

Test Center

You can access Test Center by selecting **Tests > Administration-Test Center** from the main navigation menu. The following tasks can all be accomplished via Test Center.

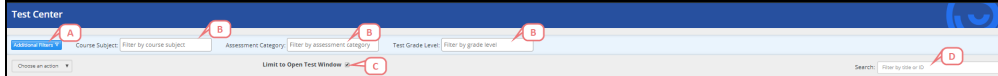
- Search for, preview, edit, copy, or delete tests to which you have the appropriate permissions.
- Download tests and scan sheets for all of your students, one class, or for a filtered set of students.
- Make tests available for selected students to take via OLA (online assessment).
- Download a test answer key.
- Access the Student Item Analysis report for tests that have student results.
- Access the Scoring Assignment for the test if applicable to the test.
- Access Online Scoring for the test if it has been turned on.

Locate a Test

When you first open Test Center, the full list of tests to which you have access is displayed. Your access to a test can be determined by any of the following:

- It was a test created by you.
- You have been granted some level of access permissions to the test by the test creator or administrator.
- Any of your students are in the student population defined by the course type and grade level settings of the test.






You have a few different tools available to help you locate a particular test.




- Click on **Additional Filters** to use saved and/or student filters. See for more information.
- Select a course subject, assessment category, or the Test Grade Level from the drop-down menus provided.
- Deselect the checkbox for 'Limit to Open Test Window' to view tests not currently scheduled for administration.
- Begin typing in the search box to find a test by name or ID number.

The Options

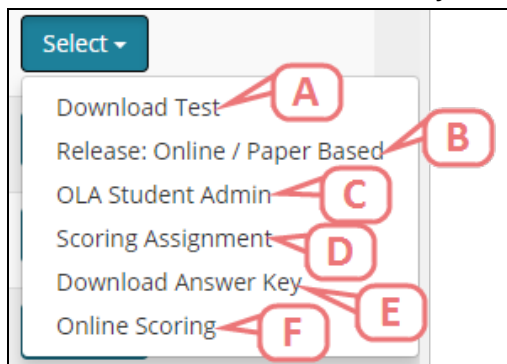
For each test in your list, one or more of the following options will be available depending on your permissions and the test settings.

	Edit Test	Click on the test title to open the test editor, allowing you to make changes and add test windows.
	View Sections	The test has multiple sections; hover over the icon to see the section list.
	Copy Test	Use this to make a copy of the test. The test window settings are automatically copied also. The dates of the window default to the current 30 days, but all other reporting, security, and OLA tool settings will be copied from the original test.
	Preview OLA Test	Use this to see a preview of the test in OLA format.
	View Test Summary	Use this to view the test properties, settings, and attributes summary.
Scored Students	View SIA Report	Click on a blue number to view the Student Item Analysis report for the scored students.


 **NOTE**

The default download version of the test will be a Word document for easy editing. If you would like to have a PDF available to download in place of the Word doc, you will need to go to the edit test screen and Upload the PDF through the Customize Print Version tool and select **Make Default View**.

Under the Administer column, you will have a drop-down menu **Select** with the following options:



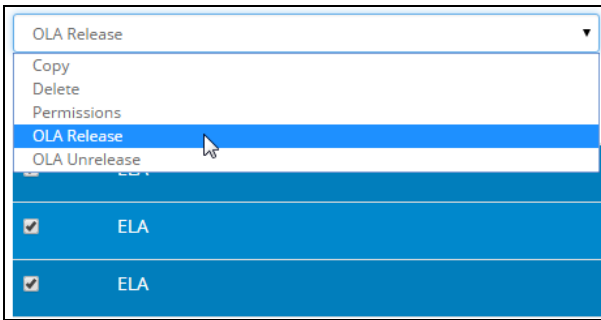
- A. Use this to download a copy of the test. The test will download as a Word Doc unless a PDF has been uploaded for that test.

 **CAUTION**

If Restrict Access to Download Test has been turned on in the administration settings for a test, a user will not be able to download a copy of the test. If a user needs to download a copy of the test, they will need to access it from the search page or the edit test page and they must have Read permissions to the test.

- B. Use this to release the tests to students. You will have the option to choose from releasing via OLA or downloading the Scan Sheets.
- C. Use this to access the OLA Student Admin page for this test.
- D. Use this to access the Scoring Assignment tied to the test.
- E. Use this to download the answer key associated to the test.
- F. Use this to access Online Scoring for the test if it has been turned on in the Administration options.

In addition, you may have the option to perform the following actions on one or more tests in the list. Simply select the desired test(s) using the corresponding checkboxes, then choose the action from the drop-down menu provided.



TIP
Use the Additional Filters to limit the student population for OLA Release/Unrelease with this menu.

NOTES ON THE PERMISSIONS OPTION

Be mindful when using the Permissions action on multiple tests, as any updates will be applied to all selected tests.

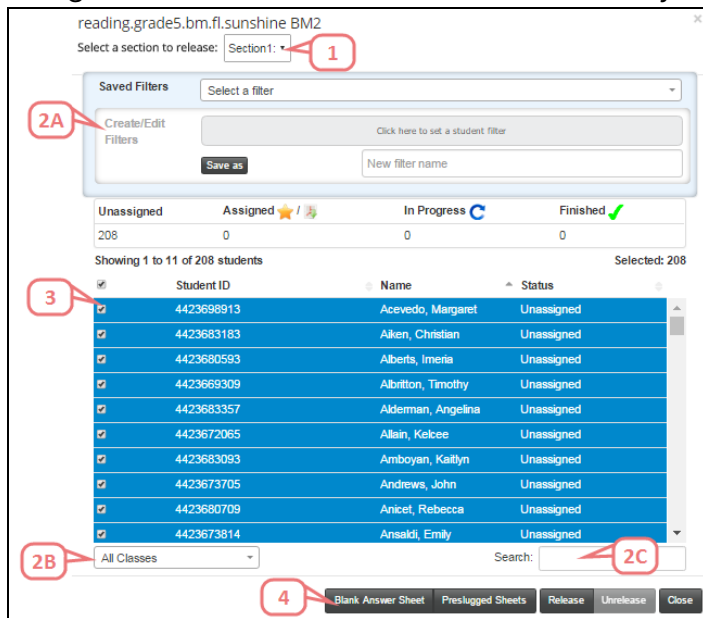
When multiple tests are selected, it is best to use this feature only for *adding* permissions.

Selecting the Current Permissions Only checkbox when multiple tests are selected presents the accumulation of all permissions for all tests. It cannot be used to discern permissions for a user for a particular test unless only one test is selected.

Select the Student Population

Whenever you click **Release** option, a pop-up window will appear.

Initially, the window will display the full student population based on the test settings for course type and grade level. All students will be selected by default.



1. If the test has multiple sections, select a section from the drop-down menu. Each section of a multi-section test must be released independently.

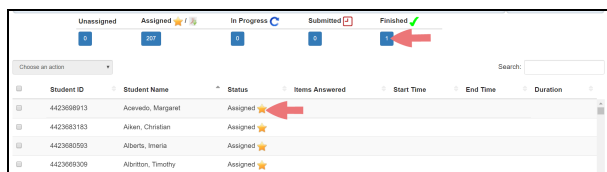
2. Determine the student population for test administration. To narrow the list of students for selection, you have multiple options.
 - A. Use saved and/or student filters. See the topic for more information.
 - B. Select a specific class from the list provided.
 - C. Begin typing in the search box to locate a specific student name.
3. Either select all students listed using the top checkbox, or select individual students using their corresponding checkboxes.
4. Finally, click the action buttons at the bottom of the window to administer the test. Buttons available will depend on the administration options enabled for this test window.
 - **Blank Answer Sheet** - Use this to download a blank answer sheet (without student name).
 - **Preslugged Sheets** - Use this to download preslugged answer sheets for every student selected.
 - **Release** - Use this to provide access to the test via OLA for every student selected.
 - **Unrelease** - Use this to remove access to the test via OLA for every student selected.

CAUTION

Be sure the test window administration times are set to end when the testing time is over to prevent students from accessing the test URL outside of class and altering their answers.

OLA Status Overview

For tests administered via OLA, you can track overall progress in OLA Student Admin in the status box located above the student list and individual student progress in the Status column of the list.



The screenshot shows the OLA Student Admin interface. At the top, there are five status filters: Unassigned (0), Assigned (3/3), In Progress (0), Submitted (0), and Finished (0). Below this is a table with columns for Student ID, Student Name, Status, Items Answered, Start Time, End Time, and Duration. The table lists five students, all with a status of 'Assigned' and a yellow star icon. A red arrow points to the 'Assigned' status in the first row.

Student ID	Student Name	Status	Items Answered	Start Time	End Time	Duration
442369113	Acavado, Margaret	Assigned				
4423683153	Aiken, Christian	Assigned				
4423680593	Alberts, Inerita	Assigned				
442369309	Albritton, Timothy	Assigned				

There are six possible statuses:

- Unassigned: the student cannot access test because it is not released to them.
- Assigned: the test is released, but the student has not logged in.
- In Progress: the student is taking the test.
- Locked: the student has been locked out of the test due to navigating outside of the test.
- Submitted: the student has submitted their test for scoring.
- Finished: the student has results available in reporting.

NOTE

If a student is taking an assessment via scan sheet, you will only see the following statuses:

Unassigned: The student's scan sheet has not been downloaded.

Assigned: The student's scan sheet has been downloaded.

Finished: The student's scan sheet has been scanned in and processed.

TIP

If a student clicked **EXIT** before they completed the test, use OLA Student Admin to reset them to **In Progress** so they can log back in and continue.