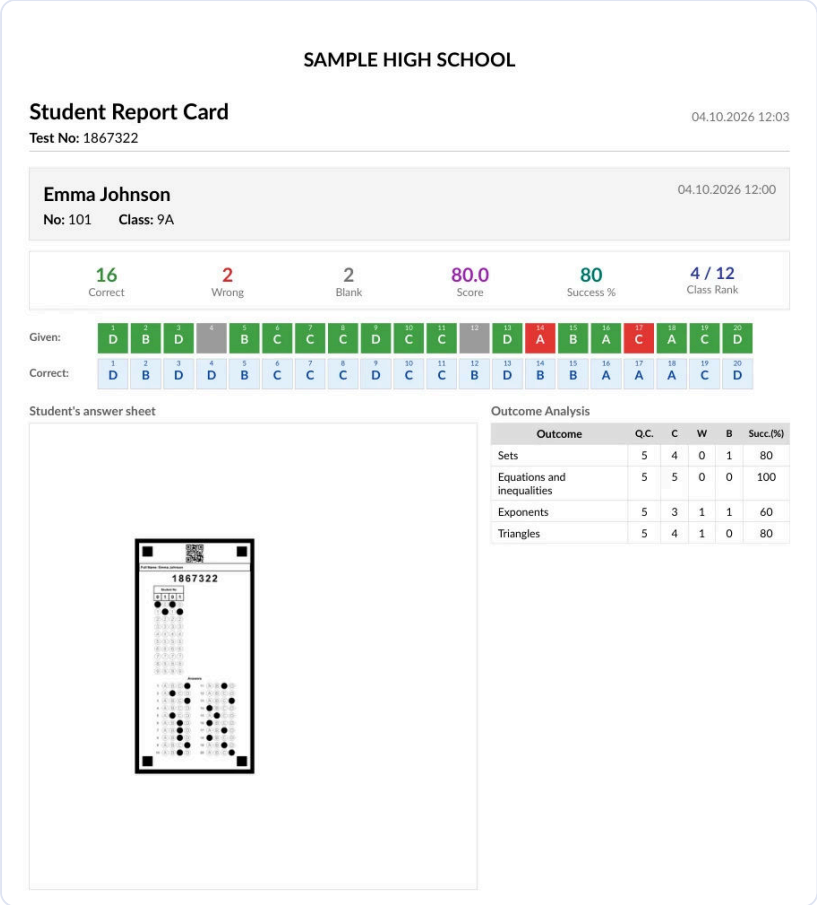
6 Save the results

When scanning is finished, press **Save Results**; check the course, exam name and term and confirm. The results are written to the **Grades** page, and the papers of both classes and both booklets are gathered under a single exam.

7 Hand out the reports

The **Reports** menu has a report for every need (Exam reports: report card, question analysis, ranking, samples: Sample reports (PDF, Excel, Word)):

- **For students and parents** — Student Report Card: one page per student with the score, class rank, answers question by question and an image of the student's own form. For outcome-by-outcome detail, the Individual Learning Outcomes Report.
- **For the class** — Result List or Ranking List.
- **For you and your department** — Question Analysis (which question was hard, which option was a distractor), Class-Based Summary (compares the classes), Class Learning Outcomes Report (what to revise).


SAMPLE HIGH SCHOOL

Student Report Card
Test No: 1867322

04.10.2026 12:03

Emma Johnson
No: 101 Class: 9A

04.10.2026 12:00

16	2	2	80.0	80	4 / 12
Correct	Wrong	Blank	Score	Success %	Class Rank

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Given:	D	B	D		B	C	C	C	D	C	C		D	A	B	A	C	A	C	D
Correct:	D	B	D	D	B	C	C	C	D	C	C	B	D	B	B	A	A	A	C	D

Student's answer sheet

Outcome Analysis

Outcome	Q.C.	C	W	B	Succ.(%)
Sets	5	4	0	1	80
Equations and inequalities	5	5	0	0	100
Exponents	5	3	1	1	60
Triangles	5	4	1	0	80

8 Transfer the grades to e-Okul

In **Grades** → **Single-subject exam** choose the term, course and class and open the exam. **Export** → **Export to Excel (.xlsx)** writes the student number, name and score to a table; you read from this list while entering grades into e-Okul (Grades, reports and student history).

9 During the term: follow progress

After the second exam, **Grades** → **Reports** → **Comparison** puts two exams side by side: you see who improved, who dropped and in which learning outcome there was no progress. You open all exams and the progress chart of a student by double-clicking the student's row in the class list (Comparison and progress reports).

If you want students to check their own papers after the exam, open the exam as a public test: everyone scans the form with their own phone and sees the score (Public test: students scan their own forms).

COMMON ISSUES

Should I scan the papers of the two classes separately?

No need. Scan all papers in one PDF; each student's class comes from the class list. In the reports, the Class-Based Summary compares the classes.

A student who missed the exam took it later.

Use the same paper for them and scan it later. On the Grades page select the exam and open the list with Send to Optical Reading, scan the new paper and save again under the same name.

Only the number appears instead of the student's name.

The student's number is not in your class list, or the student encoded the number incorrectly. Add the student to the list, or correct the number in the Scanned list.

GETTING STARTED

A school-wide mock exam from start to finish

Giving an LGS or TYT mock exam (Turkish national exam formats) to every class in the school takes a few more steps than a single-subject written exam: the form covers several subjects, the score is calculated with the official exam's formula, results are reported subject by subject and are often announced to students. This topic walks that path in order; each step links to its detailed topic.

BEFORE YOU START

- Class lists of all classes (see Creating class lists).
- For the question paper: either your own question banks or a publisher's mock exam booklet.
- A school licence, if you will announce the results online.

1 Choose the form and scoring

The program comes with ready-made LGS, TYT, AYT, KPSS, MEB-AGS, Bursluluk, DGS, MSÜ, ALES, YDS-YÖKDİL, YDT and Committee Exam templates; their sections, question counts, net rule and scoring method are the same as the official exam's. If a ready-made template suits you, there is nothing to do in this step.

If you give a mock exam specific to your school (e.g. 5 subjects × 15 questions), you draw the form yourself in the **Form Designer** (Designing your own answer form); you choose the scoring method and subject coefficients on the Score tab of the same screen (Scoring methods for mock exams).

2 Prepare the question paper: two ways

- **From your own questions** — **Create Mock Exam** opens a section for each subject; you drag questions from your question banks into the sections and produce the A/B booklets, answer forms and keys together with **Print Exam** (Creating a mock exam (LGS, TYT …)).
- **With a publisher's booklet** — the question paper is ready and you only enter the key: in **Answer Forms** → **Multi-subject mock exam** → **Create Answer Key**, choose the template and mark the correct answers of each subject. The program gives the exam a test number, which is printed on the form. If the publisher supplied A and B booklets, set up a separate key for each booklet.

3 Print the forms

Select the mock exam in **Answer Forms** → **Multi-subject mock exam**. To give each student a personal form, press **Class Form with Name and No.** and choose the classes: a PDF is produced with the student's name written on it and the student number and the exam's test number encoded in the bubbles. Students do not have to encode their numbers, and the problem of wrongly encoded numbers disappears.

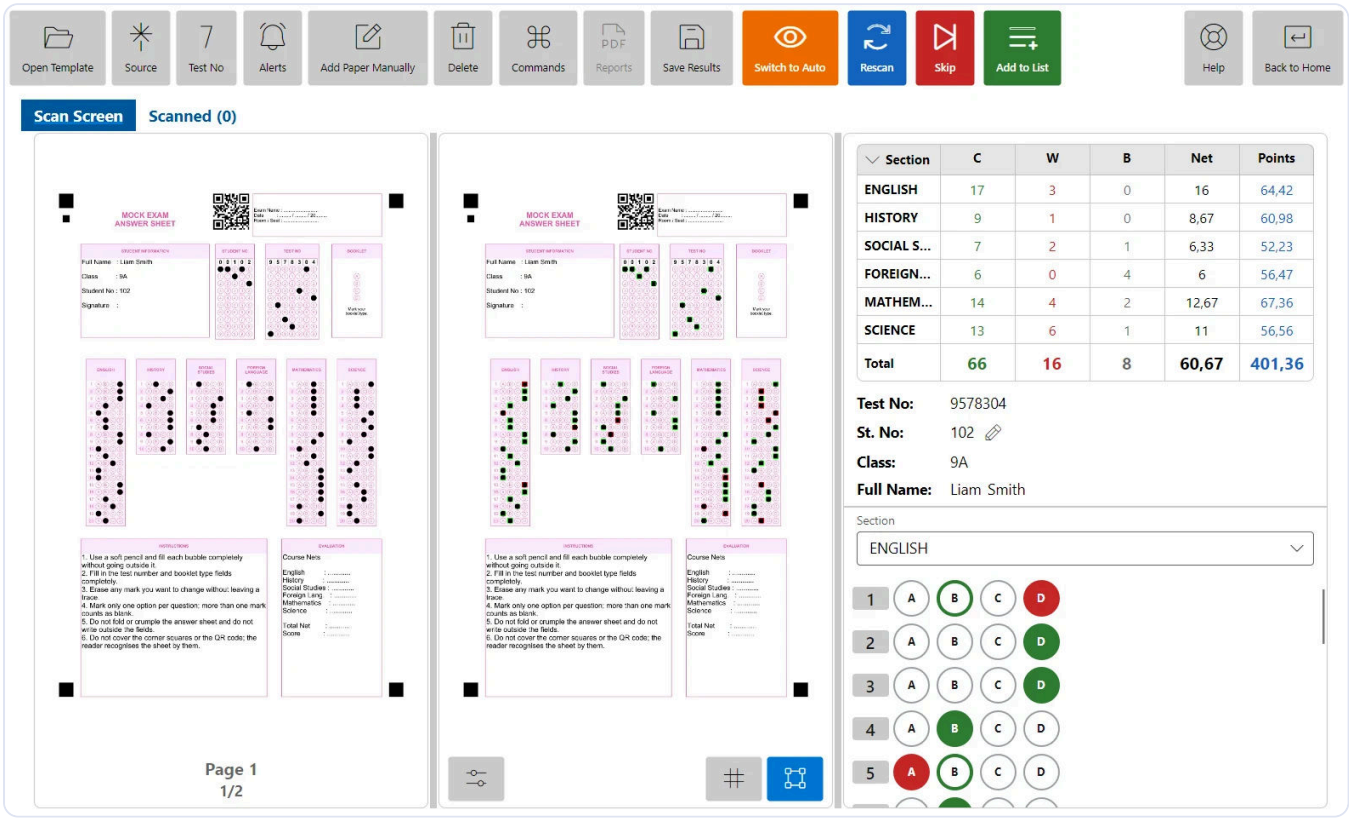
Also print a few blank forms for spares and latecomers. Samples: Sample exam papers and answer forms.

Tip · Print the PDF at 100% scale; do not reduce or enlarge when photocopying.

4 Scan the papers

Open **Optical Scanning** → **Multi-subject mock exam**, choose the form's template in the left panel and select the scanned PDF. You do not need to separate the classes and booklets: the exam and booklet of each paper are recognised from the QR code on the form. The screen shows the results subject by subject (correct, wrong, blank, net, score) and in total.

For hundreds of papers, **Switch to Auto** adds the papers to the list automatically after a countdown; stop and look at any paper for which you hear a warning sound (Scanning answer forms).



5 Save as a mock exam

Press **Save Results**, give the mock exam a name (e.g. "LGS Mock Exam 1") and choose the term. The papers of all classes and booklets are saved as a single mock exam; the subjects stay inside it.

> **Tip** • Saved mock exams stay only on the computer where they were saved; they are not synced to your other computers. Report the mock exam on the computer where you scanned it; when moving to another computer, move the HazırTest folder (Moving to a new computer).

6 Get subject-by-subject reports

On the home screen, **Grades** → **Multi-subject mock exam** opens the mock exams page. Select the mock exam and, from the **Reports** menu (Mock exam results and reports):

- **Section Analysis** — the average net of each subject, the strongest and weakest subject, the hardest questions of each subject. The report for the department meeting.
- **Ranking by Section** — a separate ranking for each subject.

- **Student Report Card** and **Ranking List** — to hand out to students and classes.
- **Export** — nets and scores per subject to Excel, for filtering and sorting.

7 Announce the results to students

On the mock exams page, **Publish on the web** puts the results online on behalf of the school: at sonuc.hazirtest.com a student sees only their own result using the school's institution code and their own school number. You decide whether names, rankings and the question-by-question breakdown are shown and until when the results stay online (Publishing results on the web).

The school administrator can view and close the same publications from the school panel (School admin panel: inviting teachers and seats).

8 Through the year: progress from mock exam to mock exam

From the second mock exam on, a student's trend becomes visible. Double-click the student's row in the class list: in the exam history that opens, **Mock exams (total)** shows all mock exams and rows such as **Mock exam · TÜRKÇE** show a single subject as a chart; the **Mock Exam Progress Report** collects everything in one PDF. It is the document for parent meetings (Comparison and progress reports).

COMMON ISSUES

Some papers ask for an "exam selection".

If the test number is not encoded on the form (an uncoded spare form or a paper with a faint number), the program cannot find the exam from the paper. Select the mock exam from the list in the left panel before scanning.

How do I add the papers of students who took the exam later?

Select the mock exam on the mock exams page and press Send to Optical Reading; the list reopens. Scan the new papers and save again under the same name; the mock exam is updated.

Are the scores the same as the official exam's score?

The ready-made templates apply the official exam's net rule and score formula; the means and standard deviations come from the latest published data. Because your school's students are not the same population as the official exam's, the score is an estimate; it is reliable for comparing one mock exam with the next. Details: Scoring methods for mock exams.

GETTING STARTED

A committee (board) exam from start to finish

In faculties of medicine and dentistry, a board (committee) exam consists of theoretical questions from several departments; the result is final only after the practical score given by the board is added to each department's theoretical net and the threshold is applied. HazırTest covers the whole path: the student list comes from the university information system, the papers are scanned, and the department-by-department results are written to an Excel report in which the practical scores are entered. This topic gives the order of the steps; the details are in the linked topics.

BEFORE YOU START

- A HazırTest licence for your school (the committee report is part of the licence package).
- Excel or another spreadsheet program that opens .xlsx files.

1 Import the student list from the information system

In **Class Lists** → **Fetch from System**, choose your university's system: **Unipa** or **e-Kampüs**. The **Fetch data (Fully automatic)** option signs in with your credentials and imports the student lists of your courses one after another; each course becomes a separate class (Importing student lists from Unipa and e-Kampüs). If your system is neither of these, add the list from Excel (Creating class lists).

The institution's name is also taken from the system and written in the header of reports.

2 Choose the form

The **Komite Sinavi** (committee exam) template comes ready with the program: Anatomy 25, Histology and Embryology 15, Physiology 15, Medical Biochemistry 15, Medical Biology and Genetics 15, Biophysics 15 questions (5 options). If your board's departments or question counts are different, open the template in the **Form Designer**, change it and save it under your own name; the name of each answer block becomes a department in the report (Designing your own answer form).

In the committee template wrong answers do not cancel correct ones and each question is worth 1 point; the threshold and practical score are applied in the report.

3 Enter the answer key or generate the exam from questions

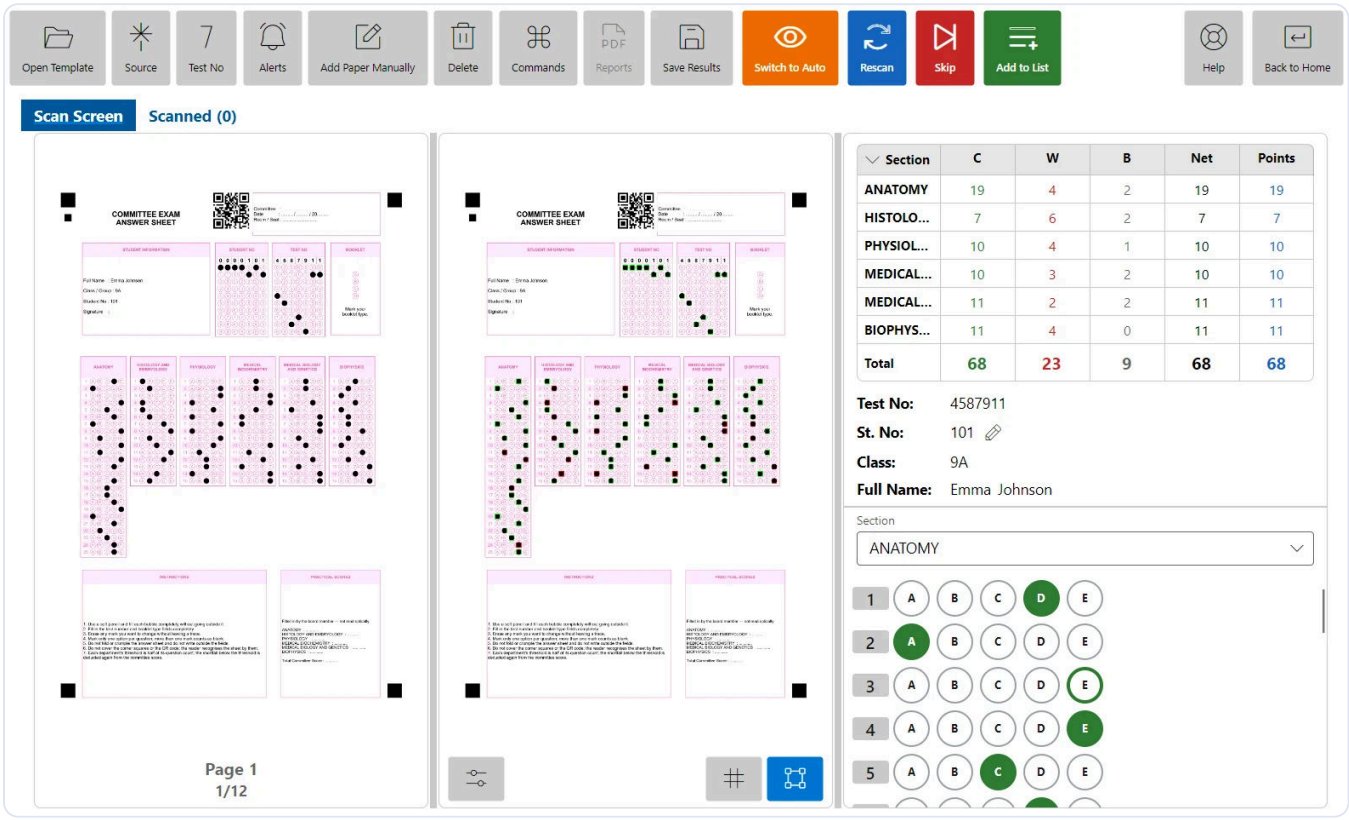
- **If the questions were prepared elsewhere** — in **Answer Forms** → **Multi-subject mock exam** → **Create Answer Key**, choose the template, name the exam (e.g. "1st Board Exam") and mark the correct answers of each department. The exam gets a test number, which is printed on the form.
- **If you keep the questions in HazırTest** — fill each department from your question banks with **Create Mock Exam**; the question booklet, forms and key are produced together (Creating a mock exam (LGS, TYT …)).

4 Print the forms

Select the exam in the **Saved Mock Exams** list, press **Class Form with Name and No.** and choose the course list you imported: a form with each student's name written and number encoded is produced as a PDF. In crowded lecture halls this removes the problem of wrongly encoded student numbers. Print a few blank forms as spares as well.

5 Scan the papers

Open **Optical Scanning** → **Multi-subject mock exam**, choose the committee template with **Open Template** and select the scanned PDF. Each paper shows the correct, wrong, blank and net counts of each department separately. When scanning is finished, save the exam as a mock exam with **Save Results**; you can produce the report again later from the mock exams page.



6 Get the committee report and enter the practical scores

Reports → **Special Reports** → **Committee Exam Report** produces an Excel file. The Practical columns are yellow and empty; type the practical scores given by the board into these cells. The threshold ratio (default 50%) and the pass mark (default 60) can be changed in cells at the top of the file; the net, total score, rank and PASS/FAIL status are recalculated automatically with every entry (Committee exam report).

You can share the file with the board members and ask each to enter the practical scores of their own department. If your board does not apply a threshold penalty, choose **Committee Exam Report 2**.

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Enter each section's practical (lab) score in the yellow cells; net, teshold is that number multiplied by the ratio above. Falling below the threshold subtracts the shortfall from the total a second time.

Pass threshold pe 50
Passing score 60

Student				MEDICAL BIOCHEMISTRY				15	MEDICAL BIOLOGY AND GENETICS				15	BIOPHYSICS				15	Result	
S.No	No	Name Surname	Class	Correct	Practical	Wrong	Blank	Net	Correct	Practical	Wrong	Blank	Net	Correct	Practical	Wrong	Blank	Net	Score	Rank
1	110	James Moore	9A	15	5	0	0	**20.00**	13	5	2	0	**18.00**	15	4	0	0	**19.00**	**118**	1
2	103	Olivia Brown	9A	11	1	3	1	**12.00**	12	1	0	3	**13.00**	10	1	3	2	**11.00**	**93**	6
3	112	Benjamin Lee	9A	9	3	3	3	**12.00**	15	2	0	0	**17.00**	13	3	1	1	**16.00**	**102**	2
4	106	Lucas Miller	9A	11	5	2	2	**16.00**	14	5	1	0	**19.00**	6	1	9	0	**6.50**	**96**	4
5	108	Ethan Anderson	9A	9	5	5	1	**14.00**	13	4	1	1	**17.00**	11	1	4	0	**12.00**	**97**	3
6	105	Ava Wilson	9A	14	4	1	0	**18.00**	10	5	4	1	**15.00**	10	1	5	0	**11.00**	**94**	5
7	101	Emma Johnson	9A	10	1	3	2	**11.00**	11	3	2	2	**14.00**	11	5	4	0	**16.00**	**87**	7
8	109	Sophia Thomas	9A	9	1	5	1	**10.00**	12	5	3	0	**17.00**	8	2	6	1	**10.00**	**75**	8
9	111	Isabella Clark	9A	5	3	8	2	**8.00**	6	4	9	0	**10.00**	12	1	3	0	**13.00**	**72**	10
10	102	Liam Smith	9A	9	5	5	1	**14.00**	7	1	7	1	**8.00**	10	5	5	0	**15.00**	**74**	9
11	104	Noah Davis	9A	7	4	7	1	**11.00**	4	4	10	1	**8.00**	7	3	8	0	**10.00**	**64**	11
12	107	Mia Taylor	9A	7	3	7	1	**10.00**	9	2	5	1	**11.00**	8	4	7	0	**12.00**	**58**	12
Average				**9.67**	**3.33**	**4.08**	**1.25**	**13.00**	**10.50**	**3.42**	**3.67**	**0.83**	**13.92**	**10.08**	**2.58**	**4.58**	**0.33**	**12.63**	**86**	
Below threshold								**0**					**0**					**1**	**1**	

7 Other reports and following progress across boards

In the same Reports menu, **Section Analysis** gives each department's average and hardest questions, and **Question Analysis** gives the discrimination of each question; they are useful as feedback to the faculty members who wrote the questions (Mock exam results and reports).

When you save all the boards of the year with the same list, a student's progress from board to board appears in their exam history (Comparison and progress reports). To announce the results to students online: Publishing results on the web.

COMMON ISSUES

The committee report appears in the menu but says "not included in your package".

The committee report depends on the licence package. Contact the person who manages your school's licence, or contact us.

A student's practical score changed afterwards.

Correct the cell in the Excel file; the rank, averages and status update automatically. Each time the report is produced the practical columns come empty, so keep the file in which you entered the practical scores.

Two sections of the same course were imported as separate classes.

When importing from the information system, each course, department and programme becomes a separate class. Scanning does not mind: scan all papers in one PDF and the report ranks them all together.

SECTION

Question Banks

Setting up banks, adding, editing and backing up questions.

- Creating a question bank and adding questions
- Copying a question to another question bank
- Backing up and restoring a question bank
- Sharing a question bank via Google Drive / OneDrive
- Question bank maintenance: compacting, merging, password
- Importing questions from PDF and Word
- Importing PDF questions with ChatGPT, Claude or Gemini
- Writing questions with formulas and images
- Creating parametric (variable) questions
- Reading passage questions (related text)
- Presentation mode: solving questions on the smart board
- Adding solutions and solution videos to questions
- Searching and filtering questions
- Generating questions with AI
- Assigning learning outcomes to questions
- Question properties: difficulty, points, option layout and shuffling

QUESTION BANKS

Creating a question bank and adding questions

In HazırTest everything starts with a question bank: you produce your tests, booklets and answer forms from the questions in the bank. This topic explains step by step how to create a new question bank, write the first question and enter the options and the correct answer.

Video (in Turkish): https://youtu.be/73vJFjh6qXo

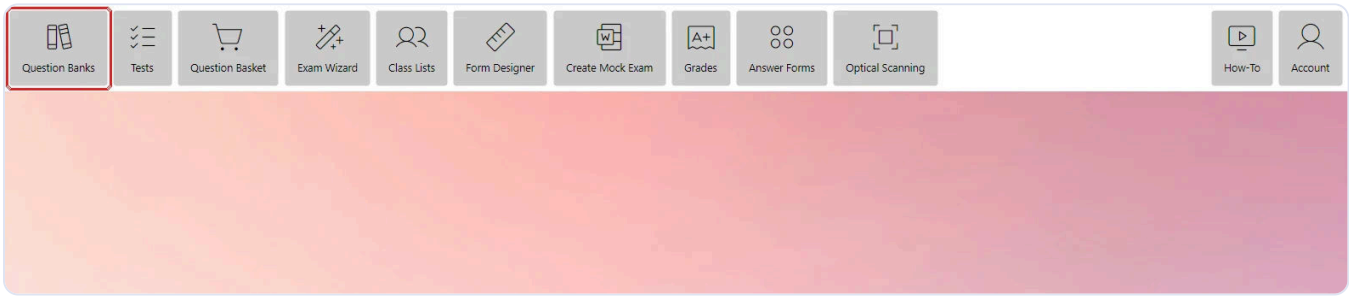
BEFORE YOU START

- HazırTest must be installed on your computer (Windows, macOS or Pardus).
- Creating question banks and adding questions is unlimited on the free plan too.

1 Open the Question Banks screen

On the program's home screen click the **Question Banks** button. The screen that opens lists the question banks on your computer folder by folder; the sample banks that come with the program are here too.

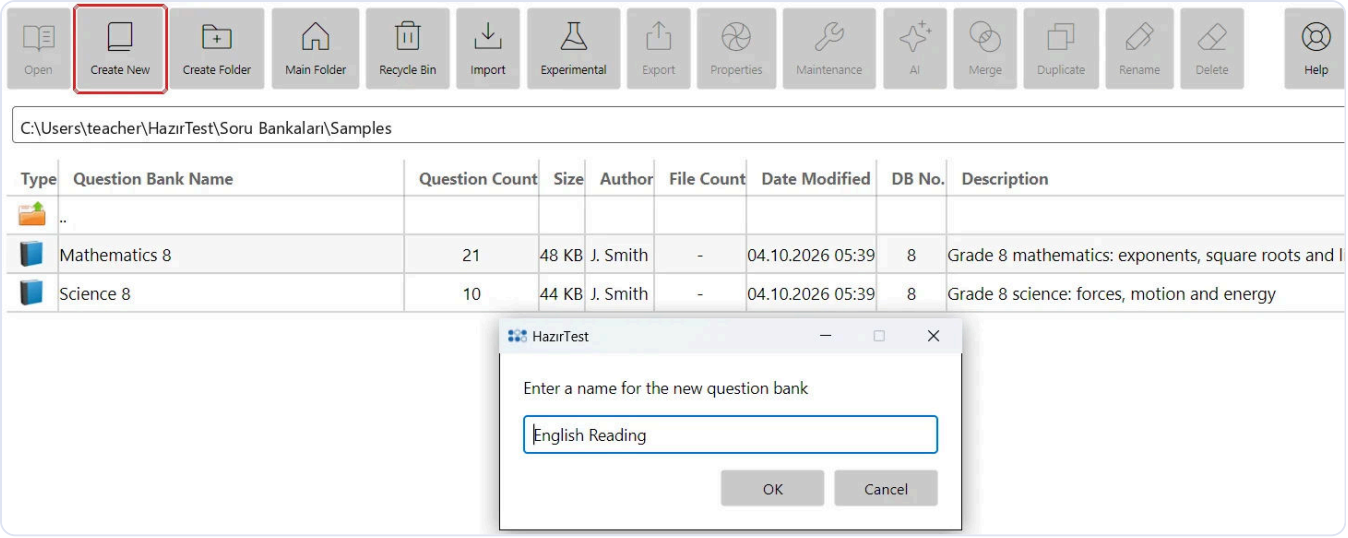
If you want to organise your banks by subject, first open a folder with **Create Folder** and go into it. A new bank is saved in the folder that is open at that moment.



2 Create the new question bank

Click the **Create New** button at the top of the screen. The program asks for the name of the new bank: type the name of the subject or topic (e.g. "Grade 7 Mathematics – Fractions") and confirm.

The bank is created and opened immediately. The screen is empty because there are no questions yet.



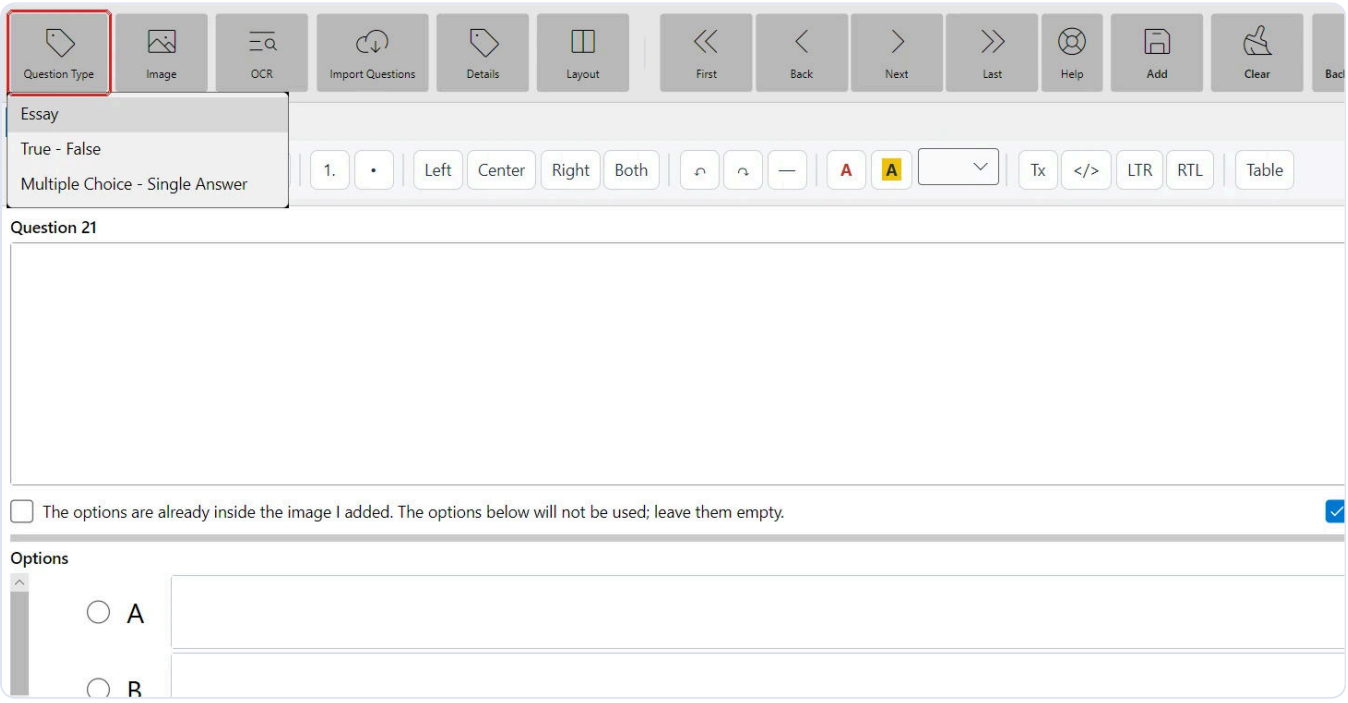
Tip · Each question bank is a single file. You can therefore send it to a colleague, back it up or open it on another computer.

3 Go to the add-question screen

In the open bank click **Add Question**. The question editing screen opens: at the top is the editor for the question stem, below it the boxes for the options.

First check the **Question Type**. There are three types:

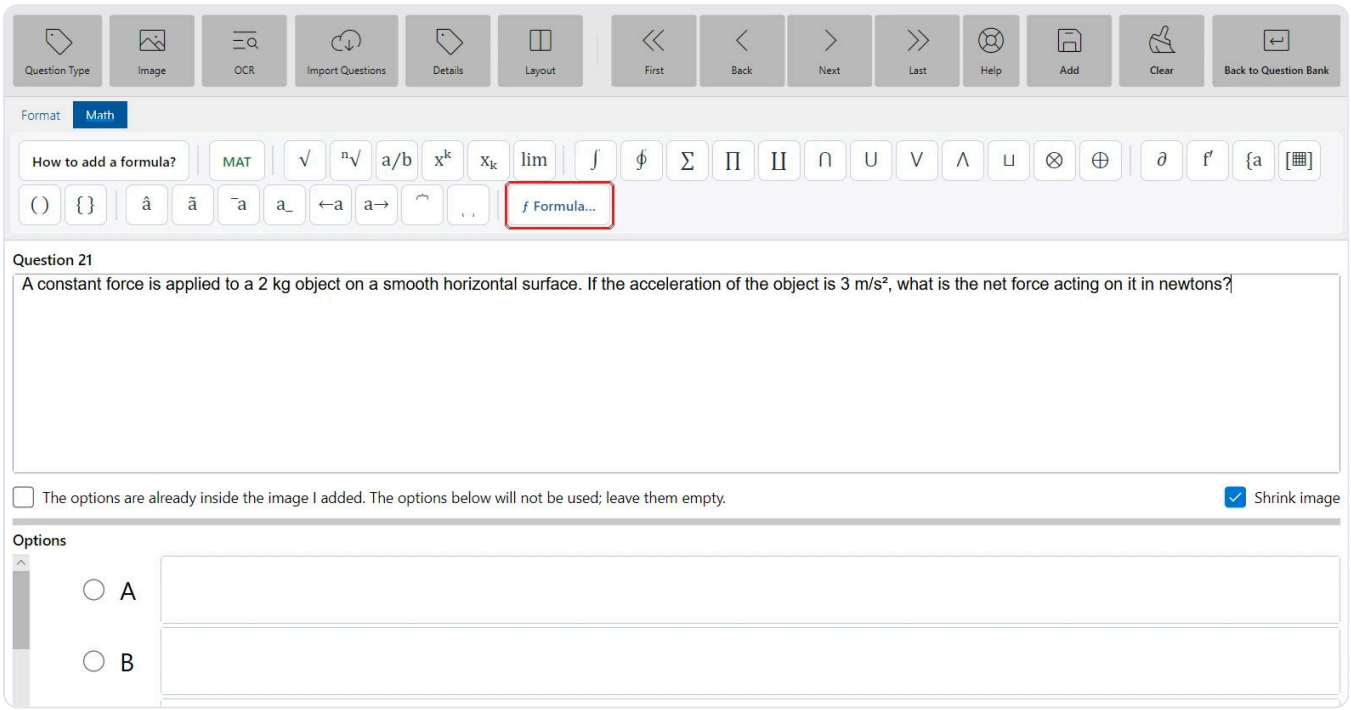
- **Multiple Choice - Single Answer**: a test question; you write the options and mark the correct one.
- **True - False**: a two-option question.
- **Essay**: an open-ended question; the answer box is optional and no correct answer is marked.



4 Write the question stem

Type the question stem in the editor at the top. Formatting such as bold, italic, underline, colour, lists and tables is on the toolbar.

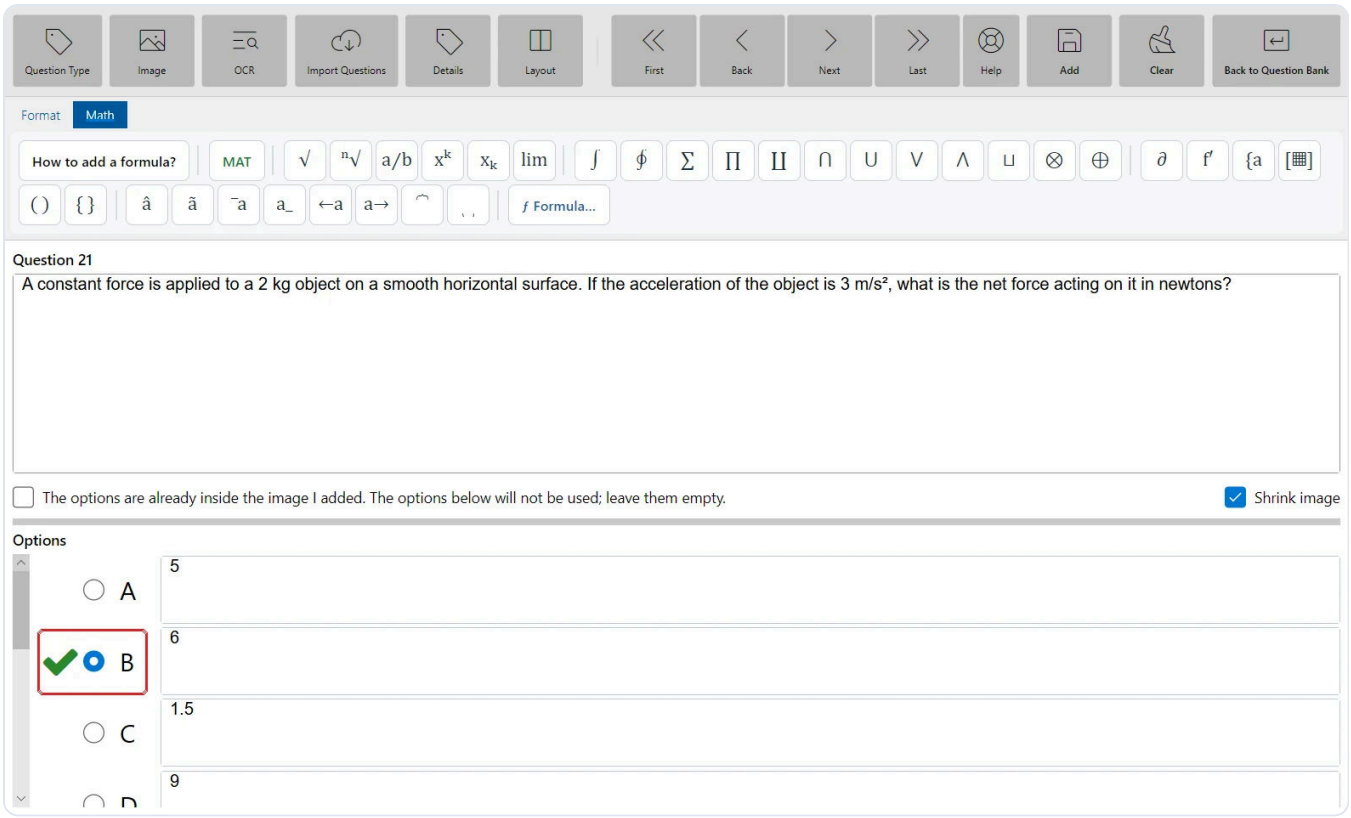
For mathematical expressions the **ƒ Formula…** button opens the formula editor with live preview; if you prefer to type the formula in TeX by hand, just write it between \(and \). For shapes or graphs, use the **Image** menu to add an image from your computer or capture a region of the screen.



5 Write the options and mark the correct answer

Write each option in its own box; you can use formulas and images in the options too. Select the round button next to the correct option.

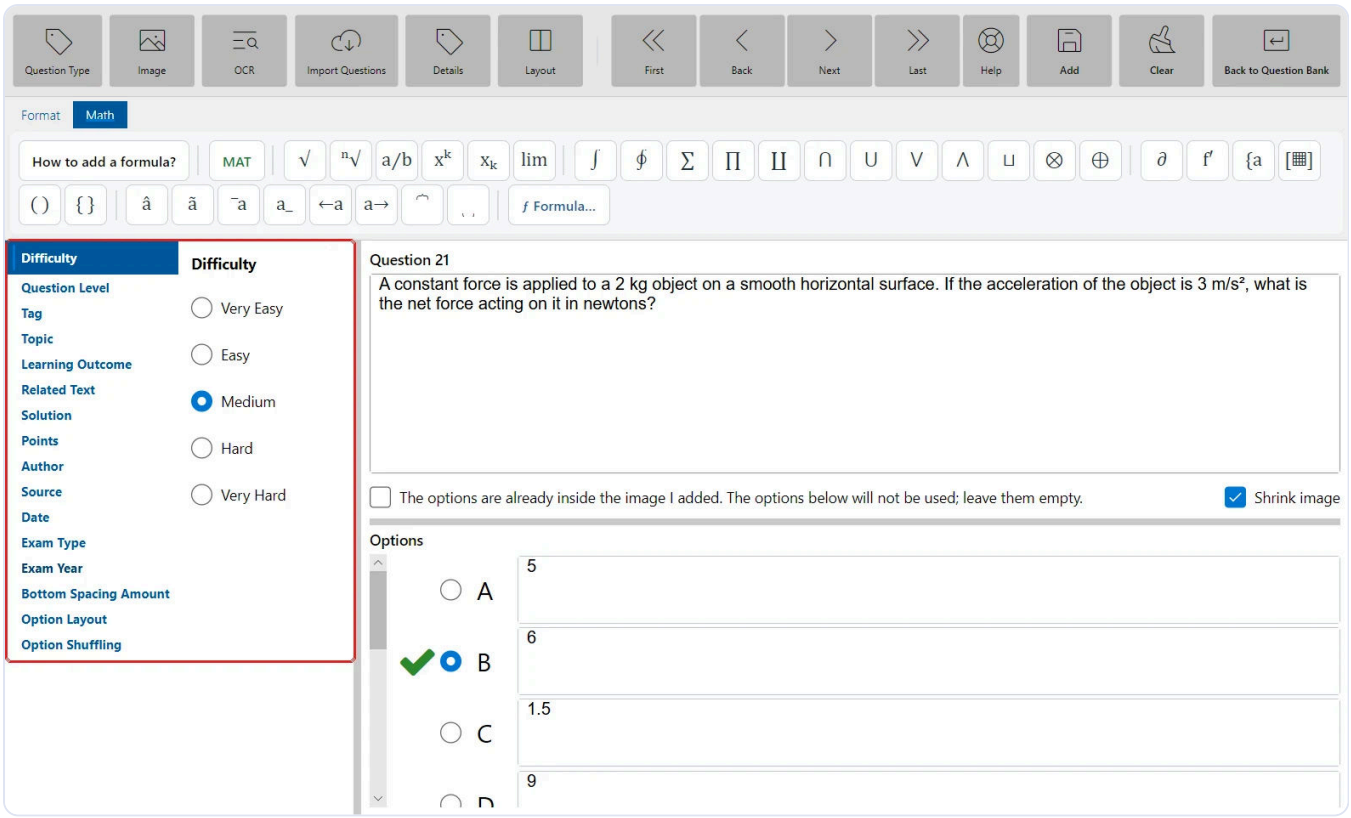
Leave the option boxes you do not use empty: the program skips the empty ones automatically, so if you wrote four options the question is saved with four options. For a true-false question you mark whichever of the two is correct.



Tip · If you added the question together with its options as a single image, tick "The options are already inside the image I added"; then you do not write the options separately, you only choose the number of options and the correct answer.

6 Optionally add topic, learning outcome and difficulty

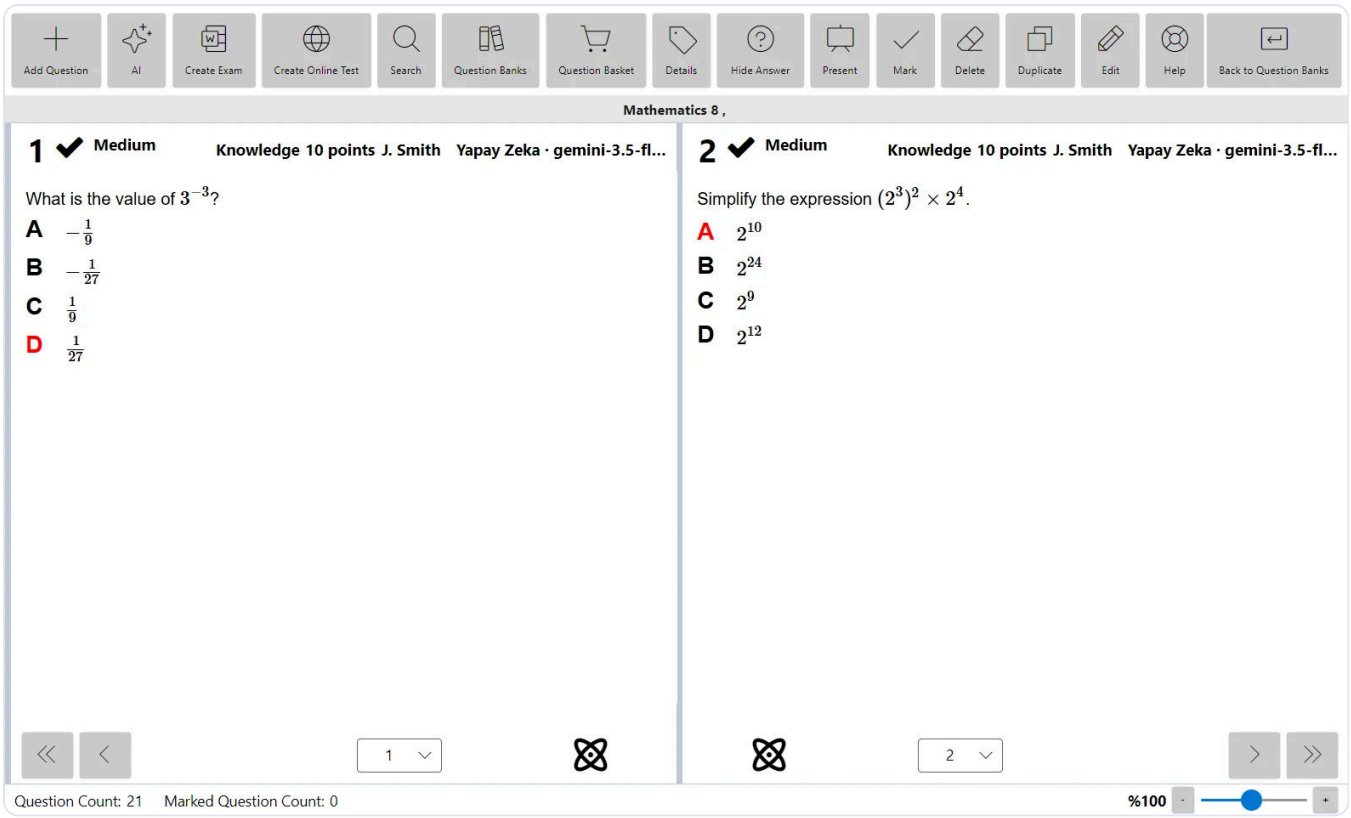
Open the **Details** section to add information such as topic, learning outcome, difficulty (Very Easy – Very Hard), question level, tag and source. These fields are optional, but as the bank grows they make it much easier to find questions and to build exams by topic.



7 Add the question and move on to the next

Click the **Add** button. The question is saved to the bank, the form is cleared and the screen is ready for the next question — you do not need to leave the screen to enter questions one after another.

When you are done, go back to the bank with **Back to Question Bank**; the questions you added appear at the end of the list. To correct a question later, select it and press the edit button; this time the button is called **Change**.



COMMON ISSUES

The "Mark the correct answer." warning appears.

Multiple-choice and true-false questions are not saved until the round button next to the correct option is selected. Mark the correct option and press Add again.

The "Enter at least two options." warning appears.

A multiple-choice question needs at least two options filled in. If the options are inside the image, tick "The options are already inside the image I added"; then you do not need to type options.

Instead of typing questions one by one, can I import them from a PDF or Word file I have?

Yes. The Import Questions menu on the add-question screen has two commands: Bulk Add Questions imports the questions in PDF, Word and Txt files in one go; Add One by One by Cropping opens a scanned page beside you, "Find questions" locates the questions on the page from their numbers and frames them, and you add them one at a time.

Where is my question bank stored, and how do I back it up?

Each bank is a single file on your computer and is kept in the folder you created on the Question Banks screen. Backup and restore are done from the Question Banks screen. To move a bank to another computer, copying its file is enough.

QUESTION BANKS

Copying a question to another question bank

Over time you will want to reorganise your banks: distributing the questions of a mixed bank into topic banks, or taking the good questions from a colleague's bank into your own. In HazırTest you only need to drag the question from the open bank onto the target bank.

Video (in Turkish): https://youtu.be/PKbIIEHq6pE

BEFORE YOU START

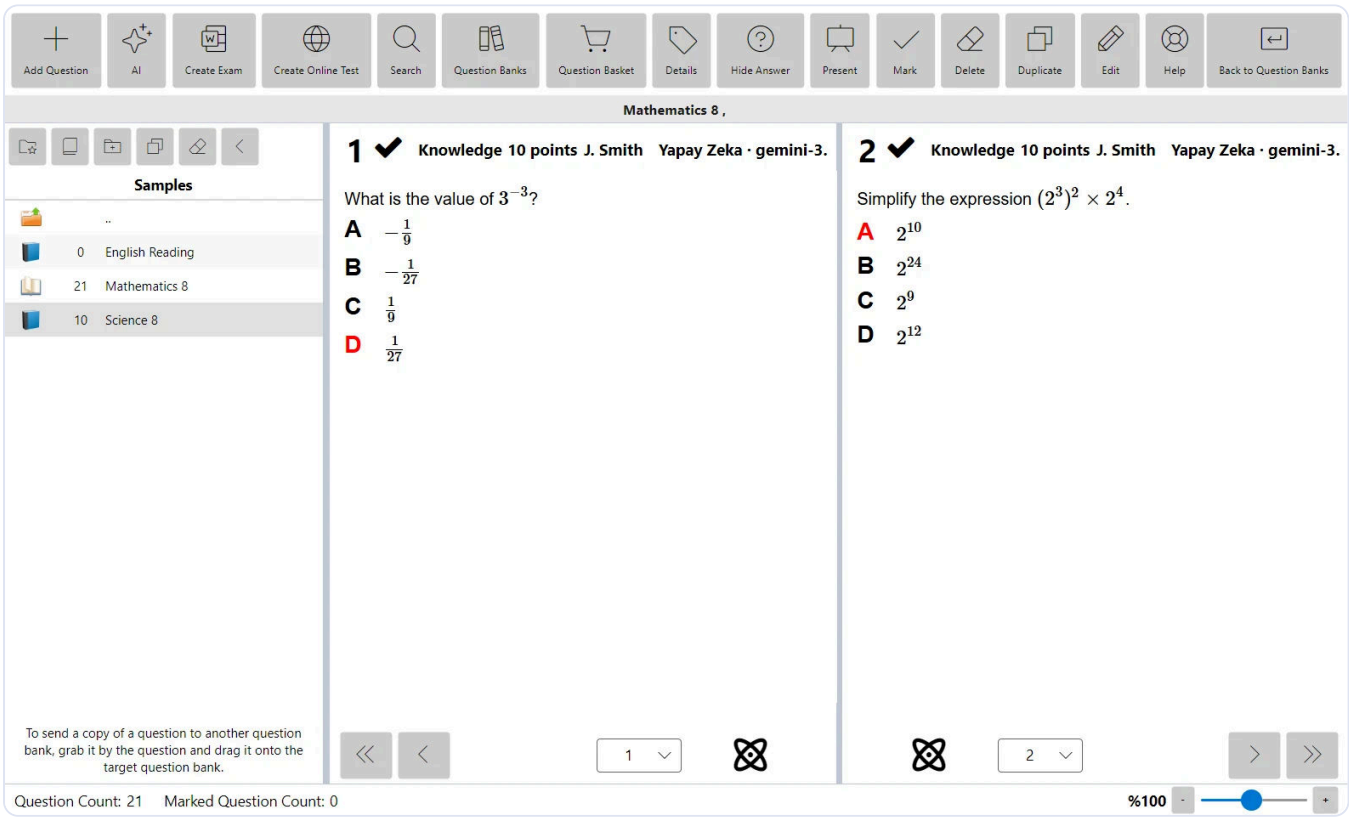
- Two question banks, a source and a target. If there is no target yet, first create one with Create New on the Question Banks screen.
- Transferring is a COPY: the question also stays in the source bank.

1 Open the source bank

From **Question Banks**, open the bank that contains the question and find the question to transfer. If the bank is large, you can use **Search** to look it up by topic or by a word it contains.

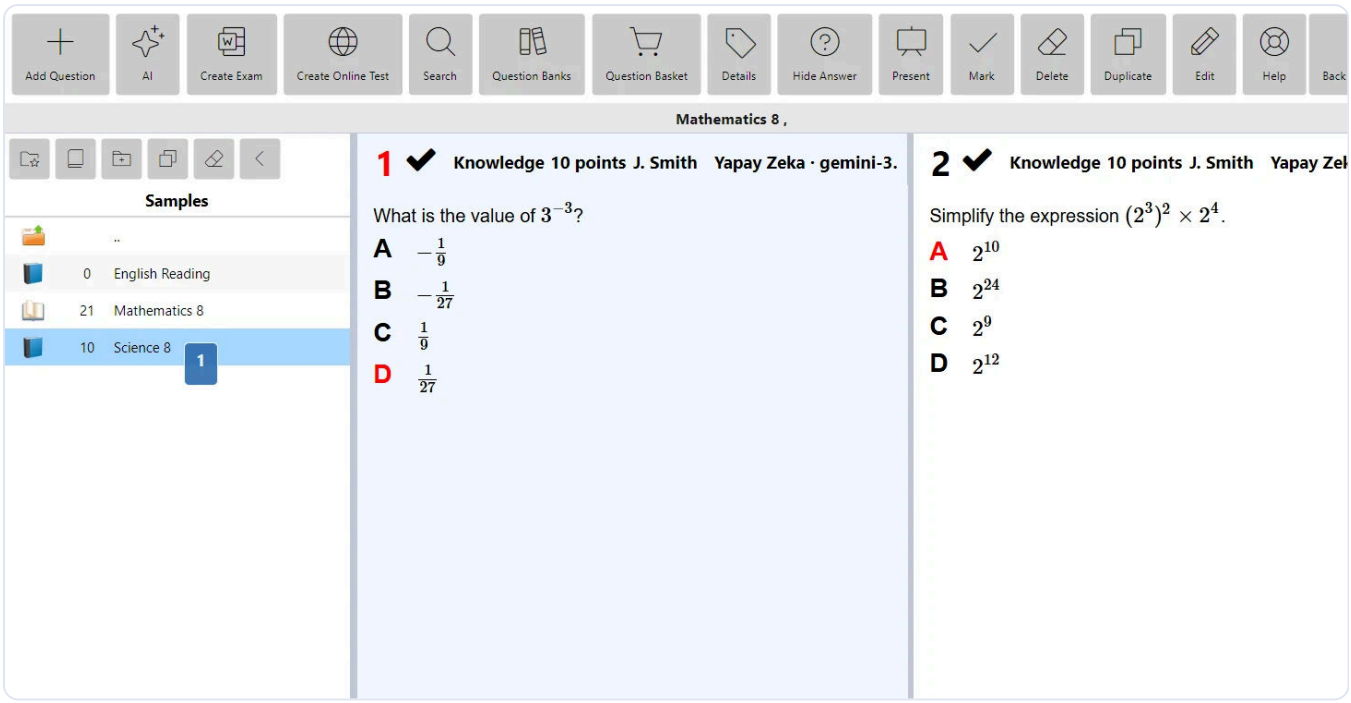
2 Show the Question Banks panel

Click the **Question Banks** button on the toolbar. A panel listing the question banks on your computer opens next to the bank. If the target bank is inside a folder, go into that folder in the panel.



3 Drag the question onto the target bank

Hold the question by its large number at the top left, drag it onto the name of the target bank in the panel and drop it. A copy of the question is added at the end of the target bank.



4 Transfer several questions at once

Mark the questions to transfer with the check mark next to their numbers (or use **Mark** on the toolbar to mark all of them or a range). Then hold one of the check marks and drop it on the target bank: all marked questions are copied at once.

5 Open the target and check

Open the target bank; the transferred questions are at the end of the list. If you want the question removed from the source bank, go back to the source and delete it with **Delete**.

COMMON ISSUES

It asks "Some questions already exist. Overwrite the existing questions?"

You transferred the same question to that bank before. If you say Yes, the copy in the target is replaced with the current version; if you say No, those questions are skipped and only the new ones are added.

The target bank asks for a password.

The bank was saved with a password. Once you enter the password the transfer is done and the password is not asked again during that session; if the password is wrong or you cancel, nothing is copied.

Are the questions being collected for a particular exam?

Then use the question basket instead of copying into a permanent bank: the questions are gathered in the basket and the basket is emptied after the exam. See Creating an exam from several question banks.

Can I merge a whole bank with another?

Yes. On the Question Banks screen select the banks and click Merge; the selected banks are combined into a single bank with the new name you give.

QUESTION BANKS

Backing up and restoring a question bank

The questions you have collected over the years are your most valuable data. Question banks are stored as files on your computer and are not uploaded to the cloud automatically, so you need to back them up from time to time. HazırTest turns a bank into a single compressed file: put it on a USB stick, in an e-mail or in your cloud folder and restore it on any computer.

Video (in Turkish): https://youtu.be/AInfOrUF75M

BEFORE YOU START

- A place for the backup: a USB stick, an external disk or a Google Drive / OneDrive folder.

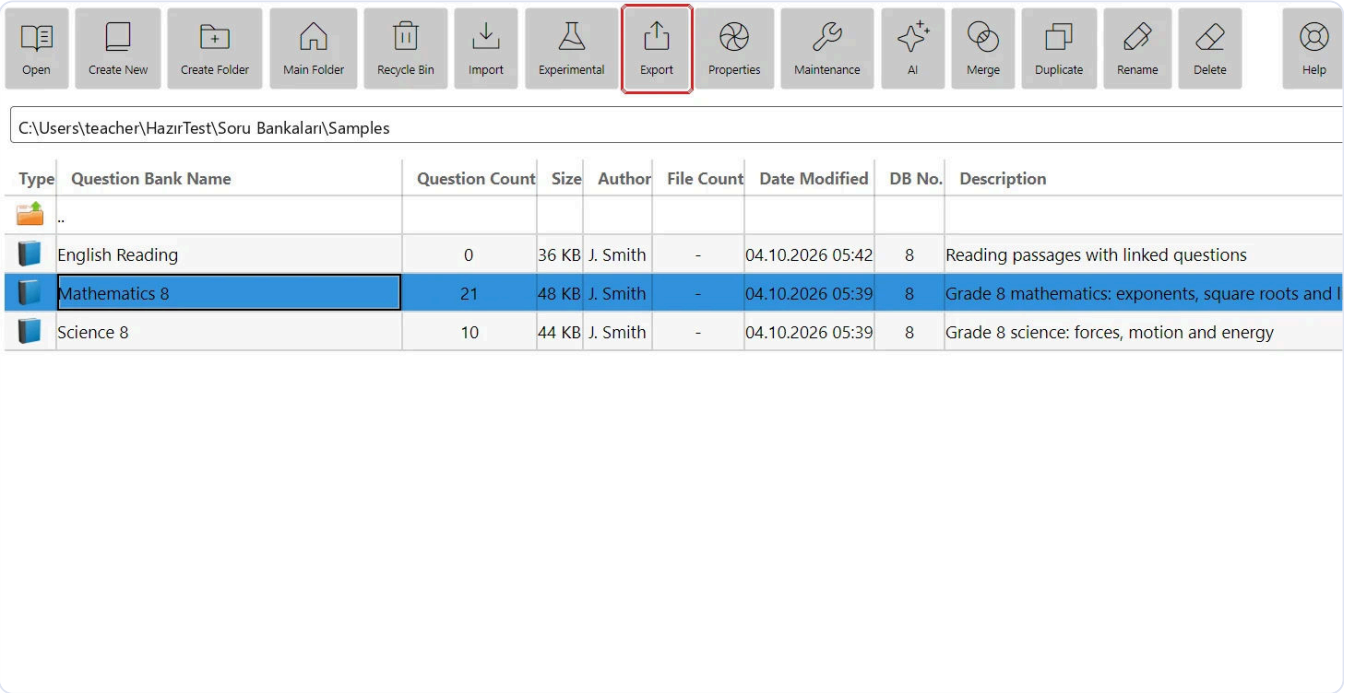
1 Open the Question Banks screen

On the home screen click **Question Banks**. All operations are done with the list and the toolbar on this screen; first select the bank or folder to work on in the list.

2 Export the bank

Select the bank to back up in the list and click **Export**. A save window opens; choose a location and save. The bank becomes a single compressed file with the **.hzk** extension.

If you select a folder and export it, all the banks inside are compressed into a single **.hzs** file — the easiest way to back up all your banks in one go. If you select several items, a separate file is saved for each.



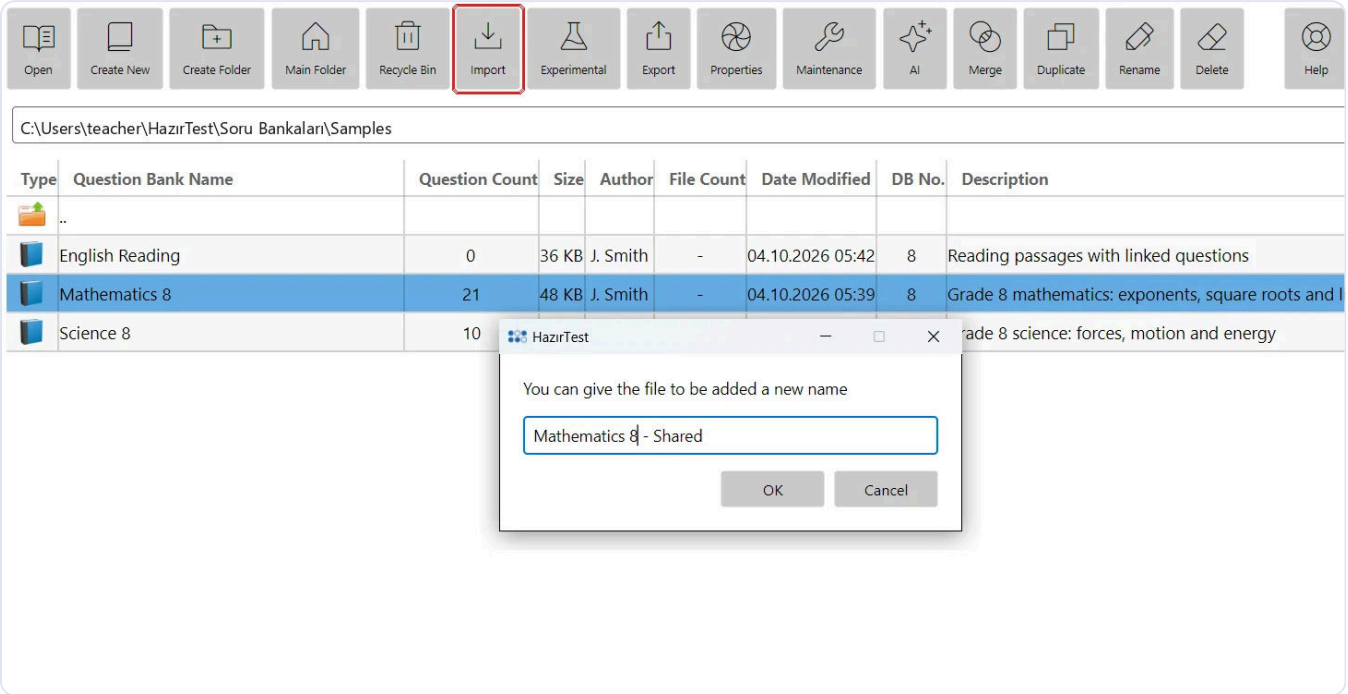
Tip · Keep the backup somewhere other than the computer itself. If the disk fails, a backup on the same disk is lost too.

3 Restore (import) the backup

On the computer where you want the backup, open the Question Banks screen, go to the folder the bank should go into and click **Import**. Select the backup file; the program asks for the name of the new bank (the file name is suggested).

Import accepts three kinds of file:

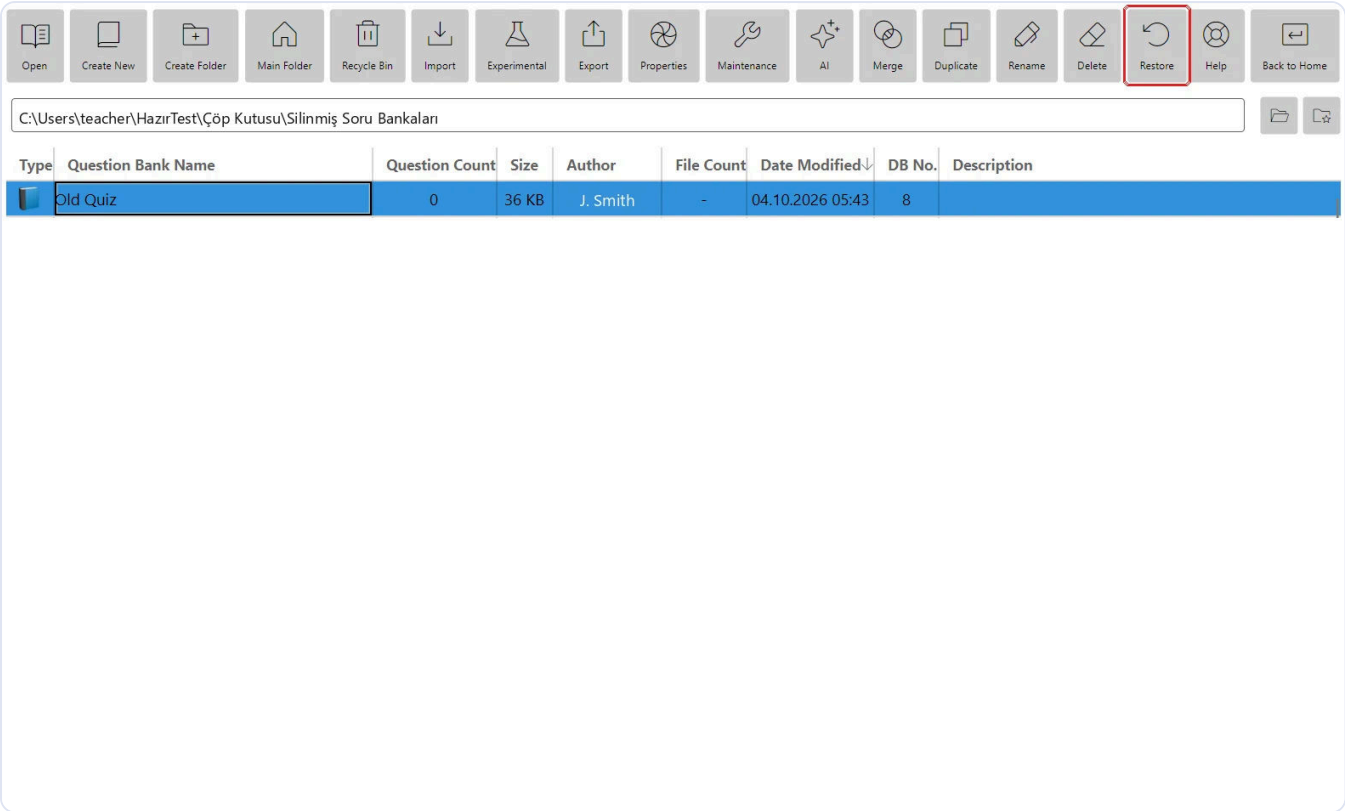
- **.hzk** — a single exported bank
- **.hzs** — an exported folder; the banks inside are unpacked into a new folder
- **.hzb** — an uncompressed bank file (e.g. one a colleague sent you)



4 Recover a deleted bank from the Recycle Bin

On the Question Banks screen, **Delete** does not delete a bank permanently; it moves it to the **Recycle Bin**. To recover a bank you deleted by mistake, click **Recycle Bin** on the toolbar, select the bank and press **Restore**; the bank returns to the Question Banks main folder.

Deleting from inside the Recycle Bin, however, is permanent and cannot be undone.



COMMON ISSUES

I signed in with my account; are my question banks backed up to the cloud?

No. Cloud sync carries exams, class lists and scanning results; question banks stay on your computer. That is why you need to back them up separately with Export.

I am moving to a new computer; how do I move my banks?

On the old computer export your folders in the Question Banks main folder (each becomes a single .hzs file), copy the files to the new computer and load them there with Import.

Can I share my bank with a colleague?

Yes. Send the .hzk file produced by Export; your colleague opens it with Import in their own HazırTest. If you will keep working on the same bank together, keep it in a shared cloud folder: Sharing a question bank in the cloud.

My bank is not in the Recycle Bin.

A bank deleted from inside the Recycle Bin, or deleted outside the program (in the file explorer), does not go there. In that case you can only restore it from a backup you made earlier.

QUESTION BANKS

Sharing a question bank via Google Drive / OneDrive

HazırTest recognises the folders that the desktop apps of Google Drive, OneDrive, Dropbox and iCloud create on your computer. Put your question bank in such a folder and you can work on the same bank on your computer at home and at school, and share the folder to use it together with your department. The program does not connect to the cloud itself and never asks for your cloud account: the cloud app does the syncing and sharing, HazırTest only opens the banks in that folder.

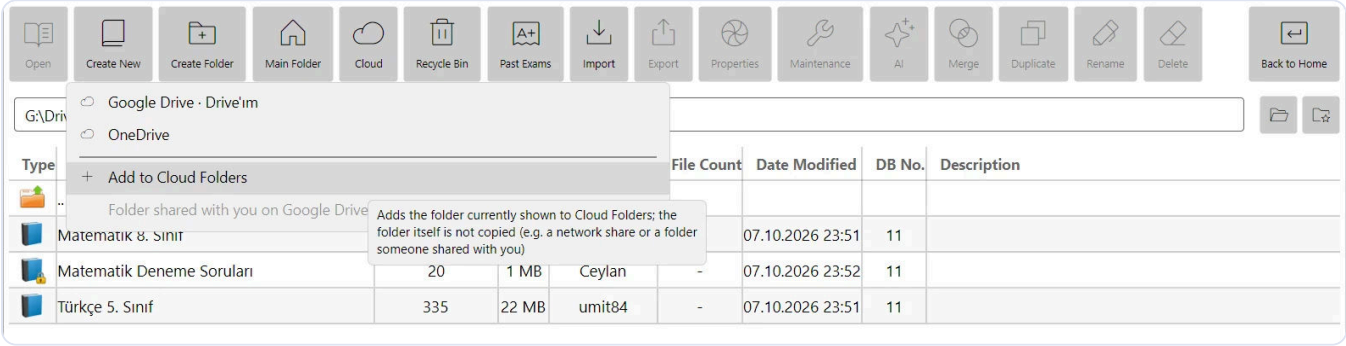
BEFORE YOU START

- The desktop version of a cloud app on your computer: Google Drive (Drive for desktop), OneDrive, Dropbox or iCloud. Opening Drive only in a web browser is not enough.
- If you will share the bank, HazırTest and the same cloud app on your colleagues' computers too.

1 Open your cloud folder

On the home screen open **Question Banks** and click **Cloud** on the toolbar. The menu lists the cloud folders found on this computer automatically (e.g. **Google Drive · My Drive**, **OneDrive**); click one to open that folder.

If the menu says "No cloud folder was found on this computer", check that the cloud app is installed and signed in to your account.



2 Put the bank in the cloud folder

Inside the cloud folder create a folder for your banks (**Create Folder**), open it and create a new bank with **Create New**.

To move an existing bank, right-click it in Question Banks and choose **Cut**, go to the cloud folder, right-click in the list and choose **Paste**. If you also want to keep a copy on your computer, use **Copy** instead of **Cut**.

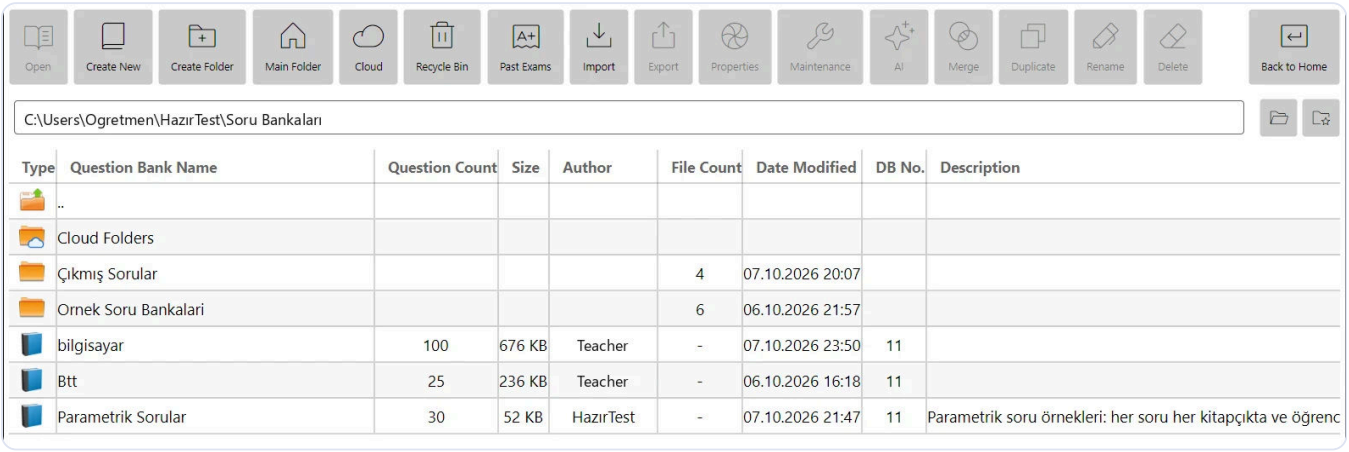
Tip · The cloud app uploads the bank within a few seconds. Do not shut the computer down right after making changes; check the cloud app's icon to see that syncing has finished.

3 Add the folder to Cloud Folders

So that you do not have to look for it inside Drive every time, open the folder where the banks are and choose **Cloud** → **Add to Cloud Folders**. You can also right-click a folder inside a cloud folder and choose **Add to Cloud Folders**.

From then on a **Cloud Folders** row appears in the main Question Banks folder; the folders you added are inside it and are also listed in the **Cloud** menu. The folder itself is not copied; the list is only a shortcut to it.

To take a folder off the list, right-click it inside **Cloud Folders** and choose **Remove from Cloud Folders**. The folder and the banks in it are not deleted.



Tip · If your school uses a network share (\\server\folder), you can open that folder and add it to Cloud Folders the same way; the rules for shared banks below apply there too.

4 Share the folder with your department

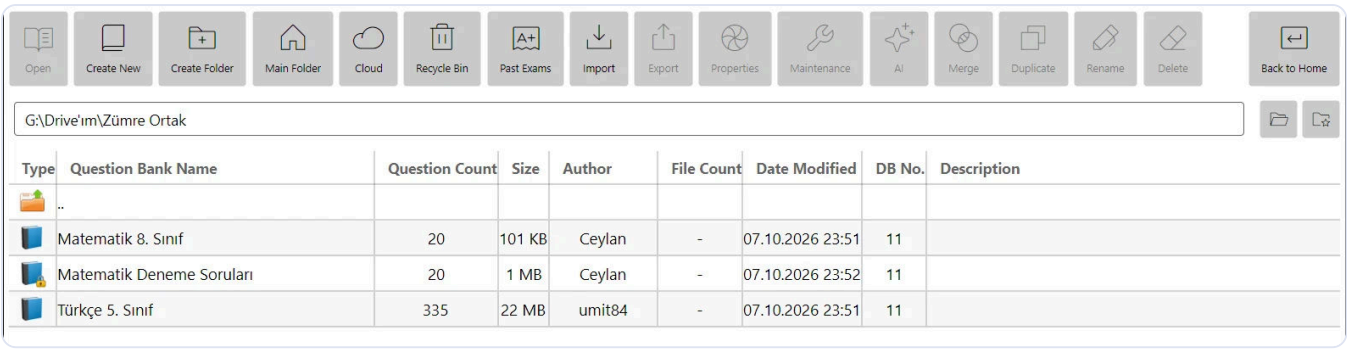
Sharing is done in the cloud app, not in HazırTest. In Google Drive right-click the folder, choose **Share** and add your colleagues' e-mail addresses. Give **Editor** access to those who will add and edit questions, and **Viewer** access to those who will only build exams from the questions.

A Google Drive folder shared with you does not appear on your computer by itself. On the Drive web page, in **Shared with me**, right-click the folder and add a shortcut to it in **My Drive**. The shortcut appears in the Drive folder on your computer and opens like a normal folder in HazırTest; then add it to Cloud Folders as well.

5 A bank someone else has open: In use

A bank is a single file. If two people change it at the same time, the cloud app cannot merge the two files; one set of changes is lost or a conflicted copy is created. To prevent this, when you open a bank in a shared folder a small lock file (**.hzb.kilit**) is written next to it.

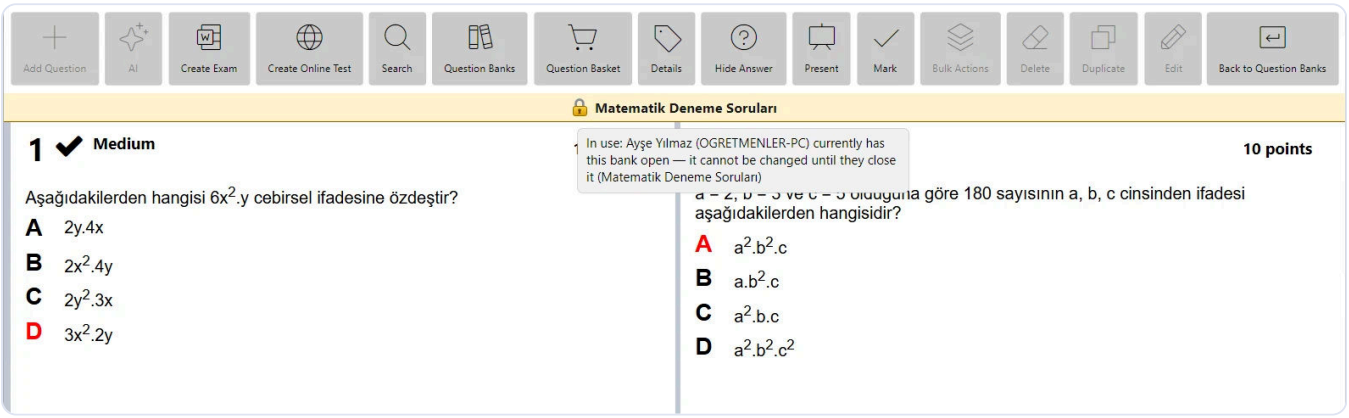
If someone else has the same bank open at that moment, a lock appears on the corner of the bank's icon in the list.



6 Working with a bank in use

You can still open a bank that is in use: you see the questions, build exams and add questions to the question basket. Adding, editing and deleting questions is turned off, however; the bank's title is amber and locked. Hover over the lock to see who has the bank open and on which computer.

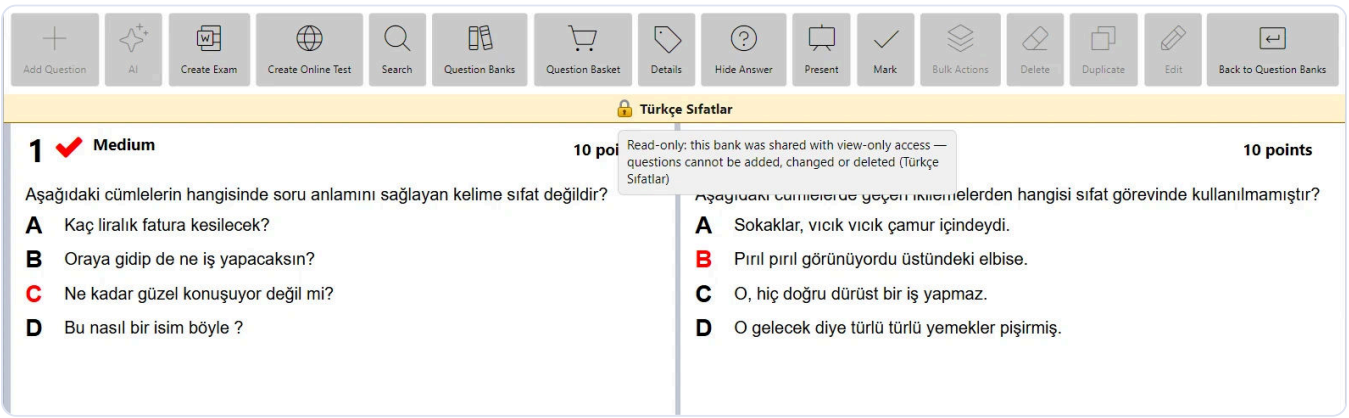
When that person closes the bank, your screen notices it by itself and the bank becomes editable; you do not need to reopen it. Because of sync delay this can take a minute or two.



7 A bank shared with view-only access: Read-only

If the folder was shared with you with **Viewer** access, the bank opens read-only. The title is again amber and locked; the lock's tooltip says "Read-only". You can build exams from the questions, but you cannot add, change or delete questions in the bank.

If you need to change the bank, ask the folder's owner for **Editor** access.



COMMON ISSUES

Google Drive (or OneDrive) does not appear in the Cloud menu.

Check that the desktop version of the cloud app is installed and signed in to your account. Google Drive should appear on the computer as a separate drive (usually G:). While the cloud app is closed, the folders you added earlier appear greyed out in the menu as "(not connected)".

I cannot find the folder my colleague shared.

Folders shared with you in Google Drive only appear on your computer once a shortcut is added to My Drive. On the Drive web page, in Shared with me, right-click the folder and add a shortcut to it in My Drive.

A bank in the list has a warning sign; its name contains "conflicted copy".

This is a conflicted copy created by the cloud app: the same bank was changed in two places at once. Open both banks and check which one is up to date, move any missing questions to the up-to-date one if needed and delete the other.

A bank shows as "in use" but nobody has it open.

If the computer holding the bank open shut down before the program closed properly (e.g. a power cut), the lock file stays behind. Because the lock is no longer refreshed, it is considered expired after 30 minutes and the bank becomes editable again.

I cannot add a bank or folder to Cloud Folders.

Cloud Folders is not a real folder on disk but the list of folders you have added. Open one of the folders in the list first and create the bank in it or paste it there.

I signed in with my HazırTest account; don't my question banks go to the cloud anyway?

No. HazırTest account sync carries exams, class lists and scanning results; it does not carry question banks. If you want your banks on another computer too, put them in a cloud folder as described on this page.

Can I open the bank without internet?

Yes, if the cloud app keeps the file on your computer; changes are uploaded when the connection returns. If Google Drive keeps files online only, the bank may not open without internet; to prevent this, make the folder available offline in Drive.

QUESTION BANKS

Question bank maintenance: compacting, merging, password

Question banks grow over time: questions with images are added, questions are deleted and corrected, the questions of one subject end up spread across several banks. The Question Banks screen of HazırTest has the tools to keep banks tidy: compacting that shrinks the file, shrinking images, combining several banks into one, making copies and protecting a bank with a password. None of these operations changes the content of the questions.

BEFORE YOU START

- At least one question bank. We recommend making a backup before large operations (see Backing up and restoring a question bank).

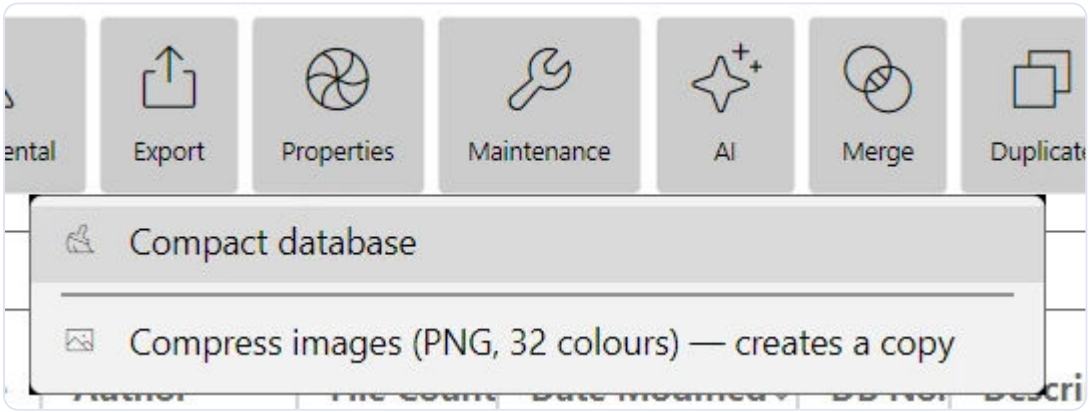
1 Select the bank on the Question Banks screen

On the home screen click **Question Banks** and select the bank to maintain by clicking it once in the list (you do not need to open it). All buttons on this page apply to the selected bank. The bank must not be open in another window during maintenance.

2 Compact the database

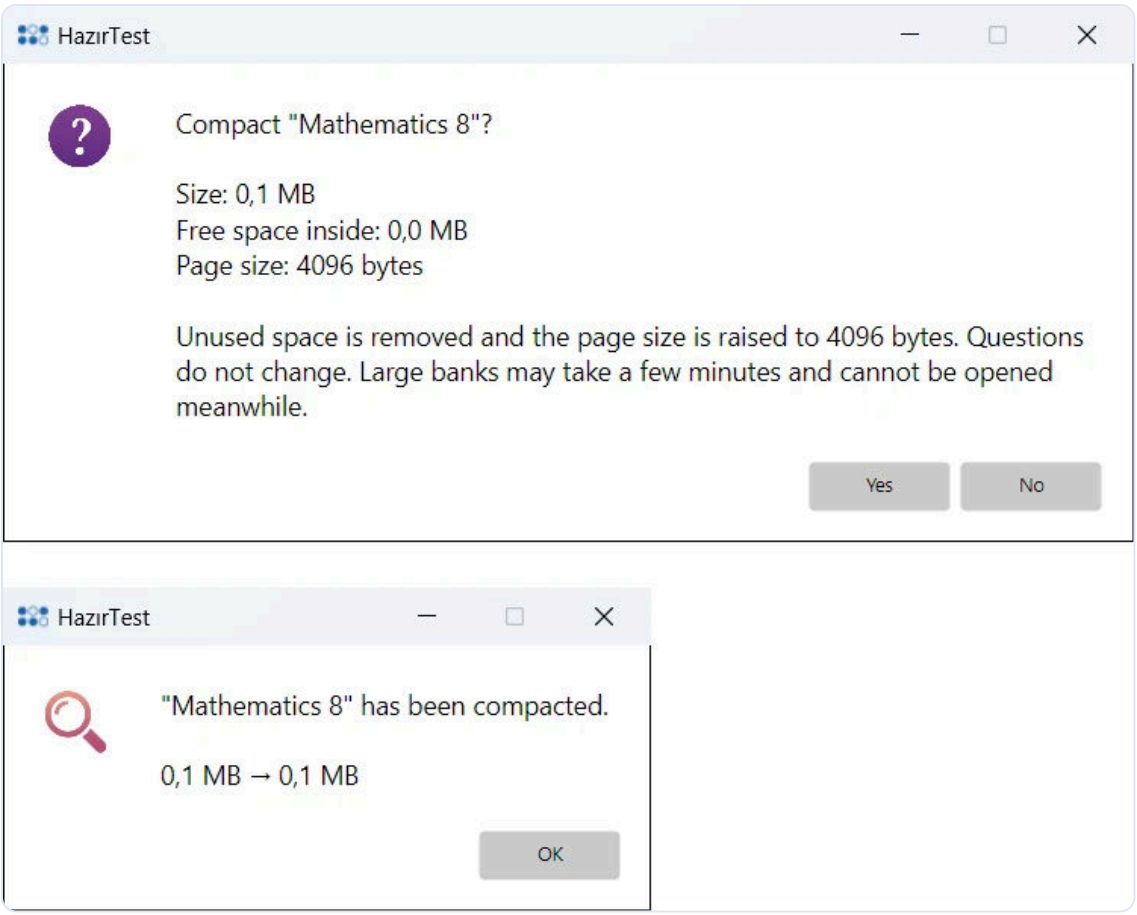
Deleted or shrunk questions leave empty space in the file; the file does not shrink by itself. **Maintenance → Compact database** on the toolbar discards this empty space. The program first shows the size of the bank and the empty space in it and asks for confirmation; when done it shows the old and new size.

Questions, topics, learning outcomes and related texts do not change. On large banks the operation may take a few minutes; the bank cannot be opened meanwhile.



3 Check the result

Check the bank's name when confirming. When compacting is finished, the program shows a summary such as "1.0 MB → 0.3 MB". If the bank is going to be shared, sent by e-mail or backed up to the cloud, compacting it first makes the file noticeably smaller.



4 Compress the images

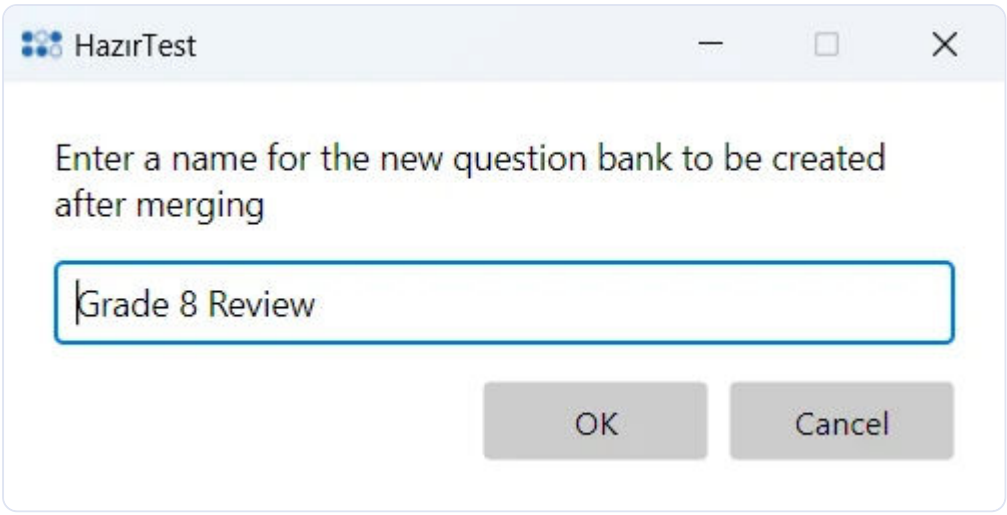
Images added from screenshots and scanned pages make up most of a bank. **Maintenance → Compress images (PNG, 32 colours)** rewrites every image as a 32-colour PNG; for text, drawings and charts the difference is not visible, but the file often becomes several times smaller.

This operation does not touch the original bank: the result is written to a new copy with "(PNG)" added to the bank's name. Only images that really get smaller are changed; photos and transparent images stay as they are. After opening the copy and checking the questions, you can delete the old bank if you wish.

5 Merge banks

If the questions of one subject are spread over several banks, you can combine them into one. Click the first bank in the list, hold **Ctrl** and select the others, then press **Merge**. Type the name of the new bank and click **OK**.

The program copies all questions of the selected banks into a new bank; topics, learning outcomes and related texts are carried over too. The original banks are not deleted and stay as they are.



6 Duplicate, rename, delete

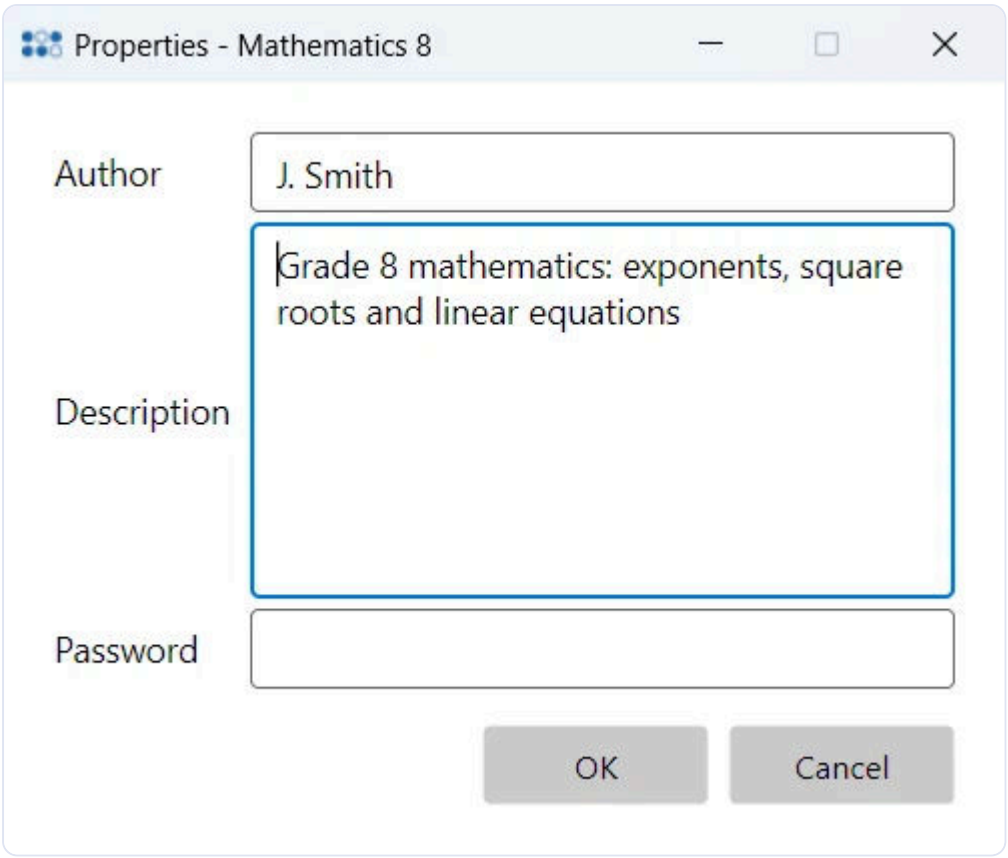
The other buttons on the toolbar:

- **Duplicate** — creates a copy of the selected bank named "- Kopya (1)". Useful for trying something out before a large change.
- **Rename** — changes the bank's name.
- **Delete** — after confirmation moves the bank to the **Recycle Bin**; it does not delete it immediately. You recover a bank deleted by mistake by going into the **Recycle Bin**, selecting it and pressing **Restore**. A bank deleted from inside the recycle bin is gone permanently.
- **Create Folder** — groups banks into folders by subject or class; you can move a bank by dragging it with the mouse and dropping it onto a folder.

7 Set author, description and password

The **Properties** button opens the **Author**, **Description** and **Password** fields of the selected bank. Author and description appear as columns in the list; when the bank is shared they tell whose it is and what it contains.

A bank with a **Password** asks for it every time it is opened; the properties window also opens only with the password. Use it to protect exam questions on a shared computer, and do not forget the password.



COMMON ISSUES

Compacting says "there is not enough free disk space".

Compacting temporarily writes a copy of the bank; if the disk is full, free up space and try again. The space needed is shown in the message.

I compressed the images but the bank did not get smaller.

If the images in the bank are already small or are mostly photos, the gain is small. The original bank does not change; look at the size of the "(PNG)" copy.

After merging, the same question appears twice.

Merging does not compare questions; it copies them as they are. If you merge copies of the same bank, the questions are duplicated; merge only different banks.

I forgot the bank's password.

The password is stored in the bank's own file and the program cannot open it for you. We recommend making a backup of the bank before setting a password.

QUESTION BANKS

Importing questions from PDF and Word

You do not have to retype the Word exams, PDF tests and book pages you have collected over the years into a question bank one by one. HazırTest offers two ways: a wizard that recognises questions and options by their numbering in documents whose text can be selected and adds them in bulk, and an OCR panel that finds the questions on scanned or image pages and converts them to text. This topic covers both.

Video (in Turkish): https://youtu.be/2WXOlCruUk0

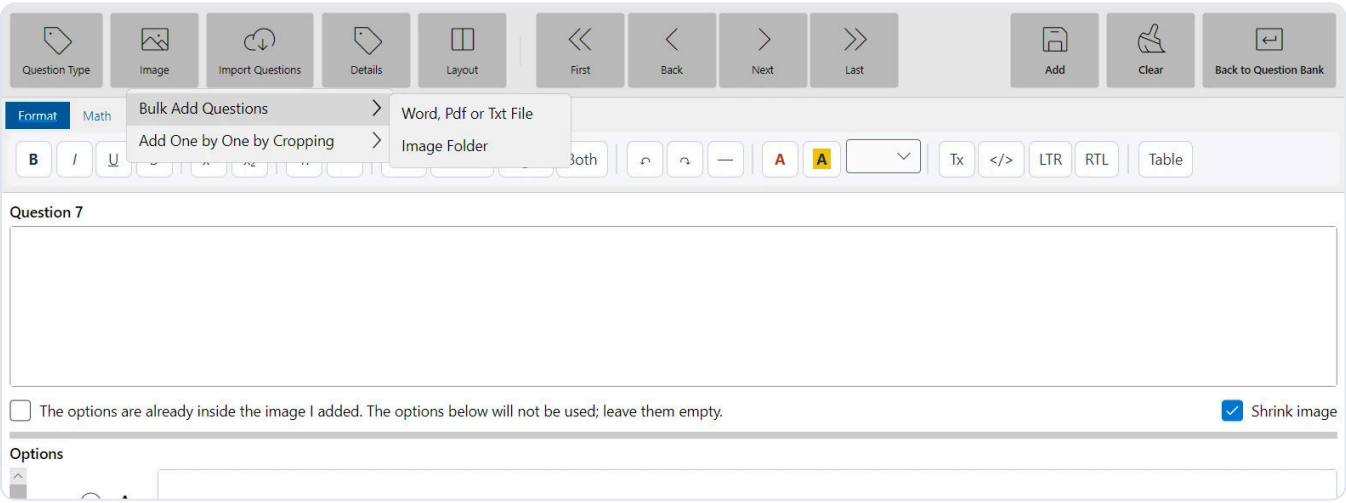
BEFORE YOU START

- A question bank to add the questions to (see Creating a question bank and adding questions).
- For the wizard: a Word, PDF or text file with regularly numbered questions such as "1.", "2." and options such as "A)", "B)".

1 Open Import Questions on the add-question screen

Open your question bank and click **Add Question**. The **Import Questions** button on the toolbar of the add-question screen opens a menu. The menu has two commands: **Bulk Add Questions** imports all the questions in a document in one go with a wizard, while **Add One by One by Cropping** opens the page beside you so that you frame and add the questions one at a time (for scanned pages; described below).

For a bulk import, hover over **Bulk Add Questions** and choose **Word, Pdf or Txt File** from the submenu. **Image Folder** in the same submenu is for folders in which each question is a separate image file.



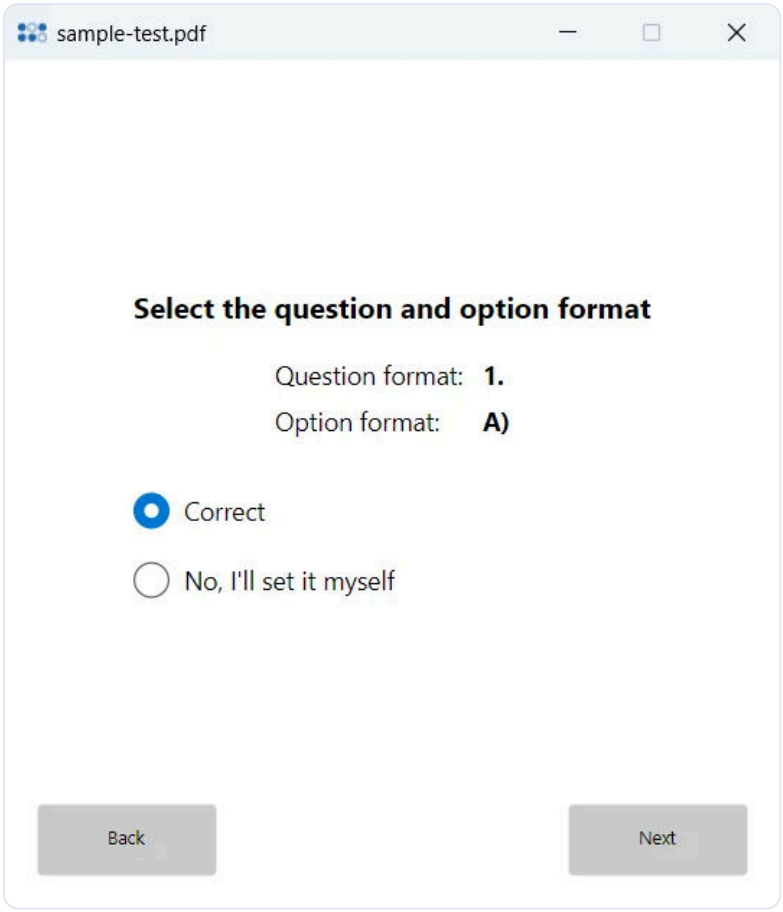
2 Choose the document and the part to scan

In the window that opens, select the file with **Browse…**. After reading the document the program asks for the **Start** and **End** page; narrow the range if you only want part of it. In the next step you can also limit by question number with **Scan all questions** or **Scan a specific range**.

Then choose the question type: **Multiple Choice - Single Answer**, **Essay** or **True - False**.

3 Confirm the question and option format

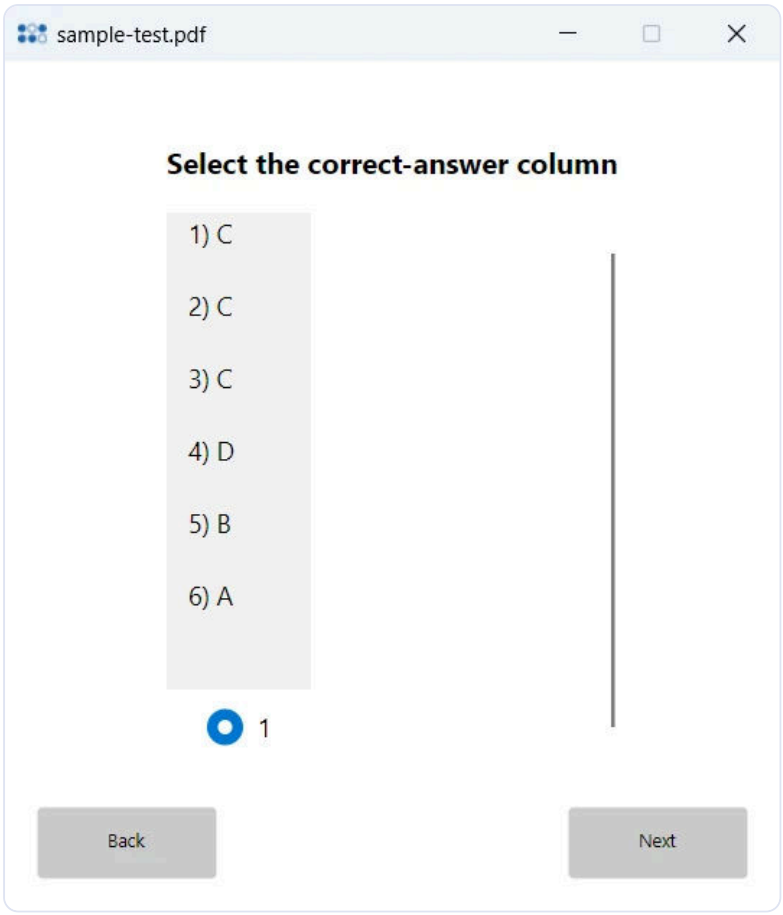
The program detects the numbering in the document itself and shows it: for example question format **1.** and option format **A)**. If it is right, press **Next** with **Correct** selected. If your document uses a different layout (e.g. "Question 1:" or "a."), choose **No, I'll set it myself** and define the format by hand.



4 Read the answer key from the document

The **Answer key scan** step has three options: **Absent** (you mark the correct answers yourself later), **Inside this document** (if the key is at the end of the document; you show which page it is on) and **In another file**.

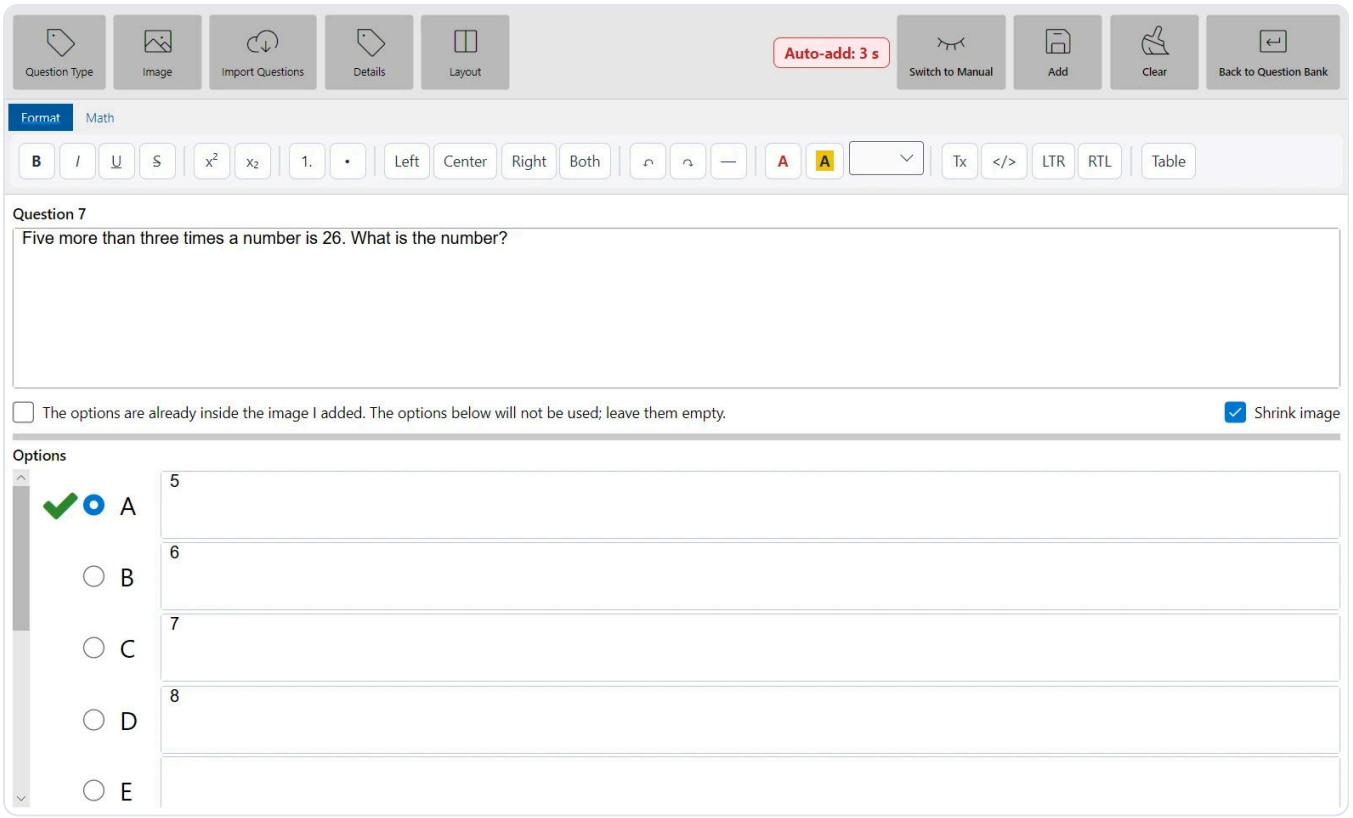
If a key is read, the program shows the answer sequences it found as columns. In the **Select the correct-answer column** step, mark the column that holds the real key; because options are also written as "A) B)", there may be more than one candidate.



5 Choose the adding method and start

In the last step tick either **Add with review (manually)** or **Add without review (automatic)** and press **Start**. The questions arrive on the add-question screen one by one: stem at the top, options below, the correct answer marked.

In the automatic method each question stays on screen for a few seconds and is added to the bank when the countdown ends; if you spot a mistake during that time you can stop with **Switch to Manual**. When the job is done you are told how many questions were added.



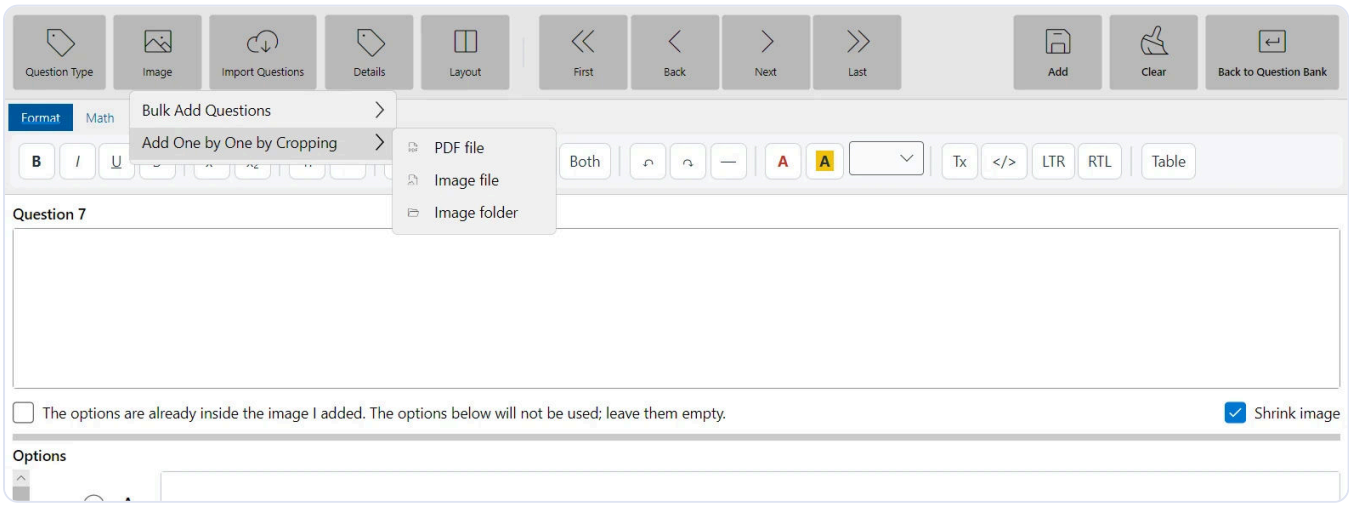
Tip · The waiting time is changed in **Settings → General → Automatic Question Adding**. Choosing the manual method on the first attempt is the safest way to see whether your document is recognised correctly.

6 On scanned pages, open Add One by One by Cropping

If the document is a scanned page or the questions are images, the wizard finds no text. In that case hover over **Add One by One by Cropping** in the **Import Questions** menu and choose the source: **PDF file**, **Image file** or **Image folder** (the images in the folder are browsed page by page).

When you choose the file, a viewer opens on the right of the add-question screen and the page is loaded. To switch to another document while the panel is open, use the **Load** button at the top of the panel; move between pages with the arrows at the bottom and zoom the page with **−** and **+** at the bottom right.

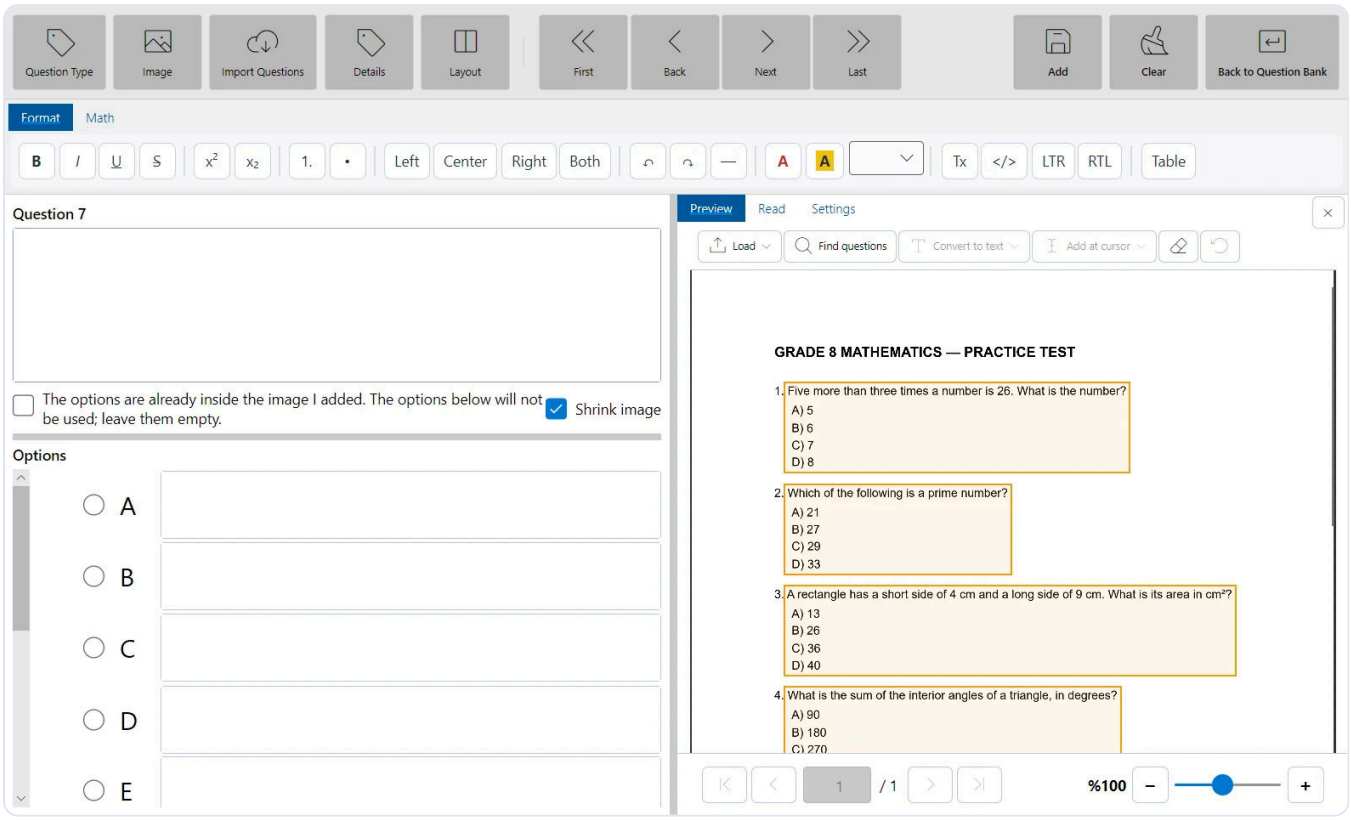
Video (in Turkish): https://youtu.be/cgVPANMQ7PE



7 Have the questions located

Click **Find questions** at the top of the panel; the program finds where each question is from the question numbers and puts a frame around it. If the frames are off, you can draw your own frame with the mouse, and on stained pages clean unwanted areas with the eraser button (its size is chosen from its menu).

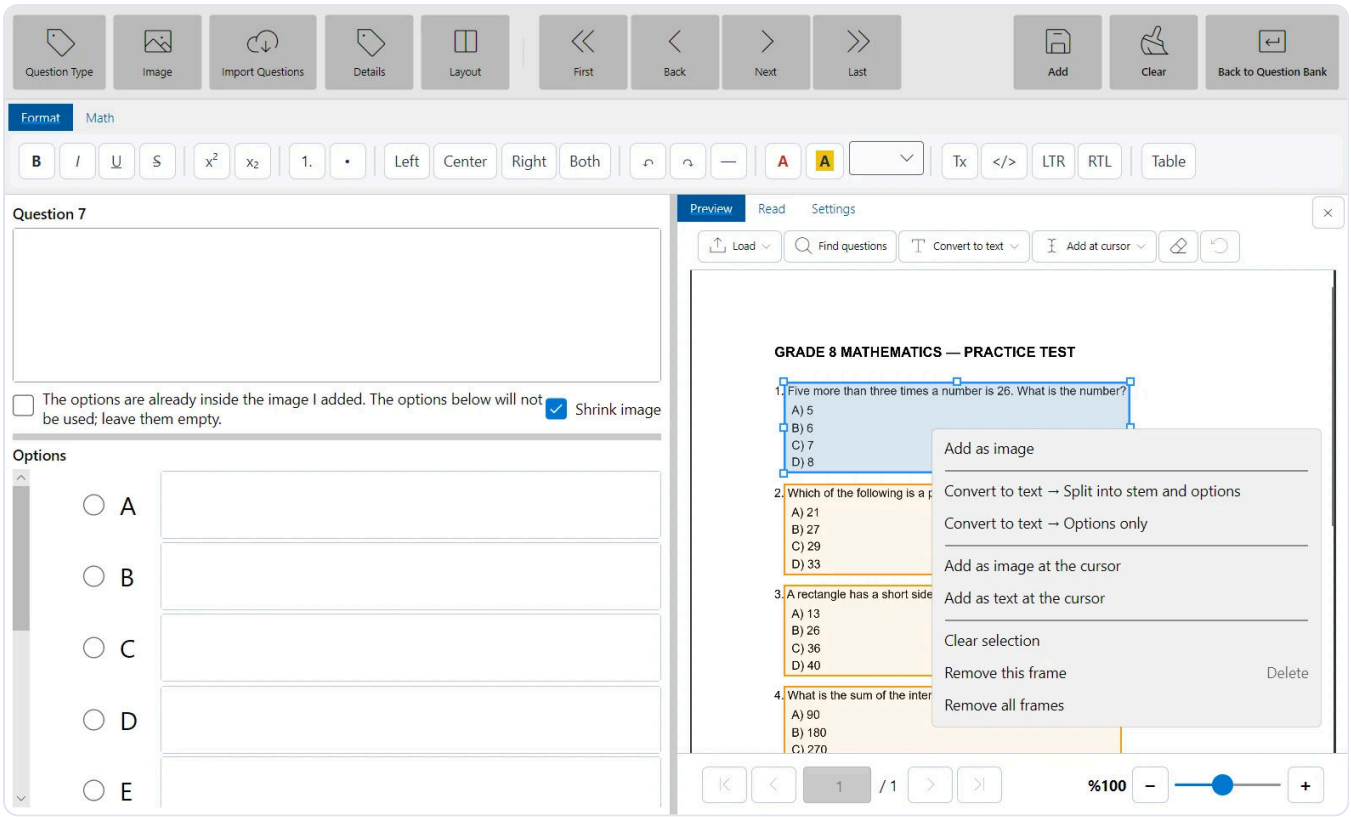
OCR must know the language of the text on the page. The program comes with Turkish and English; if you will import a book in Arabic, German or another language, choose the language under **Download new language** in **Settings** → **OCR**, press **Download** and select it as the **Default OCR language (installed languages)**.



8 Select the frame and say how to add it

Click a frame and right-click it. The options in the menu:

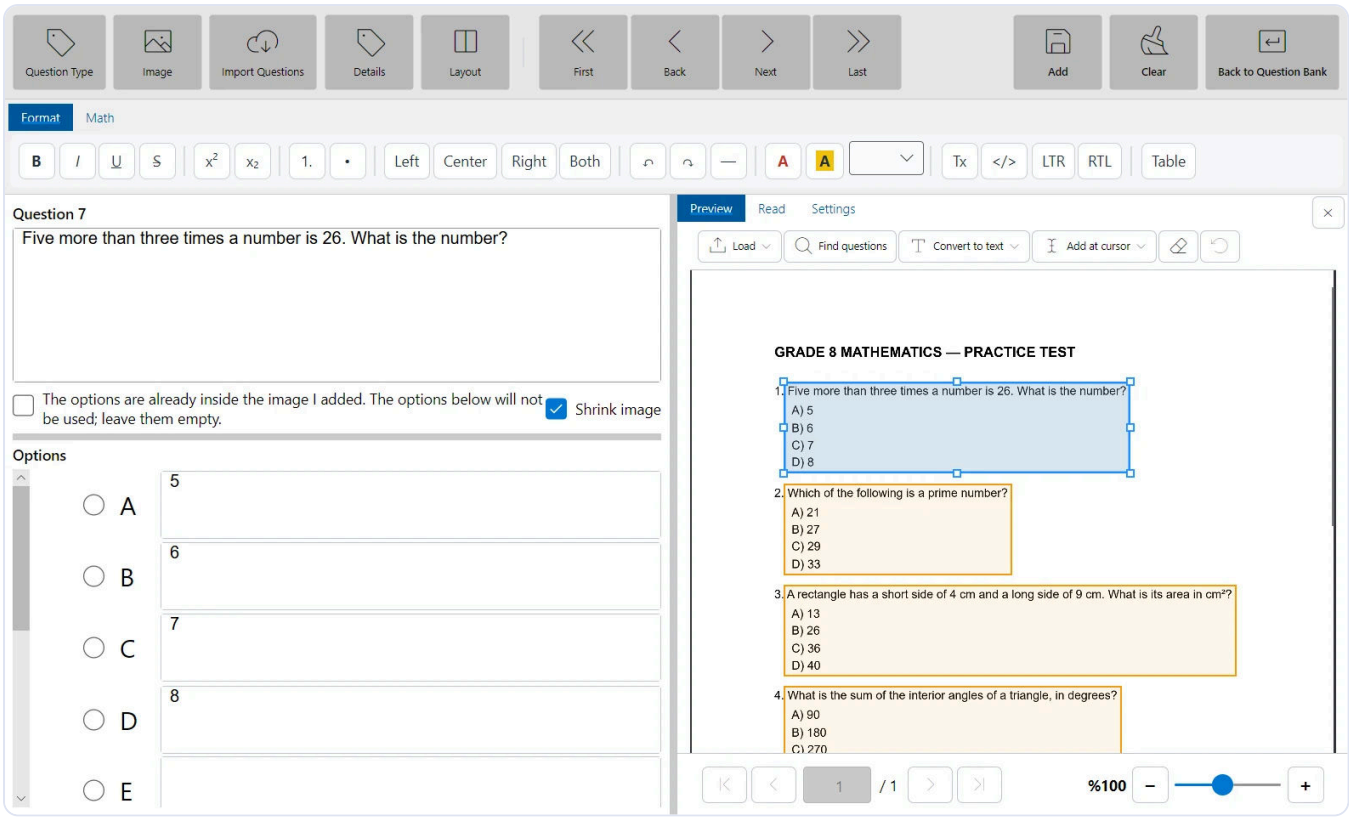
- **Convert to text** → **Split into stem and options** — reads the question and places the stem and the options in their boxes.
- **Convert to text** → **Options only** — fills in only the options (if you typed the stem yourself or added it as an image).
- **Add as image** — adds the question as it is, as an image, to the stem. The safest way for questions with formulas, figures or tables.
- **Add as image at the cursor** and **Add as text at the cursor** — add the frame to the box where the cursor is (the stem or an option).



Tip · The same commands are also on the **Convert to text** and **Add at cursor** buttons at the top of the panel. While **Keep formatting** on the panel's **Settings** tab is on, bold and underlined text and paragraphs are kept; if the PDF contains text, the PDF's own text is read directly instead of OCR.

9 Check the question and add it to the bank

Once the stem and the options are in their boxes, review the text, mark the correct answer, press **Add** and move on to the next frame.



10 Review the added questions

After the import, check the questions in the bank one by one. The most common flaw is that a heading following the last question in the document (e.g. "ANSWER KEY") gets mixed into the last option of the last question; select the question and correct it with **Edit**. Also look at questions containing images, tables and special symbols.

COMMON ISSUES

The wizard found no questions.

The document is most likely a scanned image; the wizard does not work on PDFs whose text cannot be selected. Open the page with Import Questions → Add One by One by Cropping and add the questions one at a time. If the text can be selected, try defining the question and option format by hand with "No, I'll set it myself".

Turkish characters come out garbled.

For text (.txt) files the wizard asks for the character encoding; choose the right one. For specific characters that come out garbled in PDFs, you can define the old and new character in Settings → PDF Scanning; the program replaces them automatically while scanning.

OCR reads the text wrongly.

Check in Settings → OCR that the right language is installed and selected. Increasing the PDF enlargement ratio in the Settings tab of the OCR panel improves accuracy. For mathematical expressions and figures, add the question as an image.

The answer key was matched wrongly.

The wrong column may have been marked in the Select the correct-answer column step. Instead of rescanning the questions, you can correct the right option of each question in the bank with Edit.

QUESTION BANKS

Importing PDF questions with ChatGPT, Claude or Gemini

You give the PDF you have (a test booklet, worksheet or scanned pages) to the AI assistant you use, together with HazırTest's instructions. The assistant writes the questions in a format HazırTest understands; you add that output and the same PDF to the program. Figures are cut out of the PDF by the program, and every question is shown to you in a preview before it goes into the bank. Because you use your own assistant account, no extra quota or key is needed in HazırTest.

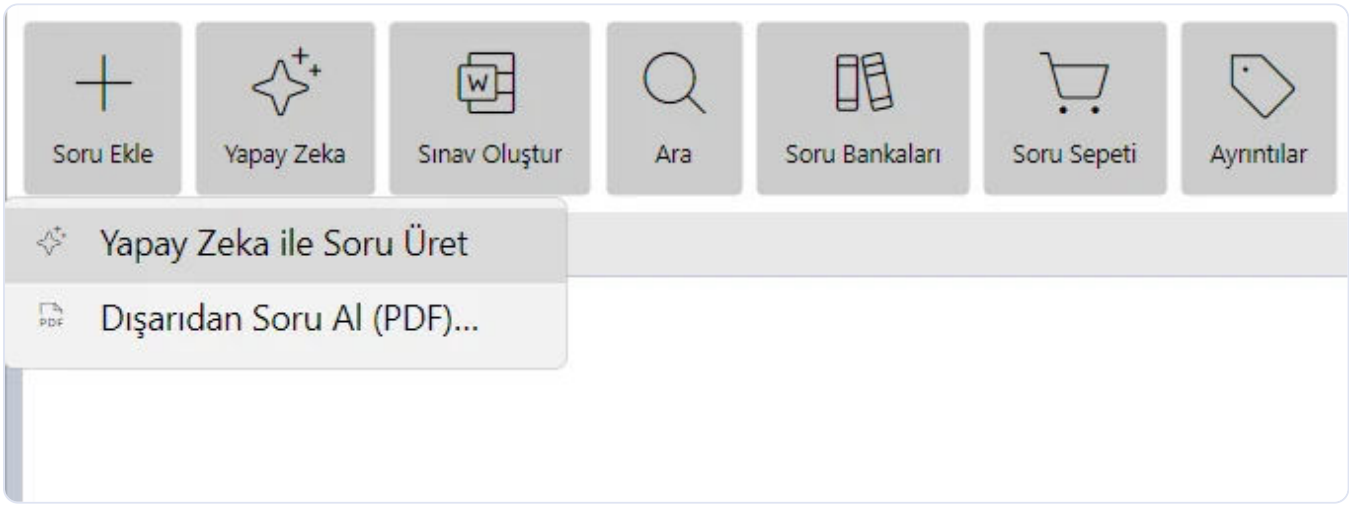
BEFORE YOU START

- An open question bank (not read-only).
- An AI assistant you can upload files to: ChatGPT, Claude, Gemini or similar. With long or scanned PDFs, paid plans miss fewer questions.
- The PDF with the questions. You will give the same PDF both to the assistant and to the program.

1 Open the Import Questions window

Open the bank the questions should go into, click the **AI** button on the toolbar and choose **Import Questions (PDF)…**.

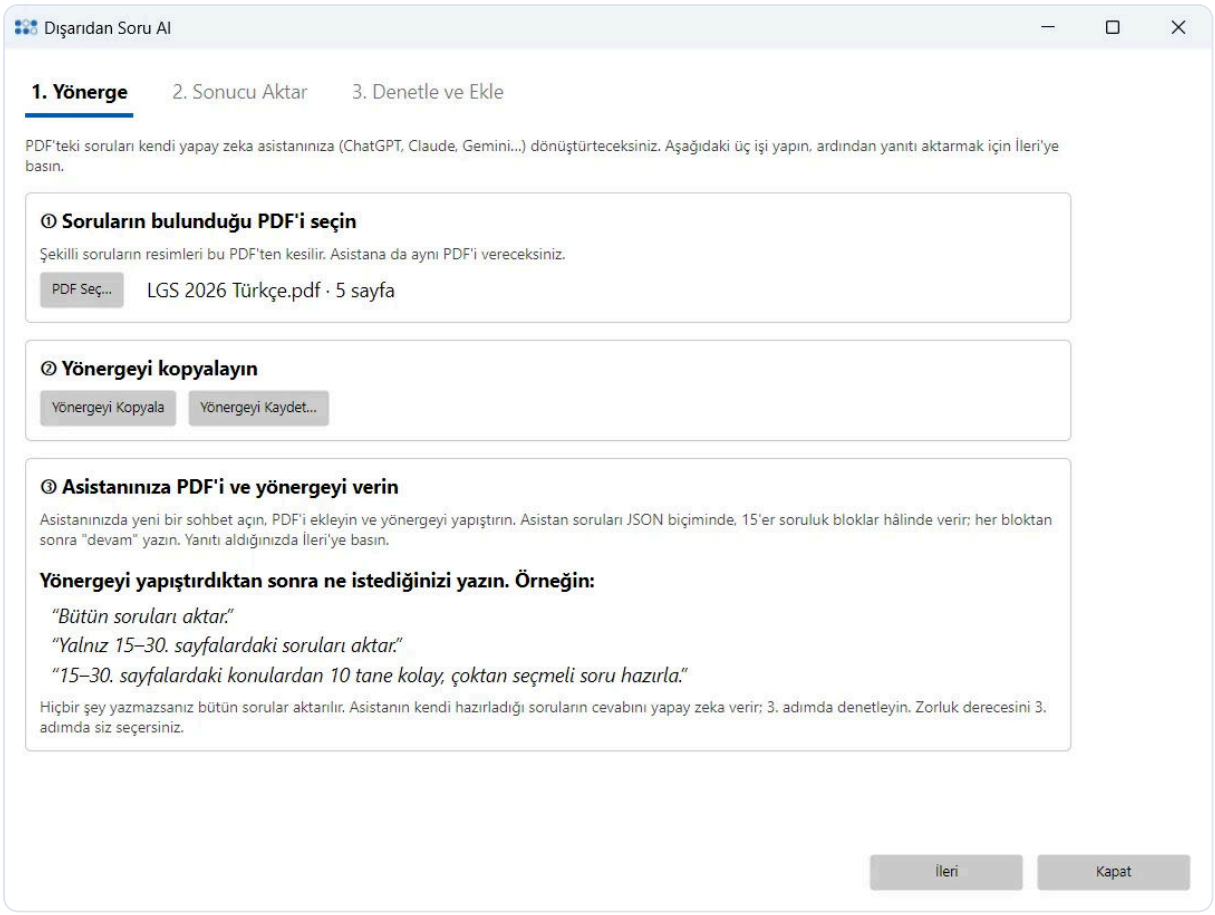
The window has three steps: **1. Instructions**, **2. Import the Result** and **3. Review and Add**. Move between them with the **Next** and **Back** buttons at the bottom; nothing you added is lost when you go back.



2 Choose the PDF and copy the instructions

In the first step, choose the PDF with the questions using **Choose PDF…**. Images of questions with figures are cut out of this PDF; you will give the same PDF to the assistant.

Then click **Copy Instructions** to copy the instructions for the assistant to the clipboard; **Save Instructions…** saves the same text as a file. The instructions are in English (assistants follow them most reliably in English), but the assistant talks to you in your language and writes the questions in the language of the PDF, without translating them.



Tip · If you save the instructions once as a custom GPT in ChatGPT, a project in Claude or a Gem in Gemini, for later PDFs you only need to upload the file and type your request.

3 Give the PDF and the instructions to the assistant and say what you want

Start a new chat in the assistant, attach the PDF and paste the instructions. Below the instructions, type what you want; if you type nothing, every question in the PDF is converted. For example:

- "Convert all the questions." — The questions are written exactly as printed in the PDF, without shortening or translating.
- "Convert only the questions on pages 15–30." — Only that range is converted, and no question inside it is skipped. You can also limit by question number ("only questions 1–20").
- "Prepare 10 easy multiple-choice questions from pages 15–30." — The assistant does not copy the printed questions; it writes new ones from the content of those pages. If the number, question type or difficulty is not given, it asks you. The assistant also writes the answer and a solution for every new question; the solution is saved as the question's solution in the bank.

4 Get the assistant's answer

If the assistant can create files it gives a single `sorular.json` file; otherwise it writes the answer in blocks of 15 questions and waits after each block. Type **continue** to let it go on.

When it is done, the assistant tells you how many questions it found, the first and last question number and why any number was skipped. Compare this with the PDF; if something is missing, ask for those questions

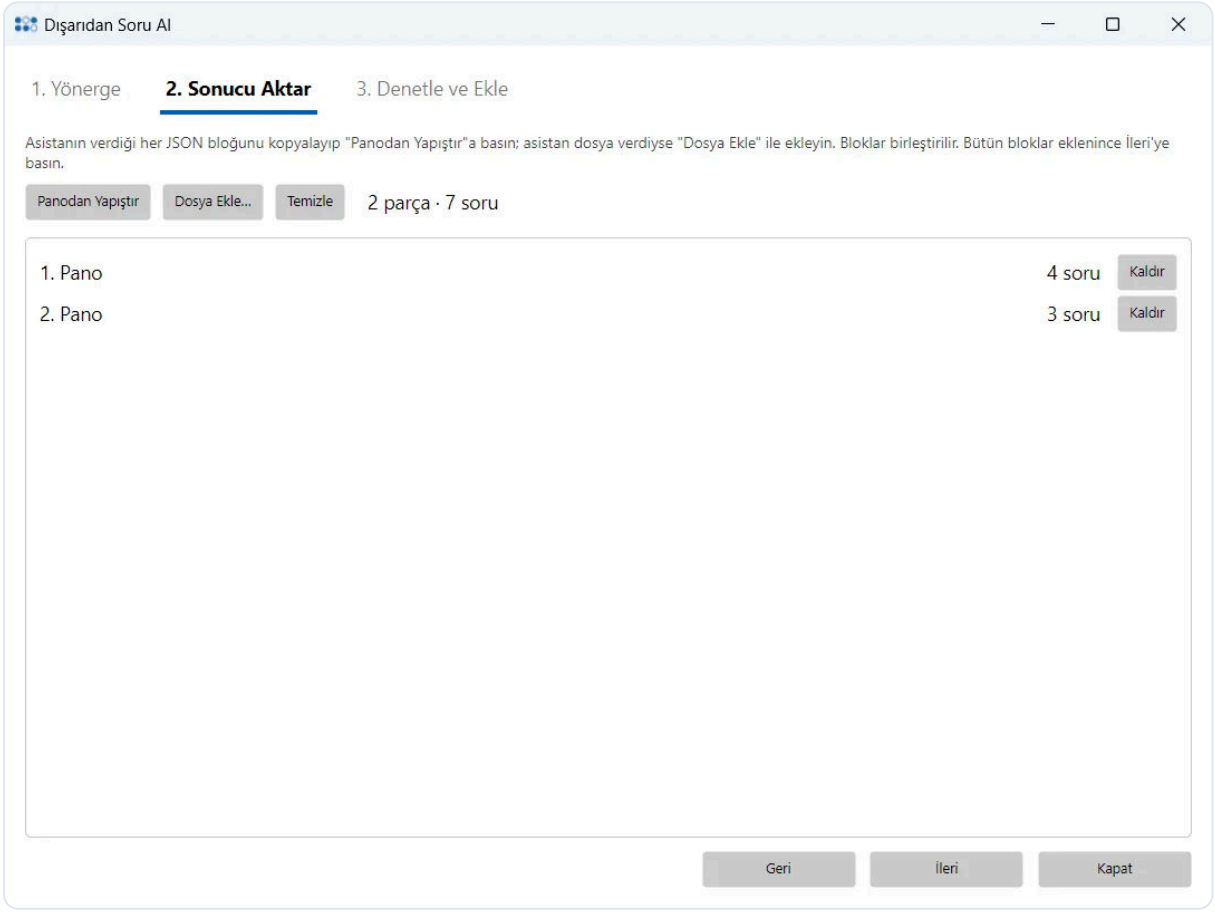
again in the same chat.

- If the PDF has an answer key, the answers of converted questions are taken from it. If there is no key the correct option stays empty; the questions are added without an answer.
- For questions with a figure, graph, map or table the assistant does not produce an image file; it writes on which page and where on the page the figure is. The program cuts the image out of the PDF.
- Questions that share a passage ("Answer questions 3–5 according to the text below") go into the bank as a related text; the passage is not copied into each question.

5 Import the answer into the program

In the program, press **Next** to go to **2. Import the Result**. Press the copy button of each block in the chat and click **Paste from Clipboard**; if the assistant gave a file, download it and select it with **Add File…** (you can select several files at once). Copying and pasting the whole chat also works: the program skips the explanations in between.

Each part you add appears in the list with the number of questions it contains; the questions are merged by number. Remove a part you added by mistake with **Remove** next to it, or everything with **Clear**. If a part says "No questions found", the block was not copied in full. **Next** becomes available once at least one question has been added.



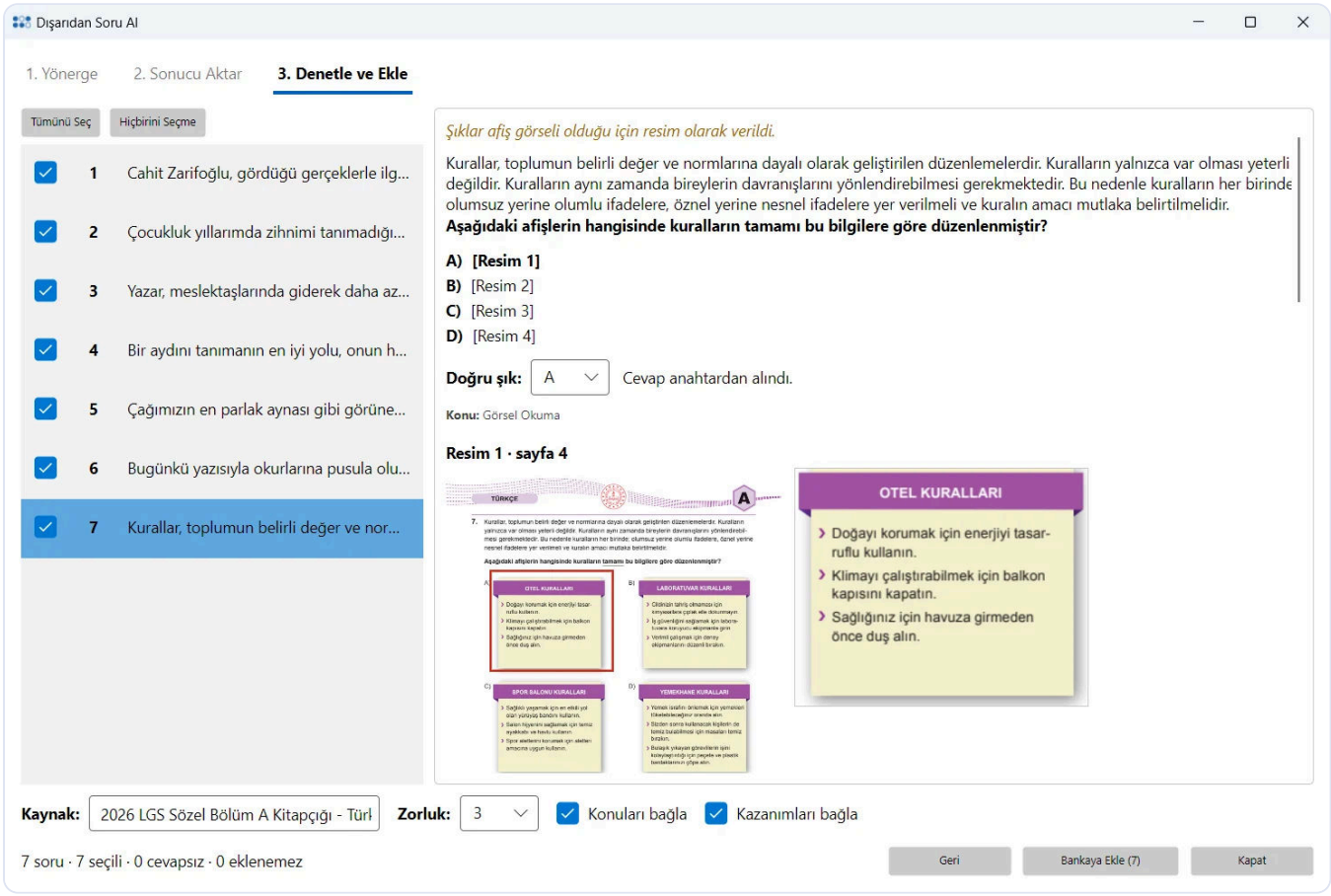
6 Check the questions

In **3. Review and Add**, each question appears in the list on the left with its number. An amber dot next to the number means something needs attention (answer unknown, number missing, image skipped…); a red dot

means the question cannot be added as it is (empty stem or option, too few options). When you select a question, its problems, the assistant's note, the shared passage, the stem and the options appear on the right.

You can change the answer in the **Correct option** box. The line next to it tells where the answer came from: "Taken from the answer key" can be trusted; if it says "Answer found by the AI" or "The answer's source is not stated", check the answer yourself. All questions newly written by the assistant are in this second group.

Figures are shown with their box on the PDF page and as cut out. If the cut is too small or too large, drag on the page to draw the box again. If you did not choose a PDF in the first step and there are questions with figures, a warning and a **Choose PDF…** button appear at the top of the step.

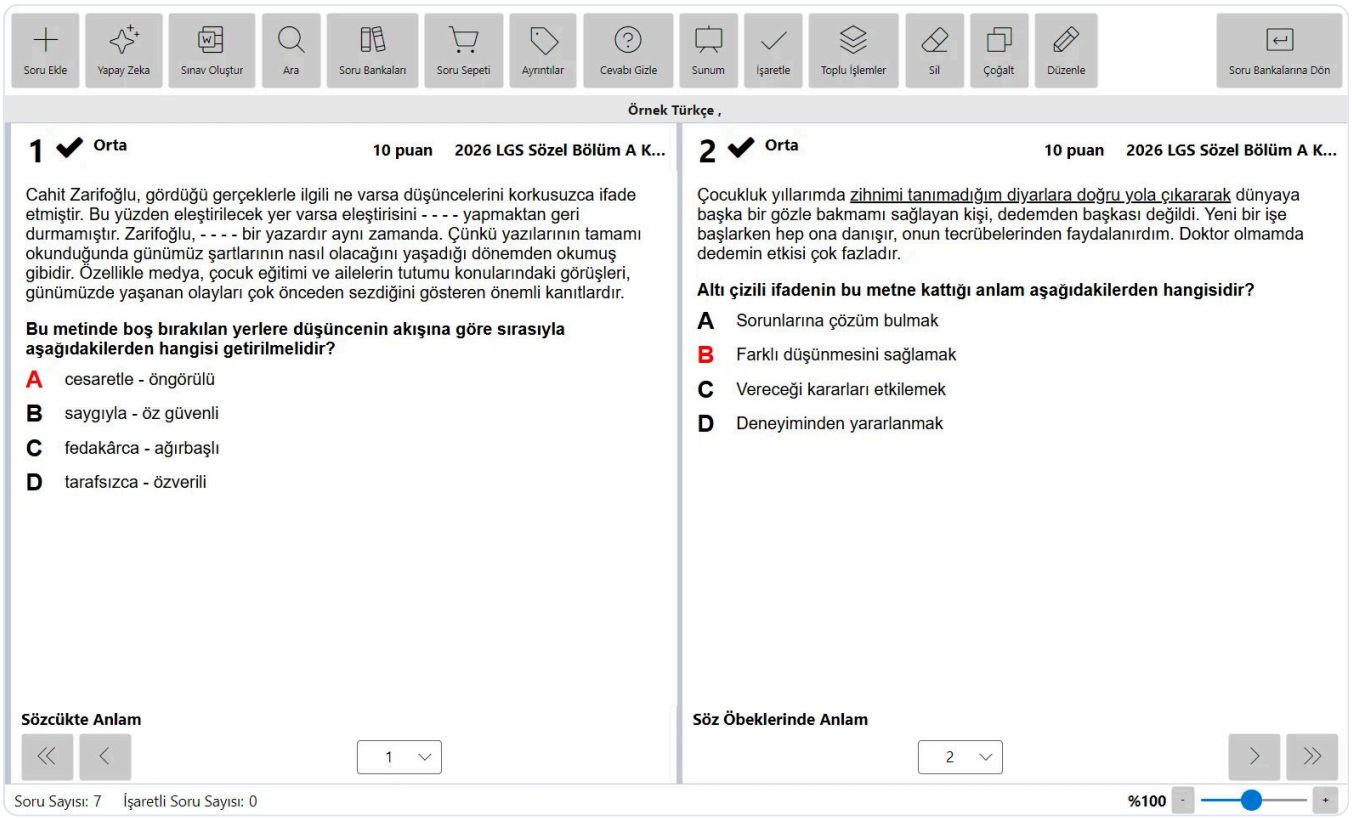


Tip · In the preview, bold and underlined text is shown formatted, while formulas appear raw (e.g. `\(x^2\)`); in the bank and on the exam paper they are printed as formulas.

7 Add the selected questions to the bank

The **Source** box in the same step shows the source written to the questions (the suggestion is the name of the booklet or the PDF); **Difficulty** is given to all questions being added. If **Link topics** and **Link learning outcomes** are ticked, the topics and outcomes written by the assistant are linked to the records with the same name in your bank, or added to the list if there are none.

Untick the questions you do not want (**Select All** / **Select None** select in bulk) and click **Add to Bank**. When you add all of them the window closes by itself and the questions appear in the bank. If you added only some, the added ones drop out of the list and you can keep working with the rest.



COMMON ISSUES

It says "No questions found".

The text you pasted contains no questions in HazırTest format. Make sure you copied the assistant's code block in full; if the assistant broke the format, remind it to follow the instructions and ask for the block again.

Some question numbers are missing.

The missing numbers are listed above the list of parts in **2. Import the Result**. Just ask the assistant for those questions and paste the new block: the questions fall into place by number, and if the same number comes twice the last one is kept.

Part of a figure is cut off, or question text got into the figure.

Assistants give the position of a figure only roughly. Select the figure in the preview and draw the box again by dragging over the right area on the page.

The questions came without answers.

If the PDF has no answer key, the assistant does not make answers up; the questions are added without an answer. You can choose the correct option one by one in the preview, or enter them all later in the question bank with **Bulk Actions → Import answer key…**.

Is my PDF sent to HazırTest or anywhere else?

The PDF goes only to the AI assistant you upload it to and is subject to that service's rules. HazırTest does not send the PDF to any server; it cuts the figures on your computer. Only convert documents you are allowed to use.

QUESTION BANKS

Writing questions with formulas and images

Most mathematics and science questions cannot be written as plain text: they need fractions, roots, exponents, figures, graphs or tables. On HazırTest's question editing screen formulas are added in LaTeX notation, but you do not have to memorise it; the ready-made palette and the visual formula window write the pattern for you. You can pick an image from your computer or capture it straight from a PDF, book or web page on screen. This topic explains how to use formulas, images and tables in the question stem and in the options.

Video (in Turkish): https://youtu.be/3dK2O8xeyjw

BEFORE YOU START

- An open question bank (see Creating a question bank and adding questions).

1 Open the question editing screen

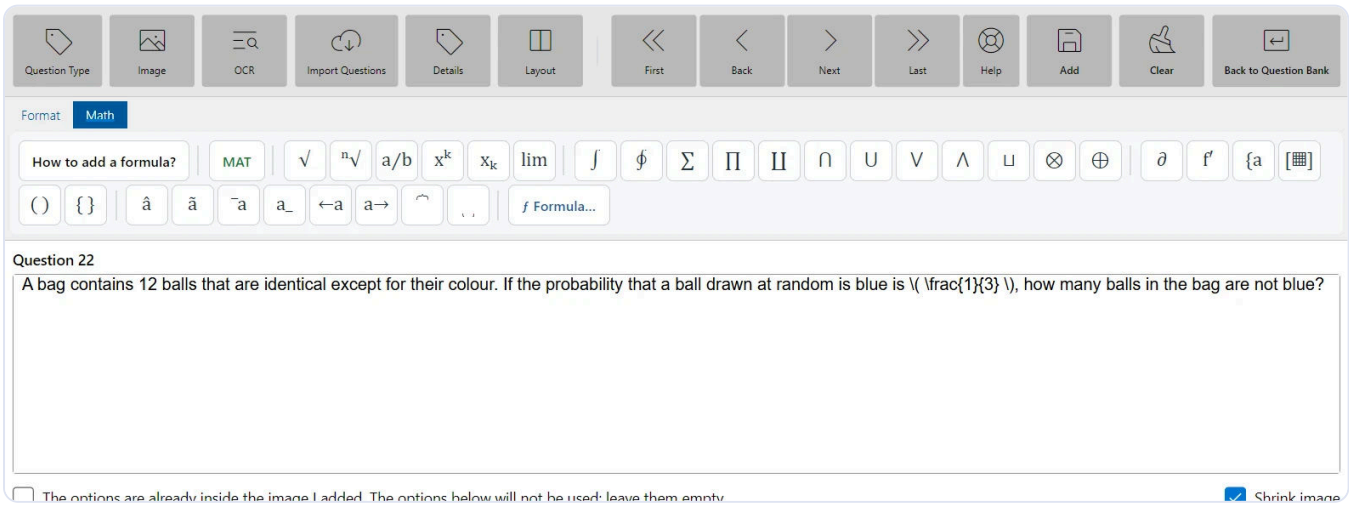
Open the question bank and click **Add Question**; to change an existing question, select it and press the edit button. At the top are the editors for the question stem, below them those for the options. The tool strip above the editors has two tabs: **Format** and **Math**.

Formulas, images and tables can be used both in the stem and in the options. The buttons always insert into **the editor where the cursor is**; first click where you want to insert.

2 Insert a formula with the Math palette

Switch to the **Math** tab. A formula is written inside the question between two special markers; the green **MAT** button inserts these delimiters. Then put the cursor inside the delimiters and choose the symbol from the palette: square root, n-th root, fraction, exponent, subscript, limit, integral, sum, derivative, matrix, vector and more.

Each button inserts a ready-made pattern; the letters a, b, n, x, k in the pattern are placeholders. Replace them with your own numbers. For example the fraction button inserts \frac{a}{b}; for 3/4 type 3 instead of a and 4 instead of b.

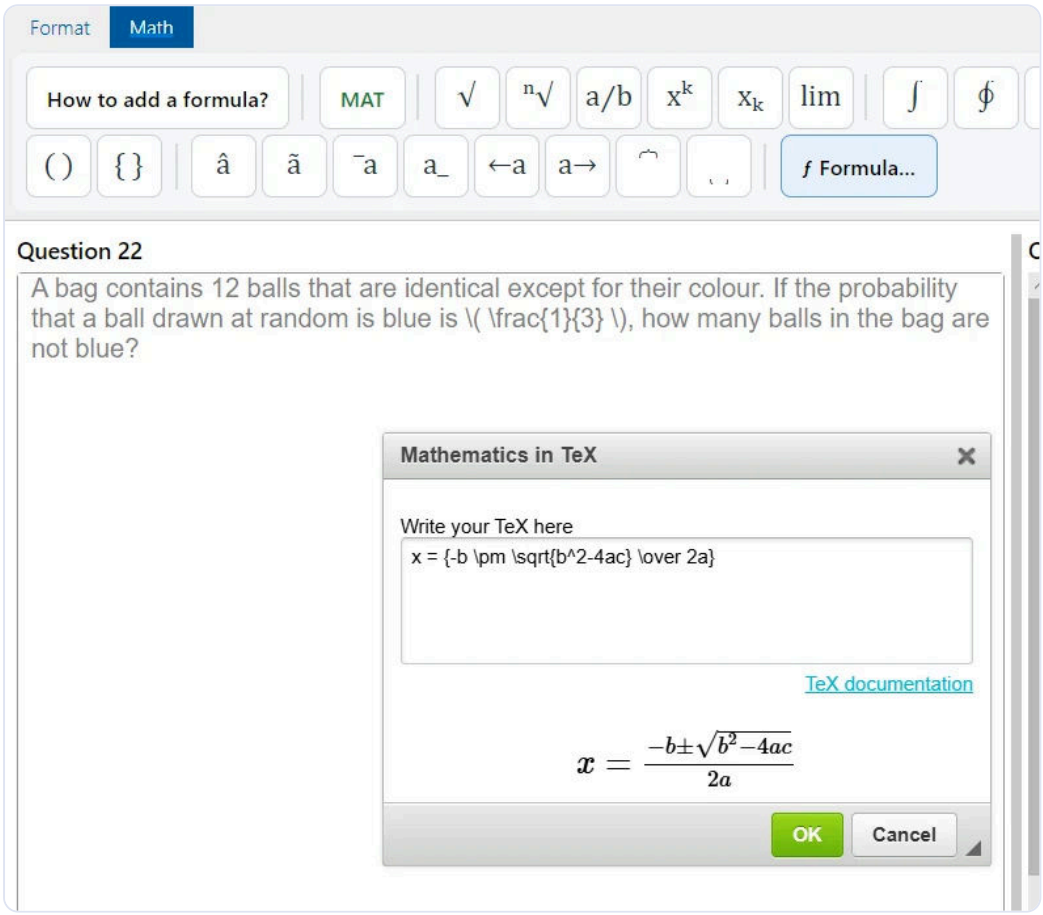


Tip · The **How to add a formula?** button at the start of the palette opens a small help window that explains these steps with an example.

3 Or use the visual formula window

First click where the formula should go, then press the blue **ƒ Formula…** button at the end of the palette. The **Mathematics in TeX** window opens: as you type the expression in the box, the real appearance of the formula appears below. When you click **OK** the formula is placed in the editor together with its delimiters; you do not need to press MAT separately.

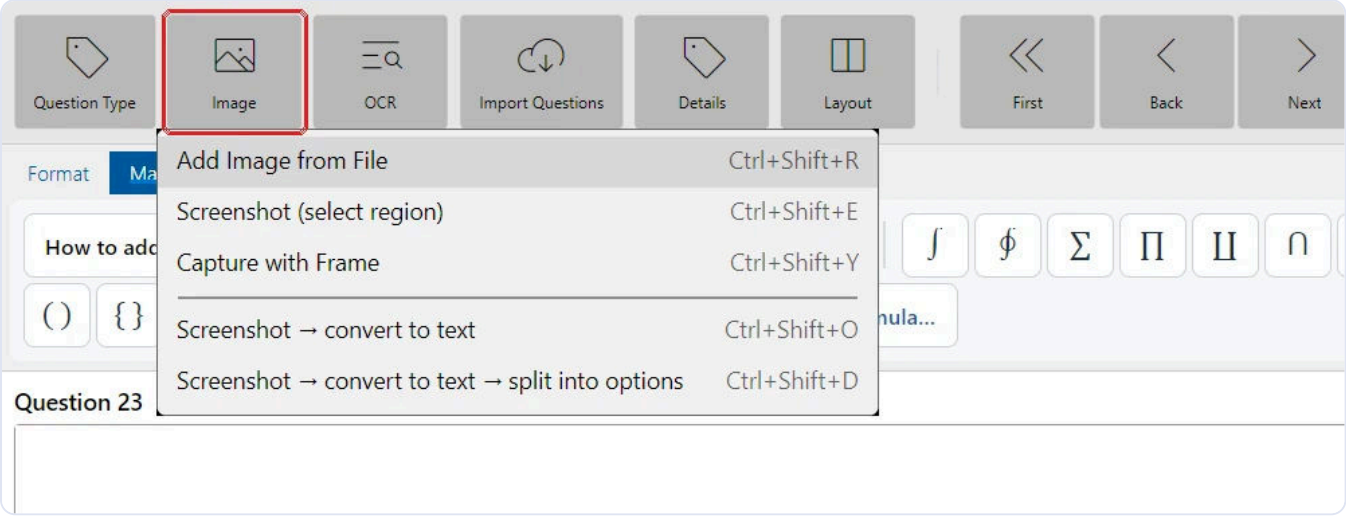
In the editing area the formula stays as plain text (e.g. \(\sqrt{44} \)). It takes its real appearance in the question bank preview, in print and in the test sent to students.



4 Add an image

The **Image** button on the toolbar opens a menu:

- **Add Image from File** — choose an image file on your computer (Ctrl+Shift+R).
- **Screenshot (select region)** — the screen darkens and the region you draw a rectangle around with the mouse is added to the editor (Ctrl+Shift+E). The quickest way to take a figure from an open PDF or a chart from a web page.
- **Capture with Frame** — a movable frame opens on the screen; you move it over the figure and capture. Because the frame stays open, taking several figures in a row is easy (Ctrl+Shift+Y).



Tip · Images are embedded in the question bank; deleting the image file later or moving the bank to another computer does not break the question.

5 Convert a question on screen to text

The same menu has two more options. **Screenshot → convert to text** reads the region you select with text recognition (OCR) and inserts it into the editor as text. **Screenshot → convert to text → split into options** goes one step further: it distributes the recognised text into the question stem and options A, B, C… by itself.

Because the converted question is real text rather than an image, it can be corrected, searched and its options shuffled later. Lines with formulas may get garbled during text recognition; check those parts and rewrite them as formulas if necessary.

6 Tick the box if the options are inside the image

If you added the question together with its stem and options as a single image, you do not need to type the options separately. Tick the **The options are already inside the image I added** box under the question editor and choose the number of options in the image from the list that appears just to its left. The option boxes stay empty; you still mark the correct answer.

When the **Shrink image** box next to it is on, the added image is reduced to the width of a single column in Word; this prevents the image from overflowing the page on two-column papers. This choice is remembered, so you do not need to tick it for every question.

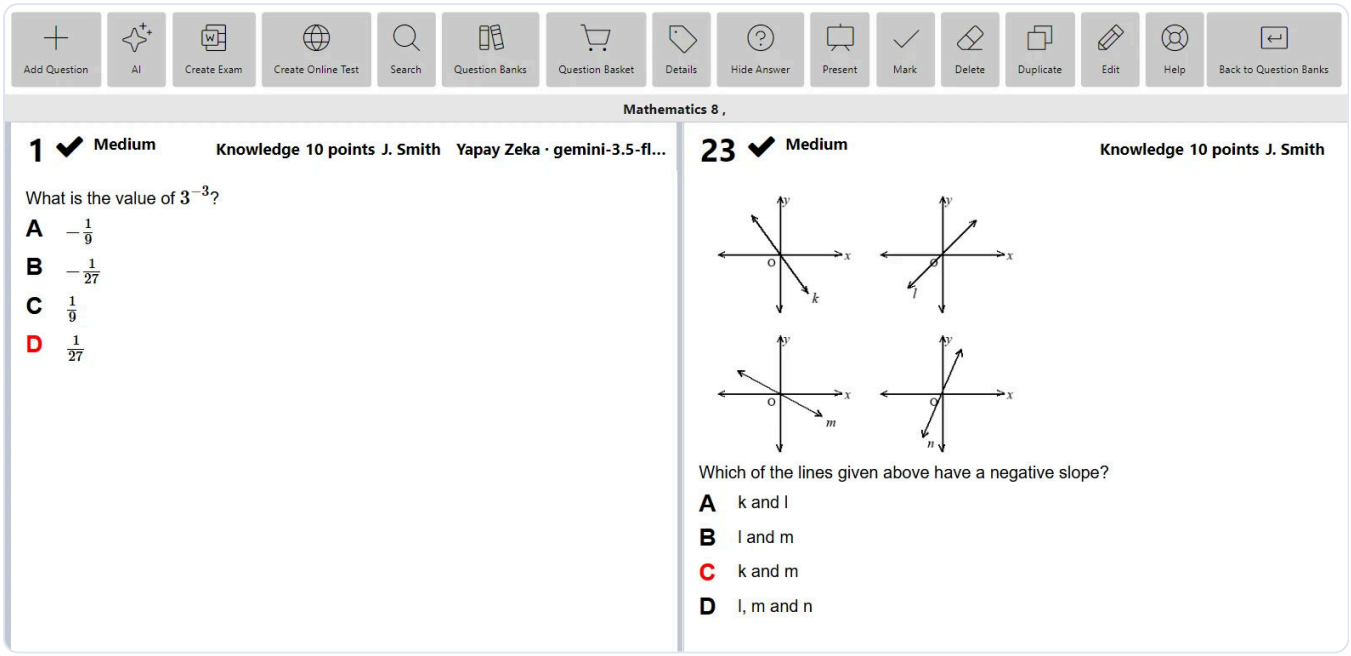
7 Add tables and text formatting

The **Table** button on the **Format** tab asks for the number of rows and columns and inserts the table; you can type text, formulas and images in the cells. The same tab has bold, italic, underline, superscript and subscript (x^2, x_2), numbered lists, alignment, text colour and size.

Simple superscripts and subscripts such as chemical formulas do not need formula delimiters: select the 2 in H_2O and press the subscript button. For Arabic or Persian text, the **RTL** button switches the writing direction to right-to-left.

8 Check in the preview and save

Save the question with **Add** (**Change** for an existing question). When you go **Back to Question Bank**, the question card shows formulas with their real appearance and images in place; the Word output prints exactly the same.



COMMON ISSUES

On the editing screen the formula shows as text like \(\frac{1}{2} \).

That is normal: the editor keeps the formula as text. It appears as a fraction in the question bank preview and in the Word output. If it still shows as text in the preview, one of the delimiters is missing or there is a typo inside the formula.

I press a palette button but the formula does not work.

The palette inserts the pattern where the cursor is. If the pattern landed outside the MAT delimiters, it stays as plain text. Press MAT first, put the cursor between \(and \), then choose from the palette — or use the ƒ Formula… window.

There is no Screenshot option on macOS.

On macOS, Capture with Frame is used instead of a region screenshot; move the frame over the figure and capture.

The image overflows the page in Word.

Turn on Shrink image while editing the question, or tick Limit Image Width in Questions on the Other tab of the Create Exam panel and give the width in pixels; the latter applies to all questions.

Capturing questions from a PDF one by one takes long.

You can import a whole PDF or Word file in one go: Import Questions → Bulk Add Questions (see Importing questions from PDF and Word).

QUESTION BANKS

Creating parametric (variable) questions

In a parametric question you write parameters instead of fixed numbers: 'a rectangle with sides a cm and b cm…' instead of 'a rectangle with sides 4 cm and 7 cm…'. You define once which range the parameters are drawn from and how the correct answer is calculated; HazırTest samples the question with new numbers every time it is printed. Booklets A and B, class-specific papers, encrypted test sessions and the students taking an online test all see the same question with different numbers — copying from the next desk stops making sense. The answer key and optical scanning are not affected. This topic explains every option of a parametric question with examples.

BEFORE YOU START

- HazırTest 4.0.30 or later. Per-student values in online tests also need a test published with this version. The "Parametrik Sorular" (Parametric Questions) sample bank under Question Banks contains ready-made questions for every method.
- An open question bank (see Creating a question bank and adding questions). Knowing how to write formulas helps: Writing questions with formulas and images.

1 The key idea first: the correct answer is an OPTION, not a number

In a parametric question you also write the options as formulas. In a question asking for the area of a rectangle, the correct option is `[[a*b]]` and the distractors are formulas such as `[[2*(a+b)]]` and `[[a+b]]`. The numbers change with every print, but the correct answer always stays in the same option: if you wrote `[[a*b]]` in option A, the answer is A on every paper (if the options are shuffled across booklets, it is whatever that booklet's own key says).

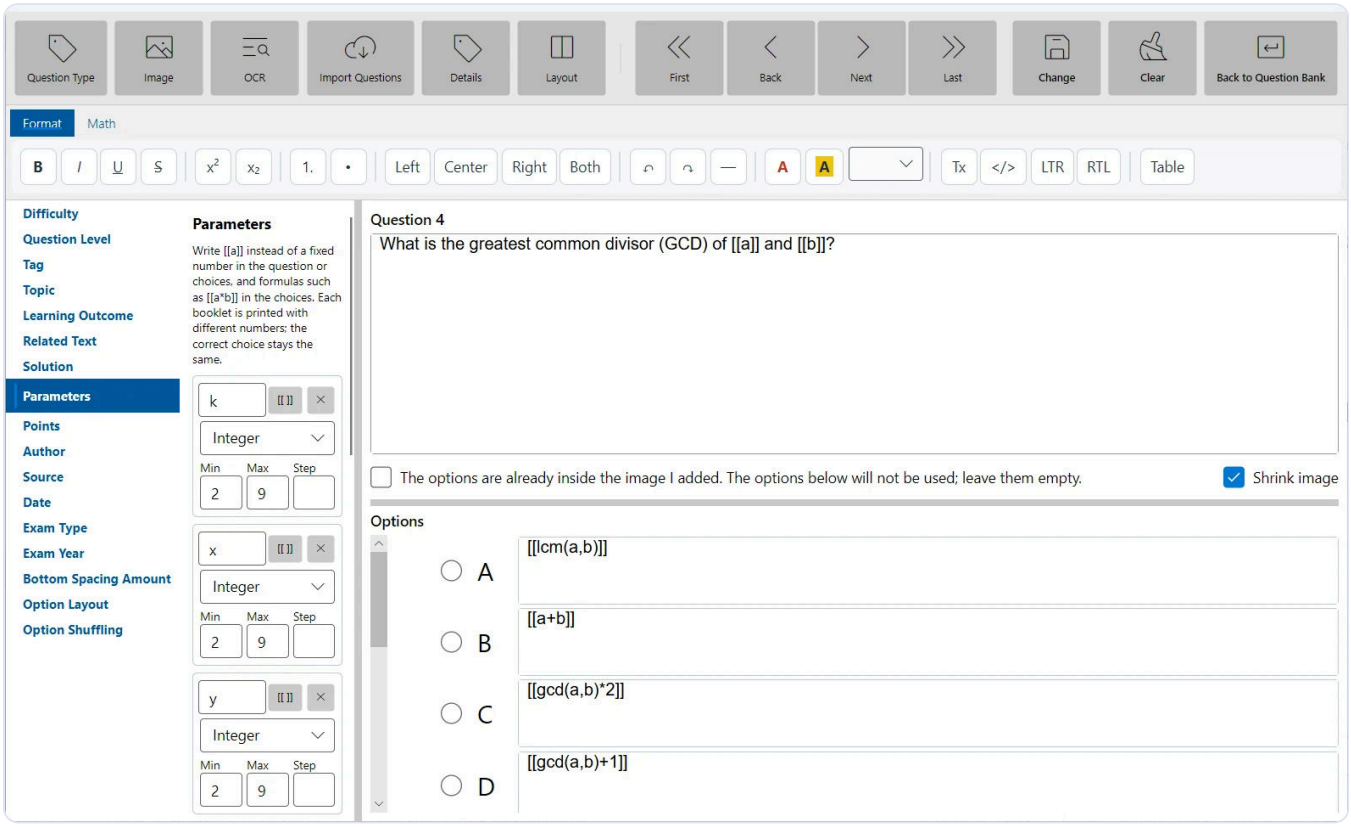
That is why the answer key, booklet shuffling, the optical form and optical scanning work unchanged with parametric questions. All the teacher has to do is set the question up correctly once.

Option	What you write	One student's paper (a = 6, b = 9)	Another student's paper (a = 4, b = 11)
Question stem	What is the area, in cm², of a rectangle with sides `[[a]]` cm and `[[b]]` cm?	… 6 cm and 9 cm …	… 4 cm and 11 cm …
A ✓	`[[a*b]]`	54 ✓	44 ✓
B	`[[2*(a+b)]]`	30	30
C	`[[a+b]]`	15	15
D	`[[a*b+a]]`	60	48
E	`[[a*b-b]]`	45	33

2 Open the Parameters tab

In the question bank click **Add Question** (to convert an existing question, open it for editing). The **Details** button on the toolbar opens the panel on the left; switch to its **Parameters** tab.

The **Add parameter** button adds a new row and names it with the next free letter (a, b, c…). Each row has the parameter's **Name**, its type and value fields that depend on the type; the ✕ button at the right end of the row removes the parameter.



3 Choose the parameter type

There are four types. The value fields change with the type:

Type	Fields to fill	Example definition	Values it can take
Integer	**Min**, **Max**, **Step** (1 if empty)	Min 2, Max 12	2, 3, 4, … 12
Integer	With a step	Min 100, Max 1000, Step 50	100, 150, 200, … 1000
Decimal	**Min**, **Max**, **Step** (required)	Min 0.5, Max 3, Step 0.5	0.5 · 1 · 1.5 · 2 · 2.5 · 3
List	Values separated by `;`	`Alice; Bob; Carol; Dave`	One of these four names
List	Numbers can be listed too	`10; 15; 20; 25; 30`	One of these five numbers (usable in calculations)
Formula	An expression using earlier parameters	`a*b`	The product of a and b — calculated, not drawn

Tip · You can type the number fields with a comma or a point (0,5 or 0.5). INSIDE formulas the decimal separator is always a point: `[[a*1.5]]`.

4 Rules for parameter names

A name starts with a letter or an underscore and continues with letters, digits and underscores; it has at most 30 characters and is case-sensitive (`a` and `A` are two different parameters). Non-English letters are allowed: `çap`, `side_1`, `hız` are valid names. A question can have at most 20 parameters and 20 constraints.

Function and operator names cannot be parameter names: `and`, `or`, `not`, `true`, `false`, `pi`, `sqrt`, `abs`, `round`, `floor`, `ceil`, `min`, `max`, `gcd`, `lcm`, `isPrime`, `isInt`, `fact` and their Turkish equivalents (`ve`, `veya`, `degil`, `dogru`, `yanlis`, `kok`, `mutlak`, `yuvarla`, `taban`, `tavan`, `ebob`, `ekok`, `asalMi`, `tamMi`, `faktoriyel`).

5 Write placeholders in the question text

Where the number should appear, write the parameter's name between double square brackets: `[[a]]`. Or press the `[[ ]]` button on the row; the placeholder is inserted into the editor you clicked last (the question stem or an option).

The brackets can hold a calculation, not only a name: `[[a+b]]`, `[[2*a]]`, `[[a^2]]`. Placeholders work in the question stem, the options, the answer box of an open-ended question and the solution text.

They also work INSIDE a formula: `\(x^2 - [[a+b]]x + [[a*b]] = 0\)` is printed as a valid equation in every sample. Why double square brackets instead of curly braces? Formulas are full of curly braces (`\frac{a}{b}`); `[[a]]` never clashes with them.

Tip · Type a placeholder in one piece. If you apply bold or italic to part of it, the editor splits it and saving warns 'A placeholder is incomplete or split by formatting'; remove the formatting and retype it.

6 Operators you can use in calculations

The same rules apply inside placeholders, Formula-type parameters and constraints:

Operator	Meaning	Example	Result (a = 7, b = 3)
`+` `-`	Addition, subtraction	`[[a+b]]` `[[a-b]]`	10 · 4
`*` `×` `·`	Multiplication	`[[a*b]]`	21
`/` `÷`	Division	`[[a/b]]`	2.3333333333
`%`	Remainder	`[[a%b]]`	1
`^`	Power (right-associative)	`[[a^2]]` `[[2^3^2]]`	49 · 512
`( )`	Grouping	`[[(a+b)*2]]`	20
`-` **(leading)**	Negation	`[[-a]]`	-7

Tip · Precedence is as in mathematics: powers first, then multiplication/division, then addition/subtraction. `-2^2` is -4; write `[[(-2)^2]]` for (-2)².

7 Functions you can use

Both the English and the Turkish function names work:

Function	What it does	Example	Result
`sqrt(x)` · `kok(x)`	Square root	`[[sqrt(81)]]`	9
`kok(x, n)`	n-th root	`[[kok(27, 3)]]`	3
`abs(x)` · `mutlak(x)`	Absolute value	`[[abs(-5)]]`	5
`round(x)` · `yuvarla`	Nearest integer (halves round up)	`[[round(2.5)]]`	3
`round(x, n)`	To n decimal places	`[[round(1.2345, 2)]]`	1.23
`floor(x)` · `taban`	Round down	`[[floor(2.7)]]`	2
`ceil(x)` · `tavan`	Round up	`[[ceil(2.1)]]`	3
`min(…)` · `max(…)`	Smallest / largest	`[[max(4, 9, 2)]]`	9
`gcd(a, b)` · `ebob`	Greatest common divisor	`[[gcd(12, 18)]]`	6
`lcm(a, b)` · `ekok`	Least common multiple	`[[lcm(4, 6)]]`	12
`fact(n)` · `faktoriyel`	n! (n at most 20)	`[[fact(5)]]`	120
`isPrime(n)` · `asalMi`	Is it prime? (in constraints)	`isPrime(a)`	true / false
`isInt(x)` · `tamMi`	Is it an integer? (in constraints)	`isInt(a/b)`	true / false
`pi`	The number π	`[[2*pi*r:2]]`	31.42 for r = 5

8 Choose how the number is written (formats)

Add a colon and a format at the end of the placeholder to decide how the number appears on paper:

Syntax	What it does	Value	On paper
`[[x]]`	Default: up to 10 decimals, trailing zeros dropped	2.50	2.5
`[[x:2]]`	At most 2 decimals (rounded)	1.2345	1.23
`[[x:0]]`	Round to an integer	7.6	8
`[[x:kesir]]`	Simplified fraction (`:frac` works too)	0.75	3/4 — with a real fraction bar inside a formula
`[[c:isaretli]]`	Always signed (`:sign` works too)	-3 · 4	- 3 · + 4

9 Decimal separator, fraction and sign details

How the formats behave on paper:

- **The decimal separator** follows the interface language: 2.5 is printed with the English interface, 2,5 with the Turkish one. For online tests the test's language applies.
- Use the **fraction** format inside a formula so it is printed with a real fraction bar: `\([[a/b:kesir]]\)` → ¾. Outside a formula it is written as 3/4. If the result is an integer, the number itself is written instead of a

fraction.

- The **signed** format is handy in equations: `\(x [[c:isaretli]]\)` prints x - 3 for c = -3 and x + 4 for c = 4. No ugly 'x + -3'.
- A negative number that follows an operator is put in parentheses automatically: `x + [[c]]` → x + (-3).

10 Rule out unwanted values with constraints

Some value combinations spoil the question: a 'rectangle' with equal sides, an average that is not an integer, a negative angle… Write one condition per line in the **Constraints** box; values that do not satisfy it are discarded and drawn again.

Constraint	Meaning
`a != b`	a and b must differ (`≠` works too)
`a * b < 100`	The product must be below 100 (`<`, `<=`, `>`, `>=`, `≤`, `≥`)
`a == 2 * b`	a must be twice b (`=` works too)
`isInt((a+b+c)/3)`	The average must be an integer
`a + b < 160`	Two angles of a triangle must not exceed 160°
`gcd(x, y) == 1`	x and y must be coprime
`isPrime(p)`	p must be a prime number
`a > b and b > c`	Both conditions (`and` · `ve` · `&&`)
`a == 1 or a == 4`	Either condition (`or` · `veya` · `||`)
`not(a == b)`	The opposite of a condition (`not` · `değil` · `!`)
`m != "apple"`	Text comparison for a List parameter (in quotes)

Tip · You do NOT need a constraint to keep the options different: if two options come out equal (for a = b = 2 both `[[a+b]]` and `[[a*b]]` give 4), those values are discarded automatically. At most 200 draws are tried per question; if none works, generation stops and says why.

11 Build a question 'backwards' with a Formula parameter

Sometimes the number shown in the question has to be derived from the answer. In an equation question, if you choose the answer (x) first and build the equation from it, the answer is always an integer:

- Question: Which value of x satisfies `\([[a]]x + [[b]] = [[c]]\)`?
- Options: `[[x]]` ✓ · `[[x+1]]` · `[[x-1]]` · `[[2*x]]` · `[[x+2]]`
- One sample: 7x + 6 = 76 → the correct option is 10.

Name	Type	Definition
`x`	Integer	Min 3, Max 15 (the answer — not shown in the question)
`a`	Integer	Min 2, Max 9

Name	Type	Definition
`b`	Integer	Min 1, Max 20
`c`	Formula	`a*x+b`

Tip · A Formula parameter can only use parameters defined BEFORE it; order the rows accordingly. The same approach works for a square root question: choose k, let n = `k*k`, and ask for √n.

12 Give values that belong together as a table (Value rows)

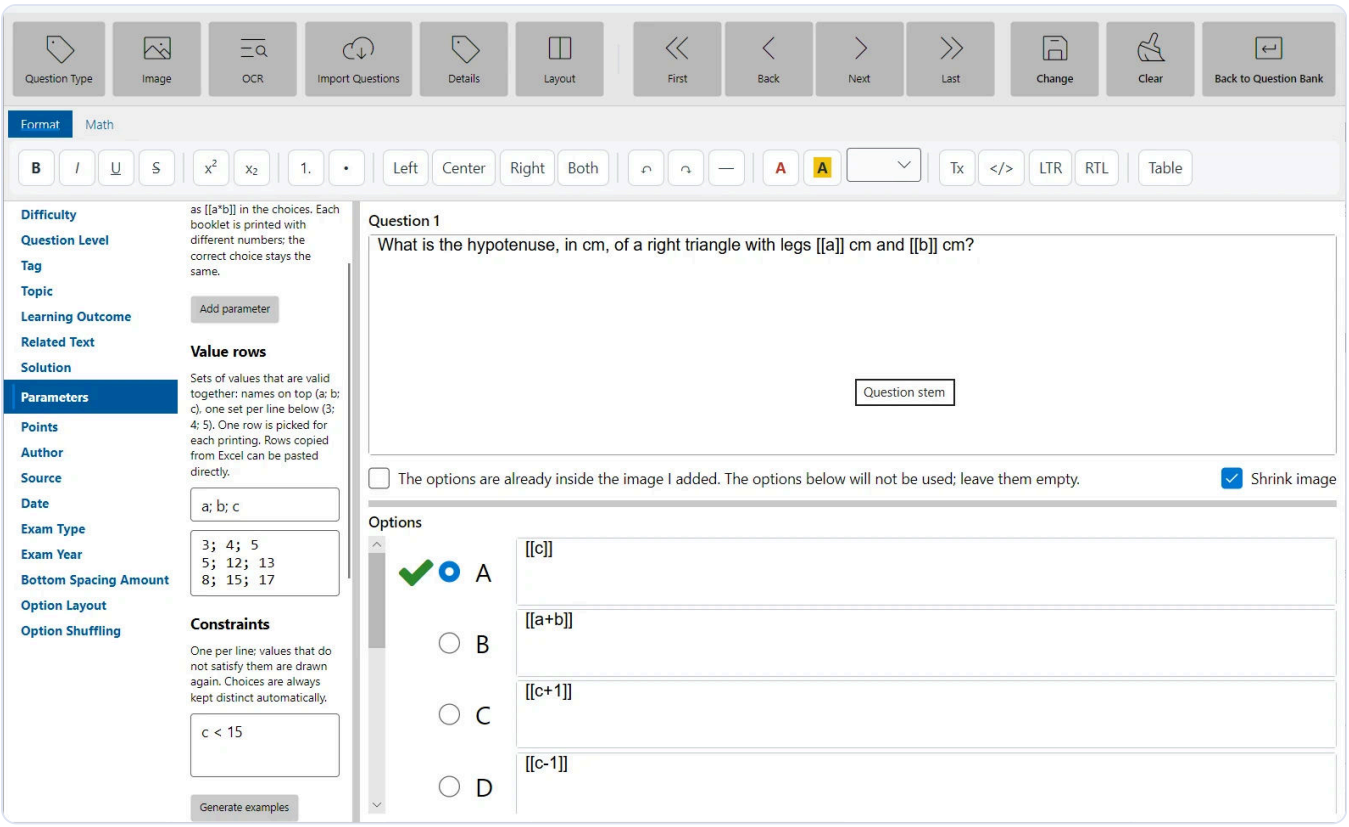
In some questions the valid numbers are not a range but sets that fit each other: the sides of a right triangle (3-4-5, 5-12-13…), distance–time pairs that divide evenly, a city and its population. These are hard to describe with ranges and constraints; in the **Value rows** section you simply write them down.

Type the column names in the upper box, separated by `;` (`a; b; c`). In the lower box each line is one set; the cells are again separated by `;` (`3; 4; 5`). A single ROW is picked for each print and all its values are used together — a mixed set such as 3-12-17 is never printed. Rows copied from Excel can be pasted straight into the lower box.

Column names are used like ordinary parameters: in placeholders (`[[a]]`), in Formula-type parameters (`a*b/2`) and in constraints (`c < 15`). A cell can hold a number or text; use a point in decimals (`2.5`).

- Every row must have as many cells as there are columns; a row with a missing or empty cell is reported on saving as 'Invalid parameter definition: Row 2'.
- At most 200 rows can be written. The columns count towards the limit of 20 parameters per question.
- A table and ordinary parameters can be used together: the table columns are always evaluated first, so Formula-type parameters can see them.

Box	What you write	Meaning
Column names	`a; b; c`	Three parameters: a, b and c
Rows	`3; 4; 5`	First set
	`5; 12; 13`	Second set
	`8; 15; 17`	Third set
Question	What is the hypotenuse, in cm, of a right triangle with legs `[[a]]` cm and `[[b]]` cm?	5 and 12 on one paper, 8 and 15 on another
Options	`[[c]]` ✓ · `[[a+b]]` · `[[c+1]]` · `[[c-1]]`	The correct option is in the same place on every paper

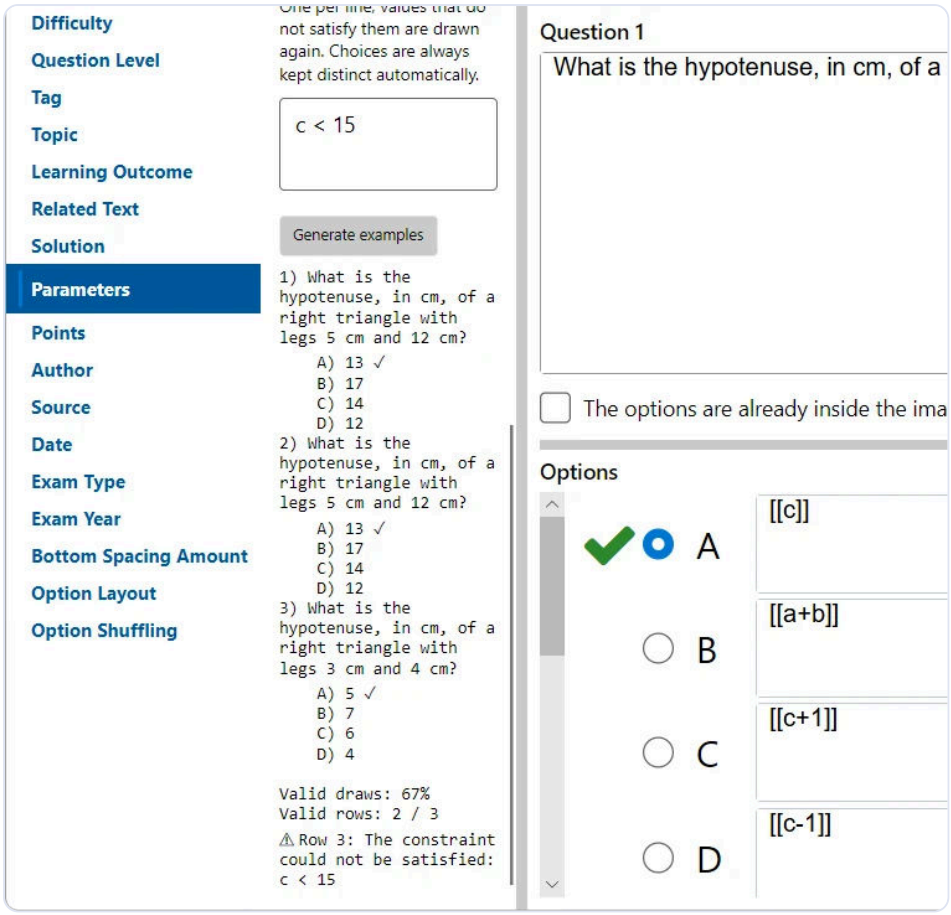


Tip · You can add a text column too: with the names `city; population` and the rows `Ankara; 5800000` and `Izmir; 4500000`, a city is always picked together with its own population.

13 Check the value rows one by one

For a question with a table, **Generate examples** tries the rows one by one and writes **Valid rows: 2 / 3** below the samples. The reason is listed for every row that cannot be printed: which constraint failed or which two options came out the same. In the question shown, the constraint `c < 15` rules out the third row (8; 15; 17).

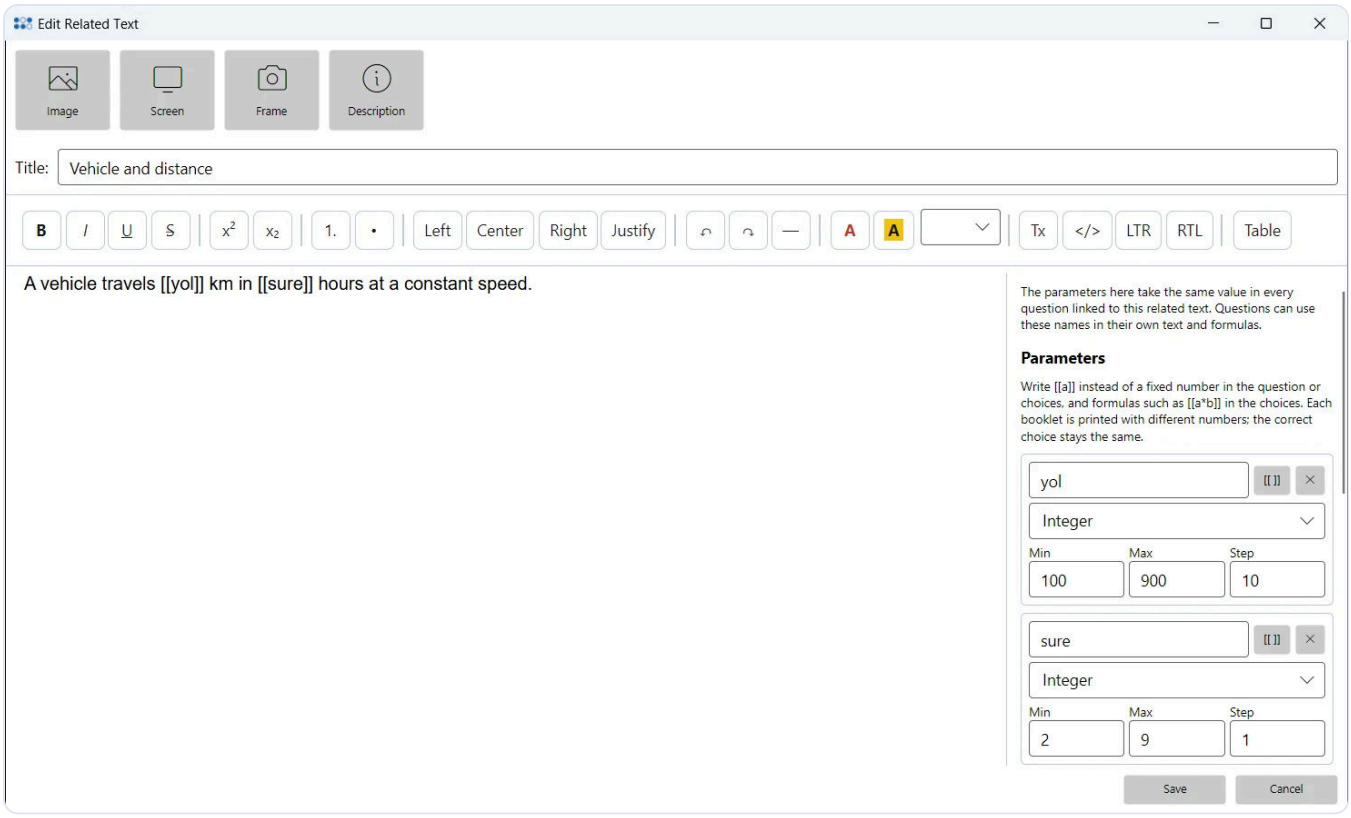
An invalid row does not block saving; it is skipped during generation and one of the remaining rows is picked. If no row is valid, the question cannot be printed.



14 Give parameters to a related text (passage): one set of data, several questions

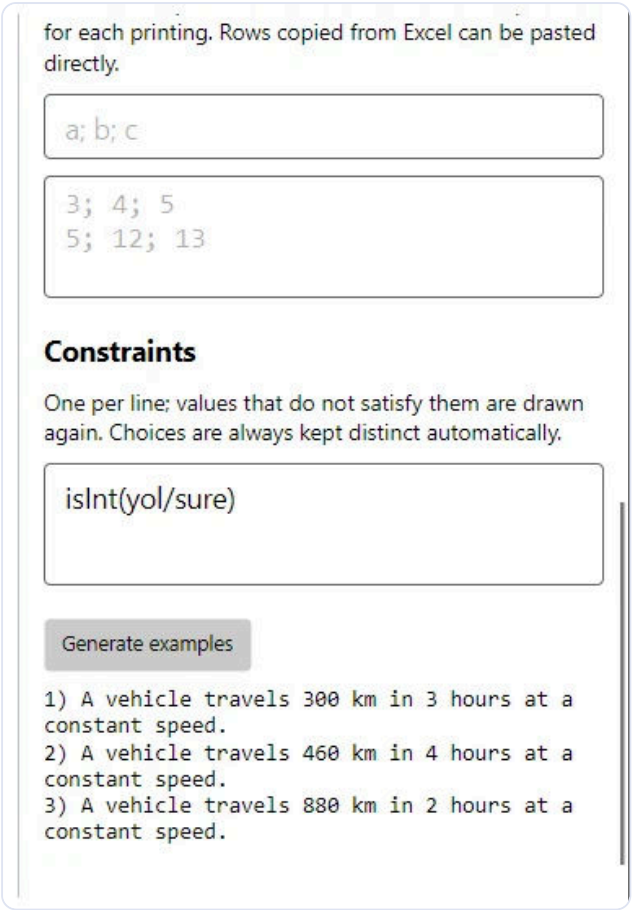
In groups such as 'Answer the 3 questions below according to the information given', the numbers are in the shared text and every question must see the SAME numbers. To do that you define the parameters on the related text itself, not on a question (for related texts see Reading passage questions (related text)).

The **Edit Related Text** window has the same **Parameters** panel on its right. Define the parameters, value rows and constraints there and write the placeholders in the text: 'A vehicle travels `[[yol]]` km in `[[sure]]` hours at a constant speed.'



15 Sample the related text and check

Scroll the panel down and press **Generate examples**: the text is written with three different sets of values. If you wrote a constraint (`isInt(yol/sure)` in the picture — so that the speed is an integer), every sample satisfies it. Close the window with **Save**.



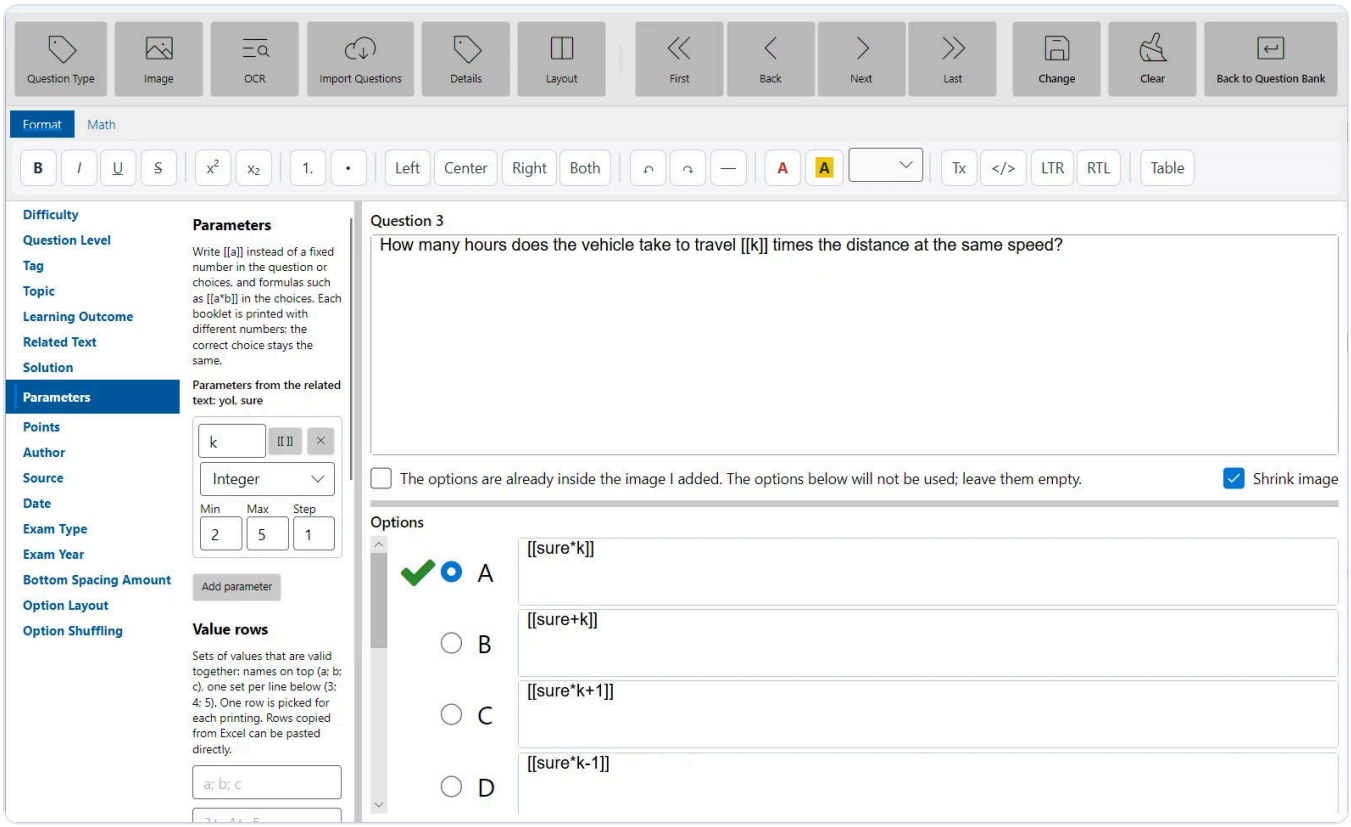
16 Use the text's parameters in the linked questions

Questions linked to this text use its parameters as if they were their own: in the question stem, the options, their own Formula parameters and their constraints. A question can also define parameters of its own.

- You cannot define the same name both on the text and on a question; the warning 'Invalid parameter definition: yol' appears. Give the question's parameter another name.
- If a question's constraint or options do not work with the values chosen for the text, the text's values are drawn again and ALL the questions of the group are rebuilt with the new values; two questions never look at the same text with different numbers.
- When you press **Generate examples** on the question editing screen, the line 'Parameters from the related text: yol, sure' appears at the top of the tab; the examples also show the text in square brackets.
- Per-booklet values, per-student values on class-specific papers, per-session values in encrypted tests and per-student values in online tests all apply here too: in each of them the text and the questions linked to it change together.

Where	What you write	On one paper
Related text	A vehicle travels `[[yol]]` km in `[[sure]]` hours at a constant speed.	… 360 km in 4 hours …
The text's parameters	yol: Integer 100–900 step 10 · sure: 2–9 · constraint `isInt(yol/sure)`	yol = 360, sure = 4
Question 1	What is the vehicle's speed in km/h? → `[[yol/sure]]` ✓ · `[[yol/sure+10]]` · `[[yol-sure]]`	90 ✓ · 100 · 356

Where	What you write	On one paper
Question 2 (own parameter k: 2–5)	How many hours does it take to travel `[[k]]` times the distance at the same speed? → `[[sure*k]]` ✓ · `[[sure+k]]`	12 ✓ · 7 for k = 3

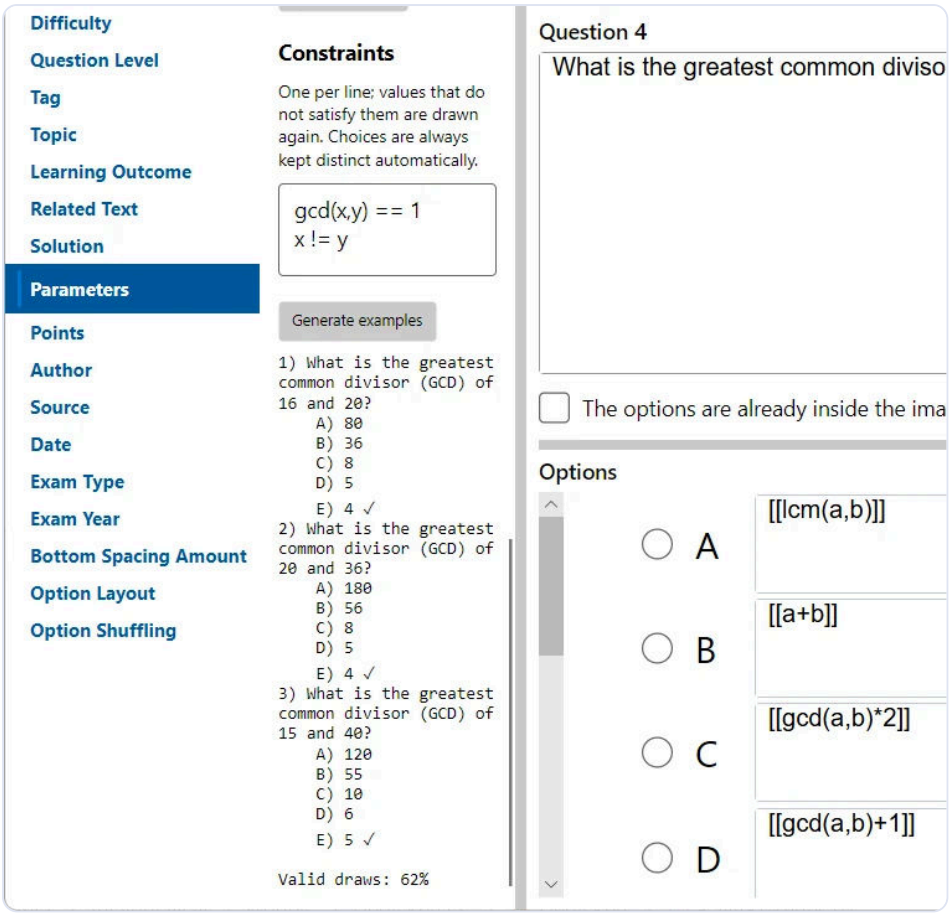


Tip · For 'according to the data in the table' questions, give the related text's parameters as Value rows: each row is a consistent set of data and every question sees that row.

17 Generate examples and check

The **Generate examples** button at the bottom of the tab produces three samples from the CURRENT text in the editors: the question stem and the options are written with numbers and the correct option is marked with ✓. Below them **Valid draws** shows what percentage of randomly drawn values satisfy all the constraints and keep the options different.

If the rate is below 10%, a 'constraints are very tight' warning appears: widen the ranges or relax the constraints. If a formula has an error (a missing parenthesis, an undefined name), the error is shown instead of the samples.



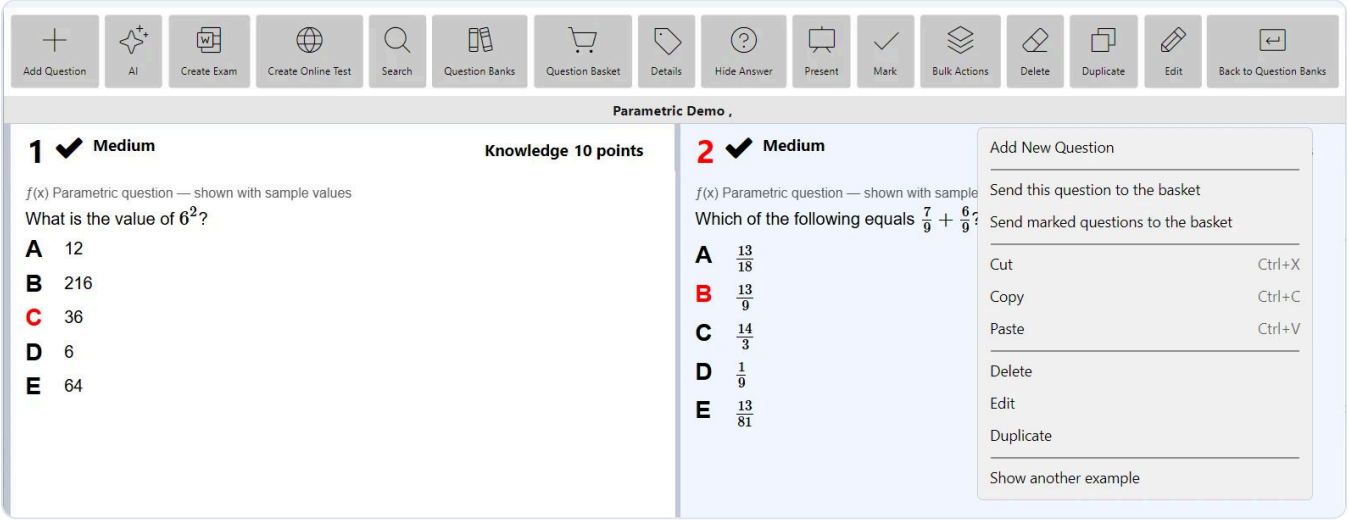
18 Save the question

Save with **Add** (**Change** for an existing question). Problems in the definition are reported before saving: if a number field cannot be read, saving stops; for a formula error, an unsatisfiable constraint or two options that always come out the same you are asked 'Save anyway?' — so you do not lose half-finished work. A question that is not fixed is never printed; generation stops with the same error.

19 See a sample in the question bank, ask for another

The question card shows a SAMPLE of the question with numbers; the top of the card says 'f(x) Parametric question — shown with sample values'. Right-click the question and choose **Show another example** to redraw the card with new numbers. The sample on the card is only a preview; the numbers printed on paper are chosen separately.

If the definition has an error, a red warning appears at the top of the card and the question is shown raw (with its placeholders).



20 In open-ended questions the answer and solution change too

In an open-ended question write placeholders in the answer box as well: question 'The number that is `[[e]]` more than `[[k]]` times a number equals `[[s]]`. What is the number?', answer `[[x]]` (with s as a Formula parameter `k*x+e`). Each booklet's own answer is printed in the answer file.

You can write placeholders in the solution text too: 'Area = `[[a]]` × `[[b]]` = `[[a*b]]` cm²'. The solution is sampled with the same numbers as the question (it is shown on the review screen of an encrypted test and in presentation mode).

Tip · In true/false questions the truth must NOT depend on the values: a statement like '`[[a]]` is a prime number' would be true in some samples and false in others, while the key is fixed. Pin such a question down with a constraint (`isPrime(a)`).

21 On paper: different numbers in every booklet

Generate the exam as usual (see Creating an exam, Creating multi-group exams (A/B/C/D)). Parametric questions are sampled separately for each booklet: booklets A and B print the same question with other numbers. The answer file and the filled optical form carry each booklet's own numbers and own key.

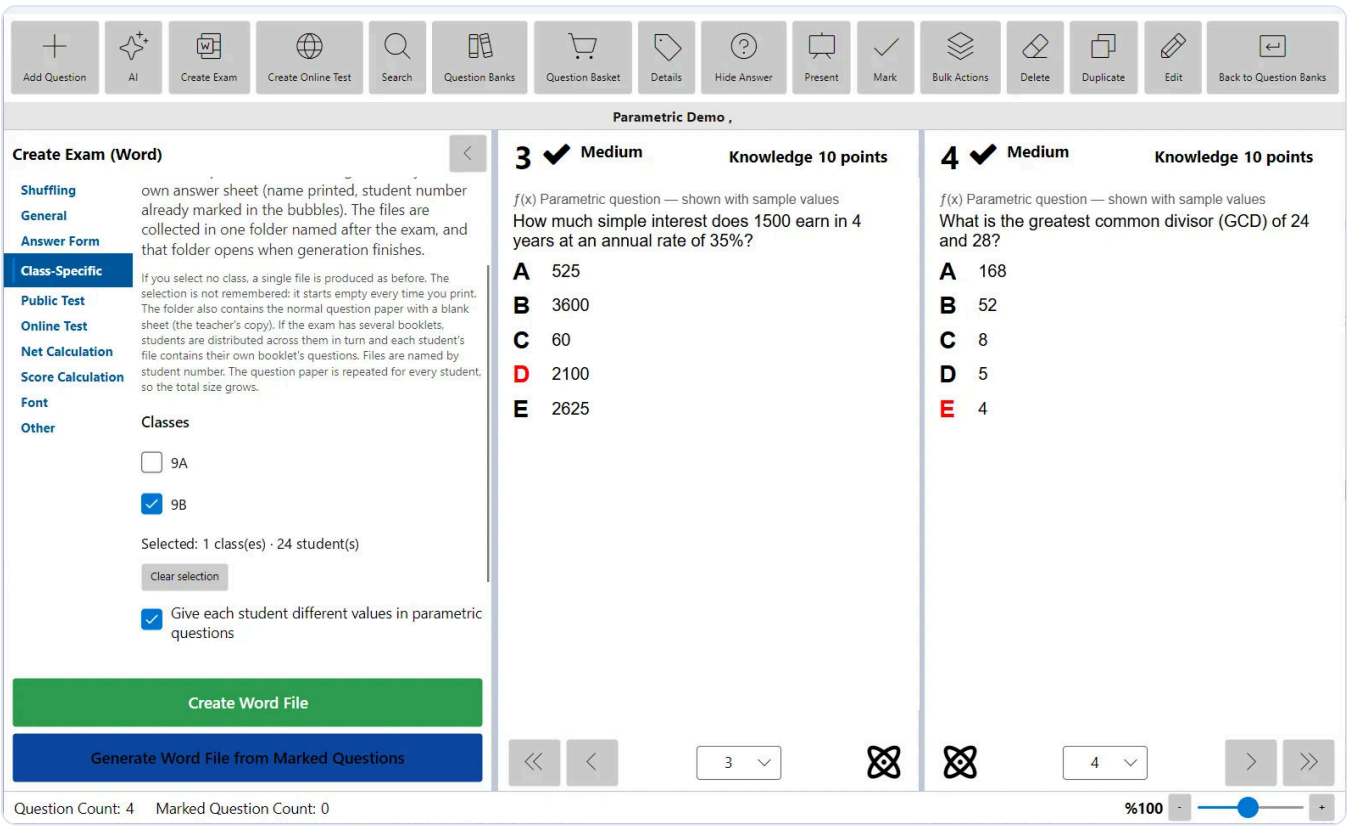
The numbers are derived from the booklet number: printing the same booklet again gives the same numbers. The question preview in Saved Answer Forms shows the numbers of the base (A) booklet.

The Create Exam panel tries the parametric questions and reports errors BEFORE a test is deducted from your quota. (In the Exam Wizard and in multi-subject mock exam generation the questions are chosen after the quota step, so errors are reported during generation.)

22 On class-specific papers: different numbers for every student

When you choose a class on the **Class-Specific** tab of the Create Exam panel, the **Give each student different values in parametric questions** box becomes available (see Exam papers with student names printed (class-specific)). If you tick it, each student's paper is printed with that student's own numbers; the numbers are derived from the booklet and the student number, so the same student gets the same numbers when you print the class again.

Because the correct option does not change, optical scanning scores as usual with the booklet's key. The booklet's answer file no longer carries the students' numbers, so a separate **Value List** document is produced: a table for each student — question number, that student's values and the correct answer (letter + the option itself; for open-ended questions, the answer itself). Use this list to mark open-ended questions.



23 In encrypted tests and online tests

The same question also changes per student in tests taken inside the app and online:

- **Encrypted test** (see Creating encrypted tests solved on screen): every time the test file is opened the questions are sampled with new numbers; a student who takes the test again sees other numbers. The review screen shows that session's numbers and solution. Older HazırTest versions can open the file; they show the fixed numbers from the moment it was generated.
- **Online test** (see Creating an online test): every student taking the test sees their own numbers; the result and review pages show the same numbers. Scoring is done on the server by option letter and is not affected by the numbers. The formulas are not sent to the student's browser.

24 Ready-made recipes

The questions below are common patterns for parametric questions. You can copy the definitions as they are:

Topic	Parameters and constraints	Question and correct option	Distractors
Shopping (list)	name: List `Alice; Bob; Carol` · f: Integer 15–60 step 5 · n: 3–9	`[[name]]` buys `[[n]]` notebooks at `[[f]]` each… → `[[f*n]]`	`[[f+n]]` · `[[f*n+f]]` · `[[f*n-f]]` · `[[2*f*n]]`

Topic	Parameters and constraints	Question and correct option	Distractors
Percentage	f: 100–1000 step 50 · p: List `10; 20; 25; 30`	A `[[p]]` % discount on a price of `[[f]]`… → `[[f*(100-p)/100]]`	`[[f*p/100]]` · `[[f-p]]` · `[[f*(100+p)/100]]`
Average	a, b, c: 10–60 · constraint `isInt((a+b+c)/3)`	The average of `[[a]]`, `[[b]]` and `[[c]]` → `[[(a+b+c)/3]]`	`[[a+b+c]]` · `[[(a+b+c)/3+1]]` · `[[(a+b+c)/2]]`
Adding fractions	b: 5–13 · a: 2–9 · c: 1–8 · constraints `a < b`, `c < a`	`\(\frac{[[a]]}{[[b]]} + \frac{[[c]]}{[[b]]}\)` → `\([[(a+c)/b:kesir]]\)`	`\([[(a+c)/(2*b):kesir]]\)` · `\([[(a-c)/b:kesir]]\)`
Decimals	a: Decimal 1.1–9.9 step 0.1 · b: 0.2–5.8	`[[a]]` + `[[b]]` → `[[a+b]]`	`[[a+b+1]]` · `[[a*b:2]]` · `[[a+b-0.1]]`
Probability	k, m: 2–12 · constraint `k != m`	`[[k]]` red and `[[m]]` blue balls… → `\([[k/(k+m):kesir]]\)`	`\([[m/(k+m):kesir]]\)` · `\([[k/m:kesir]]\)`
GCD	k, x, y: 2–9 · a = `k*x`, b = `k*y` (Formula) · constraints `gcd(x, y) == 1`, `x != y`	The GCD of `[[a]]` and `[[b]]` → `[[gcd(a,b)]]`	`[[lcm(a,b)]]` · `[[a+b]]` · `[[gcd(a,b)*2]]`
Physics (F = m·a)	m: 2–20 · a: 2–10	A mass of `[[m]]` kg… acceleration `[[a]]` m/s² → `[[m*a]]`	`[[m+a]]` · `[[m*a*2]]` · `[[m*a+10]]`

COMMON ISSUES

The paper or the preview shows the placeholder as it is.

The parameter is not defined or its name is spelled differently (names are case-sensitive). Check on the Parameters tab that the parameter exists and that its name matches the placeholder. Placeholders also show raw if the bank is opened in an older HazırTest version; parametric questions work in 4.0.30 and later.

I get the error 'Two choices came out the same (A = C)'.

Two options' formulas ALWAYS give the same result in the chosen range (for example the range has a single value or the formulas are identical). Widen the ranges, change one of the distractors or add a constraint. Options that coincide only occasionally are not a problem; those values are discarded automatically.

A 'constraint could not be satisfied' warning appears.

No values satisfying the constraints were found in 200 draws. Look at Valid draws under Generate examples; if it is very low, widen the ranges or relax the constraint (an isInt condition, for example, rarely holds in a narrow range).

The error 'Undefined name in formula'.

The formula uses a parameter that is not defined or a misspelt function name. A Formula-type parameter can only use parameters defined before it.

Should decimals be written with a point or a comma?

The number fields (Min, Max, Step) accept both. Inside formulas use a point (`[[a*1.5]]`); the comma separates function arguments. On paper the separator follows the interface language.

The words around the number do not fit every value.

Text around a placeholder is fixed while the number changes (a plural, an article, a suffix in some languages). Phrase the sentence so it fits any value: 'equals `[[s]]` ' rather than wording that depends on the number.

Numbers in a related text (passage) or inside an image do not change.

A related text does not change with a QUESTION's parameters: the text is shared by several questions. To make the numbers in the text change, define the parameters on the text itself in the Edit Related Text window; the linked questions use those names. Numbers inside an image never change.

A placeholder in the related text is printed as it is.

The parameter is defined on the question, not on the text. Define it on the Parameters panel of the Edit Related Text window and remove the parameter with the same name from the question (a name cannot be defined in both places).

It says 'Valid rows: 0 / 3'.

None of the value rows can be printed: either a constraint fails for every row or two options give the same result in every row. The reason for each row is listed below Generate examples; fix the constraint, the option formulas or the rows.

The numbers on the question bank card differ from the paper.

The card is only a preview sample. The numbers on paper are chosen separately from the booklet (or student) number; you can see a booklet's numbers in its answer file and per-student numbers in the Value List.

QUESTION BANKS

Reading passage questions (related text)

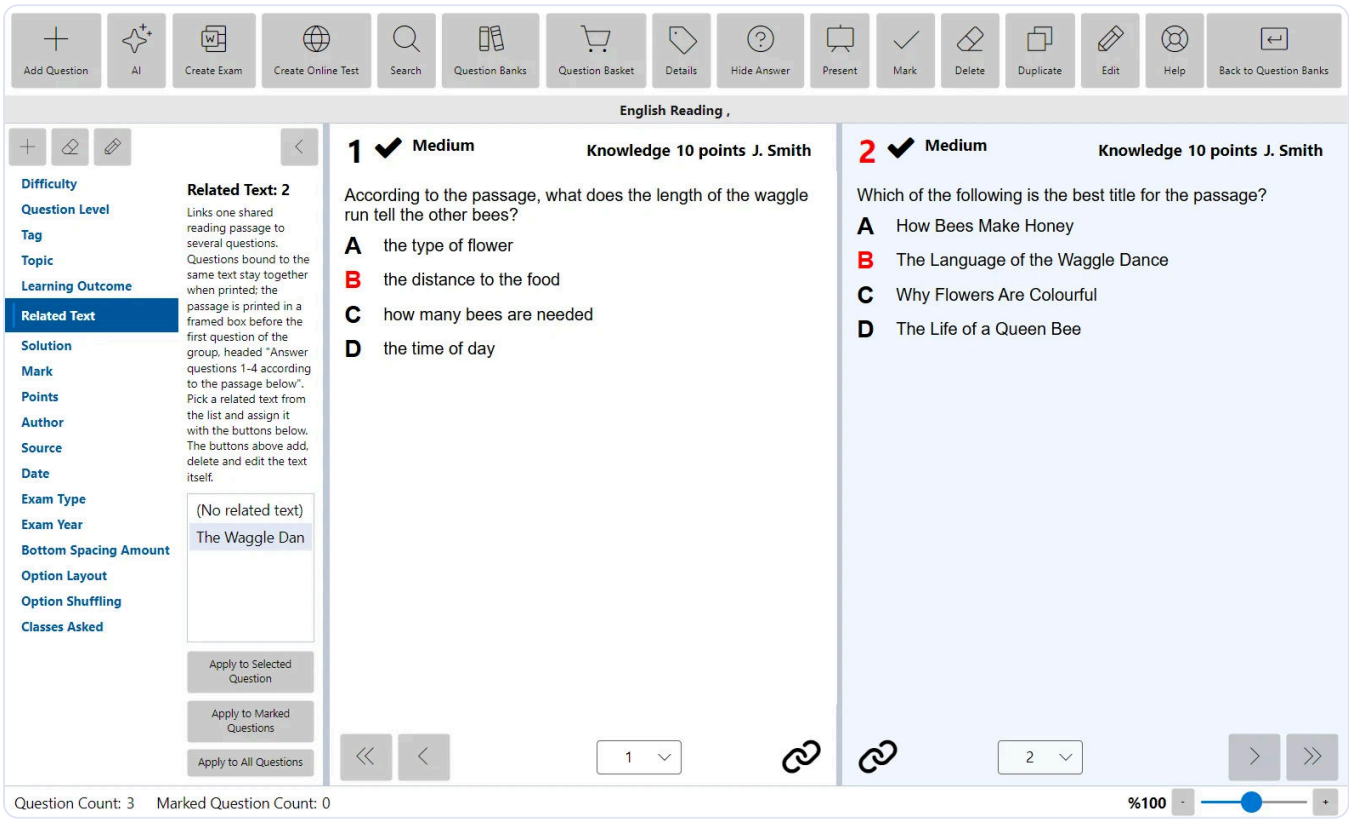
Reading passages, science experiments, social studies source texts or mathematics questions based on a single chart all need the same thing: several questions under a shared text. In HazırTest this shared text is called a "Related Text". You write the text once and link the questions to it; on the exam paper the text is printed once in a framed box, the linked questions follow right below it and the question numbers are written into the instruction automatically.

BEFORE YOU START

- An open question bank and the questions to link to the text.

1 Open the Related Text section in the Details panel

Open the question bank and click **Details** on the toolbar. In the list of the panel that opens on the left, choose **Related Text**. At the top of the list is the **(No related text)** row, below it the texts in the bank; in a new bank the list is empty.

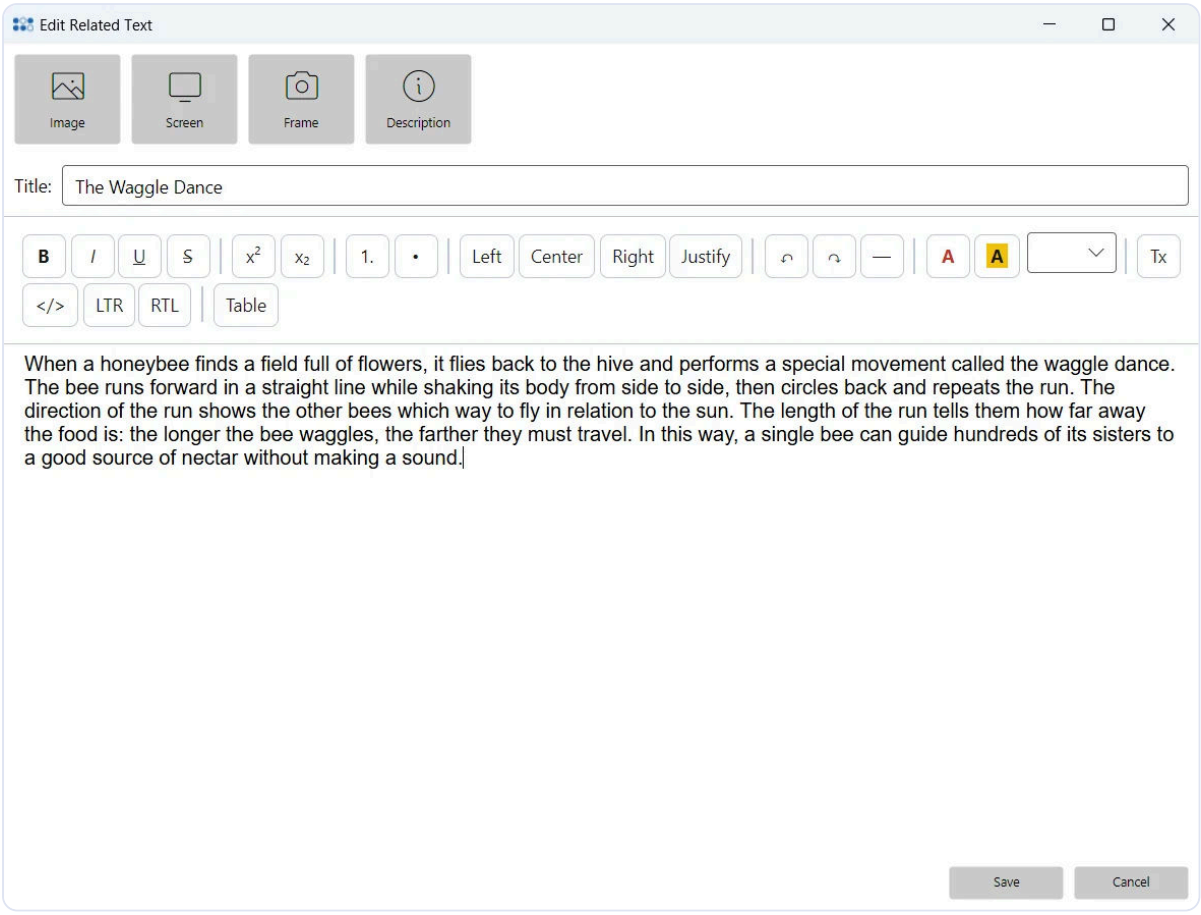


2 Write the new related text

Click the **+** (add related text) button at the top of the section. The **Edit Related Text** window opens. In the **Title** box type a short name by which you will recognise the text in the list (e.g. "Bees and pollination"); the title is not printed, it is only for you.

Type or paste the text itself into the editor below. All the formatting of the question editor is available here; if the text is a chart or a table you can also add it as an image with the **Image**, **Screen** and **Frame** buttons.

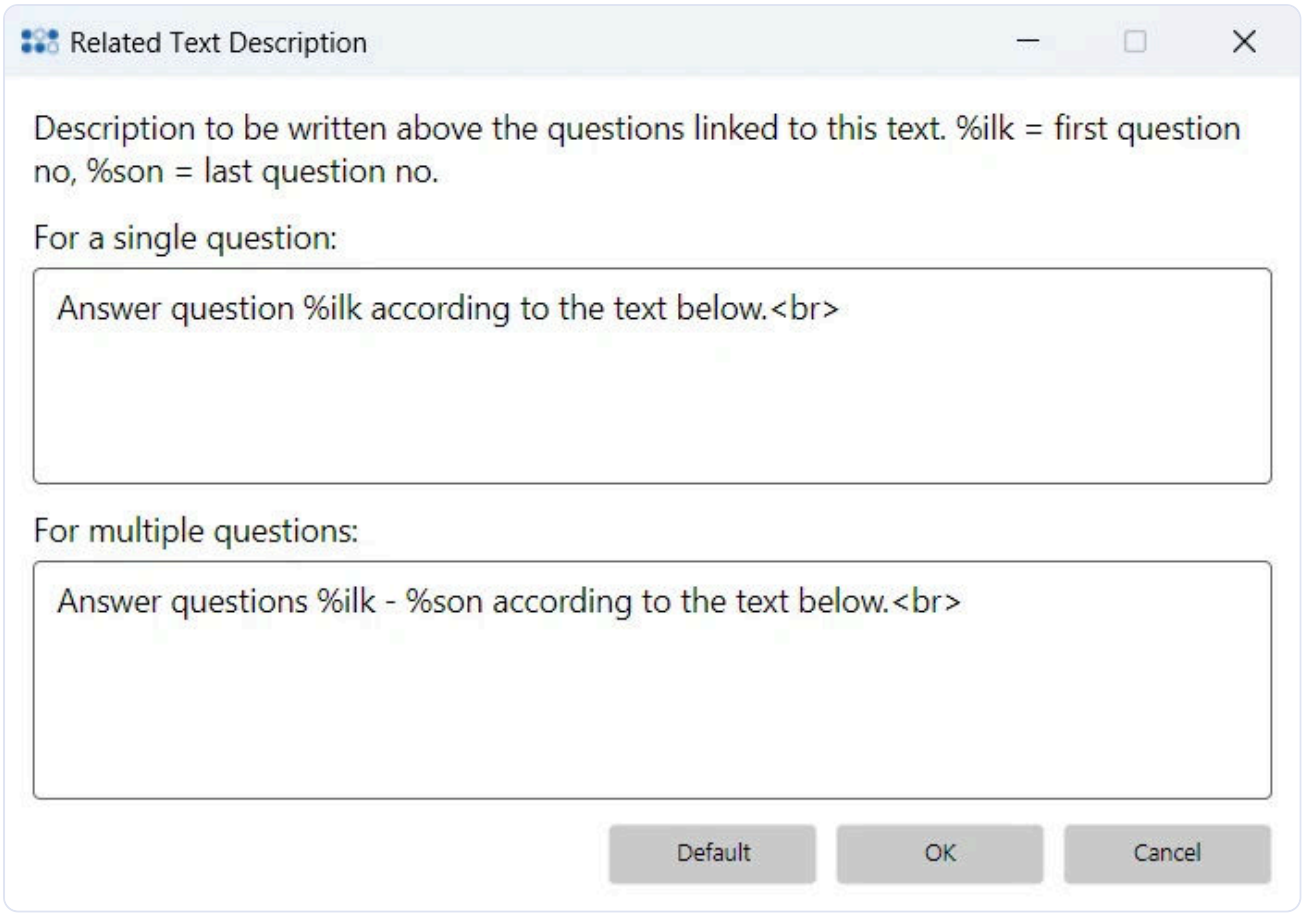
Close the window with **Save**.



3 Set the instruction above the questions

The **Description** button in the same window edits the instruction sentence printed above the text. There are two sentences: **For a single question:** is used when one question is linked to the text, **For multiple questions:** when several are. The defaults are the Turkish sentences "%ilk. soruyu aşağıdaki metne göre cevaplayınız." and "%ilk - %son arasındaki soruları aşağıdaki metne göre cevaplayınız." ("Answer question %ilk / questions %ilk – %son according to the text below"); you can rewrite them in your own language.

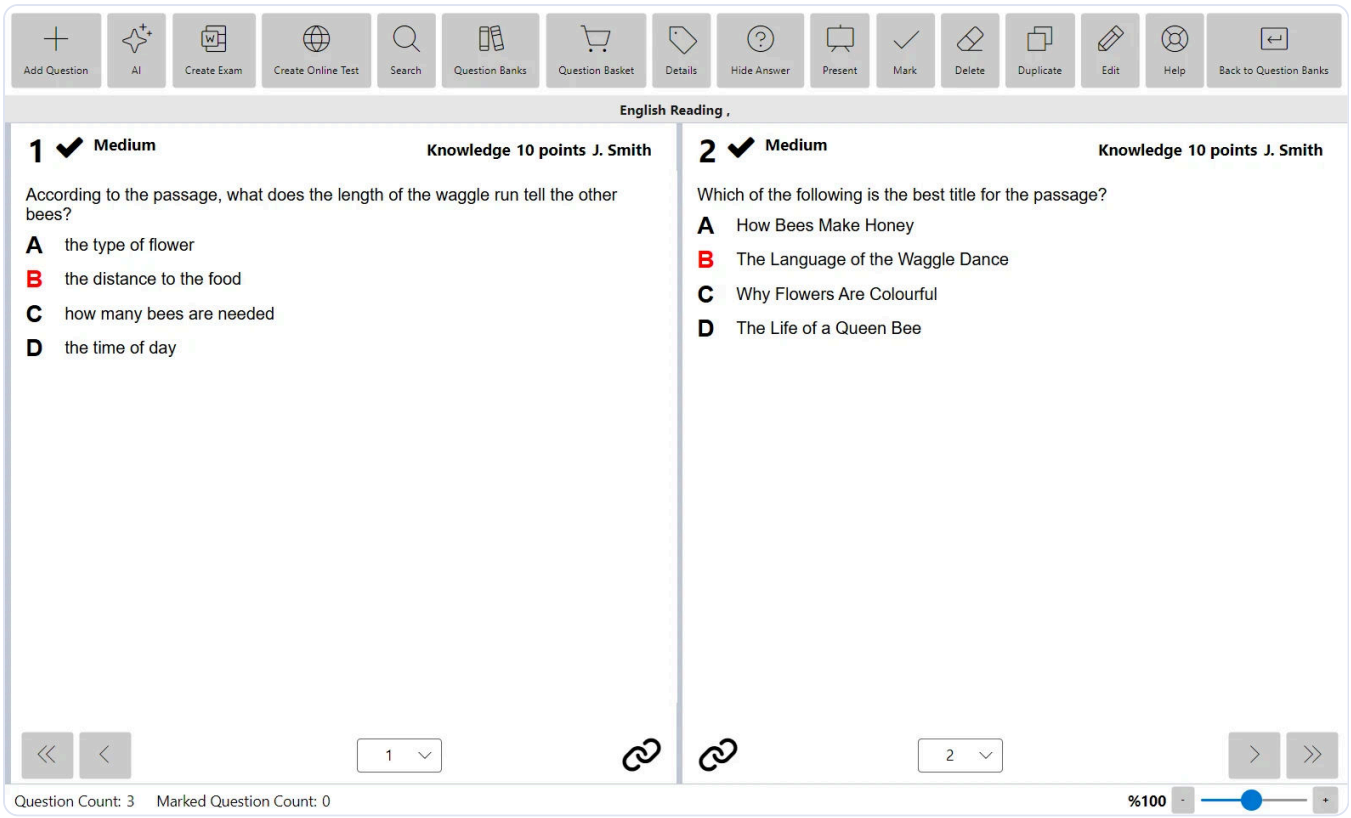
%ilk and **%son** are placeholders; on the paper they are replaced with the first and last question number of the group. The numbers come out right even if the questions are shuffled or printed together with other questions. The **Default** button restores the original sentences.



4 Link the questions to the text

Mark the questions that belong to the text (select the question and **Mark**). Choose the text in the list in the Details panel and press **Apply to Marked Questions**. To link a single question you can also select it and use **Apply to Selected Question**.

A button with a chain icon (**Related Text**) appears under the card of each question linked to a text. Clicking it opens the linked text in the Edit Related Text window. This way you can see in the bank which question belongs to which text.

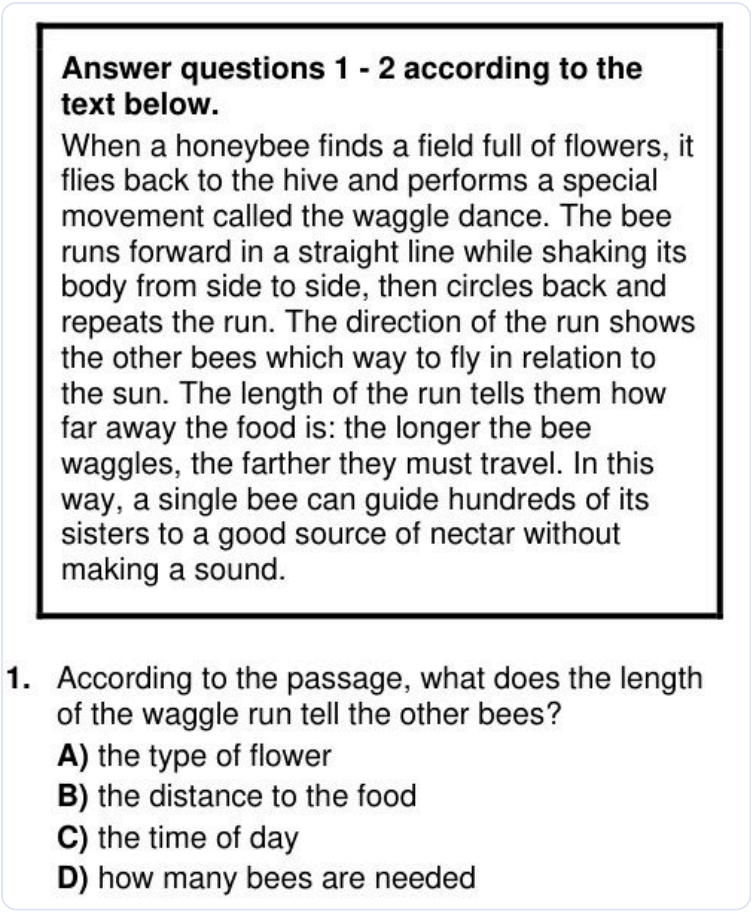


Tip • You can also link while writing a new question: on the question editing screen choose the text in **Details** → **Related Text** and add the question. You can create the text from there too with the + button on the same tab.

5 Generate the exam: the questions are printed together under the text

Generate the exam as usual (see Creating an exam). In the Word file a framed box is printed before the first question of the group: the instruction sentence at the top, the text below. The linked questions follow right after the box.

Even if question positions are shuffled, the group does not break up: wherever the linked questions land on the paper they stay together as a block; only their order among themselves may change. The linked questions do not even need to be next to each other in the bank; when you take them into the exam, the program brings them together itself.



Answer questions 1 - 2 according to the text below.

When a honeybee finds a field full of flowers, it flies back to the hive and performs a special movement called the waggle dance. The bee runs forward in a straight line while shaking its body from side to side, then circles back and repeats the run. The direction of the run shows the other bees which way to fly in relation to the sun. The length of the run tells them how far away the food is: the longer the bee waggles, the farther they must travel. In this way, a single bee can guide hundreds of its sisters to a good source of nectar without making a sound.

1. According to the passage, what does the length of the waggle run tell the other bees?
   A) the type of flower
   B) the distance to the food
   C) the time of day
   D) how many bees are needed

6 Correct the text or remove the link

If you spot a mistake in the text, select it in the list and press the edit button; the change applies to all questions linked to that text, without opening the questions one by one. To remove a question's link, select the question, choose the **(No related text)** row in the list and press **Apply to Selected Question**.

COMMON ISSUES

The text box did not appear on the paper.

The box is printed only on the question paper; it is skipped in the answer key printout and in outputs that show only answers. If it is missing from the question paper too, check that the question is linked to the text: a chain icon should be visible under the card of a linked question.

I took only some of the questions linked to a text into the exam.

No problem. The box is printed before the first of the linked questions you took, and the instruction gives only their numbers. If only one question remains for the text, the single-question sentence is used.

If I transfer a linked question to another bank, does the text go with it?

Yes. If the text does not exist in the target bank, a copy is created during the transfer and the question is linked to it; when you also transfer the other questions linked to the same text, they are all linked to the same copy (see Copying a question to another question bank).

Is the text shown in the online test and in tests solved on screen?

Yes. Linked questions are shown to the student together with the text.

QUESTION BANKS

Presentation mode: solving questions on the smart board

You do not need to print questions to solve them in class after an exam or to show example questions while teaching. HazırTest's presentation mode shows the questions of a question bank one by one in large type on a smart board or projector. You can write on the question with coloured pens, highlight the important part and reveal the correct answer whenever you like. With one button you save the solution you worked out on the board to the question; next lesson, or in a test the student solves, that solution is ready.

BEFORE YOU START

- A question bank (see Creating a question bank and adding questions).

1 Switch to presentation mode

Open the question bank and go to the question you want to show. Click the **Present** button on the toolbar. The bank's two-column view closes; the question on the left is shown alone in large type across the whole window. For the best view on a smart board, make the program window full screen.

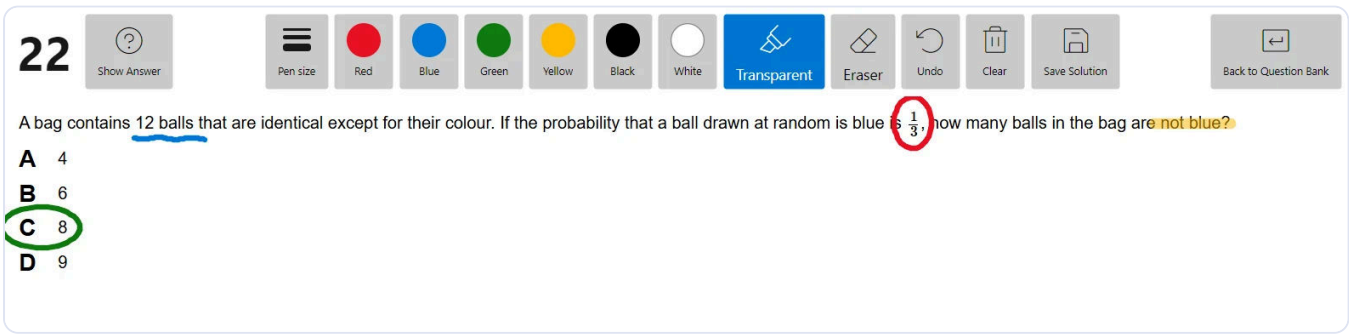
Use the arrow buttons at the bottom to move to the previous and next question, and the list in the middle to pick a question number. Use the **+** and **−** keys to make the text larger or smaller.

2 Write on the question with the pen

The colour buttons at the top (**Red**, **Blue**, **Green**, **Yellow**, **Black**, **White**) select the pen; then write on the question with the mouse, a smart board pen or your finger. **Pen size** switches between thin, medium and thick lines.

The **Transparent** button turns the pen into a highlighter: when you go over the text it stays readable and only the background is coloured. Ideal for pointing out the key phrase in the question stem.

- **Eraser** — erases pen strokes where you drag; choosing a colour brings the pen back.
- **Undo** — removes the last stroke.
- **Clear** — erases all strokes on the question.

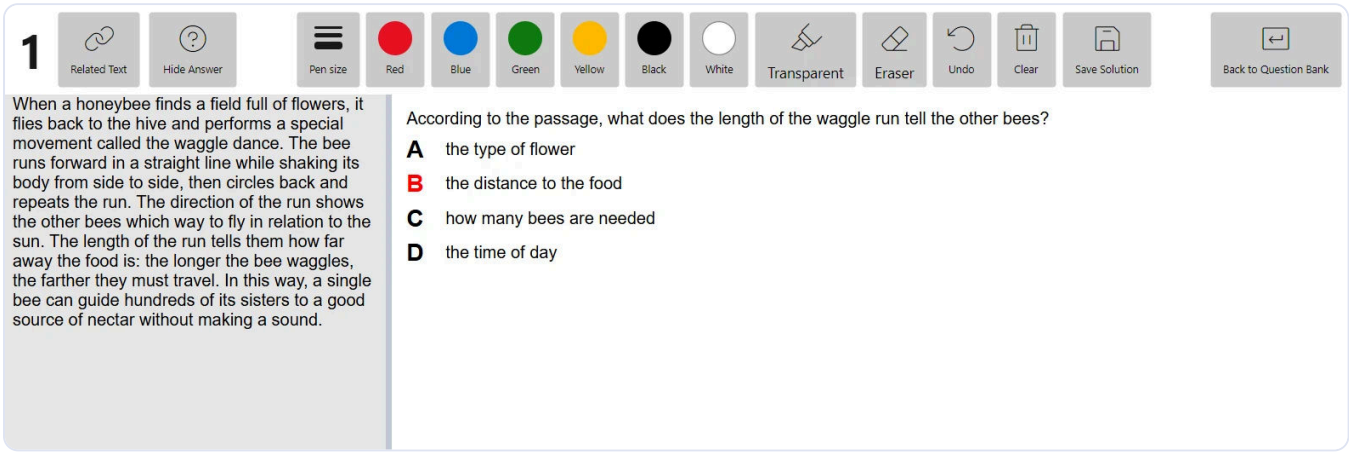


Tip · Drawings do not change the question itself; they disappear when you move to another question or leave the presentation. To keep them, use Save Solution in the next step.

3 Reveal the correct answer and the related text

Show Answer marks the correct option in red, **Hide Answer** hides it again. You can give students time to think first and reveal the answer later; this choice applies only to that presentation and does not change your setting in the bank.

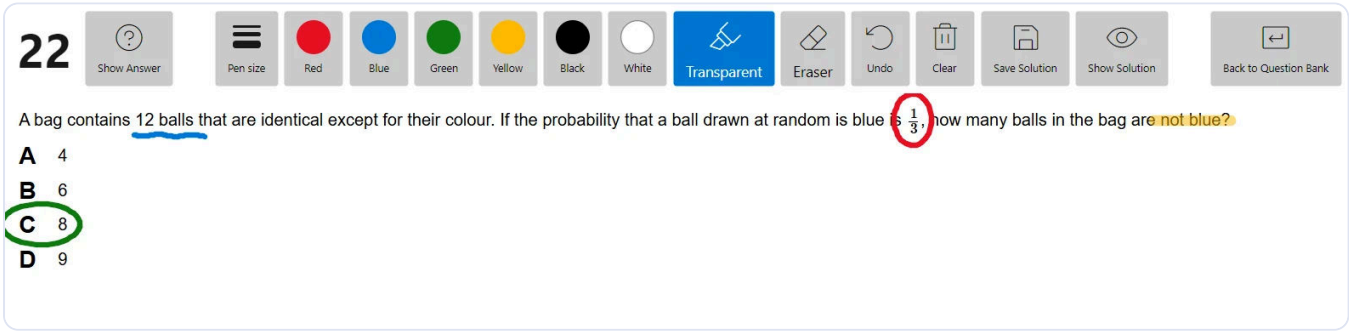
If the question is linked to a reading passage or shared text, the text opens automatically on the left in the presentation; the **Related Text** button on the toolbar hides and shows it again. This way students see the text and the question at the same time.



4 Save the board solution to the question

After solving the question, press **Save Solution**. The program takes what is on screen — the question with all the drawings on it — as an image and writes it to the bank as the solution of that question; the message "Solution saved." appears. If the question already has a saved solution, it asks before overwriting.

For a question with a saved solution, a **Show Solution** button appears on the toolbar: when you come to the same question next lesson, the solution comes up on the board with one click and you do not need to write it again.



5 Leave the presentation

The **Back to Question Bank** button or the **Esc** key closes the presentation and returns to the bank's normal view. The solutions you saved stay in the bank: you see them with the solution icon under the question card or in **Details** → **Solution** (see Adding solutions and solution videos to questions).

COMMON ISSUES

On the smart board the pen does not write, it scrolls the page.

First tap one of the colour buttons at the top; if the eraser is on, the pen does not write. If the board's own software has opened its own drawing layer over the screen, close it.

The text looks small on the board.

Make the program window full screen and enlarge with the + key; the − key makes it smaller again.

Do the solutions I save go to students too?

The solution is stored in the bank as part of the question. In encrypted tests prepared from this bank, students see the solution when they review their answers after finishing the test. Solutions are not printed on the Word exam paper.

I saved the wrong solution.

Draw the question again, press Save Solution and confirm the overwrite. To remove it completely, use the Clear Solution button in Details → Solution in the question bank.

QUESTION BANKS

Adding solutions and solution videos to questions

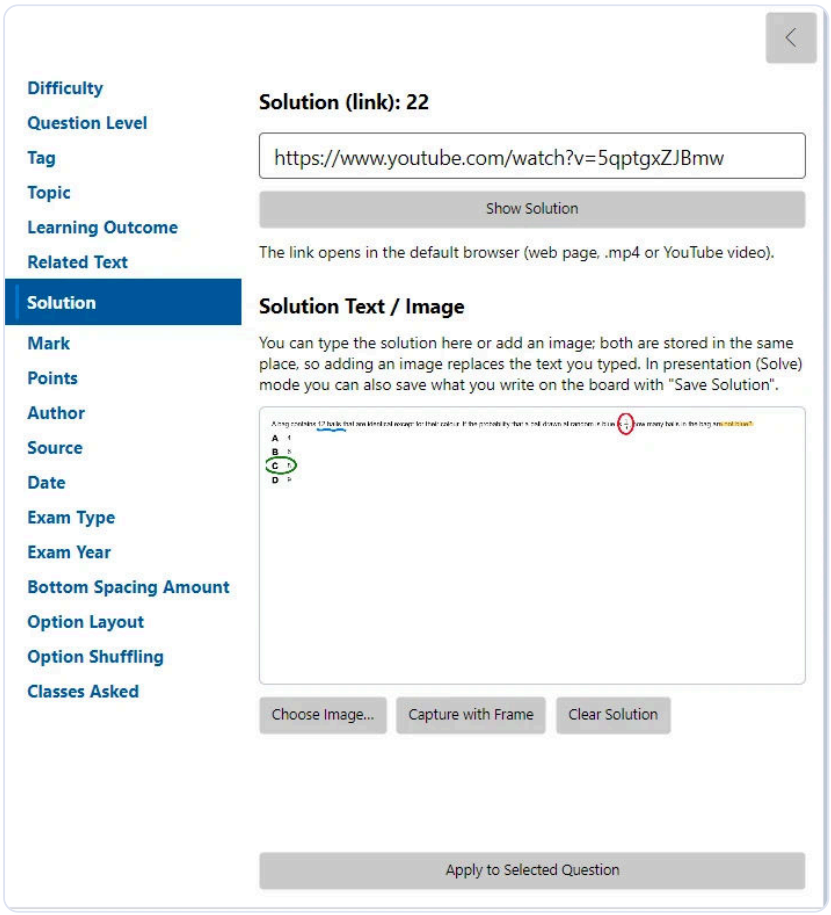
Instead of explaining a question's solution again every time, you can attach it to the question once. In HazırTest every question has two separate solution fields: a solution link (a YouTube video, an .mp4 file or a web page) and a solution text/image (your written explanation or a picture of the solution). A question with a solution shows an icon in the bank; in presentation mode it comes up on the board with one click; in a test the student solves, it is shown while they review their answers.

BEFORE YOU START

- A question bank and the questions to add solutions to.

1 Open the Solution section in the Details panel

Open the question bank, select the question by clicking it and press **Details** on the toolbar. Choose **Solution** in the list on the left. The section has two parts: **Solution Link** at the top and **Solution Text / Image** below. If the panel is too narrow, you can widen it by dragging its right edge.



2 Paste the link of the solution video

If you have uploaded your solution video to YouTube, copy the video's address and paste it into the box at the top. The box also accepts the address of an .mp4 file or any web page that explains the solution. Open the link in your default browser with **Show Solution** to check that it is the right address.

To save the change press **Apply to Selected Question** at the bottom of the panel. Because a solution belongs to one question, this section applies only to the selected question; there is no option to apply it to marked questions or to all.

3 Write the solution or add an image of it

You can write the solution in the **Solution Text / Image** box; formulas written between \(and \) are shown as formulas. For a handwritten solution or one taken from a book, **Choose Image…** adds an image from your computer and **Capture with Frame** adds a region of the screen.

Text and image are stored in the same field: adding an image replaces the text you wrote, and the program asks before doing so. **Clear Solution** empties the field. To save, again press **Apply to Selected Question**.

> **Tip** · You can also add the solution while writing the question: the question editing screen has the same link and text/image fields in **Details** → **Solution**.

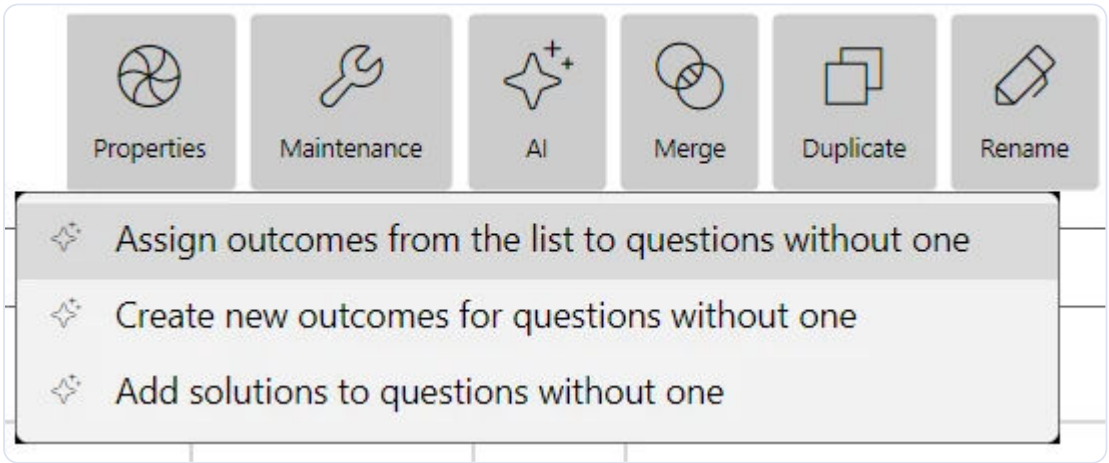
4 Or write the solution on the board and save it

If you solve the question in class in presentation mode, you do not need to prepare a separate image: after solving it with the pen on the board, press **Save Solution**; the screen, with the drawings on it, becomes that question's solution image (see Presentation mode: solving questions on the smart board).

5 Have AI write solutions for questions without one

Writing solutions for many questions one by one takes long. On the **Question Banks** screen select the bank and choose **AI** → **Add solutions to questions without one**. The program sends the questions whose solution is empty (for multiple-choice and true-false questions, together with the correct answer) to AI and adds a short written solution to each. If the job is interrupted, running the command again sends only the questions that still have no solution.

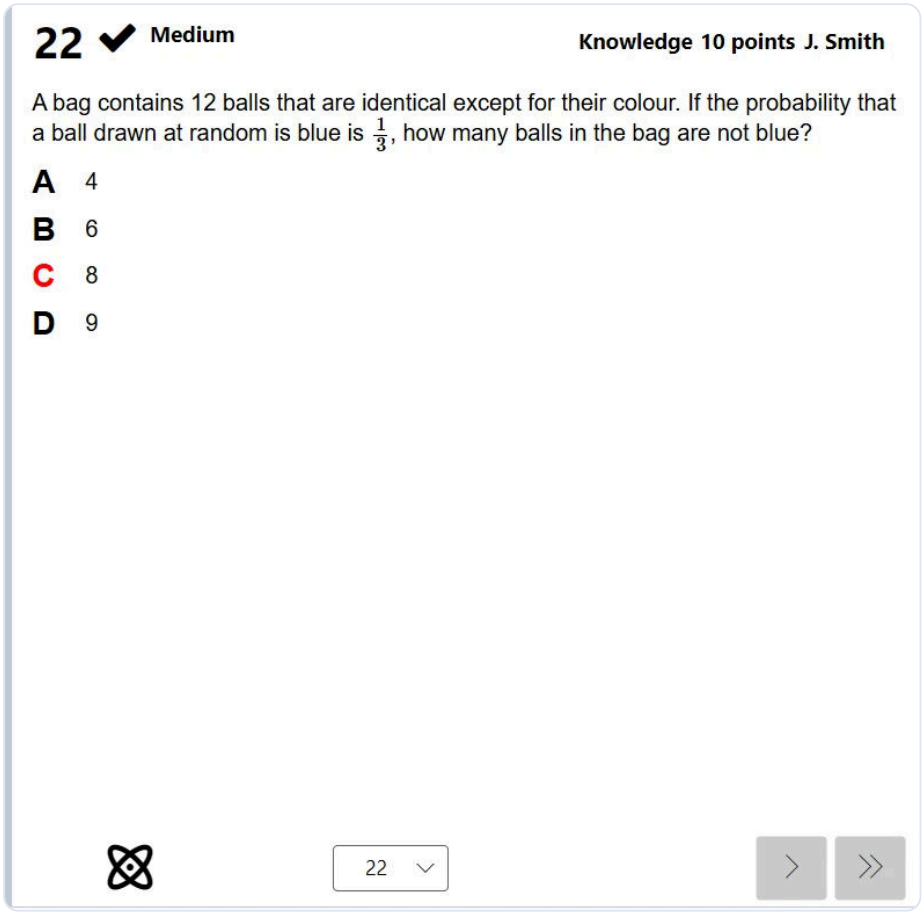
Because the AI-written solutions are saved as text, they can be corrected in Details → Solution. We recommend reviewing every solution; AI can make mistakes, especially in questions with long calculations.



6 Where does the solution appear?

The solution you add to a question is used in these places:

- **Question Bank** — a solution icon appears under the card of a question with a solution. Clicking it opens the link in the browser if there is one; otherwise the written or image solution is shown over the question.
- **Presentation mode** — the **Show Solution** button on the toolbar brings the saved solution image to the board.
- **Encrypted tests** — when the student reviews their answers after finishing the test, they see the question's solution and a **Solution Video** button (see Creating encrypted tests solved on screen).
- **Online Test** — if **Show the solution video link in the review** is selected in the publishing settings, the student sees each question's video link on the results page.



COMMON ISSUES

The solutions are not on the Word exam paper.

Solutions are not printed on the exam paper so that students do not see them during the exam. To get solutions to students, use an encrypted test or an online test.

The solution icon does not appear on the question card.

Make sure you saved the change with Apply to Selected Question. The icon is also hidden if the Solution box is turned off in Settings → Appearance → Icons.

I do not want students to see the video; it is only for me.

In an online test the video link is shown only if you select it in the publishing settings; otherwise students do not see it. In the presentation and the bank, only you open the link.

Where should I upload the video?

YouTube is the easiest; if you upload the video as "Unlisted", only people with the link can watch it. An .mp4 address on your school's own video server works too.

QUESTION BANKS

Searching and filtering questions

As a bank grows, finding a question by browsing page after page gets harder. HazırTest's Search panel filters your questions by their text and by the information you gave them: you enter a word, a topic, a difficulty or a condition such as "not asked in this class before", and the bank shows only the matching questions. You can combine conditions, mark the found questions with one click and take them straight into an exam.

BEFORE YOU START

- A question bank. To search by topic, learning outcome and difficulty, the questions need to have this information (see Assigning learning outcomes to questions).

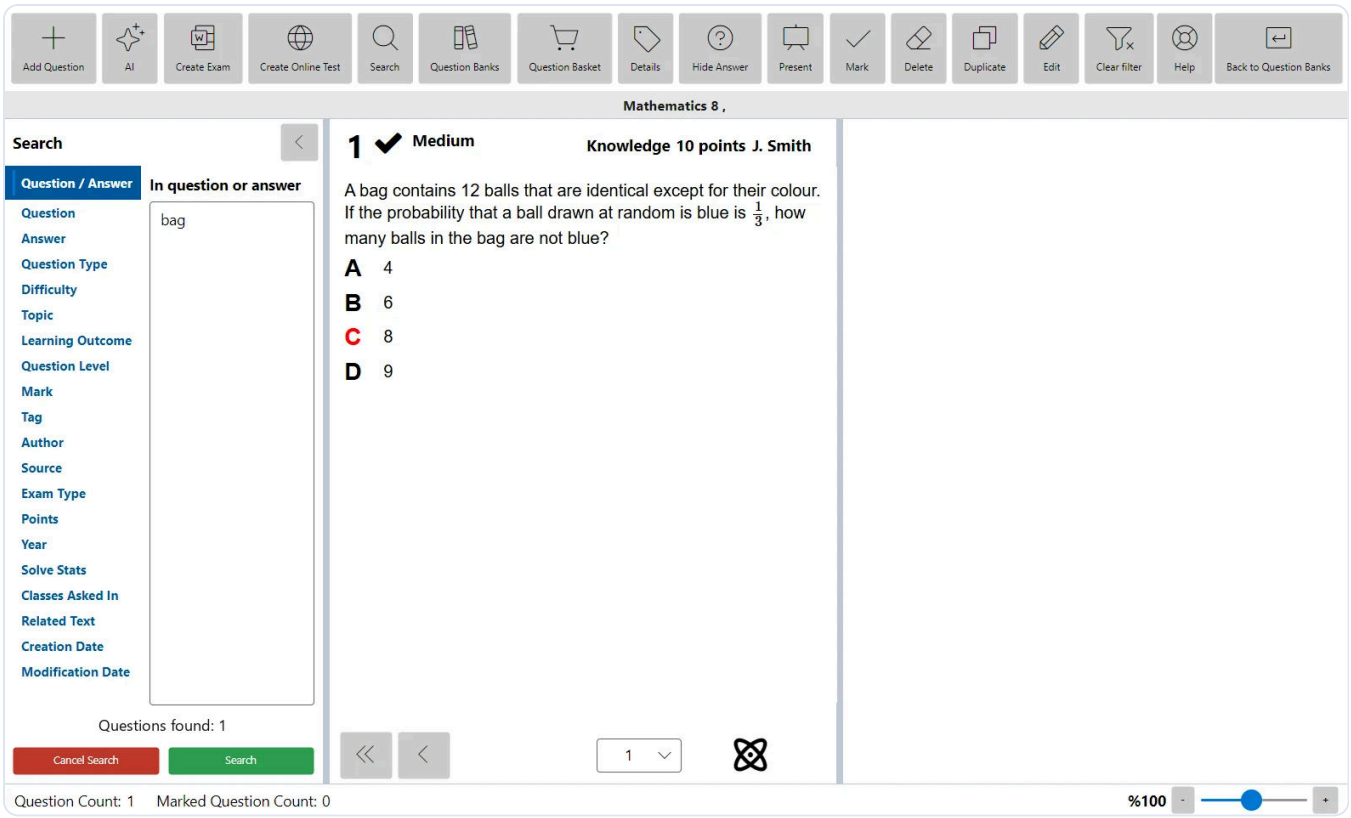
1 Open the Search panel

Open the question bank and click the **Search** button on the toolbar. The **Search** panel opens on the left. The search criteria are listed on the left of the panel; clicking one shows its setting on the right. **Question / Answer** at the top is selected.

2 Search by word

Type the word you are looking for into the box in the **Question / Answer** section and press the green **Search** button at the bottom. The program searches for the word in the question stem and the options. To search only the stem use the **Question** section, only the options the **Answer** section.

The number of questions found is shown at the bottom of the panel ("1 question found"); the bank shows only the found questions and the **Question Count** at the bottom changes accordingly. A **Clear filter** button appears on the toolbar.

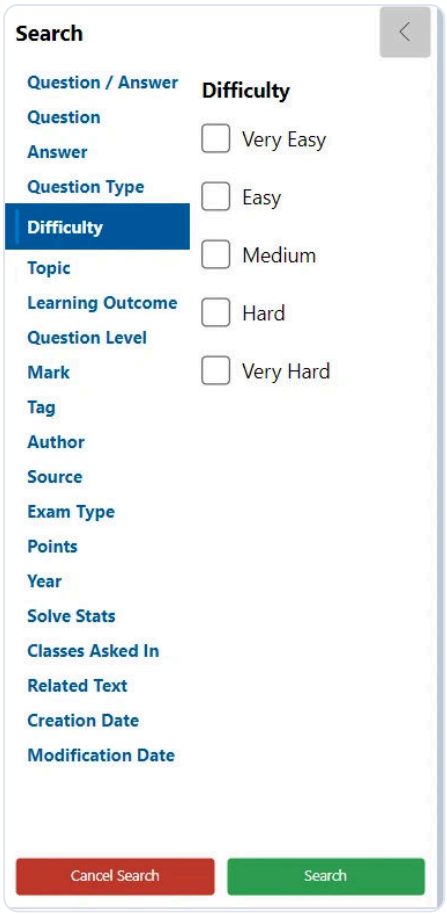


Tip · Typing part of a word is enough: a search for a word stem also finds the questions where the word appears with different endings.

3 Filter by question information

The other criteria in the list look at the information you gave the question:

- **Question Type**, **Difficulty**, **Question Level** — tick the options you want (e.g. only Hard and Very Hard).
- **Topic** and **Learning Outcome** — separate questions with/without a topic or learning outcome; with **Select from list** you choose specific topics or outcomes. When you select several outcomes you can specify "any one is enough" or "all must be present".
- **Mark**, **Tag**, **Author**, **Source**, **Exam Type** — marked/unmarked questions, or those containing the tag or source you type.
- **Points** and **Year** — a specific value or between two values.
- **Related Text** — questions linked or not linked to a reading passage.
- **Creation Date** and **Modification Date** — questions added or corrected between certain dates.



4 Select by class and success history

Exams you evaluated with optical scanning write information back to the bank; two criteria use it:

- **Classes Asked In** — lists your classes; you filter for questions **Not asked in these classes** or asked in them. Ideal for not asking the same class the same question twice.
- **Solve Stats** — filters by how many times a question was solved, how many times it was answered correctly, or the **Correct answer percentage**. For example, find questions with a low correct percentage to prepare a revision exam.

5 Combine criteria

When you set several sections, **Search** applies them all together: only questions meeting every condition are shown. For example, if you choose an outcome under Learning Outcome and tick Hard under Difficulty, only the hard questions of that outcome remain.

6 Take the found questions into an exam

While a search result is open, **Mark** → **Mark all questions** on the toolbar marks only the found questions. Then generate the exam paper as usual with **Create Exam** → **Paper Exam (Word)** (see Creating an exam). To combine the results of several searches, mark the questions in each search; the marks are kept when the search changes.

To return to the whole bank, press **Clear filter** on the toolbar or the red **Cancel Search** in the panel; the latter also resets all settings in the panel.

COMMON ISSUES

I search by topic or learning outcome and no questions are found.

These criteria look at the information you gave the questions. If no topics and outcomes are assigned, the result is empty. Assign them in the Details panel, or have AI assign them.

Classes Asked In and Solve Stats look empty.

This information builds up as the papers of exams generated from the bank are evaluated with optical scanning and saved. Exams prepared by hand or other programs do not provide it.

Does search work across several banks?

The Search panel works on the questions currently open. If you opened several banks together (by adding them from the Question Banks panel), the search runs in all of them.

I cleared the filter but the page still shows few questions.

Press Cancel Search; it both clears the filter and resets all criteria in the panel.

QUESTION BANKS

Generating questions with AI

HazırTest has AI write questions for the grade level, course and topic you give and adds them directly to your question bank. No setup is needed: the program comes with ready-made keys. The generated questions are drafts; you need to read and correct each of them before using them in an exam.

BEFORE YOU START

- A question bank and a HazırTest account. AI question generation is disabled for guests; a free account is enough.
- An internet connection.

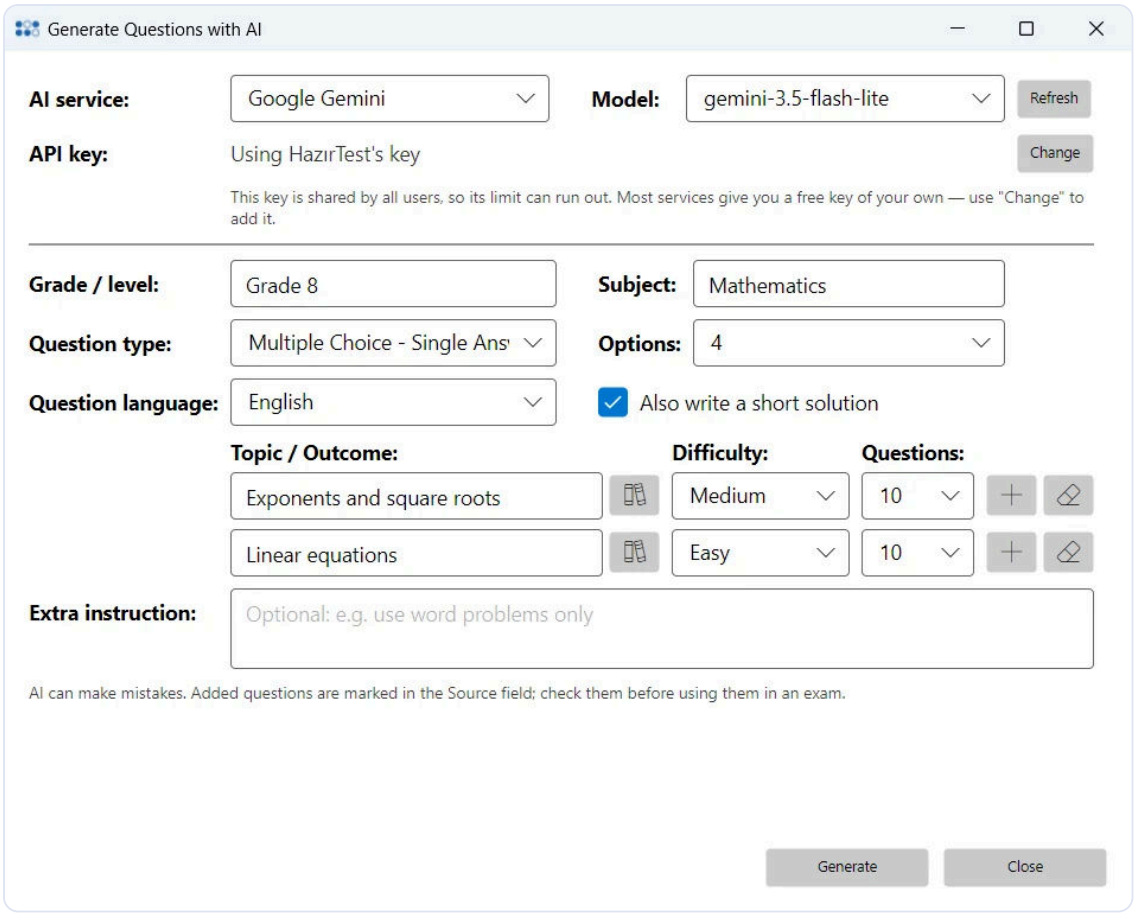
1 Open AI in the question bank

Open the bank the questions should go into and click the **AI** button on the toolbar. The **Generate Questions with AI** window opens.

2 Describe what you want

Fill in the **Grade / level**, **Course** and **Topic / Outcome** fields (e.g. Grade 8, Mathematics, Exponents). At least one of course or topic must be filled. The book icon next to the topic box lets you choose from your bank's learning outcome list or from ready-made outcome lists; in that case the outcome is also assigned to the generated questions.

Choose the **Question type**, **Options**, **Question language**, **Difficulty** and number of **Questions**. If **Also write a short solution** is ticked, a solution is added to each question. You can write a special request in the **Extra instruction** box (e.g. "word problems only").



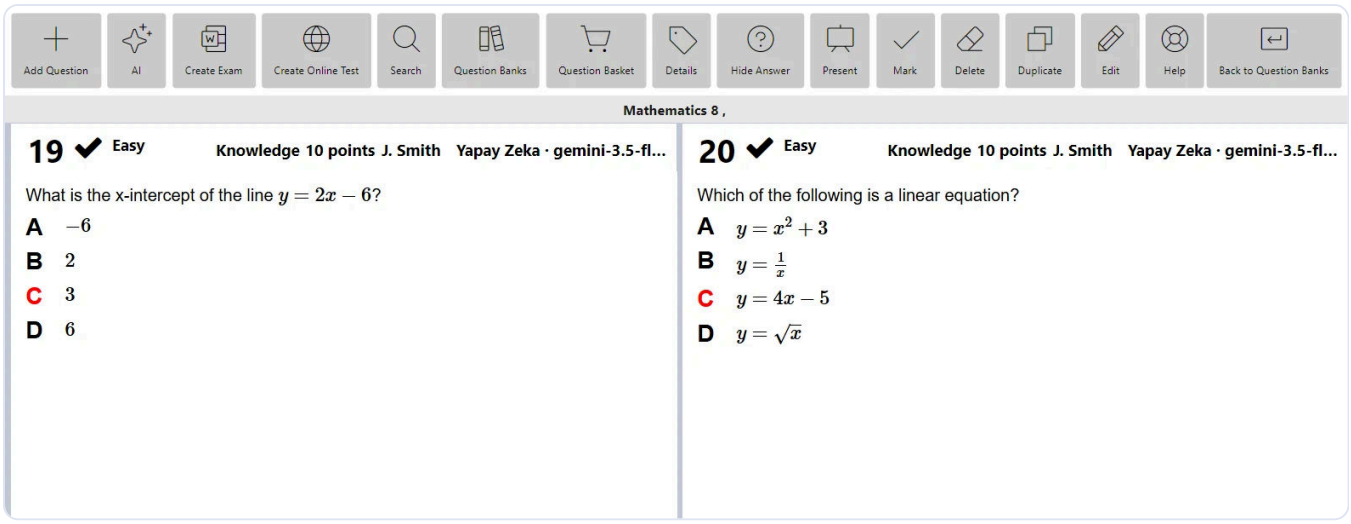
Tip · The **+** button next to the number of questions adds a new topic row: you can generate questions on several topics in one go, each with its own difficulty and count.

3 Press Generate

Click **Generate**. The window shows the status while the questions are being prepared; when finished you are told how many questions were added to the bank. Questions that come back malformed are skipped and their number is reported separately.

4 Review the questions

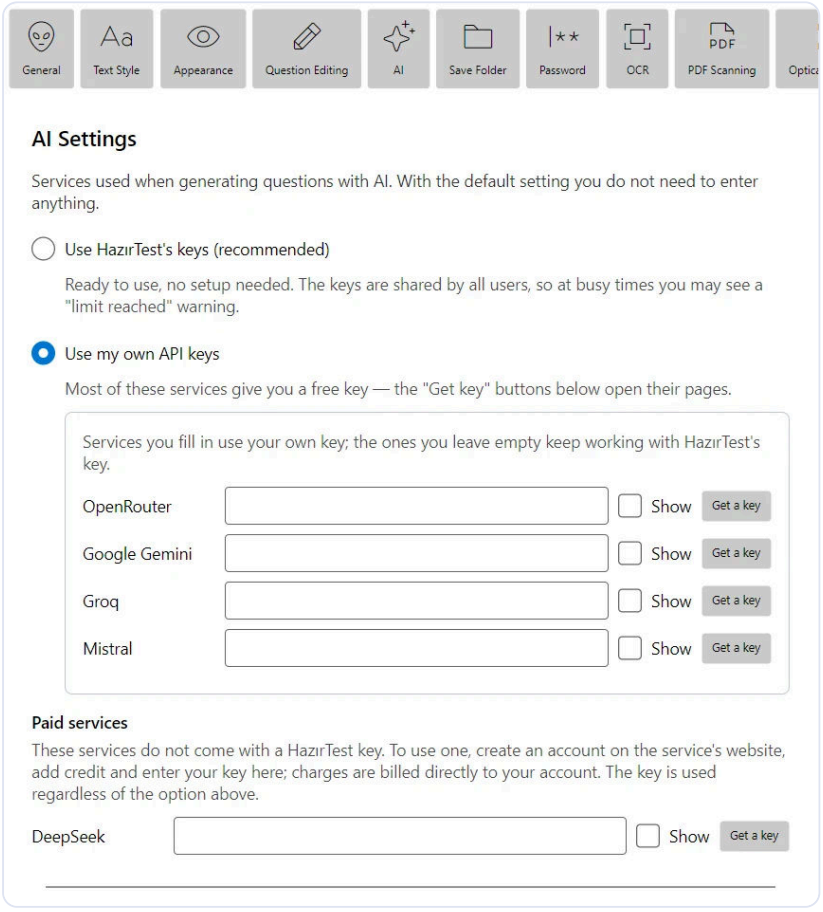
AI can make mistakes: it may mark a wrong answer, write two correct options or go beyond the curriculum. Generated questions are labelled in the **Source** field in the bank: the question header says "Yapay Zeka" (AI) and the name of the model used, so you can tell later which ones came from AI. Read every question; to correct one select it and press **Edit**, to remove an unsuitable one press **Delete**.



5 If the service is busy, choose another AI or your own key

You can change the service (Google Gemini, Groq, Mistral…) in the **AI** box at the top of the window and the model in the **Model** box; **Refresh** fetches the current model list. Because the ready-made keys are shared by all users, you may get a "limit reached" or "service busy" warning at busy times.

The lasting solution is to use your own key: press **Change** or open **Settings** → **AI**, choose **Use my own API keys** and paste your key into the box of the relevant service. The **Get a key** buttons open the service's key page; most services give free keys. Services you leave empty keep working with HazırTest's key.



6 Have AI write learning outcomes and solutions for existing questions

AI does more than generate new questions. When you select a bank on the **Question Banks** screen and press the **AI** button on the toolbar, three commands appear: assigning learning outcomes from your list to questions without one, creating new learning outcomes for those questions, and adding solutions to questions without one. If a command is interrupted, running it again continues where it left off.

COMMON ISSUES

It says "the AI service is very busy right now" or "the shared key is busy right now".

The ready-made keys are shared and hit their limits at busy times. Try again a little later, choose another AI, or enter your own free key in Settings → AI.

I get a "the model's response could not be understood" warning.

The selected model did not return the questions in the expected format. Try again or choose another model in the Model box.

The questions were added to the bank but some are wrong.

This is expected: generated questions are drafts. Find the AI questions by their Source field and check them one by one; correct the answer and options with Edit.

Are my questions sent to the AI service?

When generating questions, only the grade, course, topic and instruction you type are sent. When having outcomes or solutions written for existing questions, those questions (with their images, if any) are sent to the service you chose; the program tells you this and asks for your confirmation before the job.

QUESTION BANKS

Assigning learning outcomes to questions

To get an answer to "which learning outcome was not achieved" in exam results, you need to tell the program once which outcome each question measures. In HazırTest every question bank has its own learning outcome list; you can fill the list from the ready-made Turkish curriculum (MEB) outcomes with one click and then assign the outcomes to questions. The assignment is done once; every exam you produce from those questions then yields outcome reports automatically.

BEFORE YOU START

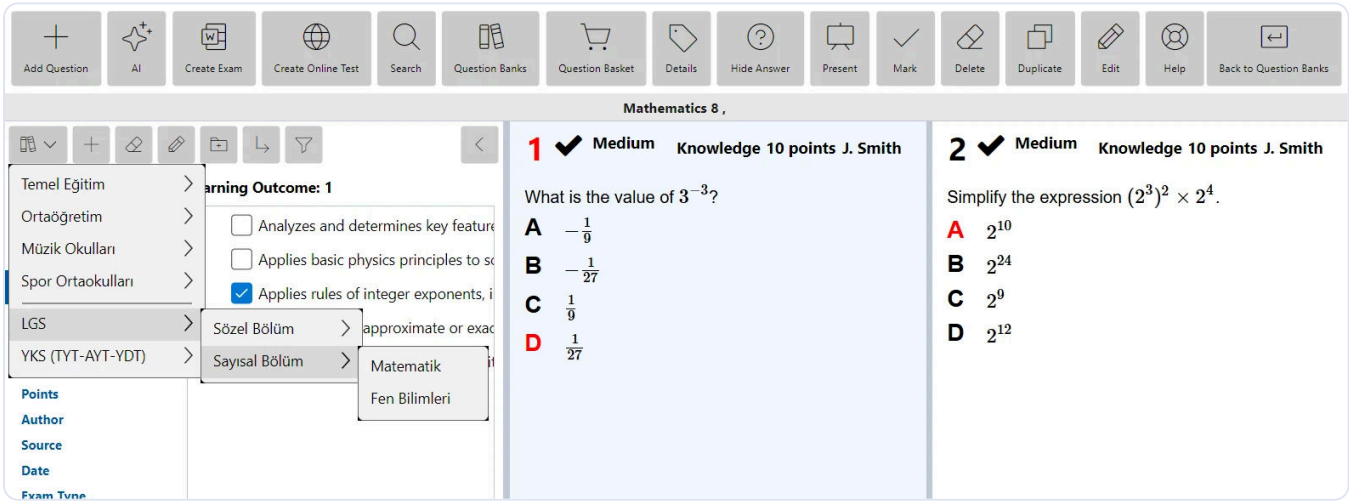
- A question bank with questions in it.

1 Open the Learning Outcome section in the Details panel

Open the question bank and click **Details** on the toolbar. The panel where all properties of a question are edited opens on the left: difficulty, question level, tag, topic, learning outcome, solution and others. Choose **Learning Outcome** in the list. The bank's outcome list is empty the first time.

2 Load a ready-made outcome list

The first button at the top of the panel is **Ready-made learning outcome lists**. Clicking it shows the education levels (primary, secondary, LGS, YKS…); choose your course in the submenus. The program shows how many outcomes the course contains, asks for confirmation and fills the list. The outcomes come grouped under unit or learning area headings.



Tip · Loading a ready-made list deletes the bank's current outcome list; outcomes you assigned to questions before are lost too. So load the ready-made list before you start assigning.

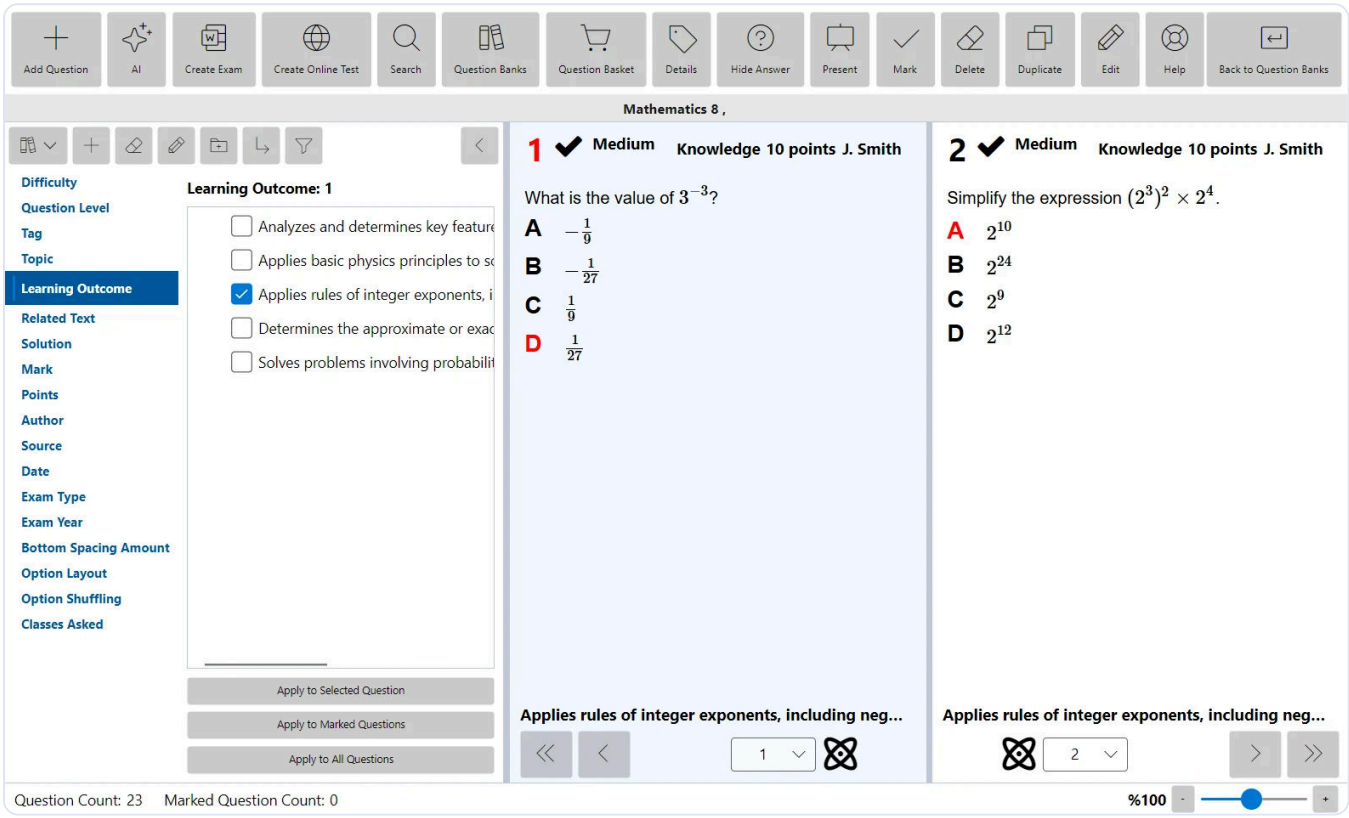
3 Add your own outcomes

If your course is not in the ready-made lists or you want to use your own wording, type the outcome by hand with the **+** (add outcome) button on the same toolbar. The buttons next to it delete and edit the selected

outcome; with **Create outcome theme** you can open a unit heading and move outcomes under it. If the list is long, search it with **Filter outcomes**.

4 Assign the outcome to a question

Select a question on the right by clicking it; its number turns red. Open the relevant heading in the outcome list, tick the box of the outcome the question measures and press **Apply to Selected Question**. The outcome appears in writing under the question. You can tick more than one outcome for a question.



5 Assign to several questions at once

Instead of visiting the questions that measure the same outcome one by one, mark them first (select the question and **Mark**), choose the outcome and press **Apply to Marked Questions**. If the whole bank belongs to a single outcome, **Apply to All Questions** writes it to all of them.

6 Leave the assignment to AI

In a bank of hundreds of questions manual assignment takes long. On the **Question Banks** screen select the bank and press the **AI** button: **Assign outcomes from the list to questions without one** chooses the best outcome from your list for each question; **Create new outcomes for questions without one** writes the outcomes itself when the list is empty. You need to review the results; AI does not get every question right.

7 Get learning outcome reports

When you produce and scan an exam from questions with outcomes assigned, the **Class Learning Outcomes Report** and **Individual Outcome Report** in the **Reports** menu are filled: they list how successful

the class and each student were in each outcome (see Exam reports: report card, question analysis, ranking).

COMMON ISSUES

My learning outcome report comes out empty.

The report counts only questions with outcomes assigned. If the exam's questions have no outcomes, or the exam was prepared outside HazırTest and only its answer key was entered, there is no outcome information. For answer keys you created by hand, you can enter the outcome question by question on the Learning Outcomes tab of the Answer Key screen.

My course or grade is not in the ready-made list.

Add the outcomes by hand with the + button, or have AI write them with the "create new outcomes" command.

I assigned outcomes after producing the exam; does it apply to the old exam's report?

Assigning outcomes before producing the exam is the safest way. If the report of an already produced exam stays empty, you can enter that exam's outcomes on the Learning Outcomes tab of the Answer Key screen.

What is the difference between a topic and a learning outcome?

A topic is for classifying and searching questions (e.g. Exponents). A learning outcome is the behaviour being measured and appears in reports. They are separate lists with separate sections in the Details panel.

QUESTION BANKS

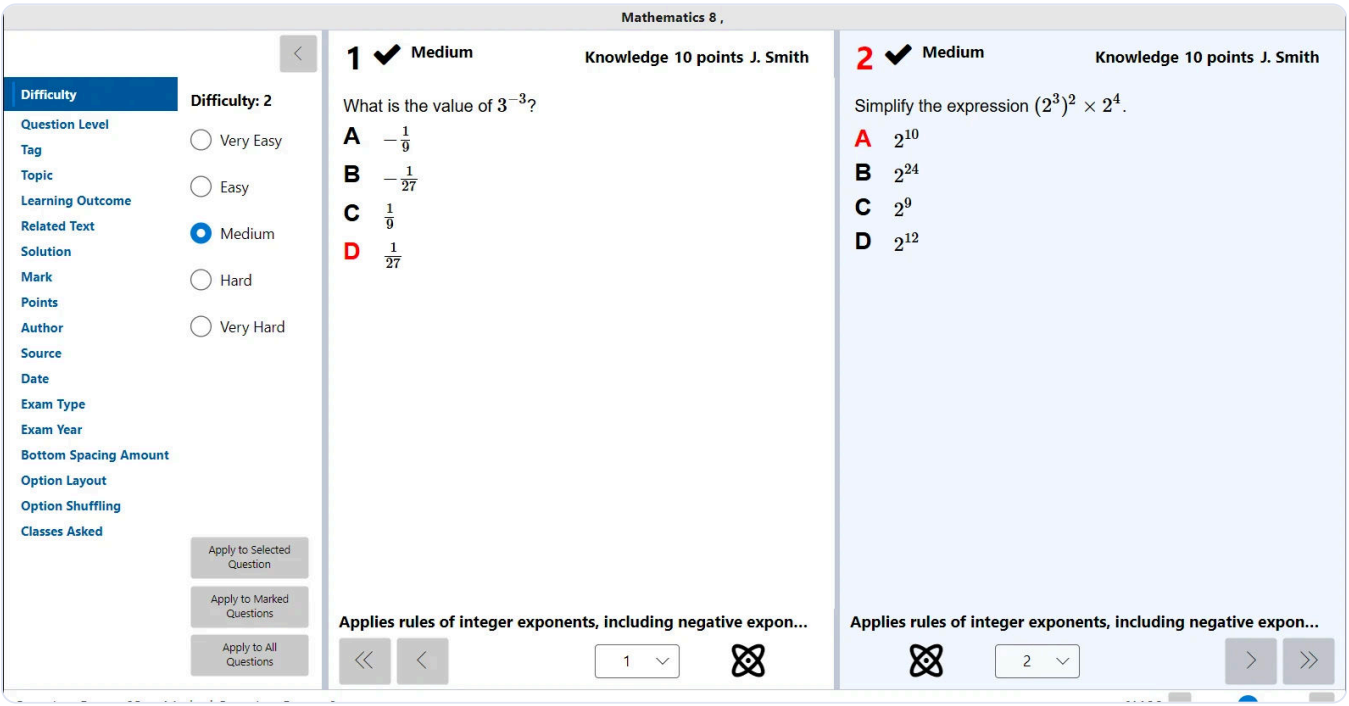
Question properties: difficulty, points, option layout and shuffling

Besides its text and options, every question has a set of properties: its difficulty, the level it measures, its points, its source, how it is laid out on paper… This information appears on the question's card, serves as a filter in search and in the Exam Wizard, and determines the layout of the exam paper. All of it is set in the **Details** panel of the question bank and can be applied to dozens of questions at once. Topic, learning outcome, related text and solution have their own pages; this page covers the other properties in the panel.

1 Open the Details panel

Open the question bank and click **Details** on the toolbar. A panel opens on the left: the properties (Difficulty, Question Level, Tag, Points…) in the left column, the value of the selected property to its right. When you click one of the questions on the right, its number turns red and the panel shows that question's value ("Difficulty: 2" = the difficulty of question 2).

The top line of a question's card summarises these properties: in the example a tick (the question is marked), Medium (difficulty), Knowledge (question level), 10 points and 2017 (exam year). You choose which information appears on the card in **Settings → Appearance → Icons**.



2 Choose the value and decide how many questions it applies to

Under every property there are three buttons:

- **Apply to Selected Question** — only to the question with the red number.
- **Apply to Marked Questions** — to all questions you marked with **Mark** on the toolbar. For example, mark the hard questions in the bank and set their difficulty to "Hard" in one go.

- **Apply to All Questions** — to every question in the bank. This is how you write the source and year once for a bank imported from a publication.

> **Tip** · Choosing a value on its own changes nothing; the questions are not updated until you press a button.

3 Classification properties

These fields do not change how the question looks on paper; they are for finding, filtering and reporting questions:

- **Difficulty** — Very Easy, Easy, Medium, Hard, Very Hard. Used in the Exam Wizard when you set up a distribution such as "5 easy, 10 medium, 5 hard".
- **Question Level** — Bloom's levels: Knowledge, Comprehension, Application, Analysis, Synthesis, Evaluation.
- **Tag** — a free word (e.g. "homework", "revision", "exam style"). In search you filter for "tag contains…".
- **Mark** — whether the question is marked. Used to mark many questions or remove their marks.
- **Author**, **Source**, **Exam Type** and **Exam Year** — who wrote the question and which book or exam it was taken from (e.g. LGS, 2023). Used to separate past exam questions and to cite the source.
- **Date** — the question's creation and modification dates. The program fills them in itself; you can correct them here if needed.

> **Tip** · With **Info to Add Next to the Question** on the Other tab of the Create Exam panel you can also print the learning outcome, tag, difficulty or question level next to the question on the exam paper (e.g. for a teacher's copy with the answer key).

4 Question points

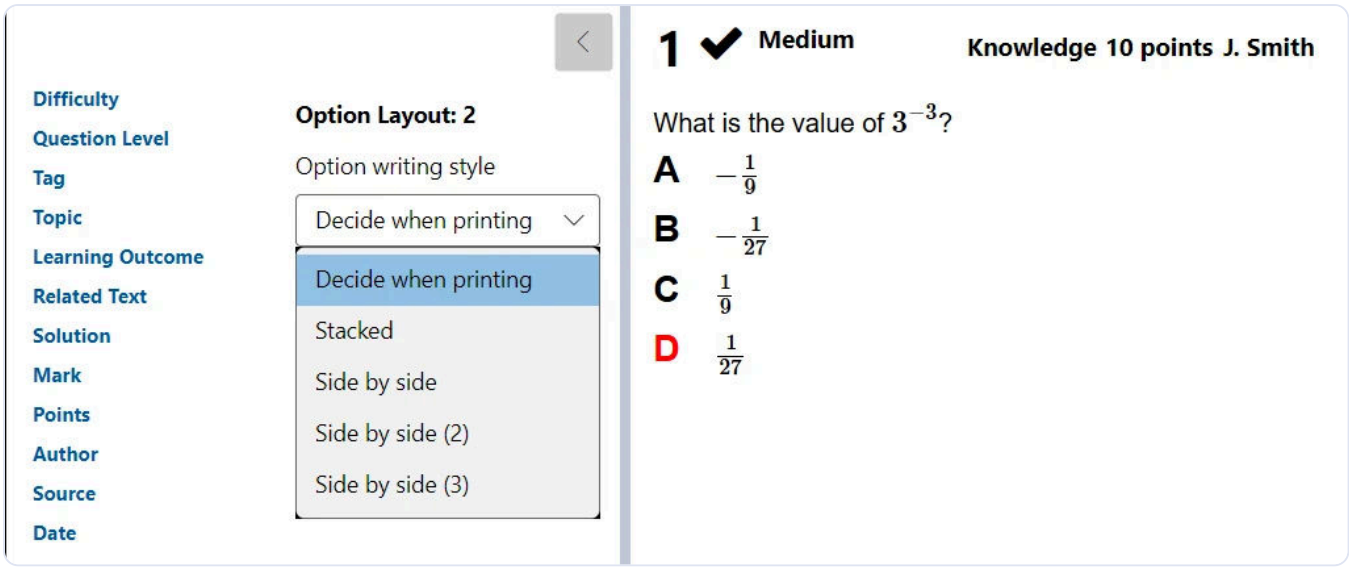
Points is the question's own value. It is used in two places on the exam paper and in scanning: if **Use default question points** is selected on the **Score Calculation** tab of the Create Exam panel, each question is scored with its own points from the bank; if **Show question points** is selected on the **Other** tab, the points are printed next to the question on the paper.

This way, in a 20-question written exam you can give some questions 4 points and others 6 and make the total 100. Newly added questions start with 10 points.

5 How the options are laid out on paper

Option Layout determines how a question's options are arranged: **Stacked**, **Side by side** (all four on one line), **Side by side (2)** (A-B on top, C-D below) or **Side by side (3)**. The default is **Decide when printing**: the general setting in the Create Exam panel is then used.

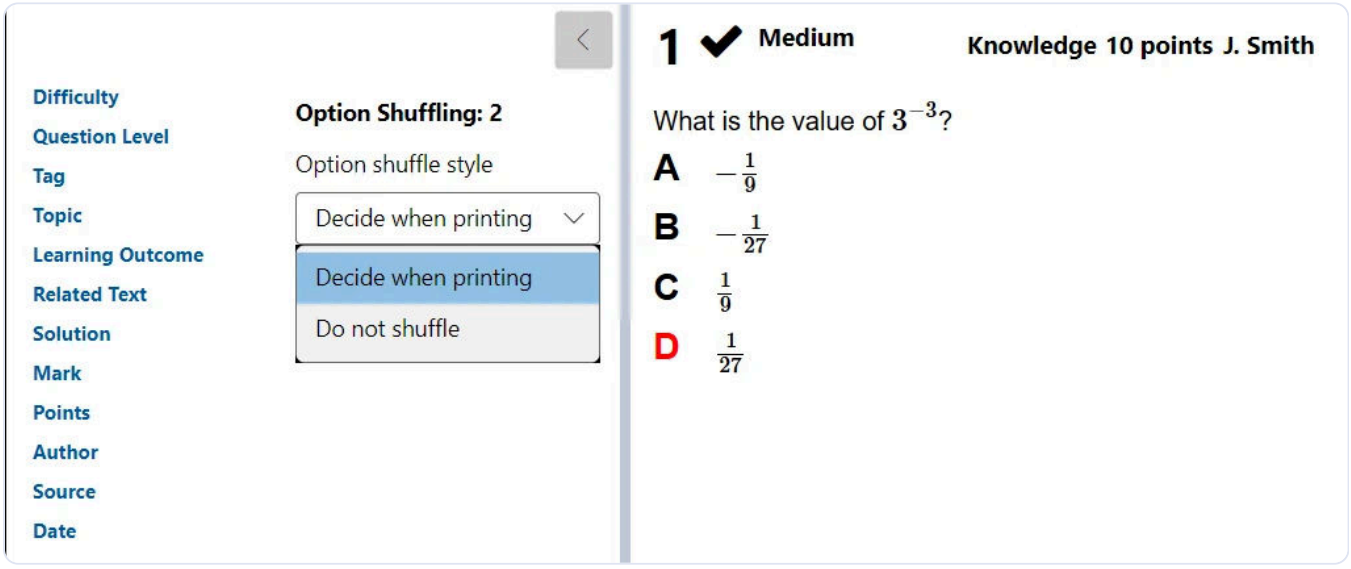
Questions with short options (numbers, single words) save space when printed side by side; options with long sentences or images are easier to read stacked. Leaving the general setting at "Smart layout" and giving a custom value here only to the questions that cause trouble is the most practical approach.



6 Choose the questions whose options must not be shuffled

In an exam with several booklets the program shuffles the order of the questions and their options. But in some questions the order of the options matters: options that refer to other options such as "All of the above", "None of the above", "I and II", "A and B", or numbers sorted from smallest to largest. For these questions choose **Do not shuffle** in the **Option Shuffling** section and apply it: the question changes place between booklets, but its options stay in the same order in every booklet.

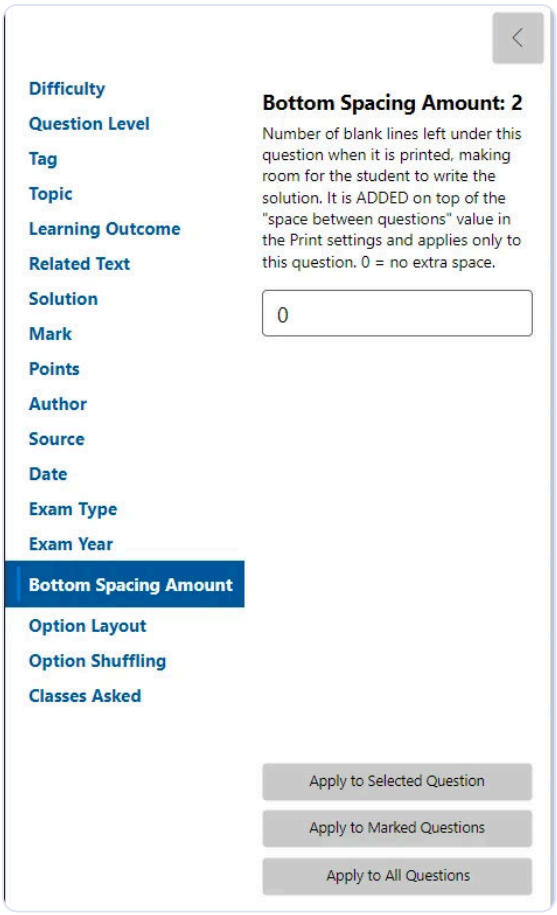
The default is **Decide when printing**; the options are shuffled according to the shuffle setting in the Create Exam panel. Encrypted tests follow this setting too.



7 Leave answer space for essay questions

Bottom Spacing Amount is how many blank lines are left under the question when it is printed; it is where the student writes the answer. The value is added to the "spacing between questions" setting in the Create Exam panel and applies only to that question. 0 means no extra space.

Giving open-ended questions 6–8 lines and short-answer questions 2–3 lines is a typical start. Mark the essay questions and give them all the same space with **Apply to Marked Questions**.



8 Manage the classes a question was asked in

When you save an exam's results in optical scanning, the program records the classes of the scanned students (if the student is in your class lists) as "asked" on that exam's questions. The record is written to the question bank the question came from. The **Classes Asked** section shows this record. In your next exam, filter for "not asked in these classes" in search or in the Exam Wizard to avoid asking the same class the same question twice.

In this section the buttons **remove**: tick the classes and press **Remove from Selected Question**, **Remove from Marked Questions** or **Remove from All Questions**. If you reuse the bank with the same class names in a new school year, this is how you clear the old records.

COMMON ISSUES

I pressed Apply but other questions changed.

Apply to Marked Questions changes every question marked at that moment, including marks left over from an earlier job. First choose Remove all marks in the Mark menu on the toolbar, then mark only the questions you want.

Difficulty or points do not appear on the card.

The information may not have been entered for the question, or its display on the card is turned off. Turn on the information to show in Settings → Appearance → Icons.

I turned off option shuffling but the options were still shuffled.

The setting may not have been written to the question with Apply; check that the question's value is Do not shuffle in the Option Shuffling section. Also, the setting only keeps the options in order; the question's position on the paper still changes between booklets.

I gave the questions points but scanning scores every question equally.

Use default question points must be selected in the exam's Score Calculation setting. For an existing exam, change it in Edit Answer Key → Score Calculation and save.

SECTION

Creating Exams

Word exam papers, booklets and answer keys from your questions.

- Creating an exam
- Exam paper layout and Word templates
- Sample exam papers and answer forms
- Exam papers with student names printed (class-specific)
- Creating multi-group exams (A/B/C/D)
- Creating an exam from several question banks
- Creating an online test
- Live quiz: a classroom quiz students join with a PIN
- Creating exams with the Exam Wizard
- Creating encrypted tests solved on screen

CREATING EXAMS

Creating an exam

From the questions in your question bank you produce a Word exam paper with an answer form printed at the end. The exam is saved with a test number at the same time: when you scan the papers, HazırTest recognises the exam from this number and finds the answer key itself.

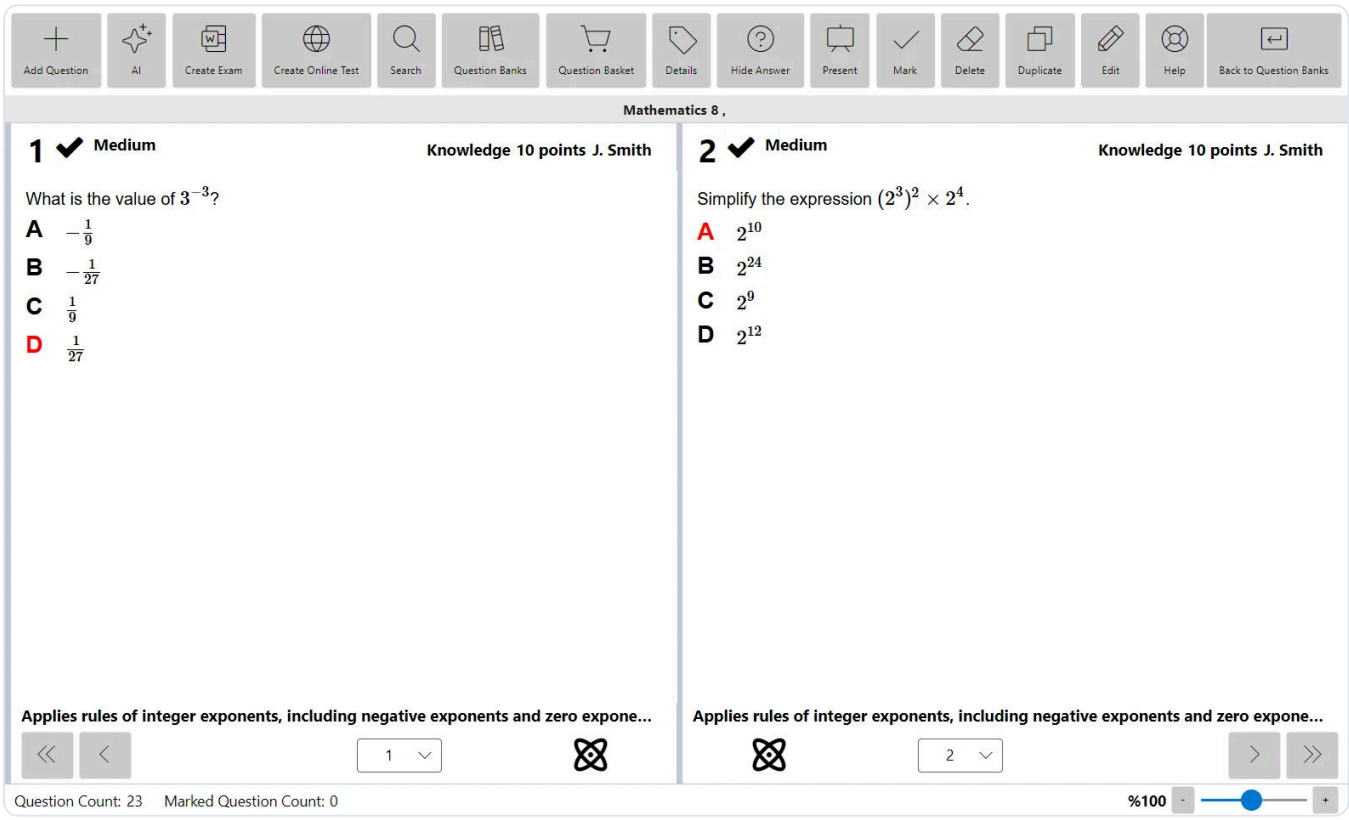
Video (in Turkish): https://youtu.be/5qptgxZJBmw

BEFORE YOU START

- A question bank with questions in it (see Creating a question bank and adding questions).
- A program on the computer that can open Word or .docx files (LibreOffice on Pardus/Linux).
- On the free plan, 10 test booklets can be produced once; each booklet counts as one credit.

1 Open the question bank

On the home page click **Question Banks**, then select and open the bank you will prepare the exam from. The questions are listed as cards.



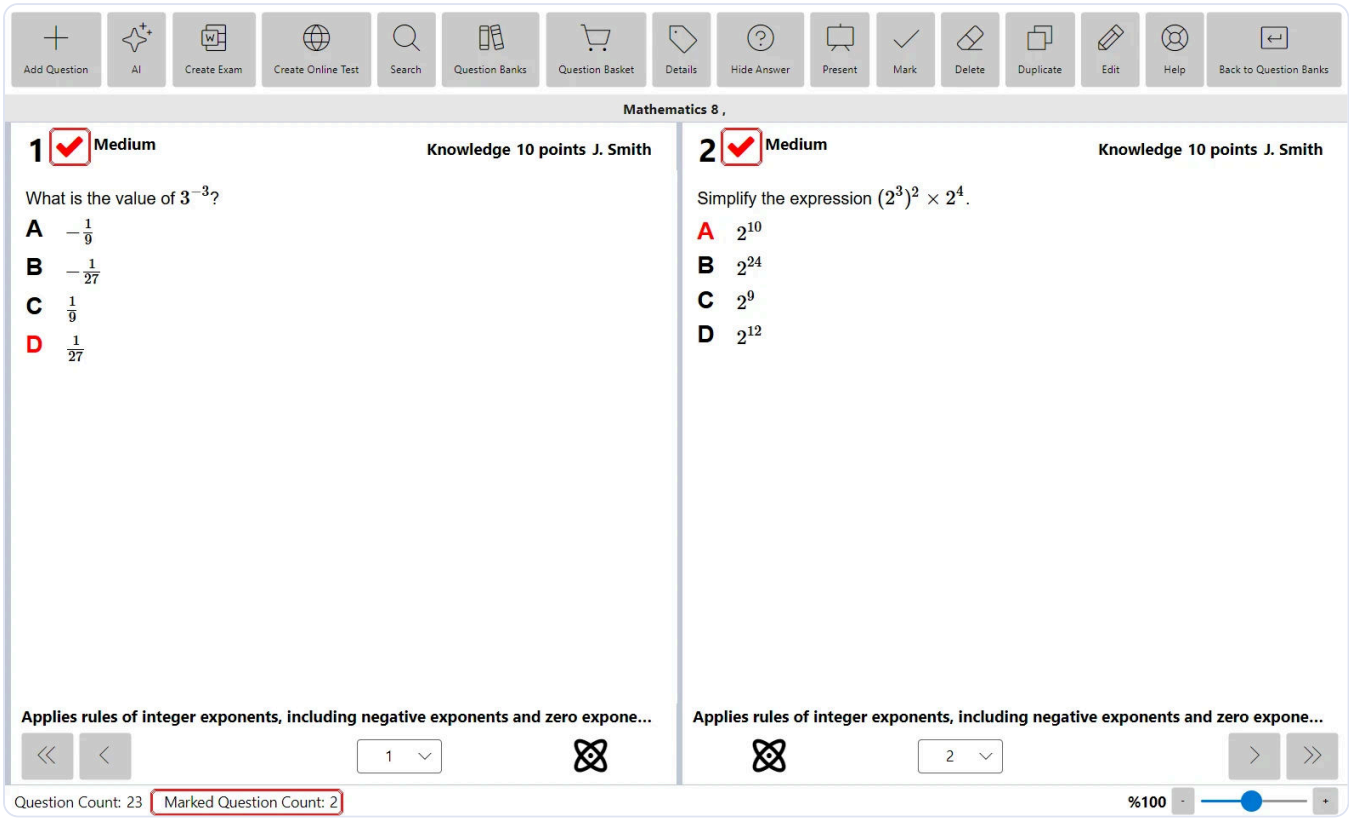
2 Mark the questions that go into the exam

Next to each question's number there is a tick; click the tick of the questions you want in the exam. The **Marked Question Count** at the bottom of the screen goes up.

For bulk marking, the **Mark** button on the toolbar offers these options:

- **Mark all questions**

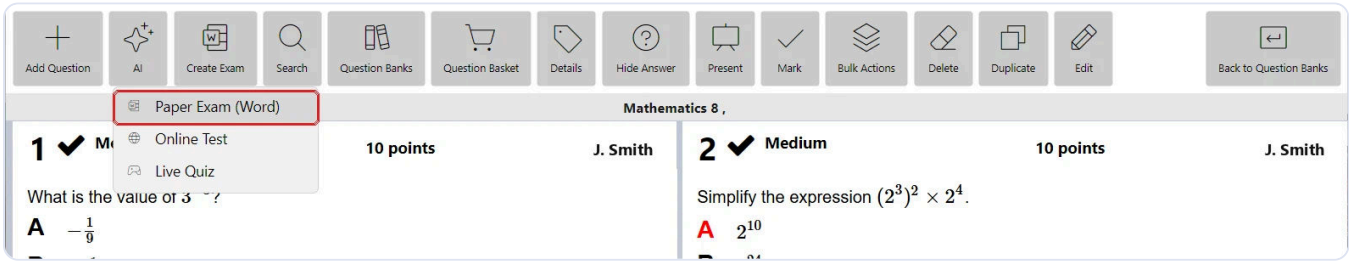
- **Mark by selecting a question range** (e.g. 1–20)
- **Invert marks** and **Remove all marks**



Tip · To find questions on a particular topic or of a particular difficulty, use the **Search** button on the toolbar; you can mark the found questions and take them into the exam.

3 Choose Paper Exam (Word) from the Create Exam menu

Click the **Create Exam** button on the toolbar; the menu that opens has three options: **Paper Exam (Word)**, **Online Test** and **Live Quiz**. For a printed exam choose **Paper Exam (Word)**.

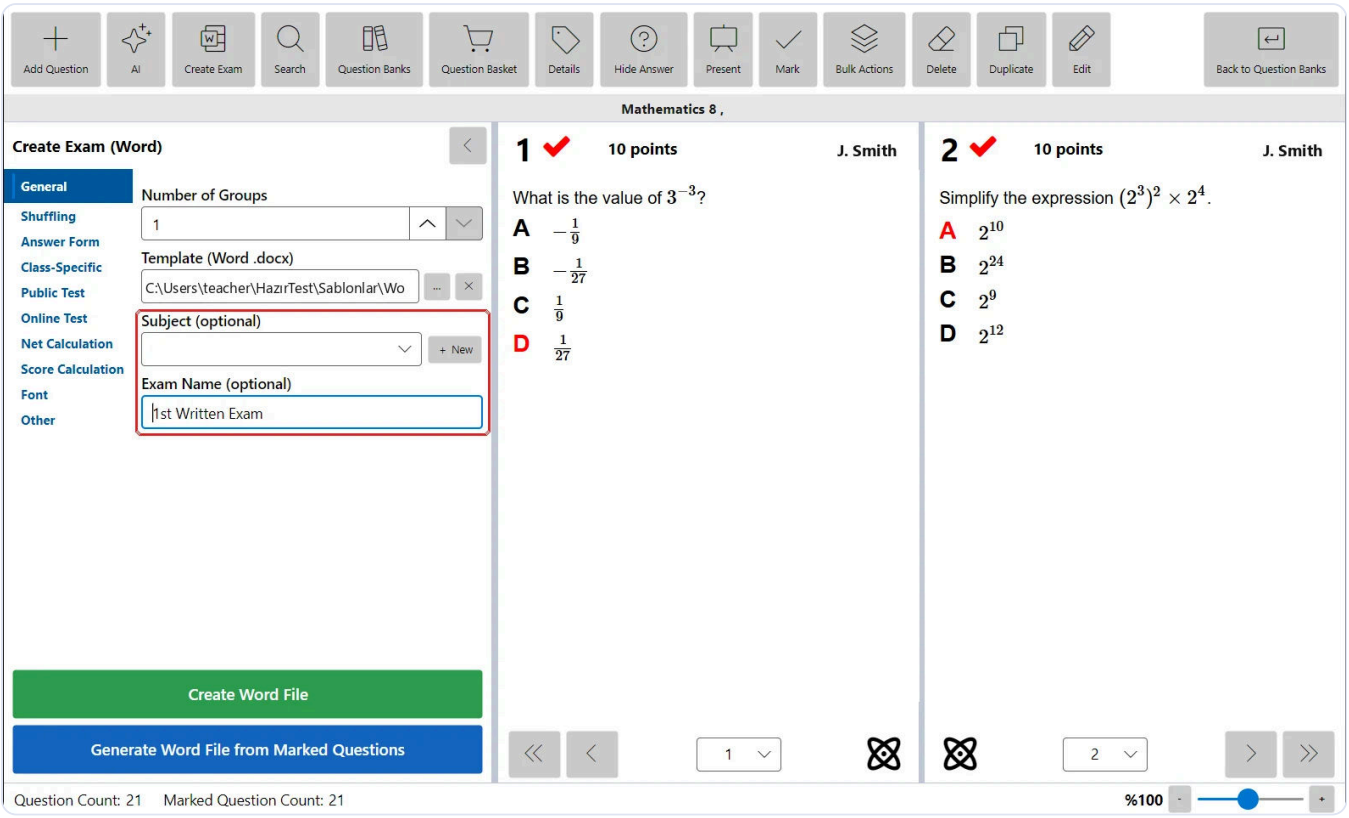


Tip · **Online Test** in the menu publishes a test solved in the browser from the same questions (Creating an online test); **Live Quiz** starts a classroom quiz that students join from their phones (Live quiz: a classroom quiz students join with a PIN).

4 Name the exam and choose the template

The **Create Exam (Word)** panel opens on the left; the settings are divided into tabs.

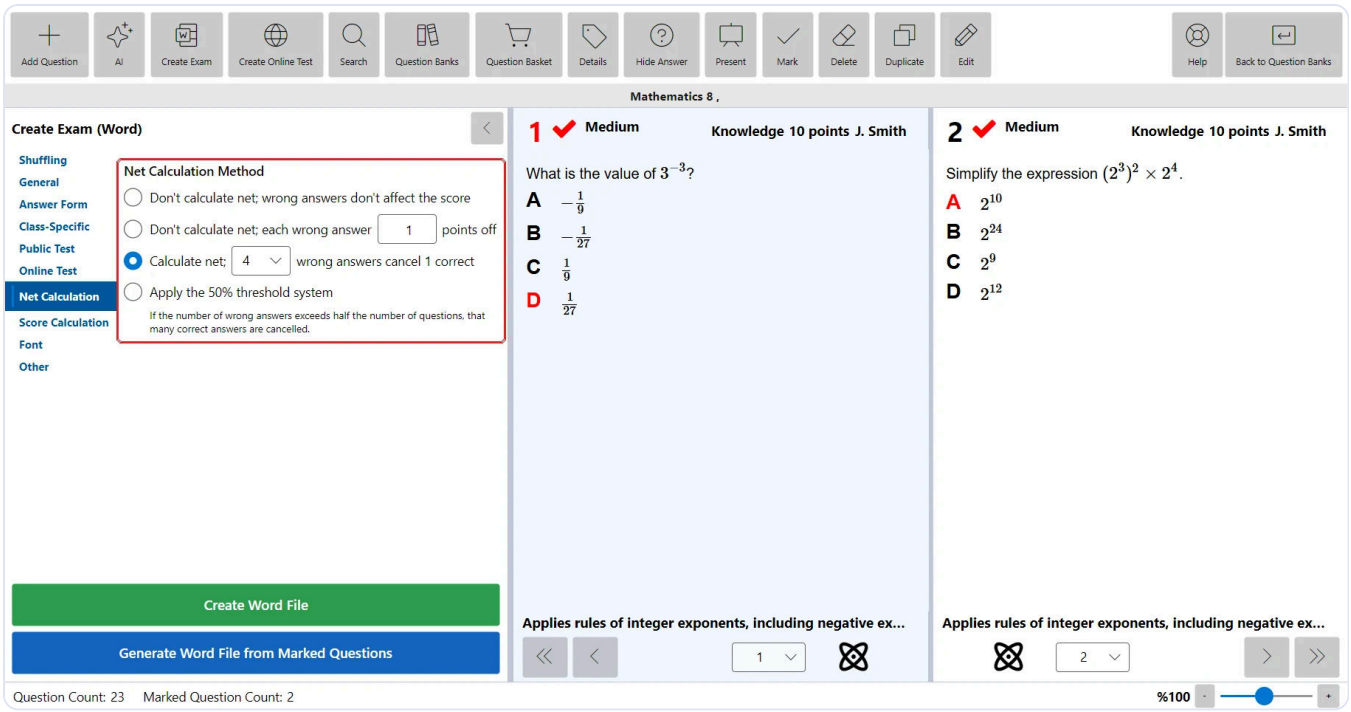
The **Course** and **Exam Name** boxes on the **General** tab are optional (e.g. "1st Written Exam"); if you fill them in, they are written into the paper's header and the file name. In the **Template** box you can choose your school's Word template with its header.



5 Choose shuffling, net and score settings

On the tabs you decide how the exam is produced. The most used ones:

- **Shuffling**: shuffle the order of questions and/or options.
- **Net Calculation**: whether wrong answers cancel correct ones (e.g. "4 wrong answers cancel 1 correct").
- **Score Calculation**: points per question, or the total score divided by the number of questions.
- **Answer Form**: the number of columns of the optical form printed on the paper, the student number and test number sections, and whether the form is at the start or the end of the paper.
- **Font** and **Other**: font size, options side by side or stacked, spacing between questions.

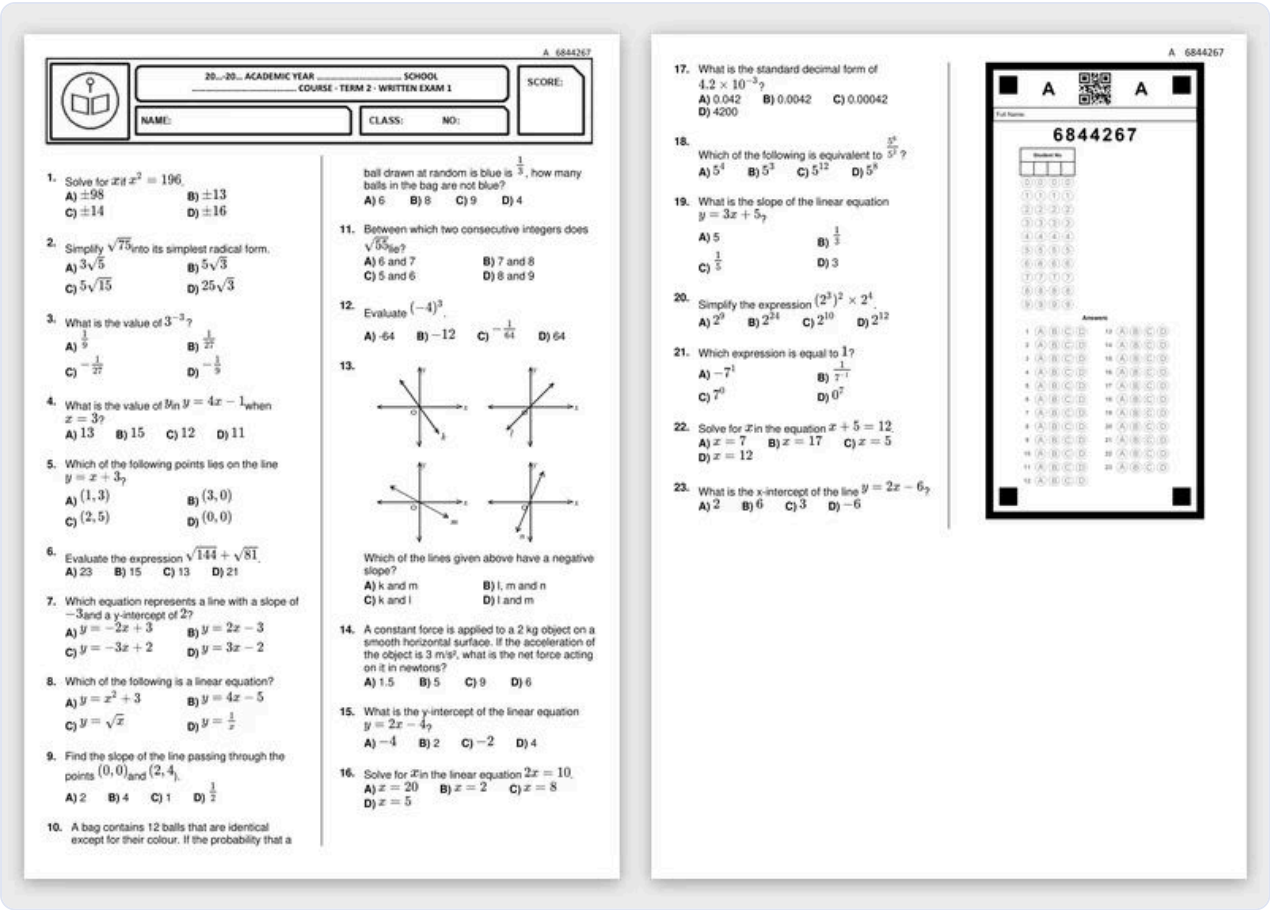


Tip · Net and score settings can be changed later too: the same settings are there when you edit the exam's answer key on the Answer Forms screen.

6 Produce the Word file

Click **Generate Word File from Marked Questions** at the bottom of the panel. (To make an exam from all the questions in the bank, use **Create Word File**.)

The file is produced and opens by itself. At the end of the paper (or at the start, if you chose so) there is the answer form, and the test number on the form belongs to this exam.



7 Give the exam and scan it

Copy and hand out the paper. Students mark their answers on the form on the paper; when you scan the papers with a phone or scanner, HazırTest finds the exam and its answer key from the test number and calculates the scores.

The exam is listed by its test number on the **Answer Forms** screen on the home page; go there to see or correct the answer key.

COMMON ISSUES

I cannot see the "Create Exam" button.

The button appears on the toolbar while a question bank is open. Go to Question Banks on the home page and open the bank. Pressing the button opens a menu; for a Word exam paper choose Paper Exam (Word).

Formulas come out as \(… \) in the Word file.

The program's display component is used to turn formulas into images. If this component is missing on Pardus/Linux, the program warns before producing; install the package named in the warning and produce again.

The file opens empty in LibreOffice.

If the Word production method on the Other tab of the Create Exam panel is "Microsoft Word compatible", only Microsoft Word shows the file correctly. Set the method to "Universal" and produce again.

How do I make A and B booklets of the same exam?

Increase Number of Groups on the General tab of the Create Exam panel. Details are on the Creating multi-group exams (A/B/C/D) page.

CREATING EXAMS

Exam paper layout and Word templates

HazırTest produces the exam as a Word file; two things determine how the paper looks. The first is the Word template: the header area, school name, logo, student information lines, page margins and number of columns come from it. The second is the settings in the Create Exam panel: font, option layout, spacing between questions, question number format, header text and the document appended at the end of the paper. This page covers both; the settings are made once and remembered for later exams.

BEFORE YOU START

- A question bank with the exam's questions marked (see Creating an exam).

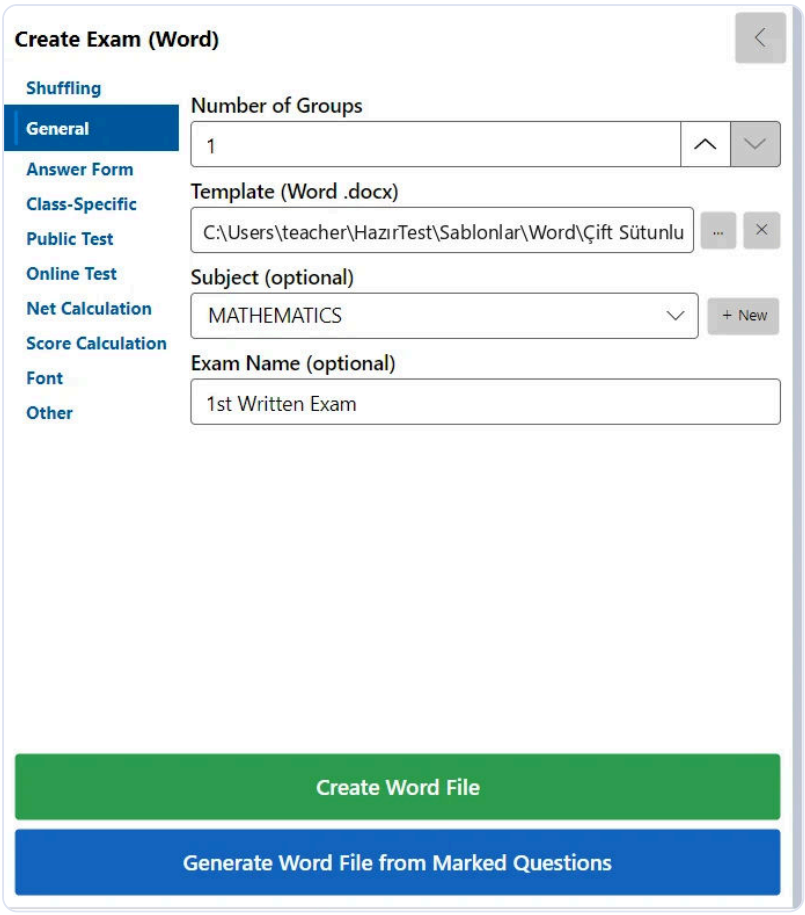
1 Open the Create Exam panel

In the question bank mark the questions for the exam and click the **Create Exam** button on the toolbar and choose **Paper Exam (Word)** from the menu. The **Create Exam (Word)** panel opens on the left. The appearance settings are on three tabs: **General** (template), **Font** and **Other**.

2 Choose one of the ready-made templates

On the **General** tab click the **…** button next to the **Template (Word .docx)** box. The program opens the template folder; the templates are split into three folders by number of columns: single-column, two-column and three-column. Each folder has different header layouts such as Basic, With Logo, MEB 1–4 and Table; the two-column folder also has templates with a cover page and landscape pages.

The template determines how many columns the paper has; there is no separate column setting. The template you choose is saved and used for later exams too. The ✕ next to the box removes the template; the program then uses its own plain single-column layout.



3 Put your school's name and logo in the template

In the ready-made templates the places for the school name, course and exam name are left dotted ("…… SCHOOL"). To fill them in for your school, open the template file in Microsoft Word (or LibreOffice), edit the header area, add your logo if you like and save the file **under a different name** in the same folder. Then choose this new template in the Create Exam panel; every exam comes out with that header.

Do not delete the **ÜstBilgi**, **GrupNo** and **TestNo** boxes in the template's header: the program writes the header text, the booklet letter (A, B…) and the test number into them respectively. The questions are added after the text in the template.

> **Tip** · You can also build your own template from scratch: any .docx file can be chosen as a template. Page margins, number of columns and the header are taken from that document. The easiest way is to copy one of the ready-made templates and change it.

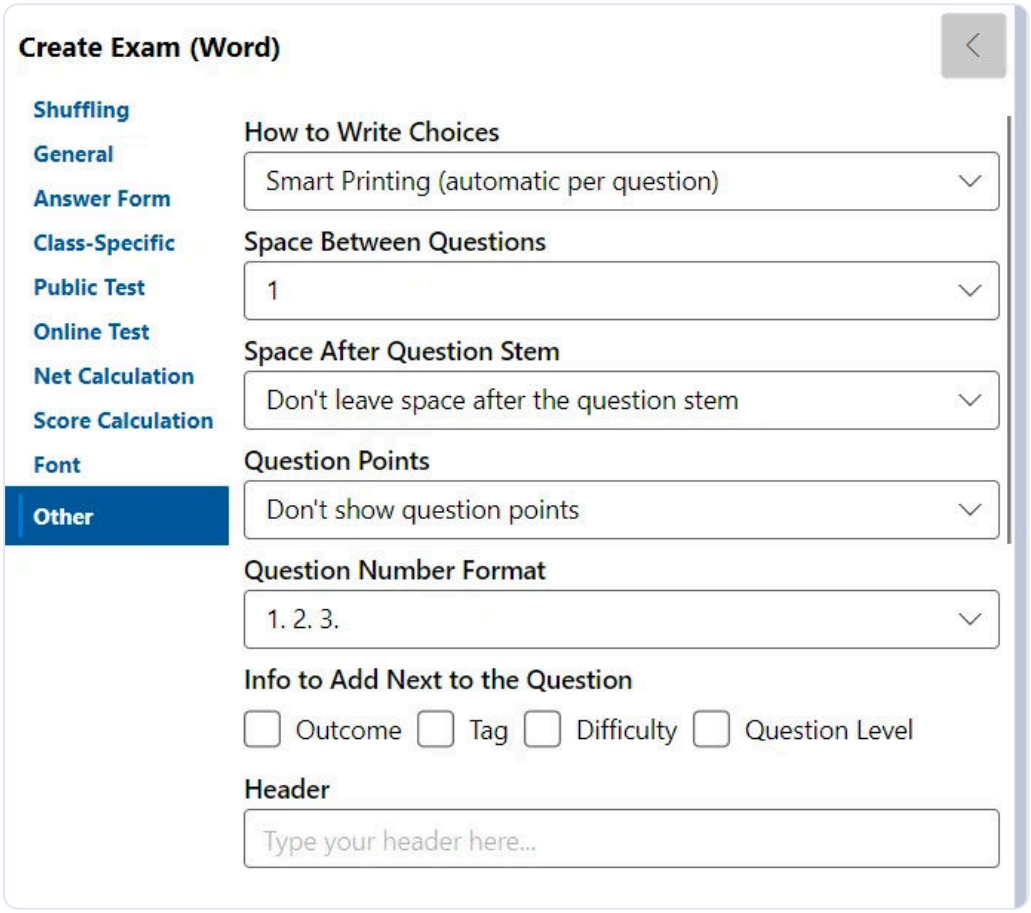
4 Choose the font and size

On the **Font** tab choose one of the fonts installed on your computer from the **Type** list and the point size from **Size**. This setting applies to the text of questions and options; the template's own header text does not change.

5 Set the option layout and spacing

The settings on the **Other** tab determine the layout of the paper:

- **How to Write Choices** — stacked, side by side, in two rows (a-b on top, c-d below), in three rows, or **Smart layout**. Smart layout looks at the length of the options in each question and chooses the tightest layout that fits; it is the option that saves the most paper.
- **Space Between Questions** — the number of blank lines left under each question (where the student works).
- **Space After Question Stem** — the space between the question text and the options.
- **Question Points** — prints each question's points next to it.
- **Question Number Format** — "1." or "1)".
- **Info to Add Next to the Question** — prints the learning outcome, tag, difficulty or question level next to the question; useful for a teacher's copy.
- **Limit Image Width in Questions** — shrinks wide images to the pixel width you give; prevents overflow on a two-column paper.



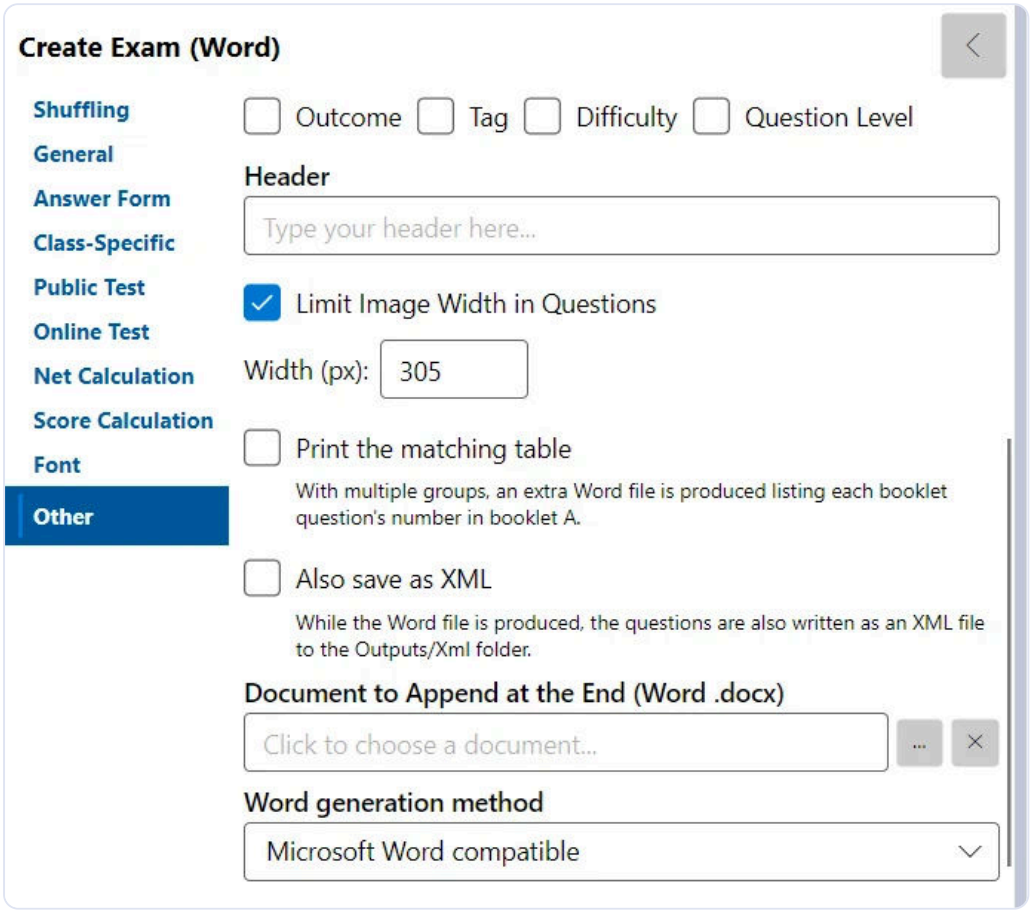
Tip · A single question can have its own layout too: on the question editing screen, in **Details** → **Option Layout**, you can have that question's options always printed stacked, and with **Bottom Spacing Amount** leave extra space under that question only. A question's own setting takes precedence over the general setting in the panel.

6 Write a header and append a document at the end

The text you type in the **Header** box is printed in the template's header (e.g. "2026-2027 School Year, 1st Term, 1st Written Exam"); it appears at the top of every page.

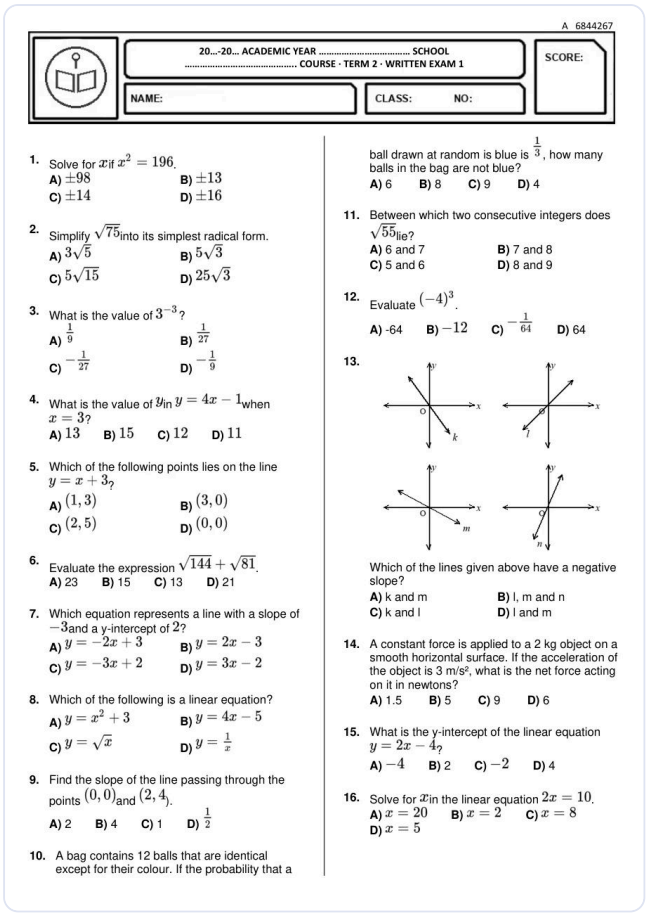
Document to Append at the End (Word .docx) adds another Word document at the very end of the paper. The program comes with two ready-made documents (in Turkish): "Başarılar Dilerim" (Good luck) and "Sınav Süresi" (Exam duration). You can write your own signature block, score table or exam rules in a Word file and choose it here. ✕ removes the document.

If **Also save as XML** on the same tab is ticked, the questions are also written as an XML file to the **Çıktılar/Xml** (Outputs/Xml) folder next to the Word file. It is used when you want to move the questions to another system (e.g. a learning management system); you do not need it if you only print papers.



7 Produce the Word file and check it

Produce the exam with **Generate Word File from Marked Questions**. The file opens in Word; if you do not like how it looks, just change the setting in the panel and produce it again. Because the Word file is editable, you can make the final touches (a page break, the position of a question) directly in Word as well.



A 6844267

20...-20... ACADEMIC YEAR ..... SCHOOL
..... COURSE · TERM 2 · WRITTEN EXAM 1

SCORE:

NAME: CLASS: NO:

1. Solve for x if $x^2 = 196$.
A) ± 98 B) ± 13
C) ± 14 D) ± 16

2. Simplify $\sqrt{75}$ into its simplest radical form.
A) $3\sqrt{5}$ B) $5\sqrt{3}$
C) $5\sqrt{15}$ D) $25\sqrt{3}$

3. What is the value of 3^{-3}?
A) $\frac{1}{9}$ B) $\frac{1}{27}$
C) $-\frac{1}{27}$ D) $-\frac{1}{9}$

4. What is the value of y in $y = 4x - 1$ when $x = 3$?
A) 13 B) 15 C) 12 D) 11

5. Which of the following points lies on the line $y = x + 3$?
A) $(1, 3)$ B) $(3, 0)$
C) $(2, 5)$ D) $(0, 0)$

6. Evaluate the expression $\sqrt{144} + \sqrt{81}$.
A) 23 B) 15 C) 13 D) 21

7. Which equation represents a line with a slope of -3 and a y-intercept of 2?
A) $y = -2x + 3$ B) $y = 2x - 3$
C) $y = -3x + 2$ D) $y = 3x - 2$

8. Which of the following is a linear equation?
A) $y = x^2 + 3$ B) $y = 4x - 5$
C) $y = \sqrt{x}$ D) $y = \frac{1}{x}$

9. Find the slope of the line passing through the points $(0, 0)$ and $(2, 4)$.
A) 2 B) 4 C) 1 D) $\frac{1}{2}$

10. A bag contains 12 balls that are identical except for their colour. If the probability that a ball drawn at random is blue is $\frac{1}{3}$, how many balls in the bag are not blue?
A) 6 B) 8 C) 9 D) 4

11. Between which two consecutive integers does $\sqrt{55}$ lie?
A) 6 and 7 B) 7 and 8
C) 5 and 6 D) 8 and 9

12. Evaluate $(-4)^3$.
A) -64 B) -12 C) $-\frac{1}{64}$ D) 64

13.

Which of the lines given above have a negative slope?
A) k and m B) l, m and n
C) k and l D) l and m

14. A constant force is applied to a 2 kg object on a smooth horizontal surface. If the acceleration of the object is 3 m/s², what is the net force acting on it in newtons?
A) 1.5 B) 5 C) 9 D) 6

15. What is the y-intercept of the linear equation $y = 2x - 4$?
A) -4 B) 2 C) -2 D) 4

16. Solve for x in the linear equation $2x = 10$.
A) $x = 20$ B) $x = 2$ C) $x = 8$
D) $x = 5$

COMMON ISSUES

The Word file looks empty in LibreOffice (Pardus).

Set the Word generation method on the Other tab to Universal (LibreOffice/Pardus). A file produced with the "Microsoft Word compatible" method is shown correctly only by Microsoft Word. On Pardus the program already starts with Universal.

I changed the school name in the template but the old one appears on the paper.

Make sure you chose the changed file again in the panel. The program reads the template only from the selected file; if you saved under a different name instead of changing the ready-made template, you need to choose the new name.

Images overflow on a two-column paper.

Tick Limit Image Width in Questions on the Other tab and reduce the width, or use the Shrink image box while editing the question.

An optical form appears at the end of the paper and I do not want it.

The position and content of the answer form printed on the paper are on the Answer Form tab (start or end of the paper, number of columns, student number section). In an exam made only of essay (open-ended) questions, the form is not printed at all.

CREATING EXAMS

Sample exam papers and answer forms

From the questions in your question bank HazırTest produces a Word exam paper, an optical answer form at the bottom of the paper or on a separate page, and all the forms needed for scanning. On this page you can see what each output looks like, download the sample file and open it in Word, or print it and try it. The questions and the student names in the samples are made up. The samples were produced with the English interface and English versions of the templates that come with the program.

1 Where do these outputs come from?

All the outputs are taken from two screens:

- **Question Bank** → **Create Exam** — the Word exam paper, A/B/C/D booklets and student-specific papers (see Creating an exam, Creating multi-group exams (A/B/C/D), Exam papers with student names printed (class-specific)).
- **Answer Forms** — select a saved exam to print a blank or correct answer form, a class form with names and numbers, a random-answer class form and the question matching table between groups. The forms of multi-subject mock exams are in the **Multi-subject mock exam** branch of the same screen.

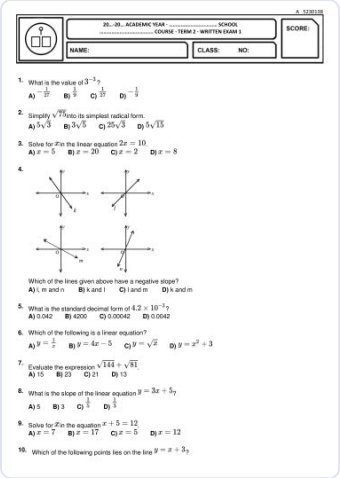
Tip · The look of the exam paper (one, two or three columns; template with school header; font size) is chosen in the Create Exam panel (see Exam paper layout and Word templates). The templates that come with the program have Turkish headers; the samples use English copies of them.

2 Examine the samples

Each sample has a link to download the real Word or PDF file from hazirtest.com. The optical forms are at the size the program reads: if you print the PDF at 100% scale and mark it, you can scan it with HazırTest (because the form's test number belongs to these exams, scanning says "test not registered"; use your own exam's form).

Exam papers

Word files produced from the question bank. The answer form is at the end of the paper (it can be moved to the start); the test number on the form belongs to that paper.

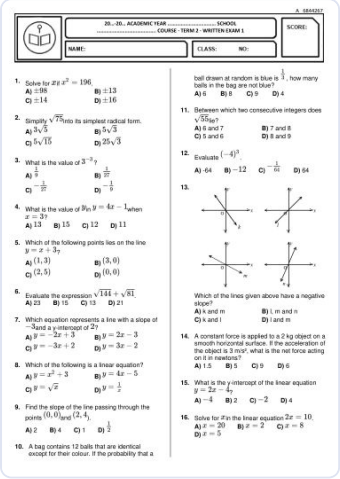


Word · Create Exam · single-column template

Single-column exam paper

Single-booklet exam: course and exam name in the header, questions in one column, options side by side. Formulas and questions with images are printed directly on the paper.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/sinav-kagidi-tek-sutun.docx

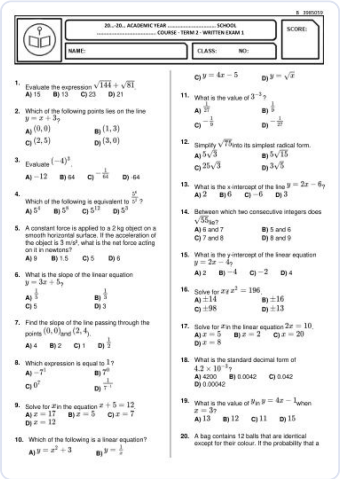


Word · Create Exam · Number of Groups 2

Booklet A (two columns)

Booklet A on a two-column template: school, name, class, number and score boxes at the top; booklet letter and test number at the top right.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/sinav-kagidi-a-kitapcigi.docx

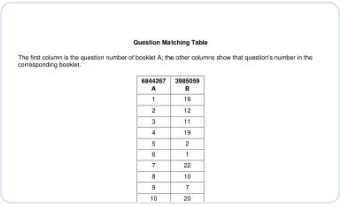


Word · Create Exam · Number of Groups 2

Booklet B

The same questions shuffled: question positions and options differ, questions linked to a reading passage stay with their text. It has its own test number and answer key.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/sinav-kagidi-b-kitapcigi.docx

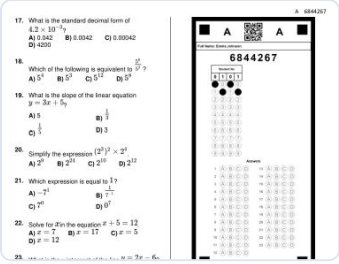


Word · Answer Forms → Print Question Matching Table

Question matching table

In an exam with several booklets, which number each question of booklet A has in the other booklets. Useful when solving the questions in class or reviewing objections.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/soru-eslesme-tablosu.docx



Word · Create Exam → Class-Specific

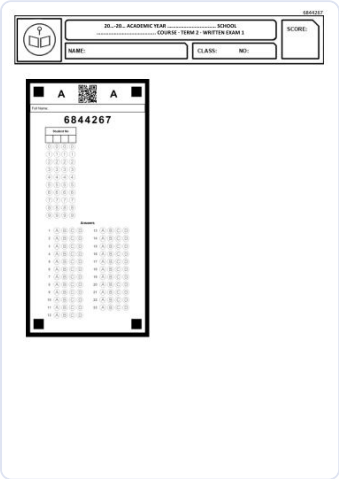
Student-specific paper

A separate Word file for each student: the questions of their own booklet and, at the end, an optical form with their name written and their number filled into the bubbles. The image shows the last page, with the form.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/sinifa-ozel-kagit.docx

Single-subject answer forms

Forms printed separately for a saved exam. Word forms carry the header of the template you chose; class forms are PDF, one page page per student.

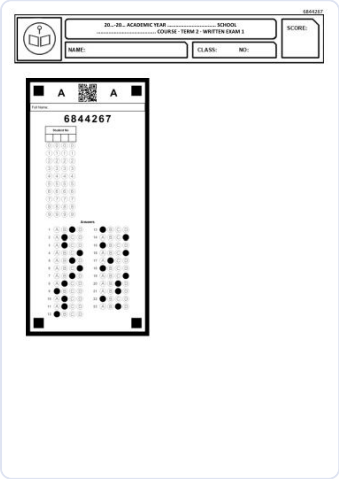


Word · Answer Forms → Print Blank Answer Form

Blank answer form

A form with the exam's test number and booklet letter printed and the answers empty. Use it if you copied the question paper elsewhere or the form will be handed out separately.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/bos-cevap-formu.docx

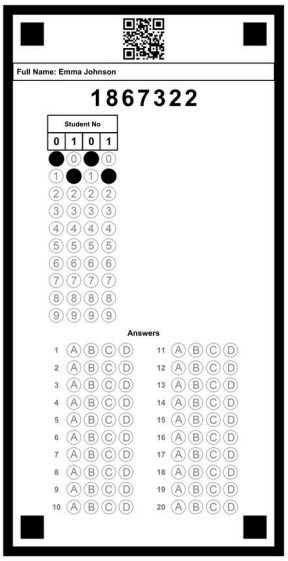


Word · Answer Forms → Print Correct Answer Form

Correct answer form

A form with the correct answers marked: for checking the answer key on paper or posting it on the board after the exam.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/dogru-cevap-formu.docx

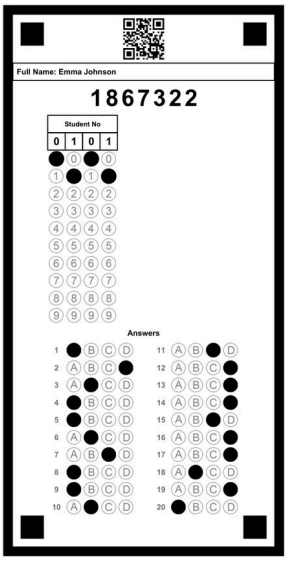


PDF · Answer Forms → Class Form with Name and No.

Class form with names and numbers

A separate page for each student of the class you choose: name written on top of the form, number filled into the bubbles. In an exam with several booklets, students can be distributed to booklets in turn. The sample contains the first two students.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/ad-no-basili-sinif-formu.pdf



PDF · Answer Forms → Random-Answer Class Form

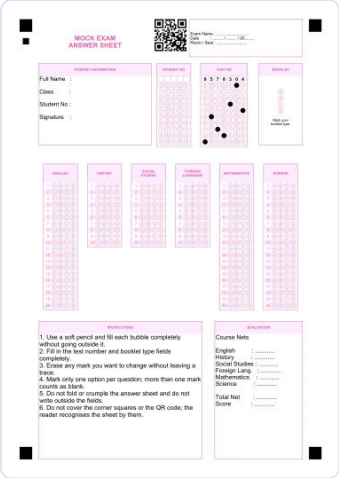
Random-answer class form

The same as the class form, with answers marked at random. For trying optical scanning and reports before the real exam.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/rasgele-cevapli-sinif-formu.pdf

Mock exam answer sheets

In multi-subject mock exams the form is drawn from the template in the Optical Form Designer (the sample uses an English copy of the LGS template that comes with the program). The system QR code carries the sheet's identity.

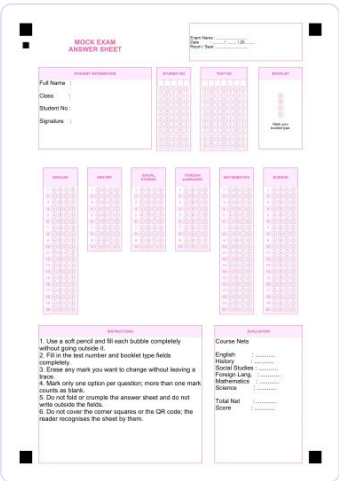


PDF · Answer Forms → Multi-subject → Print Blank Answer Form

Blank answer sheet (number coded)

The test number is filled into the bubbles and in the QR code: the exam is found automatically when scanning, the student does not mark a number.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/deneme-bos-cevap-formu.pdf

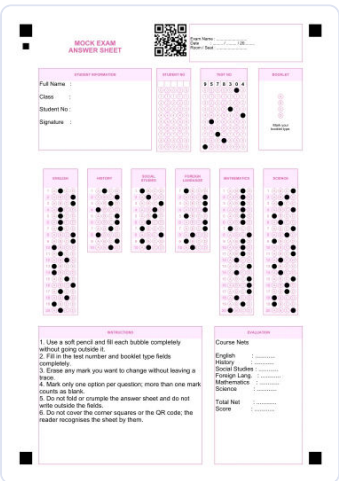


PDF · Print Blank Answer Form → Leave test number empty

Blank answer sheet (uncoded)

A spare sheet not bound to any exam: no test number and no QR code. You can use the same sheet in different mock exams; you choose the exam when scanning.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/deneme-kodsuz-cevap-formu.pdf

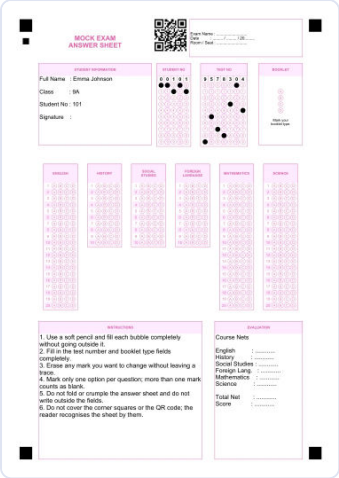


PDF · Answer Forms → Multi-subject → Print Correct Answer Form

Correct answer sheet

A sheet with the correct answers of all courses marked.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/deneme-dogru-cevap-formu.pdf



PDF · Answer Forms → Multi-subject → Class Form with Name and No.

Class sheet with names and numbers

A sheet for each student with their name, class and number printed; the number and test number are filled into the bubbles. The sample contains the first two students.

Sample file: hazirtest.com/ornek-sinav-kagitlari-en/deneme-sinif-formu.pdf

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COMMON ISSUES

Formulas or images look broken when I open the Word file.

Open the file with Microsoft Word. If you use LibreOffice, set the Word generation method on the Other tab of the Create Exam panel to "Universal (LibreOffice/Pardus)"; this method produces files that open in other word processors too.

My school's name is not in the paper's header.

The header comes from the Word template you chose. Choose your school's template with its header in the Template box of the Create Exam panel, or open the template that comes with the program in Word, write your school name and save it.

I printed the form but it is not read.

Print the form at 100% scale ("Fit to page" off); the corner squares must not be cut off. Do not shrink or enlarge it when photocopying either (see Scanning problems and reading settings).

CREATING EXAMS

Exam papers with student names printed (class-specific)

The most common mistake on an optical form is a wrongly coded student number: when a paper with the wrong number is scanned, the result is written under another student's name or not matched at all. HazırTest can take this step away from the student. When you choose a class list, a separate Word file is produced for each student: it contains the questions of their own booklet and, after the questions, an optical form with their name written and their school number already marked in the bubbles. The student only codes the answers.

BEFORE YOU START

- At least one class with students saved with their numbers (see Creating class lists).
- A question bank with the exam's questions marked.

1 Open the Create Exam panel and name the exam

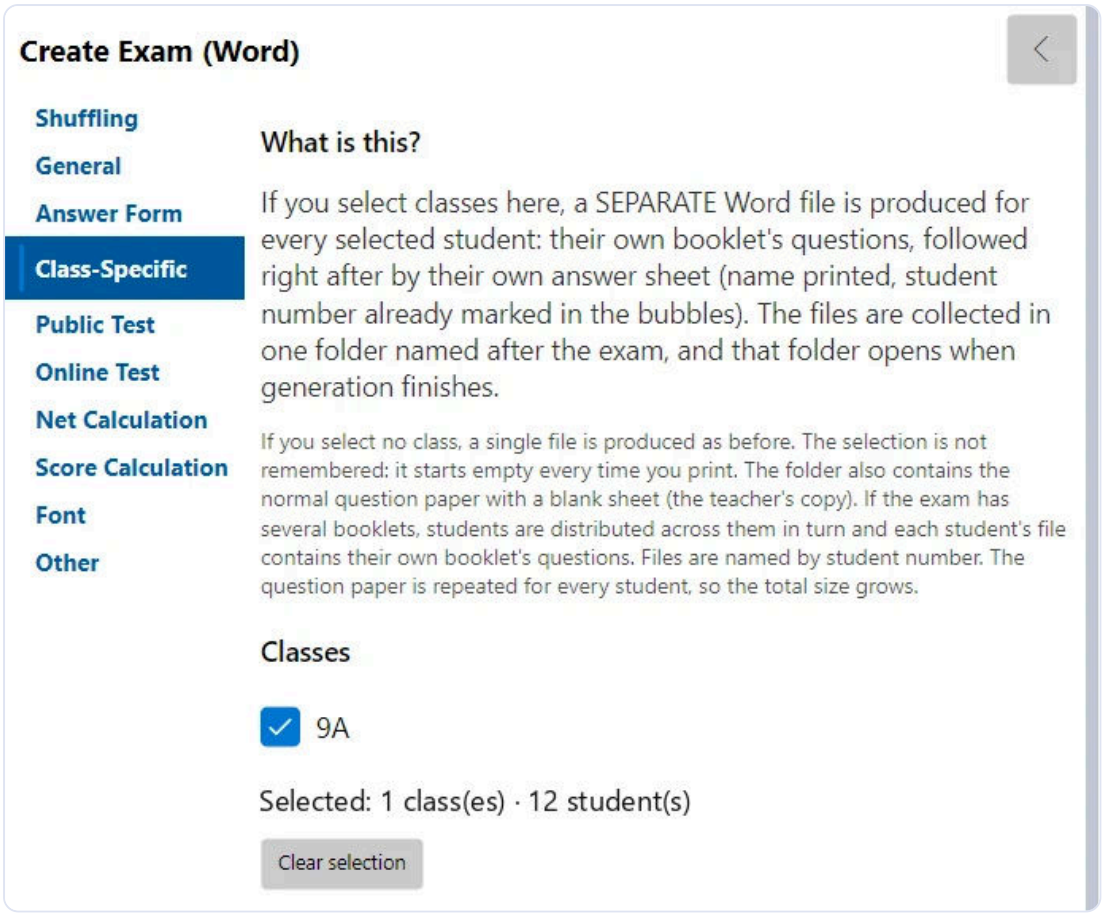
Mark the questions in the question bank and choose **Create Exam** → **Paper Exam (Word)**. On the **General** tab fill in **Course** and **Exam Name** (e.g. "Mathematics", "1st Written Exam"). Filling them in is recommended: the name of the folder that collects the student files is made from them.

Choose the number of booklets, shuffling, net and score settings as usual (see Creating an exam).

2 Choose the classes on the Class-Specific tab

Go to the **Class-Specific** tab. Your saved classes are listed under the **Classes** heading; tick the classes taking the exam. Below the list it says how many classes and students are selected (e.g. "1 classes · 12 students selected").

The selection is not kept: the panel starts empty every time it opens. This way you do not unknowingly print personal papers for a class you selected months ago. **Clear selection** removes all ticks; if you select no class, the program produces a single exam file as before.



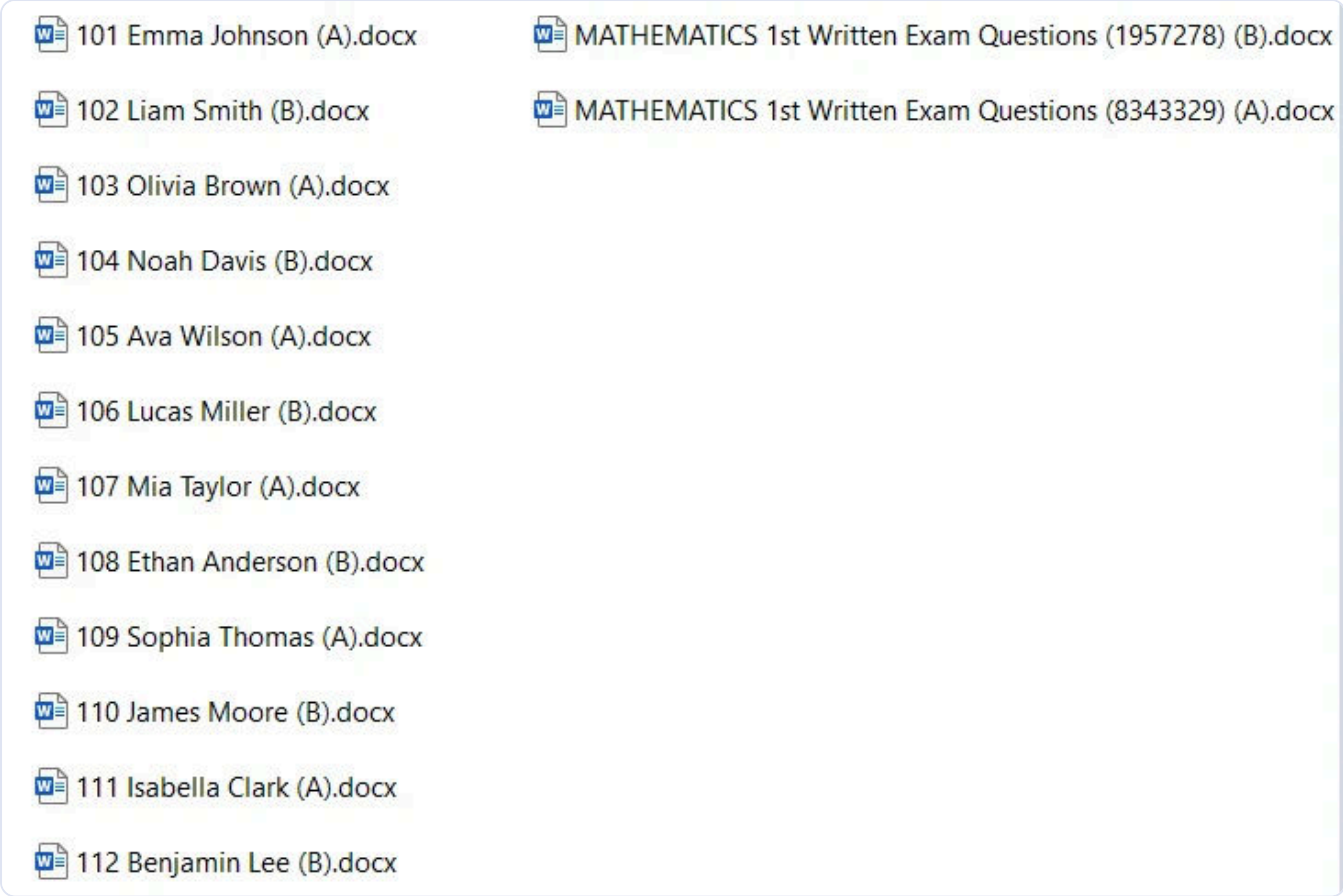
3 Check the number digits

On the **Answer Form** tab make sure that **Student No Section** is set to **Show** and that **Student No Character Count** is enough for the longest number in your school. For students whose number is longer, only the last digits of the number can be coded; after producing, the program tells you how many students' numbers were cut.

4 Produce the files

Click **Generate Word File from Marked Questions**. The program shows the progress while it writes one file per student; when finished it says "12 student files are ready" and opens the folder where the files are collected. The folder's name is made from the course and exam name (e.g. "Matematik 1. Yazılı Sınıfa Özel").

- Each student's file is named with **number + full name** (e.g. "101 Emma Johnson (A).docx"); in the folder they are sorted by number, so you hand out the papers in class list order.
- The file contains the question paper first, then the student's optical form: the full name is written on the form and the number is marked in the bubbles. The position of the form follows the **At the start of the page / At the end of the page** setting on the Answer Form tab.
- The folder also contains a normal exam paper with a blank form: for the teacher's copy and for a student who joins the exam later.

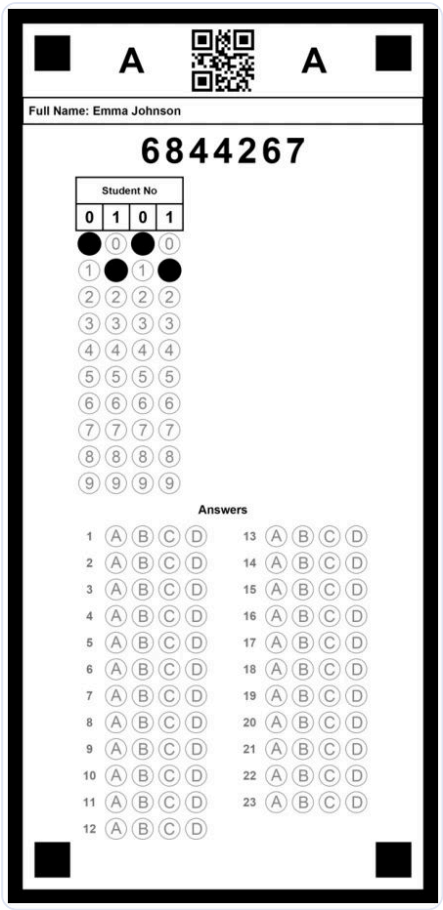


5 Distribution in an exam with several booklets

If the exam has more than one booklet (A, B, C…), students are distributed to the booklets in turn: the first student in the list gets A, the second B, the third C, the fourth A again… Each student's file contains the questions of their own booklet and that booklet's form; the booklet letter is added to the end of the file name. Students sitting next to each other get different booklets and you do not need to shuffle the papers.

6 Print, give the exam, scan

Print the files and hand them out to students by name. After the exam scan the forms as usual (see Scanning answer forms). Because the number is coded in print, there is no chance of the student marking the wrong number; the scanned paper matches the student in the class list directly.



COMMON ISSUES

The Class-Specific tab says "No classes saved yet".

First add the class and its students on the Class Lists screen (by hand, from Excel or from an e-Okul PDF). The tab shows only saved classes.

The files take up a lot of space.

Because each student's file contains the whole question paper, the total size is multiplied by the number of students; it grows especially with image questions. If personal forms are enough, you can produce the question paper as a single file and print the forms separately: on Answer Forms select the exam and print the forms of the classes you choose as one PDF with Class Form with Name and No.

A student joined the exam later.

Give them the normal paper with the blank form from the folder; the student marks their number themselves. Scanning recognises both kinds of paper in the same way.

I cannot see the Class-Specific tab.

Class-specific production is only for Word exam papers. If the panel was opened to publish an online test (Publish Test), the tab is hidden; open it from the question bank with Create Exam → Paper Exam (Word).

CREATING EXAMS

Creating multi-group exams (A/B/C/D)

Preparing different booklets of the same exam to prevent cheating takes hours by hand: rearranging the questions and options and working out each booklet's answer key separately. In HazırTest you choose the number of groups and the program does the rest — and when scanning it knows by itself which paper belongs to which group.

Video (in Turkish): https://youtu.be/LAidyl-rGbQ

BEFORE YOU START

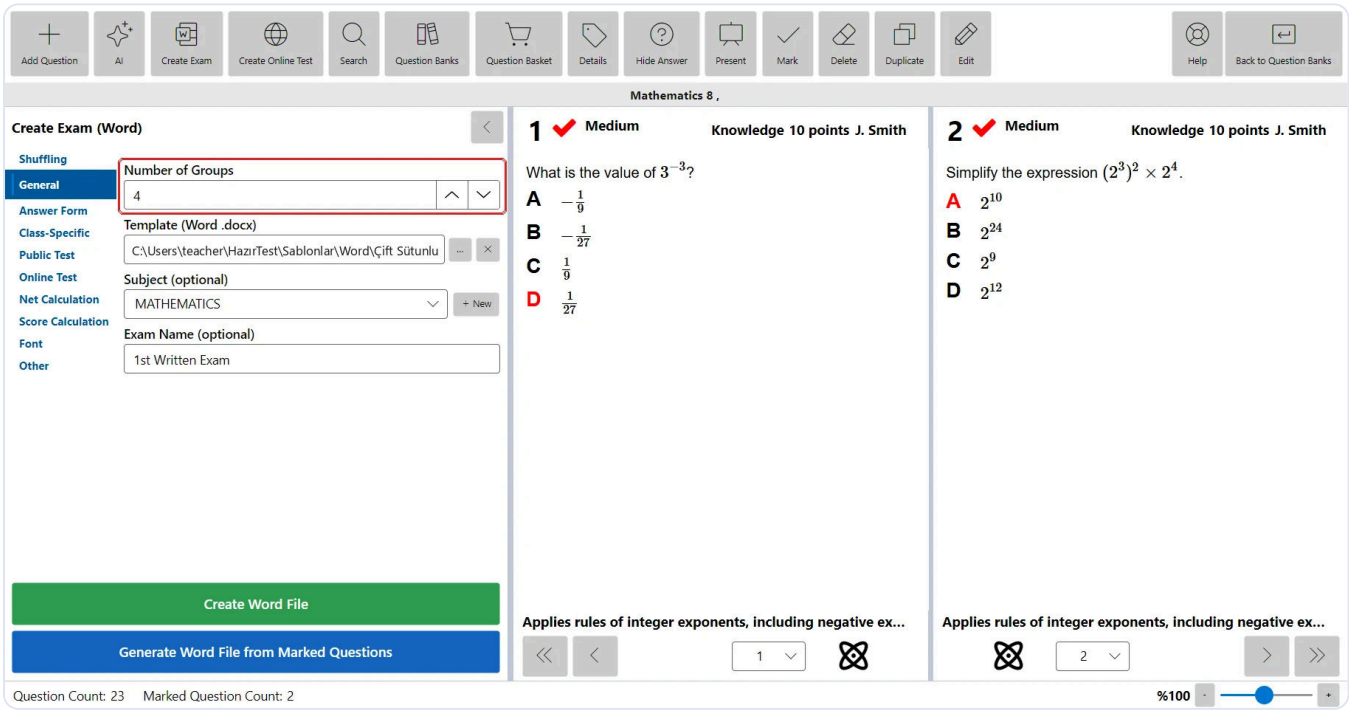
- Knowing how to create a single-booklet test is enough (see Creating an exam).
- Each group counts as one booklet: the free plan includes a one-time allowance of 10 booklets, so a 4-group exam uses 4 of them.

1 Choose the questions and open Create Exam

Open the question bank, mark the questions for the exam and open the panel with **Create Exam → Paper Exam (Word)** on the toolbar. Up to here it is the same as a single-booklet test.

2 Choose the number of groups

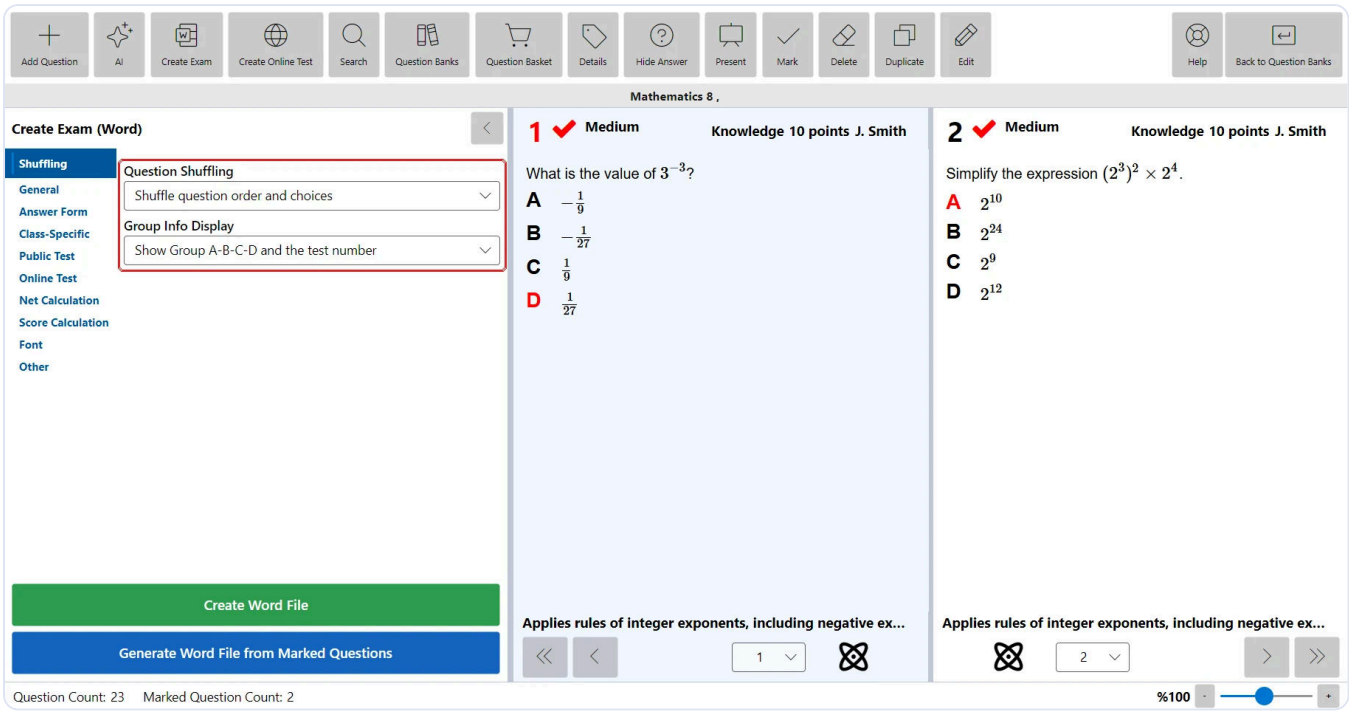
On the **General** tab of the panel choose the **Number of Groups**: 2 produces booklets A and B, 4 produces A, B, C, D.



3 Turn on shuffling

On the **Shuffling** tab choose how the groups will differ from each other:

- **Shuffle question order and choices** — the strongest separation
- **Shuffle only question order, not choices**
- **Shuffle only choices, not question order**



Tip · Several groups cannot be produced while shuffling is off, because the booklets would be identical. If you forget, the program asks: if you say Yes, it turns shuffling on and produces.

4 Choose how the group appears on the paper

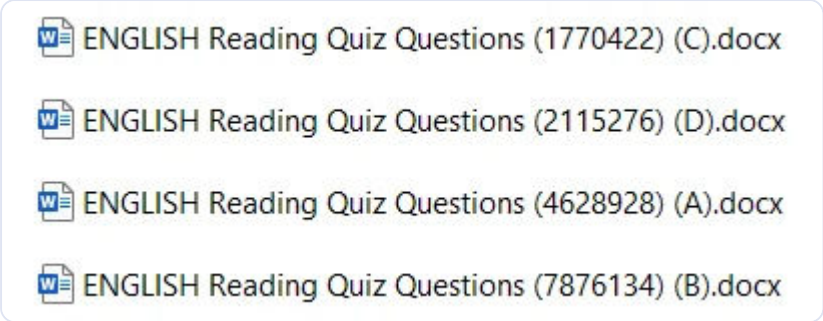
Group Info Display on the same tab determines what is written at the top of the paper: only the group letter (A-B-C-D), only the test number, both, or neither. We recommend showing the letter so that students recognise their own booklet.

5 Produce the booklets

Click **Generate Word File from Marked Questions**. A separate Word file is produced for each group and the file names end with the group letter ("… (A)", "… (B)"), so you can tell at a glance which file is which booklet in the folder.

The answer form under each booklet carries that booklet's own test number. You do not need to prepare answer keys separately: the program builds each group's key itself according to how the questions and options were shuffled.

To see later which test number belongs to which booklet, select one of the booklets on **Answer Forms** and press **Show Linked Groups**: all groups of the same exam and their test numbers are listed. These numbers are created together; if one is deleted, all are deleted together.



6 Scan them mixed, leave the rest to the program

You can scan the papers mixed, without sorting them into groups. HazırTest recognises each paper's group from its test number and scores it with that group's answer key.

If you need to correct an answer key, open the exam on the **Answer Forms** screen on the home page; in a multi-group exam you can switch between groups with the group selector.

COMMON ISSUES

Production stopped because my test allowance ran out.

Each group is a separate booklet and counts separately against the test allowance: a 4-group exam uses 4 credits. The free plan includes a one-time allowance of 10 booklets; for more you can switch to one of the yearly packages.

Are the questions in the groups different or the same?

In groups produced from the questions you marked, the questions are the same; only their positions and/or options are shuffled. This way all groups are equally difficult.

What if a student wrote the wrong group letter on the paper?

Scanning looks at the test number on the paper, not the group letter; the number is printed and coded on each booklet's form. The letter the student writes by hand does not affect the result.

If I change a question's answer later, are all groups corrected?

Yes. The answer key is kept in one place per question, and each group's key is derived from it with its own shuffle order. A correction in one group is reflected in the others.

CREATING EXAMS

Creating an exam from several question banks

When preparing a topic review or an end-of-term exam, the questions are usually in more than one bank: one in a "Fractions" bank, another in a "Decimals" bank. The question basket is made for this — it collects copies of the questions you choose from different banks in one place, and you produce the exam from there.

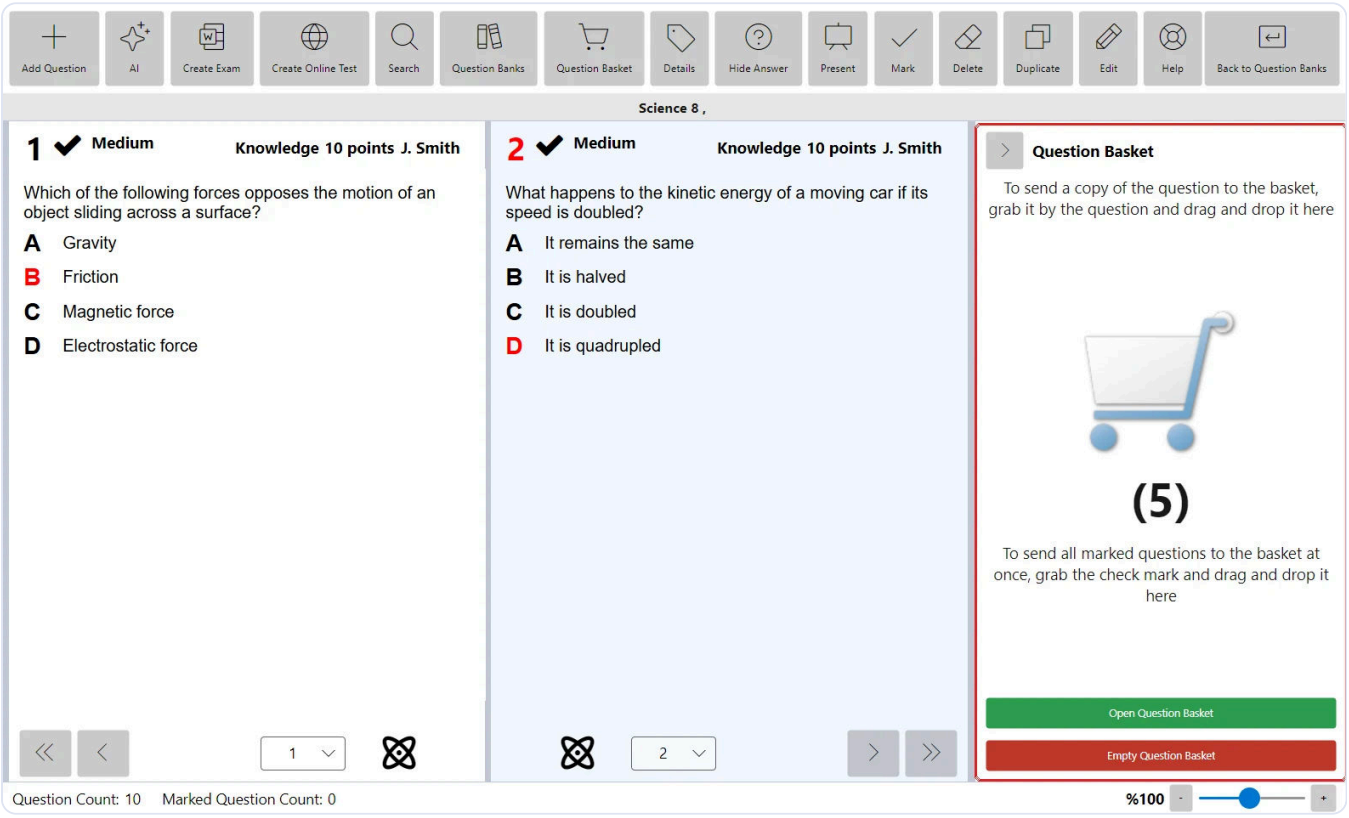
Video (in Turkish): https://youtu.be/RrHnEFU_Vps

BEFORE YOU START

- At least two question banks with questions in them.
- The basket does NOT change your banks: what goes into the basket is a copy of the question.

1 Open the first bank and show the basket panel

From **Question Banks** open the first bank you will take questions from. Click the **Question Basket** button on the toolbar; the basket panel opens on the right.

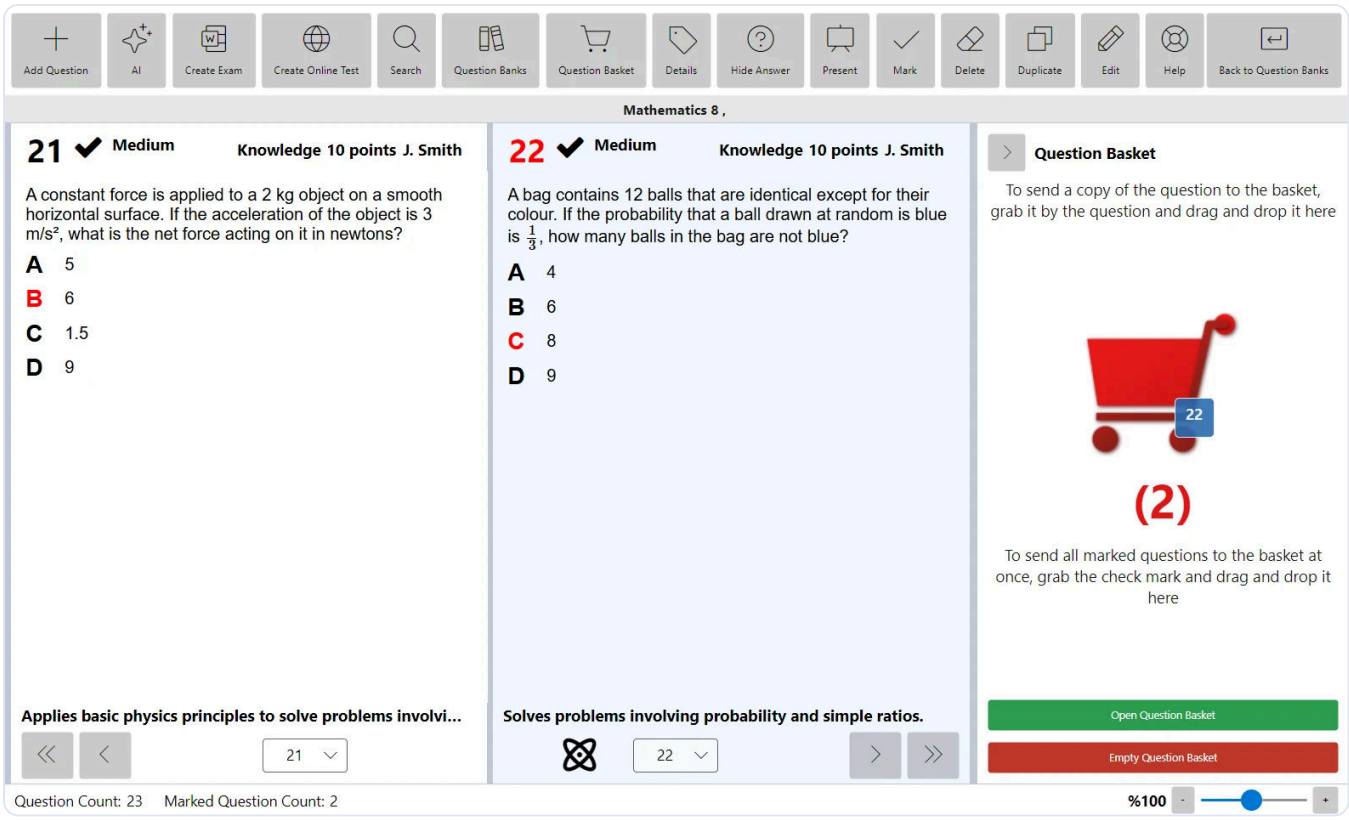


2 Send questions to the basket

There are three ways to send a question to the basket:

- **Single question:** grab the question by its large number and drag and drop it onto the basket panel on the right.
- **Several questions:** first mark the questions with the tick next to their numbers, then grab any tick and drag it to the basket — all marked questions go at once.

- **Right-click:** right-click the question and choose **Send this question to the basket** or **Send marked questions to the basket**.



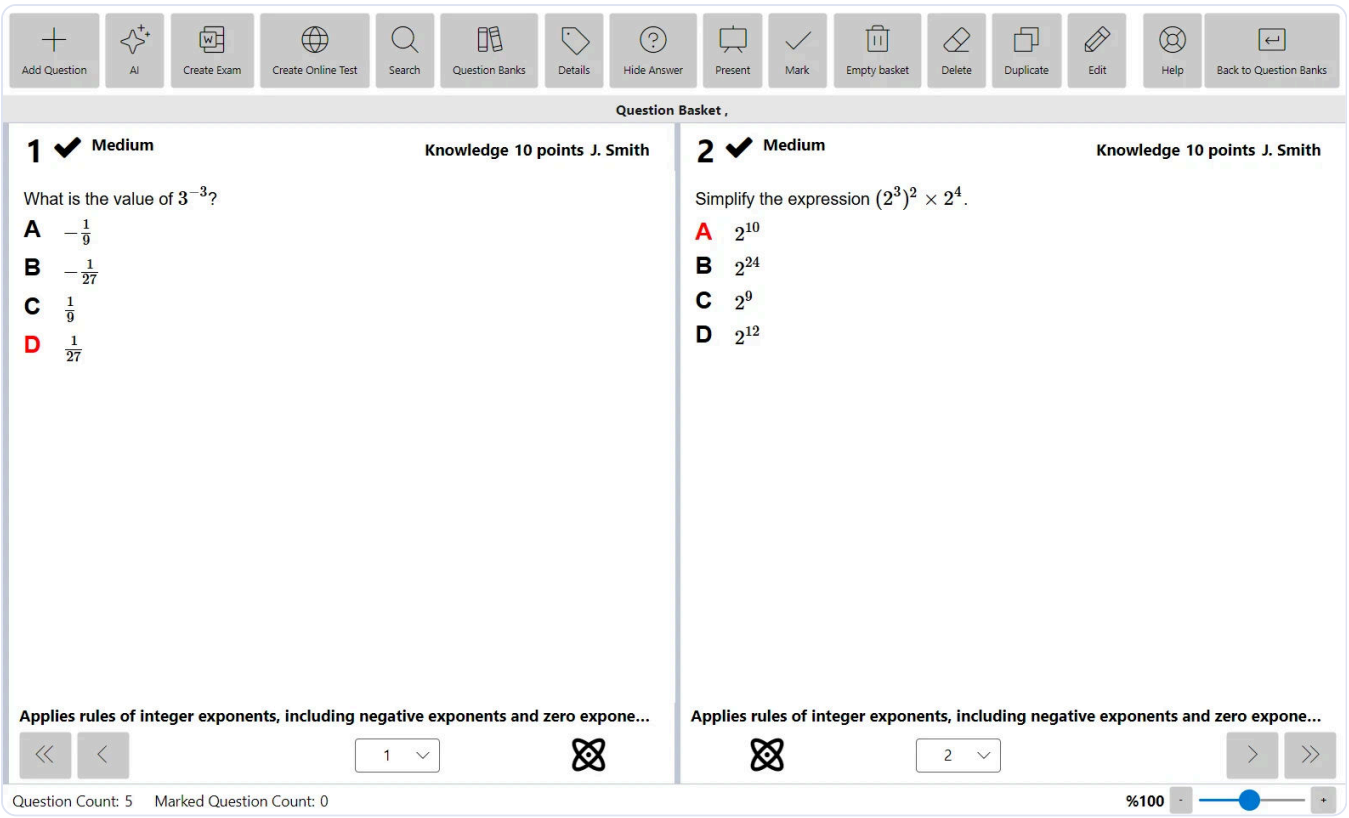
3 Add from the other banks too

Go back to the list with **Back to Question Banks**, open the next bank and send questions the same way. The basket is a file; its contents stay even if you close the program, so you can fill the basket over several days.

> **Tip** · If you send the same question twice the program asks: if you say Yes, the copy in the basket is overwritten; if you say No, that question is skipped.

4 Open the basket and check the order and the questions

The **Question Basket** button on the home page opens the basket like a question bank. You can review the questions here and remove a question you do not want from the basket with **Delete**; the original question in the source bank stays where it is.



5 Produce the exam from the basket

With the basket open, go to the panel with **Create Exam → Paper Exam (Word)** and produce the exam paper from all the questions in the basket with **Create Word File** (if you want only some of them, mark them and use **Generate Word File from Marked Questions**). Shuffling, groups, net and score settings are the same as when making a test from a single bank.

6 Empty the basket for the next exam

Once the exam is ready, clear the basket with **Empty basket** while it is open; otherwise the questions of the next exam are added on top of the previous ones. Emptying deletes only the copies in the basket and does not touch your banks.

COMMON ISSUES

The question does not move when I drag it.

Grab the question by the large question number at the top left, not from inside the card. For several questions, the place to grab is the tick.

If I correct a question in the basket, does the original bank change too?

No. The basket holds copies; a correction you make in the basket applies only to the copy there. Make lasting corrections in the original bank.

Which bank do the question statistics from optical scanning go to?

To the question's original bank. In an exam produced from the basket too, the per-question correct/wrong counts are written to the question in the source bank.

Can I have questions chosen at random by topic and difficulty?

Yes, the Exam Wizard on the home page is for that: you give the banks and the criteria (topic, learning outcome, difficulty, number of questions), and the questions are distributed at random (see Creating exams with the Exam Wizard).

CREATING EXAMS

Creating an online test

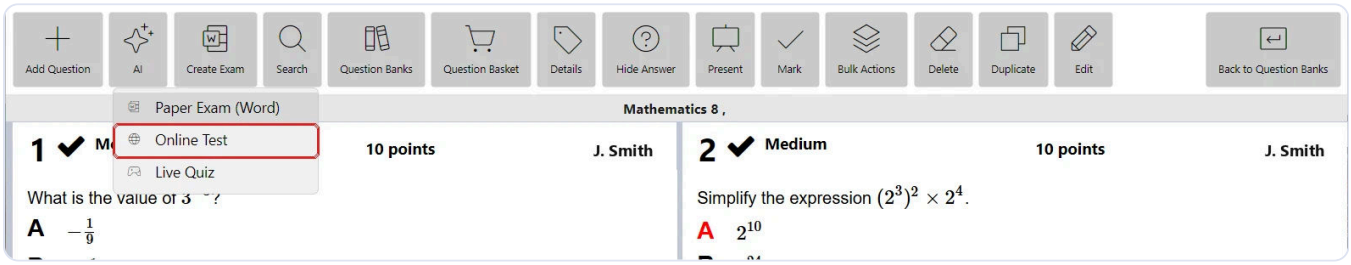
An online test is a test produced from the questions in your question bank that the student solves in the browser on a phone or computer. You do not print paper or scan optical forms: the student goes to the address, types their school number, solves the test, and the result lands in your gradebook by itself. It suits homework, screening tests and remote assessment.

BEFORE YOU START

- Being signed in with a HazırTest account and an internet connection; data synchronisation must be on.
- Multiple-choice or true-false questions. Essay (open-ended) questions cannot be scored automatically, so they are not included in an online test.
- A class list, so that the student's name is shown (see Creating class lists).

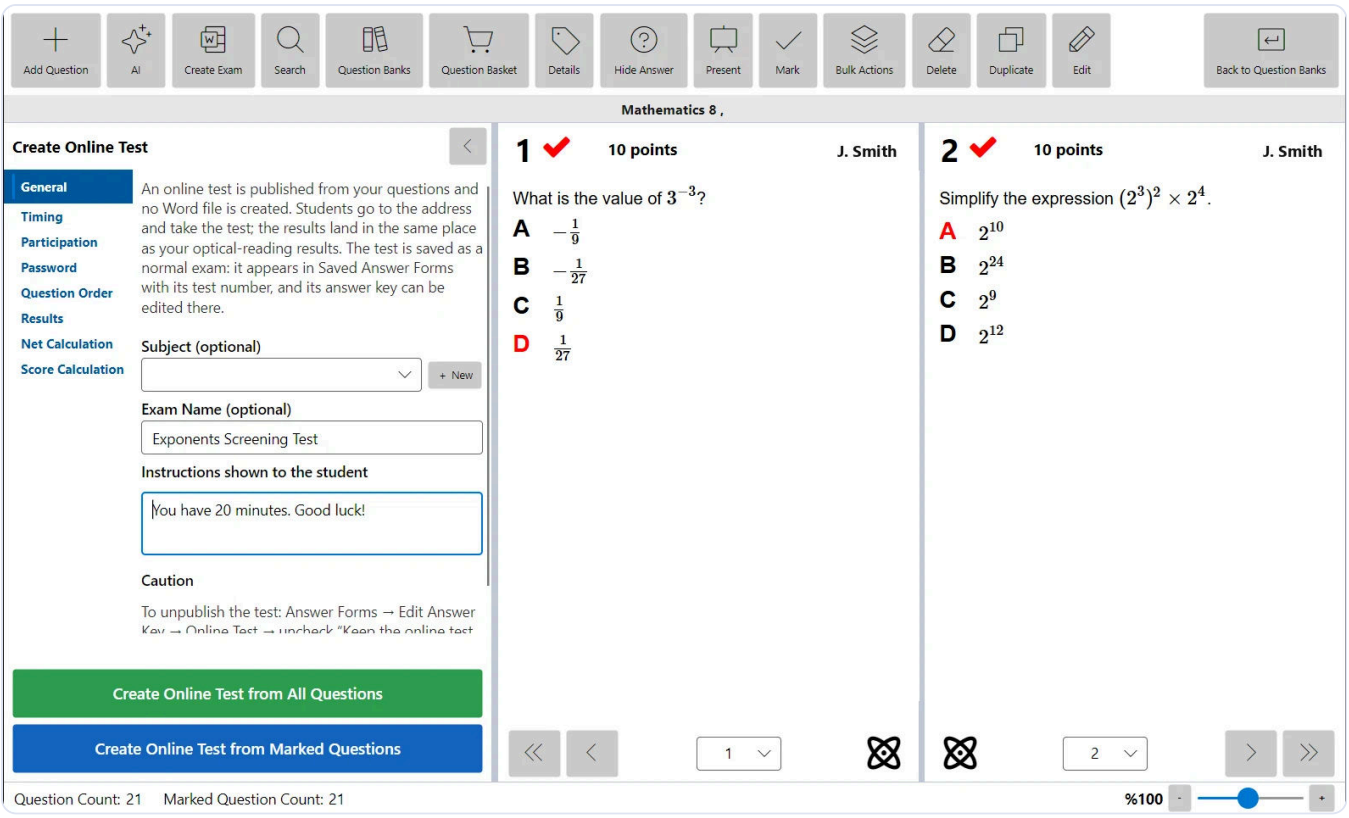
1 Open Create Exam → Online Test in the question bank

Open the bank with the questions. If only some questions will be in the test, mark them. Click the **Create Exam** button on the toolbar and choose **Online Test** from the menu that opens; the **Create Online Test** panel opens on the left.



2 Type a name and instructions for the test

On the **General** tab you can optionally type the **Course**, the **Exam Name** and a **Description** the student sees before the test starts.



Tip · If you want to give the same exam both on paper and online, tick the "Create an online test" box on the **Online Test** tab of the **Create Exam (Word)** panel: an online test with the same questions is published alongside the Word files.

3 Set the time and participation rules

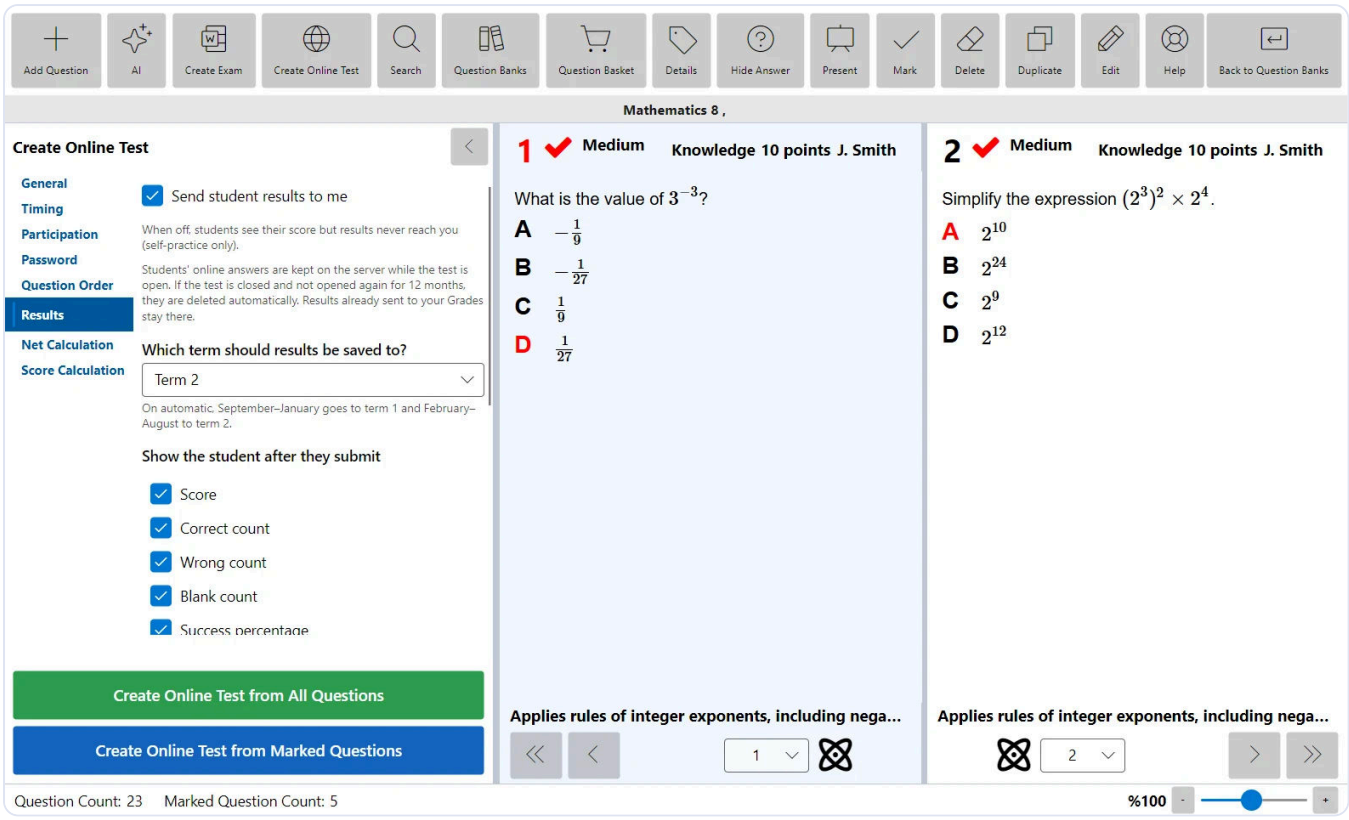
The tabs of the panel hold the rules of the test:

- **Timing**: the time limit (unlimited, 10, 20, 40 minutes or a custom time) and the start–end dates during which the test stays open.
- **Participation**: how many times a student can solve it, whether an unfinished test can be resumed, automatic submission when time runs out, and the **Only students on my list may take it** option.
- **Password**: so that only those who know the password can enter, instead of everyone who knows the test address.
- **Question Order**: whether the order of questions and options is the same for everyone or different for each student.
- **Net Calculation** and **Score Calculation**: the same settings as in paper exams.

4 Choose what the student sees

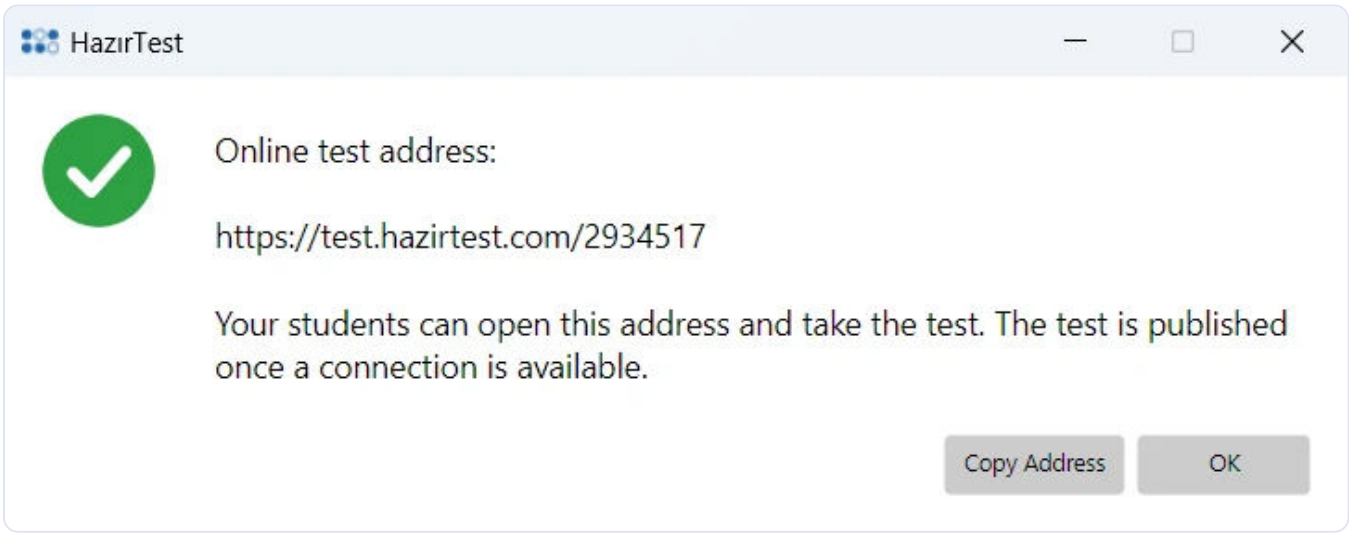
On the **Result** tab, while **Send student results to me** is ticked, the results reach you; if you turn it off, the test only works for students to test themselves. Below it you tick which term the results are saved to and what the student sees after submitting the test (score, correct, wrong, blank, success percentage, solving time).

The **Let them review their correct and wrong answers** option reveals the answer key to the student; keep this in mind if the test is still open to other students.



5 Publish the test and share the address

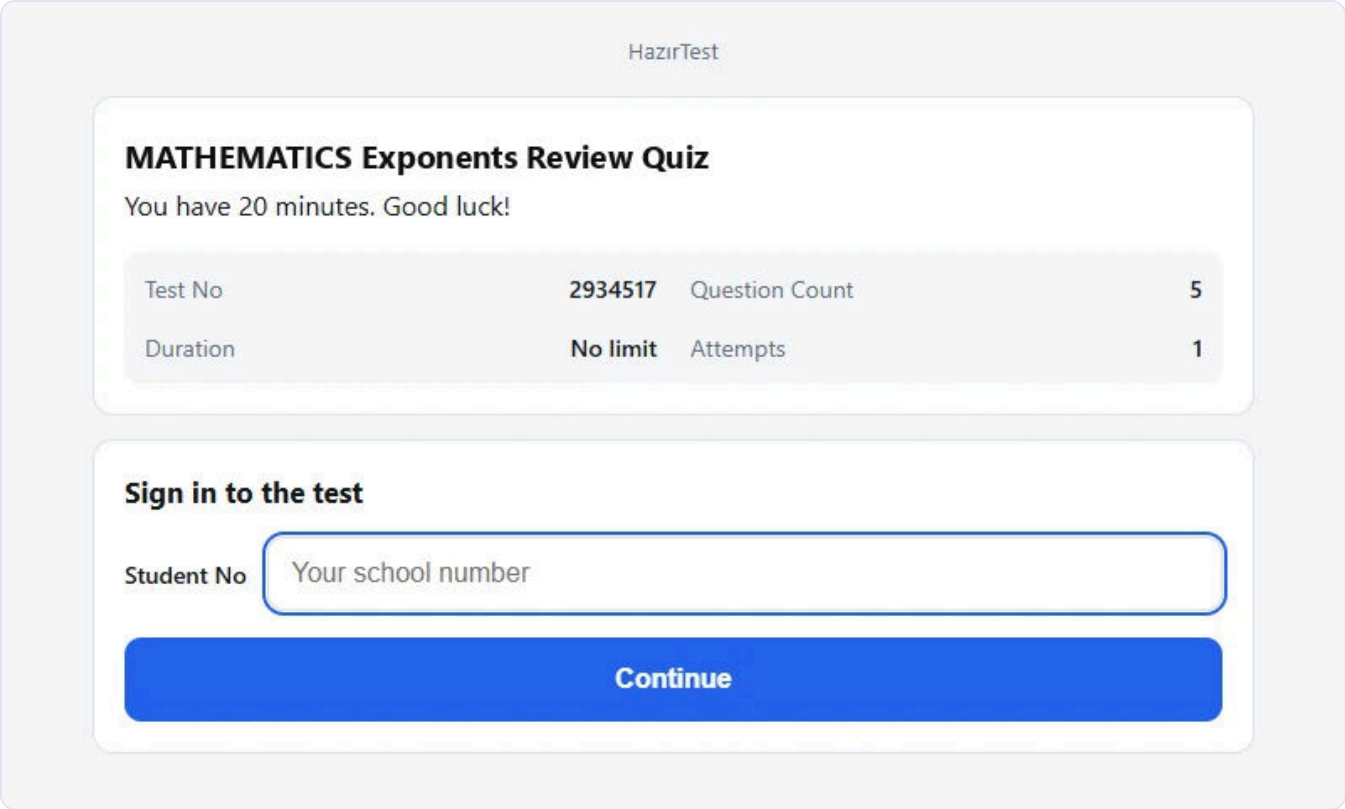
Press **Create Online Test from All Questions** (or **Create Online Test from Marked Questions**). The program gives you the test's address: it is made of the test.hazirtest.com domain and the test's 7-digit number (e.g. test.hazirtest.com/1234567). Copy it with **Copy Address** and send it to your students.



6 The student solves the test

When the student opens the address they see the test's name, description, number of questions, duration and number of attempts; they type their **school number** and continue. If the number is in your class list,

their full name is shown for confirmation. They do not need to install an app or open an account.



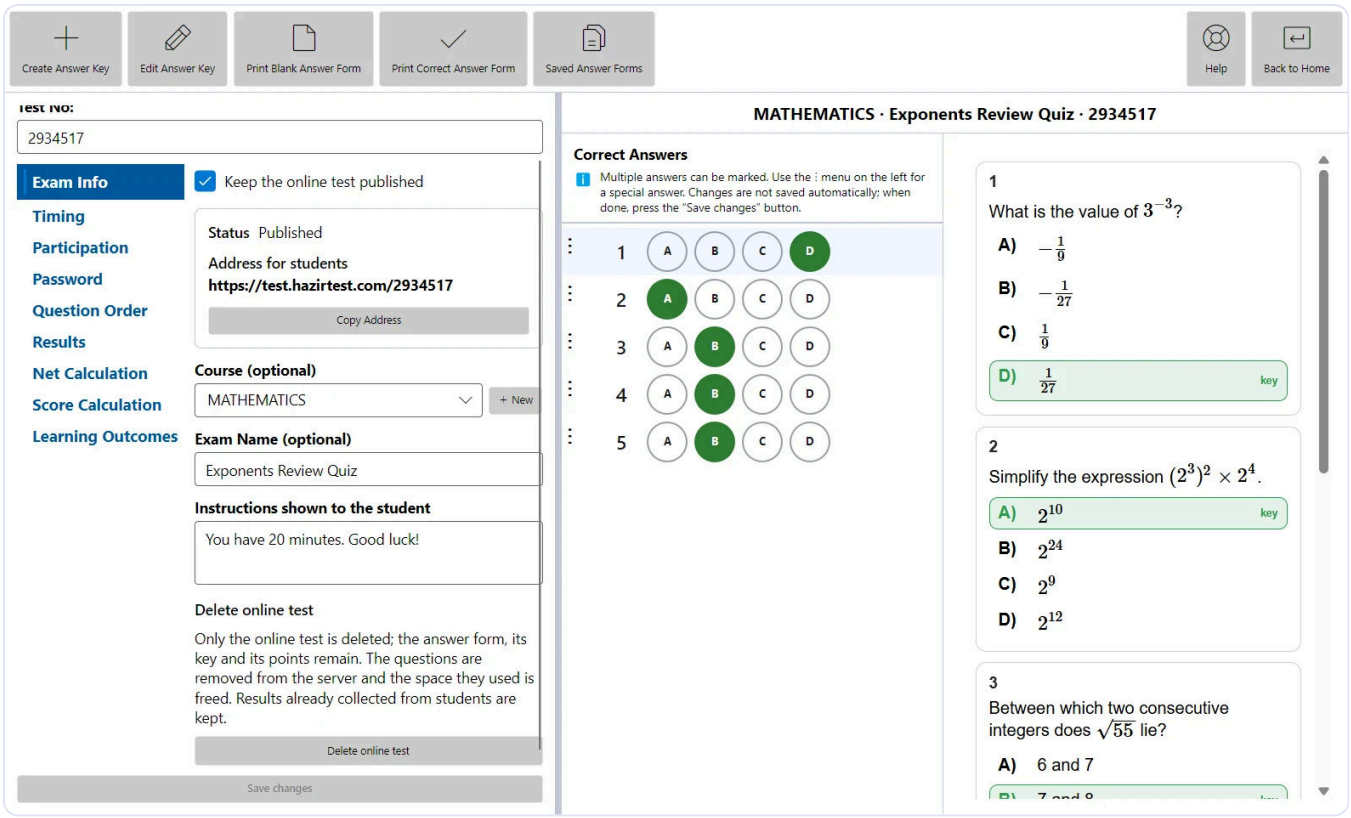
7 See the results

As students submit the test, the results reach your account and come down to your computer with synchronisation; they land in the same place as optical scanning results, the **Grades** page. From there you can get reports and export the results to Word or Excel (see Grades, reports and student history).

8 Unpublish or delete the test

An online test is saved as a normal exam: it is listed by its test number under **Answer Forms → Single-subject exam**, and the **Online** column says **Published**. When you select the exam and press **Edit Answer Key**, you see the test's status and address.

If you untick **Keep the online test published**, the address closes; the collected results are not deleted and you can reopen the test later at the same address. **Delete online test** removes the questions from the server and frees space; the answer form, key and student results are kept.



COMMON ISSUES

It says my online test storage is not enough.

The online test storage allowed for your account is full. Free up space by deleting the online tests of old exams (the answer form stays); only unpublishing does not free space. You can see the space you use in the Account section of Settings.

Some questions are missing from the online test.

Essay (open-ended) questions cannot be scored automatically, so they are not included; the program reports how many questions were skipped.

The test opens slowly on students' phones.

The images in the questions are large. Compress the images from the Maintenance menu on the Question Banks screen and create the test again.

The student types their number but cannot start the test.

The "Only students on my list may take it" option is on and the student's number is not saved in your class list. Add the student in Class Lists and synchronise the data, or turn the option off.

Which group does the online test of a multi-group exam show?

There is one online test per exam, shown in the question and option order of group A. Whichever group's test number you give, the same online test opens.

CREATING EXAMS

Live quiz: a classroom quiz students join with a PIN

A live quiz turns the questions in your question bank into a classroom game: the question is shown on the projector or smart board, students join from their phones with a game PIN and tap their answer on their own screen. After each question the correct answer, the answer distribution and the scoreboard are shown; at the end the top three go on the podium. No paper, no optical forms and no app on the student side; it suits revision, end-of-lesson checks and warm-ups before an exam.

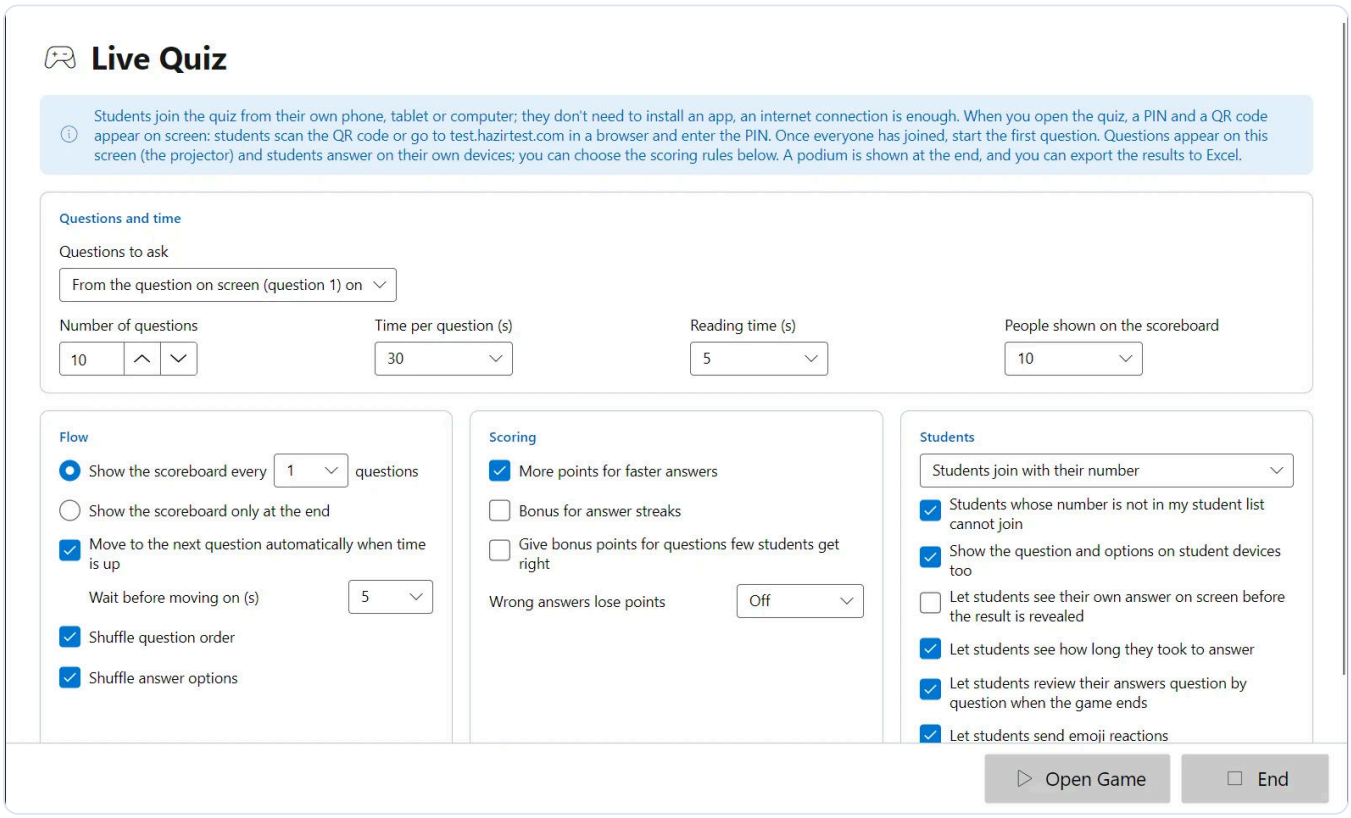
BEFORE YOU START

- Being signed in with a HazırTest account and an internet connection. A live quiz does not count against your test quota.
- A question bank with single-answer multiple-choice (2–6 options) or true/false questions. Open-ended, multiple-answer and unkeyed questions are skipped automatically.
- A projector or smart board in the classroom; a phone, tablet or computer with internet for each student. Up to 100 students can join one game.

1 Open Create Exam → Live Quiz in the question bank

Open the bank with the questions. By default the quiz starts from **the question shown on the screen** and moves on in order; in the setup you can choose your marked questions or the beginning of the bank instead. Click the **Create Exam** button on the toolbar and choose **Live Quiz** from the menu. The program switches to presentation mode and opens the setup screen.

If you are already in presentation mode, the **Live Quiz** button at the top opens the same screen (see Presentation mode: solving questions on the smart board).



Tip · The number of questions box does not go above the number of suitable questions from the chosen place on. If it stops earlier than you expect, the bank contains open-ended, multi-answer or unkeyed questions; they are skipped.

2 Set the number of questions, the time and the scoring

The options are in four groups: **Questions and time**, **Flow**, **Scoring** and **Students**. Your choices are saved; the next quiz opens with the same settings.

- **Questions to ask**: **From the question on screen on** (the default), **From the marked questions** or **From the beginning (question 1)**. In every case the first suitable questions are played in order.
- **Number of questions**: how many questions are played (it cannot exceed the number of suitable questions from the chosen place; at most 30 in one quiz).
- **Time per question (s)**: the student's answering time; from 5 to 240 seconds, 30 by default.
- **Reading time (s)**: the question is first only read; when this time is up the students' answer buttons open (0, 3, 5, 10 or 15; 5 by default).
- **Shuffle question order**: questions come in random order; questions tied to the same passage stay together and in their own order. **Shuffle answer options**: the options are shown in the same random order on the projector and on student devices. Both are off by default.
- **People shown on the scoreboard**: the top 5, 10, 15 or 20 (10 by default).
- **How often the scoreboard is shown**: after every question (the default), **Show the scoreboard every N questions** (2–10) or **Show the scoreboard only at the end**. If it is not shown after every question, students also see their rank and total points only when the scoreboard is shown. The podium always comes after the last question.
- **Move to the next question automatically when time is up**: when on (the default), the correct-answer screen and the scoreboard stay for **Wait before moving on (s)** (3, 5 or 10; 5 by default), then the quiz moves on by itself.
- **More points for faster answers**: when on, a correct answer earns 500–1000 points depending on speed; when off, every correct answer is 1000 points.
- **Bonus for answer streaks**: +100 points for each consecutive correct answer (at most +500). Off by default.
- **Give bonus points for questions few students get right**: the fewer students answer a question correctly, the more a correct answer is worth: unchanged if everyone is right, ×1.5 if half are right, approaching ×2 if very few are right. No one loses points; not applied with fewer than 5 students. Off by default.
- **Wrong answers lose points**: Off (the default), −100, −250 or −500 points. It discourages random tapping; a blank answer loses nothing and the total never drops below zero. It can slow the game down (unsure students leave it blank) and discourage weaker students; combined with the hard-question bonus the gap grows very wide.
- How students join is one of three choices: **Students type their own nickname** (the default), **Nicknames are given by the system** (the student gets a fun name such as "Brave Eagle" in their own language and can **Spin** for a new one up to three times; no inappropriate name can come up) or **Students join with**

their number (the name comes from your class list, see Creating class lists; the student sees the name and confirms it before joining).

- **Students whose number is not in my student list cannot join**: only when joining with numbers. When on, a number not on the list is refused; when off (the default) that student joins by typing their name. Cloud sync must be on for the numbers to match.
- **Show the question and options on student devices too**: when on (the default), the question text and the options also appear on the student's screen; a student joining remotely can play without seeing the projector. When off, the student's screen has only the coloured answer buttons and the question is read from the board.
- **Let students see their own answer on screen before the result is revealed**: when off (the default), the chosen option is not shown on the student's screen, only a note that the answer was received; a neighbour cannot look and pick the same option. The chosen option is shown when the correct answer is revealed.
- **Let students see how long they took to answer**: when on, the student sees how many seconds they took (e.g. 3.4 s); this is the time used for the speed points. Off by default.
- **Let students review their answers question by question when the game ends**: when on, a **Review my answers** button appears on the student's screen at the podium; they see their own option, the correct option, their points and their time. Leave it off (the default) if you will play the same quiz with another class.
- **Let students send emoji reactions**: when on (the default), the student sends an emoji from a fixed list and it floats up on the projector and disappears. There is no text and the sender is not shown; while a question is open, a student who has not answered cannot send one.

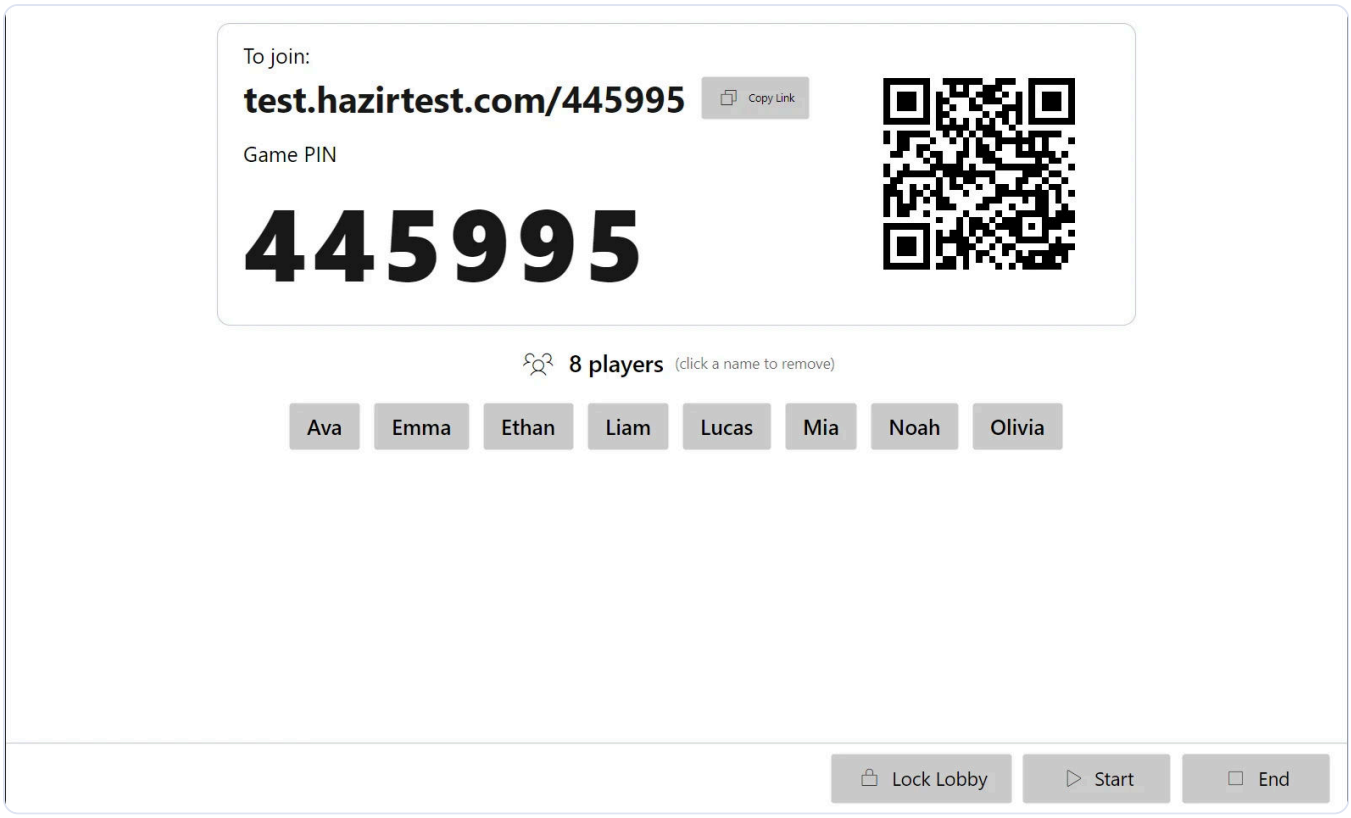
Tip · The correct answer is not sent to the student's device until the question closes; even when the question and options are shown on the device, the answer does not leak.

3 Open the game and wait for the students

Press **Open Game**. The join address, a QR code and the 6-digit **Game PIN** appear on the screen. Students scan the QR code or go to **test.hazirtest.com** in a browser and type the PIN. The **Copy Link** button copies the address with the PIN to the clipboard; you can send it by message to students joining remotely.

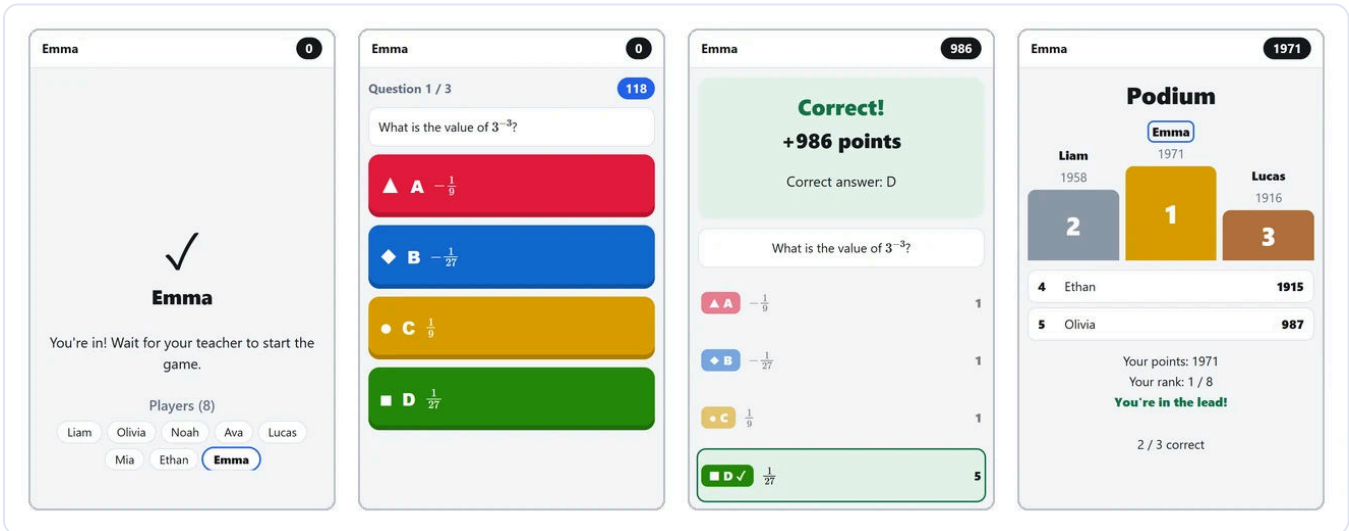
The name of each student who joins appears on the screen. To remove an inappropriate name from the game, click the name. When everyone is in you can close new entries with **Lock Lobby** and start the quiz with **Start**. Once the first question opens no new student can join; when joining with numbers, a student whose connection drops can come back with the same number and continue.

In the lobby students see the scoring rules you chose (speed points, streak, hard-question bonus, wrong-answer penalty) on their own screens.



4 The student side: joining with the PIN and answering

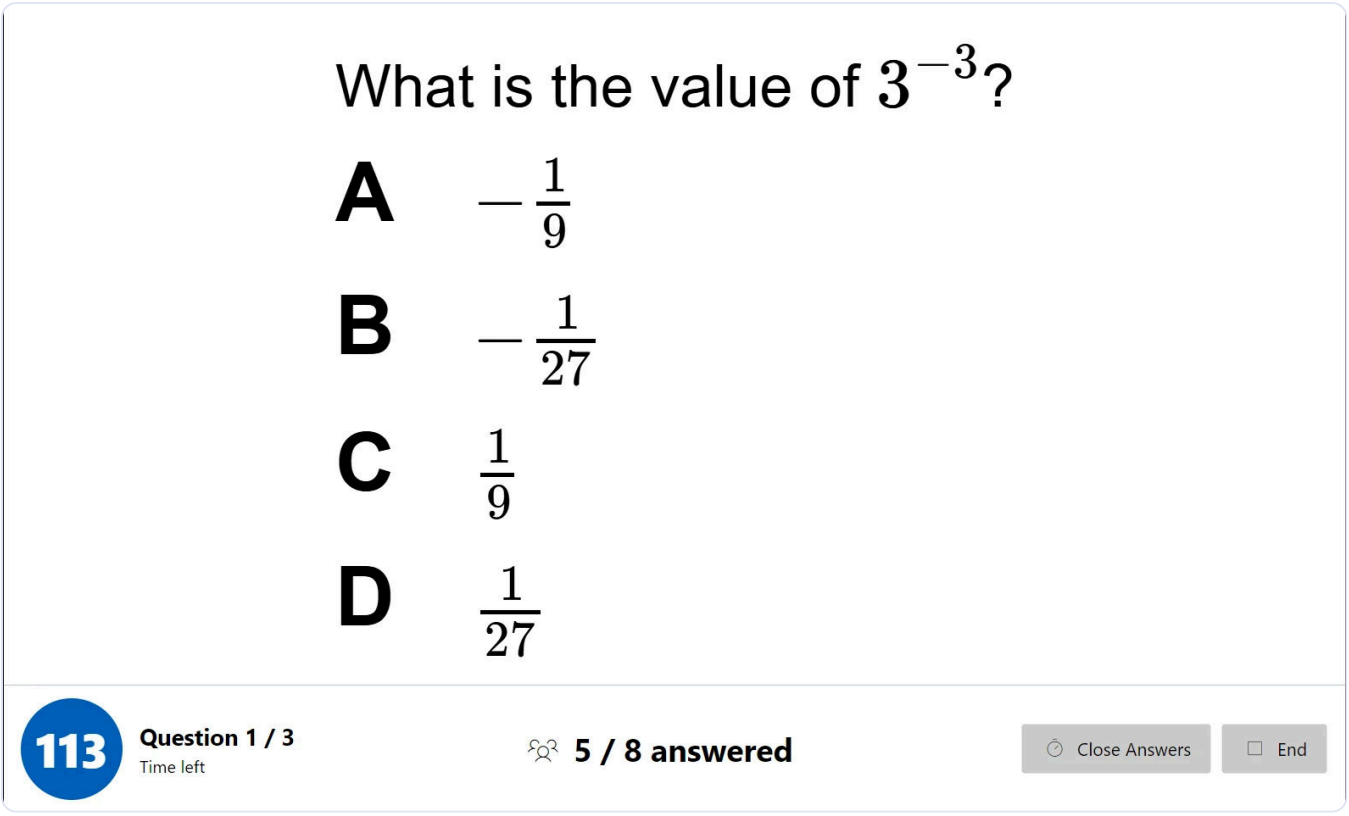
The student installs nothing and needs no account. They open the address, type a nickname (if the system gives names they see theirs and can press **Spin** if they don't like it) or type their student number and confirm their name, press **Join** and wait for the quiz to start. When a question opens they tap one of the coloured answer buttons; their screen says the answer was received, and the chosen option stays hidden until the result is revealed (unless you turned that on in the setup). When the question closes they see whether they were right, the points they earned and the answer distribution; when the quiz ends they see the podium and their own rank.



5 Play the question

The question is shown on the board in large type. When the reading time is over the countdown starts; the strip at the bottom shows the time left, which question you are on and how many students have answered (e.g. **5 / 8 answered**). When everyone has answered, the question closes without waiting for the time. If you do not want to wait, **Close Answers** closes the question at once.

While the quiz is running you cannot move between questions by hand; the quiz controls the order.

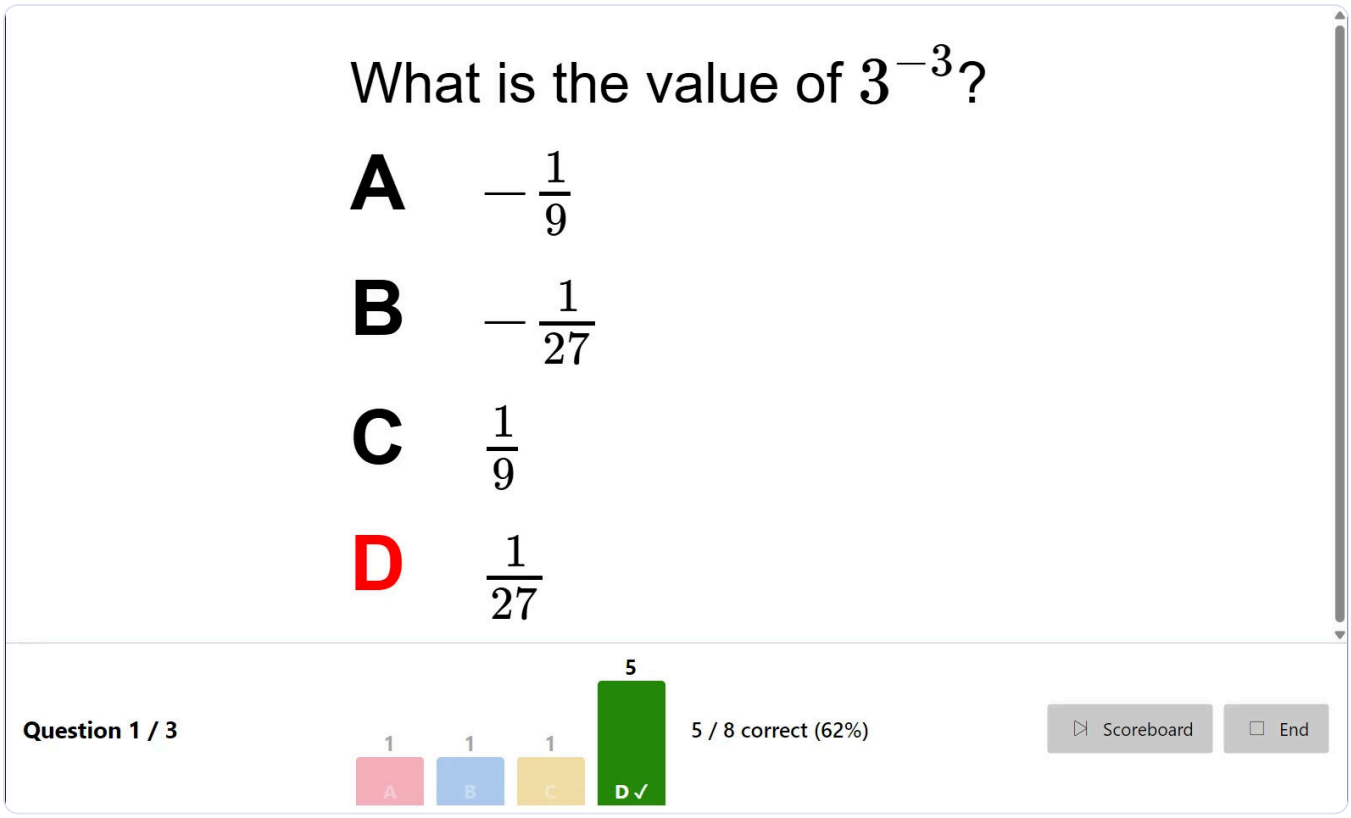


6 Show the correct answer and the scoreboard

When the question closes, the correct option is marked in red; below it you see how many students chose each option and the share of correct answers. You can see the distractor most students fell for and discuss the question with the class right away.

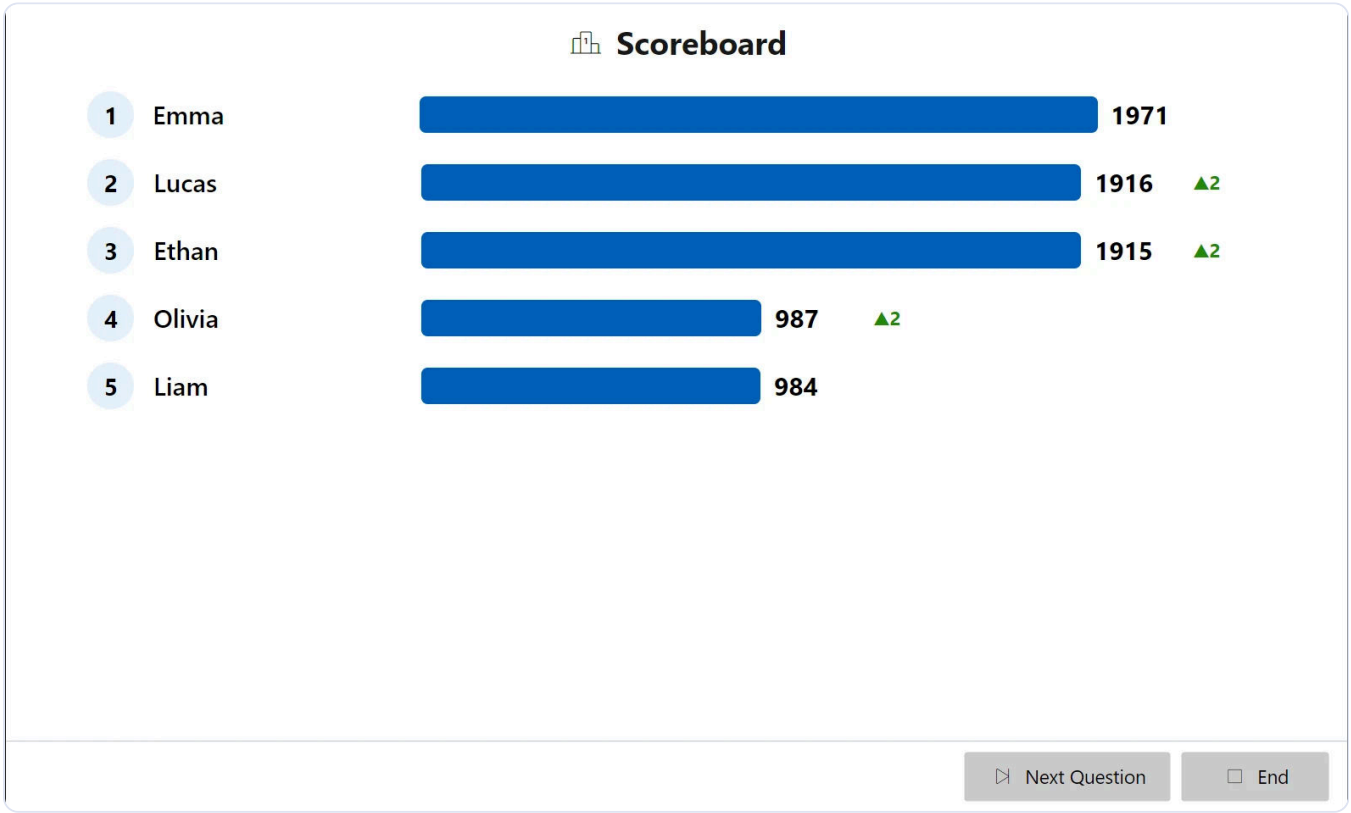
The **Scoreboard** button ranks the students with the most points; a green arrow shows how many places a student has climbed since the previous question. Continue with **Next Question**.

If automatic advance is on, these screens stay for the time you chose and the quiz moves on by itself. **Pause** stops the countdown and **Resume** continues it; you can also move on by hand without waiting.



7 The scoreboard

The scoreboard is re-ranked after every question; because points depend on speed, the ranking changes from question to question.

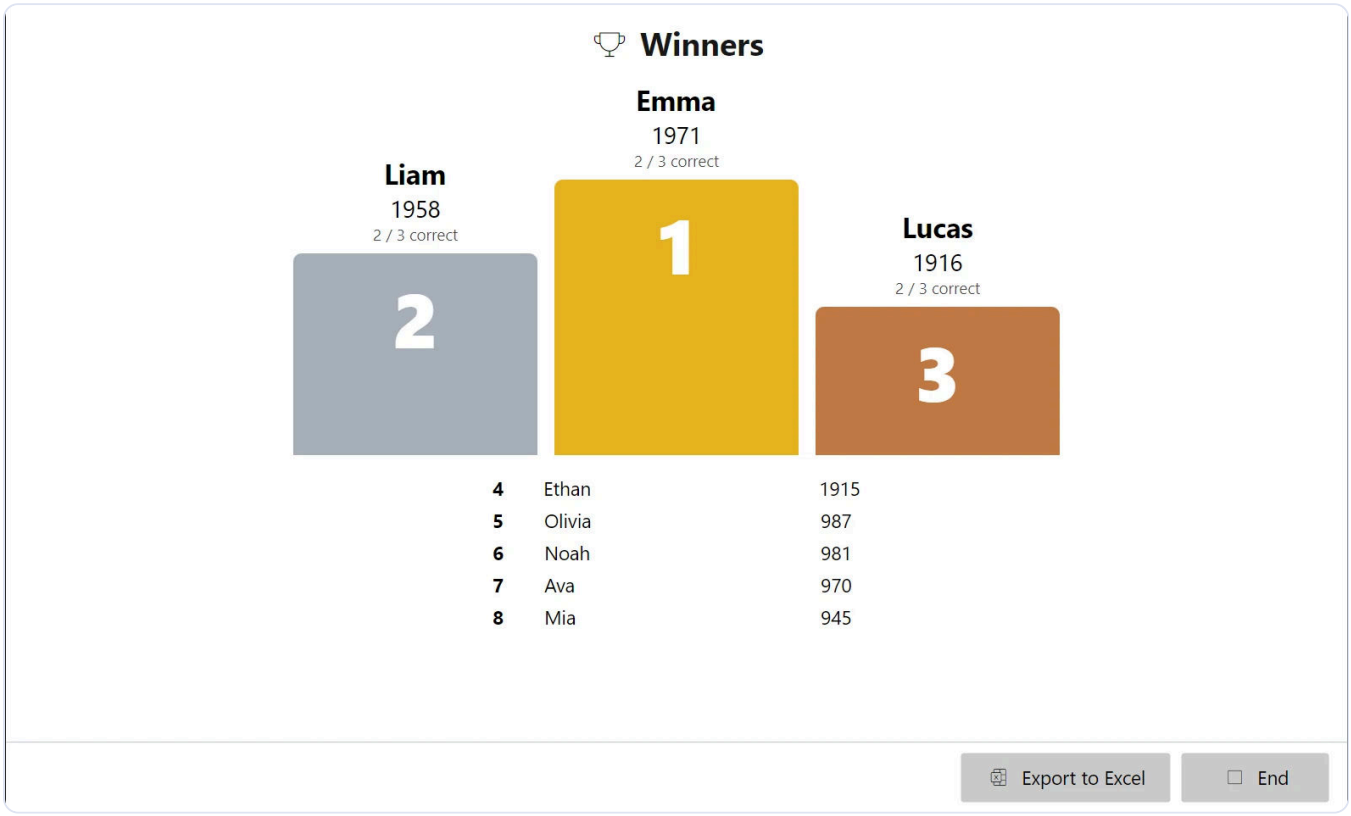


8 The podium and exporting the results to Excel

After the last question the **Results** button opens the **Winners** screen: the top three students are on the podium and the others are listed below with their points.

Export to Excel writes every student's result to an Excel file and opens it: rank, number, name, points, number of correct answers and the option chosen for each question (with ✓ if correct). The file is saved in the **Canli Yarisma** folder inside the **Outputs** folder.

End closes the quiz; the question bank closes and you return to the home page.



Tip · Live quiz results are not written to the gradebook. If you want to keep them, use **Export to Excel** before pressing **End**. For an activity that is recorded as a grade, see Creating an online test.

COMMON ISSUES

Pressing Live Quiz says I must sign in with my account.

A live quiz can be opened only with a signed-in account. Sign in from the Account button on the home page and try again.

I get a "no questions suitable for the quiz" warning.

The quiz looks forward from the question on the screen. If there is no single-answer multiple-choice or true/false question after the current one, this warning appears; go back to the start of the bank and open it again. Questions without an answer key are not counted either.

A student sees "There is no open game with this PIN".

The PIN has 6 digits and is valid only while the game is open; a new PIN is generated for every game. Make sure the student typed the current PIN on the board.

A student sees "The game is locked".

You locked the lobby. Press Unlock to let a late student in.

The question does not close because one student has not answered.

The question closes by itself when the time runs out; if you do not want to wait, press Close Answers.

The screen says the server cannot be reached and it is retrying.

The program has lost its connection to the server; check your internet connection. The program retries by itself.

What happens if I press End by mistake?

If End is pressed while the quiz is running, the program asks for confirmation. If you confirm, the game closes and the students are disconnected.

A student typed an inappropriate nickname.

In the lobby, click the name to remove the student from the game. To prevent this from the start, turn on Students join with their number in the setup; the names come from your class list.

CREATING EXAMS

Creating exams with the Exam Wizard

In the question basket you choose the exam's questions one by one yourself. In the Exam Wizard you only give the rule: how many questions come from which question bank, of what difficulty, from which learning outcome. The program chooses the questions at random. If your banks are split by topic, you can produce a balanced exam in a few minutes and, if you like, groups whose questions are completely different from each other.

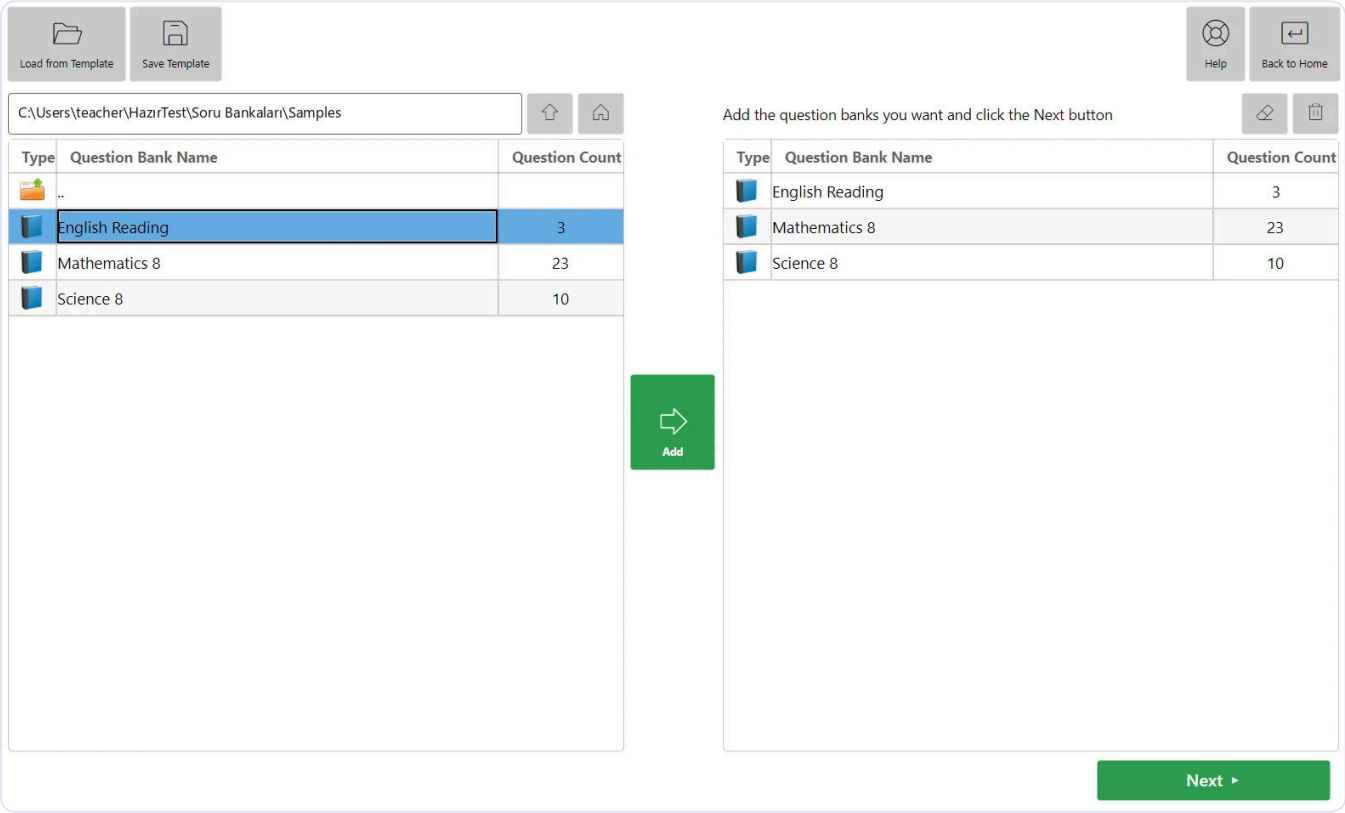
BEFORE YOU START

- One or more question banks with enough questions. The wizard works best if your banks are split by topic.
- Being signed in with a HazırTest account to produce tests.

1 Open the Exam Wizard and choose the question banks

On the home page click **Exam Wizard**. On the left is your question banks folder, on the right the list of banks to be used in the exam. Select a bank on the left and press the **Add** button in the middle; the bank moves to the right. Double-click a folder to go into it.

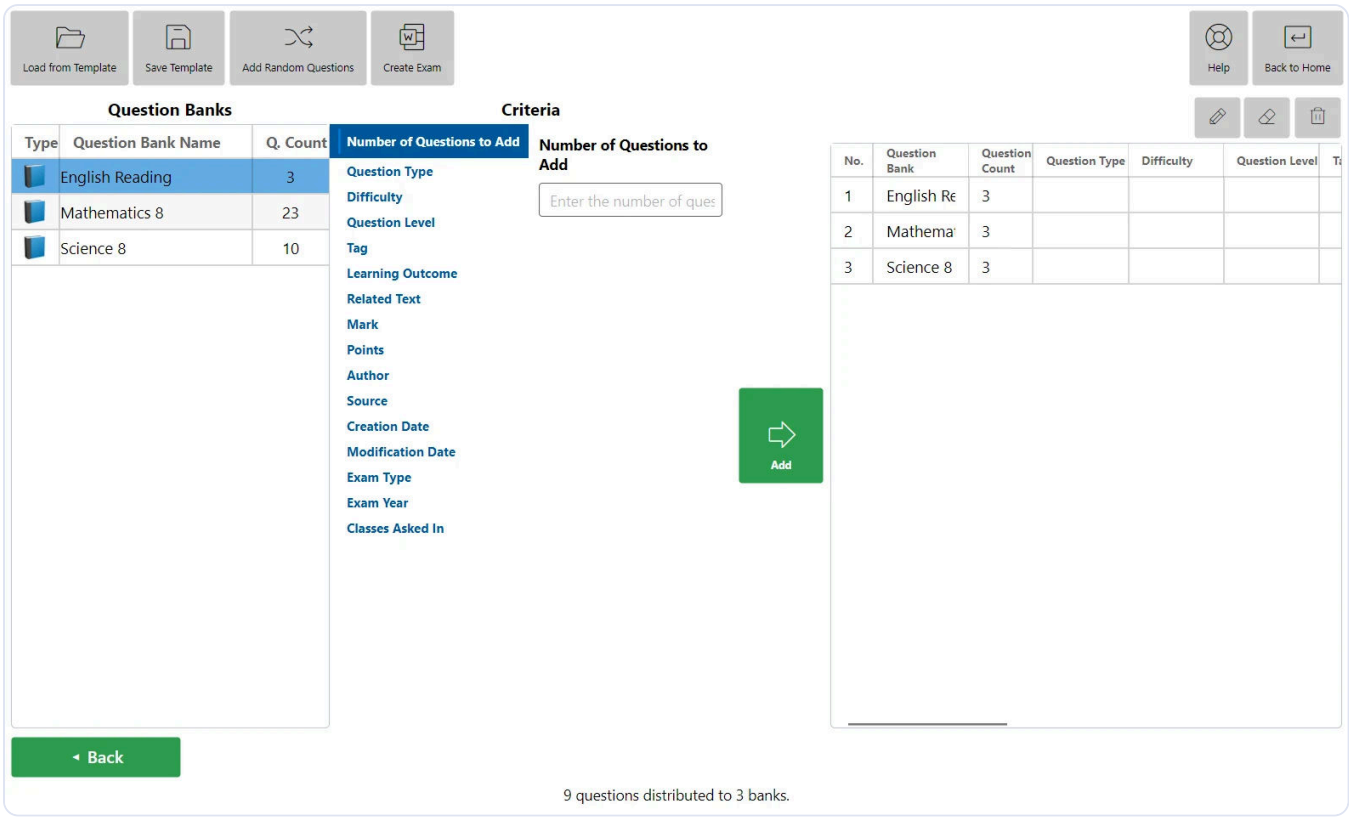
After adding all the banks you will use in the exam, press **Next**.



2 Set how many questions come from each bank

On the second screen the banks you chose are on the left, the **Criteria** in the middle and the criteria list on the right. Select a bank on the left, type the number in the **Number of Questions to Add** box and press **Add**: a criterion row appears in the list on the right. Repeat for the other banks.

You can add several criteria with different conditions from the same bank; for example 3 easy and 2 hard questions.



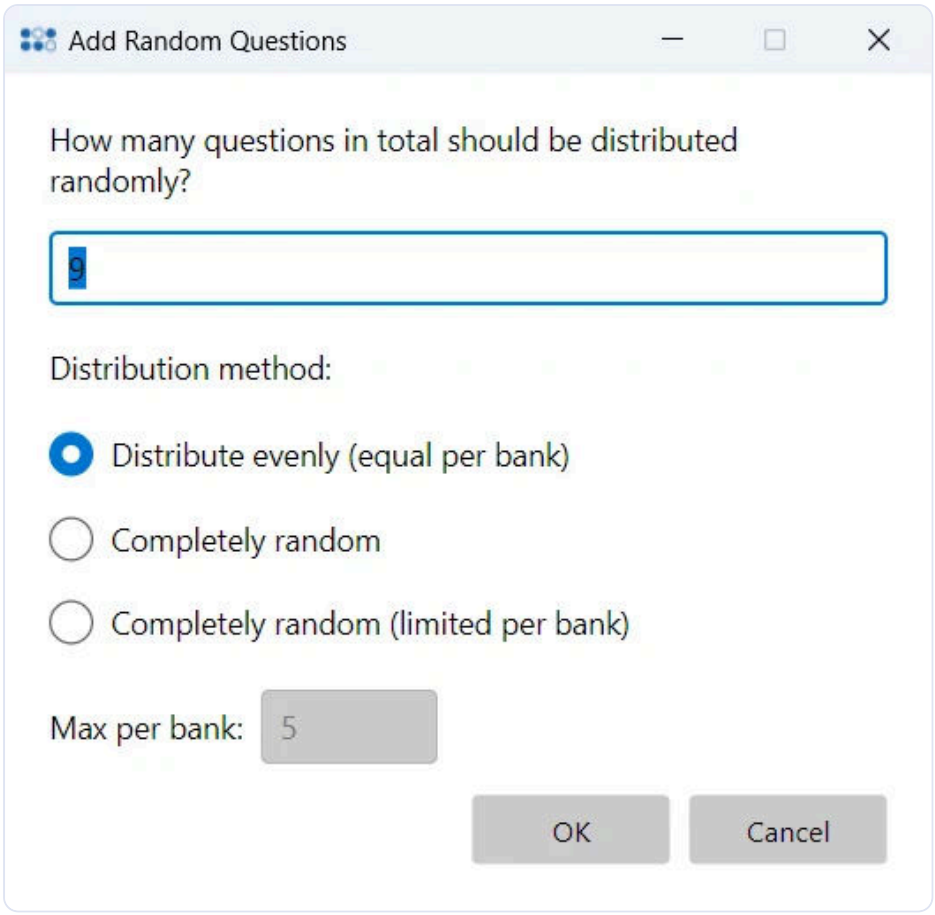
3 Filter the questions if you like

Before adding a criterion you can define conditions under the headings in the middle. The program then chooses only among the questions that meet the condition:

- **Question Type**, **Difficulty** and **Question Level** (knowledge, comprehension, application…).
- **Learning Outcome**, **Tag** and **Related Text**: the questions of a specific outcome or questions linked to a reading passage.
- **Classes Asked In**: to leave out questions already asked in a class.
- **Points**, **Author**, **Source**, creation and modification dates, **Exam Type** and **Exam Year**.

4 Or distribute the questions across the banks at random

If you do not want to type a number for each bank, press **Add Random Questions**. Type the total number of questions and choose the distribution method: **Distribute evenly (equal per bank)**, **Completely random** or **Completely random (limited per bank)**. The program creates the criteria for you; for example 20 questions are distributed five each to 4 banks.



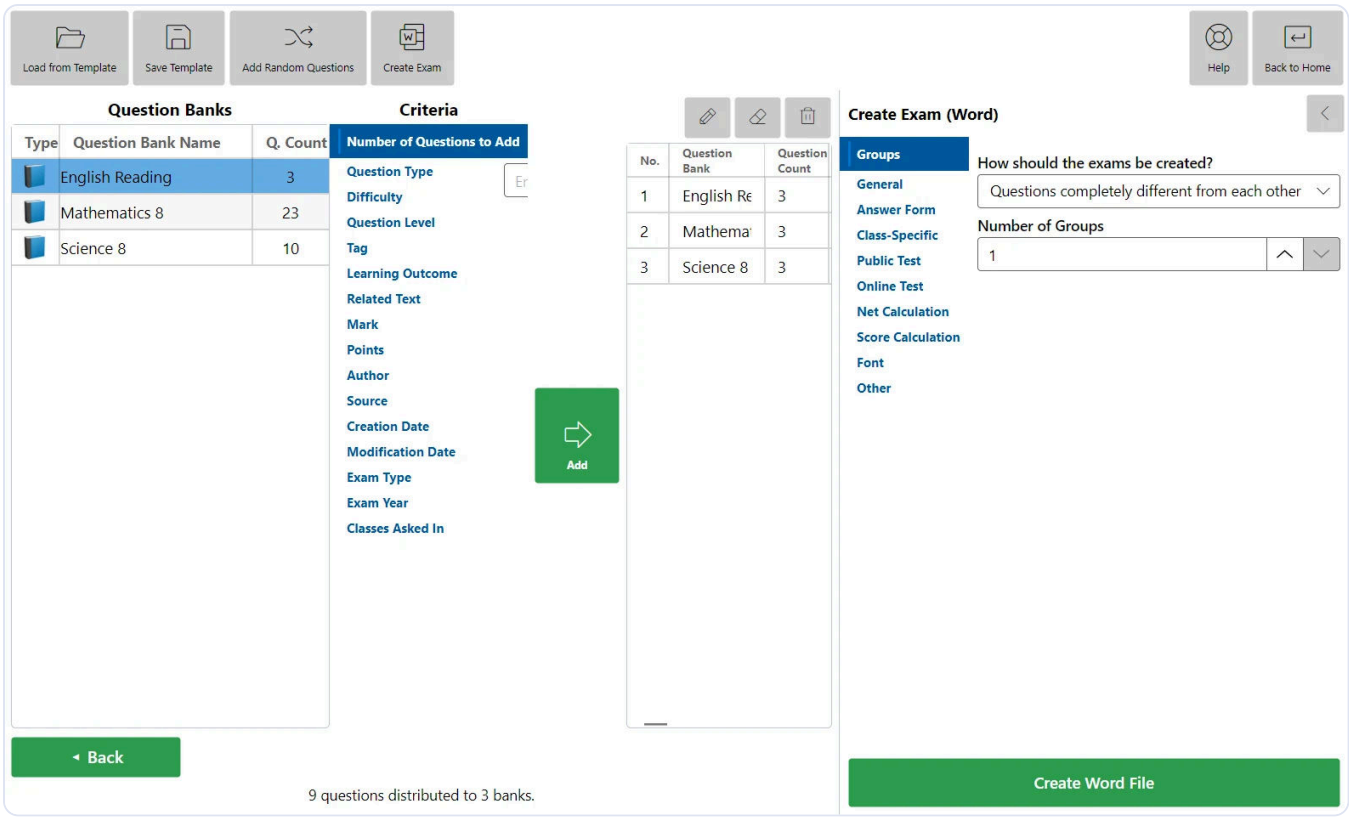
5 Keep the criteria as a template

If you prepare an exam with the same structure every term, save your criteria to a file with **Save Template**. Next time **Load from Template** brings the same banks and numbers with one click; the program still chooses different questions.

6 Create the exam

Press **Create Exam**; the **Create Exam (Word)** panel opens on the right. On the **Groups** tab set the **Number of Groups** and the **How should the exams be created?** option: if **Questions completely different from each other** is chosen, questions are chosen separately for each group; if **Same questions but shuffled positions** is chosen, the groups get the same questions in a different order.

The other tabs (template, answer form, class-specific output, online test, net and score) are the settings you see when creating a test from a question bank. When you press **Create Word File**, the exam papers, answer form and answer key are prepared.



COMMON ISSUES

It says the bank does not have enough questions matching this criterion.

The warning states the requested and found number of questions. Reduce the number you request from that bank or loosen the filter (difficulty, learning outcome, classes asked in). When you want groups with completely different questions, each group needs its own questions; the bank must have as many times the questions as there are groups.

What is the difference between the Exam Wizard and the Question Basket?

In the basket you choose the exam's questions yourself; when you produce the same exam again, the same questions come. In the wizard you give the rule and the program chooses the questions; each production can bring different questions.

Are groups with completely different questions fair?

Because the questions are chosen from the same bank with the same conditions, the topic distribution is equal, but the questions themselves differ. To keep difficulty balanced, add a difficulty condition to the criteria (e.g. 3 medium and 2 hard from each bank).

I do not want the same questions to come up again in the next exam.

When you save the exam's results in optical scanning, the classes of the scanned students are recorded on the questions as asked (the students must be in your class lists). In the next exam you can leave out questions asked in that class with the Classes Asked In condition.

CREATING EXAMS

Creating encrypted tests solved on screen

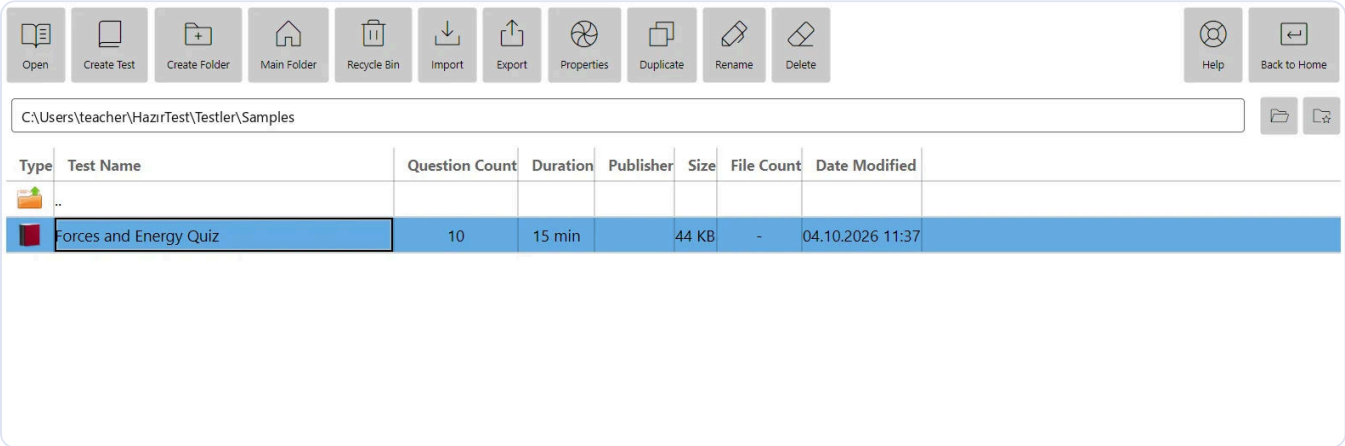
The Tests screen is the way to have the questions in your question bank solved without printing them. The questions are transferred into an encrypted test file; the file opens only inside HazırTest, and its questions cannot be printed or taken out. The student solves the test on screen against the clock and sees their score and mistakes at the end. It suits study sessions, computer labs and self-study.

BEFORE YOU START

- A question bank with multiple-choice questions, or a filled question basket.
- HazırTest must be installed on the computer where the test is solved (it is a free download).

1 Open the Tests screen

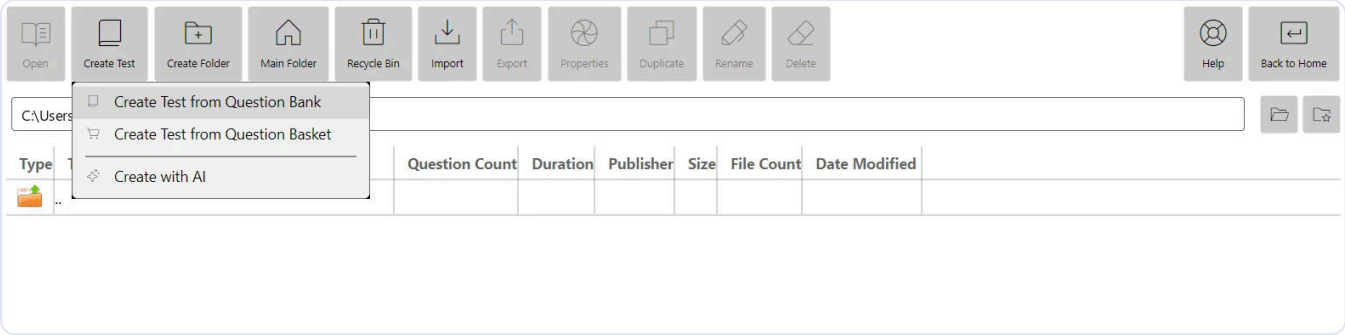
On the home page click **Tests**. A list similar to the question banks screen opens: each row is a test file showing its name, number of questions, duration and publisher. You can sort tests into folders and add a test prepared by someone else with **Import**.



2 Choose the source from Create Test

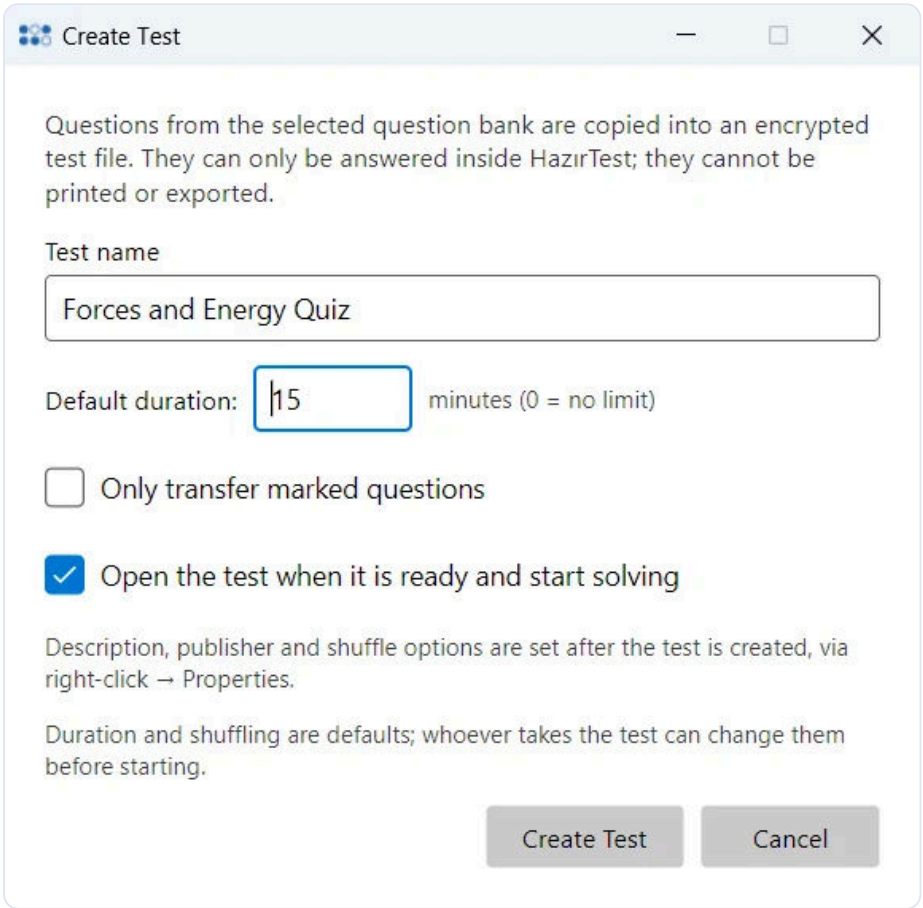
Click the **Create Test** button. The menu has three ways:

- **Create Test from Question Bank**: transfers the questions of a bank to the test. You are asked to choose the bank.
- **Create Test from Question Basket**: makes a test from the questions you collected in the basket from different banks.
- **Create with AI**: you give a topic, AI writes the questions and a test file is prepared directly. In this way the questions cannot be edited afterwards; if you want to review them, generate them in a bank first.



3 Give it a name and a duration

In the **Create Test** window type the **Test Name** and the **Default duration** in minutes (0 makes the test untimed). To take only the questions you marked instead of all the questions in the bank, choose **Only transfer marked questions**. When you press **Create Test**, you are told how many questions were transferred.



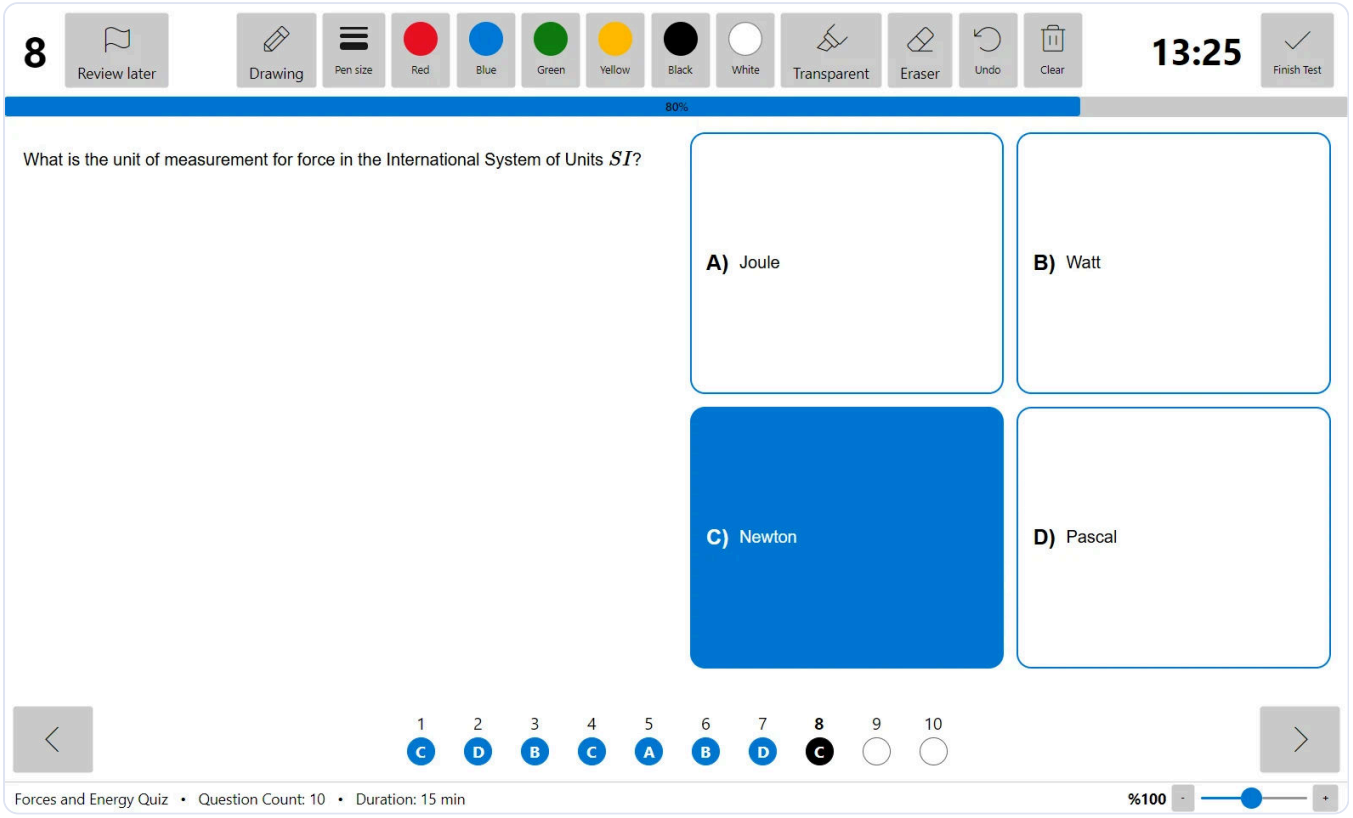
Tip · Settings such as the description, the publisher name and shuffling the questions or options are changed after the test is created by selecting it in the list and using **Properties**.

4 Have the test solved

Select the test in the list and press **Open**. The question appears on the left and the options on the right as large boxes; the remaining time is at the top and the question navigator at the bottom. The student answers

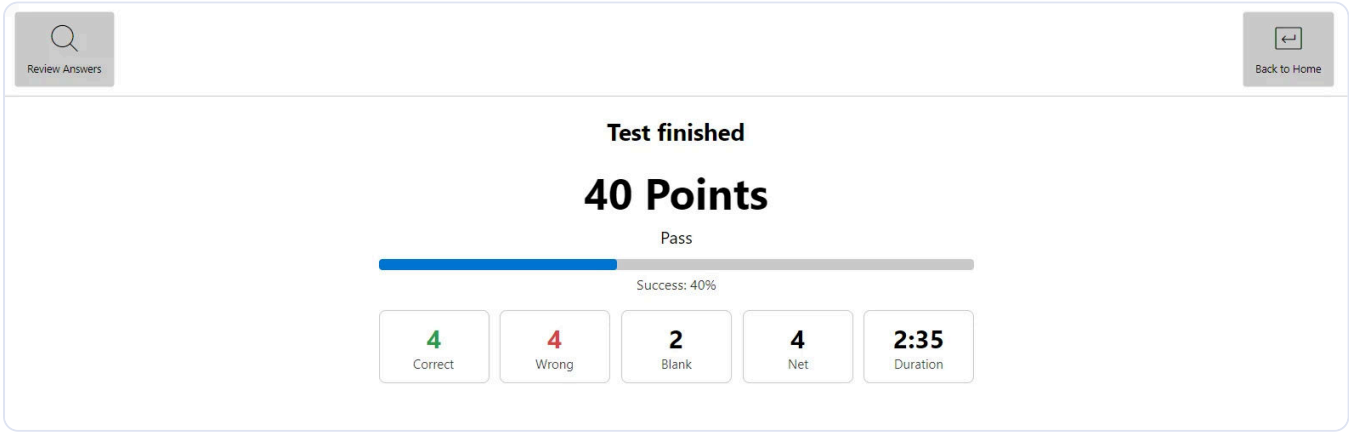
by clicking an option, moves to any question with the arrows or the navigator, and sets aside a question they are unsure of with **Review later**.

The **Drawing** tools at the top let you write on the screen with a pen; useful when solving a question together with the class on a smart board.



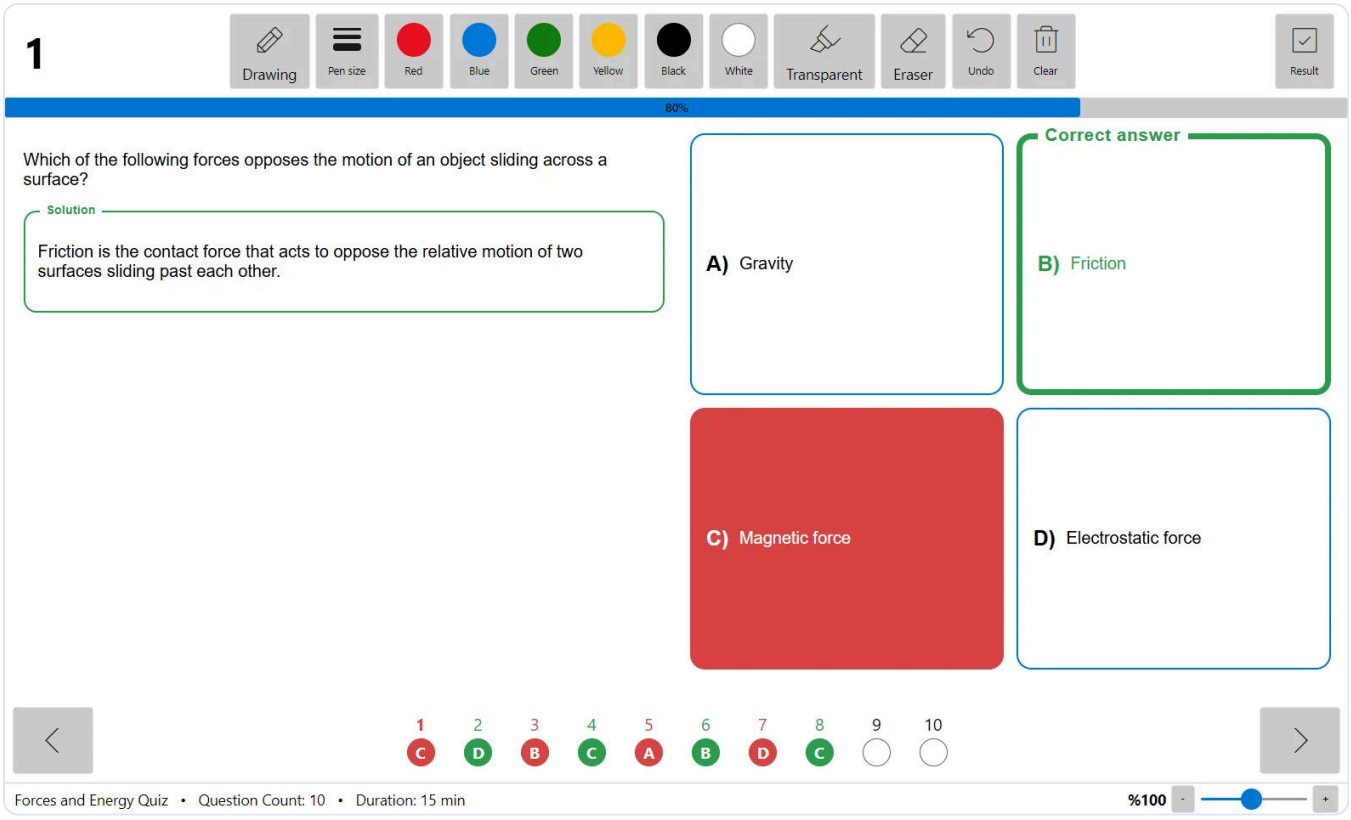
5 See the result

When **Finish Test** is pressed and there are blank questions, the program tells how many and offers to go back to them. When the test is finished, the score, success percentage, correct, wrong, blank, net and elapsed time are shown. If learning outcomes are assigned to the questions, success by outcome is listed too.



6 Review the answers

Review Answers goes through the test from the start: the wrong option the student marked is shown with a red frame, the correct answer with a green one; the question numbers in the navigator are green if correct and red if wrong. If you added a solution or solution video to the question, it can be opened here.



7 Share the test with others

Select the test in the list, press **Export** and save the file. Send the file to your students or colleagues; they add it with **Import** on the Tests screen and solve it. Because the questions are locked inside the file, the recipient cannot copy or print them.

COMMON ISSUES

What is the difference between an encrypted test and an online test?

An encrypted test is a file: it is solved on a computer with HazırTest installed, without internet, and the result appears only on that screen. An online test is solved in the browser, the student's phone is enough, and the results land in the teacher's gradebook. If you want to collect results, choose the online test (see Creating an online test).

Does the student's result come to me?

No. In an encrypted test the result is shown on the screen of the person solving it and is not stored. To collect results, use an online test or an optical form.

Can I correct a question in the test file?

The questions inside a test file cannot be edited. Correct the question in the question bank and create the test again.

It says "The question basket is empty".

To create a test from the basket you first need to send questions to the basket (see Creating an exam from several question banks).

SECTION

Answer Forms and Optical Scanning

Printing answer forms, scanning papers and viewing results.

- Scanning answer forms
- Scanning problems and reading settings
- Scanning answer forms with your phone
- Public test: students scan their own forms
- Exam reports: report card, question analysis, ranking
- Sample reports (PDF, Excel, Word)
- Creating and correcting answer keys
- Designing your own answer form

ANSWER FORMS AND OPTICAL SCANNING

Scanning answer forms

In HazırTest you scan the answer forms you printed without an optical reader device: a PDF from a scanner, photos taken with a phone or a camera connected to the computer is enough. The program recognises each paper's exam from its test number, scores it against the answer key and saves the results in your gradebook. This page covers scanning a single-subject exam.

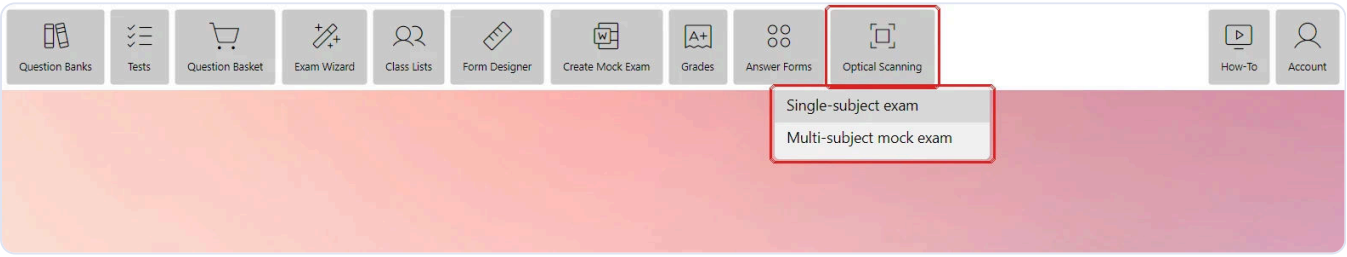
Video (in Turkish): https://youtu.be/DmuA4ZqKL8s

BEFORE YOU START

- Answer forms produced in HazırTest and filled in by students (see Creating an exam).
- The easiest way to scan: pass the papers through the scanner's document feeder and save them as a single PDF.
- On the free plan, 100 optical scans can be done per month.

1 Open the Optical Scanning screen

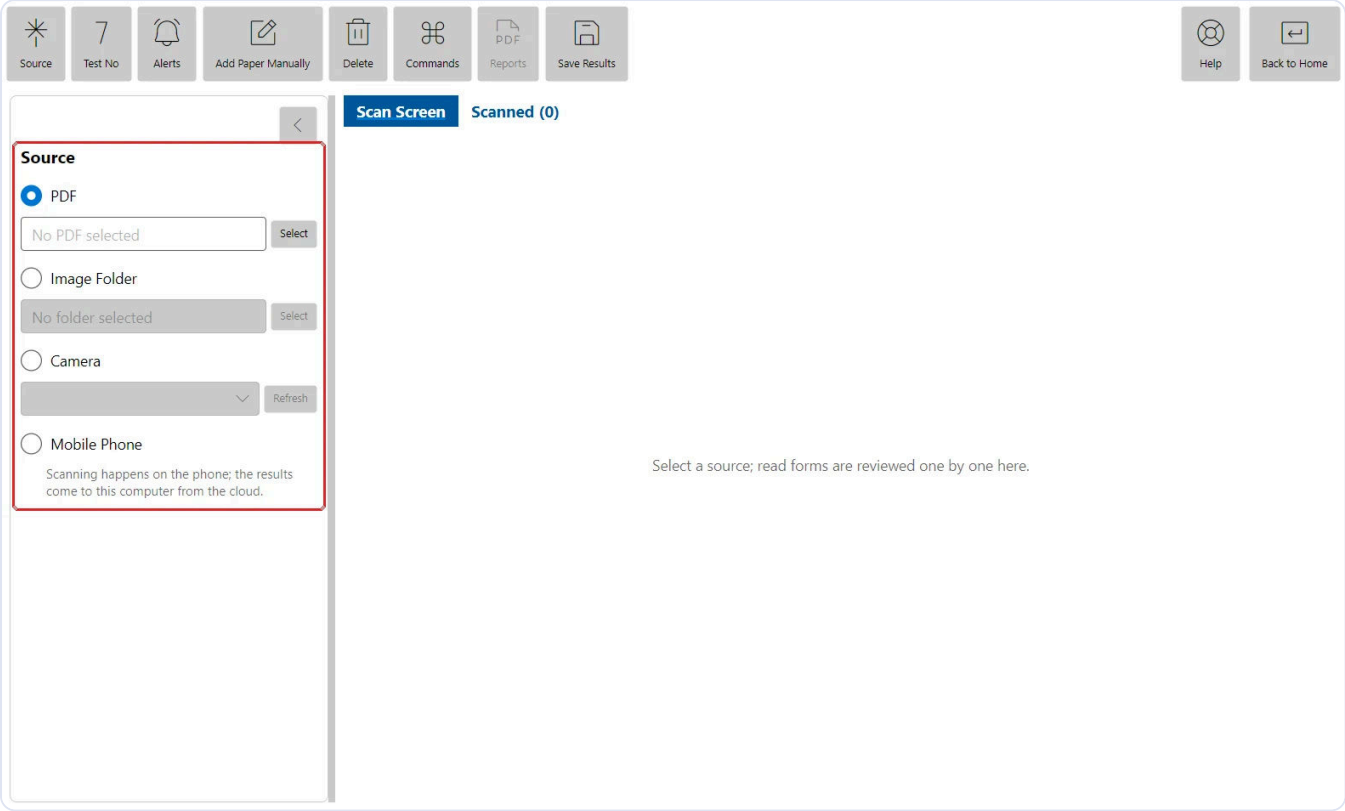
On the home page click the **Optical Scanning** button and choose **Single-subject exam** from the menu that opens. (For multi-subject mock exams you choose **Multi-subject mock exam**; that path is described on a separate page.)



2 Choose the source of the papers

In the **Source** panel on the left choose where the papers come from:

- **PDF**: a PDF file from a scanner with one paper on each page. Point to the file with **Select**; scanning starts right away.
- **Image Folder**: a folder with photos of the papers taken with a phone or camera.
- **Camera**: you show the papers one by one to a camera connected to the computer; hold the paper still while it is read.
- **Mobile Phone**: scanning is done on the phone with the HazırTest Mobile app, and the results come down to this computer through the cloud (you must be signed in with the same account).



3 Leave the test number to the program

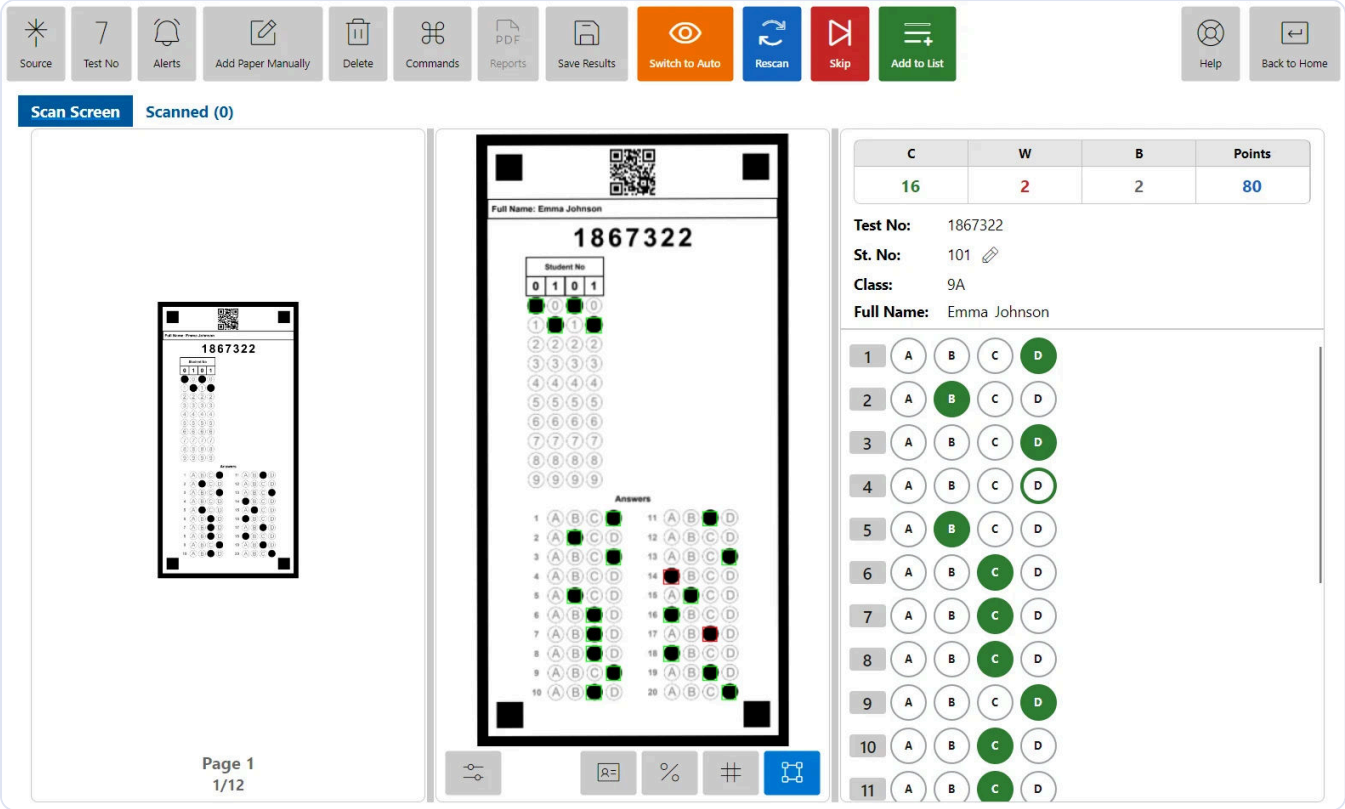
The **Test No** panel is set to **Automatic** by default: the program reads each paper's test number from the QR code or the number field on the form and finds the exam itself. This way papers of different exams, even of different groups of the same exam, can be scanned mixed together.

For old or damaged papers whose number cannot be read, choose **Enter manually** and type the 7-digit test number yourself.

4 Examine the scanned papers

The image of the scanned paper is shown in the middle; on the right are the student's number, name and answers question by question, with correct answers in green and wrong ones in red. For each paper you choose one of three buttons: **Add to List** (adds it with your corrections and moves to the next), **Skip** (does not add this paper) and **Rescan** (reads the paper again from the start). If a paper was scanned sideways or upside down, turn it with the rotate buttons and press **Rescan**.

If you do not want to click for each of hundreds of papers, press **Switch to Auto**: each scanned paper is added to the list by itself after a countdown of a few seconds. To stop at a paper, go back with **Switch to Manual**.

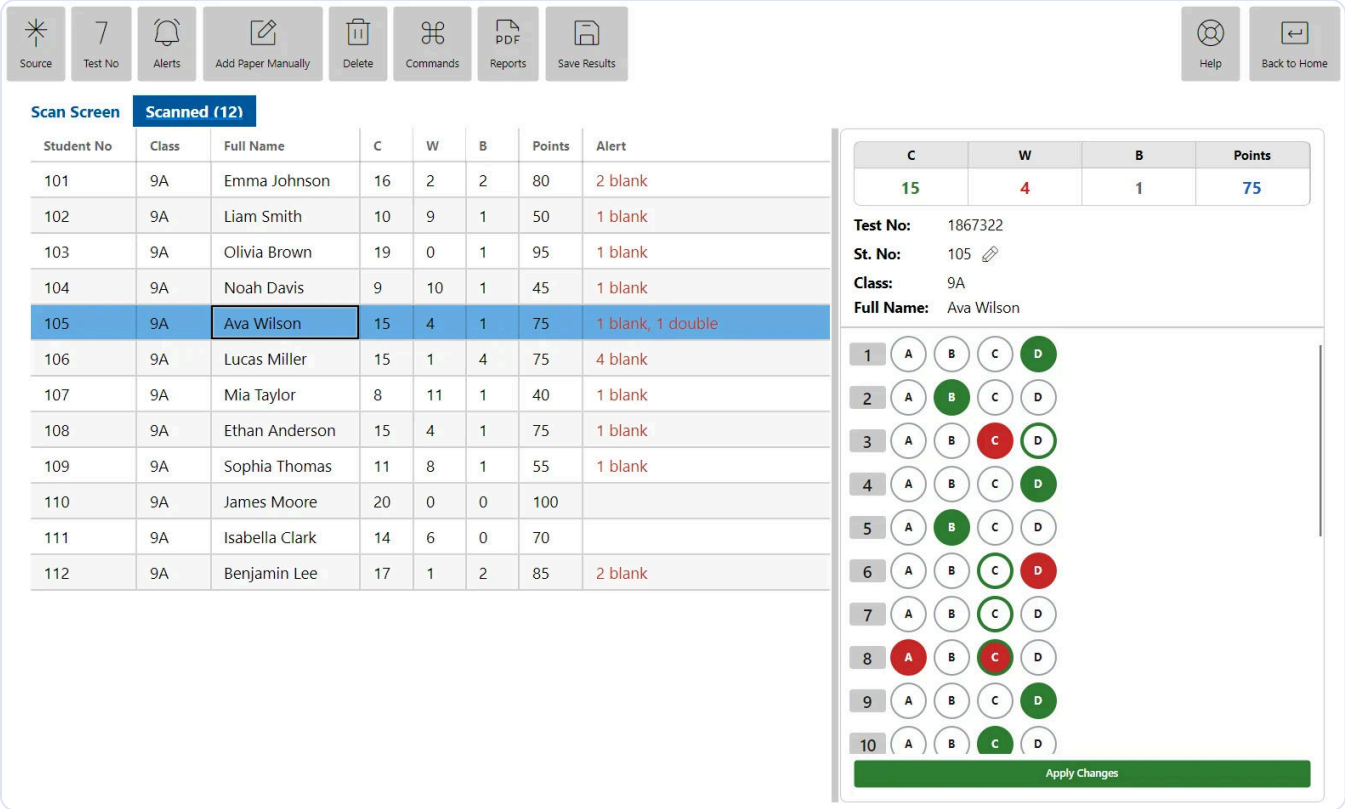


Tip · In the **Alerts** panel you can turn on a sound alert for double-marked questions, blank questions, an unreadable student number and a student not in the class list. In automatic adding, a paper with an alert is also added after the countdown; when you hear the sound, stop with Switch to Manual and look at the paper.

5 Check the Scanned list

The added papers collect in the **Scanned** list at the bottom with student no, class, full name, correct, wrong, blank, net and score. You can select a row, correct the student's number or individual answers, and save with **Apply Changes**.

A paper that cannot be read at all (torn, wet) is entered by hand with **Add Paper Manually**: a blank answer sheet opens and you mark the student no and answers on screen.



6 Save the results

Click **Save Results**. In the window that opens, the course, exam name and term come pre-filled; check them and confirm. The results are written to the **Grades** book on the home page as that exam's grades.

If an exam with the same course, term and name is already saved, the program asks: if you confirm, this list replaces the old results.

7 Get the reports

The **Reports** menu produces PDF reports from the Scanned list:

- **Score List**, **Result List**, **Ranking List** and the **Detailed List** showing answers question by question
- **Student Report Card** and **Individual Student Report** (one page per student)
- **Question Analysis**, **Statistics and Score Distribution**, **Class-Based Summary**
- **Class Learning Outcomes Report** and **Individual Outcome Report** (if you entered learning outcomes for the questions)

COMMON ISSUES

The screen says "No form detected".

The program finds the paper from the black squares in the four corners of the form. The whole paper must be in the image and the corners must not be cut off; avoid shadows and strong tilt in photos. A scanner resolution of 200–300 dpi is enough (see Scanning problems and reading settings).

Faint marks are not read, or eraser traces are counted as marks.

If you set the Marking Threshold in the scanning settings to Sensitive, faint marks are read too; Loose takes only clear marks. The change is applied immediately to the paper being examined.

A "student was not found in the class list" alert appears.

The student's number was read, but there is no student with that number in Class Lists. The result is still saved with the number; to show the name, add the student to the class list.

A "test not found" alert appears.

The test number on the paper is not saved on this computer. If the exam was produced on another computer, sign in with the same account and synchronise the data; if the number was read wrongly, enter it by hand in the Test No panel.

ANSWER FORMS AND OPTICAL SCANNING

Scanning problems and reading settings

HazırTest reads most papers without any adjustment. On a paper it cannot read or is not sure about, instead of silently producing a wrong result it stops and tells you why. On this page you will find what to watch for in a good scan, what the alerts you may see on screen mean, and when and how to change the reading settings.

BEFORE YOU START

- Answer forms printed from HazırTest (see Scanning answer forms and Creating a mock exam (LGS, TYT …)).

1 Get the scan right first

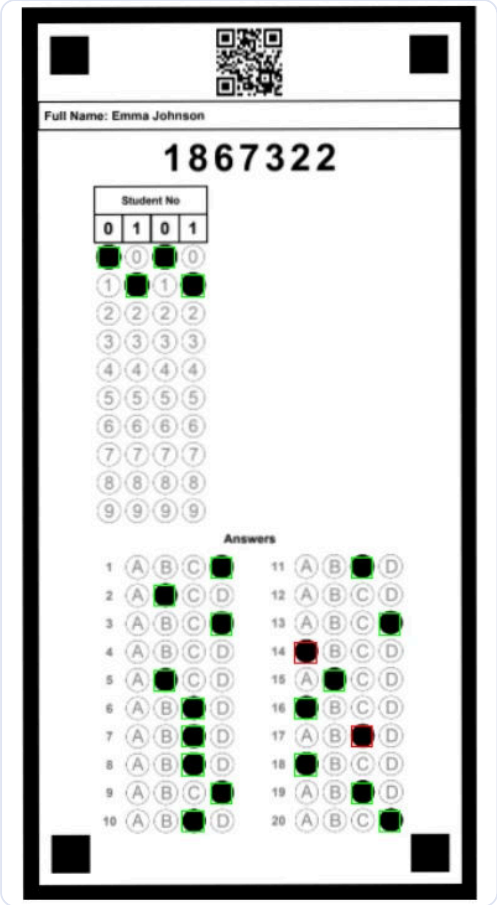
Most problems start at scanning. If you pay attention to the following, you will not need to touch the reading settings at all:

- **Scanner** — 200–300 dpi is enough; a higher resolution does not improve reading, it only slows it down. Scan in colour or greyscale. You can put the papers into the automatic feeder without straightening their direction one by one; the program usually turns a paper scanned upside down or sideways by itself.
- **Phone or camera** — put the paper on a flat surface and shoot from directly above; all the black squares in the four corners must be in the image. Avoid shadows and glare, and do not fold the paper.
- **Pencil** — students should fill the bubble completely with a soft pencil. Erased marks are usually not a problem: the program adjusts itself to the white of the paper so as not to count eraser traces as marks.
- **Paper** — if you copy the form on a photocopier, do not shrink or enlarge it (100% scale) and make sure the corner squares are not cut off.

2 Read the colours on the screen

On the image of the scanned paper in the middle panel the program draws a frame around each mark: **Green** for a correct answer, **Red** for a wrong answer, **Yellow** for more than one mark on the same question (double mark). The right panel lists the same questions as bubbles; solid green is correct, solid red is the student's wrong answer, and a green ring is that question's correct answer.

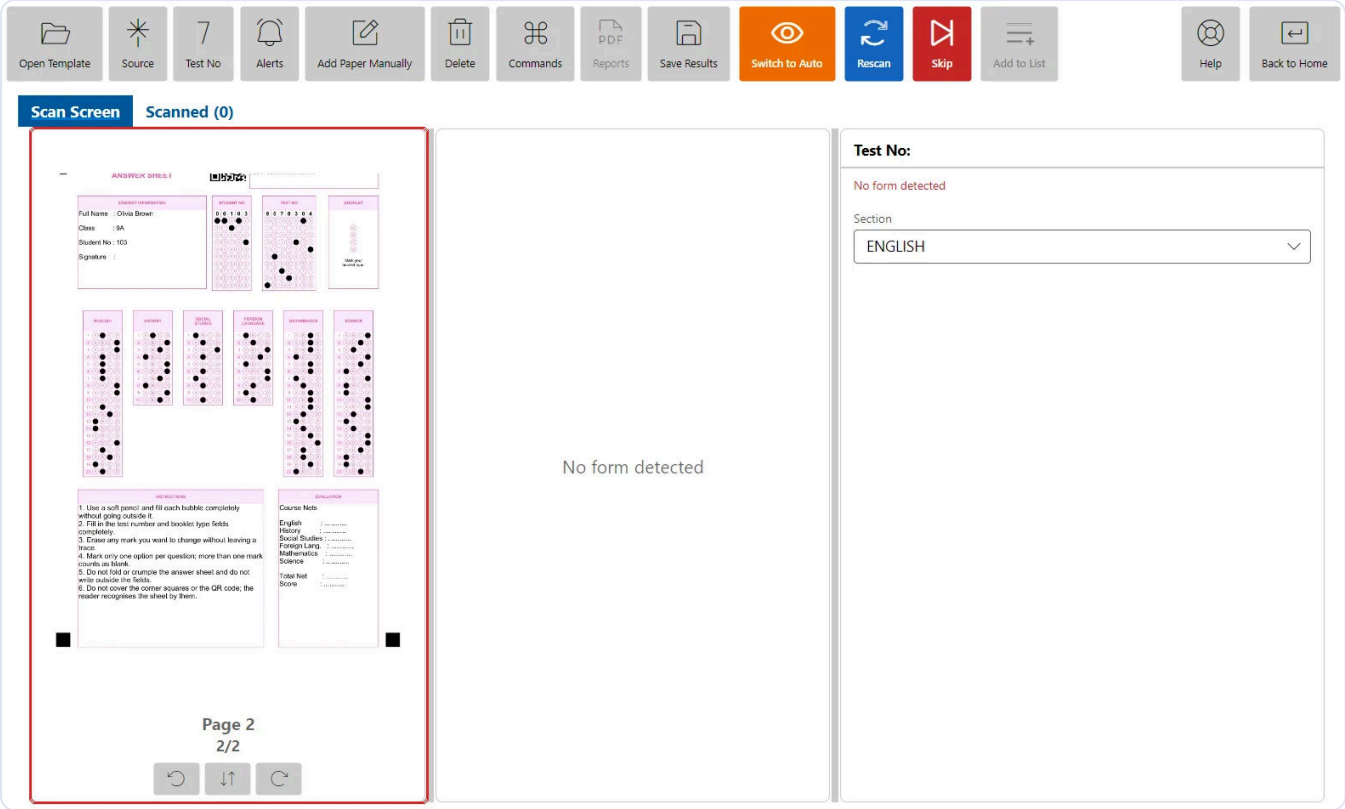
To correct an answer, click the bubble in the right panel, then press **Add to List**. The grid and frame buttons below the middle panel show where the program looks for the bubbles; if the frames do not sit on the bubbles, the paper was not scanned well.



3 "No form detected"

The program finds the paper from the black squares in the four corners. If one of the squares is not in the image, is in shadow, or the paper was shot at a strong angle, this alert appears and the paper is not added to the list. Stopping rather than reading wrongly is a deliberate choice.

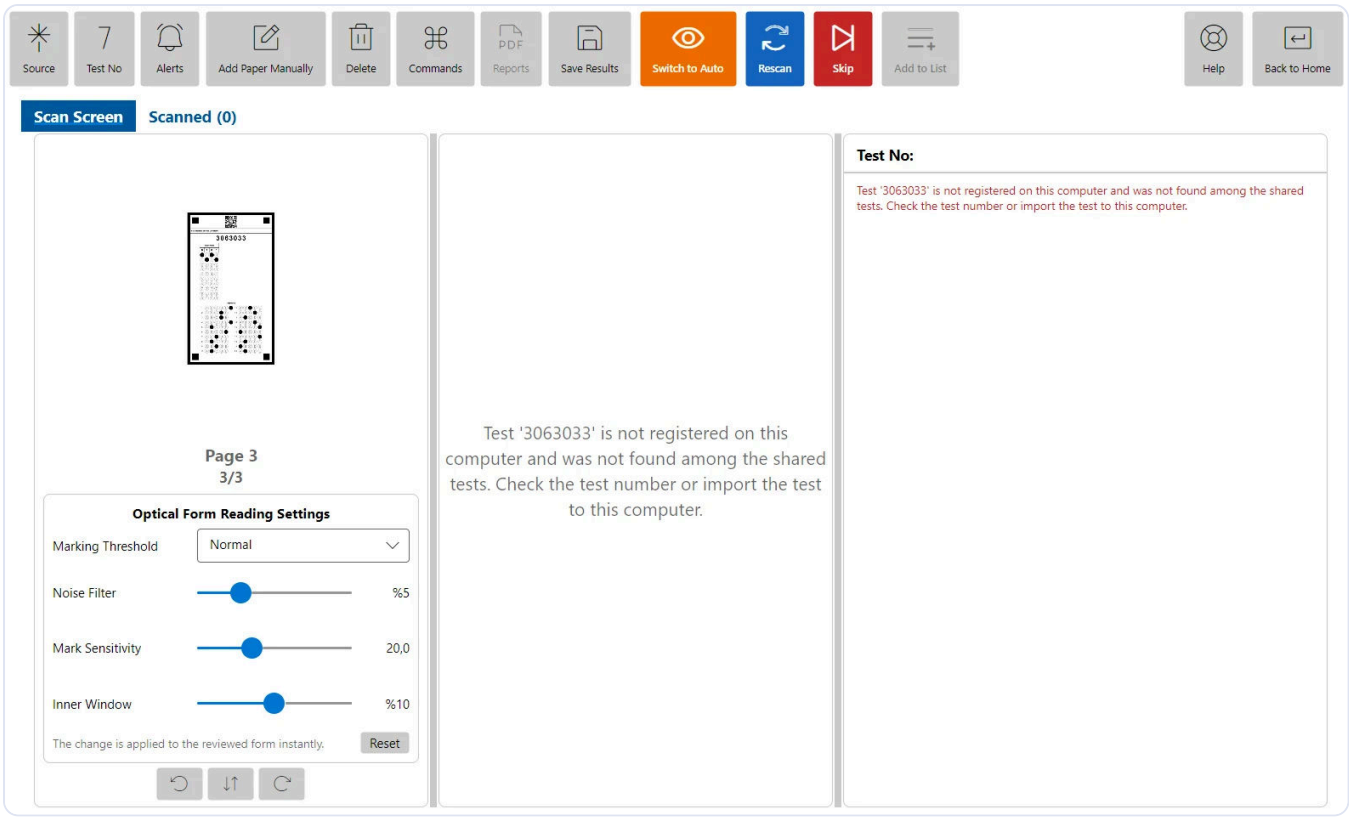
First look at the image in the left panel: if the paper is sideways or upside down, turn it with the rotate buttons below it (90° left, 180°, 90° right) and press **Rescan**. If a corner is cut off, scan or photograph the paper again. If the paper cannot be read at all (torn, wet), pass it with **Skip** and later enter its answers by hand with **Add Paper Manually**.



4 "Test … is not registered on this computer"

The paper was read, but the exam with the test number on it is not on this computer. Three common reasons:

- The exam was prepared on another computer — sign in with the same account and download the exam to this computer with **Account** → **Sync Data**.
- The exam's answer key was deleted — create it again from Answer Forms; if you type the same test number, the printed papers match again.
- The number was read wrongly (faint or damaged test no field) — enter the correct number by hand in the **Test No** panel on the toolbar and press **Rescan**.



5 Student number and double mark alerts

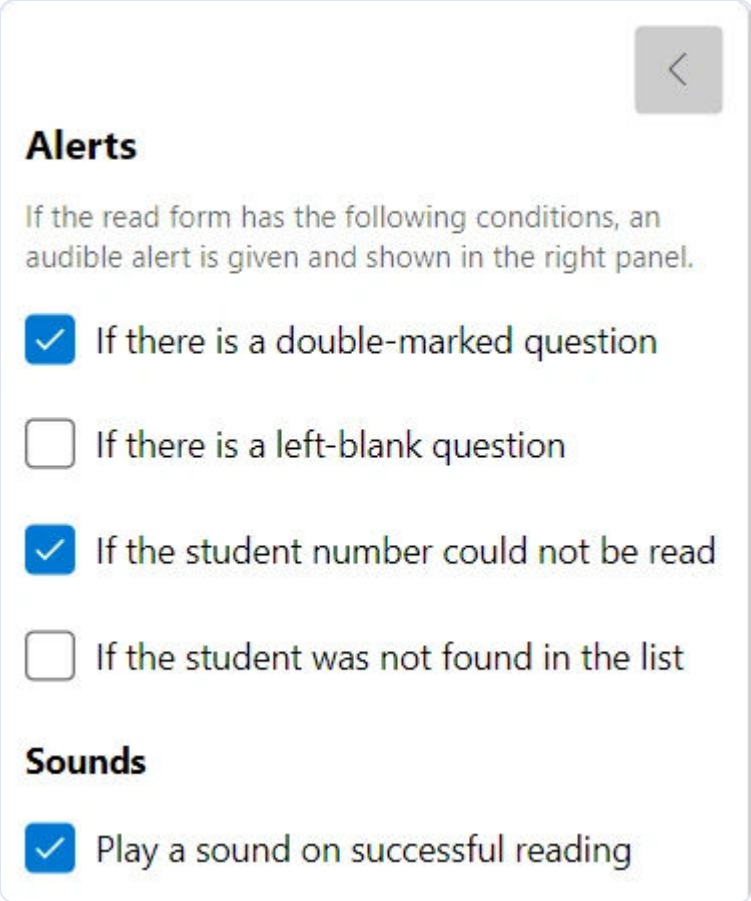
The alerts shown in an orange box in the right panel do not stop the paper; they tell you there is something to pay attention to:

- **Student number could not be read** — the number field is empty or some digits are faint. Click the pencil icon on the **St. No** line and type the number by hand.
- **Student number … was not found in the class list** — the number was read but is not in Class Lists. The result is saved with the number; to show the name, add the student to the list.
- **… questions have double marks** — the student filled two options in a question or did not fully erase one. Look at the paper; if it really is a double mark the question counts as wrong, and if an erased mark was read, correct it in the right panel.

6 Choose which alerts play a sound

The **Alerts** panel on the toolbar determines in which cases a sound alert is given: double-marked question, blank question, unreadable student number and a student not in the class list. **Play a sound on successful reading** makes a short sound for every successful paper; useful if you feed papers without looking at the screen.

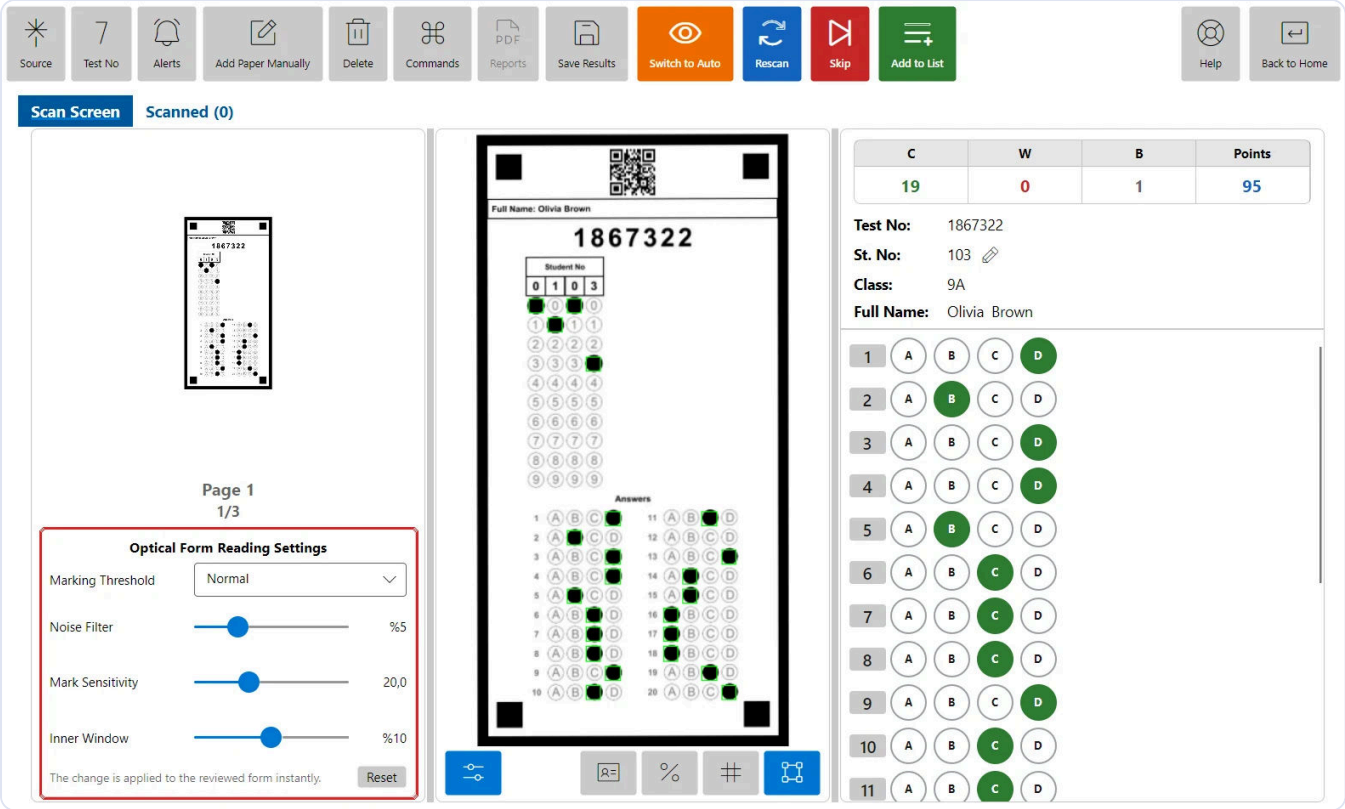
When reading with **Switch to Auto**, papers with alerts are also added to the list after the countdown; when you hear the alert sound, stop with **Switch to Manual** and look at the paper.



7 Change the reading settings only when needed

The settings button (slider icon) at the bottom left of the middle panel opens the **Optical Form Reading Settings**. A change is applied immediately to the paper you are examining, so you see the result at once; the settings are also kept for later readings. **Reset** returns to the factory values (Normal, 5%, 20, 10%).

- **Marking Threshold** (Sensitive / Normal / Loose) — the difference required between the two darkest options of a question. If students marked very lightly and marks are read as blank, set it to **Sensitive**; if blank questions are read as marked, set it to **Loose**.
- **Mark Sensitivity** — a small value catches faint marks too, a large value takes only clear marks. If eraser traces are still read as marks, raise this value.
- **Inner Window** — how far inside from the edge of the bubble the program looks. It exists so that the printed ring of the bubble does not enter the measurement; the default 10% is right for most papers.
- **Noise Filter** — fill levels below this percentage are counted as noise (shadow, paper texture). It does not help against eraser traces and even makes them stand out; for eraser traces use Mark Sensitivity.



Tip · Do not change the settings because of a single problem paper: correcting that paper by hand in the right panel is safer. Change a setting only if the same problem repeats on many papers in the stack.

COMMON ISSUES

All questions are read as blank.

The paper may be the form of another exam or another template; check that the Test No was read correctly. In a multi-subject mock exam make sure you chose the template the paper was printed from. If students used a ballpoint or very light pen, set the Marking Threshold to Sensitive.

The form is not found when reading with the camera.

Hold the paper flat and still in front of the camera with all four corner squares in the image; if the screen says "Searching for a form", move the paper a little further away. Make sure the light falls evenly on the paper. For many papers a scanner or HazırTest Mobile is faster (see Scanning answer forms with your phone).

The paper was read but another student's name appeared.

The student coded their number wrongly or one digit was read faintly. Correct the number with the pencil next to St. No; the name comes from the class list by itself.

An alert says the form was not added to the list because forms with a different structure…

In single-subject scanning you scanned a form whose number of questions or options differs from the papers already in the list. Save the current list with Save Results and clear it, then scan the papers of the other exam.

ANSWER FORMS AND OPTICAL SCANNING

Scanning answer forms with your phone

If you have no scanner, or you want to scan the papers in the classroom as soon as the exam ends, your phone is enough. HazırTest Mobile takes the exams, answer keys and class lists you prepared on the computer through the same account; when you show a paper to the camera, it scores it and sends the result to the gradebook on your computer.

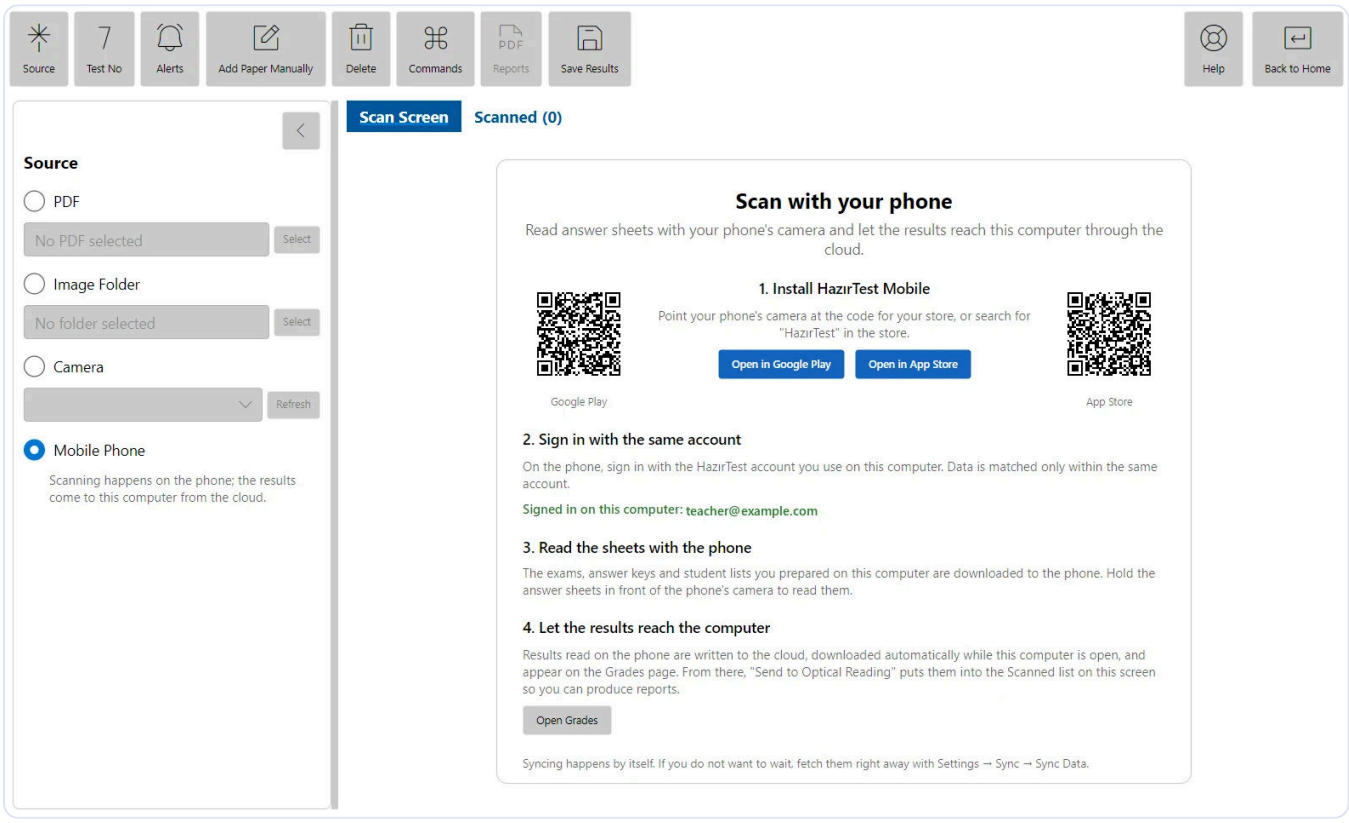
Video (in Turkish): https://youtu.be/VBhLYKADlgw

BEFORE YOU START

- An Android or iOS phone and the HazırTest Mobile app (free to download).
- The HazırTest account you use on the computer; data synchronisation must be on on the computer.
- Answer forms produced in HazırTest (see Creating an exam).

1 Install HazırTest Mobile

You can install the app by searching for "HazırTest" on Google Play or the App Store. You can also get there from the computer: on the **Optical Scanning → Single-subject exam** screen choose **Mobile Phone** in the **Source** panel. The QR codes of both stores and the installation steps appear on screen; just point your phone's camera at the QR code.



2 Sign in with the same account on the phone

Open the app and sign in with the HazırTest account you use on the computer. Data matches only under the same account; if you sign in with a different account, your exams do not appear on the phone. Your licence

and monthly scanning allowance are tied to the account too and are shared between the two devices.

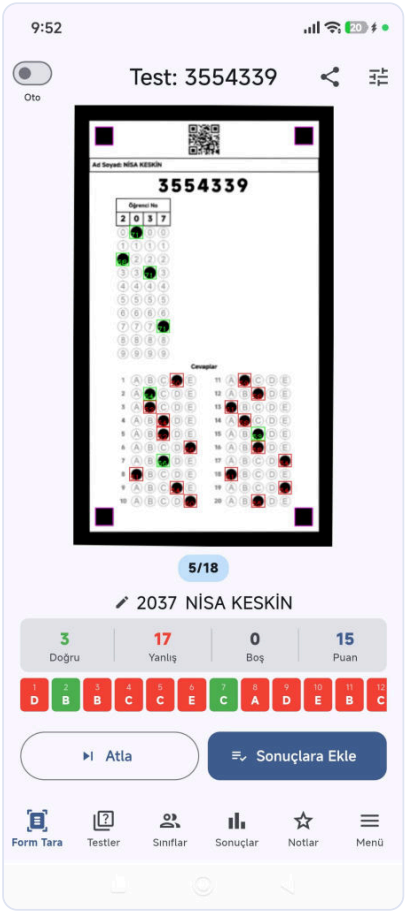
3 Wait for the exams to come down to the phone

The exams, answer keys and class lists you prepared on the computer come down to the phone by themselves; you do not transfer files separately. If you have just produced the exam and it does not appear on the phone yet, press **Account** → **Sync Data** on the computer.

4 Show the papers to the camera

On the phone open the **Scan** tab at the bottom and show the paper to the camera: the black squares in the four corners of the form and the QR code must be fully visible on screen. The app recognises the exam from the test number on the form, finds the student from their number and shows the correct, wrong and blank counts and the score.

If the result is right, press **Add to Results**; if you do not want to count the paper, press **Skip**. While the **Auto** switch at the top is on, each paper is added without waiting for confirmation; in large classes you just show the papers one after another.



Tip · Put the paper on a flat surface, do not cast a shadow and fit the form on the screen. Folded or sideways papers may be read wrongly.

5 Save the results

When you finish scanning, you see the list of scanned papers on the **Results** tab. Check the list and save it; saved results are written to the cloud.

6 See the results and get reports on the computer

Results scanned on the phone are downloaded automatically while the computer is on and appear on the **Grades** page. To get a report, report card or question analysis, select the exam and use **Send to Optical Reading** to take the results to the Scanned list of Optical Scanning, then use the **Reports** menu there (see Grades, reports and student history).

COMMON ISSUES

The exam I prepared on the computer does not appear on the phone.

Check that you are signed in with the same account on both devices and that synchronisation is on in the Synchronisation section of Settings on the computer. Then press Sync Data on the computer and reopen the app on the phone.

The phone does not recognise the form.

The whole form, especially the black squares in the four corners, must be in the frame. Increase the light, flatten the paper and hold the phone parallel to the paper. Forms shrunk on a photocopier or with cut edges may not be read.

The results I scanned on the phone did not come to the computer.

Make sure the phone is connected to the internet and that you saved the results. On the computer press Account → Sync Data; the results appear on the Grades page under the exam's course and term.

Is my phone scanning allowance separate from the computer's?

No. The monthly optical scanning allowance is tied to your account; scans on the phone and on the computer count against the same allowance. You can see your remaining allowance in the Account section of Settings on the computer.

ANSWER FORMS AND OPTICAL SCANNING

Public test: students scan their own forms

Usually the teacher collects and scans the optical forms. A public test turns this around: when you make an exam "public", anyone who knows the test number can scan that test's optical form in the HazırTest app. The student scans their form on their own phone or computer and immediately sees their score and learning outcome report; the result is also sent to your account and lands on your Grades page. It suits homework-style tests, mock exam booklets solved at home and self-assessment after an exam.

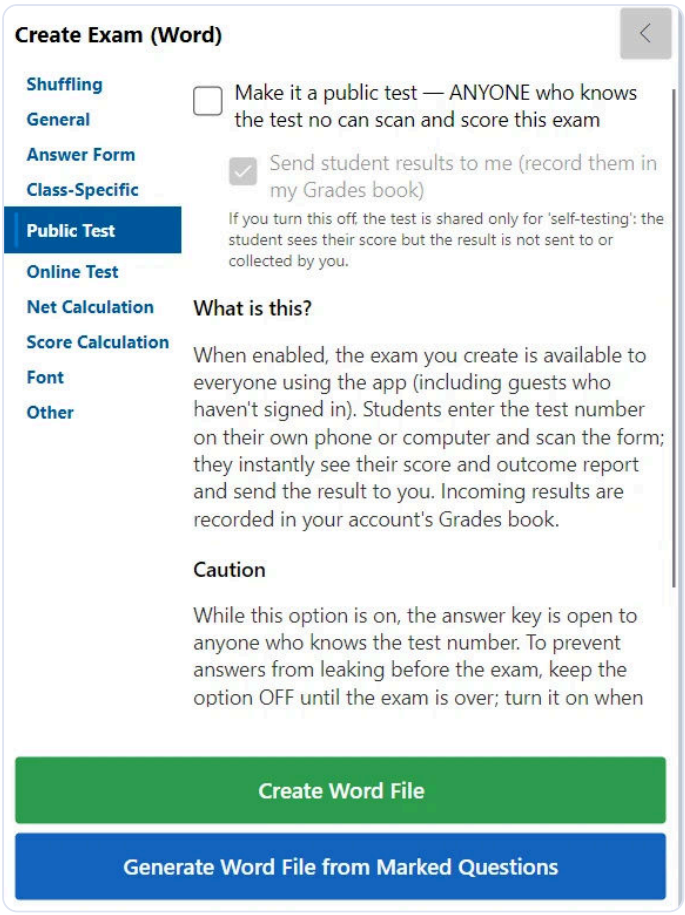
BEFORE YOU START

- Being signed in with a HazırTest account (results are sent to your account; the results of a public test produced as a guest cannot be collected).
- A single-subject exam with a printed optical form. The public test option does not appear for an exam that has an online test.
- The HazırTest app on the student's side: the phone app (Android/iOS) or the desktop version.

1 Make the exam public when producing it

Open the panel with **Create Exam** → **Paper Exam (Word)** in the question bank and go to the **Public Test** tab. Tick the **Make it a public test** box. The **Send student results to me** box below is ticked automatically; leave it so if you want the results to come to you.

This box is chosen separately for each exam: the panel opens with it off every time, so you do not accidentally produce an exam open to everyone.

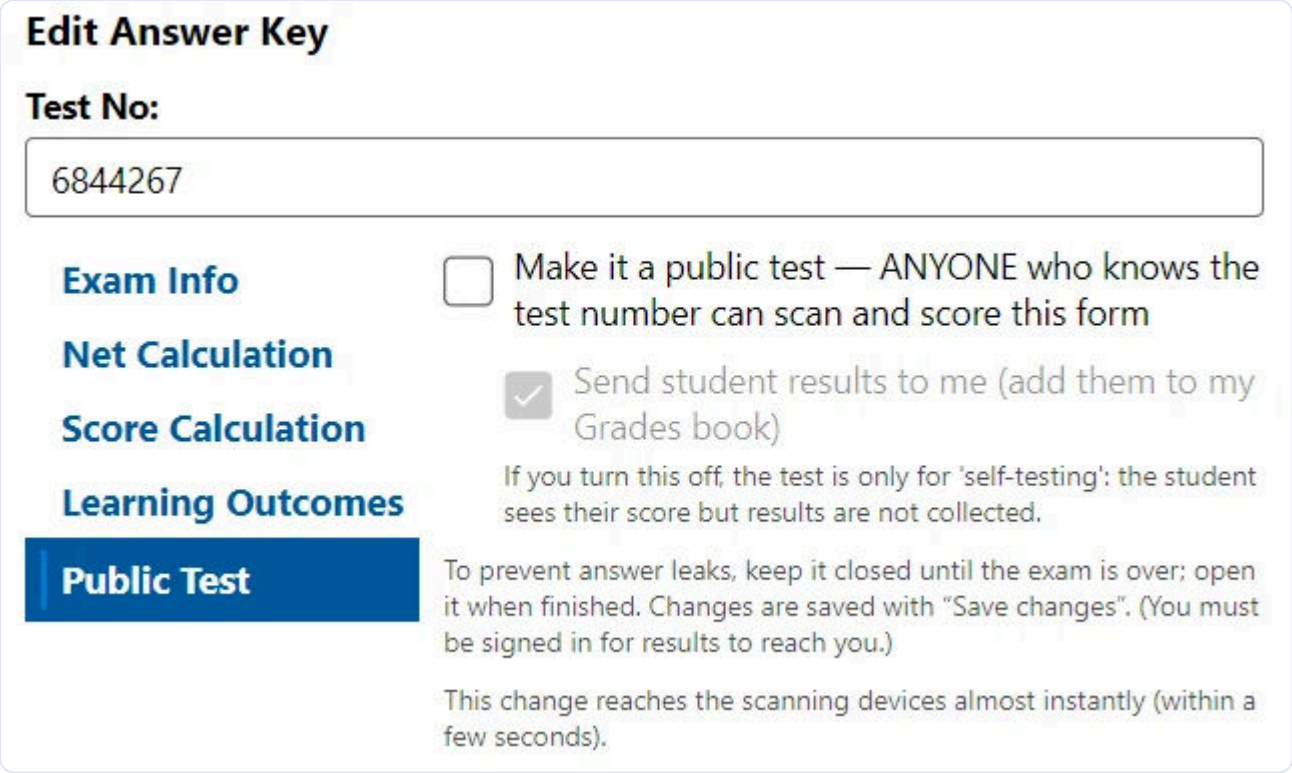


Tip · The answer key opens to anyone who knows the test number. So that students cannot scan the form before the exam and learn the correct answers, keep the public test off until the exam is over and turn it on afterwards.

2 Turn an existing exam on or off later

Select the exam under **Answer Forms** → **Single-subject exam** and press **Edit Answer Key**. The **Public Test** tab on the left has the same boxes. Tick the box and press **Save changes**.

The change reaches students' devices within a few seconds. If the exam was in the morning, you can turn it on at lunchtime and turn it off when collecting results is finished.



3 The student scans their form

The student does not need to type a number: the test number is already printed on top of the form, in the bubbles and in the QR code. The student opens the HazırTest app, takes a photo of their form on the optical scanning screen (on a computer, chooses the scanned image or PDF) and scans it.

The app finds the test from your account, scores the paper with your answer key and shows the result at once: correct, wrong, blank, net, score and learning outcome success. If the student is signed in, the result is sent to you at the same time.

- **Signed-in student** — sees their result and the result is sent to you.
- **Guest (not signed-in) student** — sees their result but it is not sent to you. If you want to collect results, tell students to open a free HazırTest account.
- **Unlicensed accounts** can scan the same public test at most 3 times on one device; this limit prevents abuse and is more than enough for a real student.

4 See the results on the Grades page

The results sent are listed on the **Grades** page under that exam, by student number. If the number is in your class list, the student's name and class are shown too. From there you can open the results with **Send to Optical Reading** and get all the reports (result list, question analysis, report card…).

One result is kept per student number. If the same student scans their form again, the result is updated; a result sent from another account with the same number is rejected, so a student cannot overwrite someone else's result.

5 Share only for self-assessment

If you do not want to collect results — for example, you are opening the answers of a mock exam booklet so that students can check themselves — untick **Send student results to me**. The student still scans and sees their score, but the result does not come to you and your Grades page does not fill up.

COMMON ISSUES

When the student scans, it says "test not found" or "not registered on this computer".

Check that the exam was made public and saved (Edit Answer Key → Public Test). If synchronisation is off on your computer, the exam does not go to the cloud; Sync my data with the cloud must be on in Settings → Synchronisation. The student's device must also be connected to the internet.

The student saw their score but the result did not come to me.

The student may have scanned as a guest; ask them to sign in and scan the form again. The result is not sent either if Send student results to me is off. The result lands on the Grades page after synchronisation; you can get it right away with Account → Sync Data.

The student gets a "public test result could not be sent" alert.

There are three possible reasons: the public test was turned off or result collection is off, the exam's result limit is full, or a result was already sent from another account with that student number. In the last case the student may have coded their number wrongly; ask them to mark the correct number and scan again.

Can the answer key get into students' hands before the exam?

While the public test is on, anyone who scans the form can learn the correct answers. So turn the box on after the exam. Once you turn it off, the form is no longer read and results cannot be sent.

ANSWER FORMS AND OPTICAL SCANNING

Exam reports: report card, question analysis, ranking

After you scan the papers, HazırTest produces eleven separate PDF reports from the same results: lists to post on the board, a report card to give the student, and question and class analyses for you. This page explains where the reports are taken from and what each of them is for.

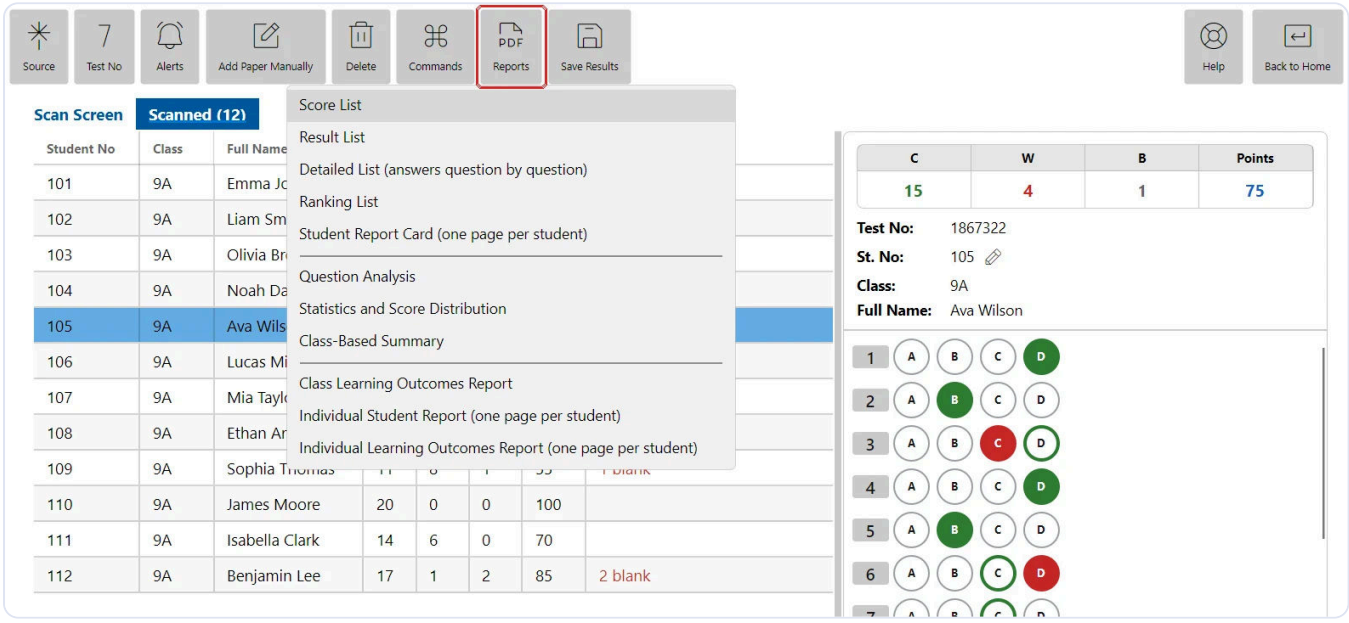
BEFORE YOU START

- A scanned exam: reports are produced from the Scanned list in Optical Scanning or from an exam saved on the Grades page (see Scanning answer forms).

1 Open the Reports menu

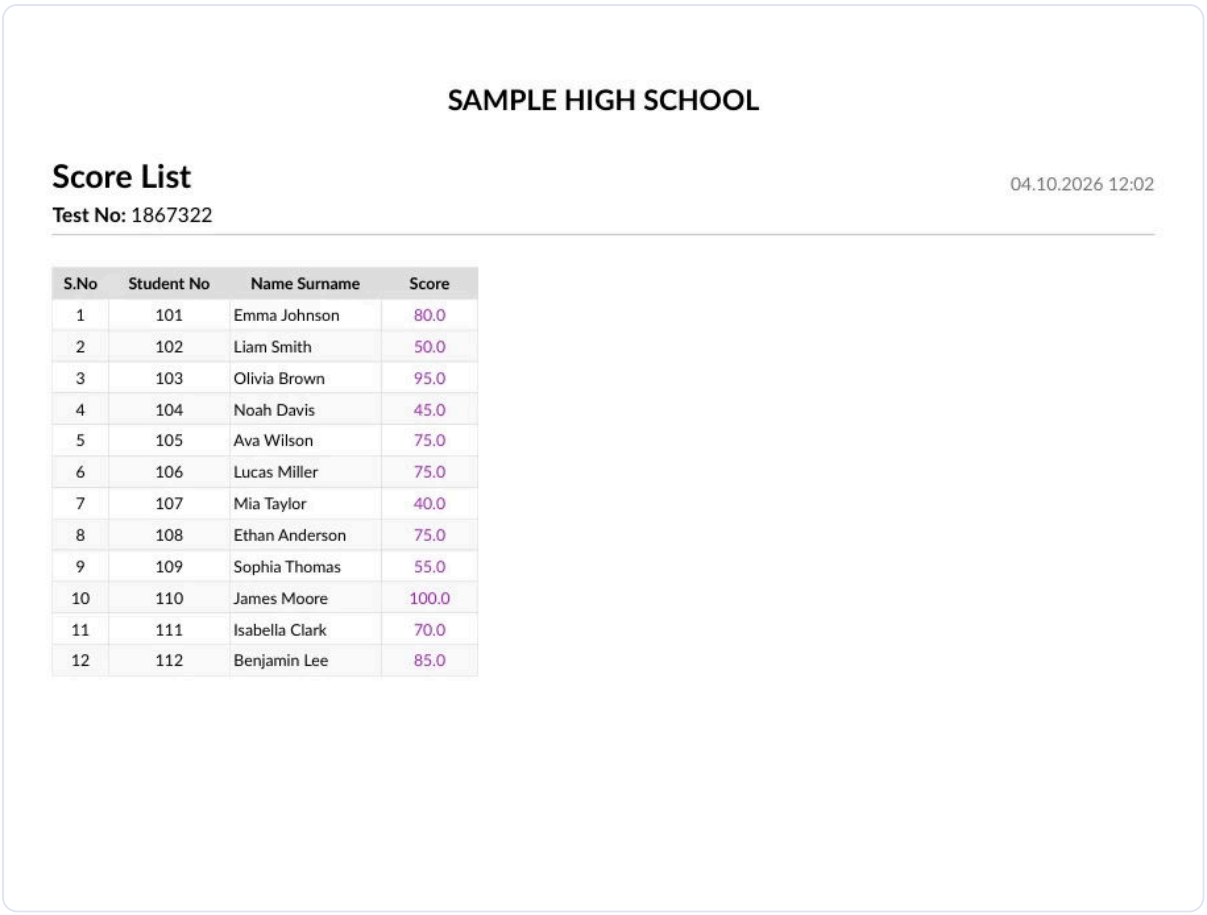
Right after scanning the papers, click the **Reports** button on the **Optical Scanning** screen; the reports are produced from the papers in the Scanned list. For an exam you saved earlier, select the exam on the **Grades** page; the **Reports** menu there is the same.

When you click a report, the PDF is produced and opened; the file is saved to the outputs folder.



2 Lists: score, result, detailed list

The **Score List** contains only the number, name and score; it is the plainest output for posting on the board. The **Result List** adds correct, wrong, blank and net. The **Detailed List (answers question by question)** shows each student's answer to each question; it is the document to look at when an objection comes in.



SAMPLE HIGH SCHOOL

Score List

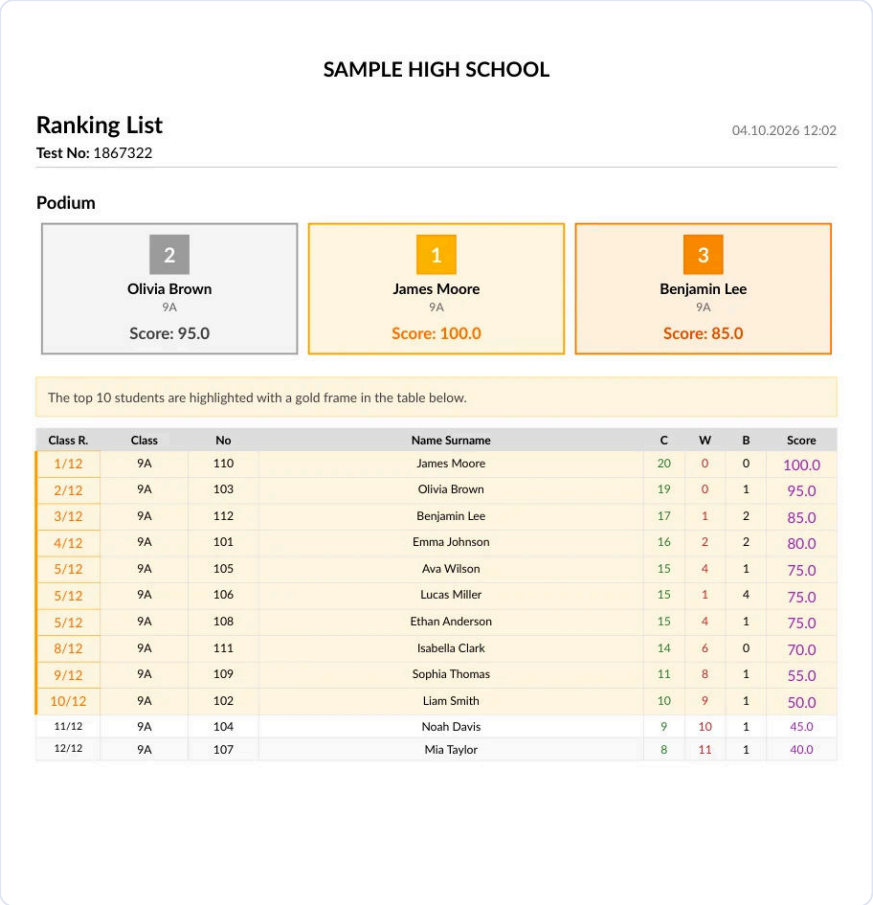
04.10.2026 12:02

Test No: 1867322

S.No	Student No	Name Surname	Score
1	101	Emma Johnson	80.0
2	102	Liam Smith	50.0
3	103	Olivia Brown	95.0
4	104	Noah Davis	45.0
5	105	Ava Wilson	75.0
6	106	Lucas Miller	75.0
7	107	Mia Taylor	40.0
8	108	Ethan Anderson	75.0
9	109	Sophia Thomas	55.0
10	110	James Moore	100.0
11	111	Isabella Clark	70.0
12	112	Benjamin Lee	85.0

3 Ranking List

Sorts the students by score; the top three are shown on a podium at the top and the top ten are highlighted in the table. Each row has the rank in class, correct, wrong, blank and score.



SAMPLE HIGH SCHOOL

Ranking List

Test No: 1867322

04.10.2026 12:02

Podium

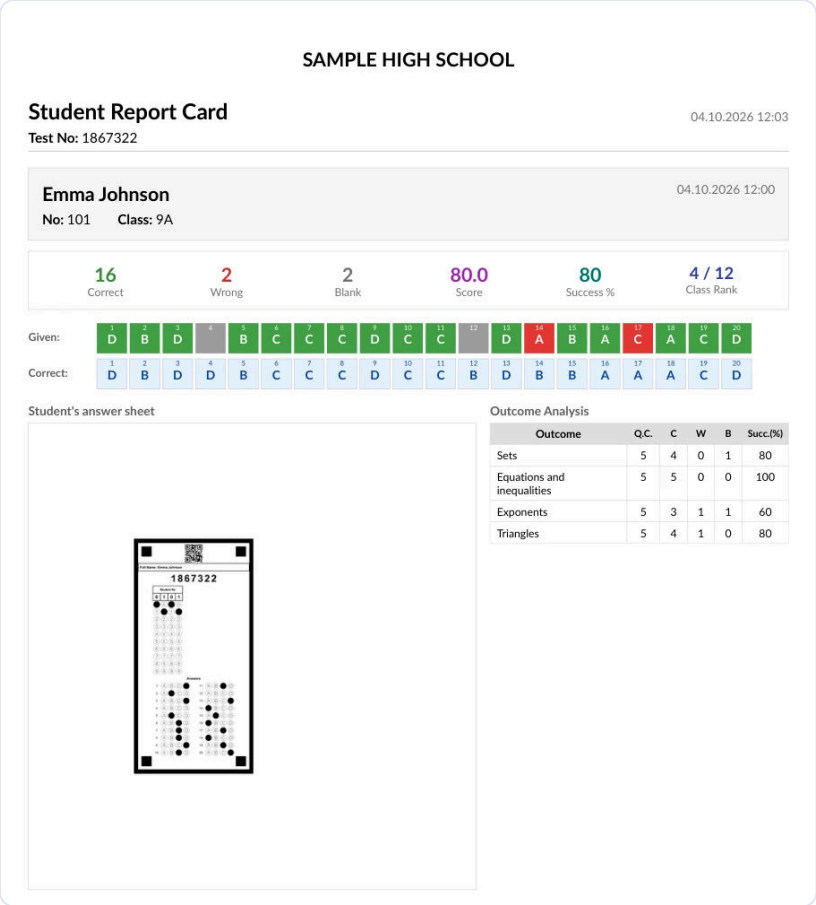
2	1	3
Olivia Brown 9A Score: 95.0	James Moore 9A Score: 100.0	Benjamin Lee 9A Score: 85.0

The top 10 students are highlighted with a gold frame in the table below.

Class R.	Class	No	Name Surname	C	W	B	Score
1/12	9A	110	James Moore	20	0	0	100.0
2/12	9A	103	Olivia Brown	19	0	1	95.0
3/12	9A	112	Benjamin Lee	17	1	2	85.0
4/12	9A	101	Emma Johnson	16	2	2	80.0
5/12	9A	105	Ava Wilson	15	4	1	75.0
5/12	9A	106	Lucas Miller	15	1	4	75.0
5/12	9A	108	Ethan Anderson	15	4	1	75.0
8/12	9A	111	Isabella Clark	14	6	0	70.0
9/12	9A	109	Sophia Thomas	11	8	1	55.0
10/12	9A	102	Liam Smith	10	9	1	50.0
11/12	9A	104	Noah Davis	9	10	1	45.0
12/12	9A	107	Mia Taylor	8	11	1	40.0

4 Student Report Card

Produces a separate page for each student: correct, wrong, blank, score, success percentage and class rank; below them the answers given question by question with the correct answers, and the image of the student's own optical form. It is the document to give to the student or parent.



SAMPLE HIGH SCHOOL

Student Report Card

Test No: 1867322

04.10.2026 12:03

Emma Johnson

No: 101 Class: 9A

04.10.2026 12:00

16	2	2	80.0	80	4 / 12
Correct	Wrong	Blank	Score	Success %	Class Rank

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Given:	D	B	D		B	C	C	C	D	C	C		D	A	B	A	C	A	C	D
Correct:	D	B	D	D	B	C	C	C	D	C	C	B	D	B	B	A	A	A	C	D

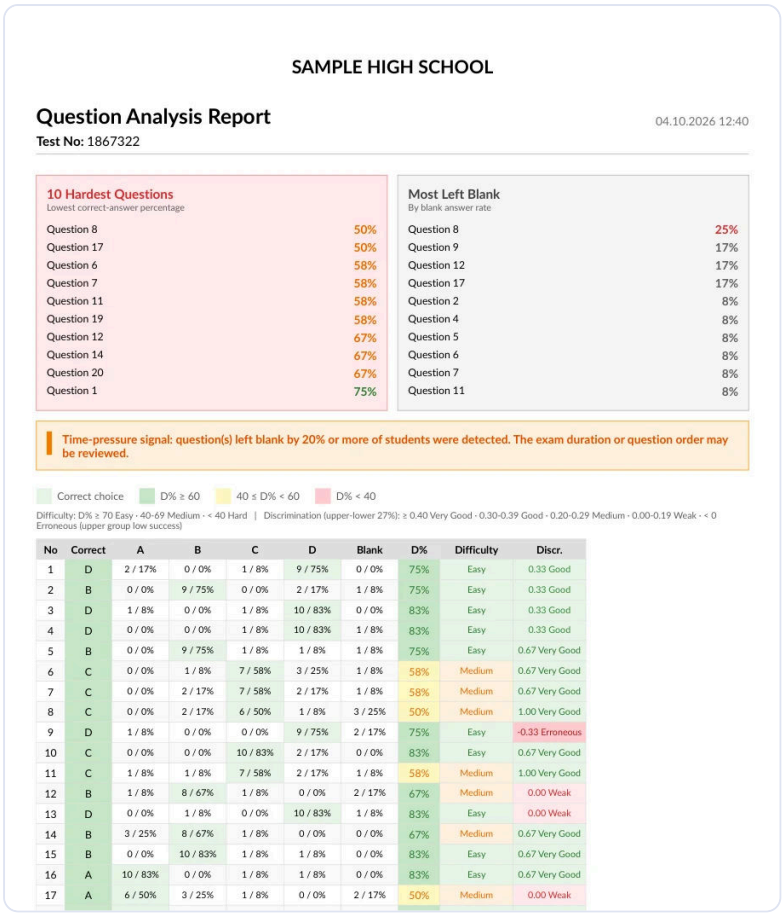
Student's answer sheet

Outcome Analysis

Outcome	Q.C.	C	W	B	Succ.(%)
Sets	5	4	0	1	80
Equations and inequalities	5	5	0	0	100
Exponents	5	3	1	1	60
Triangles	5	4	1	0	80

5 Question Analysis

Evaluates the exam itself. At the top are the ten hardest questions and the questions left blank most often; below, for each question, how many students marked each option, the percentage answered correctly, the difficulty index and the discrimination index. A question where most of the class gathered on the same wrong option points to a misconception; a question with low or negative discrimination suggests that the question or the key may be wrong.



SAMPLE HIGH SCHOOL

Question Analysis Report

Test No: 1867322

04.10.2026 12:40

10 Hardest Questions
Lowest correct-answer percentage

Question 8	50%
Question 17	50%
Question 6	58%
Question 7	58%
Question 11	58%
Question 19	58%
Question 12	67%
Question 14	67%
Question 20	67%
Question 1	75%

Most Left Blank
By blank answer rate

Question 8	25%
Question 9	17%
Question 12	17%
Question 17	17%
Question 2	8%
Question 4	8%
Question 5	8%
Question 6	8%
Question 7	8%
Question 11	8%

Time-pressure signal: question(s) left blank by 20% or more of students were detected. The exam duration or question order may be reviewed.

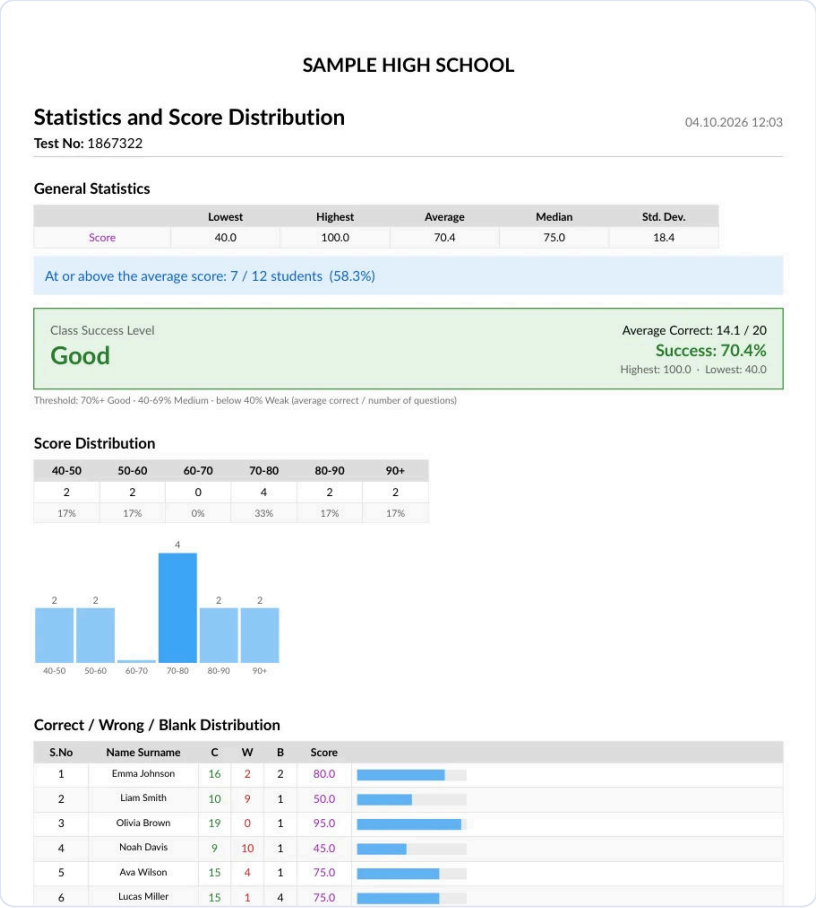
Correct choice · D% ≥ 60 · 40 ≤ D% < 60 · D% < 40

Difficulty: D% ≥ 70 Easy · 40-69 Medium · < 40 Hard | Discrimination (upper-lower 27%): ≥ 0.40 Very Good · 0.30-0.39 Good · 0.20-0.29 Medium · 0.00-0.19 Weak · < 0 Erroneous (upper group low success)

No	Correct	A	B	C	D	Blank	D%	Difficulty	Discr.
1	D	2 / 17%	0 / 0%	1 / 8%	9 / 75%	0 / 0%	75%	Easy	0.33 Good
2	B	0 / 0%	9 / 75%	0 / 0%	2 / 17%	1 / 8%	75%	Easy	0.33 Good
3	D	1 / 8%	0 / 0%	1 / 8%	10 / 83%	0 / 0%	83%	Easy	0.33 Good
4	D	0 / 0%	0 / 0%	1 / 8%	10 / 83%	1 / 8%	83%	Easy	0.33 Good
5	B	0 / 0%	9 / 75%	1 / 8%	1 / 8%	1 / 8%	75%	Easy	0.67 Very Good
6	C	0 / 0%	1 / 8%	7 / 58%	3 / 25%	1 / 8%	58%	Medium	0.67 Very Good
7	C	0 / 0%	2 / 17%	7 / 58%	2 / 17%	1 / 8%	58%	Medium	0.67 Very Good
8	C	0 / 0%	2 / 17%	6 / 50%	1 / 8%	3 / 25%	50%	Medium	1.00 Very Good
9	D	1 / 8%	0 / 0%	0 / 0%	9 / 75%	2 / 17%	75%	Easy	-0.33 Erroneous
10	C	0 / 0%	0 / 0%	10 / 83%	2 / 17%	0 / 0%	83%	Easy	0.67 Very Good
11	C	1 / 8%	1 / 8%	7 / 58%	2 / 17%	1 / 8%	58%	Medium	1.00 Very Good
12	B	1 / 8%	8 / 67%	1 / 8%	0 / 0%	2 / 17%	67%	Medium	0.00 Weak
13	D	0 / 0%	1 / 8%	0 / 0%	10 / 83%	1 / 8%	83%	Easy	0.00 Weak
14	B	3 / 25%	8 / 67%	1 / 8%	0 / 0%	0 / 0%	67%	Medium	0.67 Very Good
15	B	0 / 0%	10 / 83%	1 / 8%	1 / 8%	0 / 0%	83%	Easy	0.67 Very Good
16	A	10 / 83%	0 / 0%	1 / 8%	1 / 8%	0 / 0%	83%	Easy	0.67 Very Good
17	A	6 / 50%	3 / 25%	1 / 8%	0 / 0%	2 / 17%	50%	Medium	0.00 Weak

6 Statistics, class summary and individual report

Statistics and Score Distribution gives the overall picture of the exam: lowest, highest, mean and median score, standard deviation, the class's success level and the distribution of scores across ranges. **Class-Based Summary** compares classes side by side if more than one class took the same exam. **Individual Student Report** prepares a detailed page for each student.



SAMPLE HIGH SCHOOL

Statistics and Score Distribution

Test No: 1867322

04.10.2026 12:03

General Statistics

	Lowest	Highest	Average	Median	Std. Dev.
Score	40.0	100.0	70.4	75.0	18.4

At or above the average score: 7 / 12 students (58.3%)

Class Success Level

Good

Average Correct: 14.1 / 20

Success: 70.4%

Highest: 100.0 · Lowest: 40.0

Threshold: 70%+ Good - 40-69% Medium - below 40% Weak (average correct / number of questions)

Score Distribution

40-50	50-60	60-70	70-80	80-90	90+
2	2	0	4	2	2
17%	17%	0%	33%	17%	17%

Correct / Wrong / Blank Distribution

S.No	Name Surname	C	W	B	Score
1	Emma Johnson	16	2	2	80.0
2	Liam Smith	10	9	1	50.0
3	Olivia Brown	19	0	1	95.0
4	Noah Davis	9	10	1	45.0
5	Ava Wilson	15	4	1	75.0
6	Lucas Miller	15	1	4	75.0

7 Learning outcome reports

The **Class Learning Outcomes Report** gives the class's success rate in each learning outcome, and the **Individual Outcome Report** gives the same breakdown student by student. These reports are filled only for exams whose questions have learning outcomes assigned (see Assigning learning outcomes to questions).

8 Put your school's name and logo on the reports

The institution name and logo in the report header come from **Settings** → **Institution Info**. Type the **Institution Name** and point to your school logo with **Choose Logo…**; it appears in all later reports. If you leave the institution name empty, the school name linked to your account is used.

COMMON ISSUES

The Reports button is disabled or says there are no results to report.

If the Scanned list in Optical Scanning is empty, no report can be produced; scan the papers first. If the exam's answer form was deleted from Saved Answer Forms, the scores on the Grades page remain but question-based reports cannot be produced.

The report has no net column.

Net is shown if the exam's Net Calculation setting is on. Select the exam on Answer Forms and set the net rule on the Edit Answer Key screen.

Where are the reports of a mock exam?

In multi-subject mock exams the same Reports menu prints course by course and also includes the Section Analysis and Ranking by Section reports. The menu is reached from the mock exam branch of Optical Scanning or from the Grades → Multi-subject mock exam page (see Mock exam results and reports).

How do I see a student's progress from exam to exam?

Reports → Comparison on the Grades page puts the exams of the same course side by side. For a single student, double-click the student in Class Lists to open their exam archive and progress chart (see Comparison and progress reports).

Sample reports (PDF, Excel, Word)

From the scanned papers HazırTest produces, with one click, class lists, student report cards, question and learning outcome analyses, and mock exam and progress reports. On this page you can see what each report looks like and download and open its sample file. The samples were produced from real scans of the same class (12 students); student names and the institution name are made up. The samples were produced with the English interface; report headings follow the interface language.

1 Where do you get the reports?

Reports are taken from four places; all use the same report generator, so the report of the same exam comes out the same from anywhere:

- **Optical Scanning** — the **Reports** menu on the toolbar right after scanning the papers (from the papers in the Scanned list).
- **Grades** — select a saved exam and use the **Reports** menu; also **Reports** → **Comparison** and **Export**.
- **Mock exams** — select a saved mock exam and use the **Reports** menu and **Export**.
- **Student Exam Archive** — **Comparison Report** and **Mock Exam Progress Report** in the window that opens when you double-click the student's row in Class Lists.

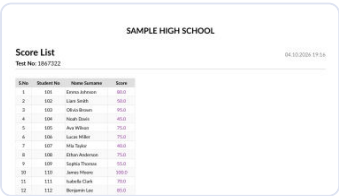
Tip · Your school's name appears in the report header (Settings → Institution Info). The files are written to the Outputs folder in the save folder and open by themselves.

2 Examine the samples

Below, the reports are grouped by what they are for. Each sample has a link to download the real PDF, Excel or Word file from hazirtest.com. Single-subject reports were produced from a 20-question Mathematics written exam, mock exam reports from a 90-question LGS mock exam.

Class lists

Lists to post on the class board, file away or share with your department.

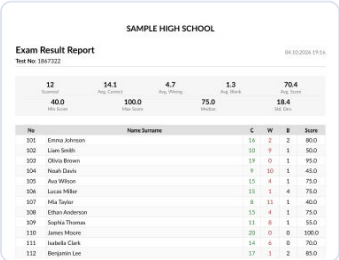


PDF · Reports menu

Score List

The plainest list: row number, student number, full name and score. For posting on the board or entering grades quickly.

Sample file: hazirtest.com/ornek-raporlar-en/puan-listesi.pdf

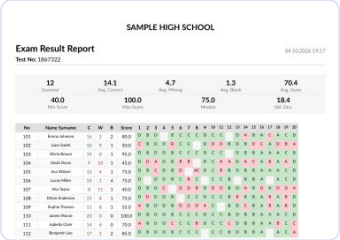


PDF · Reports menu

Result List

At the top a summary of the exam (scanned papers, average correct, wrong, blank and score; lowest, highest, median score and standard deviation), below it each student's correct, wrong, blank and score.

Sample file: hazirtest.com/ornek-raporlar-en/sonuc-listesi.pdf

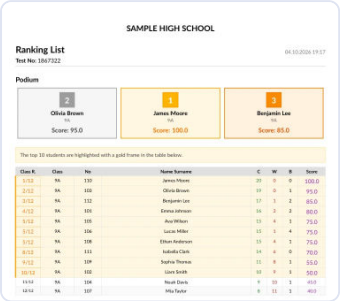


PDF · Reports menu

Detailed List (answers question by question)

In addition to the result list, each student's answer to each question: correct in green, wrong in red, blank in white. You see at a glance which question the class missed.

Sample file: hazirtest.com/ornek-raporlar-en/ayrintili-liste.pdf

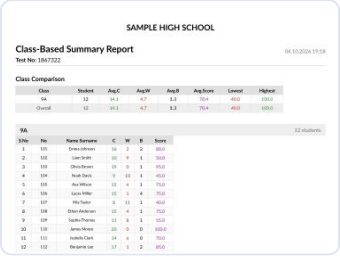


PDF · Reports menu

Ranking List

A podium of the top three students at the top, below it the class ranking by score (top 10 highlighted); students with equal scores share the same rank.

Sample file: hazirtest.com/ornek-raporlar-en/siralama-listesi.pdf



PDF · Reports menu

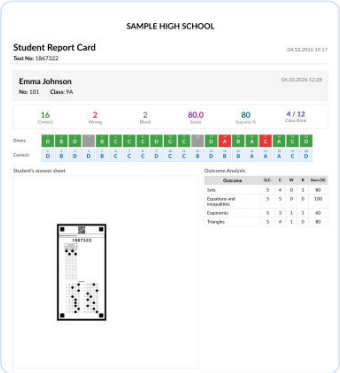
Class-Based Summary

If more than one class section took the same exam, compares the sections side by side (number of students, averages, lowest and highest score), then gives each section's list.

Sample file: hazirtest.com/ornek-raporlar-en/sinif-ozeti.pdf

Reports for students

A separate page for each student, to give to the student or parent.

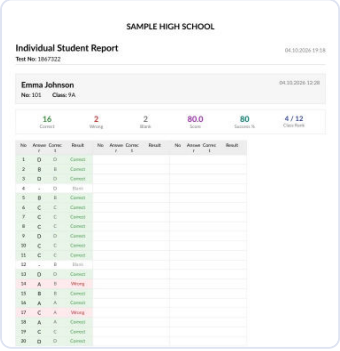


PDF · Reports menu

Student Report Card

Correct, wrong, blank, score, success percentage and class rank; the given and correct answers question by question; the image of the student's scanned optical form and learning outcome analysis. One page per student.

Sample file: hazirtest.com/ornek-raporlar-en/ogrenci-karnesi.pdf

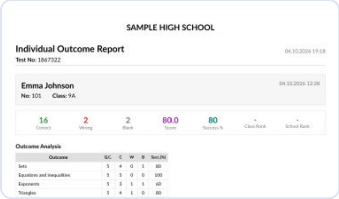


PDF · Reports menu

Individual Student Report

A plain version of the report card: below the summary box, each question's given answer, correct answer and result (Correct / Wrong / Blank) as a table.

Sample file: hazirtest.com/ornek-raporlar-en/bireysel-ogrenci-raporu.pdf



PDF · Reports menu

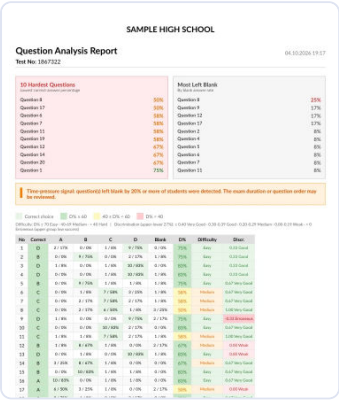
Individual Outcome Report

The student's number of questions, correct, wrong, blank and success percentage in each learning outcome. Meaningful in exams whose questions have learning outcomes.

Sample file: hazirtest.com/ornek-raporlar-en/bireysel-kazanim-raporu.pdf

Exam analyses

For evaluating the exam itself: which question was hard, how was the class spread, which topic is missing?

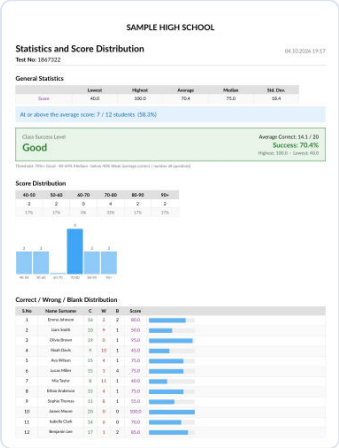


PDF · Reports menu

Question Analysis

The 10 hardest questions and the questions left blank most often; for each question the distribution across options, correct percentage, difficulty (easy / medium / hard) and discrimination (a good question, or one to review).

Sample file: hazirtest.com/ornek-raporlar-en/soru-analizi.pdf



PDF · Reports menu

Statistics and Score Distribution

Lowest, highest, mean, median and standard deviation; the class's success level; a distribution chart by score range and correct-wrong-blank bars per student.

Sample file: hazirtest.com/ornek-raporlar-en/istatistik.pdf



PDF · Reports menu

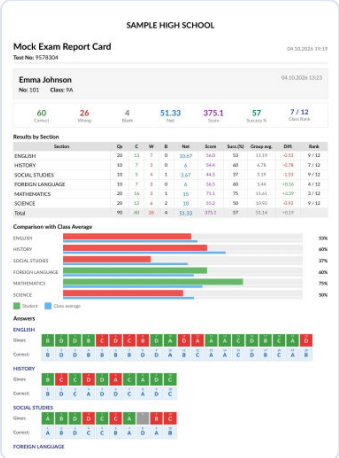
Class Learning Outcomes Report

The class's success in each learning outcome, weakest outcome at the top. Shows where to start revision.

Sample file: hazirtest.com/ornek-raporlar-en/sinif-kazanim-raporu.pdf

Mock exam reports

In multi-subject mock exams (LGS, TYT, AYT…) reports are prepared course by course; in addition there are reports that appear only for mock exams.

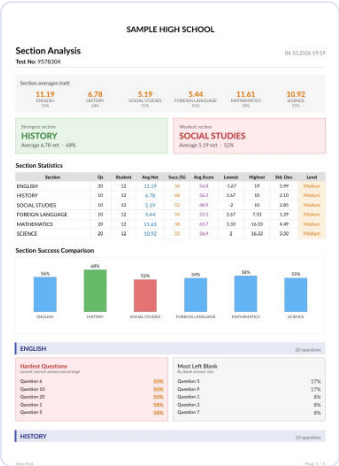


PDF · Reports menu (mock exam)

Mock Exam Report Card

The mock exam version of the Student Report Card: for each course correct, wrong, blank, net, score, success percentage, class average, difference from the average and course rank; a comparison chart with the class average and the answers course by course. The sample file contains the first two students.

Sample file: hazirtest.com/ornek-raporlar-en/deneme-ogrenci-karnesi.pdf

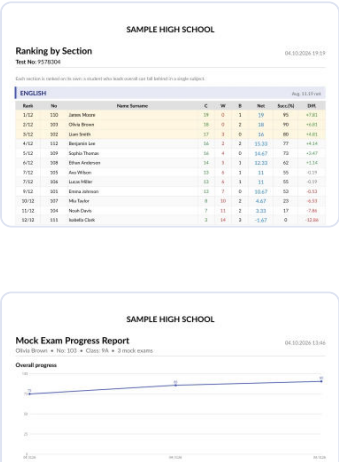


PDF · Reports menu (mock exam)

Section Analysis

Each course's average net and success percentage, the strongest and weakest course, lowest and highest net per course, a comparison chart and each course's hardest questions.

Sample file: hazirtest.com/ornek-raporlar-en/bolum-analizi.pdf

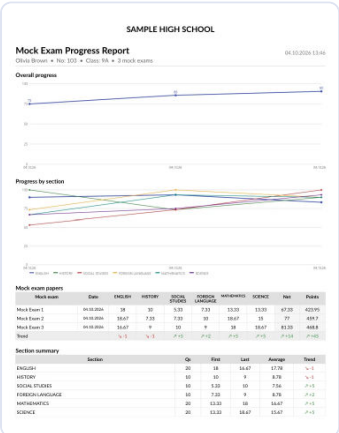


PDF · Reports menu (mock exam)

Ranking by Section

A separate ranking table for each course: the student's net in that course and the difference from the class average. Shows a student who is ahead in total but behind in a single course.

Sample file: hazirtest.com/ornek-raporlar-en/bolum-bazli-siralama.pdf



PDF · Student exam archive

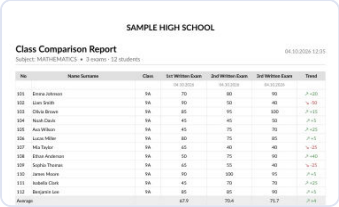
Mock Exam Progress Report

All of a student's mock exams: total score chart, success chart course by course, course nets per mock exam and each course's first, last and average net with its trend.

Sample file: hazirtest.com/ornek-raporlar-en/deneme-gelisim-raporu.pdf

Comparison and progress

Puts several exams side by side: how is the class or the student progressing from one exam to the next?

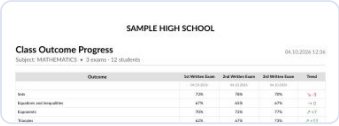


PDF · Grades → Reports → Comparison

Class Comparison Report

Each student's score in the selected exams (at most 5) side by side, with the exam averages at the bottom; the trend column shows the difference between the first and last exam with a green ↗ or red ↘.

Sample file: hazirtest.com/ornek-raporlar-en/sinif-kiyaslama-raporu.pdf

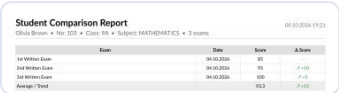


PDF · Grades → Reports → Comparison

Class Outcome Progress

How the class's success percentage in each learning outcome changes from exam to exam, and its trend. Shows whether revision worked.

Sample file: hazirtest.com/ornek-raporlar-en/sinif-kazanim-gelisimi.pdf

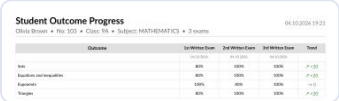


PDF · Student exam archive

Student Comparison Report

A single student's exams in one course: each exam's score and the difference from the previous one. For parent meetings.

Sample file: hazirtest.com/ornek-raporlar-en/ogrenci-kiyaslama-raporu.pdf



PDF · Student exam archive

Student Outcome Progress

How the student's success in each learning outcome changes from exam to exam.

Sample file: hazirtest.com/ornek-raporlar-en/ogrenci-kazanim-gelisimi.pdf

Special reports

Reports specific to an institution or exam type; they are in the Special Reports submenu at the bottom of the Reports menu.

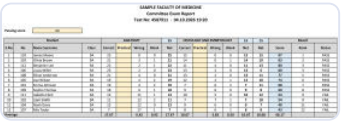


Excel · Reports → Special Reports

Committee Exam Report

An Excel report for the committee exams of medical and dental faculties: correct, practical, wrong, blank and net per department; total score, rank and PASS/FAIL. As you type scores into the yellow practical cells everything is recalculated; the threshold ratio and pass score can be changed. In the image the middle columns are shortened.

Sample file: hazirtest.com/ornek-raporlar-en/komite-sinavi-raporu.xlsx



Excel · Reports → Special Reports

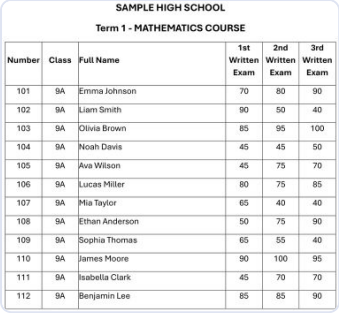
Committee Exam Report 2

A plain version of the same table without the threshold penalty: net = correct + practical, net and score are whole numbers.

Sample file: hazirtest.com/ornek-raporlar-en/komite-sinavi-raporu-2.xlsx

Word and Excel exports

For processing grades and mock exam results in your own spreadsheet or keeping them at hand when entering them into a school information system.



SAMPLE HIGH SCHOOL

Term 1 - MATHEMATICS COURSE

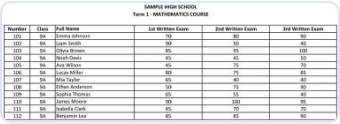
Number	Class	Full Name	1st Written Exam	2nd Written Exam	3rd Written Exam
101	9A	Emma Johnson	70	80	90
102	9A	Liam Smith	90	50	40
103	9A	Olivia Brown	85	95	100
104	9A	Noah Davis	45	45	50
105	9A	Ava Wilson	45	75	70
106	9A	Lucas Miller	80	75	85
107	9A	Mia Taylor	65	40	40
108	9A	Ethan Anderson	50	75	90
109	9A	Sophia Thomas	65	55	40
110	9A	James Moore	90	100	95
111	9A	Isabella Clark	45	70	70
112	9A	Benjamin Lee	85	85	90

Word · Grades → Export

Grades (Word)

The table shown on screen (the selected exam or All Grades) as a Word document: each exam is a column.

Sample file: hazirtest.com/ornek-raporlar-en/notlar-word.docx

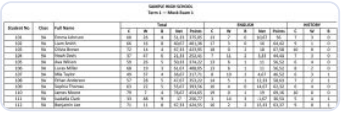


Excel · Grades → Export

Grades (Excel)

The same table as an Excel file; can be filtered and sorted.

Sample file: hazirtest.com/ornek-raporlar-en/notlar-excel.xlsx



Excel · Mock exams → Export

Mock Exam Results (Excel)

All papers of the mock exam: total C, W, B, Net, Score and five columns for each course; the course name is in the top band of a two-row header. The image shows the first courses.

Sample file: hazirtest.com/ornek-raporlar-en/deneme-sonuclari-excel.xlsx

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COMMON ISSUES

The Reports menu is greyed out and cannot be clicked.

Reports are produced from scanned papers. If the Scanned list in Optical Scanning is empty, or no exam is selected on Grades (while Show All Grades is on), the menu is disabled.

The learning outcome reports come out empty.

No learning outcomes were entered for the exam's questions. Enter them in the question bank or in the Learning Outcomes section of the Answer Key screen (see Assigning learning outcomes to questions).

My school's name is not in the report header.

Enter the institution name and logo in Settings → Institution Info; they appear in all later reports.

Can I get the reports as Word files?

Reports are produced as PDF; the Committee Exam Report is Excel. Grades and mock exam results can be taken as Word or Excel with Export.

ANSWER FORMS AND OPTICAL SCANNING

Creating and correcting answer keys

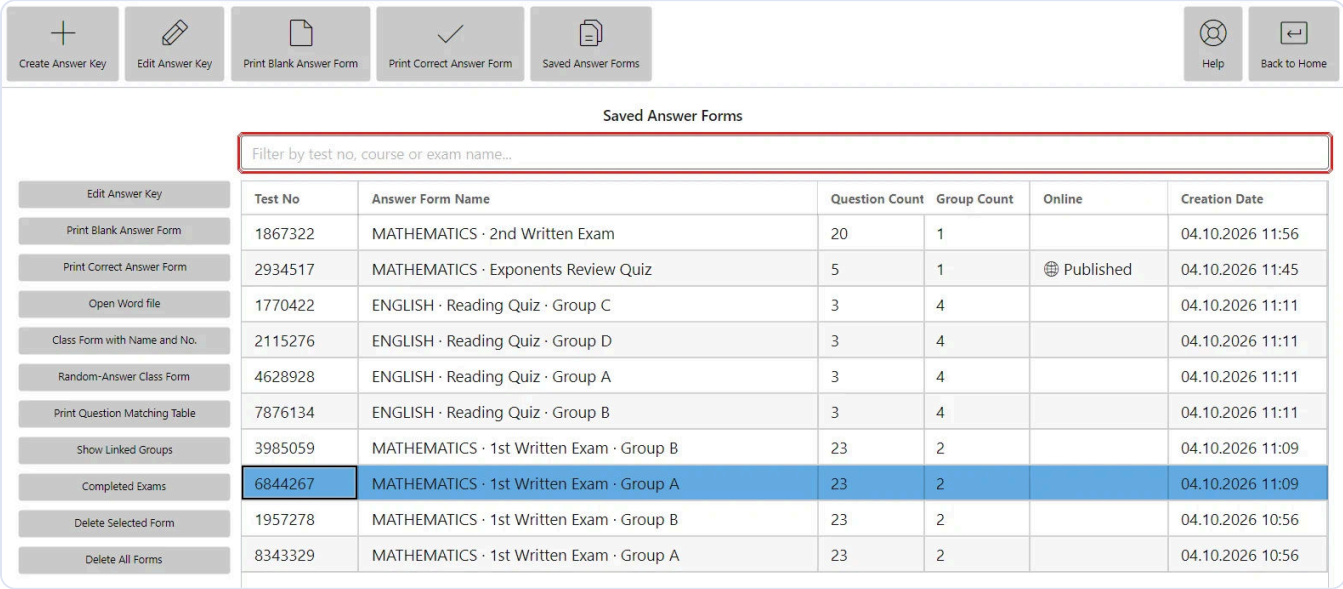
The answer key of every exam you produce in HazırTest is saved automatically; you do not enter a key separately when scanning. Still, a question's answer may have been entered wrongly, a question may be voided, or you may want to scan an exam you gave from a book or another publication. This page covers all three cases.

BEFORE YOU START

- For a correction: the exam's 7-digit test number (it is written on the paper's answer form and in the Saved Answer Forms list).

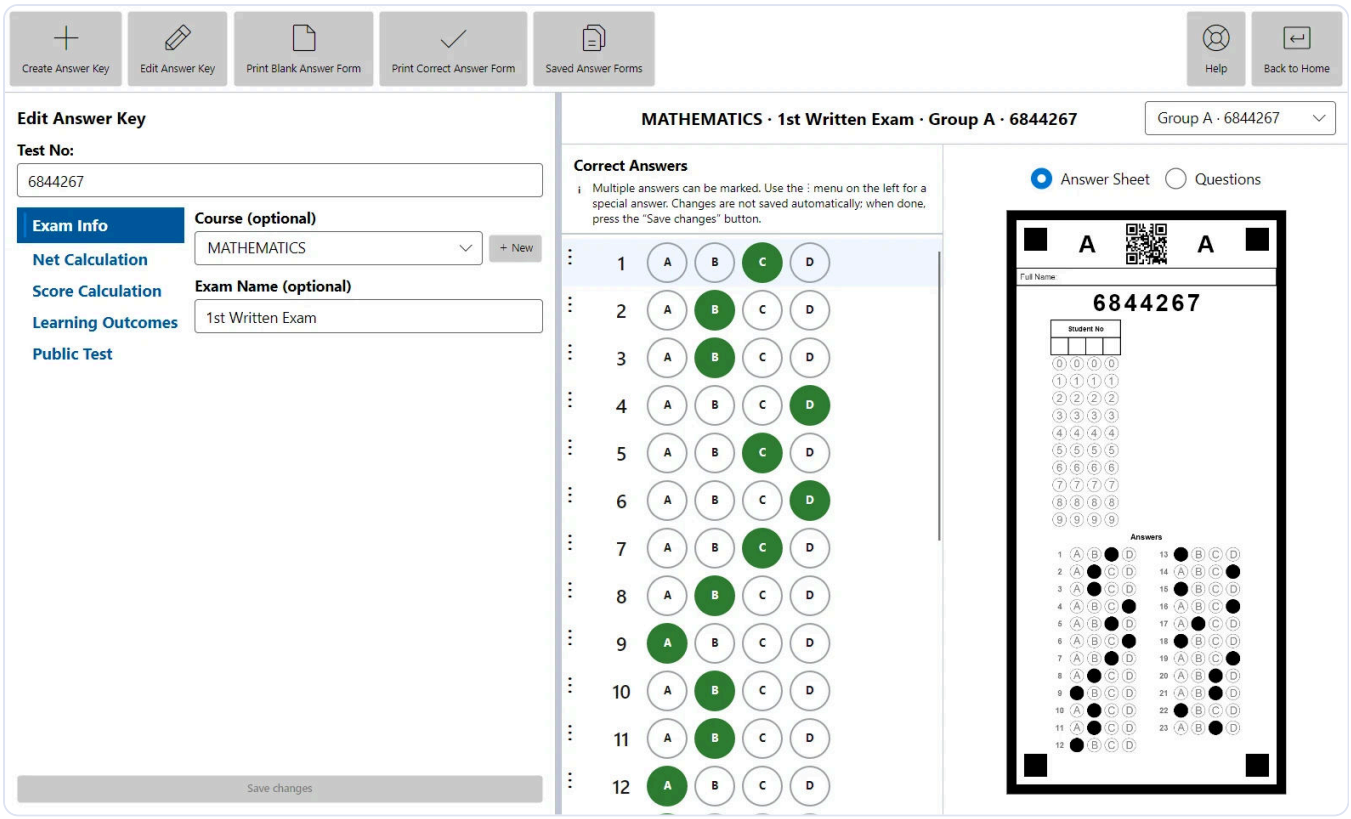
1 Open the Answer Forms screen

On the home page click the **Answer Forms** button and choose **Single-subject exam** from the menu. The **Saved Answer Forms** list opens: all the exams you produced are here with their test number, course, exam name, number of questions and number of groups. You can filter the list by typing the test number, course or exam name in the box at the top.



2 Select the exam and open its key

Select the exam in the list and click **Edit Answer Key**. The exam's correct answers appear question by question as bubbles. In a multi-group exam you can switch between groups A, B, C with the group selector to the right of the title.

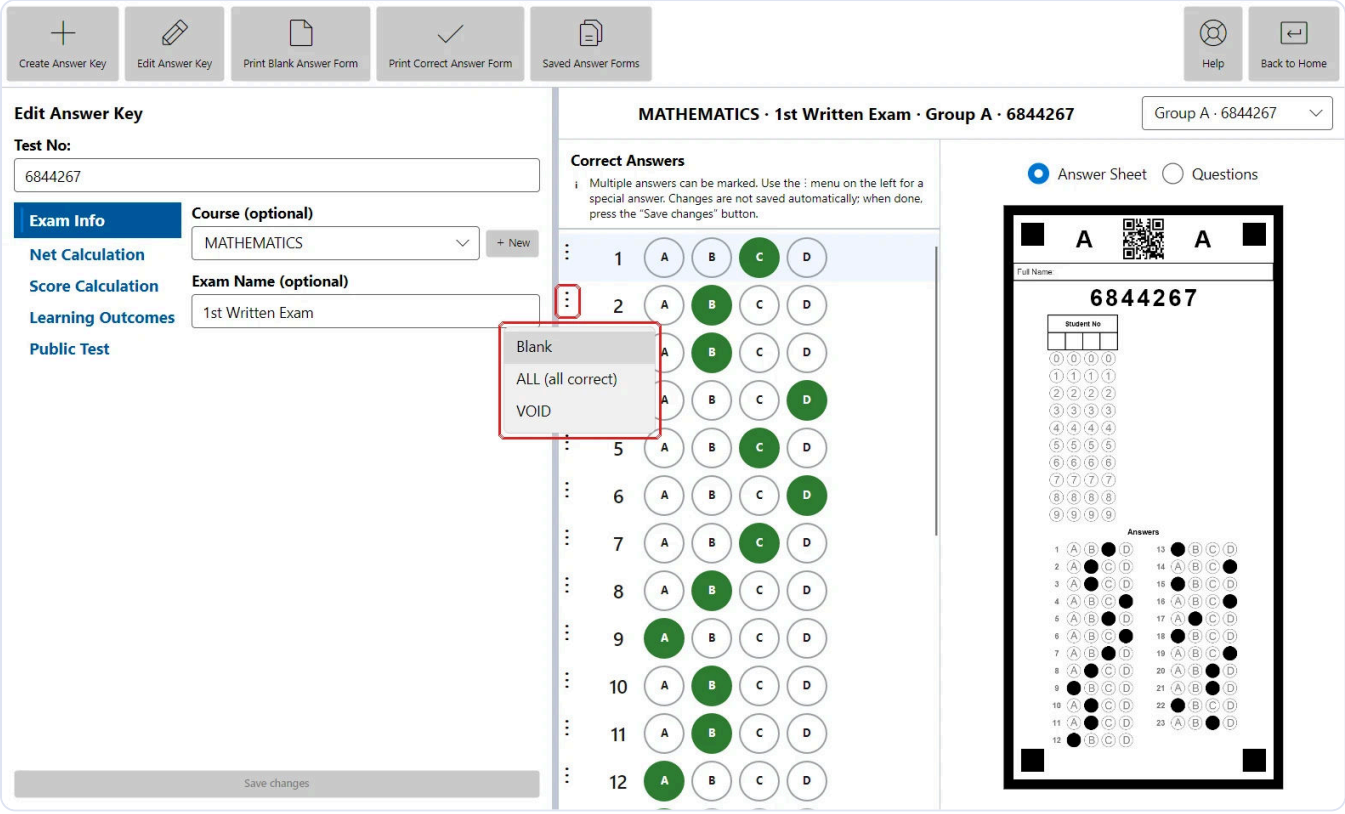


3 Correct the answer, void the question if needed

Mark the correct option by clicking its bubble, and remove a wrong mark by clicking on it. **More than one option** can be marked correct in a question; if the student marked any one of them, it counts as correct.

The ⋮ menu to the left of the question has three special answers:

- **ALL (all correct)**: the question counts as correct for everyone — for a faulty question or one whose answer is disputed.
- **VOID**: the question is removed from the evaluation; it counts as neither correct nor wrong.
- **Blank**: no key is considered entered; like VOID, the question is not evaluated.



4 Check the net and score settings

The same screen has the **Net Calculation** settings (e.g. "4 wrong answers cancel 1 correct" or a 50% threshold system) and **Score Calculation** settings (points per correct answer, the total score divided by the number of questions, or the questions' own points in the bank). The settings you chose when producing the exam come here; you can change them.

5 Save the changes

Click **Save changes**. There is no automatic saving on this screen; if you leave without saving, your corrections are lost.

In a multi-group exam it is enough to make the correction in one group: the key is kept in one place per question, and the other groups' keys are derived from it with their own shuffle orders.

6 Recalculate scanned papers with the new key

If you scanned and saved the exam's papers before correcting the key, select the exam in Saved Answer Forms, click **Completed Exams** and load the saved results back into the Optical Scanning screen. The reloaded papers come with their correct, wrong, net and score recalculated with the current key; update the grades with **Save Results**.

> **Tip** · If the papers are still in the Scanned list on the Optical Scanning screen, there is an even easier way: select a paper and open the key with **Edit the Correct Answer Key of the Selected Test**.

7 Create a key for an exam prepared elsewhere

You can also scan a test you gave from a book or another publication with HazırTest. Click **Create Answer Key** in Saved Answer Forms: the 7-digit test number is generated automatically. Enter the number of questions and options and, if you like, the course and exam name, press **Create and Edit Answer Form**, mark the correct answers and save.

Then print that exam's optical form with **Print Blank Answer Form** and hand it out to students; because the form carries the test number, the key is found automatically when scanning. **Class Form with Name and No.** prepares, in a single PDF, a form for each student in the class with their name written and number coded.

> **Tip** · Instead of marking the key one by one, you can fill in an answer form with the correct answers and scan it: in Optical Scanning, while that paper is being examined, **Make the Reviewed Form the Correct Answer Key** in the **Commands** menu takes the key from the paper.

COMMON ISSUES

It says no saved answer form was found for this test number.

The number is not saved on this computer. If the exam was produced on another computer, sign in with the same account, synchronise the data and try again.

I corrected the key but the scores on Grades did not change.

Saved grades were calculated with the key at the time of saving. When you load the results back into Optical Scanning with Completed Exams and save them again, they are calculated with the current key.

What is the difference between VOID and ALL?

ALL counts the question as correct for everyone, so everyone's number of correct answers goes up by one. VOID ignores the question; nobody gets a correct or wrong answer for it.

ANSWER FORMS AND OPTICAL SCANNING

Designing your own answer form

HazırTest draws the answer form of single-subject exams itself; you do not need to design it. The Form Designer is for multi-subject mock exams and papers specific to your institution: you decide where the courses go, the number of questions, the student information fields, your logo and the scoring rule. The design is saved as a template; you choose that template when creating a mock exam and when scanning the papers.

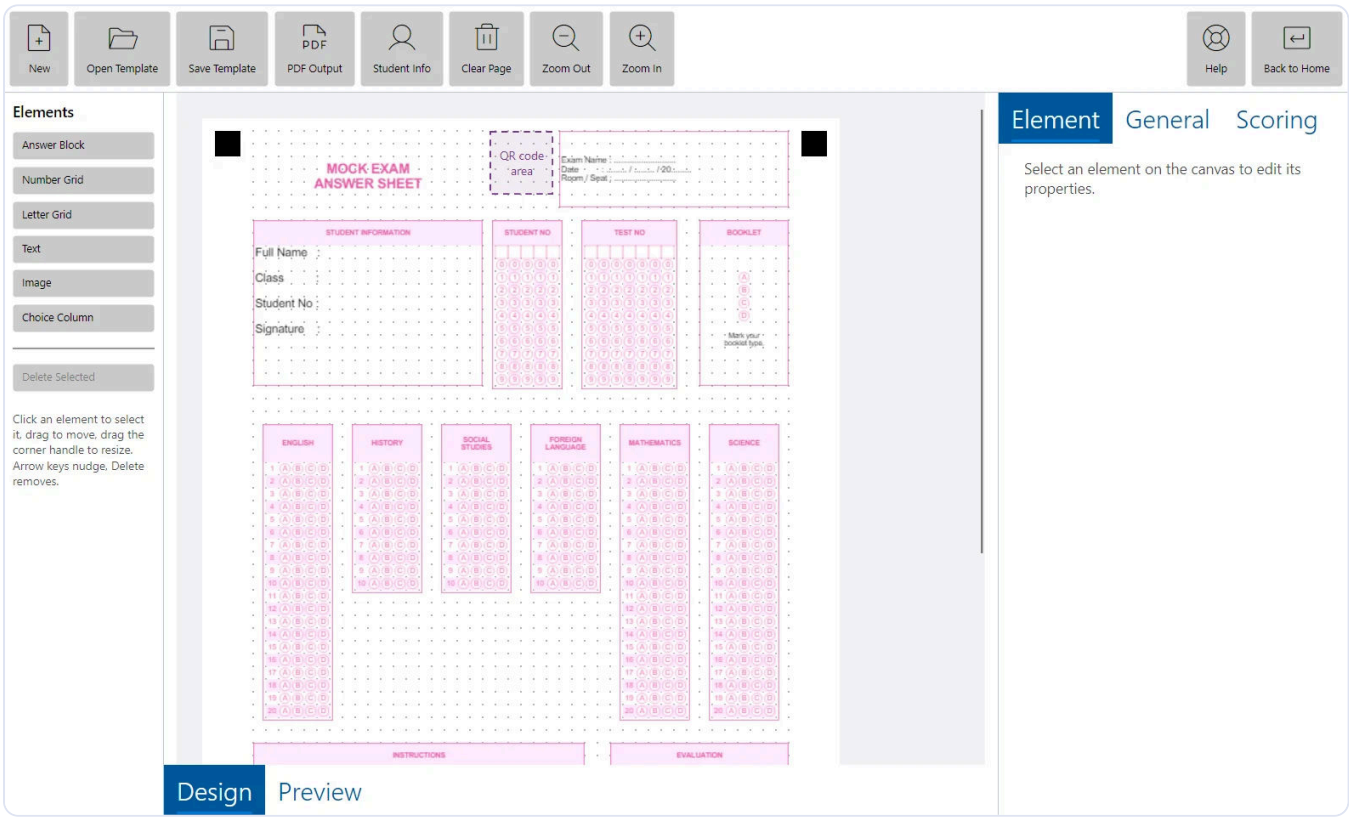
BEFORE YOU START

- Templates for common exams such as LGS, TYT, AYT and KPSS come with the program. Opening the closest ready-made template and changing it is usually faster than starting from scratch.

1 Open the Form Designer screen

On the home page click the **Form Designer** button. The screen has three parts: the **Elements** you can add on the left, the form's canvas in the middle (**Design** and **Preview** tabs), and the **Element**, **General** and **Points** tabs on the right.

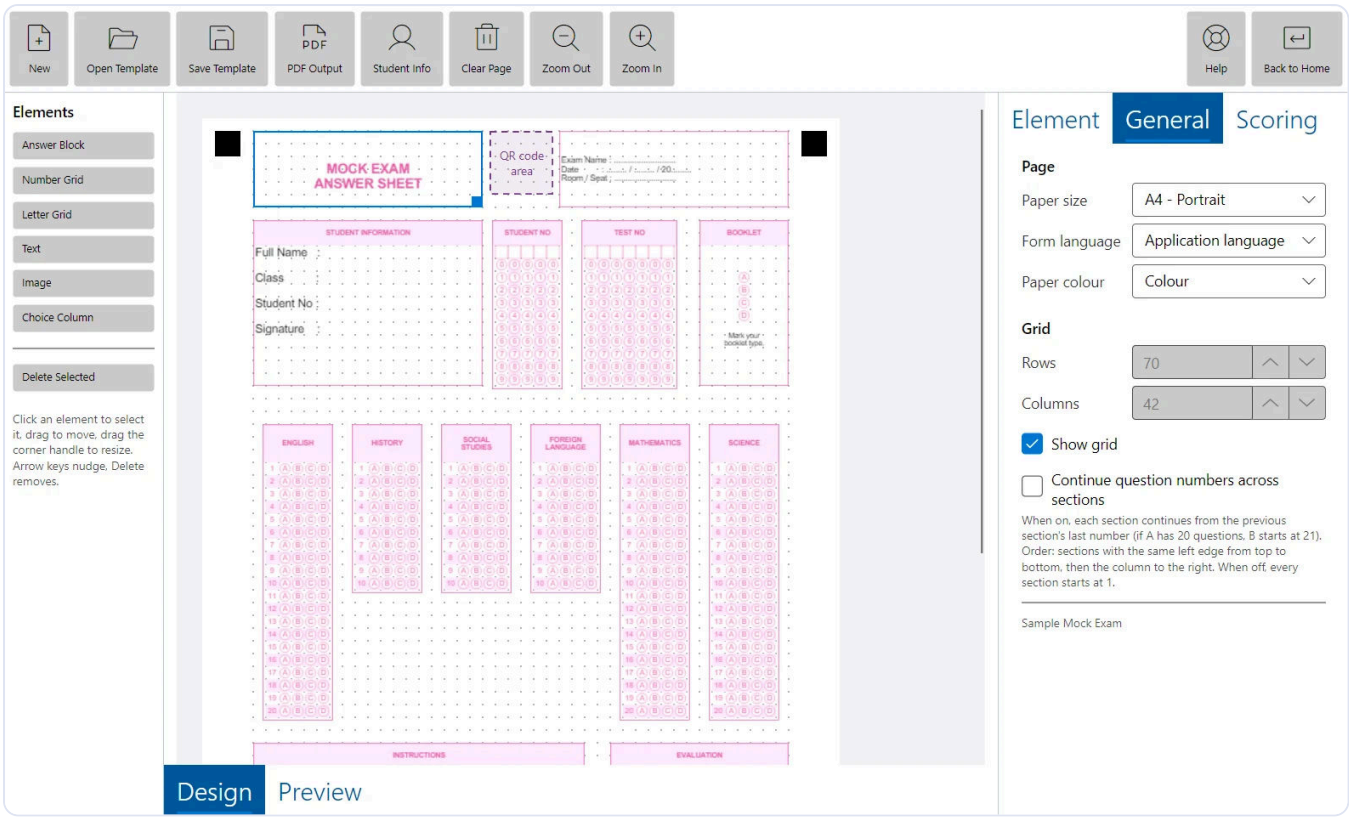
To start from a ready-made template, click **Open Template** and open a file from the template folder; to start with a blank sheet, press **New**.



2 Choose the paper

On the **General** tab on the right choose the **Paper size**: A4, A5 or A6; portrait or landscape. The number of rows and columns of the canvas adjusts automatically to the paper you choose. **Paper colour** determines

whether the form is printed in black and white or colour, and **Form language** determines the language the option letters are written in.

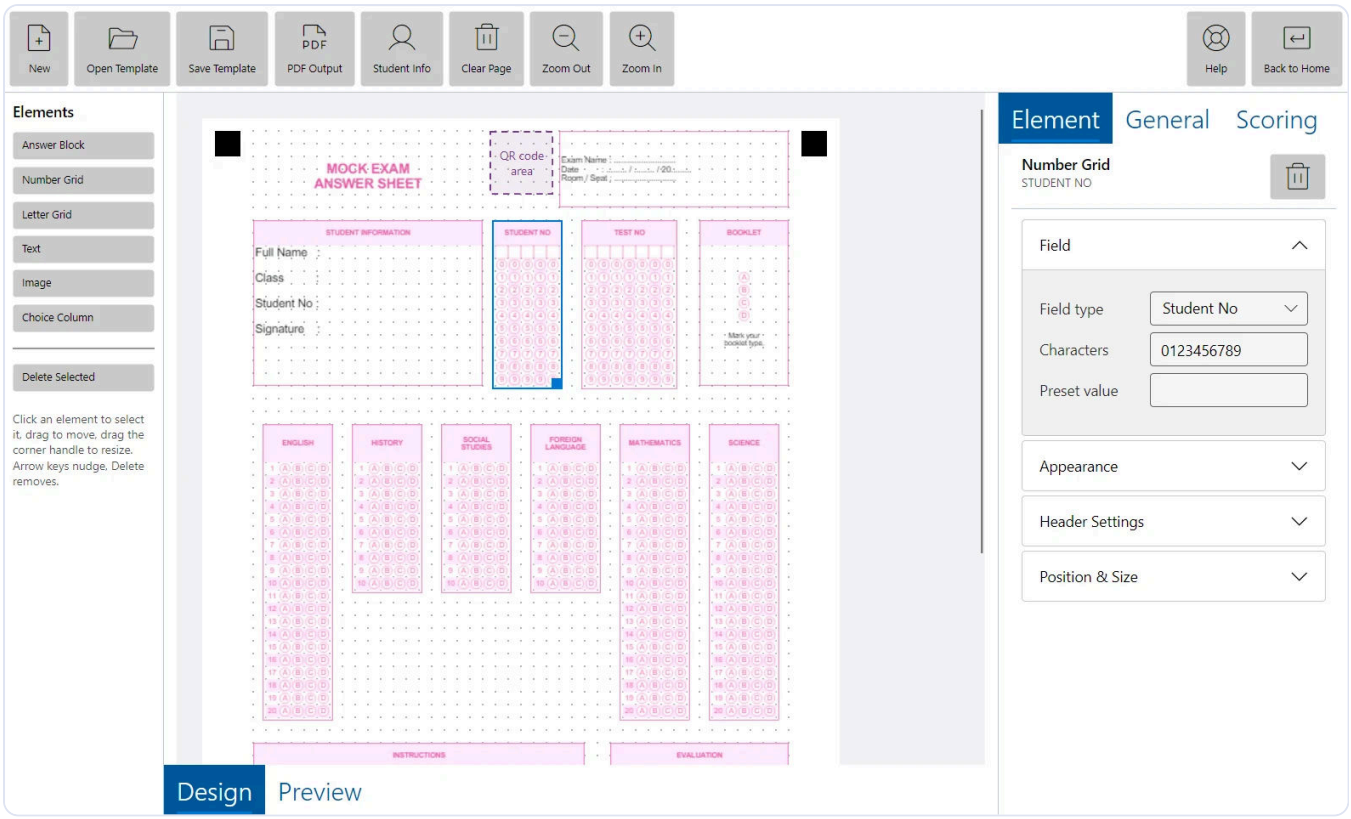


Tip · Choose the paper size before placing elements; if you make it smaller later, you need to place the elements that fall outside again.

3 Add the student information fields

Clicking a button in the **Elements** list on the left adds the element to the canvas. Move an element by dragging it and resize it with the handle at its corner; the arrow keys move it and Delete removes it. The settings of the selected element appear on the **Element** tab on the right.

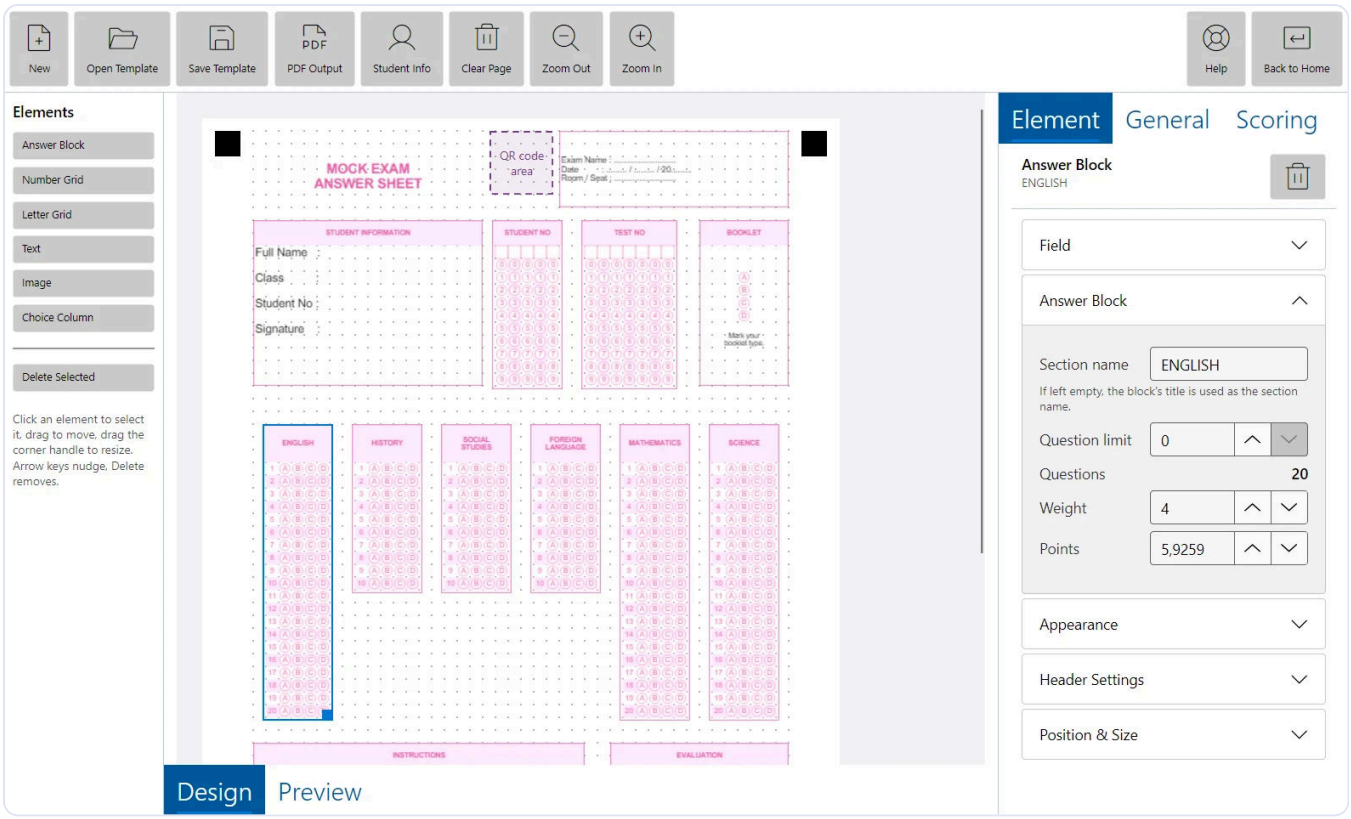
- **Number Grid**: digit bubbles. If you set the **Field type** to **Student No**, the student's number is read from here; if **Test No**, the exam's number.
- **Letter Grid**: the grid where the student codes their name letter by letter.
- **Choice Column**: a single-column choice. Use it as an A/B/C booklet box by setting its field type to **Group (booklet letter)**.
- **Text**: a heading, instructions or lines to fill in by hand such as "Full name: ……".
- **Image**: the school logo.



4 Place the answer blocks

Add an **Answer Block** for each course. On the Element tab type the course name in the **Section name** box and set the options with the **Characters** box (e.g. ABCD or ABCDE). The number of questions comes from the size of the block: making the block longer adds question rows, making it wider adds question columns side by side, and the calculated **Question Count** is shown on the Element tab. To get exactly the number you want, use the **Question limit** (e.g. 20).

When scanning, each block becomes a **section** and the results come course by course. If you split one course into two blocks, give both the same name: blocks with the same name count as one course.



Tip · The block width must be an exact multiple of (number of options + 1); otherwise a warning appears on the Element tab. Fix it by widening or narrowing the block by one cell.

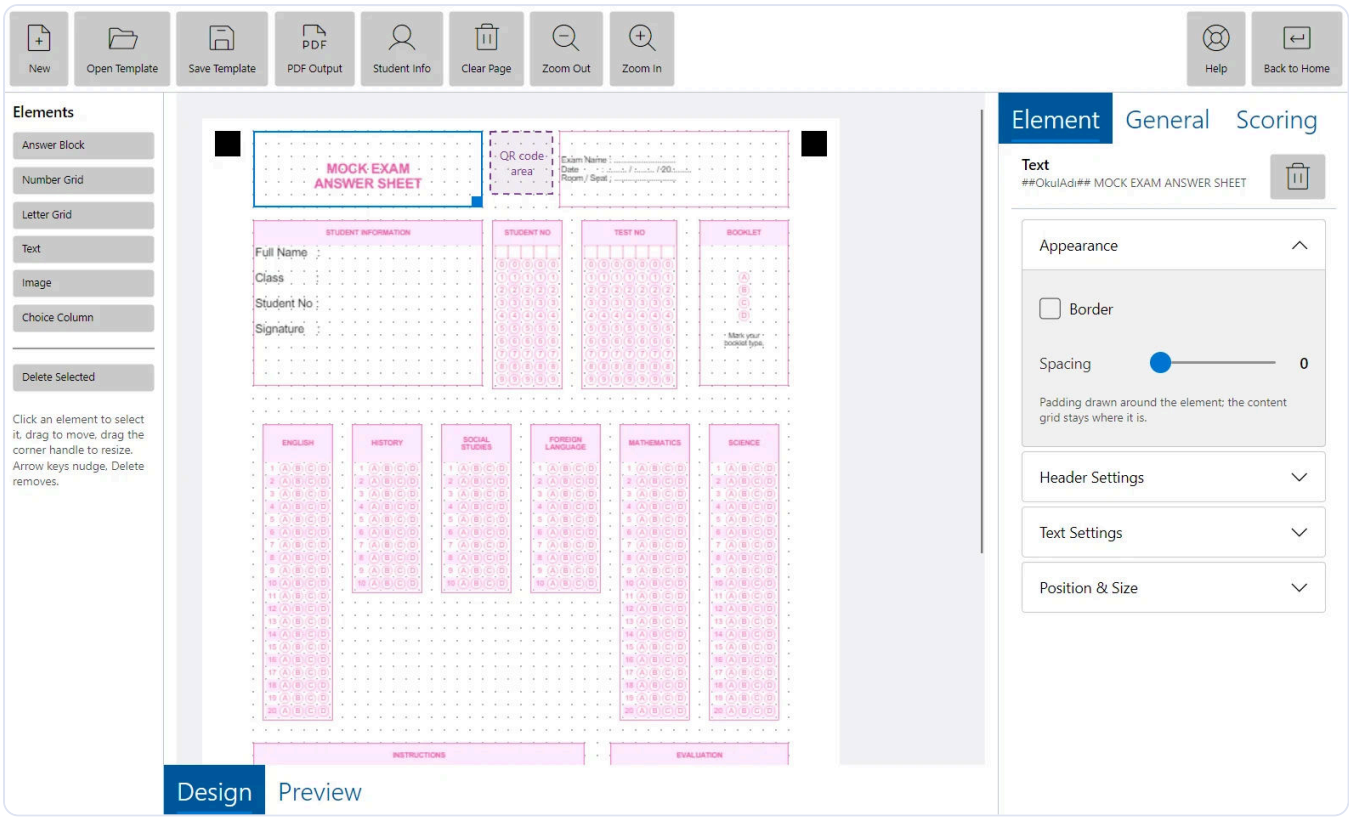
5 Leave the QR code area empty

At the top centre of the canvas you see a box labelled **QR code area**. When printing, the program places a QR code there carrying the paper's identity (test number, group, student number). Do not put a heading or logo in this area; the QR code is always printed on top and covers any element beneath it.

6 Add text that changes per student

While a **Text** element is selected, the **Insert student field** button adds a placeholder to the text: **Full name**, **Student No**, **Class**, **School name**, **Group letter**. When you print class forms, these placeholders are filled with each student's own information.

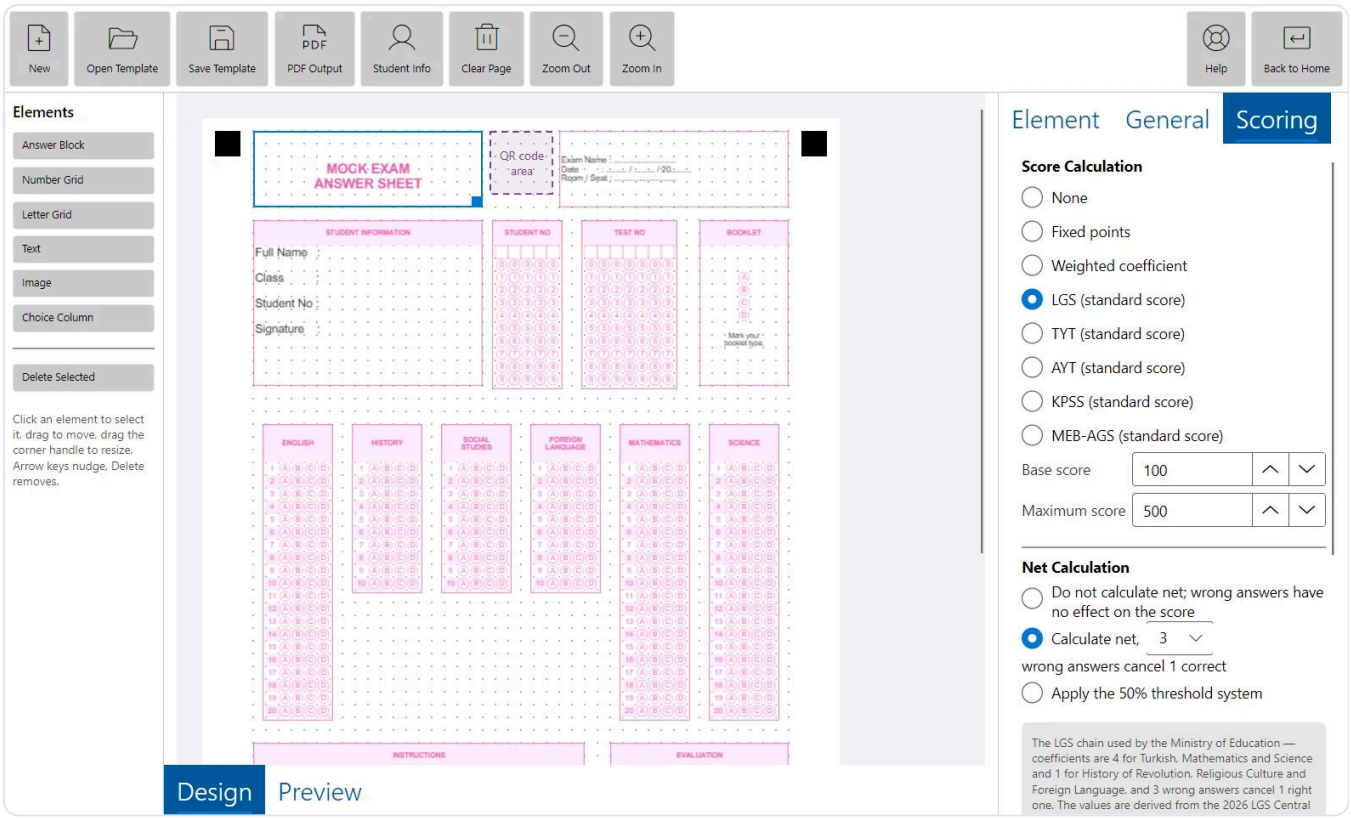
To see the result, choose a student with **Student Info** → **Fill Student** on the toolbar; the form appears with that student's name and marked number bubbles. **Clear Data** returns it to blank.



7 Set the net and score rule

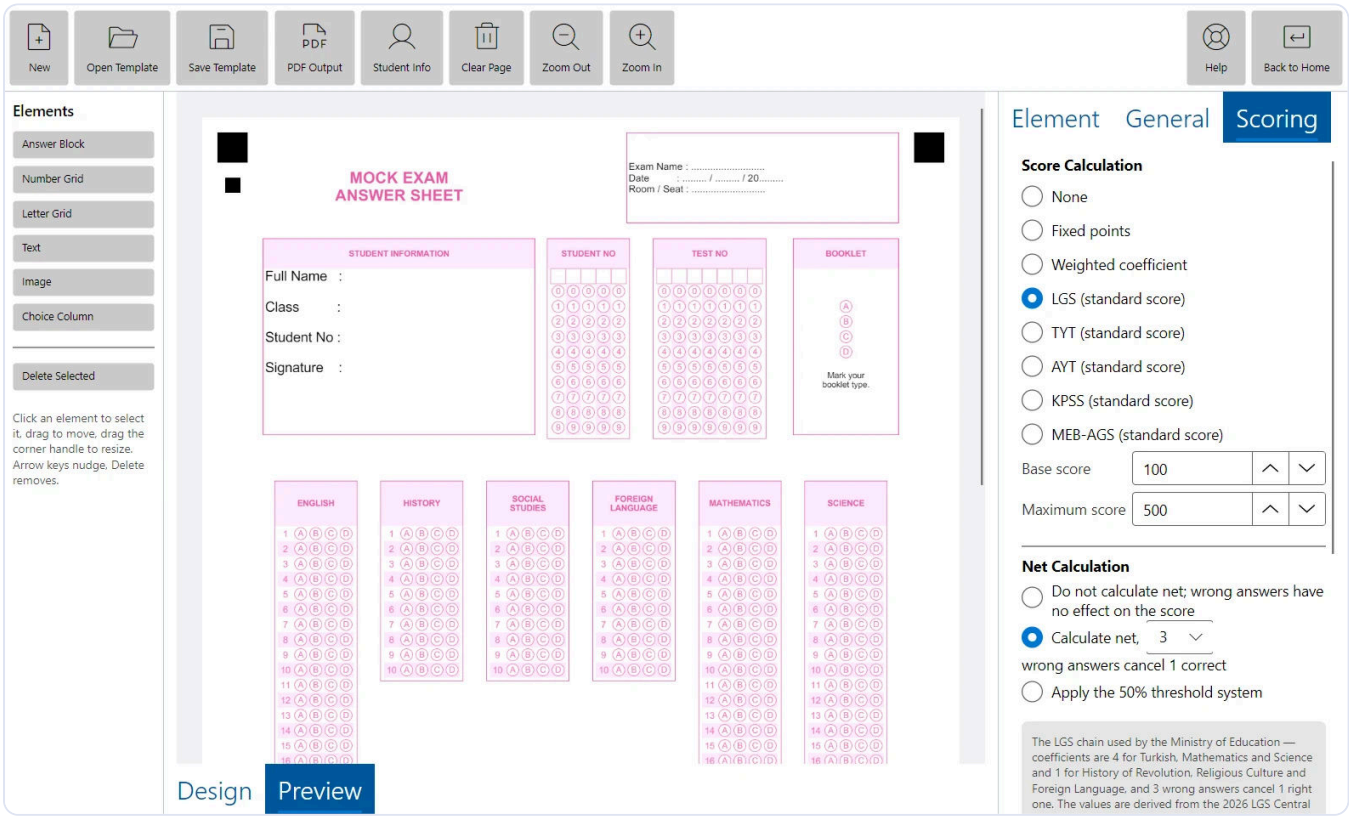
The **Points** tab has two decisions. **Net Calculation**: will wrong answers cancel correct ones, and how many wrong answers cancel one correct (3 in LGS, 4 in TYT and AYT). **Score Calculation**: no score is calculated (**None**), each question has a fixed point value (**Fixed points**), courses are weighted with coefficients and fitted into a minimum–maximum range (**Weighted coefficient**), or the standard score of LGS, TYT, AYT, KPSS or MEB-AGS based on national averages is used (see Scoring methods for mock exams).

The description of the chosen method is written at the bottom of the tab. Course coefficients and points per question are entered in the **Weight** and **Points** boxes in each answer block's own settings.



8 Preview and save the template

The **Preview** tab shows the form as it will be printed. If everything is in place, click **Save Template** and give the template a name. The template is saved as an .xml file in the program's template folder and becomes selectable on the Create Mock Exam and Optical Scanning screens.

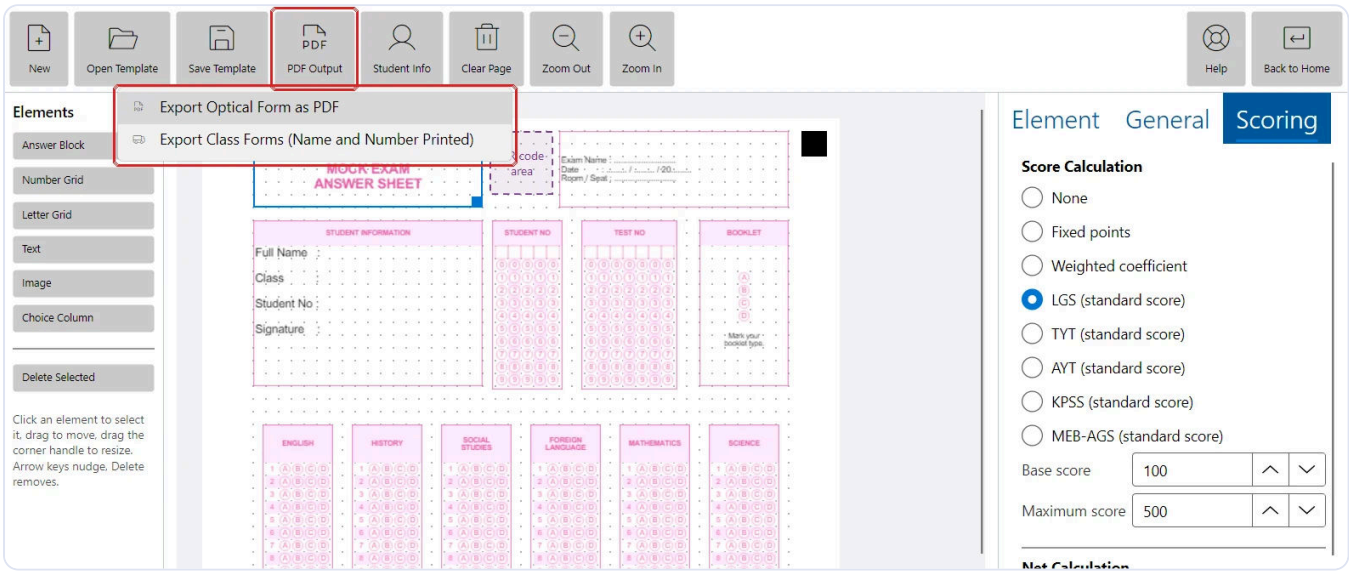


Tip · If you changed a ready-made template, save it under a different name; the original template stays as it is.

9 Get the form as a PDF

The **PDF Output** menu has two options. **Export Optical Form as PDF** produces a single-page blank form that you can copy and hand out. **Export Class Forms (Name and Number Printed)** prepares, for each student of the classes you choose, a page with their name written and number marked in the bubbles; all come in a single PDF.

To link the form to a mock exam — that is, to code the test number on the paper and create the answer key — follow the steps on the Creating a mock exam (LGS, TYT …) page.



COMMON ISSUES

Do I need to design a form for a single-subject exam?

No. When you create a test or an answer key on the Answer Forms screen, the program draws the answer form itself according to the number of questions and options. The Form Designer is for multi-subject mock exams and special papers.

My heading ends up under the QR code on the printed form.

The heading overlaps the QR code area at the top centre. Move the heading to the left, right or below the box. In templates prepared with older versions the heading is usually exactly in that area and needs to be moved once.

I printed the form but the papers are not read.

Print the form from the PDF you got from the program without changing the scale, and make sure the black squares in the four corners come out fully on the paper; scanning finds the form from those squares. The corners must not be cut off when photocopying either.

Question numbers start from 1 in every course; I want them to continue.

Tick the "Continue question numbers across sections" box on the General tab. If the first course has 20 questions, the second course starts from 21; the question paper and reports use the same numbers.

SECTION

Mock Exams

Setting up, scanning and reporting multi-subject mock exams.

- Creating a mock exam (LGS, TYT …)
- Scoring methods for mock exams
- Mock exam results and reports
- Committee exam report
- Publishing results on the web

MOCK EXAMS

Creating a mock exam (LGS, TYT …)

A mock exam is an exam where several courses (sections) are on a single optical form: Turkish, Mathematics, Science… in LGS; Turkish, Social Sciences, Mathematics, Science in TYT. In HazırTest you choose an optical form template, each course in the template becomes a section, and you fill the sections with questions from your question banks. The question paper, the answer form with the test number coded and the answer keys are produced together; when you scan, the results come course by course.

Video (in Turkish): https://youtu.be/5kfEeCT5adE

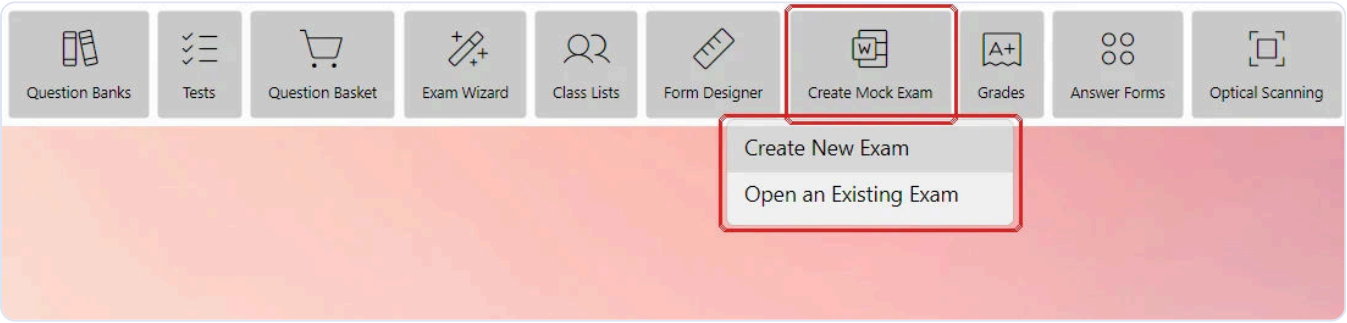
BEFORE YOU START

- Question banks with the courses' questions (see Creating a question bank and adding questions).
- An optical form template. The LGS, TYT, AYT, KPSS, MEB-AGS, Bursluluk, DGS, MSÜ, ALES, YDS-YÖKDİL, YDT and Committee Exam templates come with the program; you can design your own form with the **Form Designer**.

1 Start a new mock exam

On the home page click the **Create Mock Exam** button and choose **Create New Exam** from the menu. The program asks for the exam's name (e.g. "LGS Mock 1"); this name becomes the name of both the exam folder and the produced files.

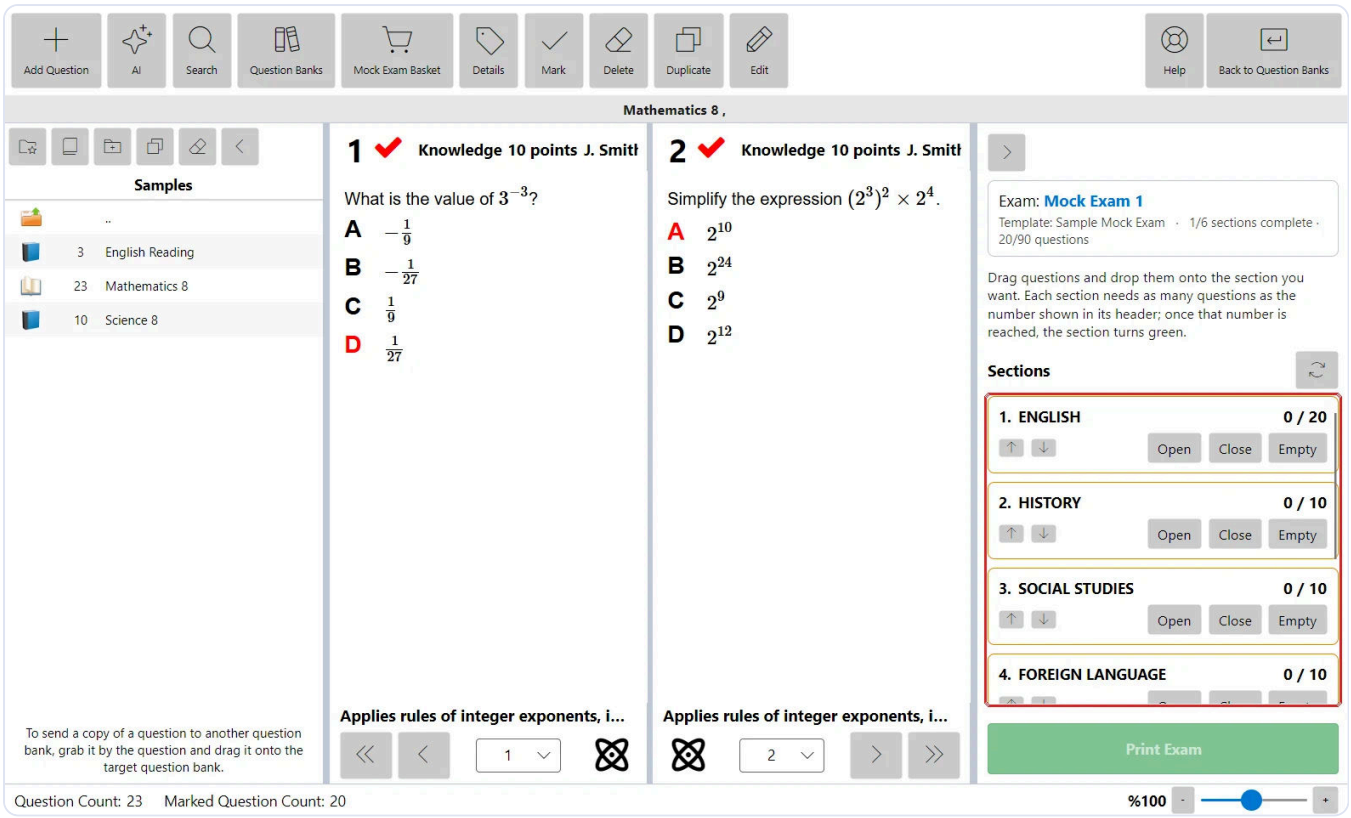
Then you choose the optical form template. The ready-made templates are in the template folder; for example, choose the LGS template for an LGS mock exam.



2 Get to know the sections

Each course in the template is listed as a section, and its header shows the number of questions that must go into that section (in LGS Turkish 20, History of Revolution 10…). Each section is its own small question bank in the exam folder.

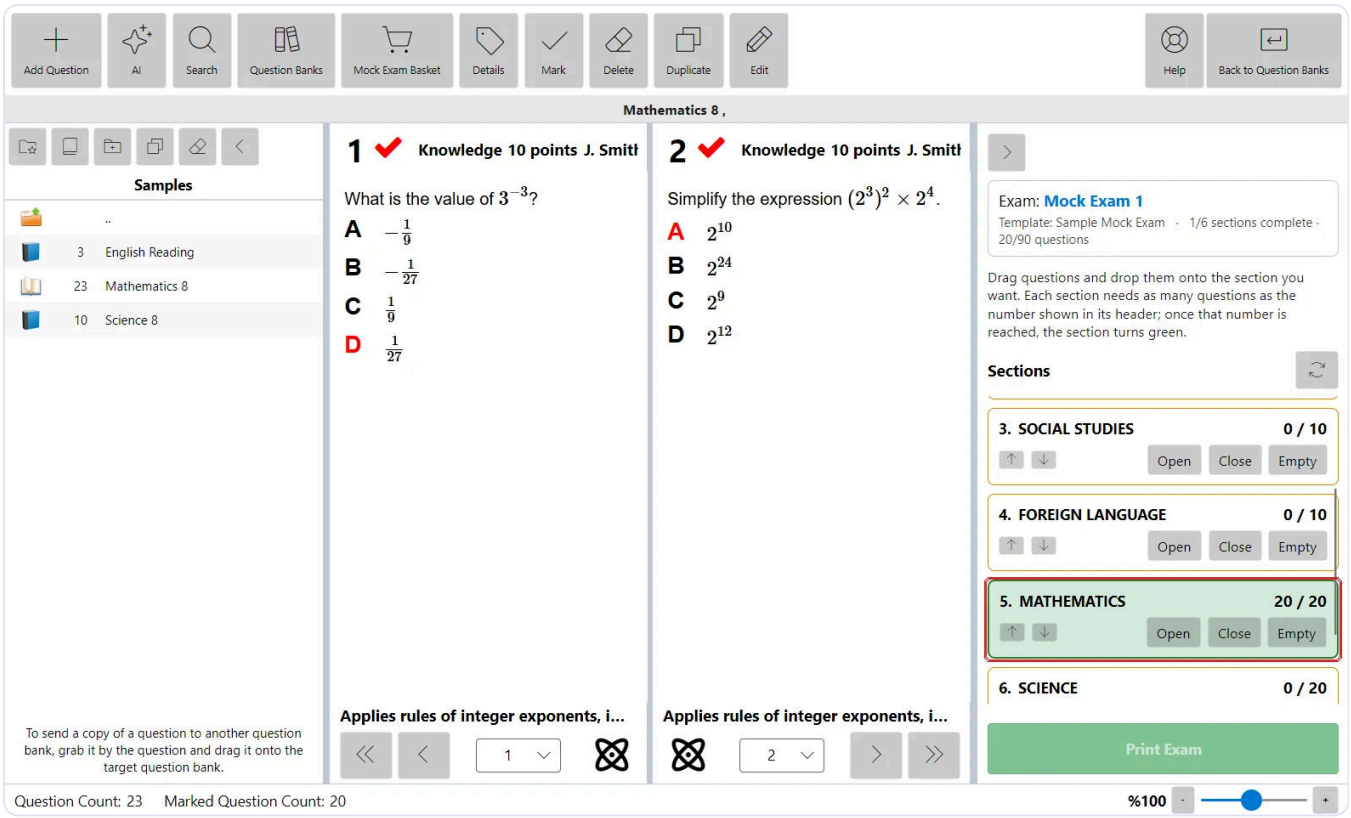
The order of the sections determines the order on the question paper: the questions of the top section are at the start of the paper. You can change the order with the arrow buttons on the row.



3 Fill the sections from the question bank

Click **Open Question Bank and Add Questions to Sections** and open the course's question bank. The section list appears on the right in the **Mock Exam Basket** panel.

Grab a question by its large number and drag it onto the relevant section; to send all the questions you marked at once, grab a tick. When a section reaches the required number, its box turns green. For the other courses, open the relevant banks and continue the same way.



Tip · You can leave the job half done: the sections are kept in files. Later you continue where you left off with **Create Mock Exam → Open an Existing Exam**.

4 Print the exam

When all sections are full, click **Print Exam**. In the panel that opens, choose the number of groups (booklets), question and option shuffling, font and page layout, then press **Create Word File**.

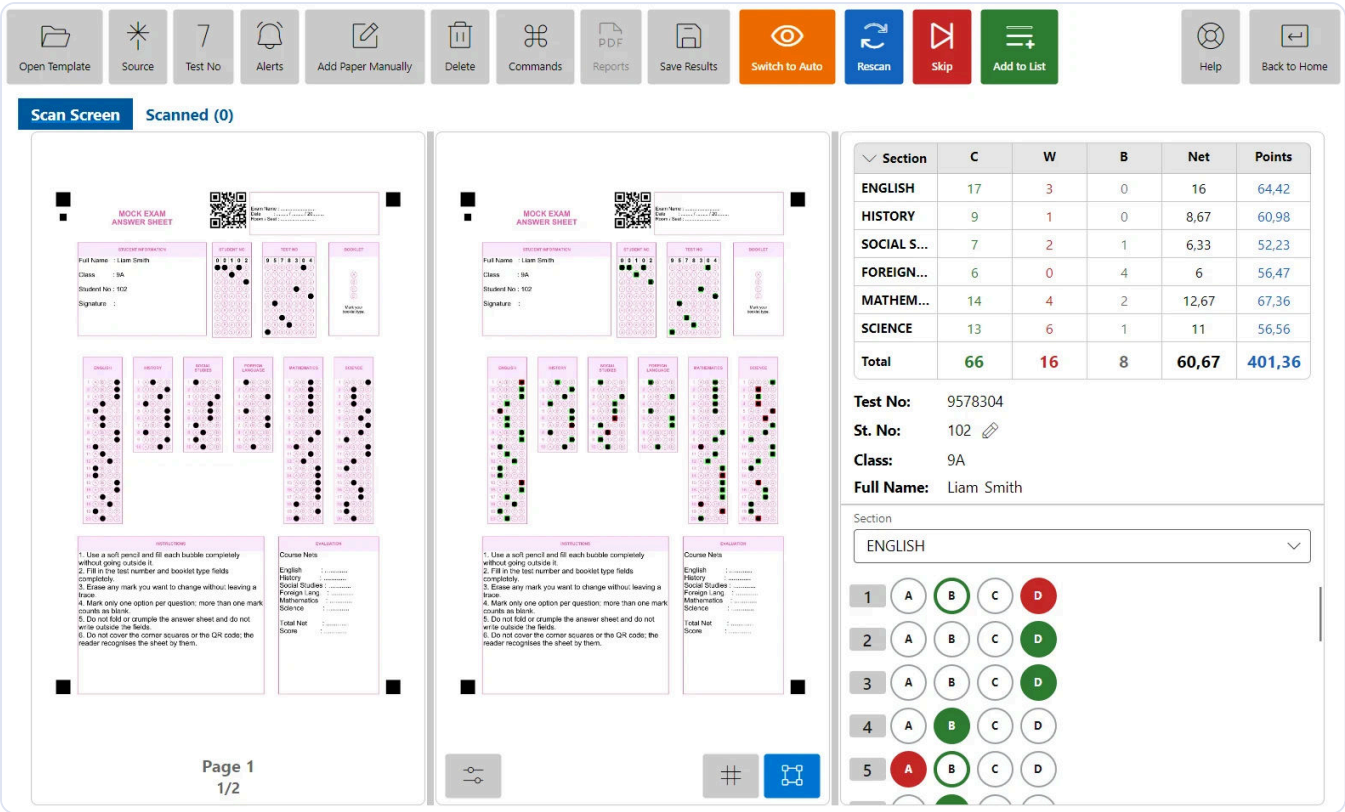
Three things are produced for each group: the question paper with section headings (Word), the answer form with the general test number coded (PDF) and the answer keys of the sections. In a multi-group exam an **Uncoded** blank form not bound to any group is also printed; it is used as a spare or for a guest student.

Tip · The net rule (e.g. 3 wrong answers cancel 1 correct in LGS) and the scoring method are in the template; ready-made templates come with the official exam's rule, so you do not choose them separately.

5 Scan the papers

On the home page choose **Optical Scanning → Multi-subject mock exam**. First choose the form's template in the panel on the left, then point to the source (PDF from a scanner, image folder, camera).

Each paper's exam and group are recognised from the QR code on the form, and each section is scored with its own key. In the right panel and the Scanned list, results appear course by course (C · W · B · Net · Score) and in total; when correcting answers you can switch to a single course's questions with the section selector.



6 Save and report the mock exam

Click **Save Results**; the program only asks for the mock exam's name and term. The mock exam is written with all its courses as a single record to the **Grades** → **Multi-subject mock exam** (Mock exams) page on the home page.

In the **Reports** menu, in addition to the single-subject reports, there are **Section Analysis** and **Ranking by Section**. From the Mock exams page you can export the results to Excel and follow the student's progress from mock exam to mock exam in the student archive in Class Lists (see Mock exam results and reports).

COMMON ISSUES

It says the number of questions in some sections does not match the template.
Each section must have as many questions as the rows the template reserves for that course; missing or extra questions shift the alignment on the answer form. Complete the section whose box is not green, or delete the extra questions from the section.

I get an option count error for some questions.
The template draws a fixed number of bubbles for each question (4 in LGS, 5 in TYT). If you put a question with more options into a section, the form cannot let students mark that option; replace that question with one that has a suitable number of options.

Can I use my own school's mock exam form?
Yes. Design your own form with the Form Designer on the home page and save it as a template; you choose that template when creating the mock exam (see Designing your own answer form).

How is the LGS score calculated?

The LGS template uses the Ministry of Education's standard score chain: each course's net is converted to a standard score with the national mean and deviation, summed with weights and fitted into the 100–500 range. The LGS score calculator page on the site does the same calculation (see Scoring methods for mock exams).

MOCK EXAMS

Scoring methods for mock exams

The score of a multi-subject mock exam is defined in the optical form template the paper was printed from: which method it is scored with, each course's coefficient, the minimum and maximum score, and how many wrong answers cancel one correct. The ready-made templates in the package (LGS, TYT, AYT, KPSS, MEB-AGS…) come with the official exam's rule; you get the right score without changing anything. This page explains what the methods do and how to choose them in your own template. (LGS, TYT, AYT, KPSS and MEB-AGS are Turkey's national exams; the methods themselves can be used for any multi-subject exam.)

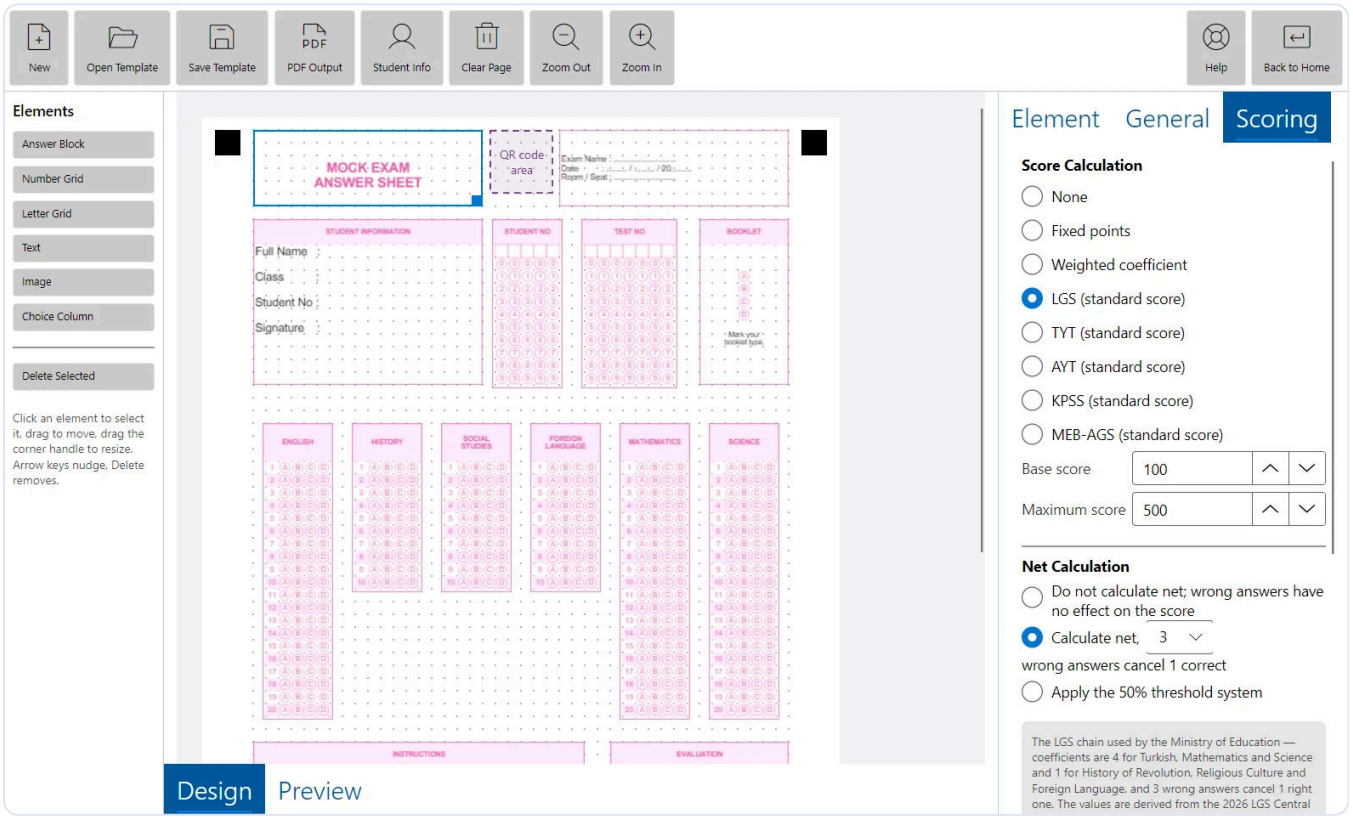
BEFORE YOU START

- An optical form template: one from the package or one you prepared yourself in the Optical Form Designer (see Designing your own answer form).

1 Open the Points tab

On the home page click **Form Designer**, open the template with **Open Template** and go to the **Points** tab on the right. At the top of the tab are the **Score Calculation** methods, in the middle the **Base score** and **Maximum score**, and at the bottom the **Net Calculation** rule. A detailed description of the selected method is written at the very bottom of the tab.

Save the change with **Save Template**. From then on, all papers scanned with this template are scored with the new rule; mock exams saved on the Mock exams page are also recalculated with the new rule as long as the template can be found.



Tip · The scoring method is only for multi-subject mock exams (template-based forms). The net and score settings of a single-subject exam are on the Answer Key screen (see Creating and correcting answer keys).

2 Choose the method

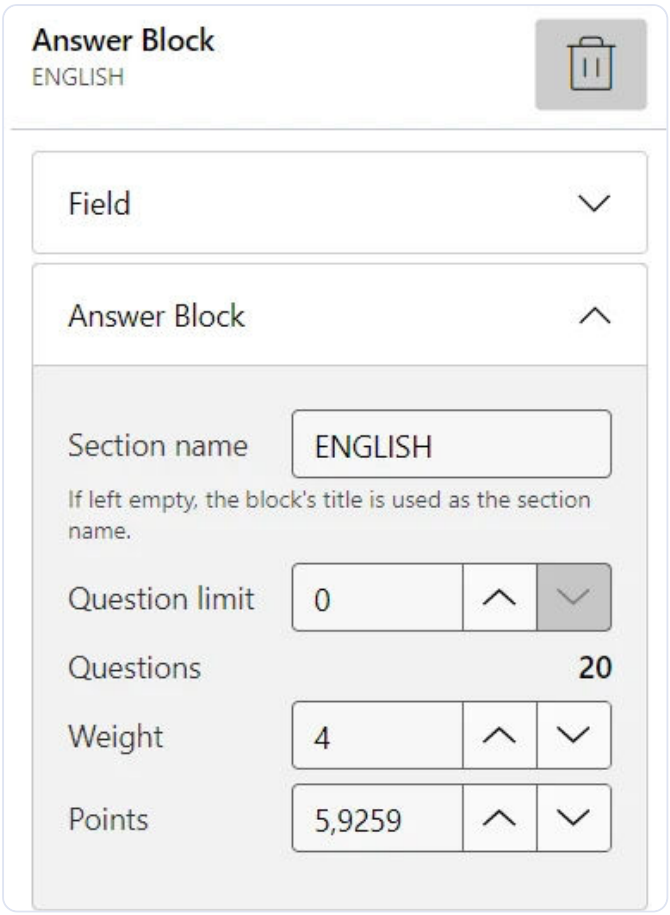
The tab has eight methods:

- **None** — no score is calculated; only correct, wrong, blank and net are shown. The Score column in the Scanned list is hidden too.
- **Fixed points** — each course's score is the points value you entered for that course multiplied by its net; the paper's score is the base score plus the sum of the course scores. It is the most predictable method, suitable for in-school written exams and mock exams. Coefficients are not used; if one course should count more than another, enter its points value higher in that proportion.
- **Weighted coefficient** — course nets are weighted with their coefficients and scaled to the base–maximum range: an all-correct paper gets the maximum, a blank paper the base score. It needs no national data and can be used in any multi-subject exam; but it does not see the difference in difficulty between courses.
- **LGS / TYT / AYT (standard score)** — the real calculation of the national exam: each course's net is converted to a standard score with that course's national mean and standard deviation, multiplied by the coefficient, and the total is fitted into the 100–500 range. The student's score is given relative to the national average, not to classmates; whether you scan five papers or five hundred, the same nets give the same score.
- **KPSS / MEB-AGS (standard score)** — the same chain, but the total is converted to a score out of 100 with ÖSYM's formula (centred on 70; base and maximum are not used). A paper below 1 net in a test (KPSS) or in total (MEB-AGS) gets no score.

3 Enter the course coefficient and points value

The coefficient and points value are separate for each course: click the course's answer block in the design area and open the **Answer Block** section on the **Element** tab. **Weight** is used in the Weighted coefficient and standard score methods, **Points** (points per question) in the Fixed points method. **Question Count** is calculated from the size of the block.

In the standard score methods you do not need to enter the coefficients and the national mean/deviation values by hand: when you choose the method, the program writes the official values into the template itself by looking at the section names (TÜRKÇE, MATEMATİK, FEN BİLİMLERİ…). The national values are not shown on screen. A section whose name is not recognised is counted at the national average; so if you will use a standard score, write the section names as in the official exam.



4 Set the base and maximum score

The **Base score** is the score of a blank paper and the **Maximum score** the score of an all-correct paper. In LGS, TYT and AYT they come as 100–500, in KPSS and MEB-AGS as 0–100; you can change them if you want to score an in-school mock exam out of 0–100. The paper's total score never goes below the base score.

5 Choose the net rule

The rule in the **Net Calculation** section applies to all courses in the template:

- **Do not calculate net** — wrong answers are not deducted from the net; the net equals the number of correct answers.
- **Calculate net, N wrong answers cancel 1 correct** — net = correct − wrong ÷ N. It is 3 in LGS and 4 in TYT, AYT, KPSS and MEB-AGS. The net comes out fractional and, under the Ministry of Education's rule, can go negative in a course: a student with 2 correct and 12 wrong has a net of −2 in that course.
- **Apply the 50% threshold system** — if the number of wrong answers exceeds half of the questions, as many correct answers as the excess wrong answers are deducted.

6 Rules of the ready-made templates

The templates in the package come with the structure in the official booklets and guides, and with their own scoring rule:

- **LGS** — Turkish 20, History of Revolution 10, Religious Culture 10, Foreign Language 10, Mathematics 20, Science 20 · 4 options · 3 wrong cancel 1 correct · LGS standard score (coefficients 4-1-1-1-4-4).
- **TYT** — Turkish 40, Social Sciences 20, Basic Mathematics 40, Science 20 · 5 options · 4 wrong · TYT standard score.
- **AYT** — Turkish Language & Literature–Social Sciences-1 40, Social Sciences-2 40, Mathematics 40, Science 40 · 5 options · 4 wrong · AYT standard score.
- **KPSS** — General Ability 60, General Culture 60 · 5 options · 4 wrong · KPSS standard score (P3 weights).
- **MEB-AGS** — Verbal Ability 15, Numerical Ability 15, History 6, Geography of Turkey 6, Educational Sciences and TMES 30, Legislation 8 · 5 options · 4 wrong · MEB-AGS standard score (P1 weights).
- **Bursluluk** (Turkish, Mathematics, Science, Social Studies; 20 each · 4 options · 3 wrong), **DGS** (Numerical 50, Verbal 50), **MSÜ** (same structure as TYT) and **ALES** (Numerical 50, Verbal 50; 0–100) — Weighted coefficient. **YDT** (Foreign Language 80, 4 wrong) — Weighted coefficient.
- **YDS-YÖKDİL** — Foreign Language 80 · wrong answers do not cancel correct ones · Fixed points (1.25 points per correct answer, ÖSYM's formula).
- **Committee Exam** — six departments, 100 questions · wrong answers do not cancel correct ones · Fixed points (1 point per correct answer); the practical score and threshold are added in the Committee Exam Report (see Committee exam report).

Tip · Because no national per-course mean and deviation are published for Bursluluk, DGS, MSÜ, ALES and YDT, these templates use Weighted coefficient instead of a standard score. Do not choose a standard score method for them: with no national values, every student gets the base score.

COMMON ISSUES

All students get the same score (the base score).

A standard score method may have been chosen in the template for an exam without national values (e.g. Bursluluk, DGS); choose Weighted coefficient or Fixed points. If you chose Fixed points, check that the courses' Points (points per question) values are not empty.

The Score column does not appear in the Scanned list.

The template's scoring method is None. Choose a method on Form Designer → Points tab, save the template, then repeat the scanning.

The LGS score in HazırTest differs from another publisher's result.

HazırTest applies the Ministry of Education's standard score chain with a national reference; some publishers give the score relative to the average of their own participants. The LGS, TYT, AYT and KPSS score calculator pages on the site do the same calculation as the program; you can compare by entering the nets there.

A course's net came out negative.

This is not an error: under the Ministry of Education and ÖSYM rules a course net is not raised to zero. The paper's total score, however, never goes below the base score.

MOCK EXAMS

Mock exam results and reports

In a mock exam the teacher's real question is less "how many nets did they get" than "which course are they losing points in". HazırTest keeps the scanned mock exam papers as a single mock exam: next to each student's total correct, wrong, blank, net and score, the result of each course is kept separately. On the Mock exams page you examine the results, get reports as PDF, export to Excel or send the mock exam back to optical scanning to correct it.

Video (in Turkish): https://youtu.be/9imSTvwe4UU

BEFORE YOU START

- A mock exam that has been scanned and saved (see Creating a mock exam (LGS, TYT …)).

1 Save the scanned papers as a mock exam

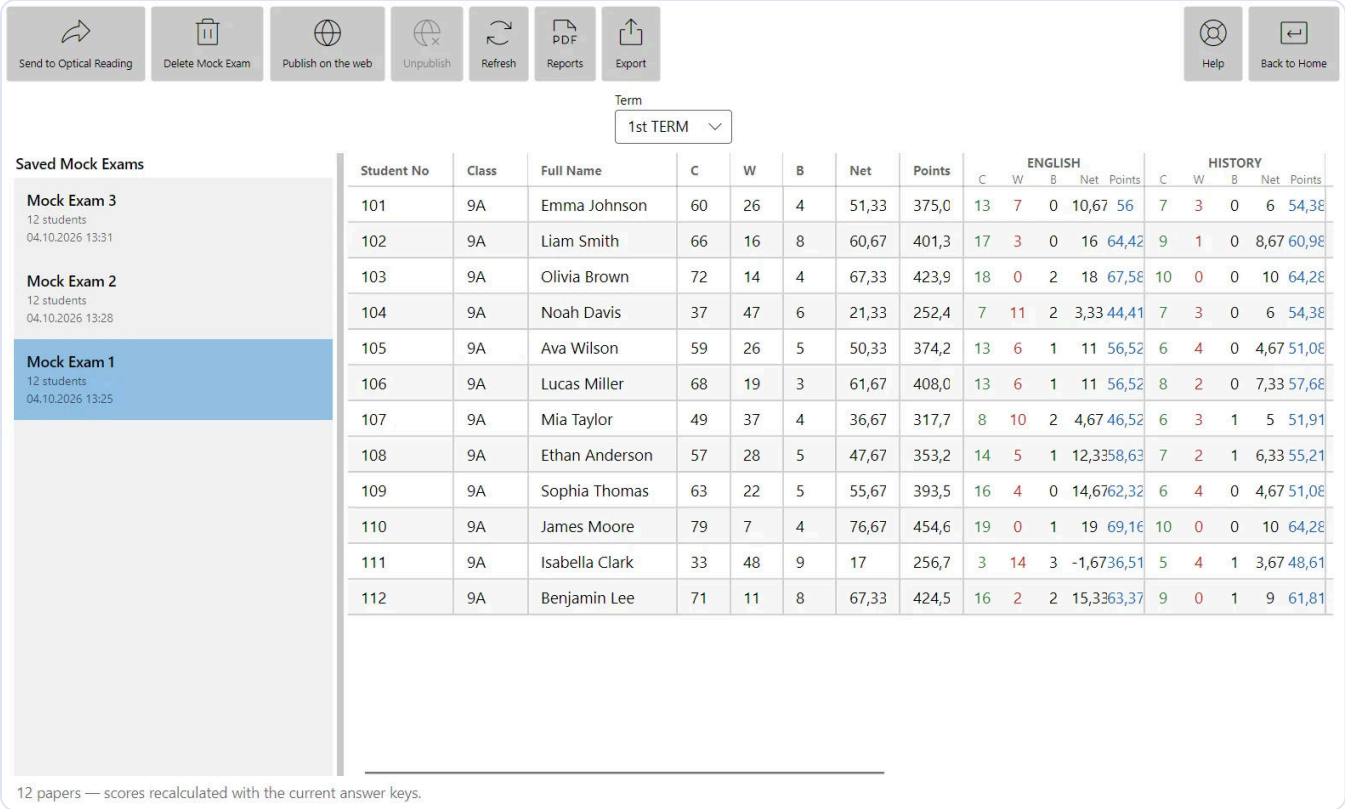
After scanning the mock exam papers with **Optical Scanning** → **Multi-subject mock exam**, each student's row in the **Scanned** list shows C · W · B · Net · Score columns per course to the right of the totals. Press **Save Results**; in the window that opens choose the mock exam name (e.g. "LGS Mock 1") and the term and press **Save**.

All papers are saved as a single mock exam; the sections stay inside it. To add the papers of students who took the exam later, reopen the mock exam from the Mock exams page with **Send to Optical Reading**, scan the new papers and save with the same name; the mock exam is updated with all the papers in the list.

2 Open the Mock exams page

On the home page click **Grades** → **Multi-subject mock exam**. **Saved Mock Exams** are listed on the left (with name, number of students and date); the **Term** list at the top filters them by term. When you click a mock exam, the students' results open on the right: first the total C, W, B, Net and Score, then a separate column group for each course.

You can sort the table by clicking a column header; for example, clicking Score brings the highest-scoring student to the top.

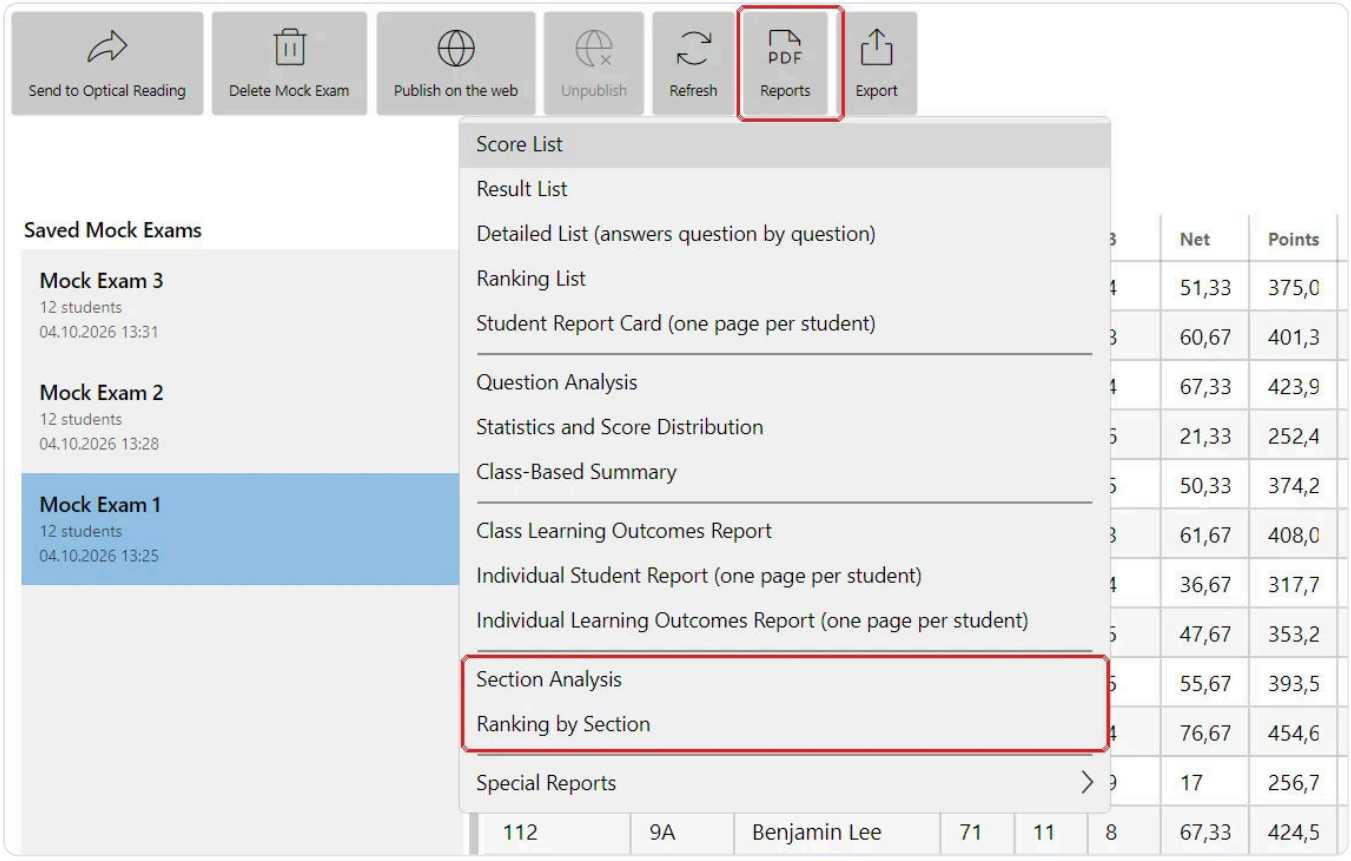


Tip · At the bottom of the page it says the scores were recalculated with the current answer keys: if you corrected an answer key later, the results are updated by themselves.

3 Get the reports

The **Reports** menu on the toolbar is the same as in Optical Scanning: score and result lists, ranking list, student report card, question analysis, statistics, learning outcome reports… For a mock exam the reports are prepared course by course; question numbers also start from each course's own 1. Two more reports appear only for mock exams:

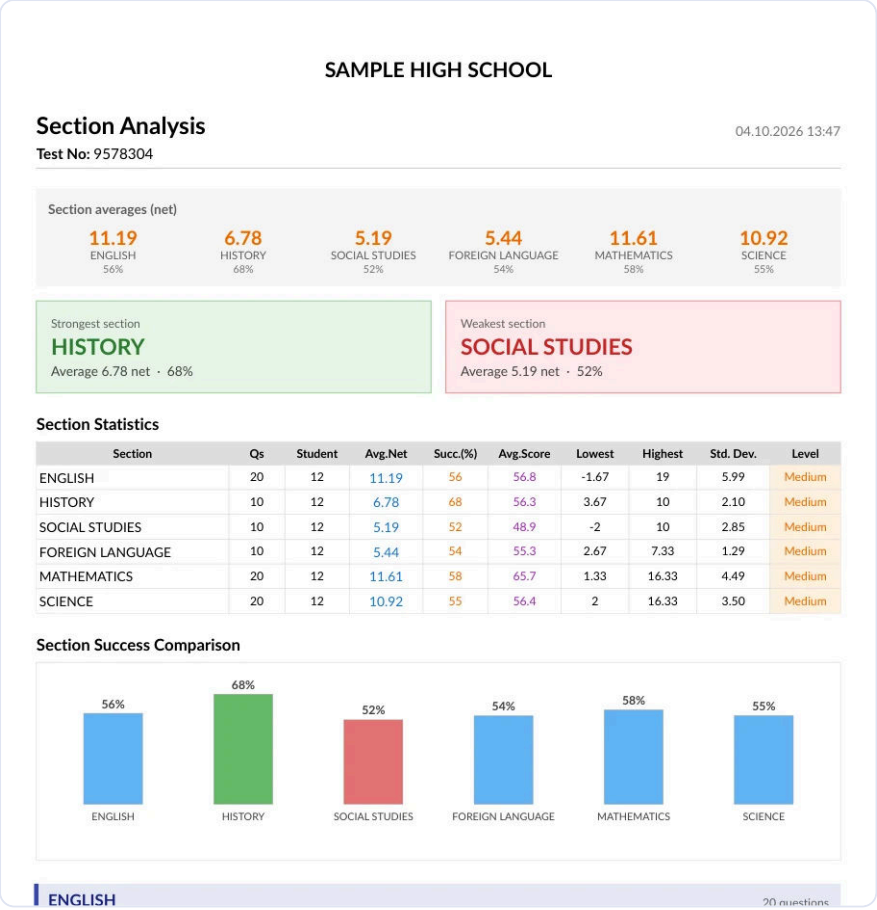
- **Section Analysis** — each course's average net and success percentage, the strongest and weakest course, lowest/highest net and standard deviation per course, a comparison chart and each course's hardest questions.
- **Ranking by Section** — a separate ranking for each course: shows that a student ahead in total is behind in a single course; each row has the student's net in that course and the difference from the class average.



4 Read the Section Analysis

The first page of the report gives the overall picture of the class: at the top each course's average net, the strongest course in a green box and the weakest in a red box. The table below has each course's number of questions, average net, success percentage and spread. The following pages list each course's hardest questions and the questions left blank most often; they tell you where to start revision.

Your school's name and logo appear in the report header (Settings → Institution Info).



SAMPLE HIGH SCHOOL

Section Analysis

Test No: 9578304

04.10.2026 13:47

Section averages (net)

ENGLISH	HISTORY	SOCIAL STUDIES	FOREIGN LANGUAGE	MATHEMATICS	SCIENCE
11.19 (56%)	6.78 (68%)	5.19 (52%)	5.44 (54%)	11.61 (58%)	10.92 (55%)

Strongest section: HISTORY — Average 6.78 net · 68%

Weakest section: SOCIAL STUDIES — Average 5.19 net · 52%

Section Statistics

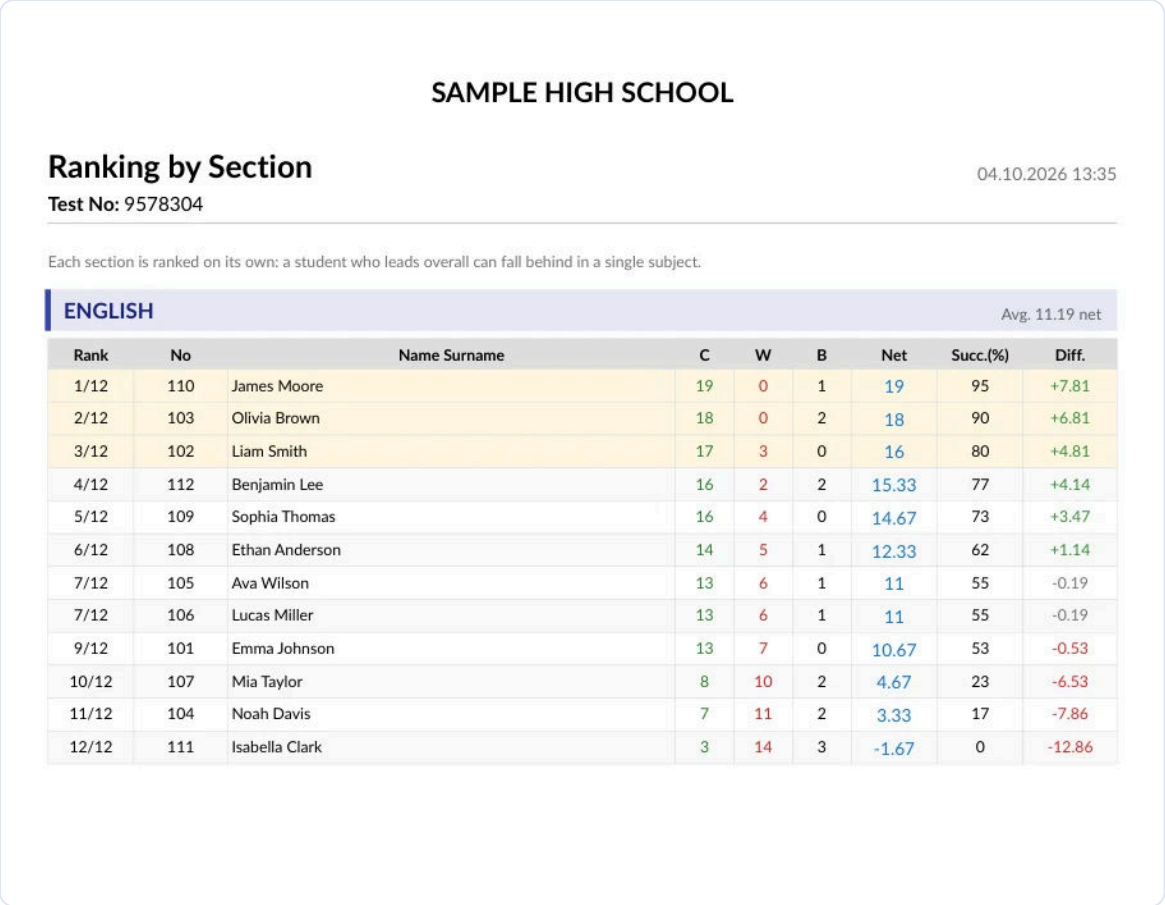
Section	Qs	Student	Avg.Net	Succ.(%)	Avg.Score	Lowest	Highest	Std. Dev.	Level
ENGLISH	20	12	11.19	56	56.8	-1.67	19	5.99	Medium
HISTORY	10	12	6.78	68	56.3	3.67	10	2.10	Medium
SOCIAL STUDIES	10	12	5.19	52	48.9	-2	10	2.85	Medium
FOREIGN LANGUAGE	10	12	5.44	54	55.3	2.67	7.33	1.29	Medium
MATHEMATICS	20	12	11.61	58	65.7	1.33	16.33	4.49	Medium
SCIENCE	20	12	10.92	55	56.4	2	16.33	3.50	Medium

Section Success Comparison

ENGLISH 20 questions

5 Look at the ranking course by course

Ranking by Section ranks each course in a separate table. The difference column shows how far above or below the class average the student's net in that course is; the same student being near the top in one course and near the bottom in another is immediately visible in this report.



SAMPLE HIGH SCHOOL

Ranking by Section

04.10.2026 13:35

Test No: 9578304

Each section is ranked on its own: a student who leads overall can fall behind in a single subject.

ENGLISH — Avg. 11.19 net

Rank	No	Name Surname	C	W	B	Net	Succ.(%)	Diff.
1/12	110	James Moore	19	0	1	19	95	+7.81
2/12	103	Olivia Brown	18	0	2	18	90	+6.81
3/12	102	Liam Smith	17	3	0	16	80	+4.81
4/12	112	Benjamin Lee	16	2	2	15.33	77	+4.14
5/12	109	Sophia Thomas	16	4	0	14.67	73	+3.47
6/12	108	Ethan Anderson	14	5	1	12.33	62	+1.14
7/12	105	Ava Wilson	13	6	1	11	55	-0.19
7/12	106	Lucas Miller	13	6	1	11	55	-0.19
9/12	101	Emma Johnson	13	7	0	10.67	53	-0.53
10/12	107	Mia Taylor	8	10	2	4.67	23	-6.53
11/12	104	Noah Davis	7	11	2	3.33	17	-7.86
12/12	111	Isabella Clark	3	14	3	-1.67	0	-12.86

6 Export to Excel, publish, correct

The other buttons on the Mock exams page:

- **Export** — writes the results to an Excel file. Each course opens into five columns (C, W, B, Net, Score) and the course name sits in the top row of the header; you can filter and sort the table in Excel.
- **Publish on the web** — lets students see their results online with their school number (see Publishing results on the web).
- **Send to Optical Reading** — loads the mock exam as a whole back into the Scanned list of Optical Scanning. Use it to correct a misread paper, scan missing papers or save again after changing the answer key; when you save with the same name, the mock exam is updated.
- **Delete Mock Exam** — deletes the mock exam and its papers.

7 Look at the student's mock exam history

Each student's mock exams also appear in their exam archive: in **Class Lists** right-click the student, open **Exam archive and progress chart** and choose **Mock exams (total)** or a single course (e.g. Mock · MATEMATİK) from the course list. The chart shows how the student's score or success percentage changes across mock exams (see Grades, reports and student history).

COMMON ISSUES

In the reports all courses come out as a single block.

For mock exam reports to be printed course by course, the answer keys of the mock exam's sections must be on the computer. If the answer key was deleted or the mock exam was prepared on another device, the reports are printed like a single-subject exam.

I saved the mock exam but it is not in the Mock exams list.

Check the Term list at the top; the mock exam is listed under the term you chose when saving it.

A student's score looks wrongly calculated.

The score is calculated with the template's scoring method (e.g. the Ministry of Education's standard score method in LGS). Check the per-course nets; if there is a scanning error, open the mock exam with Send to Optical Reading, correct the paper and save again with the same name.

Do mock exams appear on another computer or on the phone?

Mock exams scanned on the desktop are kept on this computer. Mock exam papers scanned with the phone, however, come down to the desktop if synchronisation is on and appear on the Mock exams page.

MOCK EXAMS

Committee exam report

In the committee (block) exams of medical and dental faculties, a practical score is added to each department's theory test, and each department has its own threshold. The practical score is not on the optical paper; the committee enters it later. That is why HazırTest gives the committee result as an Excel file: the correct, wrong and blank counts read from the paper come ready, and as you type the practical scores into the yellow cells, the net, total score, rank and pass/fail result are calculated automatically.

BEFORE YOU START

- The **Komite Sinavi** optical form template that comes with the package (Anatomy 25 · Histology and Embryology 15 · Physiology 15 · Medical Biochemistry 15 · Medical Biology and Genetics 15 · Biophysics 15 = 100 questions, 5 options), or a template you prepared for your own committee in the Optical Form Designer.
- Excel or another spreadsheet program that can open .xlsx (such as LibreOffice Calc).

1 Create the exam's answer key

On the home page click **Answer Forms** → **Multi-subject mock exam** and choose **Create Answer Key**. Choose **Komite Sinavi** as the template, give the exam a name (e.g. "1st Committee Exam"), mark the correct answers of each department and save. The program gives the exam a 7-digit general test number; this number is printed on the paper.

If you want to prepare the questions from your question bank, you can also set up the exam with **Create Mock Exam** (see Creating a mock exam (LGS, TYT …)); the scanning and report steps are the same.

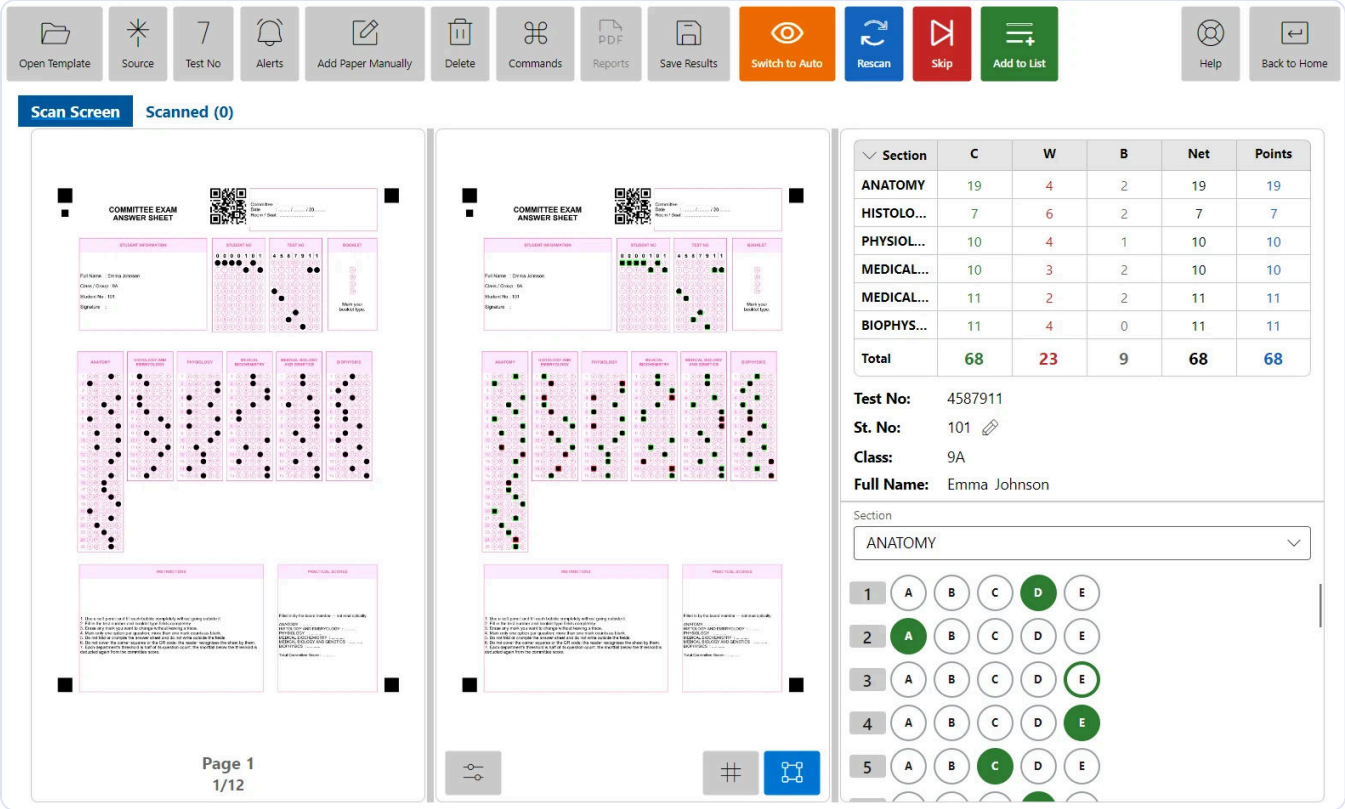
2 Print the answer forms

Select the exam in the **Saved Mock Exams** list and click **Print Blank Answer Form**, or **Class Form with Name and No.** for forms with students' names and numbers printed. The forms are produced as PDF; because the exam's test number is coded on the paper, you do not need to enter a number when scanning.

3 Scan the papers

On the home page click **Optical Scanning** → **Multi-subject mock exam**. In the panel on the left open the Komite Sinavi template with **Open Template**; the six departments are listed in the panel with their numbers of questions. Then choose the scanned PDF, the image folder or the camera from **Source**.

The first paper opens on screen: the table on the right shows each department's correct, wrong, blank and net separately. After checking, proceed one by one with **Add to List**, or scan the remaining papers in one go with **Switch to Auto**.

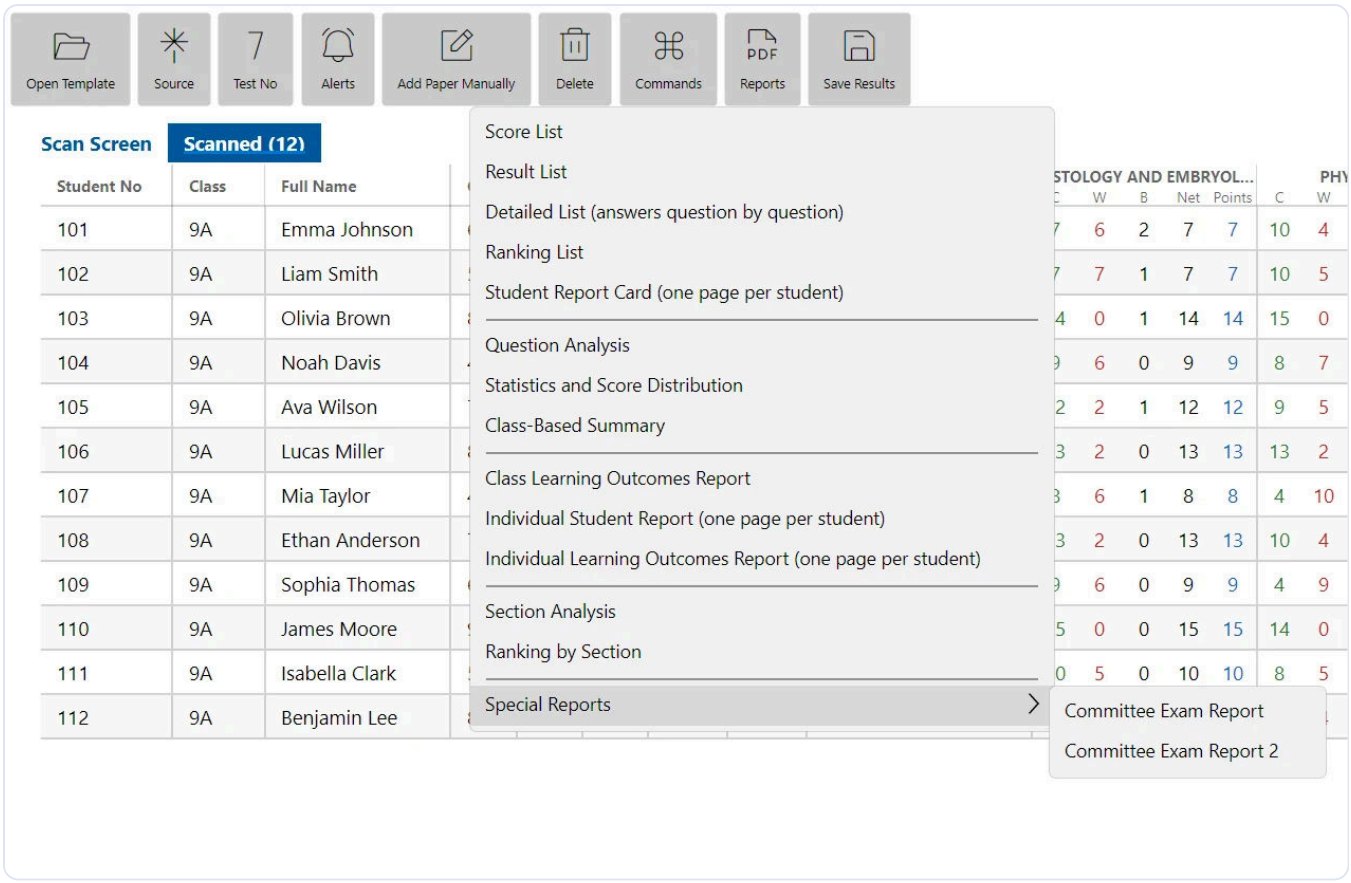


Tip · In the committee template wrong answers do not cancel correct ones and each question is worth 1 point; that is why the score you see on screen equals the number of correct answers. The practical score and the threshold penalty are added in the report.

4 Get the Committee Exam Report

When scanning is finished, all students are listed on the **Scanned** tab. From the **Special Reports** submenu at the bottom of the **Reports** menu on the toolbar choose **Committee Exam Report**. The report is saved as an Excel file (.xlsx) in the "Çıktılar/Optik Okuma" (Outputs/Optical Scanning) folder and opens by itself.

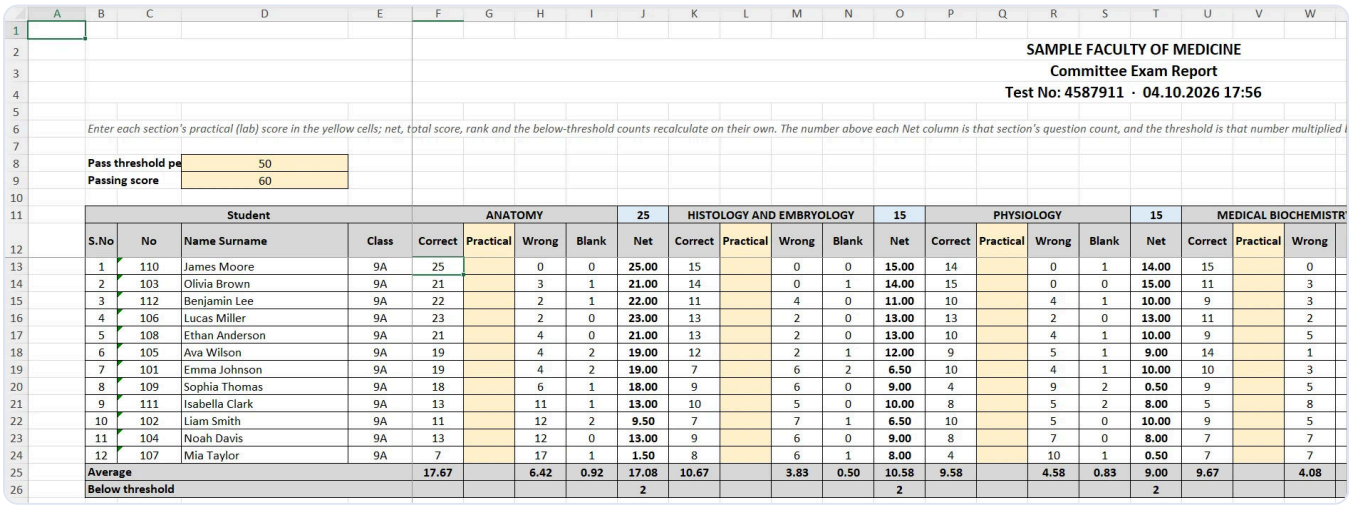
You can also get the report later: save the results as a mock exam with **Save Results**; the Reports menu on the Mock exams page has the same item.



5 Enter the practical scores

At the top of the report there are two setting cells: **Pass threshold per section (%)** (default 50) and **Passing score** (default 60). If your committee's regulations differ, change these two numbers; the whole table is recalculated with the new values.

For each student the table has **Correct**, **Practical**, **Wrong**, **Blank** and **Net** columns for each department. The number above the Net column is that department's number of questions. The Practical columns are yellow and come empty: type the practical scores given by the committee into these cells.



SAMPLE FACULTY OF MEDICINE
Committee Exam Report
Test No: 4587911 · 04.10.2026 17:56

Enter each section's practical (lab) score in the yellow cells; net, total score, rank and the below-threshold counts recalculate on their own. The number above each Net column is that section's question count, and the threshold is that number multiplied

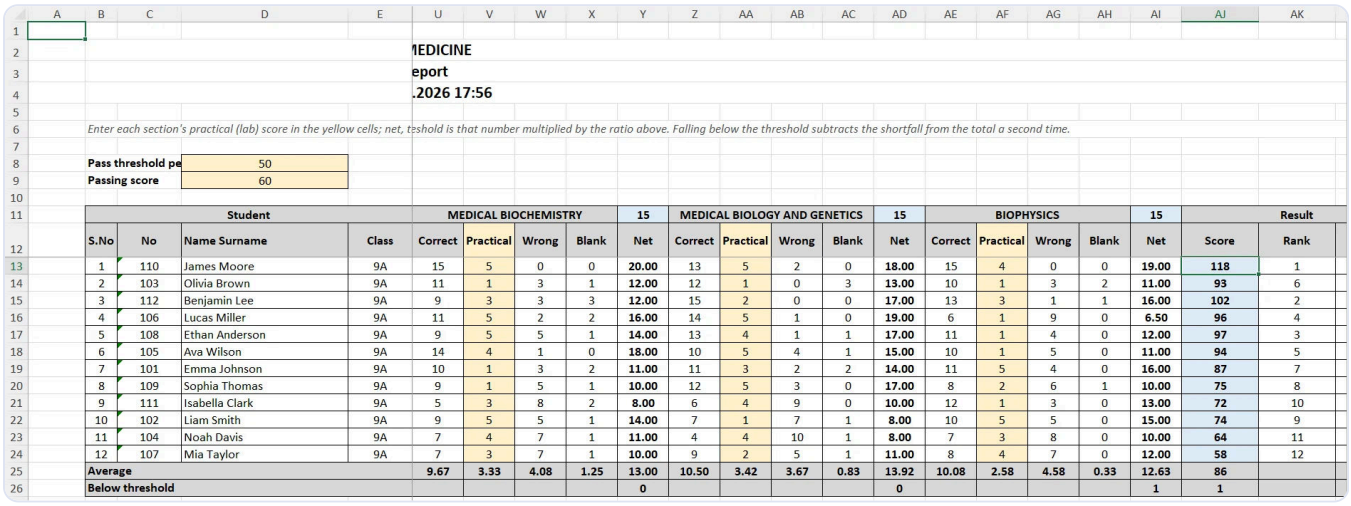
Pass threshold pe: 50
Passing score: 60

	Student				ANATOMY				25	HISTOLOGY AND EMBRYOLOGY				15	PHYSIOLOGY				15	MEDICAL BIOCHEMISTR		
S.No	No	Name Surname	Class	Correct	Practical	Wrong	Blank	Net	Correct	Practical	Wrong	Blank	Net	Correct	Practical	Wrong	Blank	Net	Correct	Practical	Wrong
1	110	James Moore	9A	25		0	0	25.00	15		0	0	15.00	14		0	1	14.00	15		0
2	103	Olivia Brown	9A	21		3	1	21.00	14		0	1	14.00	15		0	0	15.00	11		3
3	112	Benjamin Lee	9A	22		2	1	22.00	11		4	0	11.00	10		4	1	10.00	9		3
4	106	Lucas Miller	9A	23		2	0	23.00	13		2	0	13.00	13		2	0	13.00	11		2
5	108	Ethan Anderson	9A	21		4	0	21.00	13		2	0	13.00	10		4	1	10.00	9		5
6	105	Ava Wilson	9A	19		4	2	19.00	12		2	1	12.00	9		5	1	9.00	14		1
7	101	Emma Johnson	9A	19		4	2	19.00	7		6	2	6.50	10		4	1	10.00	10		3
8	109	Sophia Thomas	9A	18		6	1	18.00	9		6	0	9.00	4		9	2	0.50	9		5
9	111	Isabella Clark	9A	13		11	1	13.00	10		5	0	10.00	8		5	2	8.00	5		8
10	102	Liam Smith	9A	11		12	2	9.50	7		7	1	6.50	10		5	0	10.00	9		5
11	104	Noah Davis	9A	13		12	0	13.00	9		6	0	9.00	8		7	0	8.00	7		7
12	107	Mia Taylor	9A	7		17	1	1.50	8		6	1	8.00	4		10	1	0.50	7		7
Average				17.67		6.42	0.92	17.08	10.67		3.83	0.50	10.58	9.58		4.58	0.83	9.00	9.67		4.08
Below threshold								2					2					2			

6 Read the result

As you type the practical scores, the **Result** group on the right fills in by itself: **Points** is the sum of the nets of all departments, **Rank** is the ranking in class by score, and **Status** says PASS if the score reached the passing score and FAIL otherwise. At the bottom are the average of each column and the number of students below the threshold in each department.

The net is calculated like this: the department's raw score is **correct + practical**; the threshold is **number of questions × threshold ratio**. If the raw score exceeds the threshold, the net equals the raw score; if not, the missing difference is deducted from the raw score once more. For example, in a 15-question department the threshold is 7.5: a student with 5 correct and 1 practical point (raw 6) has a net of 6 − 1.5 = 4.5.



IEDICINE
eport
.2026 17:56

Enter each section's practical (lab) score in the yellow cells; net, threshold is that number multiplied by the ratio above. Falling below the threshold subtracts the shortfall from the total a second time.

Pass threshold pe: 50
Passing score: 60

	Student				MEDICAL BIOCHEMISTRY				15	MEDICAL BIOLOGY AND GENETICS				15	BIOPHYSICS				15	Result	
	S.No	No	Name Surname	Class	Correct	Practical	Wrong	Blank	Net	Correct	Practical	Wrong	Blank	Net	Correct	Practical	Wrong	Blank	Net	Score	Rank
13	1	110	James Moore	9A	15	5	0	0	20.00	13	5	2	0	18.00	15	4	0	0	19.00	118	1
14	2	103	Olivia Brown	9A	11	1	3	1	12.00	12	1	0	3	13.00	10	1	3	2	11.00	93	6
15	3	112	Benjamin Lee	9A	9	3	3	3	12.00	15	2	0	0	17.00	13	3	1	1	16.00	102	2
16	4	106	Lucas Miller	9A	11	5	2	2	16.00	14	5	1	0	19.00	6	1	9	0	6.50	96	4
17	5	108	Ethan Anderson	9A	9	5	5	1	14.00	13	4	1	1	17.00	11	1	4	0	12.00	97	3
18	6	105	Ava Wilson	9A	14	4	1	0	18.00	10	5	4	1	15.00	10	1	5	0	11.00	94	5
19	7	101	Emma Johnson	9A	10	1	3	2	11.00	11	3	2	2	14.00	11	5	4	0	16.00	87	7
20	8	109	Sophia Thomas	9A	9	1	5	1	10.00	12	5	3	0	17.00	8	2	6	1	10.00	75	8
21	9	111	Isabella Clark	9A	5	3	8	2	8.00	6	4	9	0	10.00	12	1	3	0	13.00	72	10
22	10	102	Liam Smith	9A	9	5	5	1	14.00	7	1	7	1	8.00	10	5	5	0	15.00	74	9
23	11	104	Noah Davis	9A	7	4	7	1	11.00	4	4	10	1	8.00	7	3	8	0	10.00	64	11
24	12	107	Mia Taylor	9A	7	3	7	1	10.00	9	2	5	1	11.00	8	4	7	0	12.00	58	12
25	Average				9.67	3.33	4.08	1.25	13.00	10.50	3.42	3.67	0.83	13.92	10.08	2.58	4.58	0.33	12.63	86	
26	Below threshold								0					0					1	1	

Tip · The formulas are inside the file; if you correct a practical score later or delete a student's row, the rank and averages update by themselves. You can share the file with committee members and ask each to enter their own department's practical scores.

7 Plain report without the threshold penalty

If your committee does not apply a threshold penalty, choose **Special Reports → Committee Exam Report 2**. It has the same table layout, but the net is only **correct + practical**, there is no threshold ratio cell and no "Below threshold" row; the net and total score are rounded to whole numbers.

COMMON ISSUES

When I choose the Committee Exam Report, a "This feature is not included in your plan" alert appears.

The committee report is a feature tied to your licence package; the alert says it is not included in yours. The same information appears when you hold the mouse over the menu item. Contact your vendor to purchase it.

The Special Reports menu does not appear at all.

Special reports appear only when a multi-subject mock exam was scanned. Make sure you scanned with Optical Scanning → Multi-subject mock exam and the committee template.

Our committee's departments are different.

Open the Komite Sinavi template in the Optical Form Designer, change the departments and numbers of questions and save your own template (see Designing your own answer form). The report takes the departments from the template; the name of each answer block becomes a department in the report.

The formulas are not calculated in Excel.

If the file opened in Protected View, press the "Enable Editing" button at the top. In LibreOffice Calc you can refresh the formulas with Data → Calculate → Recalculate.

MOCK EXAMS

Publishing results on the web

After scanning a mock exam, instead of posting the results on the board or handing them out one by one, you can announce them online. HazırTest publishes the results on behalf of your school; the student goes to the results page, types the school's institution code and their own school number, and sees only their own result. You decide what is shown and how long the publication lasts.

BEFORE YOU START

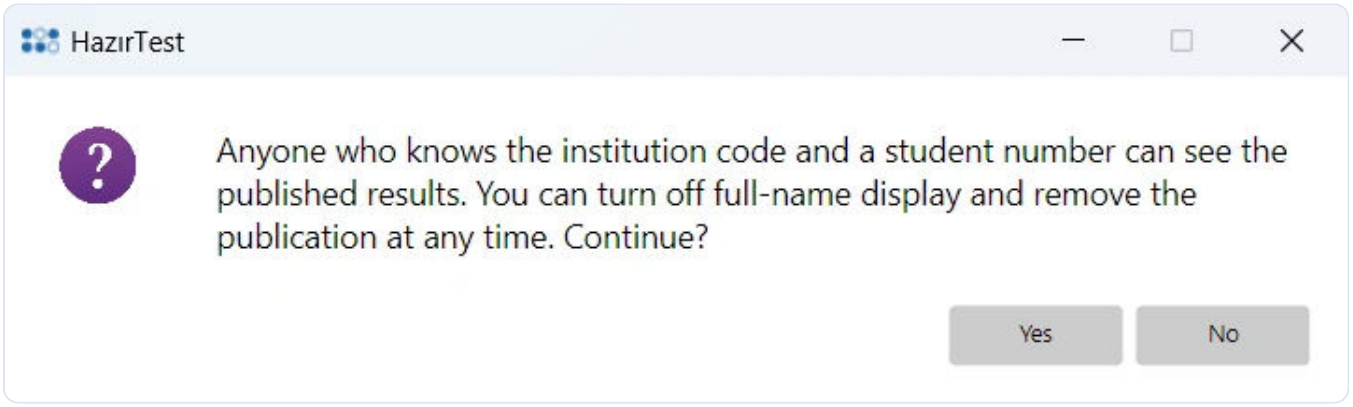
- A school licence: because results are published on behalf of the school, this feature requires a school licence.
- Being signed in with a HazırTest account, with data synchronisation turned on.
- A saved mock exam (see Creating a mock exam (LGS, TYT …)).

1 Select the mock exam on the Mock exams page

On the home page choose **Grades** → **Multi-subject mock exam**. Click the mock exam you will publish in the **Saved Mock Exams** list; the students' per-course results appear on the right. Look over the list before publishing: if a paper was misread or is missing its number, correct it first.

2 Press Publish on the web

Click the **Publish on the web** button on the toolbar. On your first publication the program informs you once: anyone who knows the institution code and a student number can see the published results. If you confirm, the publication settings open.

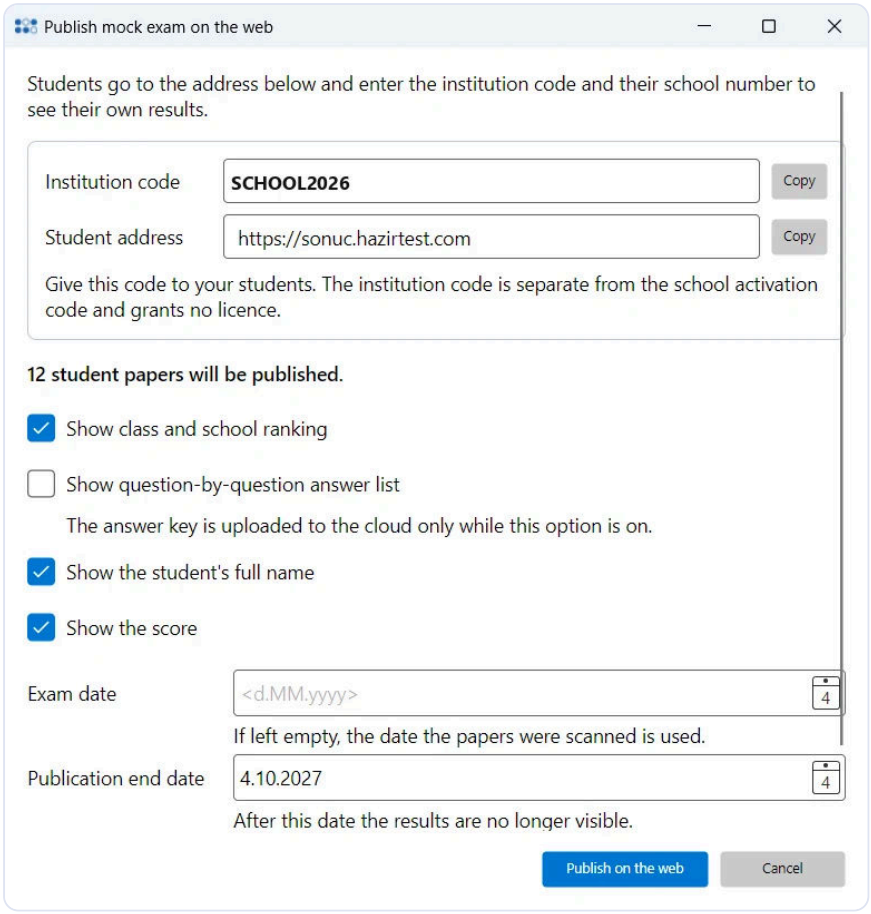


3 Choose what the student sees

At the top of the **Publish mock exam on the web** window are the institution code and the student address, and below how many student papers will be published. The options determine the results page; when ready press **Publish on the web**:

- **Show the student's full name**: if you turn it off, the result is shown only with the number.
- **Show the score** and **Show class and school ranking**.
- **Show question-by-question answer list**: the student sees which questions they got right and wrong. The answer key is sent to the cloud only while this option is on.

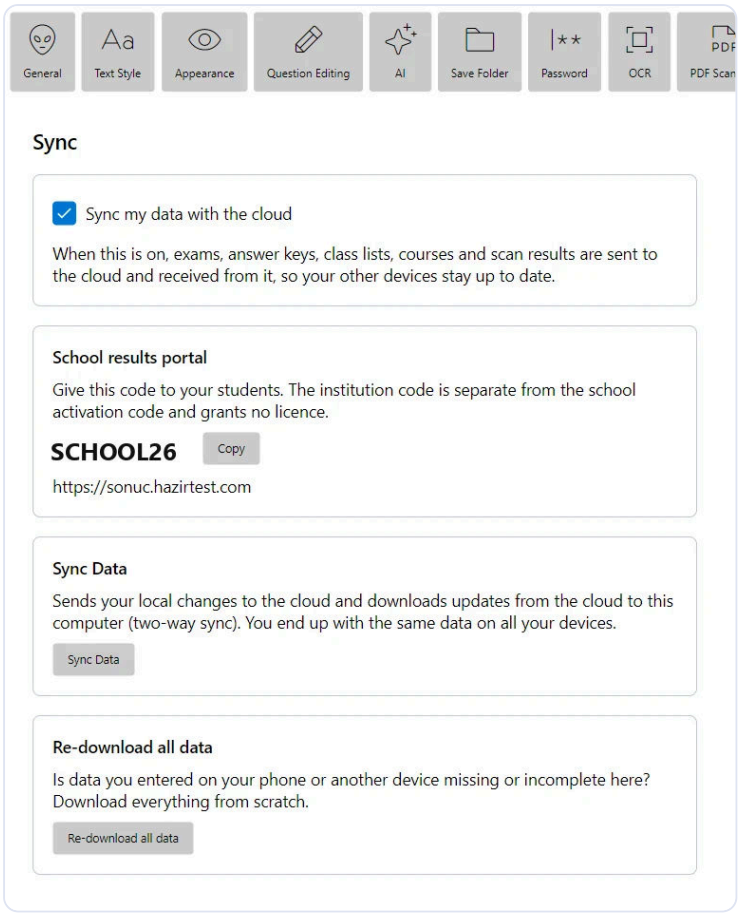
- **Publication end date**: after this date the results become invisible by themselves.
- **Exam date**: if you leave it empty, the date the papers were scanned is used.



4 Share the institution code and the address with students

The same window shows the **Institution code** and the **Student address**. After publishing, give your students two things: the address of the results page (sonuc.hazirtest.com) and your school's institution code. The student goes to the page and types the institution code and their own school number.

The institution code is the same for every mock exam; announcing it once is enough. You can also find the code later in the **School results portal** box in the **Settings** → **Sync** section.



Tip · The institution code is separate from the school code that activates the school licence and grants no licence; it is meant to be shared with students.

5 Unpublish or update

A **Published** badge appears next to a published mock exam. To withdraw the results, select the mock exam and press **Unpublish**: the published results are deleted and students can no longer see them. If you corrected a paper or want to change the settings, publish the mock exam again.

COMMON ISSUES

It says "This feature requires a school licence".

Because results are published on behalf of the school, your account must be linked to a school licence. If your school has a licence, activate the school code in the Account section of Settings.

I get a warning that cloud sync must be enabled to publish.

Tick the "Sync my data with the cloud" box in the Settings → Sync section; publishing sends the results to the cloud.

Can a student see someone else's result?

The results page opens with the institution code and school number; someone who knows another student's number can look at their result too. That is why you can turn off showing the full name, set an end date for the publication and unpublish at any moment.

What information is published?

Only the school number, full name, class and result figures. The answer key is not sent unless you turn on the question-by-question answer list. When the period ends, the publication closes by itself.

Can I publish the results of single-subject exams too?

This button is on the Mock exams page and is for multi-subject mock exams. To announce results to students for single-subject exams, you can use the Student Report Card or Result List reports from the Grades page.

SECTION

Class Lists and Grades

Student lists, grades and student history.

- Creating class lists
- Importing student lists from Unipa and e-Kampüs
- Grades, reports and student history
- Comparison and progress reports

CLASS LISTS AND GRADES

Creating class lists

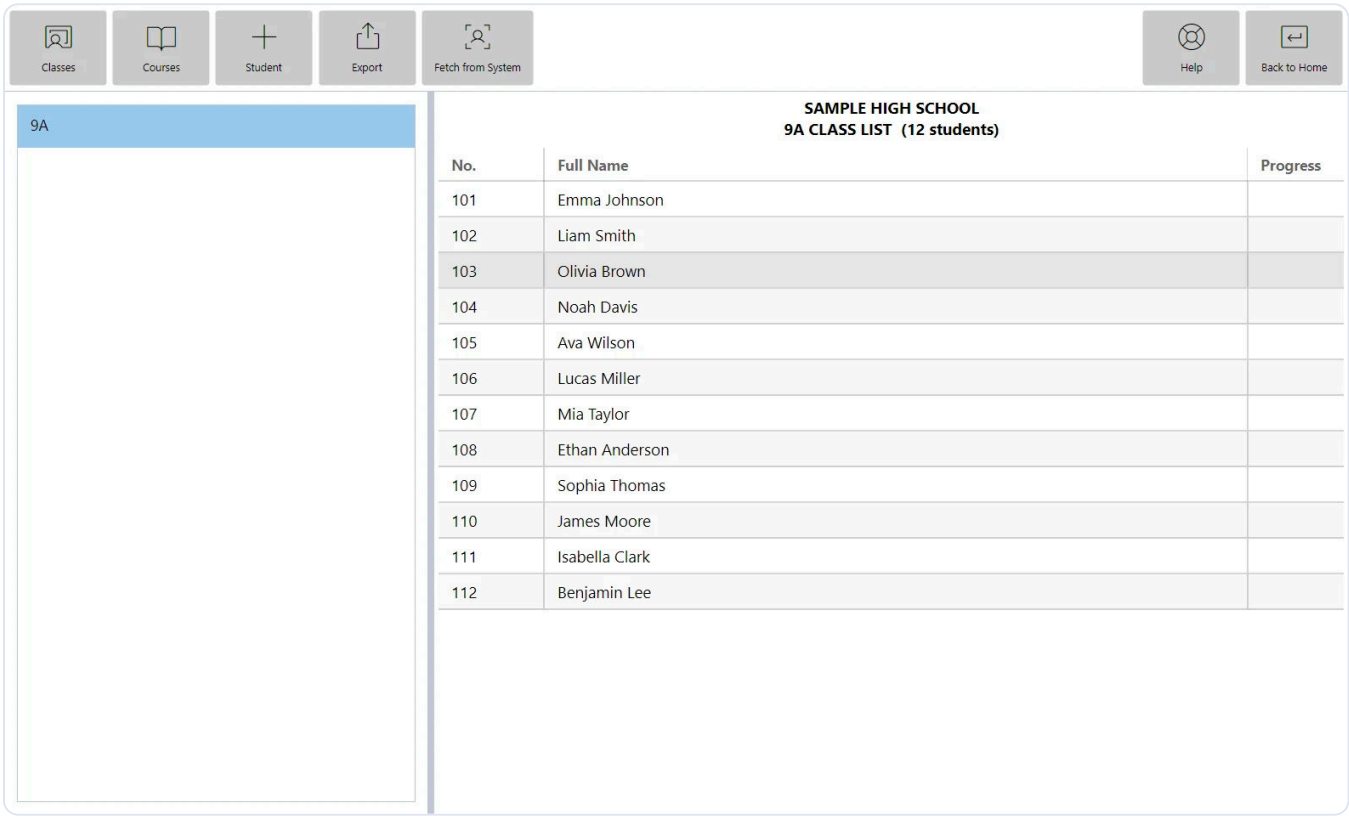
You can do optical scanning without a class list too; but with a list the student's name and class appear automatically on the scanned paper, you can produce class forms with names and numbers printed, and you can follow each student's exam archive and progress chart. This page covers creating a class and adding students one by one, from Excel or from e-Okul (e-Okul is Turkey's school information system).

BEFORE YOU START

- The students' school numbers and full names. If you have an Excel list or a score chart PDF downloaded from e-Okul, adding takes a few seconds.

1 Open the Class Lists screen

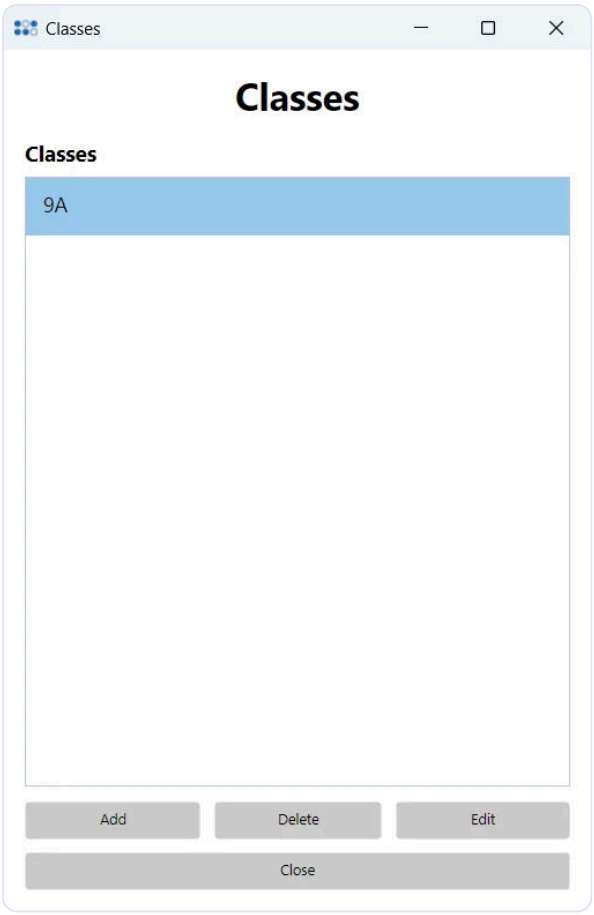
On the home page click the **Class Lists** button. Your classes appear on the left and the selected class's student table (No., Full Name, Progress) on the right. Both are empty the first time.



2 Create the class

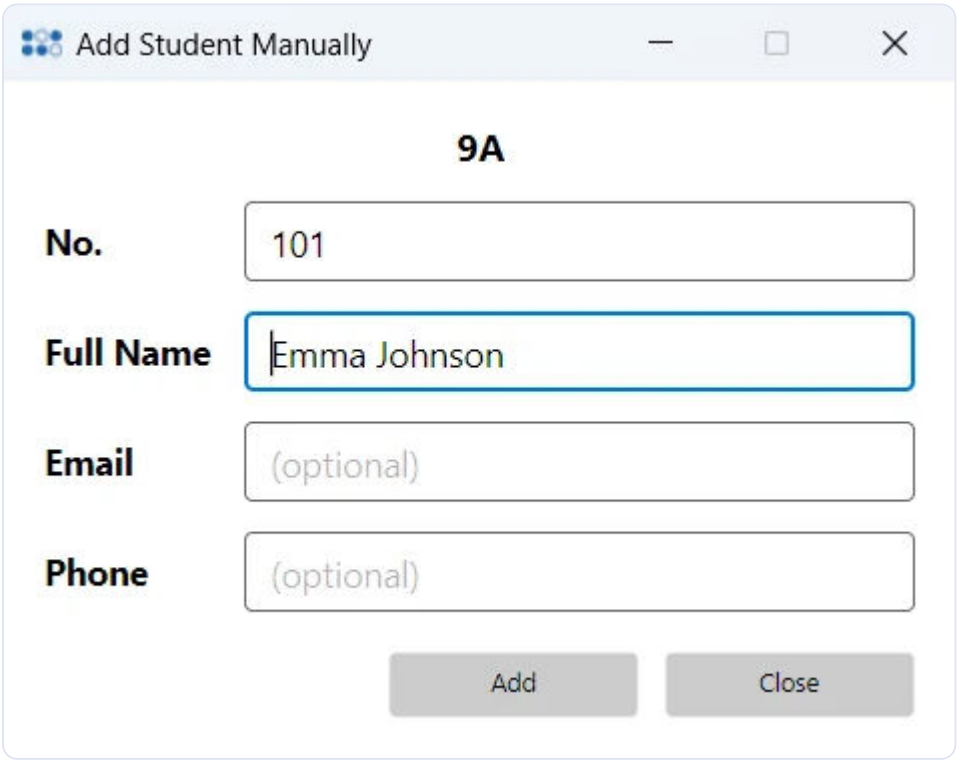
Click the **Classes** button on the toolbar. In the window that opens press **Add**, type the class name (for example 9A) and confirm. You can add all your classes one after another in the same window; when finished press **Close**.

In the same window **Edit** renames the class and **Delete** deletes the class together with its saved students.



3 Add students one by one

Select the class in the list on the left. On the toolbar click **Student** → **Add** → **Add manually**. Fill in the **No.** and **Full Name** fields and press **Add**; **Email** and **Phone** are optional. The window stays open so you can type the next student right away; each added student appears immediately in the list behind it.

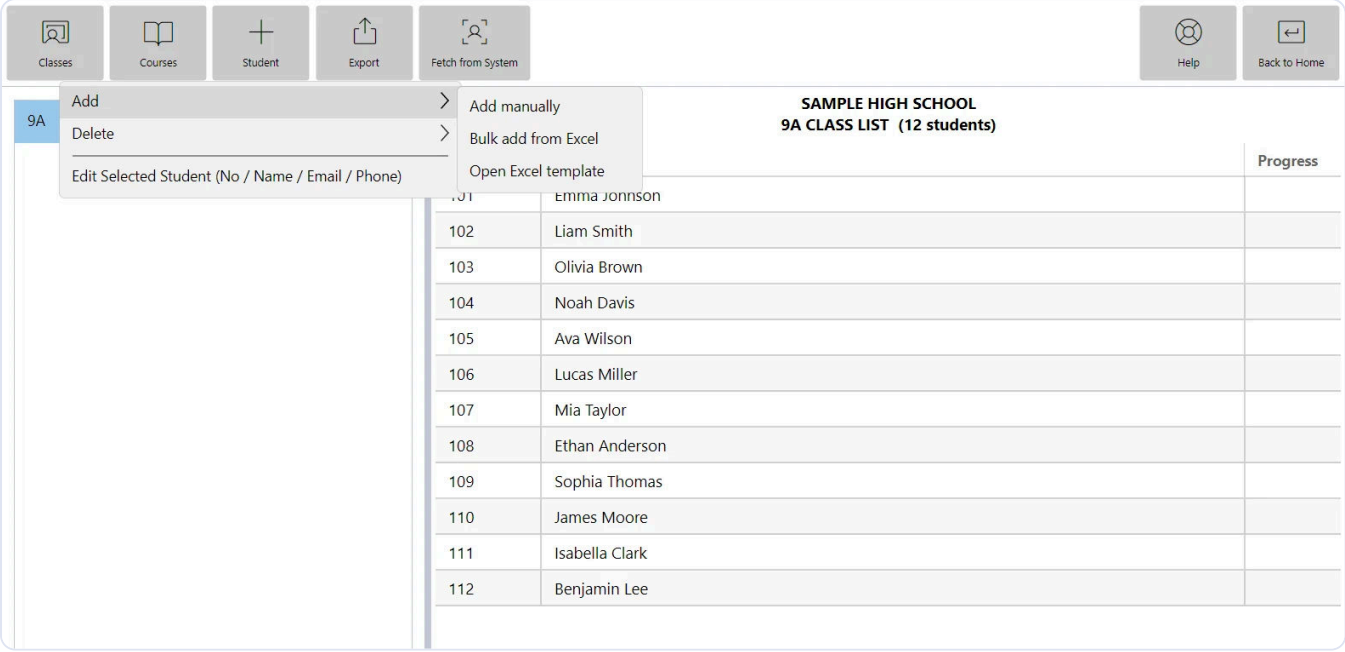


Tip · The student number must consist of digits only and be unique across all your classes: optical scanning recognises the student from their number.

4 Or add in bulk from Excel

For large classes this is the fastest way. **Student → Add → Open Excel template** opens a ready-made template in Excel: fill in the **No.** and **Full Name** columns (and the **Email** and **Phone** columns if you like), then save the file to your own folder **under a different name**. You can also download the same template below.

Then select the class, click **Student → Add → Bulk add from Excel** and point to the file you saved. The program reports with a summary how many students were added, which were skipped because their number was already saved, and which rows had missing information.



Tip · You can use your own Excel list too: it is enough for the header row to have two columns titled **No** and **Ad Soyad** (Full Name). If there is no header, the first column is taken as the number and the second as the full name.

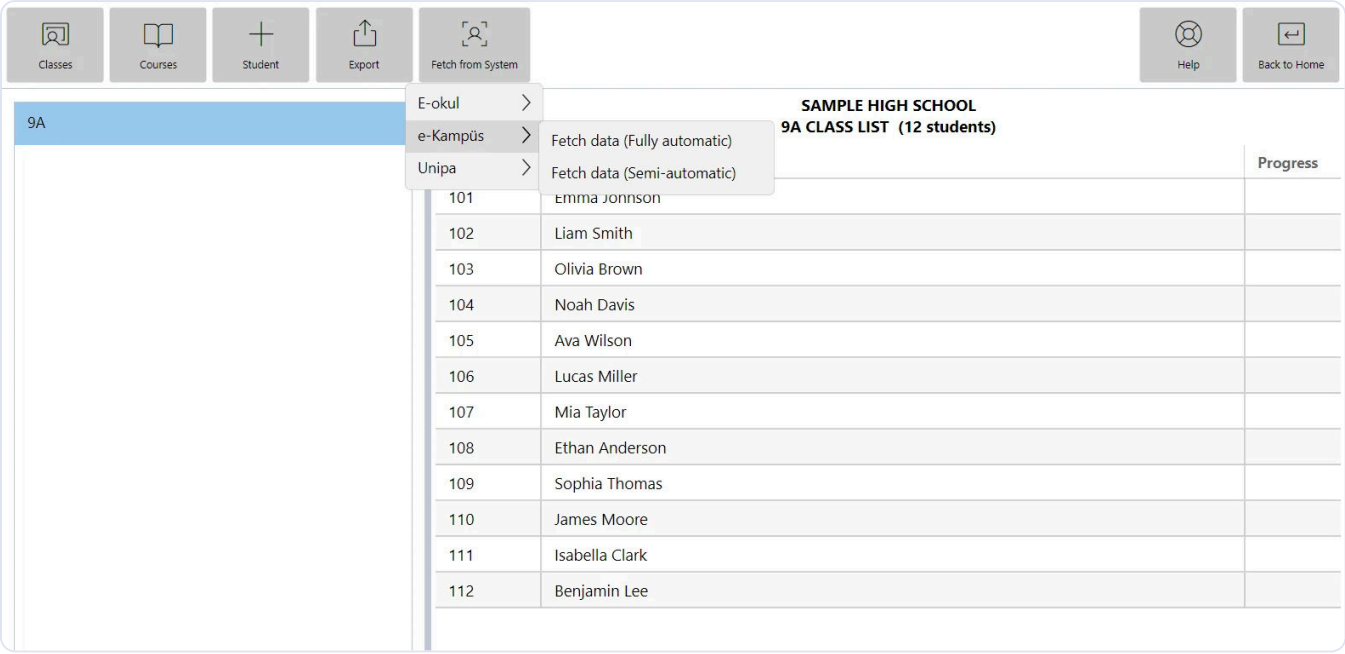
5 Import classes from e-Okul

If your classes are registered in e-Okul, you do not need to create them one by one. The **Fetch from System → E-okul** menu offers three ways:

- **Fetch data (Fully automatic)**: asks for your username (national ID number) and MEBBİS password, signs in and imports all your classes on the grade entry page in turn. If MEBBİS asks for verification, approve the notification sent to MEB Ajanda or type the 6-digit code and press **Confirm**.
- **Fetch data (Semi-automatic)**: e-Okul opens inside the program; you sign in yourself, choose the class and the course on the grade entry page and list the students. Then **Import the List on This Page** adds that class. Use this if the fully automatic way gets stuck.
- **Import from PDF score chart**: you choose the score chart PDF downloaded from e-Okul. The program lists the classes, student counts and courses it found in the file; if you confirm, classes, students and

courses are added together.

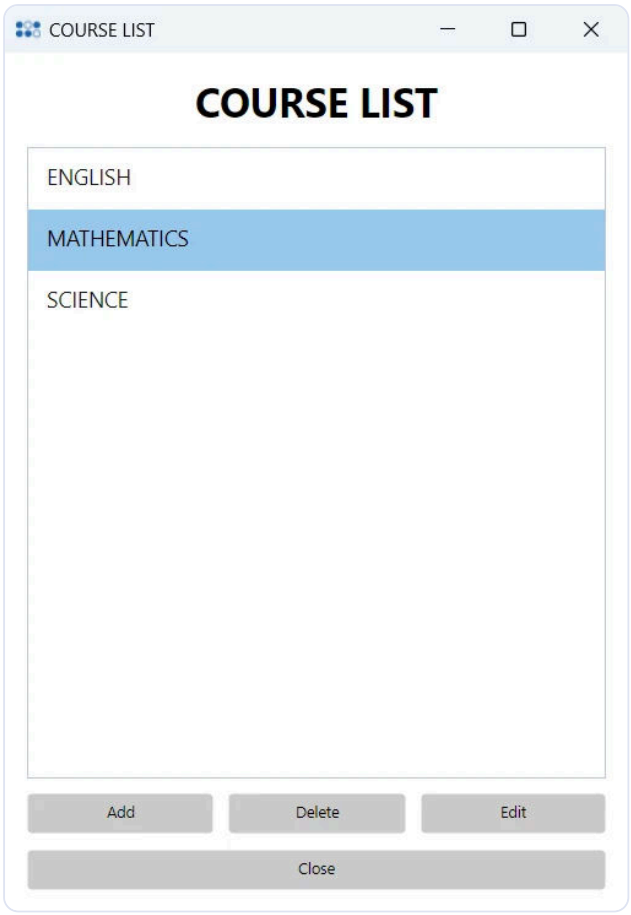
- If you teach at a university, the **e-Kampüs** and **Unipa** options in the same menu fetch student lists from the information system (Importing student lists from Unipa and e-Kampüs).



Tip · Your e-Okul password is never saved: it is used only during the import and is asked again every time. Your username (national ID number) is remembered.

6 Define your course list

The **Courses** button on the toolbar opens the course list; type the courses you teach with **Add**. When saving optical scanning results, the exam is filed under one of these courses and the **Grades** page is filtered course by course.



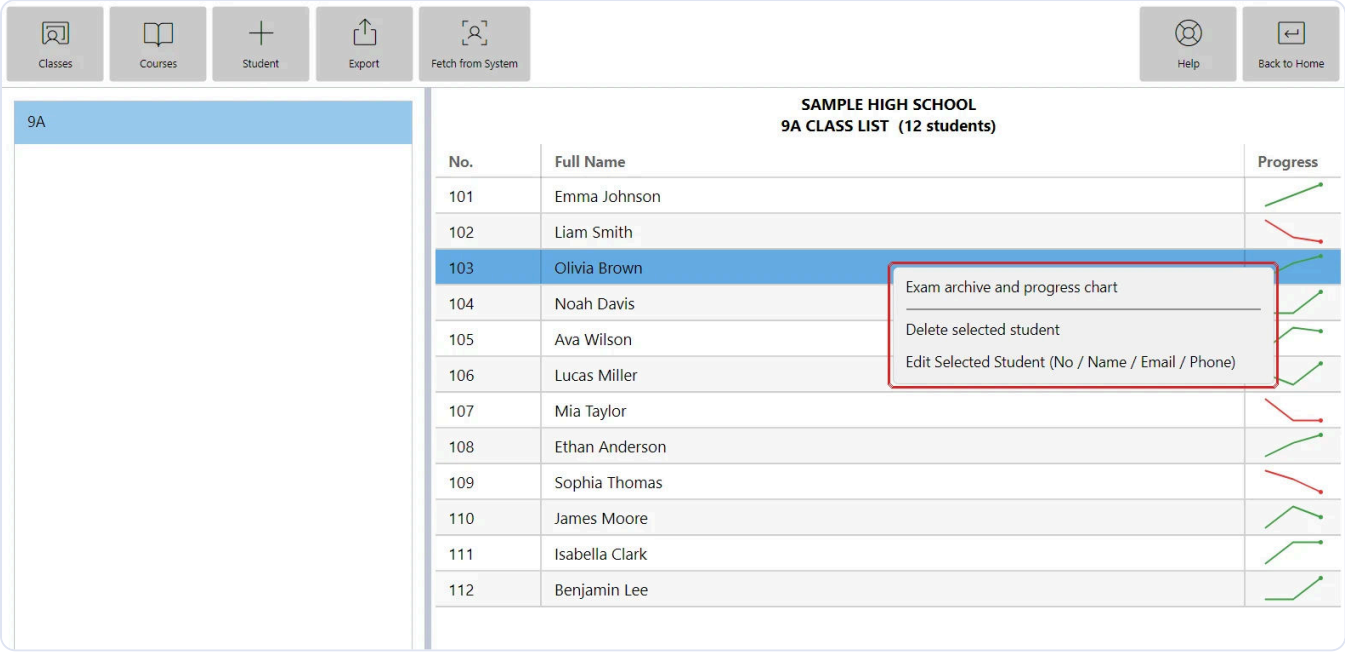
Tip · You can also add a course while saving the results; skipping this step does not hold up your work.

7 Correct or delete a student, or export the list

Right-clicking a student in the table lets you edit their number, name, email and phone, or delete the student. You can select several students with Ctrl or Shift and delete them together with **Student → Delete → Delete Selected Students**.

The **Export** button writes the visible class list to a file with the **Export to Word (.docx)** or **Export to Excel (.xlsx)** options; the document header contains your institution name and the class name.

Double-clicking a student opens that student's exam archive and progress chart; this window is described on the Grades, reports and student history page.



COMMON ISSUES

I get a warning that a student is registered with this number.

The student number must be unique across all your classes. The warning tells you in which class and under which student the number is registered; correct that student or give the new student a different number.

When adding from Excel it says no student rows were found in the file.

The No and Full Name columns on the first sheet of the file must be filled in. If the list is on a second sheet, move it to the first; the file must be saved in .xlsx format.

The fully automatic import from e-Okul cannot sign in or stops halfway.

If sign-in fails, the program asks for the username and password again; after three failed attempts the import stops. If you are sure of your details or the page is not recognised, sign in yourself with Fetch data (Semi-automatic) and import the classes one by one.

Do I have to type my e-Okul password every time?

Yes. The e-Okul / MEBBİS password is not stored in the program; it is discarded when the import window closes. A password you saved in an earlier version was deleted with the update.

Does my class list appear on the phone too?

Yes. If you are signed in to your account and synchronisation is on, classes and students go to HazırTest Mobile and your other computers automatically. When you delete a class, it is removed from the other devices too.

Can I do optical scanning without a class list?

You can; the paper is read and scored by student number. Without a list only the name and class columns stay empty; that is why adding the list before scanning is recommended.

CLASS LISTS AND GRADES

Importing student lists from Unipa and e-Kampüs

At a university each course's student list is already in the student information system; typing it into the program by hand takes long and causes mistakes. HazırTest offers an import path for the Unipa system used by many Turkish universities and for e-Kampüs: the program opens the system's page inside itself, reads the student lists of the courses you teach and writes each course as a separate class to Class Lists. Student number and full name are imported; the number coded on the optical form matches this list and the results appear with names.

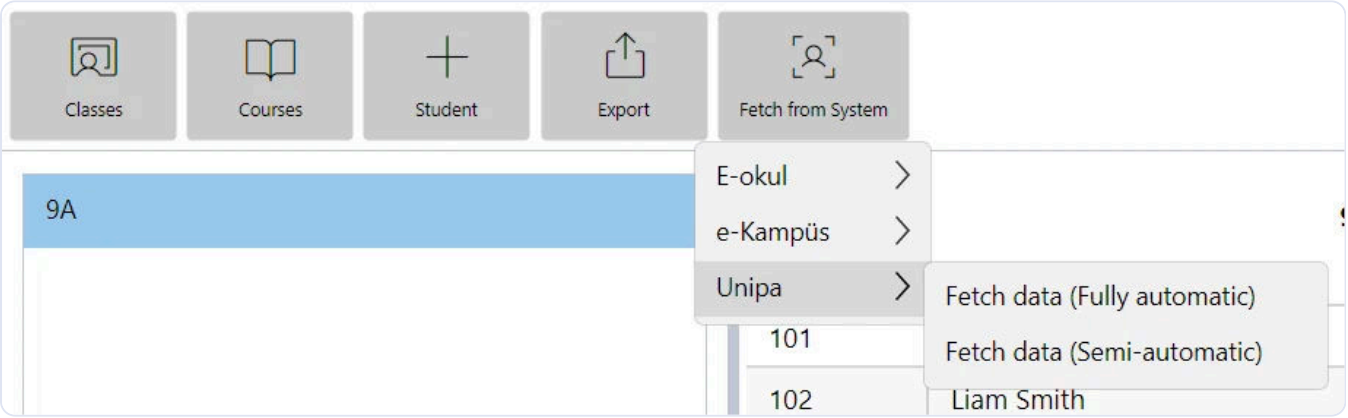
BEFORE YOU START

- An instructor account (username and password) in your university's student information system.
- If your system is Unipa, the site address (e.g. https://obs.youruniversity.edu.tr).

1 Open the Fetch from System menu in Class Lists

On the home page go to **Class Lists** and click the **Fetch from System** button on the toolbar. The menu has **Unipa** and **e-Kampüs** headings; under each there are two ways: **Fetch data (Fully automatic)** and **Fetch data (Semi-automatic)**.

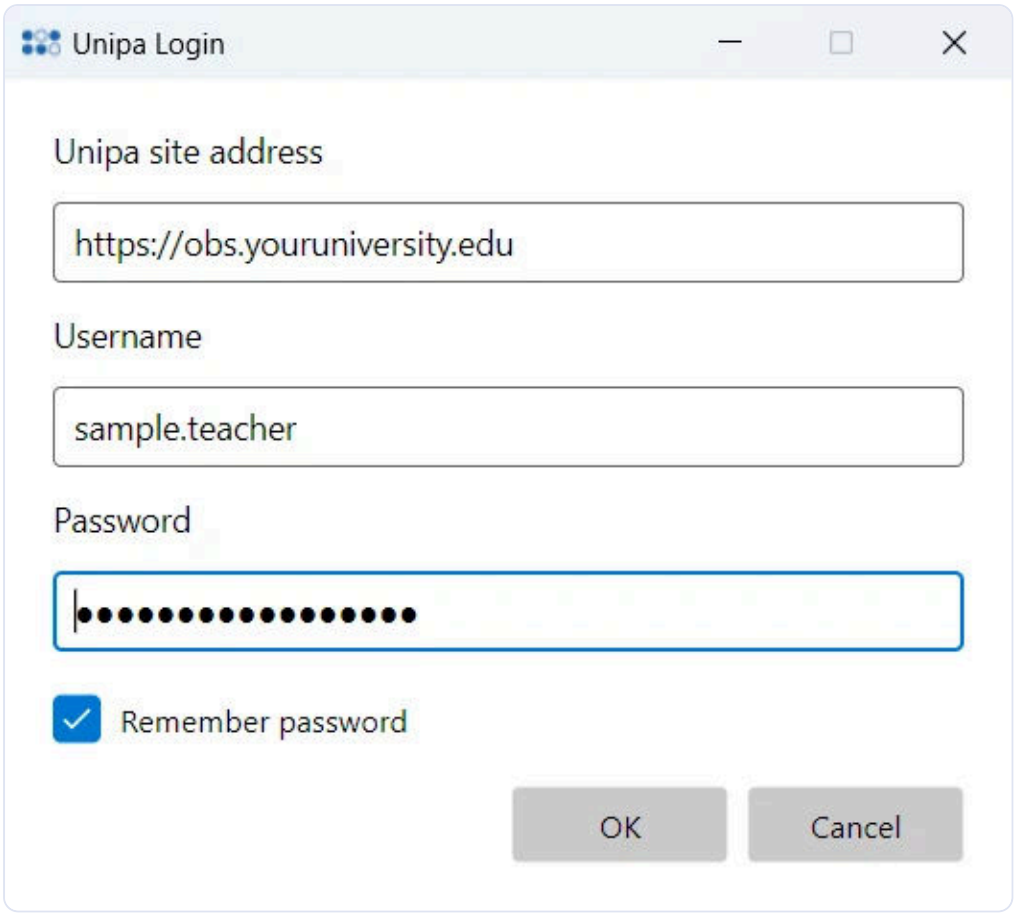
The fully automatic way imports all your courses in one go and is the recommended one. In the semi-automatic way you browse the system yourself, go to the page of the course you want and import only that list; use it if the fully automatic way gets stuck on your system or if you want to add just one course.



2 Fully automatic: give your sign-in details

Choose **Unipa → Fetch data (Fully automatic)**. In the **Unipa Login** window that opens, type your system's address, your username and password and press **OK**. e-Kampüs does not ask for an address, only the username (email) and password.

If **Remember password** is ticked, the details are stored encrypted on this computer and the window comes pre-filled for the next import. Your details are sent only to your university's site; they do not go to HazırTest servers.



3 The program imports your courses one by one

The program signs in to the system itself, finds your course list on the grade entry page and opens and reads each course's student list in turn; the course being read is shown at the bottom of the window (e.g. "(3/4) Course name · Department / Programme being read…"). When finished it summarises how many courses and students were imported.

Each course is added to Class Lists as a separate class named from the department and programme. Courses of the same programme and section are merged into the same class. Course names are also written to the Courses list, so you can choose them as the course when saving an exam. Your school's name is copied to the institution name in Settings and appears in report headers.

> **Tip** · Doing the import once at the start of the term is enough. If students are added to the list later, run the import again; existing students are kept and new ones are added.

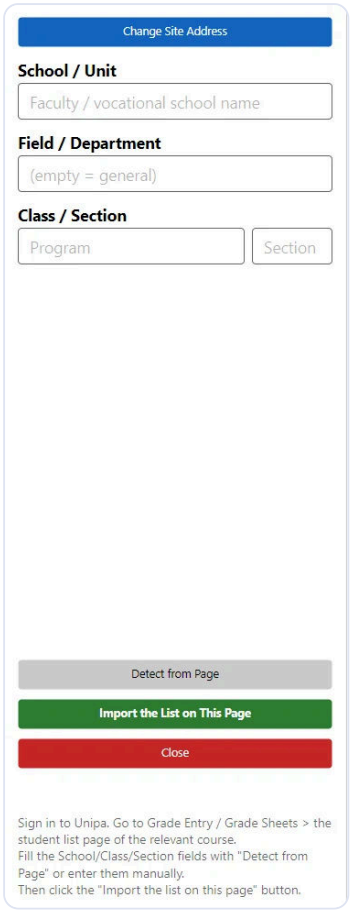
4 Semi-automatic: open the course yourself

Fetch data (Semi-automatic) opens your system's page inside the program. On the page on the right, sign in as usual and go to the page of the course whose student list you want (Grade Entry / Grade Sheets in Unipa, Grade Operations in e-Kampüs).

Fill in the **School / Unit**, **Field / Department** and **Class / Section** fields on the left with **Detect from Page** or type them by hand; the class name is made from them. Then press **Import the List on This Page**: the

program shows the first few students it found and asks for confirmation. To import another course, go to that course on the page and repeat the same steps; when finished, **Close**.

If your system's address changed or was typed wrongly, you can correct it with **Change Site Address**.



5 Check the list and use it

The new classes appear on the left in Class Lists; clicking one lists its students with their numbers. With these lists you can produce optical forms with student names printed and class-specific exam papers, and match scanned papers to students by number (see Exam papers with student names printed (class-specific)).

COMMON ISSUES

It says the sign-in failed.

Check the address, username and password; the address must be the address of the system's sign-in page. If the system asks for a verification code (CAPTCHA) or two-factor authentication, the fully automatic way cannot sign in; sign in yourself with the semi-automatic way.

My university does not use Unipa or e-Kampüs.

Download the student list from your system as Excel and import it with Class Lists → Student → Add → Bulk add from Excel (see Creating class lists).

Student photos are not imported.

The import deliberately takes only the student number and full name; photos and contact details are not taken.

Two sections of the same course were merged into one class.

The class name is generated from the unit, programme and section information. If your system shows two sections with the same unit, you can create separate classes by typing different values in the Class / Section fields when importing with the semi-automatic way.

CLASS LISTS AND GRADES

Grades, reports and student history

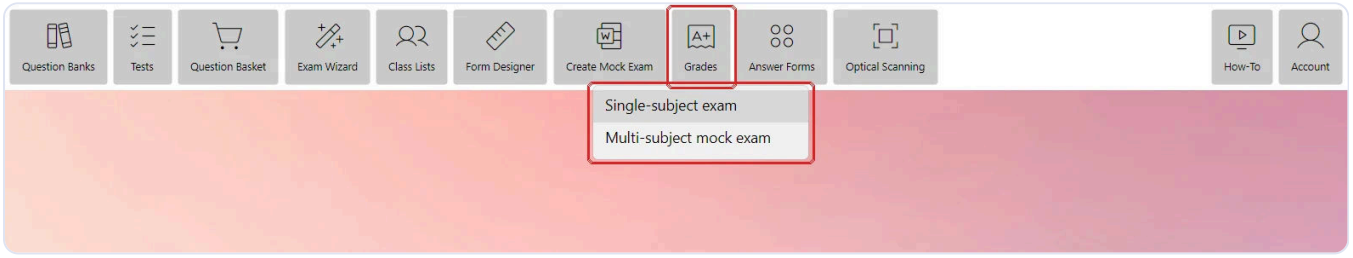
Every exam you save in optical scanning stays on the Grades page: you choose a course and term, see the exam's scores, get reports and report cards, and compare exams with each other. The same results are also kept per student; you can open all the exams a student took and their progress chart in one window.

BEFORE YOU START

- The optical scanning results of at least one exam must be saved (see Scanning answer forms): the Grades page is filled by **Save Results** in Optical Scanning.
- A class list, so that student names are shown (see Creating class lists).

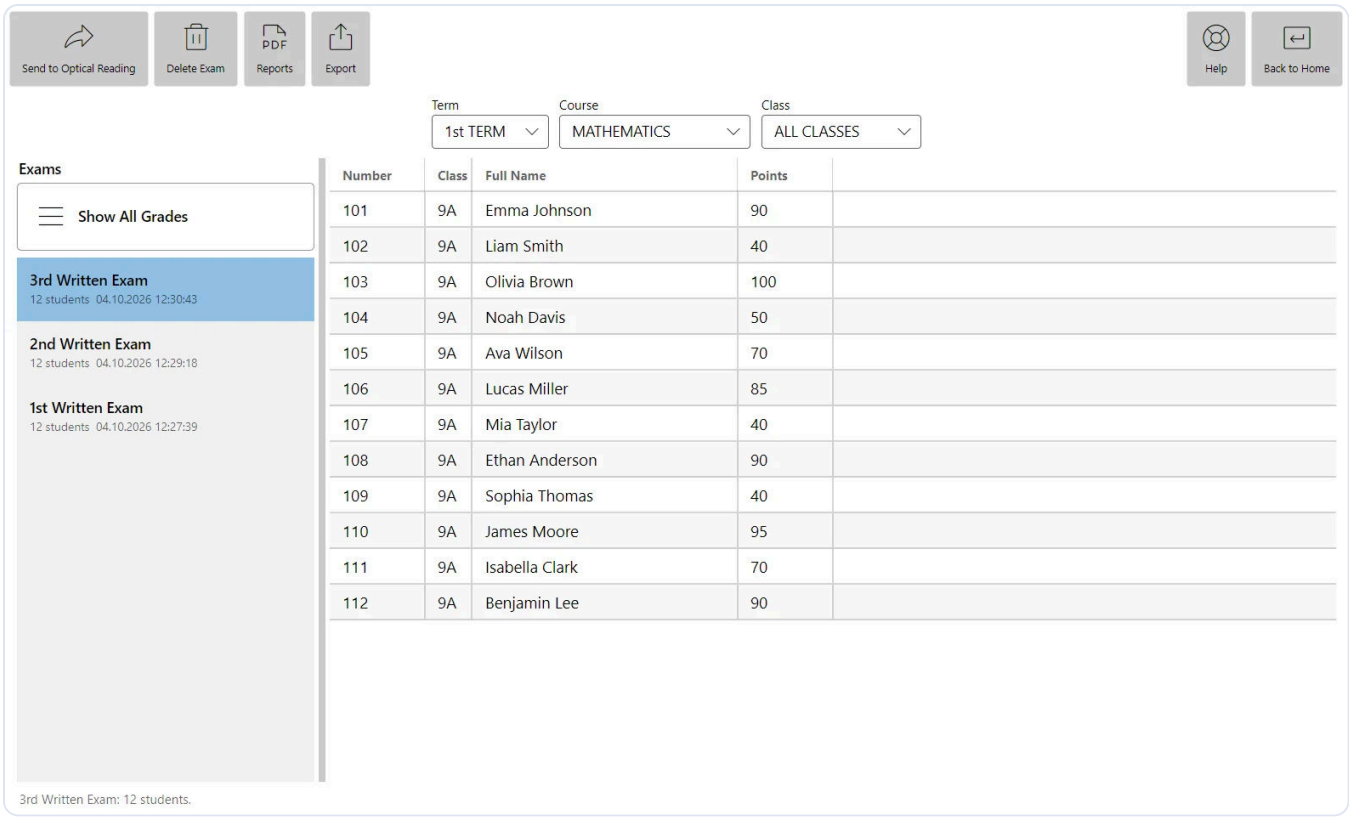
1 Open the Grades page

On the home page click the **Grades** button and choose **Single-subject exam** from the menu. (**Multi-subject mock exam** in the same menu opens the Mock exams page where your saved mock exams are kept.)



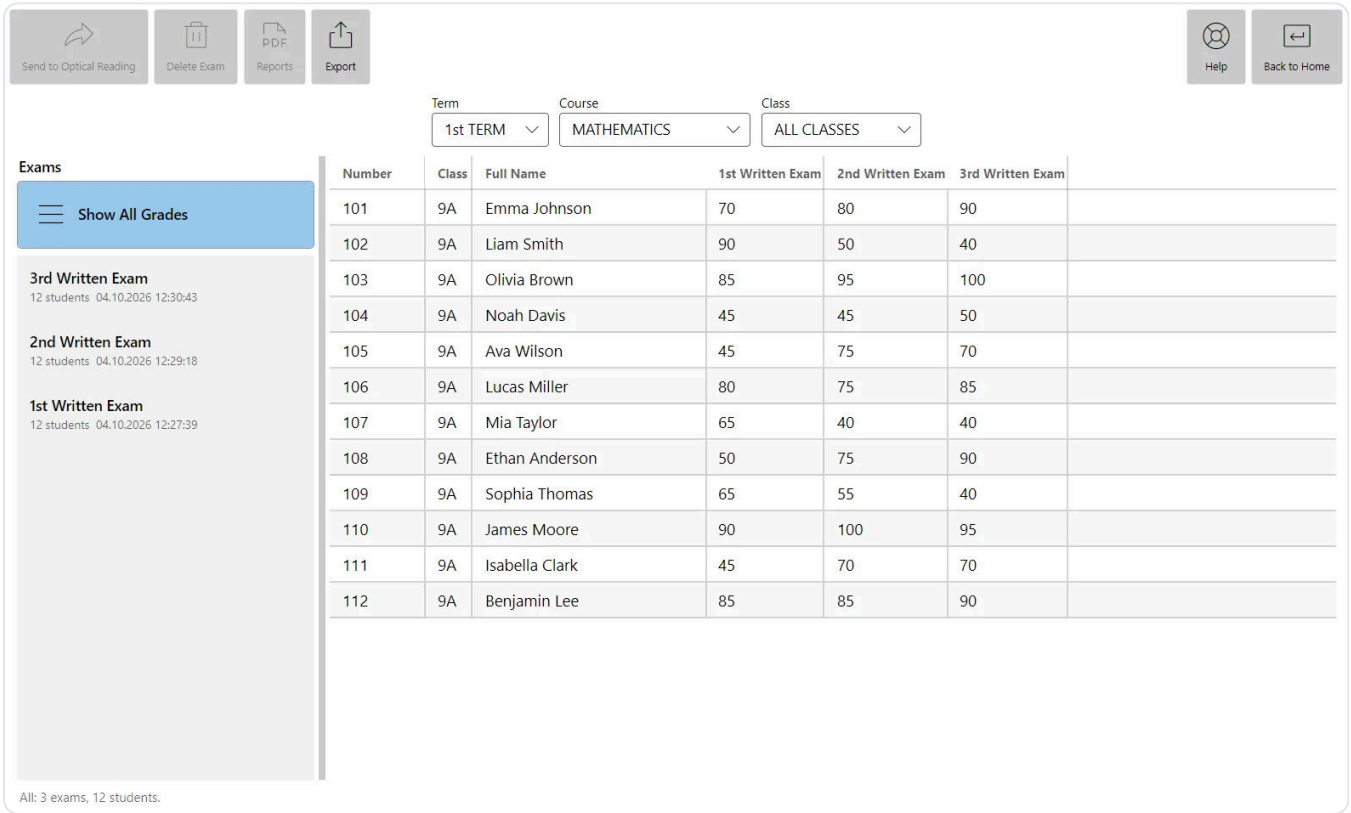
2 Choose the term, course and class

Make your choice in the **Term**, **Course** and **Class** boxes at the top. The **Exams** list on the left shows the exams you saved for that course and term; under each exam the number of students and the time it was saved are written. When you click an exam, the table on the right shows the students' number, class, name and score.



3 See all exams in one table

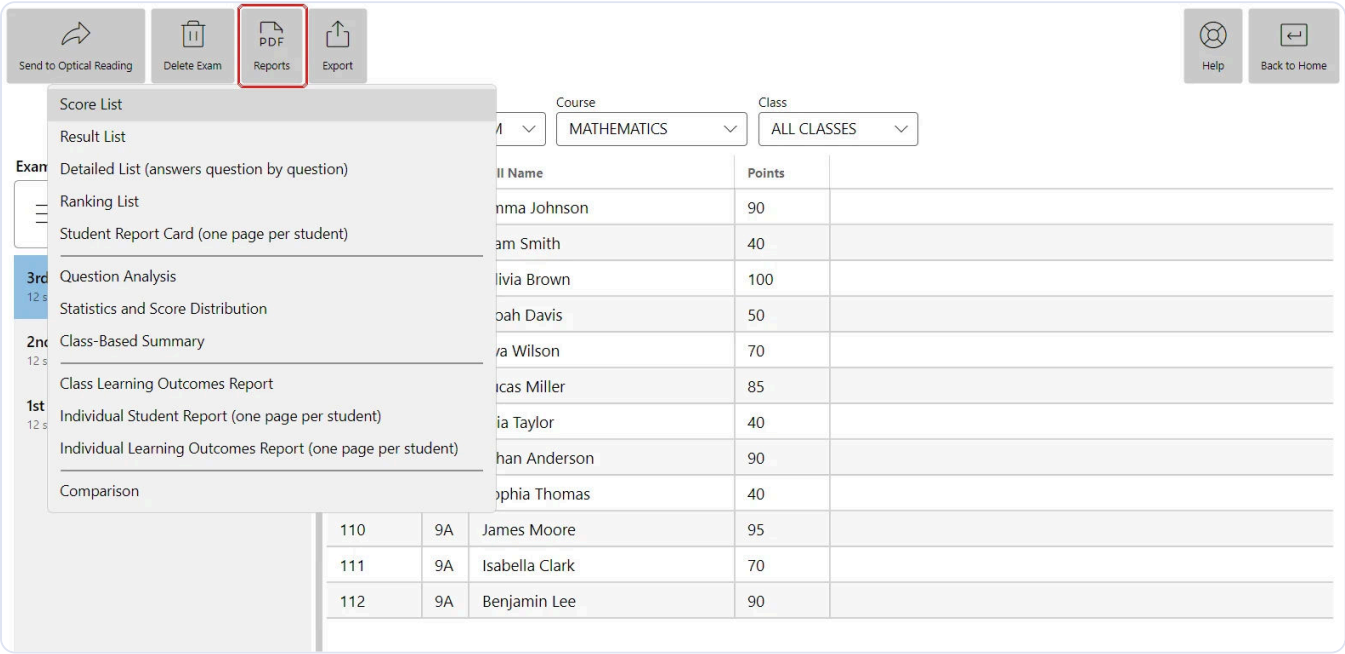
If the course has more than one exam, **Show All Grades** appears above the list. When you click it, each exam becomes a column and all of a student's scores for that term come side by side on a single row.



4 Get reports and report cards

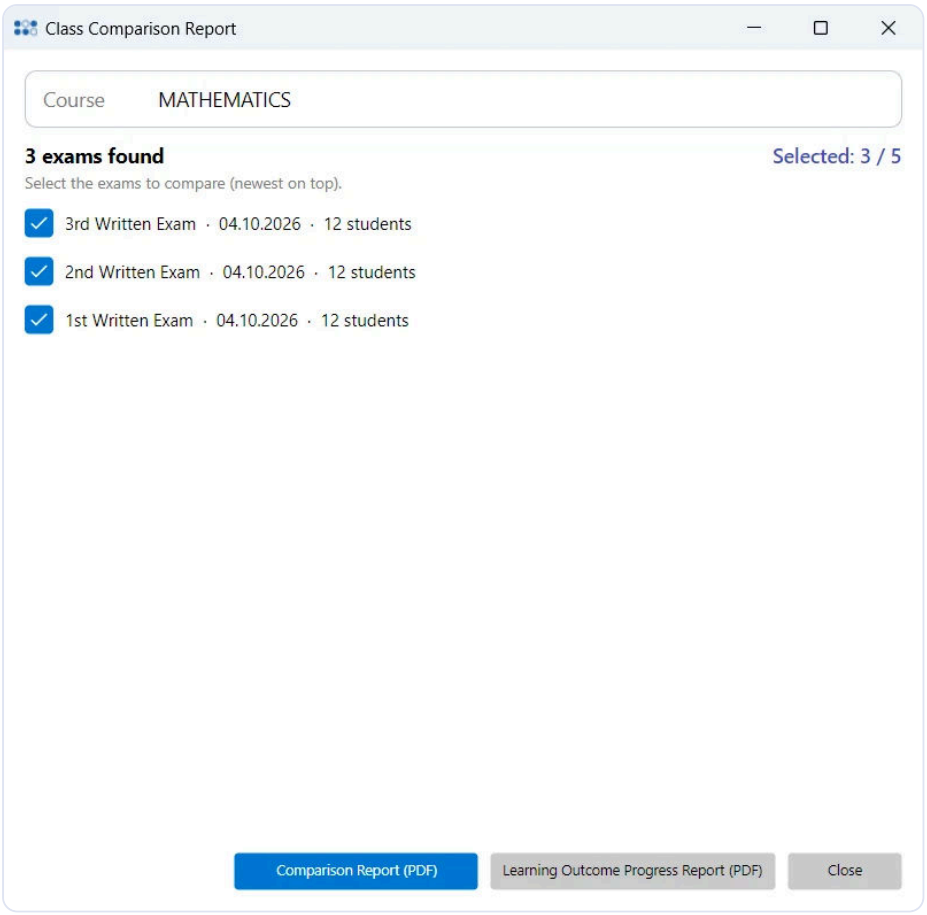
While an exam is selected, the **Reports** menu produces PDFs from that exam's results:

- **Score List**, **Result List**, **Detailed List (answers question by question)** and **Ranking List**: lists to post in class or file away.
- **Student Report Card (one page per student)**: an individual result to hand out to each student.
- **Question Analysis**, **Statistics and Score Distribution**, **Class-Based Summary**: how well each question was answered, the distribution of scores, a comparison of classes.
- **Class Learning Outcomes Report**, **Individual Student Report** and **Individual Outcome Report**: if you assigned learning outcomes to your questions, they show which outcomes were not achieved.



5 Compare exams with each other

Reports → **Comparison** puts the exams of the same course side by side. Tick the exams to compare (at least 2, at most 5) and choose **Comparison Report (PDF)** or **Learning Outcome Progress Report (PDF)**: you see how the class progressed from one exam to the next (see Comparison and progress reports).



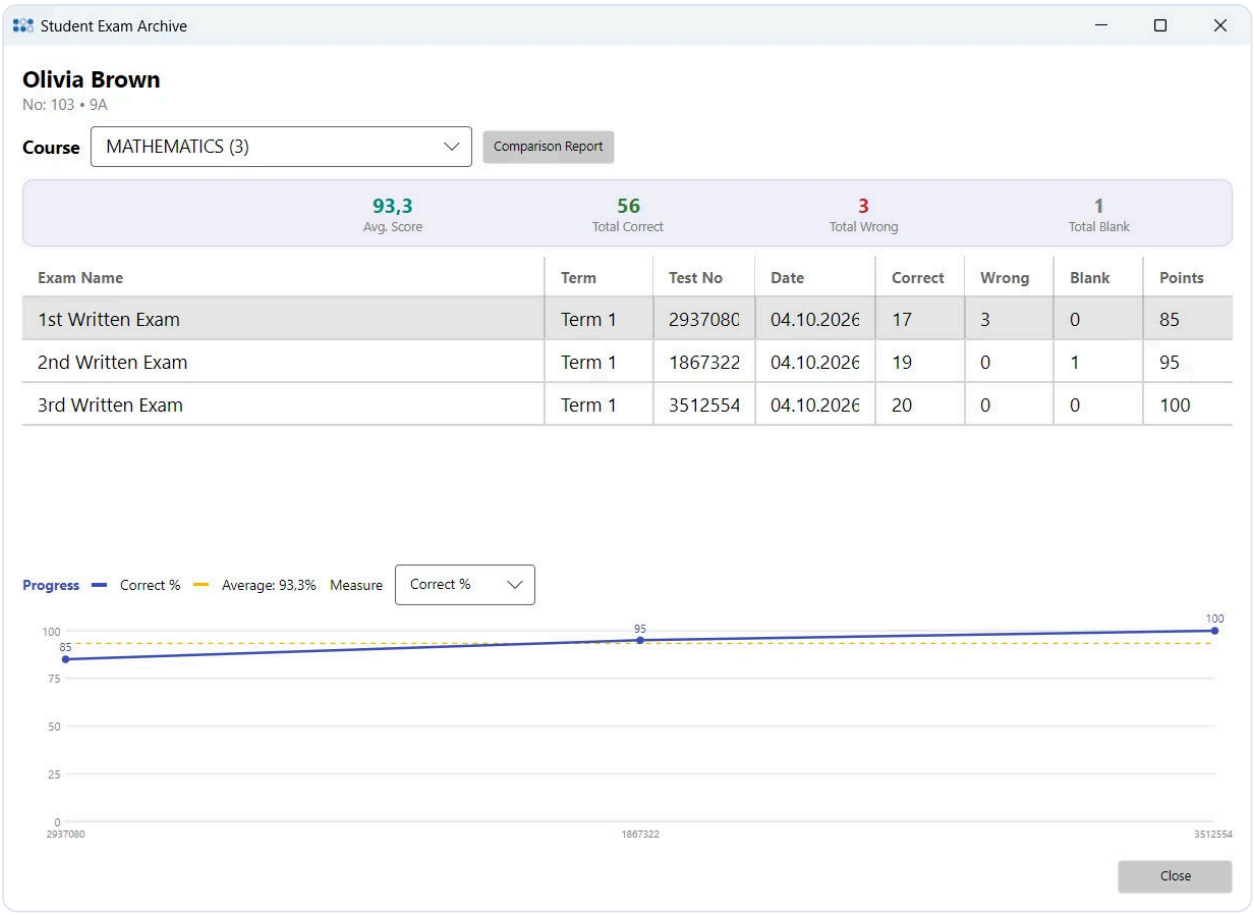
6 Export grades to Word or Excel

The **Export** button writes the table currently on screen (the selected exam or All Grades) to a file with **Export to Word (.docx)** or **Export to Excel (.xlsx)**. You can use this file when entering grades into a school information system or sharing them with your department.

7 Open a student's exam archive and progress chart

On the **Class Lists** screen double-click the student's row (or right-click and choose **Exam archive and progress chart**). In the window that opens, choose the course in the **Course** box: all of the student's exams in that course are listed with correct, wrong, blank, net and score; at the top are the average score and the total correct, wrong and blank counts (and the average net for exams where net is calculated), and at the bottom the progress chart.

Next to the courses, the Course box also has **Mock exams (total)** and per-course **Mock · <course>** rows; this way you follow the student's mock exam performance both in total and course by course. The **Comparison Report** and **Mock Exam Progress Report** buttons turn this view into a PDF to give to the student or parent.



Tip · The **Progress** column in the class list holds a small score chart for each student; it appears for students with at least two exams and shows at a glance who is rising and who is falling.

8 Send results back to Optical Scanning to correct them

Scores are not changed by hand on the Grades page. To correct a paper or to reflect a correction in the answer key in the scores, select the exam and click **Send to Optical Reading**: the results are loaded back into the Scanned list of Optical Scanning and recalculated with the current answer key. Make your correction and save it again to the same exam with **Save Results**.

Delete Exam permanently deletes the selected exam together with all student results.

COMMON ISSUES

It says there are no saved exams for this course/term.

The Grades page does not fill by itself; an exam is created when you press Save Results in Optical Scanning. You may have saved the results under another course or term: change the Term and Course boxes at the top and look.

It says there are no results to report.

Reports need the exam's answer key. If the exam's answer form was deleted from Saved Answer Forms, the scores stay on Grades but question-based reports cannot be produced.

Students' names appear empty.

The name and class are found from the student number in the class list. Add the student to Class Lists with the number on the paper; if the number was entered differently, edit the student and correct the number.

For comparison it says at least 2 exams are needed.

Comparison is made between exams of the same course and term. There must be a second exam saved for that course, and the exams' answer forms must not have been deleted.

CLASS LISTS AND GRADES

Comparison and progress reports

The report of a single exam is a snapshot of that day; what the teacher really wants to know is the trend: did the class improve from one written exam to the next, which student is declining, which topic has still not sunk in? HazırTest puts the exams you saved side by side: comparison and learning outcome progress reports for the class, and for each student an exam archive, a progress chart and a mock exam progress report.

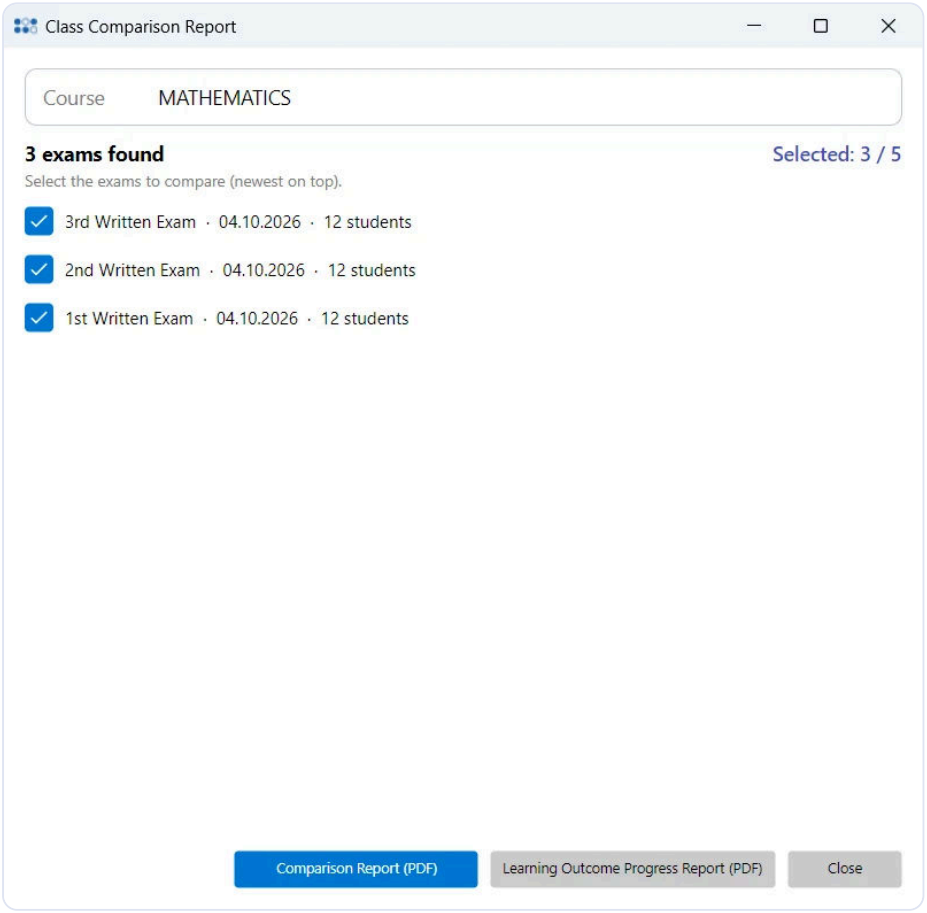
BEFORE YOU START

- At least two exams of the same course and term saved to Grades (Optical Scanning → Save Results).
- For learning outcome progress, the questions must have learning outcomes: in the question bank or in the Learning Outcomes section of the Answer Key screen (see Assigning learning outcomes to questions).
- For mock exam progress, at least two saved mock exams.

1 Open the comparison window

On the home page click **Grades** → **Single-subject exam** and choose the term and course at the top. Click an exam in the list on the left (the Reports menu is disabled while Show All Grades is on) and choose **Reports** → **Comparison**.

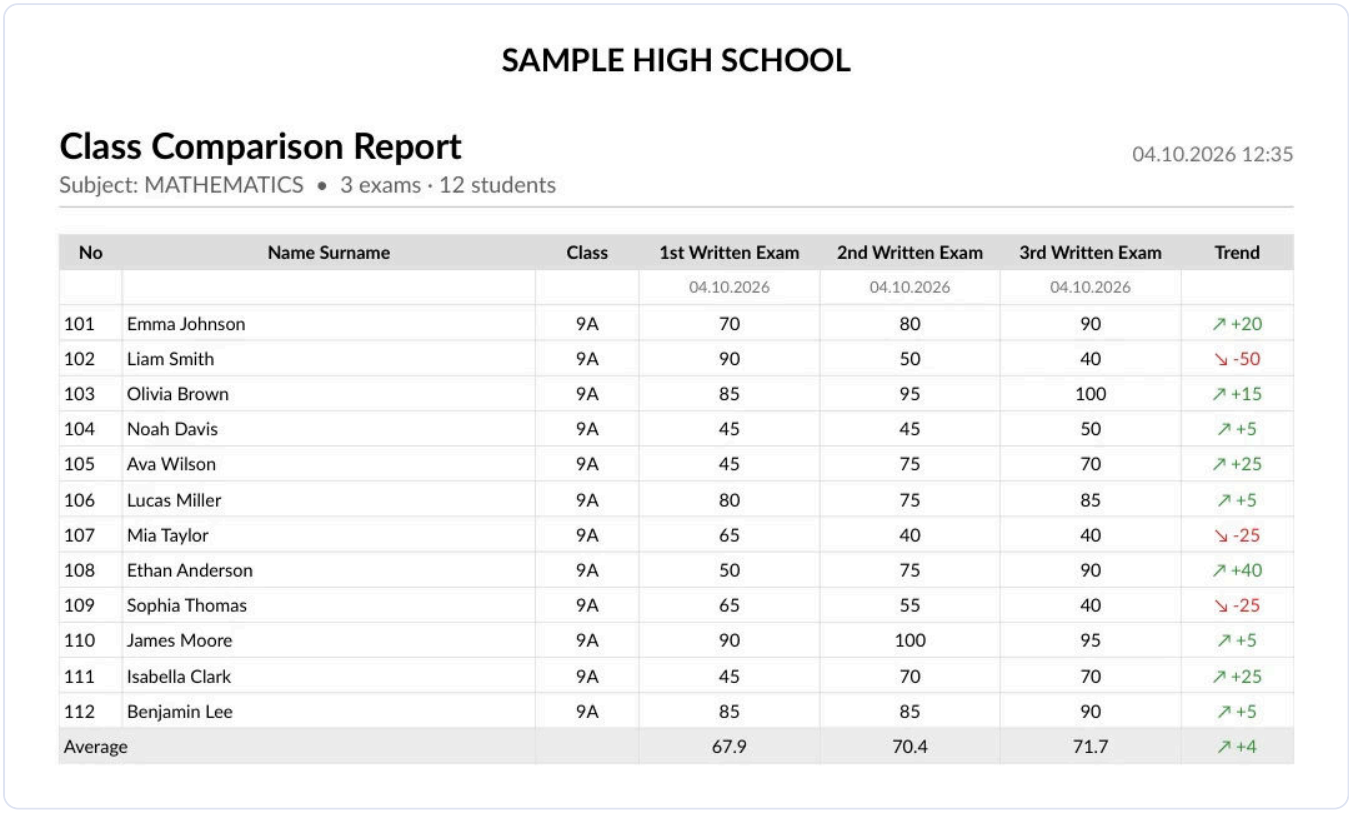
The **Class Comparison Report** window that opens lists the exams of that course, newest at the top. Tick the ones you want to compare: at least 2, at most 5 exams. Then choose one of the two reports.



2 Class Comparison Report

Comparison Report (PDF) puts each student's scores in the selected exams side by side. The exams are in date order from left to right; at the bottom is each exam's class average.

The **Trend** column is the difference between the first and the last exam: a green ↗ shows a rise, a red ↘ a fall, a grey → no change. The trend on the average row is the class's overall direction. You immediately see a student whose score dropped in one exam and then recovered from the middle columns, and one who keeps falling from the trend.



SAMPLE HIGH SCHOOL

Class Comparison Report

04.10.2026 12:35

Subject: MATHEMATICS • 3 exams · 12 students

No	Name Surname	Class	1st Written Exam	2nd Written Exam	3rd Written Exam	Trend
			04.10.2026	04.10.2026	04.10.2026	
101	Emma Johnson	9A	70	80	90	↗ +20
102	Liam Smith	9A	90	50	40	↘ -50
103	Olivia Brown	9A	85	95	100	↗ +15
104	Noah Davis	9A	45	45	50	↗ +5
105	Ava Wilson	9A	45	75	70	↗ +25
106	Lucas Miller	9A	80	75	85	↗ +5
107	Mia Taylor	9A	65	40	40	↘ -25
108	Ethan Anderson	9A	50	75	90	↗ +40
109	Sophia Thomas	9A	65	55	40	↘ -25
110	James Moore	9A	90	100	95	↗ +5
111	Isabella Clark	9A	45	70	70	↗ +25
112	Benjamin Lee	9A	85	85	90	↗ +5
Average			67.9	70.4	71.7	↗ +4

3 Learning Outcome Progress Report

Learning Outcome Progress Report (PDF) compares the same exams, this time outcome by outcome: each row is a learning outcome, the columns hold the class's success percentage in that outcome, and the trend is on the far right. If an outcome was asked only in some exams, only those exams' columns are filled.

The report shows whether revision worked: if success rises in an outcome you revised, the trend is green; outcomes that stay flat are the subject of the next revision.

SAMPLE HIGH SCHOOL

Class Outcome Progress

04.10.2026 12:36

Subject: MATHEMATICS • 3 exams · 12 students

Outcome	1st Written Exam	2nd Written Exam	3rd Written Exam	Trend
	04.10.2026	04.10.2026	04.10.2026	
Sets	73%	78%	70%	↘ -3
Equations and inequalities	67%	65%	67%	→ 0
Exponents	70%	72%	77%	↗ +7
Triangles	62%	67%	73%	↗ +12

Tip · Learning outcomes are entered for a question in the question bank or when setting up the answer key (Answer Key screen → Learning Outcomes). Exams without outcomes stay empty in this report; the Comparison Report still works.

4 See progress at a glance in the class list

When you select a class in **Class Lists**, each student's row has a small chart in the **Progress** column: the student's saved exam scores are drawn in date order. If the last score is higher than the first the line is green, if lower red, if the same grey. The chart appears for students with at least two exams.

This column shows the scores of single-subject exams at the time of saving; it does not separate courses and does not include mock exams. For course-by-course detail and mock exams, open the student's exam archive.

SAMPLE HIGH SCHOOL
9A CLASS LIST (12 students)

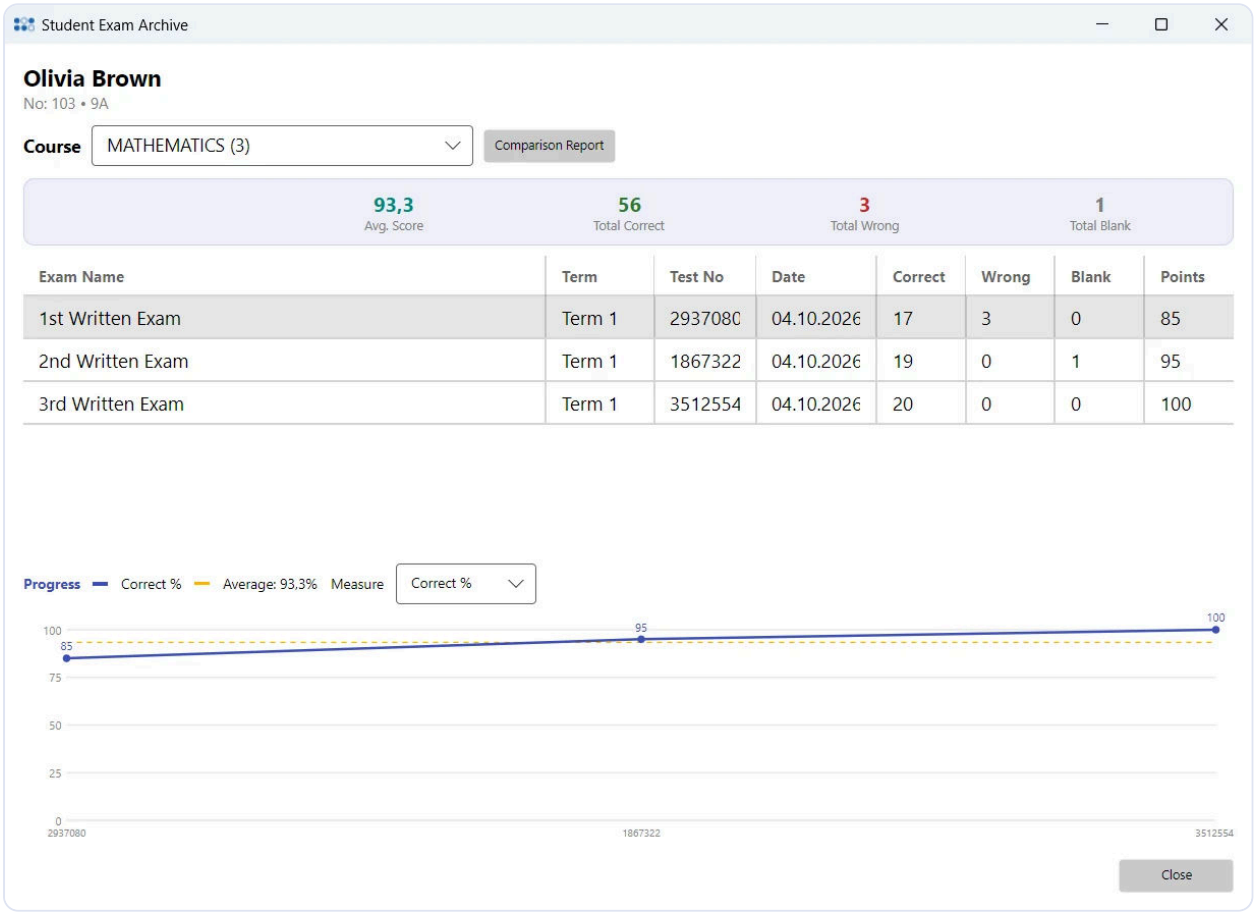
No.	Full Name	Progress
101	Emma Johnson	
102	Liam Smith	
103	Olivia Brown	
104	Noah Davis	
105	Ava Wilson	
106	Lucas Miller	
107	Mia Taylor	
108	Ethan Anderson	
109	Sophia Thomas	
110	James Moore	
111	Isabella Clark	
112	Benjamin Lee	

5 Open the student's exam archive

In the class list double-click the student's row (or right-click and choose **Exam archive and progress chart**). In the **Student Exam Archive** window choose the course from the **Course** list at the top; the number in brackets is the number of exams in that course.

The window has a summary at the top (average score; total correct, wrong, blank; average net for exams where net is calculated), the exam table in the middle and the progress chart at the bottom. The dashed orange line in the chart is the student's average. From the **Measure** list you can choose to draw the chart by **Correct %**, **Net %** or **Points**.

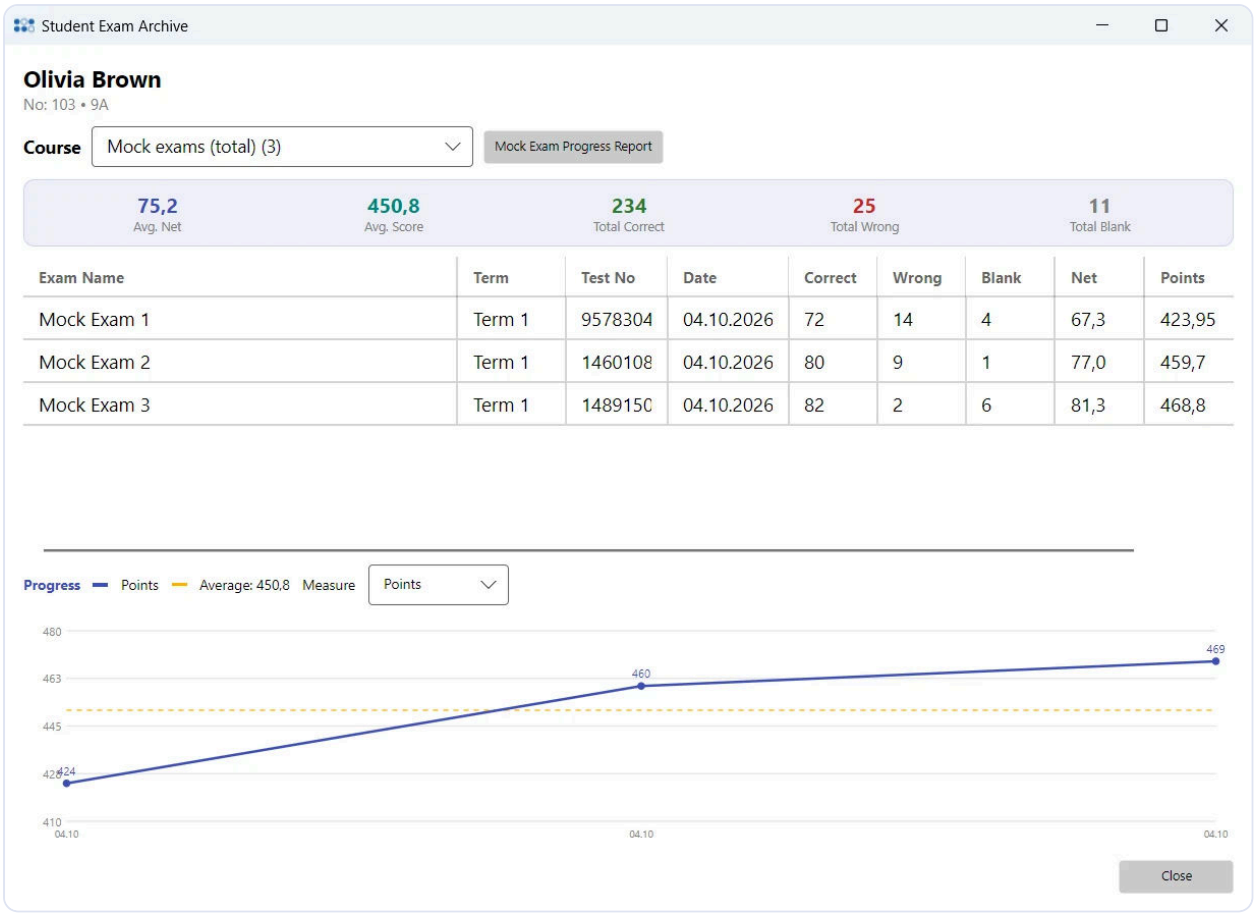
The **Comparison Report** button in the window opens the same comparison window, this time for this student only: the Student Comparison Report gives each exam's score and the difference from the previous one, and the Learning Outcome Progress Report the change in the student's outcome success from exam to exam. It is suitable to take to a parent meeting.



6 Follow the trend in mock exams

At the end of the course list there are separate rows for mock exams: **Mock exams (total)** shows all of the student's mock exams with total net and score, and rows such as **Mock · TÜRKÇE** and **Mock · MATEMATİK** show a single course. This way the answers to both "how is their LGS going" and "which course are they losing points in" are visible in the same window.

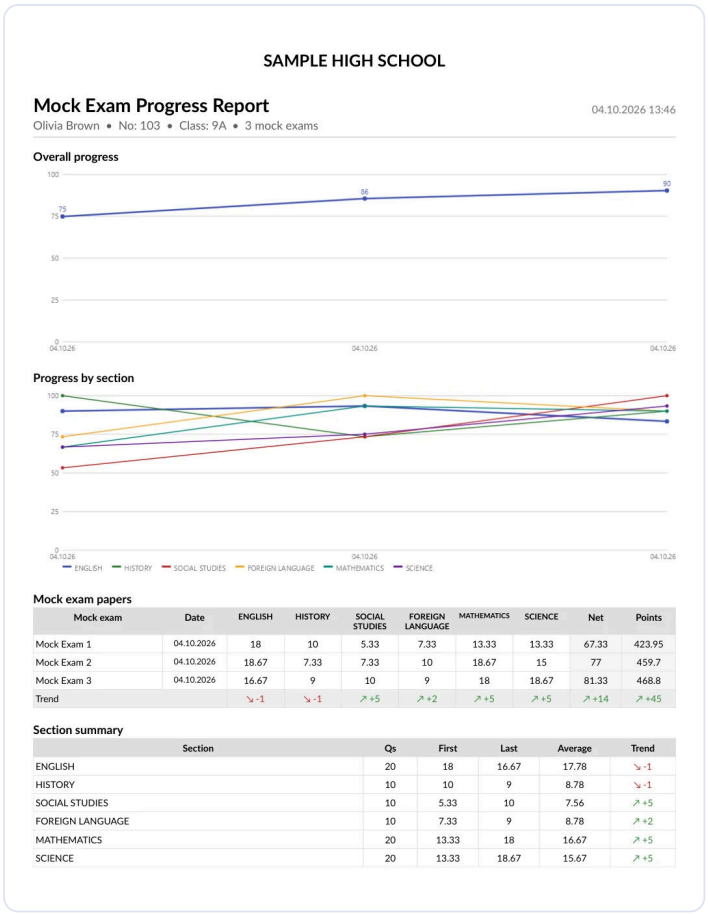
While Points is selected, the chart draws scores in the hundreds (as in LGS) within the series' own range; small improvements are visible too.



7 Mock Exam Progress Report

While mock exams are selected, the **Mock Exam Progress Report** button in the window collects all of the student's mock exams in a single PDF:

- **Overall progress** — the total score chart across mock exams.
- **Progress by section** — each course's success line on the same chart; which course rises and which falls is read from the colours.
- **Mock exam papers** — each mock exam's per-course net, total net and score; at the bottom the trend relative to the first mock exam.
- **Section summary** — each course's number of questions, first and last net, average and trend.



SAMPLE HIGH SCHOOL

Mock Exam Progress Report

04.10.2026 13:46

Olivia Brown • No: 103 • Class: 9A • 3 mock exams

Overall progress

Progress by section

ENGLISH HISTORY SOCIAL STUDIES FOREIGN LANGUAGE MATHEMATICS SCIENCE

Mock exam papers

Mock exam	Date	ENGLISH	HISTORY	SOCIAL STUDIES	FOREIGN LANGUAGE	MATHEMATICS	SCIENCE	Net	Points
Mock Exam 1	04.10.2026	18	10	5.33	7.33	13.33	13.33	67.33	423.95
Mock Exam 2	04.10.2026	18.67	7.33	7.33	10	18.67	15	77	459.7
Mock Exam 3	04.10.2026	16.67	9	10	9	18	18.67	81.33	468.8
Trend		↘ -1	↘ -1	↗ +5	↗ +2	↗ +5	↗ +5	↗ +14	↗ +45

Section summary

Section	Qs	First	Last	Average	Trend
ENGLISH	20	18	16.67	17.78	↘ -1
HISTORY	10	10	9	8.78	↘ -1
SOCIAL STUDIES	10	5.33	10	7.56	↗ +5
FOREIGN LANGUAGE	10	7.33	9	8.78	↗ +2
MATHEMATICS	20	13.33	18	16.67	↗ +5
SCIENCE	20	13.33	18.67	15.67	↗ +5

COMMON ISSUES

For comparison it says "Select at least 2 exams to compare".

Comparison is made between exams of the same course and term. Check that the right course and term are selected on the Grades page and that a second exam is saved for that course.

The Learning Outcome Progress Report comes out empty.

No learning outcomes were entered for the questions of the selected exams. Enter them in the question bank or in the Learning Outcomes section of the Answer Key screen.

There is no progress chart on a student's row.

The chart is drawn for a student with at least two saved exam scores. If the student's number was misread during scanning, the results may have been written to another number; check on the Grades page.

Some exams appear in the archive with a warning that their answer sheet was deleted.

The answer form of those exams was deleted from Saved Answer Forms. The saved score is shown but excluded from the summary and chart, because it cannot be recalculated with the current key.

SECTION

Account and Sync

Installation, updates, account and syncing across devices.

- Installation, updates and moving to a new computer
- Account, school code and syncing
- Moving to a new computer
- General settings: language, theme, institution name, password

ACCOUNT AND SYNC

Installation, updates and moving to a new computer

HazırTest runs on Windows, macOS and Pardus (Linux). Installation takes a few minutes, does not ask for an administrator password (except on Pardus) and updates arrive by themselves. On this page you will find how to choose the right package, the warnings during installation, how updating works and how to move all your data to a new computer.

BEFORE YOU START

- Windows 10/11, macOS, or Pardus 23 and later (other Debian/Ubuntu-based distributions work too).
- An internet connection for installation and the first sign-in.

1 Choose the right package

In the download section of the hazirtest.com home page each operating system has a large download button; for most computers that is the right package. The **Other downloads…** link opens the other options:

- **Windows** — the x64 installer (.exe) is for computers with Intel and AMD processors. If you have a laptop with a Snapdragon processor (ARM64), choose the ARM64 installer. You can find out which one you have on the **System type** line in Windows Settings → System → About.
- **macOS** — choose the Apple Silicon package for newer Macs (M1, M2, M3…) and the Intel package for Macs with Intel processors from before 2020. If "Chip" starts with Apple M in the Apple menu → **About This Mac** window, it is Apple Silicon.
- **Pardus / Linux** — the .deb package is for Pardus and Debian/Ubuntu-based distributions; amd64 is for ordinary computers, arm64 for smart boards with ARM processors. The AppImage package needs no installation and also runs on other Linux distributions.
- **Portable package (.zip)** — runs from a folder without installation. On Windows it also keeps your settings and data next to itself, so it is suitable for carrying the program together with its data on a USB stick (see the "Use the portable version on a USB stick" step below). If you will use it on a single computer, prefer the installer.

2 Install on Windows

Double-click the **HazirTest-win-Setup.exe** file you downloaded. The installer does not ask for administrator permission and installs into your own user account; when finished the program opens and shortcuts are added to the desktop and the Start menu.

If Windows shows the "Windows protected your PC" warning, click **More info**, then **Run anyway**. This is a general warning Windows shows for files with few downloads, such as newly released programs.

3 Install on macOS

Double-click the **.pkg** file you downloaded and follow the steps of the installer; HazırTest is installed in the **Applications** folder. The package is approved by Apple (notarised); no extra security setting is needed.

4 Install on Pardus

Double-click the **.deb** file you downloaded; the package installer opens, press **Install** and enter your password. If you prefer the terminal, run this in the folder where the file is: **sudo apt install ./hazirtest_…_amd64.deb** (replace the file name with the one you downloaded). The required system libraries (WebKitGTK, Tesseract) are installed automatically.

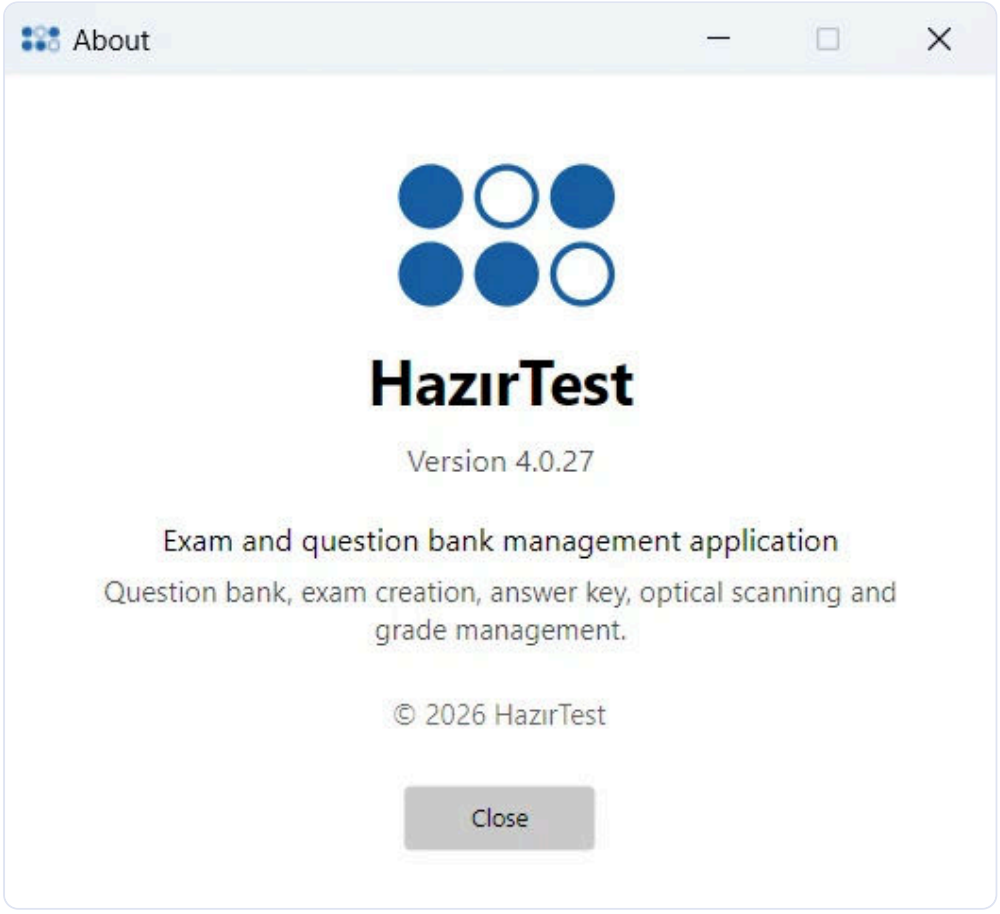
If you use the **AppImage**, right-click the file and make it **executable** from Properties → Permissions (or run **chmod +x HazirTest-linux-x64.AppImage** in the terminal) and open it by double-clicking.

5 Updates arrive by themselves

With the Windows, macOS and AppImage installations, the program checks for a new version every time it opens. If there is one, it downloads it in the background; the window title says "Downloading new version …" and you keep working. When the download finishes the title says "will be installed on exit": when you close the program the update is installed silently and the new version runs at the next start. On the first start after an update, the **What's new in this version** window lists the changes.

With the **Pardus (.deb)** installation the system itself does the updating: the .deb package adds HazırTest's package repository to the system. When a new version is released, the program lets you know; open the **Software Updater** or run **sudo apt update && sudo apt upgrade** in the terminal.

To see the installed version, click **Account** → **About**.

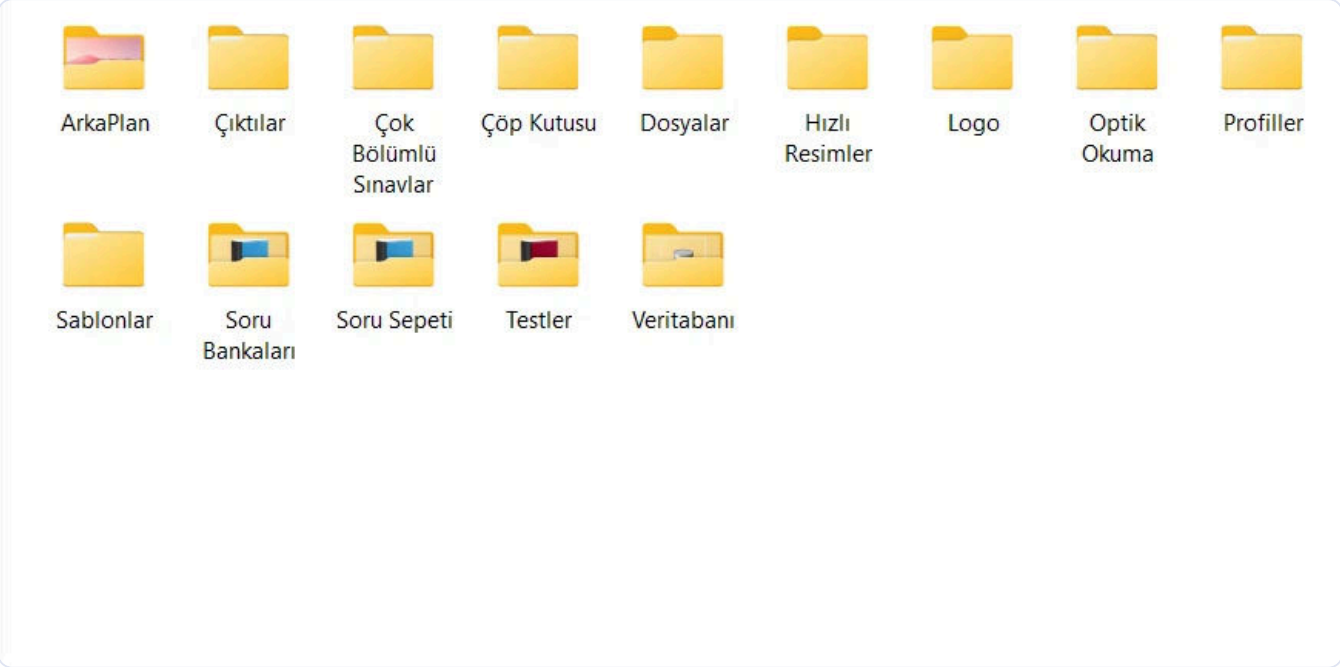


Tip · The update can take a few minutes in the "preparing to install" stage; you can keep using the program meanwhile. As long as you do not close it, the update is not installed.

6 Where is your data kept?

The program files and your data are in separate places; updating or reinstalling the program does not touch your data. All your data is in the **HazırTest** folder in your user folder (on Windows C:\Users\<your name>\HazırTest; in the portable version in the **Veri** folder next to the program, see the next step). The folder names are in Turkish:

- **Soru Bankaları** (Question Banks) — your question banks (.hzb files).
- **Veritabanı** (Database) — exams, answer keys, class lists, grades and mock exams.
- **Çıktılar** (Outputs) — the produced Word exam papers, PDF optical forms and reports.
- **Sablonlar** (Templates), **Logo**, **Testler** (Tests), **Çok Bölümlü Sınavlar** (Multi-section exams), **Çöp Kutusu** (Recycle Bin) and other folders.



Tip · You can also reach the folder from the program: the Account → Folders menu opens the Question Banks, Outputs, Templates and Databases folders directly.

7 Use the portable version on a USB stick (Windows)

From HazırTest 4.0.28 on, the Windows portable package (**HazirTest-win-Portable.zip**) keeps its settings and data next to the program: your question banks, exams, class lists and settings travel with the stick from computer to computer.

- Extract the zip file into a folder on your USB stick and double-click the **HazirTest** application in that folder. Sign in with your account on the first launch.
- The data is kept in the **Veri** folder inside the folder you extracted. Even if the stick gets a different drive letter (E:, F:…) on another computer, the program finds its data.

- Updates arrive by themselves as in the installed version; an update only replaces the program files and does not touch the Veri folder.
- The portable version starts empty and does not take over the data of a HazırTest installed on the computer. If you want to use it, open the data location with **Settings → Save Folder → Open folder**, close the program and copy the contents of the HazırTest folder in your user folder there.
- Back up the stick regularly: if it is lost or damaged, your data goes with it. Saved AI API keys and university information system (UNIPA, e-Kampüs) passwords are protected with a key stored on the stick; if the stick falls into someone else's hands, this information can be read.
- The installed and the portable version cannot be open at the same time on the same computer. The portable version does not register .hzb files on the computer to open with a double-click; open files from within the program.
- Each computer counts as a separate device; for example, the free usage allowance is per computer.

Tip · In the portable version a folder cannot be chosen in Settings → Save Folder; the information box on the screen tells you where the data is kept. The macOS and Pardus packages do not behave this way.

8 Move to a new computer

The easiest way is to move the whole HazırTest folder:

- On the old computer close HazırTest and copy the whole **HazırTest** folder in your user folder to a USB stick or external drive.
- Install HazırTest on the new computer, open it once, sign in with your account and close it.
- Paste the **HazırTest** folder you copied into your user folder on the new computer; confirm overwriting files with the same names.
- Open HazırTest: your question banks, exams, class lists and mock exams are in place. You need to sign in with the same account, because the database is kept separately per account.

Tip · The full list of what comes from the cloud and what must be moved with the folder, and a checklist: Moving to a new computer.

9 Settings that are not moved, and the cloud

On Windows the program settings (interface language, theme, institution name, your AI API keys…) are not in the HazırTest folder but in the program's own folder; set them up once again in Settings on the new computer. On macOS and Pardus the settings are also in the HazırTest folder and move with it. In the Windows portable version the settings are in the Veri folder and travel with the stick.

If you cannot move the folder, cloud synchronisation also does the job: when you sign in with the same account on the new computer, exams, answer keys, class lists and scan results come down from the cloud. Question banks and mock exams scanned on the desktop, however, do not go to the cloud; move the banks with Export / Import (see Backing up and restoring a question bank).

10 Uninstalling the program

Windows: find HazırTest in Settings → Apps → Installed apps and click **Uninstall**. **macOS**: drag HazırTest in the Applications folder to the Trash. **Pardus**: remove it from the application manager or run **sudo apt remove hazirtest**.

Uninstalling deletes the program and, on Windows, the program settings; your HazırTest data folder (question banks, exams, outputs) stays in place. If you want to delete it too, delete the folder by hand.

COMMON ISSUES

The program does not open after installation, or closes immediately.

Restart the computer and try again. On Windows, if you installed the wrong architecture package (e.g. ARM64 on an Intel computer), reinstall with the right package. If the problem persists, write to us from the support page.

A "save folder could not be found" warning appears at startup.

The folder you chose in Settings → Save Folder cannot be reached; usually it is on a USB stick that is not plugged in, or the stick got a different drive letter on this computer. The program opens this session with the HazırTest folder in your user folder but does not change your setting: plug in the stick and restart the program. If you use the stick on different computers, prefer the portable version; with it the drive letter does not matter.

The program does not update.

The update is installed only when the program is closed; if the title says "will be installed on exit", close the program and open it again. If the school network blocks access to GitHub, download the new version from the site and run the installer over the existing one; your data is not deleted.

On Pardus I get an "unmet dependencies" error.

Install the package with the package installer or with "sudo apt install ./file.deb"; "dpkg -i" does not download the required libraries by itself. Running "sudo apt update" first also helps.

I moved the folder but my class lists and exams do not appear.

Make sure you signed in on the new computer with the account from the old one; the database is kept separately per account. Check that you copied the folder while HazırTest was closed and pasted it over the HazırTest folder in your user folder.

ACCOUNT AND SYNC

Account, school code and syncing

A HazırTest account is free and does three jobs: your test production and optical scanning allowance is assigned to your account (on the free plan also to the computer you use), your school's licence is linked to your account, and your exams and class lists are synchronised between your computers and your phone. This page covers opening an account, activating a school code and how synchronisation works.

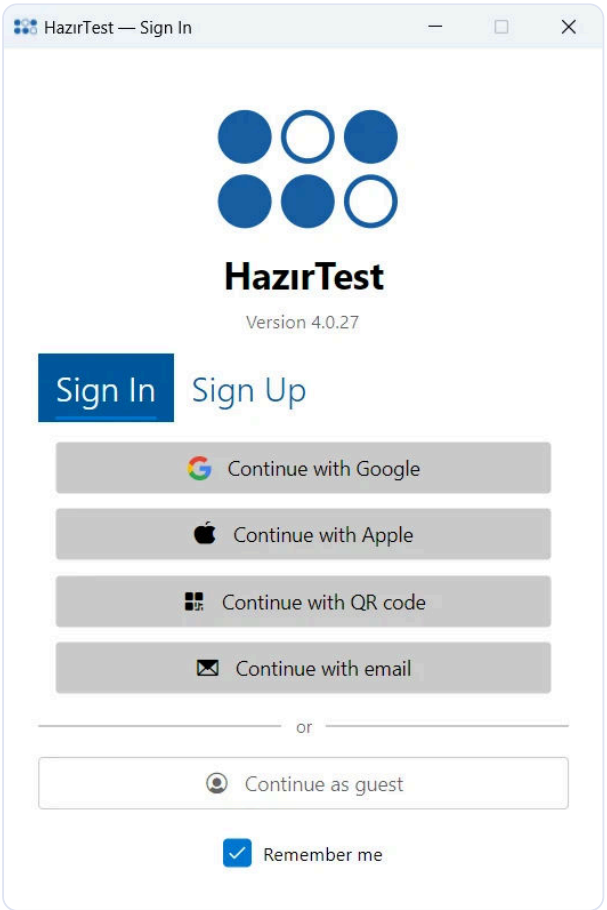
BEFORE YOU START

- An internet connection and an email address (or a Google / Apple account).

1 Open the sign-in window

On the home page click the **Account** button at the top right and choose **Login** on the first line of the menu. The window has four ways to sign in: **Continue with Google**, **Continue with Apple**, **Continue with QR code** and **Continue with email**.

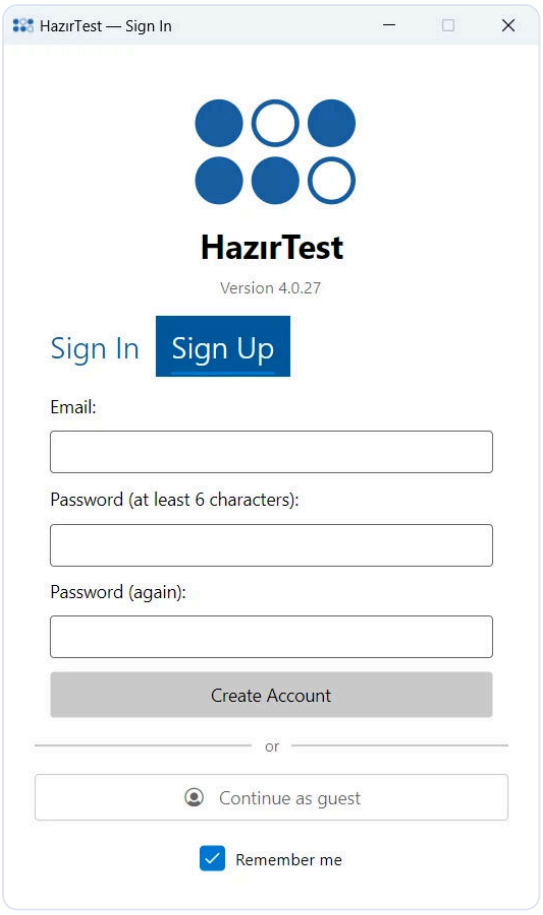
If you want to try without opening an account, you can press **Continue as guest**; as a guest test production is disabled, and only answer forms can be prepared on the Answer Forms screen.



2 Create an account with email

Go to the **Sign Up** tab, type your email address and a password of at least 6 characters twice, and press **Create Account**. A verification link arrives in your email; after clicking the link, sign in with your email and password on the **Sign In** tab.

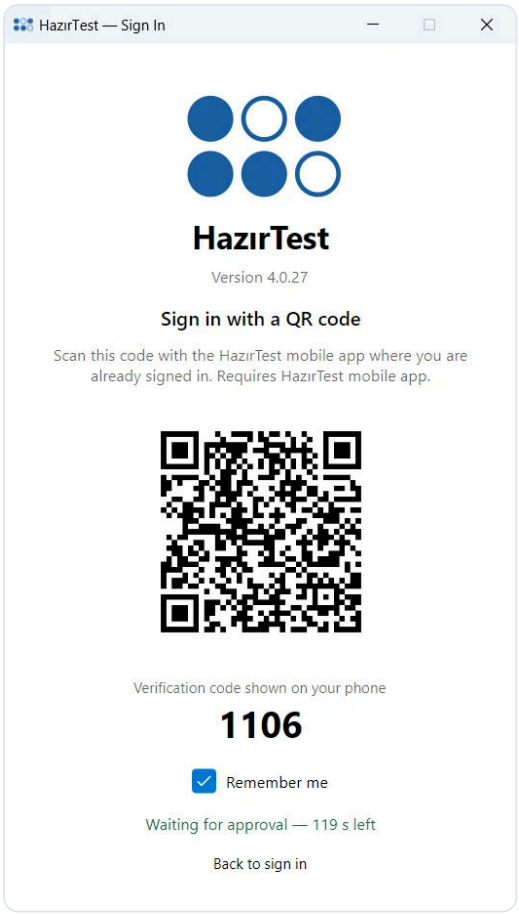
If you continue with Google or Apple, your browser opens; when you choose your account there, the program signs in by itself and you do not set a separate password.



Tip · If you opened your account with Google, use **Continue with Google** for later sign-ins too; the email and password boxes do not work for that account.

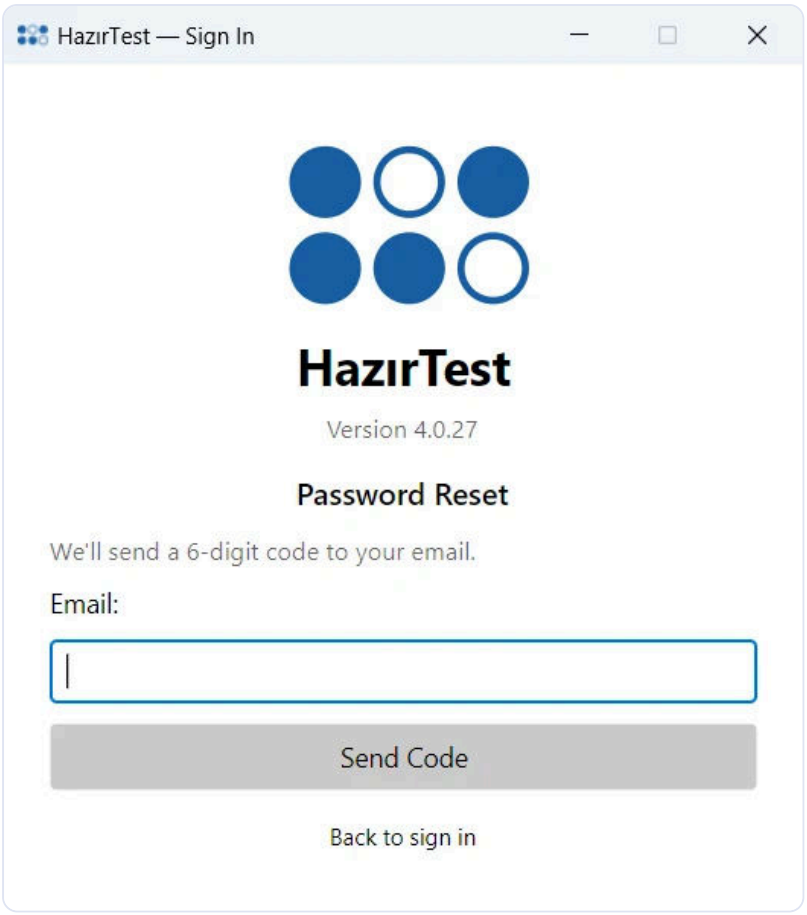
3 Sign in with the QR code from your phone session

If you are already signed in to HazırTest Mobile, you do not need to type a password: press **Continue with QR code** and scan the QR code on screen with the phone app. If the verification code shown on the phone matches the one on screen, confirm; the computer is signed in.



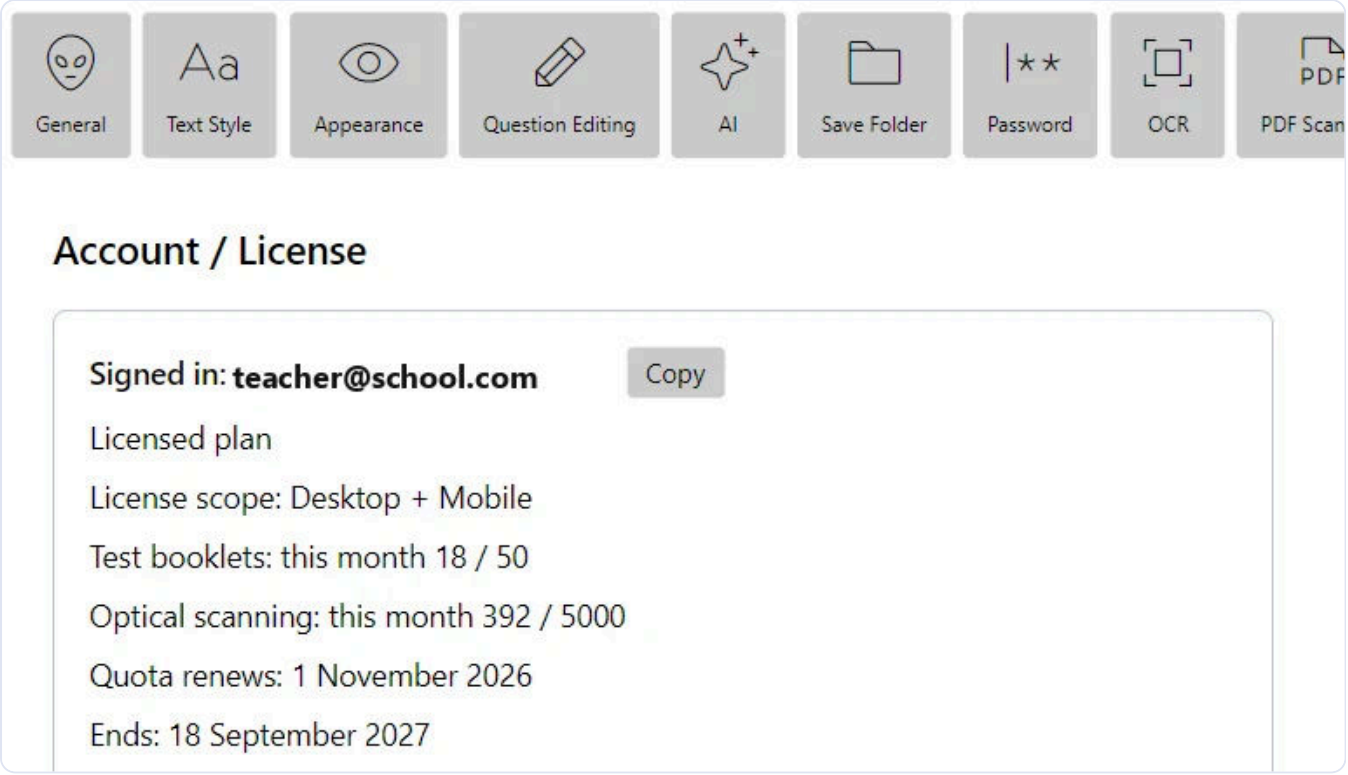
4 Reset your password if you forgot it

In the sign-in window click **Forgot my password**, type your email address and press **Send Code**. Enter the 6-digit code that arrives in your email and your new password, then press **Reset Password**. If the code does not arrive, check your spam folder or use **Resend Code**.



5 See your account and remaining allowance

After signing in, your email address is shown on the first line of the **Account** menu; clicking it opens the **Account** section of **Settings**. Here you see your plan (free or licensed), the number of test booklets you produced and optical scans you made this month, the date the quota renews and, if you have one, the expiry date of your licence.



6 Activate the school code

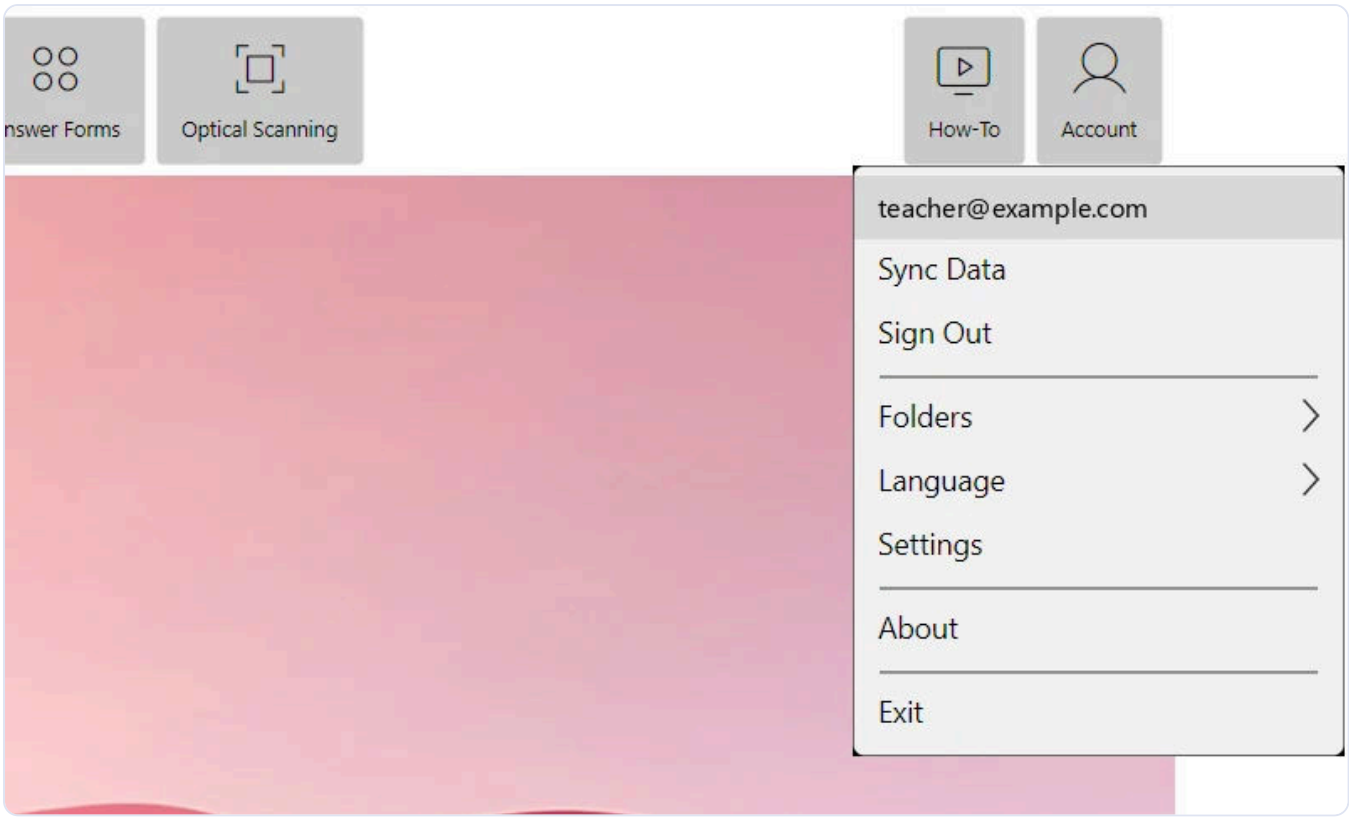
If your school bought a HazırTest licence, you are given a code. Type the code into the **School Code** box in the same **Account** section and press **Activate**. The licence is linked to your account: it is valid on every computer you sign in to with the same account, and you do not need to enter the code again.

> **Tip** · If the code looks invalid, first ask the person in charge at your school to check the code's validity period and the number of remaining seats.

7 Synchronise your data

Synchronisation works by itself: from the moment you sign in, your changes are sent to the cloud in the background, and changes from your other devices come down to this computer. To synchronise without waiting, click **Account** → **Sync Data**; the program reports how many records were sent and received.

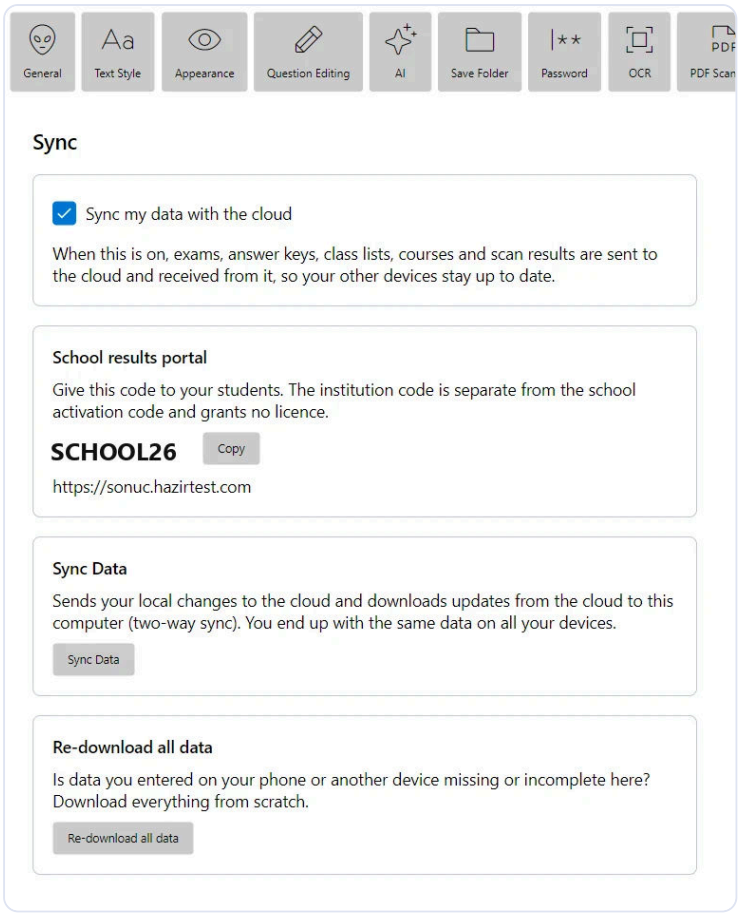
What is synchronised: exams and answer keys, class lists, courses and optical scanning results. This way you can scan an exam prepared on the computer with the phone, and report on the computer the papers you scanned with the phone.



8 Turn synchronisation off, or re-download everything

The **Settings** → **Sync** section has two settings. If you turn off **Sync my data with the cloud**, exam and class information neither leaves this computer nor comes from the cloud; your changes are kept and sent when you turn the box on again.

If data you entered on the phone or another computer is missing here, **Re-download all data** downloads everything in your account from the cloud from scratch. No data on this computer is deleted.



COMMON ISSUES

My question banks do not appear on the other computer.

Question banks are not synchronised; they stay on your computer as files. To move one to another computer, export the bank and import it there (see Backing up and restoring a question bank). Optical form templates and the saved mock exam results on the Mock exams page also stay only on the computer where they were saved.

It says "Email or password is incorrect" but I am sure of my password.

You may have opened your account with Google or Apple; go back to sign-in and use that button. If you signed up with email, you must have clicked the verification link. If you are not sure, set a new password with Forgot my password.

Can I use the program without internet?

The question bank, question editing and viewing saved results work offline. Producing tests needs the internet; because your optical scanning allowance is counted on the server, being connected while scanning is recommended. If your licence cannot be verified for more than 30 days, the program asks you to connect to the internet again.

If I sign out, is my data deleted?

No. Sign Out only ends the session; your data stays in your account and comes back when you sign in again. Permanently deleting the account and the data in the cloud is a separate operation: Delete account in the Settings → Account section.

Can I use the same account on my school and home computers?

Yes. Sign in with the same account on both computers; exams, class lists and results are synchronised. Your allowance is shared between the two computers: on a licensed account the allowance is tied to the account and is used from whichever computer you use. On the free plan the allowance is tied to both the account and the computer: together on two computers you have a one-time allowance of 10 test booklets and 100 optical scans per month, and other free accounts opened on the same computer share that computer's allowance.

ACCOUNT AND SYNC

Moving to a new computer

HazırTest's data is kept in two places: some of it is synchronised to the cloud with your account and arrives the moment you sign in on the new computer, while the rest is only in the HazırTest folder on your computer. The loss teachers who change computers run into most often comes from the second group: "my exams came over but my question banks are missing". This page shows which is which in a single table and explains the move step by step.

BEFORE YOU START

- Access to the old computer one last time (or a backup of the HazırTest folder).
- A USB stick, external drive or cloud drive to move the folder.
- The email and password of your HazırTest account.

1 What comes from where?

When you sign in with the same account on the new computer, the first part of the table arrives by itself; the second part you need to move with the folder:

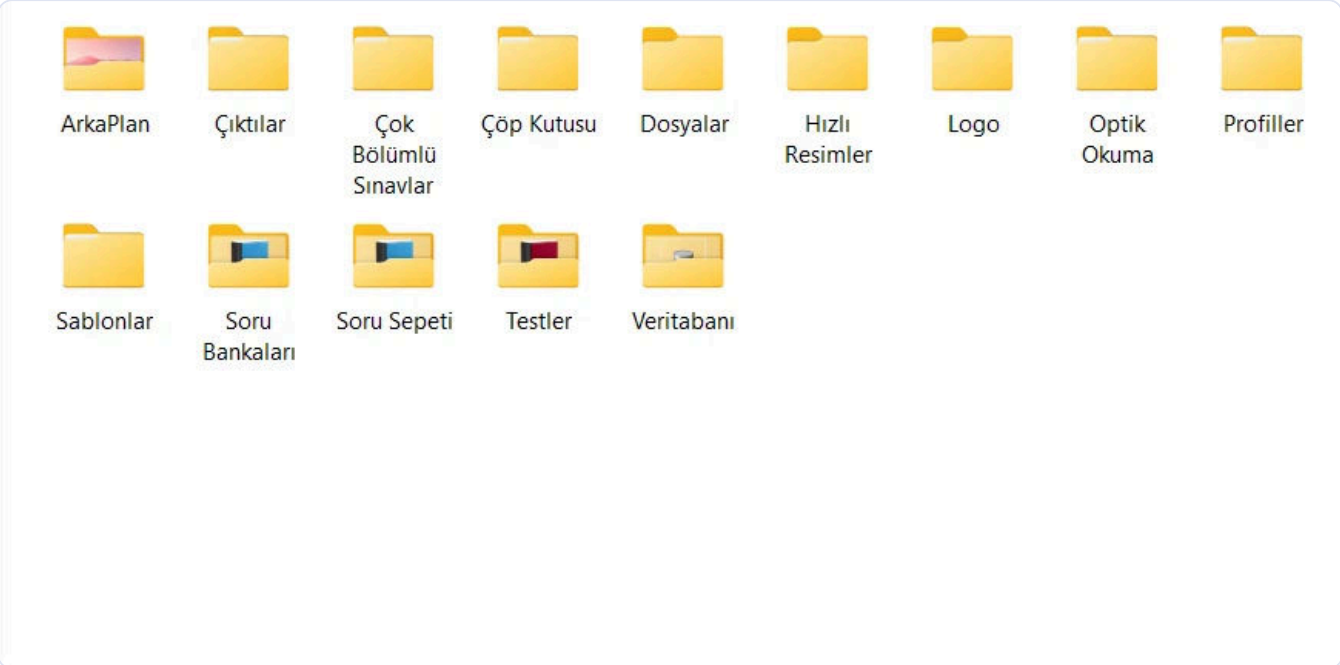
Data	How is it moved?	Note
Exams and answer keys	Comes from the cloud	Synchronisation must be on in Settings → Sync
Class lists and courses	Comes from the cloud	
Scan results (Grades)	Comes from the cloud	Including those scanned with the phone
Licence and school code	Comes with the account	You do not need to enter the code again
Question banks	**With the HazırTest folder**	Never goes to the cloud; this is the data lost most often
Saved mock exams (Mock exams page)	**With the HazırTest folder**	Multi-subject mock exam results are not synchronised
Optical form templates	**With the HazırTest folder**	Sablonlar\Optik Form; needed to scan mock exams
Your Word templates and appended documents	**With the HazırTest folder**	Sablonlar\Word and Sablonlar\Imza
Mock exam section banks	**With the HazırTest folder**	Çok Bölümlü Sınavlar folder
Encrypted tests	**With the HazırTest folder**	Testler folder
Produced Word files, PDFs and reports	**With the HazırTest folder**	Çıktılar folder

Data	How is it moved?	Note
Institution logo	With the HazırTest folder	Logo folder
Settings (language, theme, institution name, AI keys, startup password)	Set up again on Windows	Come with the folder on macOS and Pardus

2 On the old computer: a last sync and copying the folder

Open HazırTest and press **Account** → **Sync Data**; any pending change goes to the cloud. Then close the program.

Copy the whole **HazırTest** folder in your user folder (on Windows C:\Users\<your name>\HazırTest) to a USB stick or external drive. If you changed the folder's location in **Settings** → **Save Folder**, copy the folder shown there; the **Account** → **Folders** menu also opens the folder.



Tip · If you are giving up the old computer, do not leave it without taking this copy: there is no other copy of the question banks and mock exams.

3 On the new computer: install, sign in, put the folder in place

- Install HazırTest (Installation, updates and moving to a new computer), open it once, sign in with the same account and close it.
- Paste the **HazırTest** folder you copied into your user folder; confirm overwriting files with the same names.
- Open HazırTest. Your question banks, templates and mock exams are in place; your exams and class lists also come down from the cloud.

Tip · The database is kept separately per account. Sign in on the new computer with the account you worked with on the old one; if you sign in with another account, your data stays in the folder but does not appear on screen.

4 If you cannot move the folder

If the old computer broke or is no longer available, signing in on the new computer brings back the synchronised part of the table: exams, answer keys, class lists and grades. The only way to rescue question banks is a backup; export your banks regularly and keep them somewhere else (Backing up and restoring a question bank).

If synchronised data looks incomplete, **Settings** → **Sync** → **Re-download all data** downloads everything in your account from the cloud from scratch (Account, school code and syncing).

5 Final check: settings and connections

On Windows the settings are not in the HazırTest folder but in the program's own folder, so review them once on the new computer (General settings: language, theme, institution name, password):

- **Language** and **Appearance** preferences, **Interface Scale**.
- **Institution Info** — type the institution name again; the logo file comes with the folder, and if it does not appear, choose it from the HazırTest\Logo folder with Choose Logo.
- **AI** — if you use your own API keys, enter them again.
- **Startup Password** — if you use one, set it again.
- **Unipa / e-Kampüs** saved password — asked again at the next import.
- The Word template selected in the **Create Exam** panel — the template file comes with the folder but must be selected again.
- **Phone** — if HazırTest Mobile is signed in with the same account, you do not need to do anything.

COMMON ISSUES

My exams came over but my question banks are missing.
Question banks do not go to the cloud. Copy the HazırTest\Soru Bankaları folder from the old computer, or take the banks with Export and add them on the new computer with Import.

The Mock exams page is empty.
Multi-subject mock exam records stay only on the computer where they were saved. Move the HazırTest folder from the old computer. If you cannot, you need to scan and save the mock exam papers again; because the exams' answer keys come from the cloud, scanning works.

I am going to scan a mock exam but my form's template is not in the list.
The mock exam's optical form template is not on the new computer. Copy the HazırTest\Sablonlar\Optik Form folder from the old computer, or save the template again from the Form Designer.

Can I keep using two computers together?
Yes. Sign in with the same account on both; exams, class lists and grades are synchronised. For question banks, treat one computer as the main one and move banks to the other by exporting; a bank edited separately in two places is not merged.

ACCOUNT AND SYNC

General settings: language, theme, institution name, password

HazırTest comes with settings that suit most users on first start, but your screen, your school and your working habits may differ. On the Settings screen you can change the program's language and colours, the text size, the school name and logo shown in reports, the startup password and where data is stored. Most changes apply immediately; you do not need to save them separately.

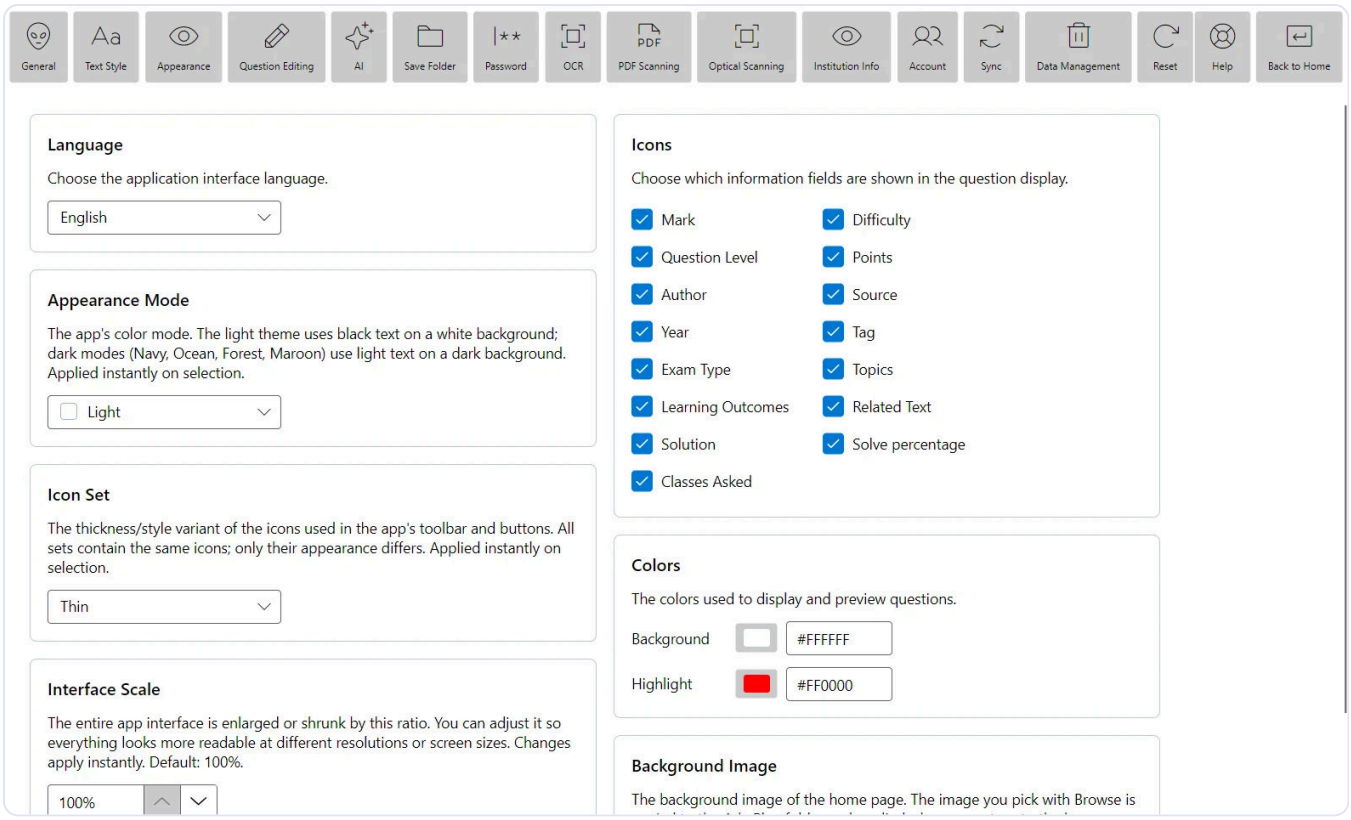
1 Open the Settings screen

Click the **Account** button at the top right of the home page and choose **Settings** from the menu. The sections are listed at the top: **General**, **Text Style**, **Appearance**, **Question Editing**, **AI**, **Save Folder**, **Password**, **OCR**, **PDF Scanning**, **Optical Scanning**, **Institution Info**, **Account**, **Sync**, **Data Management** and **Reset**. Clicking a section opens its settings below; leave with **Back to Home**.

2 Choose the language, theme and text size

The **Appearance** section gathers the settings for how the screen looks:

- **Language** — the program's interface language. There are 21 languages including Turkish, English, German, Arabic, Persian and Urdu; in right-to-left languages the screen is mirrored too. The language can also be changed from the **Language** option in the Account menu.
- **Appearance Mode** — the light theme or dark themes (Navy, Ocean, Forest, Maroon).
- **Icon Set** — the weight of the icons on the buttons.
- **Interface Scale** — enlarges or shrinks the whole program. If text stays small on small high-resolution screens or on a smart board, enlarge it here.
- **Icons** — which information appears on the question card: difficulty, points, topic, learning outcome, solution, solve percentage, classes asked… You can simplify the cards by turning off the ones you do not use.
- **Colors** and **Background Image** — the background and highlight colour of the question display, and the background image of the home page.



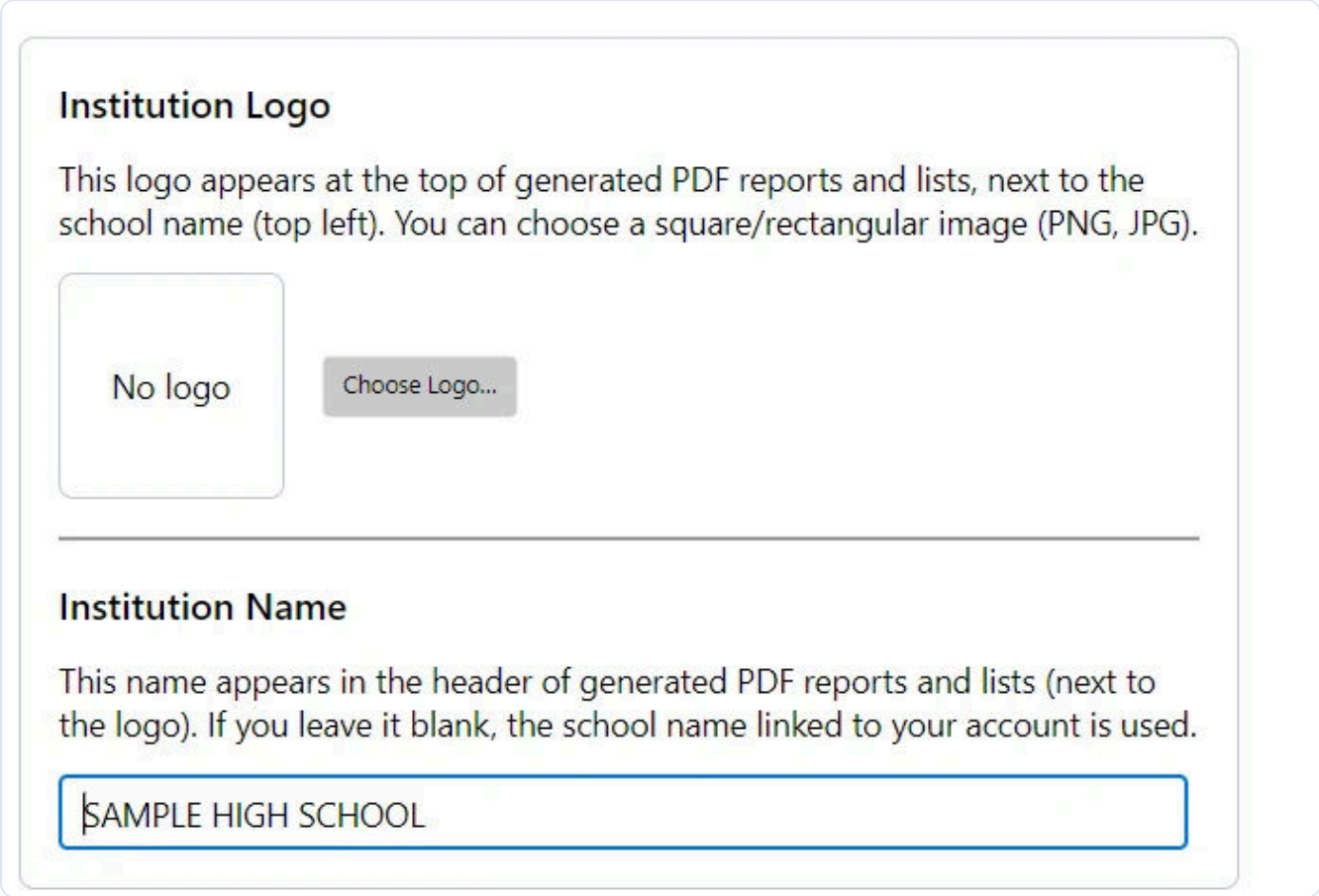
3 Set the question text and the editing screen

The **Text Style** section determines the font, size and colour in which questions are shown on screen and in the preview (the font of the Word output is on the Font tab of the Create Exam panel).

The **Question Editing** section has the width limit used by the "Shrink image" option (default 305 pixels), the height of the option boxes on the question editing screen and the font for right-to-left questions such as Arabic. The **General** section has small options such as how many seconds to wait when bulk-adding questions from PDF/Word and in automatic adding during optical scanning, and sound effects.

4 Put your school's name and logo on reports

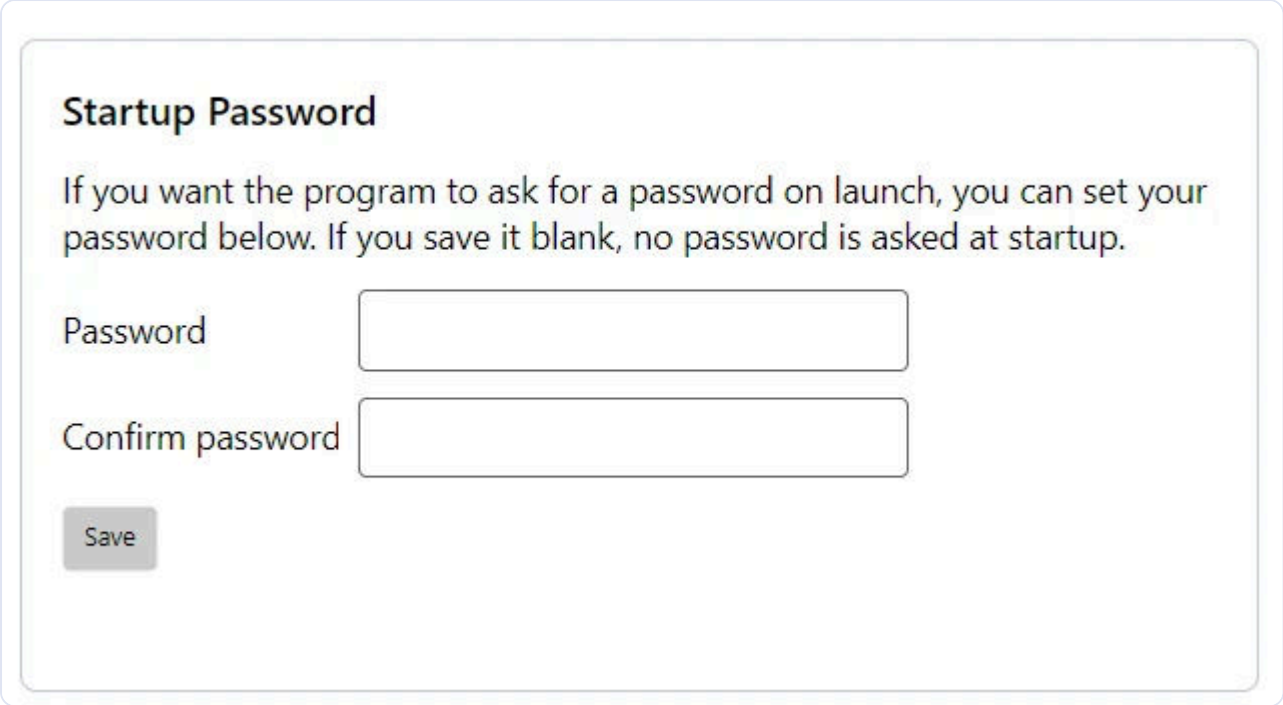
In the **Institution Info** section choose your school's logo (PNG or JPG) with **Choose Logo…** and type the **Institution Name**. This name and logo appear in the header of the produced PDF reports and lists. If you leave the institution name empty, the school name linked to your account is used.



5 Put a startup password on the program

If you share the computer with others, set a **Startup Password** in the **Password** section: type the password twice and press **Save**. The program asks for this password every time it opens. To remove the password, leave the boxes empty and save.

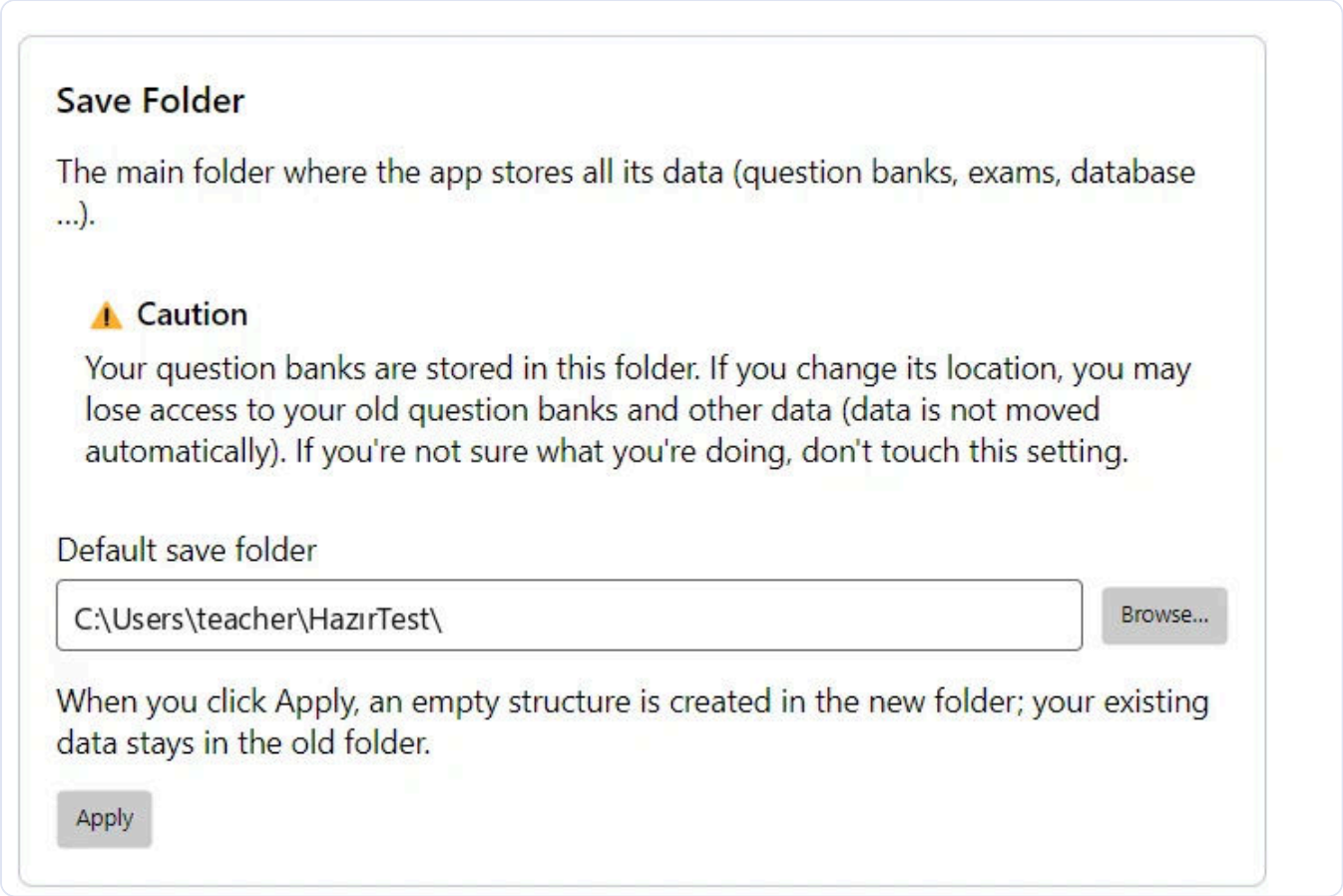
If you want to protect a single question bank, you can also give that bank its own password (see Question bank maintenance: compacting, merging, password).



6 Change the save folder only knowingly

The **Save Folder** is the main folder where the program keeps question banks, exams, outputs and the database. **Folders** in the Account menu opens the Question Banks, Outputs, Templates and Databases folders inside it directly; for example, you find the produced Word files under Outputs → Word.

When you change the folder and press **Apply**, an empty structure is set up in the new place; your existing data is not moved automatically and stays in the old folder. So if you are not sure what you are doing, do not touch this setting. To move your data to another computer, use the backup route (see Moving to a new computer).



7 Synchronisation, data management and reset

The last three sections are used less often:

- **Sync** — while **Sync my data with the cloud** is on, exams, answer keys, class lists and scan results are synchronised with your other devices (including the phone). The institution code of the school results portal and the **Sync Data** / **Re-download all data** buttons are here too (see Account, school code and syncing).
- **Data Management** — permanently deletes all answer forms, exams, grades, students and classes; it also deletes them from the cloud and the phone and cannot be undone. Use it only if you want to start everything from scratch.
- **Reset** — returns only the settings to factory values; it does not touch your data.

COMMON ISSUES

Text and buttons look very small.

Enlarge Settings → Appearance → Interface Scale. The program chooses a scale for your screen on first installation; if it still looks small, adjust it here.

I changed the language but some text is still in Turkish.

Interface text is translated into the language you choose; content you entered, such as the questions in your question banks and course and class names, stays as it is.

The school name appears wrongly in reports.

Correct the Institution Name in Settings → Institution Info. If you imported students from a university system, the school name may have been written from there automatically.

SECTION

School Licence and School Analysis

The school panel, inviting teachers, and exam analysis for counsellors and administrators.

- School admin panel: inviting teachers and seats
- Setting up School Analysis: term, learning outcome list, counsellors
- Sharing exam results with your school (teachers)
- School Analysis screens: outcome gaps, study groups, early warning

SCHOOL LICENCE AND SCHOOL ANALYSIS

School admin panel: inviting teachers and seats

When your school or institution buys a HazırTest licence, you distribute the licence to teachers. There is a web panel for this: you invite teachers, set the school code, see how many seats are taken and remove a teacher who leaves from the licence. This page is for the school administrator; how a teacher enters the code in the app is described on the Account, school code and syncing page. The panel is in Turkish only; below, its labels are given in Turkish with their English meaning in brackets.

BEFORE YOU START

- The administrator email address and password you gave when the school licence was opened (a link to set the password arrives at this address when the licence is opened).
- A web browser. The panel opens on a computer or a phone; the HazırTest app is not needed.

1 Sign in to the panel

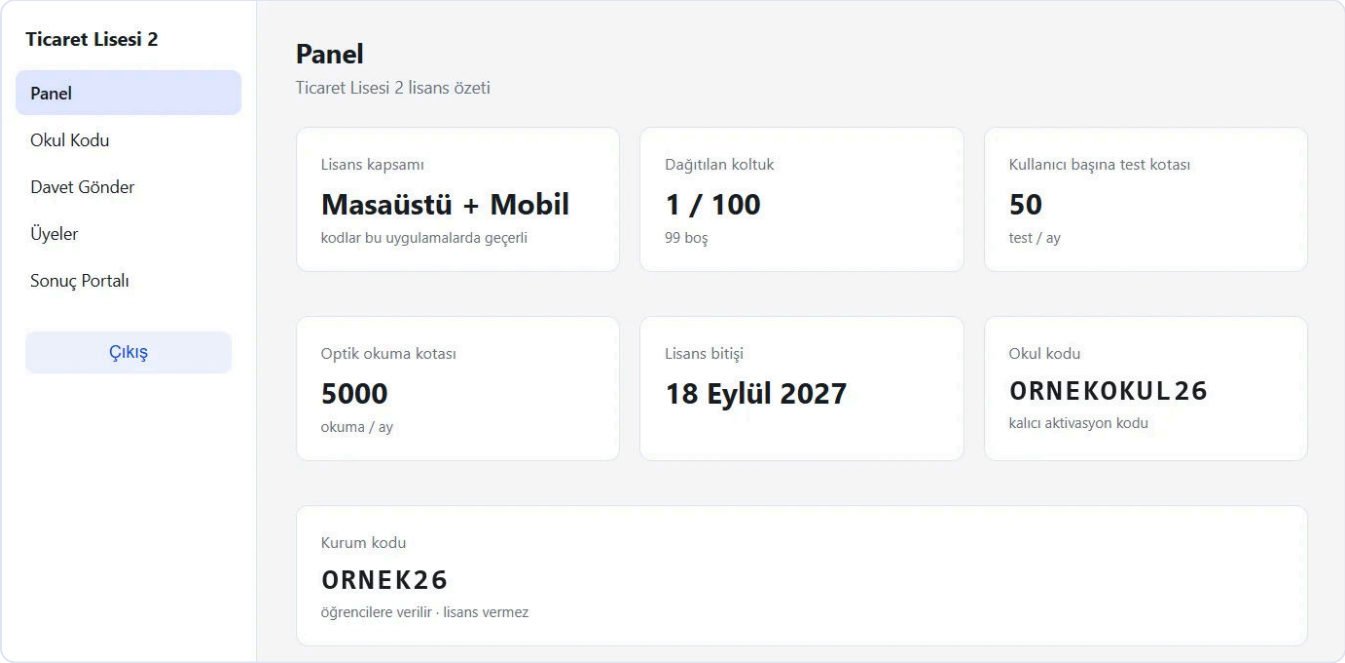
In the browser go to **okul.hazirtest.com** and sign in with your school's administrator email. If the account belongs to a school administrator, the school panel opens directly. There are five sections on the left: **Panel** (Dashboard), **Okul Kodu** (School Code), **Davet Gönder** (Send Invitation), **Üyeler** (Members) and **Sonuç Portalı** (Results Portal). The **Okul Analizi** (School Analysis) link below them is a separate feature that collects teachers' exam results in one pool for counsellors and the administration: Setting up School Analysis: term, learning outcome list, counsellors.

The administrator account is tied to one school and is separate from a teacher account. If you also teach, sign in to the HazırTest app with your own teacher account and activate the school code there.

2 Read the licence summary

The **Panel** page shows all the limits of your licence at a glance:

- **Lisans kapsamı** (Licence scope) — the apps the codes are valid for (Desktop, Mobile or both).
- **Dağıtılan koltuk** (Seats assigned) — how many teachers use the licence and how many free seats remain (e.g. 12 / 30). A teacher who uses both the computer and the phone counts as one seat.
- **Kullanıcı başına test kotası** (Test quota per user) and **Optik okuma kotası** (Optical scanning quota) — the number of tests each teacher can produce and scans each teacher can do per month. The quota is per teacher, not a school total; it renews at the start of every month.
- **Lisans bitişi** (Licence end) — the date the licence ends.
- **Okul kodu** (School code) — the code teachers enter to join the licence.
- **Kurum kodu** (Institution code) — the code students use on the results portal. It grants no licence; it is the only code that can be given to students.



Tip · Do not confuse the school code with the institution code: anyone who gets the school code can use one of your seats, so give it only to teachers.

3 Add teachers: two ways

The teacher types the code you give into the **Settings** → **Account** → **School Code** box in the HazırTest app and presses **Activate**; the licence is linked to their account at that moment. You can give the code in two forms:

- **Kalıcı okul kodu** (Permanent school code) — multi-use; everyone joins with the same code until the seats are full. Practical to announce in the staff room or say in a meeting.
- **Tek kullanımlık davet kodu** (Single-use invitation code) — for one person and valid for about 30 days. Use it if you want to know who the code went to, or do not want the code to be shared and end up with others.

4 Set the permanent school code

The **Okul Kodu** (School Code) page shows your current code. You can type a memorable code in the **Kendi kodunuzu belirleyin** (Set your own code) box and press **Kodu Belirle** (Set Code) (e.g. ORNEKOKUL2026). The code must be at least 6 characters long and contain both letters and digits; a hyphen (-) may be used. A code used by another school cannot be taken.

Rastgele Kod Üret (Generate Random Code) produces a new code that is hard to guess. Use it if you think the code has leaked outside the school.

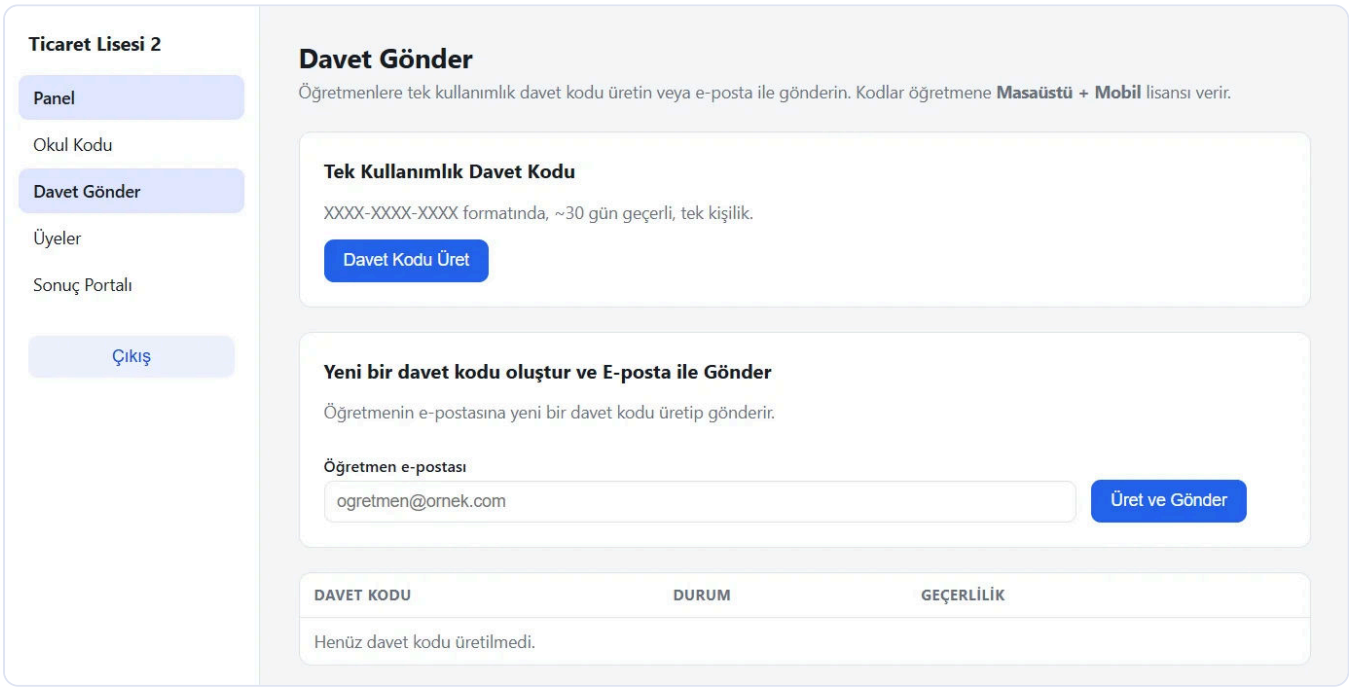


Tip · When you change the code, the old code becomes invalid immediately and no new joins can be made with it. The licence of teachers who joined before is not affected.

5 Send a single-use invitation

The **Davet Gönder** (Send Invitation) page has two cards. **Davet Kodu Üret** (Generate Invitation Code) produces a code in the form XXXX-XXXX-XXXX; you pass the code to the teacher yourself. **Üret ve Gönder** (Generate and Send) asks for the teacher's email address and sends the new code directly to that address.

The generated codes are listed in the table at the bottom of the page: **Aktif** (Active, not used yet), **Kullanıldı** (Used) or **Süresi doldu** (Expired). You can cancel an unused code with **Sil** (Delete); this is how you take back a code sent to the wrong person.



Tip · An invitation code can only be generated while there is a free seat. If the seats are full, first remove a teacher who has left or extend your licence.

6 See the members, remove a teacher who left

The **Üyeler** (Members) page lists the teachers using the licence with their email addresses: which apps they use, when they joined and the end date of their licence. The **Çıkar** (Remove) button on the row of a teacher who left the school ends their licence immediately; the teacher's account and data are not deleted, they just return to free use.

When does a seat become free? If the teacher produced no tests and did no scans that month, the seat becomes free immediately. If they used their quota this month, the seat stays **rezerve** (reserved) until the end of the month and frees itself on the 1st of the next month; these teachers appear in a separate **Rezerve koltuklar** (Reserved seats) table. The rule prevents doubling the quota by replacing a teacher who used up the month's quota with someone else in the same month. If you add the teacher back before that date, the reserved seat is theirs again.

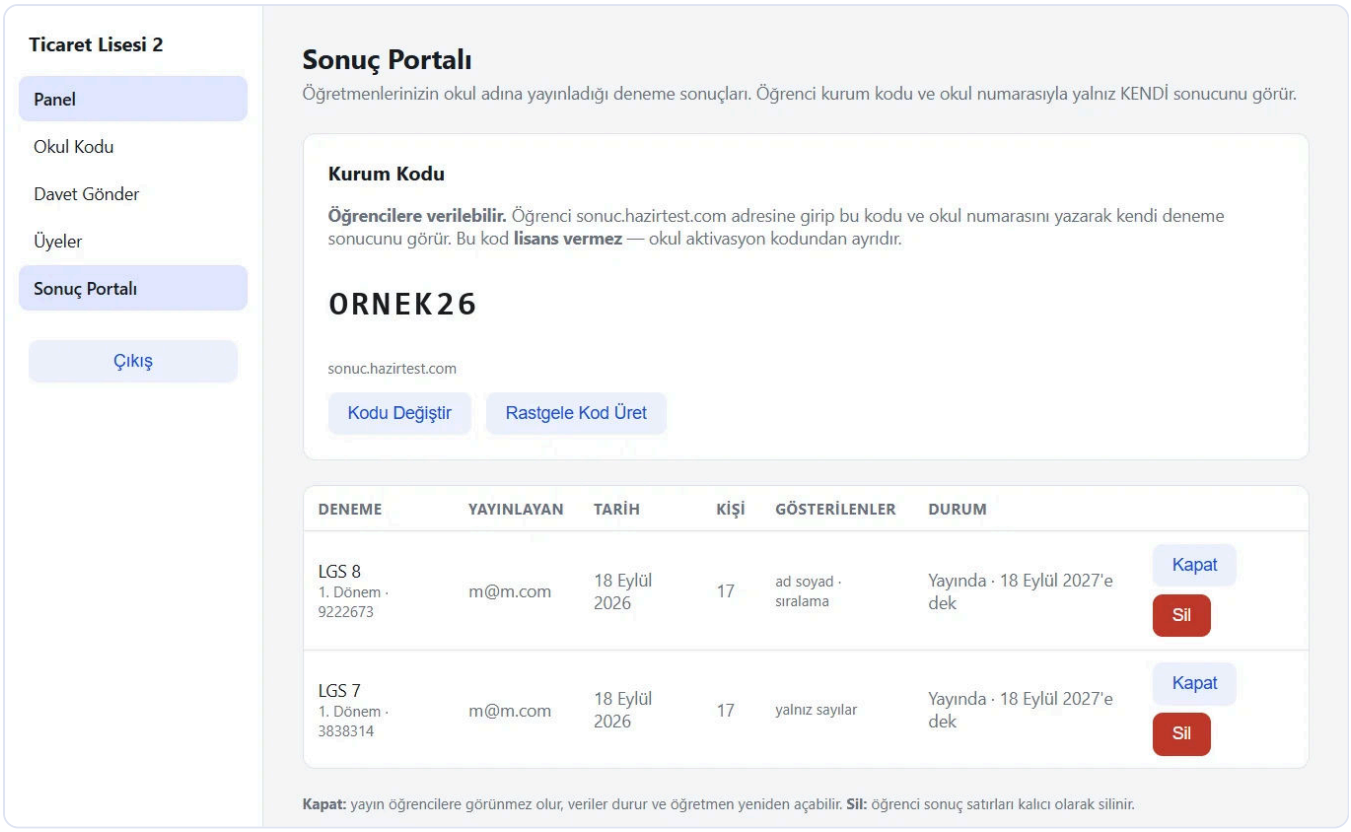


7 Manage the results portal

The **Sonuç Portalı** (Results Portal) page shows the mock exam results your teachers published on the web on behalf of the school: the mock exam's name, the publishing teacher, the date, how many students' results it has, what is shown on the results page (full name, ranking, answer list) and the status of the publication.

You can close a publication to students with **Kapat** (Close); the data stays and the teacher can reopen the publication. **Sil** (Delete) permanently deletes the students' result rows.

The **Kurum Kodu** (Institution Code) card at the top of the page shows the code given to students. With **Kodu Değiştir** (Change Code) you can choose your own code (a word and at least one digit, e.g. ATAKENT26), and with **Rastgele Kod Üret** (Generate Random Code) get a new one. Neither can be undone: the old code you gave to students stops working immediately.



Tip · Publishing results is done by the teacher; how it is done is described on the Publishing results on the web page.

COMMON ISSUES

I signed in but another page opened instead of the school panel.

The panel opens only with the administrator email given when the school licence was opened. If you signed in with another address (e.g. your personal teacher account), sign out and sign in with the administrator address. If you do not know the password, use the forgot password link on the sign-in page.

A teacher enters the code but it is not accepted.

Check three things in the panel: are the seats full (Panel → Seats assigned), has the licence expired (Licence end), and is the code current (if you changed the school code, the old one does not work; an invitation code is used once and expires in about 30 days). Also make sure the code was typed into the School Code box; the institution code grants no licence.

I removed a teacher but the seat did not become free.

If the teacher produced tests or did scans this month, their seat stays reserved until the end of the month and frees itself on the 1st of the next month. The Reserved seats table on the Members page shows the release date.

We need more teachers or a higher quota.

The number of seats, the quotas and the licence period are set by the licence agreement; they cannot be changed from the panel. To extend them or the period, write to us from the Support page.

The licence has expired; what happens to the teachers?

A warning that the period has ended appears at the top of the panel and new invitation codes cannot be generated. Contact us to renew the licence. Teachers' accounts and data are not deleted.

SCHOOL LICENCE AND SCHOOL ANALYSIS

Setting up School Analysis: term, learning outcome list, counsellors

School Analysis collects the results of the exams scanned by the teachers on the school licence in the school's common pool. The counsellor assigned to a class and the school administration see a student's results in all subjects, their learning outcome gaps, study groups and the early warning list in the web panel. The feature is included in every school licence but comes switched off; the school administrator turns it on. This page describes the setup; how to read the screens is on the School Analysis screens: outcome gaps, study groups, early warning page, and what teachers do is on the Sharing exam results with your school (teachers) page. The panel is in Turkish only; below, its labels are given in Turkish with their English meaning in brackets.

BEFORE YOU START

- Access to the school management panel (the administrator email of the school licence): School admin panel: inviting teachers and seats.
- A school licence that has not expired, and teachers who have joined the licence.
- The email addresses of the counsellors and of the people you will add to the administration.

1 Turn on School Analysis

Sign in to the panel at **okul.hazirtest.com** and click **Okul Analizi** (School Analysis) in the menu on the left. The **Durum** (Status) card says the feature is off; press the **Okul Analizini Aç** (Turn On School Analysis) button.

Once it is on, new pages are added to the menu: **Kazanım Listesi** (Learning Outcome List), **Okul Özeti** (School Summary), **Dönem** (Term), **Öğrenciler** (Students), **Sınıflar ve Rehberler** (Classes and Counsellors), **Eşleştirme** (Matching) and **Analiz Üyeleri** (Analysis Members). The **Kurulum** (Setup) card on the School Analysis page shows four steps in order (term, student list, counsellors, learning outcome list); next to each step it says **Tamam** (Done) or **Bekliyor** (Pending).

Tip · Turning it on does not collect data by itself: every teacher must give sharing consent in their own app. **Okul Analizini Kapat** (Turn Off School Analysis) does not delete the collected data; it only stops the panel and new sharing.

2 Open the term

On the **Dönem** (Term) page the school year's **Ad** (Name), **Başlangıç** (Start) and **Bitiş** (End) come pre-filled (e.g. 2026–2027, 1 September – 30 June). Correct them if needed and press **Dönemi Aç** (Open Term).

The student list, counsellor assignments and shared exams are tied to the open term. Of the teachers' exams, only **those dated within this range** enter the school pool. Only one term can be open at a time.

3 Build the school's learning outcome list

Outcome analysis relies on all teachers entering an outcome with **the same text**. For this the school has a common learning outcome list; the teacher picks the outcome from this list when preparing an exam. The **Kazanım Listesi** (Learning Outcome List) page offers two ways:

- **Katalogdan Ders Ekle** (Add Subject from Catalogue) — choose the level, grade and subject in the ready-made outcome catalogue (the Turkish national curriculum); the subject's outcomes are shown theme by theme. Type the name teachers will see in the **Okul listesindeki ders adı** (Subject name in the school list) box (e.g. Matematik 9) and press **Okul Listesine Ekle** (Add to School List).
- **Kendi Kazanımlarını Yaz** (Write Your Own Outcomes) — type the **Ders** (Subject), an optional **Ünite / tema** (Unit / theme) and one outcome per line, then press **Ekle** (Add). This is for subjects not in the catalogue or outcomes specific to your school.

Tip · The text of an outcome cannot be changed later, because exams are linked to an outcome by its text. Deactivate a wrongly written outcome and add the correct one again.

4 Edit the learning outcome list

Clicking a subject's name in the list opens its outcomes under unit headings. Tick outcomes and use the **Seçilenleri Pasifleştir** (Deactivate Selected), **Seçilenleri Etkinleştir** (Activate Selected) or **Seçilenleri Sil** (Delete Selected) buttons.

A passive outcome does not appear in the teacher's pick list; the analysis of exams already made with that outcome is kept. An outcome used in exams cannot be deleted. You can rename a subject with the **Adı değiştir** (Rename) box in the subjects table; if you give two subjects the same name, they merge.

5 Add the administration and the counsellors

On the **Analiz Üyeleri** (Analysis Members) page add the people who may see the panel: enter the **E-posta** (Email), **Ad soyad** (Full name) and **Rol** (Role: Rehber öğretmen – counsellor, Müdür yardımcısı – deputy head, or Müdür – head) and press **Ekle** (Add).

The person signs in at **okul.hazirtest.com** with the HazırTest account opened with this email; if they have no account, they must first open a free account with the same email from the HazırTest app. Analysis membership **does not use a licence seat**. Teachers do not need to be on this list to share exams.

Role	What they see	Manage settings?
Hesap sahibi (account owner)	The whole school + the licence pages	Yes
Müdür, Müdür yardımcısı (head, deputy head)	The whole school (School Analysis pages only)	Yes
Rehber öğretmen (counsellor)	Only the classes assigned to them	No

Tip · You can switch off a member who has left temporarily with **Pasifleştir** (Deactivate), or remove them from membership with **Çıkar** (Remove); removing also clears their class assignments.

6 Ask teachers for sharing consent

Exams reach the school after each teacher gives consent in their own app: the **Share my exam results with my school** box on the **Settings** → **Sync** → **School Analysis** card. No data comes from a teacher whose cloud sync is off. You can send teachers the Sharing exam results with your school (teachers) page.

Follow who has given consent in the **Öğretmenlerin paylaşım durumu** (Teachers' sharing status) table at the bottom of the **Okul Özeti** (School Summary) page: for each teacher it shows the sharing consent (Verdi – given / Vermedi – not given), the number of shared exams and the date of the last share.

7 Check the student list

The list on the **Öğrenciler** (Students) page builds itself: the class lists of the consenting teachers and the scanned exam papers are merged here. New classes are added without waiting for approval. To set up the list without waiting, open the **Listeyi elle yükle (Excel'den yapıştır)** (Upload the list manually – paste from Excel) section: copy the number, first name, surname, class and section columns in Excel, paste them into the box and press **Yükle** (Upload).

If a teacher's list differs from the school record (a different name or a different class for the same number), an **öğrencide fark var** (difference in student) card appears at the top of the page. The school record and what the teacher reported are shown side by side: **Bildirileni Uygula** (Apply Reported) updates the record, **Yok Say** (Ignore) keeps the school record. The record does not change until you decide.

Tick a student who has left the school and delete them with **Seçilenleri Sil** (Delete Selected); with **Düzenle** (Edit) on the row you can correct the number, name and class.

> **Tip** · The student number must be the same as the number teachers use on the answer form (leading zeros do not matter). All exam data of a deleted student is deleted too; this cannot be undone.

8 Assign counsellors to classes

On the **Sınıflar ve Rehberler** (Classes and Counsellors) page, in each class's row choose the counsellor from the list in the **Rehber ata** (Assign counsellor) column and press **Ata** (Assign). A class can have several counsellors and a counsellor several classes. To remove an assignment, click the **×** next to the counsellor's name.

A counsellor can open only the classes assigned to them and the students of those classes. A class without a counsellor is marked **Rehber yok** (No counsellor). Assignments are tied to the term; they are made again in a new term.

9 Link data that could not enter the analysis

The **Eşleştirme** (Matching) page shows, in two tables, data whose exam has arrived but which could not enter the analysis. Everything you link here is applied to old exams as well.

- **Listeyle eşleşmeyen kazanımlar** (Outcomes not matching the list) — the outcome the teacher wrote in the exam is not identical to any outcome on the school list. Click **Eşle** (Match) on the row, choose its counterpart on the school list and press **Eşle**; or take the text as it is into the school list with **Listeye Ekle**

(Add to List). These questions already count towards the score; once matched they enter the outcome analysis too.

- **Öğrenci listesinde olmayan numaralar** (Numbers not on the student list) — there is an exam paper with this number but no match on the student list (the number was coded wrongly, or the student is on no list). Type the full name and class and press **Ekle** (Add); the papers are linked automatically.

10 Close the term at the end of the year

When the school year ends, click the **Dönemi Kapat…** (Close Term…) button on the **Dönem** (Term) page. Enter the new term's name and dates, tick the final-year classes that graduate in the **Mezun (verisi silinir)** (Graduated – data is deleted) column, tick the confirmation box at the bottom and press **Dönemi Kapat** (Close Term). This cannot be undone.

- The students' outcome statuses for this term are frozen; the exams of the closed term no longer change.
- The students of the classes marked as graduated and all their exam data are **permanently deleted**. The students and history of the classes you do not mark are kept.
- You do not give students a new class: as teachers sync the new year's class lists, each student settles into the class they are reported in. The history of a student whose number and name are the same is linked automatically; the counsellor sees the gaps carried over from the previous term separately.
- Students who appear on no list in the new year are not deleted; they stay on the **Öğrenciler** (Students) page under **Bu dönem listelerde görünmeyen öğrenciler** (Students not on any list this term). You delete those who transferred from there; those whose teacher has not synced the list yet leave it automatically once they are on a list.
- Counsellor assignments are not carried over to the new term; they are made again.

COMMON ISSUES

I cannot see the Okul Analizi link in the panel.

The link is visible to everyone who signs in to the school panel as the account owner or as an analysis member. The other pages (Dönem, Öğrenciler…) are visible after the feature is turned on and only to administration roles. If the school licence has expired, the analysis panel is closed until the licence is renewed.

Teachers scan exams but they do not appear at the school.

Look at the Öğretmenlerin paylaşım durumu table in Okul Özeti. If it says Vermedi (not given), the teacher must give consent in their app under Settings → Sync. If consent is given but no exam arrives, cloud sync may be off, or the exam's date is outside the open term.

The exam arrived but the students' outcome statuses are empty.

Either no outcomes were entered for the questions, or the outcomes entered do not have the same text as in the school list. Look at the Listeyle eşleşmeyen kazanımlar table on the Eşleştirme page and link them. Also, an outcome is not evaluated until the student has answered at least 2 questions on it.

What happens to the data if I turn off School Analysis or the licence ends?

Turning it off does not delete the collected data; it is there when you turn it on again. If the school licence expires, the panel closes and the data is kept for one year; if the licence is renewed within that time, you continue where you left off.

What happens to the exams of a teacher who leaves the school?

When you remove the teacher from the licence, the exams they shared until then stay in the school's records and continue to appear on the counsellor screens; no new exam arrives.

Can I see who looked at which student?

Yes. The Son öğrenci görüntülemeleri (Recent student views) table at the bottom of the Analiz Üyeleri page shows who opened a student's detail page on which day (one row per person, student and day; the last 200 records).

SCHOOL LICENCE AND SCHOOL ANALYSIS

Sharing exam results with your school (teachers)

If your school has turned on School Analysis, the results of the exams you scan can be collected in the school's common pool: the class counsellor and the school administration see a student's results in all subjects and their learning outcome gaps in one place. Sharing depends on your consent; you give it once and nothing more is needed afterwards. This page is for teachers; the school's setup is described on the Setting up School Analysis: term, learning outcome list, counsellors page, and the counsellor and administration screens on the School Analysis screens: outcome gaps, study groups, early warning page.

BEFORE YOU START

- An account with an active school licence (you must have activated the school code in the **Settings** → **Account** → **School Code** box: Account, school code and syncing).
- The school administration must have turned on School Analysis in the web panel and defined a term.
- Cloud sync must be on (**Settings** → **Sync** → **Sync my data with the cloud**).

1 Give your sharing consent

Open **Settings** → **Sync**. If your school has turned the feature on, the **School Analysis** card appears here. Tick the **Share my exam results with my school** box; the choice is saved immediately.

The card states what is shared: the results of the exams you scan (student number, name, per-question right/wrong information, net score and points) and your class lists (student number, name and class). The class lists are used to build the school's common student list.

Tip · If the card is not visible, your school has not turned on School Analysis yet, or the school licence is not active on your account. Ask your school administrator.

2 Make sure cloud sync is on

Results reach the school during sync. If the **Sync my data with the cloud** box in the same section is off, **no data is sent** to the school even if you have given consent; the card shows the warning "Cloud sync is off, so exams are currently not being sent to the school."

While sync is on there is nothing else to do: when you scan the exam and save the results, the app syncs in the background. To send without waiting, press the **Sync Data** button in the same section.

3 Which exams are sent?

After consent, the exams you scan and save are sent automatically. What you should know:

- Only exams **dated within the school's open term** enter the school pool; last year's exams are not sent.
- Both single-subject exams and mock exams are sent. Each section of a mock exam (e.g. Turkish, Mathematics) appears as a separate exam row on the counsellor's screen.
- Papers you scan with your phone (HazırTest Mobile) reach the school when the app on the computer syncs.

- If you correct the answer key later, the results are recalculated and the copy at the school is updated automatically.
- Students are matched by school number. A paper whose number is not coded on the answer form, or is coded wrongly, appears in no class; the school administrator sees it separately in the panel.

4 Choose the learning outcome from the school's list

Outcome analysis relies on the outcomes you enter for your questions having the same text as in **the school's common learning outcome list**. If the school has a list, a note appears in the **Learning Outcomes** section of the Answer Key screen: "Your school uses School Analysis: choose the learning outcome from the school's list". As you start typing in the outcome box, suggestions from the school's list appear; pick the suggestion.

If you type an outcome that is not on the list, the warning "This learning outcome is not on the school's list; it is left out of the school analysis." appears next to the row. This does not block anything: the exam is printed, scanned and scored; only that question is left out of the school's outcome analysis.

If you assign outcomes in the question bank, a **School Learning Outcome List** branch appears at the top of the **Ready-made learning outcome lists** menu in the outcome panel; load your subject from there (see Assigning learning outcomes to questions).

> **Tip** · For an outcome to be evaluated, the student must have answered at least 2 questions on it. Give important outcomes at least two questions in the exam.

5 Keep a single exam out of sharing

If you do not want an exam to go to the school (an exam you scanned as a trial, an exam you gave at another institution), you do not need to withdraw your consent. On the home page open the **Saved Answer Forms** list with **Answer Forms → Single-subject exam**, select the exam and press the **Don't Share with School** button (the same command is in the right-click menu). The app asks for confirmation: the exam's results are not sent to the school and, if they were sent earlier, they are removed from the school.

· **Not shared with school** is added to the end of the exam's name and the button becomes **Share with School Again**. If you share it again, the exam goes back with its papers at the next sync.

For mock exams the same button is in the **Saved Mock Exams** list opened with **Answer Forms → Multi-subject mock exam**; the choice covers all sections and booklets of the mock exam together.

> **Tip** · The button is visible only on an account that has given sharing consent. Your other exams are not affected by this choice.

6 Withdraw your consent

Untick the box on the **Settings → Sync → School Analysis** card. From then on the exams you scan are not sent to the school. Exams shared earlier stay with the school; to remove them, exclude the exams one by one with **Don't Share with School** or talk to your school administrator.

When you leave the school (when your school licence ends), the card disappears and no new data is sent; the exams you shared until then stay in the school's records.

COMMON ISSUES

I cannot see the School Analysis card in Settings.

The card is visible only on accounts with an active school licence whose school has turned on School Analysis. Make sure you activated the school code under Settings → Account; if it is active, ask your school administrator whether the feature is on.

I gave consent but my exams do not appear on the counsellor's screen.

Check in order: is the Sync my data with the cloud box on; is the exam's date within the school's open term; might you have excluded the exam with Don't Share with School (its name ends with Not shared with school); are the student numbers coded correctly on the papers. Also, a counsellor sees only the classes assigned to them.

My exam appears but the outcome analysis is empty.

No outcomes were entered for the questions, or the outcomes you entered do not have the same text as in the school's list. Enter the outcome by choosing it from the school's list. The school administrator can link differently written outcomes in old exams to their counterpart on the list from the panel's Eşleştirme (Matching) page; once linked, old exams enter the analysis too.

Does the school see my other data as well?

No. Only exam results and class lists are shared. Your question banks, exam papers and the text of your questions are not sent to the school.

How do I take back an exam that was shared by mistake?

Select the exam in Saved Answer Forms (or Saved Mock Exams for a mock exam) and press Don't Share with School. Its copy at the school is removed at the next sync.

SCHOOL LICENCE AND SCHOOL ANALYSIS

School Analysis screens: outcome gaps, study groups, early warning

School Analysis shows a class's exam results in all subjects in one place: who has a gap in which learning outcome, which outcome should be retaught to the whole class, which student should be followed closely. A counsellor sees the classes assigned to them; the school administration (account owner, head, deputy head) sees the whole school. This page describes how to read the screens; setup is on the Setting up School Analysis: term, learning outcome list, counsellors page. The panel is in Turkish only; below, its labels are given in Turkish with their English meaning in brackets.

BEFORE YOU START

- The school administrator must have added you to **Analiz Üyeleri** (Analysis Members); if you are a counsellor, you must also be assigned to your class.
- A HazırTest account opened with the email you were added with (if you have none, open a free one from the HazırTest app).
- The class's teachers must be sharing their exam results with the school: Sharing exam results with your school (teachers).

1 Sign in to the panel and open your class

In the browser go to **okul.hazirtest.com** and sign in with the email you were added with as a member. If you are a counsellor, the **Sınıflarım** (My classes) table appears on the **Okul Analizi** (School Analysis) page; click the class's name. If you are in the administration, you open classes from the **Sınıflar ve Rehberler** (Classes and Counsellors) or **Okul Özeti** (School Summary) page.

At the top of the class page there are six tabs: **Öğrenciler** (Students), **Notlar** (Grades), **Kazanımlar** (Learning Outcomes), **Sınavlar** (Exams), **Etüt Grupları** (Study Groups) and **Erken Uyarı** (Early Warning). Most tables have **Excel'e Aktar** (Export to Excel) and **Yazdır** (Print) buttons.

Tip · The panel opens on a computer or a phone; the HazırTest app is not needed.

2 Learn what the outcome statuses mean

All screens use the same four statuses and the same colours. The status is calculated from the student's success in the questions linked to that outcome:

Status	Colour	Meaning
Kazanıldı (Achieved)	Green	Success of 70% or more
Gelişiyor (Developing)	Yellow	Success between 40% and 70%
Eksik (Gap)	Red	Success below 40%
Yetersiz veri (Insufficient data)	Grey	Fewer than 2 questions answered on the outcome yet; not evaluated

Tip · Exams from the last 45 days count double: as the student closes the gap, the status improves too. Cancelled and open-ended questions are left out; a question left blank is counted.

3 The Öğrenciler tab: an overview of the class

For each student it shows the number of exams taken (**Sınav**), the success percentage (**Başarı**: the share of correct answers over all questions; blanks are in the denominator), **Ort. net** (average net score), **Ort. puan** (average points) and in how many outcomes they are **Eksik**, **Gelişiyor** or **Kazanıldı**. The average net and average points are the mean of the exams the student took.

For details click the student's name; their report card opens.

4 The Notlar tab: averages subject by subject

This is a student × subject table. A cell is **the average points** of the student's exams in that subject; for exams without scoring, the success percentage (%) is shown. Hovering over a cell shows the number of exams, correct/wrong/blank and the average net score. The cell of a student who did not take the exam shows —; the last column is **Ortalama** (Average).

Excel'e Aktar downloads a sheet with three columns per subject (number of exams, net, points) and the average points.

Tip · The average counts the exams' points equally: if exams scored out of 100 and out of 50 enter the average together, the result may be misleading. The subject name is the name the teacher wrote on the exam; teachers who write the same subject differently appear in separate columns.

5 The Kazanımlar tab: who has a gap in which outcome

Rows are students, columns are outcomes. If there is data for more than one subject, choose the subject at the top. A cell shows **correct / questions answered** and is coloured by the outcome's status; an empty cell means no question was answered on that outcome.

The column header holds the outcome's code; hovering shows its full text (the **Kazanımların tam metni** – Full text of the outcomes – section under the table lists them all). The **Eksik öğrenci** (Students with a gap) row at the bottom counts how many students have a gap in each outcome: the outcome the class struggles with most is visible at a glance.

6 The Sınavlar tab and the exam page

All exams shared for the class are listed by date: **Ders** (Subject), **Sınav** (Exam), **Öğretmen** (Teacher), **Soru** (Questions), **Katılan** (Participants, e.g. 28 / 30), **Başarı** (Success), **Ort. net** and **Ort. puan**. Each section of a mock exam is a separate row. Clicking the subject's name opens the exam's page.

The **Öğrenci sonuçları** (Student results) table shows each student's rank, correct, wrong, blank, success, net score and points; the numbers are the same as those calculated in the teacher's app. The rank is by points (by net score if the exam has no scoring) and equal results get the same rank. Those whose paper was not scanned are counted in the **Sınava girmeyenler** (Did not take the exam) line under the table.

The **Soru analizi** (Question analysis) table shows, for each question, the number of correct, wrong and blank answers, **Güçlük** (difficulty: the share who answered correctly; if low, the question is hard or the topic has not settled), **Ayırt edicilik** (discrimination) and the question's outcome. Discrimination is calculated with at least 20 papers; below 0.20 means the question does not discriminate well. Questions are in the exam's original (unshuffled) order.

> **Tip** · Administration roles see all classes that took the exam in one list with the **Bütün sınıflar** (All classes) option at the top of the exam page; the rank is then school-wide. Counsellors do not have this option.

7 The student report card

Clicking a student's name in any table opens their report card. The boxes at the top give the number of exams, the average net score and points, and the numbers of gap / developing / achieved outcomes. The **Sınavlar** table lists the student's exams in all subjects one by one.

In the **Kazanımlar** section the **Öncelikli çalışılacak kazanımlar** (Outcomes to work on first) card comes first: the outcomes in which the student has a gap, with the subject name and the number correct. Below it each subject's outcomes are listed with their statuses (gaps first). If the student has a gap left from last year, the **Geçen dönemden devreden eksikler** (Gaps carried over from the previous term) card appears too; once the outcome is evaluated again this term, it drops from that card.

For a parent meeting or the student's file, send the page to paper or PDF with the **Yazdır** (Print) button.

> **Tip** · When you open a student's report card, this is recorded with the person and the day; the school administration sees the record on the Analiz Üyeleri page.

8 Etüt Grupları: those with a gap in the same outcome

Each card is a study group: an outcome and the students who show a gap in it. The card says how many students have a gap and how many were evaluated; the number next to a student is correct / questions answered on that outcome.

If half or more of the evaluated students have a gap (in at least 5 students), the card shows the **Sınıfça tekrar önerilir** (Reteaching to the whole class is recommended) badge: in that case reteaching the outcome in class is more appropriate than a study group. **Excel'e Aktar** lists the groups student by student.

9 Erken Uyarı: students to follow closely

The list shows students for whom at least one of these reasons applies, together with the reason:

- **Genel başarı düşük** (Low overall success) — overall success below 40% in at least two exams.
- **Art arda düşüş** (Consecutive drop) — success fell each time over the last three exams in the same subject (at least 15 points in total).
- **Kazanımda eksik** (Outcome gaps) — a gap in five or more outcomes.
- **Sınavlara girmedi** (Missed exams) — missed at least two of their class's last five exams.

Tip · The list is not a diagnosis but a starting point for a conversation. Click the student's name and decide by looking at their report card.

10 Okul Özeti (administration)

The **Okul Özeti** (School Summary) page is open only to administration roles and gathers the whole school on one page:

- The boxes at the top: the number of students and classes, shared exams and papers, sharing teachers, and **Sınıfsız kâğıt** (Papers without a class: papers whose number is not on the student list; resolved on the Eşleştirme page).
- **Sınıflar** (Classes) — success per class and **Eksik kazanım oranı** (gap rate: in how many of the evaluable student–outcome pairs the student has a gap).
- **Sınıf × ders başarısı** (Class × subject success) — a table that shows with colour which class is behind in which subject.
- **Okul genelinde en çok eksik kalınan kazanımlar** (Outcomes with the most gaps school-wide) — among outcomes evaluated in at least 5 students.
- **Öğretmenlerin paylaşım durumu** (Teachers' sharing status) — who has given consent and how many exams they shared. Success per teacher is not calculated.

Tip · The **Etüt Grupları** and **Erken Uyarı** tabs at the top of the page give the same lists for the whole school; the student's class is shown next to their name.

11 The study suggestions the student sees

While School Analysis is on, when a student enters the institution code and their school number on the school's results portal, they see the **Çalışma önerilerim** (My study suggestions) section: the outcomes they are advised to work on according to their exam results, subject by subject. Outcomes with a gap are marked **Öncelikli** (Priority), developing ones **Gelişiyor** (Developing).

For the portal's address and the institution code see Publishing results on the web and School admin panel: inviting teachers and seats.

COMMON ISSUES

I signed in but it says "Size atanmış bir sınıf yok" (no class is assigned to you).

A counsellor sees only the classes assigned to them. Ask your school administrator to assign you to your class on the Sınıflar ve Rehberler page. If a new term was opened, the assignments were reset and must be made again.

A subject's exams do not appear in my class.

That subject's teacher may not have given sharing consent, may have turned off cloud sync, or may have kept that exam out of sharing. If the exam's date is outside the open term, it does not appear either. The school administrator sees who is sharing in the sharing status table in Okul Özeti.

The Kazanımlar tab is empty or most cells are grey.

If empty: no outcomes were entered for the questions in the exams, or the outcomes do not match the school's list (the school administrator links them on the Eşleştirme page). If grey: the student has not answered 2 questions on that outcome yet; it fills in after a few exams.

A student took the exam but is not on the list.

The student number may not be coded on the paper, or may be coded wrongly. These papers appear in no class; when the school administrator adds the student from the Öğrenci listesinde olmayan numaralar table on the Eşleştirme page, they are linked automatically.

The points column shows —.

Scoring is not defined for that exam. Ranking is by net score; in the Notlar tab the success percentage is shown instead of points.

I tried to open a student from another class and got a permission error.

This is expected: a counsellor can open only the students of the classes assigned to them. Only administration roles see the whole school.