

How to Create a Test

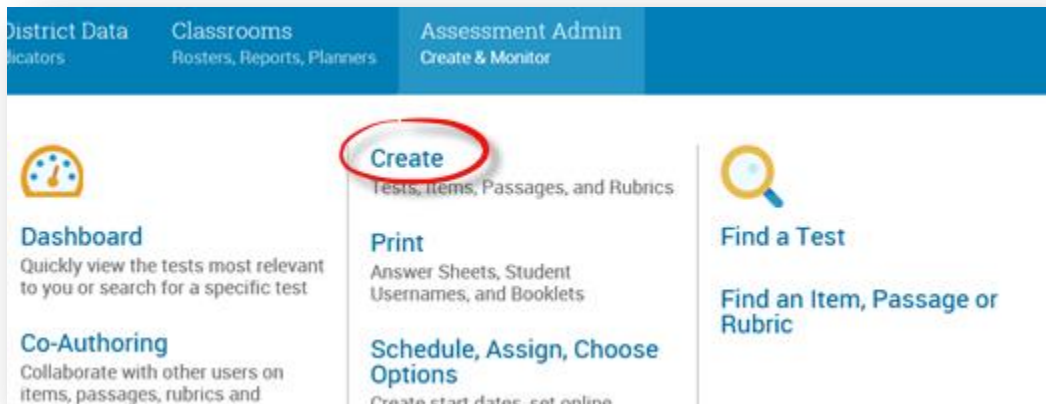
The **Create** page is the place to create new tests and new test items. There are two distinct paths to test creation:

- **Option 1: Create an Express Test.** The express test workflow prompts the test creator to first select the standards the test will cover, then automatically selects appropriate items from the Item Bank.
- **Option 2: Create a Test Manually.** This basic workflow prompts the test creator to first enter the number of items the test should contain then work with each item individually to create or select content.

After the test content is entered or created, **Assessment Admin** supports a common workflow that takes the test through various stages through the **Test Detail** page. Test Detail is the place to edit and review content, customize test properties such as score groups and question numbers, download PDFs of the test and answer sheets, edit test administration settings, and many other functions.

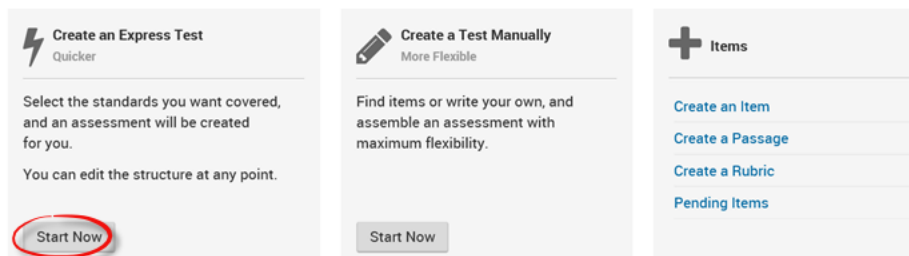
How to Create an Express Test

First, go to Assessment Admin, and select **Create**



Under **Create an Express Test**, select **Start Now**

Create



Fill in the test properties

Create: Express Test

Test Name*

Subject*

Grade Level* to

Test Category

Hide Item Content from Test Results Yes No ⓘ **2**

Score Type ⓘ **3**

Preferred Standards Document **4**

Answer Key Only Yes No

Enable Assessment Notes Yes No ⓘ

1. Fill in name, subject, grade level, and test category
2. Choosing “Yes” will prevent students and parents from seeing the content of test items or passages when viewing test results. This may be useful for tests which the instructor or district wishes to reuse.
3. The selected score type will be displayed as the score for the test in Item Analysis Reports, Classroom Assessment Monitor, Analysis Spreadsheet, and Student Profile.
4. The Standards which will be used for the test.

Expand the **Initial Item Settings** and **Test Settings** for the following settings:

Initial Item Settings

These settings can be customized on individual items.

Enable Text Formatting (not compatible with screen readers) Use Item Settings Disable Text formatting for all open response items Enable Text formatting for all open response items

Multiple Choice Answer Choice Layout Use Item Settings one column two columns - across, then down two columns - down, then across

Enable Tools & Manipulatives Use Item Settings Yes No

About Tools and Manipulatives

To use a ruler, compass, protractor, or calculator on a test, the **Enable Tools & Manipulatives** test property must be set to Yes, and the specific tools and manipulatives used on the test must be selected (formula sheets are an exception; they will always appear when attached to a test item). Tools and manipulatives are supported the online Test Tunnel, the system's Secure Tester, and printed tests.

For online tests, a toolbar with buttons for each tool will appear if tools and manipulatives are enabled for the test. Students can drag a tool to a new location on their screen and rotate the tool using the circle. Students can clear tools and marks left by the compass by clicking the Clear button.

On printed tests, students will use their own tools. Test item creators are responsible to make sure that images are scaled correctly on printed tests.

In the Enable Tools & Manipulatives, users can choose, **Use item settings** (the default is for that item), **Yes** (which tools & manipulatives students can use) or **No** (which does not allow any tools or manipulatives):

Enable Tools & Manipulatives Use Item Settings Yes No

- Compass
- Centimeter Ruler
- Inch Ruler
- Unit Ruler
- Protractor
- Four-Function Calculator
- Scientific Calculator
- Graphing Calculator

Additional test settings:

Test Settings

Student Comments Comment at the end of test
 Comment on each item

Capture Teacher Comments on Answer Sheets Yes No

Enable Student Self-Assessment Yes No

Description

Enable Printing Student test booklet (.pdf)
 Student test booklet (.doc)
 Test Rubrics (.pdf)
 Answer Key (.pdf)
 Scoring Instructions (.pdf)
 Cover Sheet (.pdf)

When selections are made, click **Select Standards** at the bottom right corner.



The next screen allows the user to make modifications if needed and select standards.

1

2

3

14

50

51

84

15

1256

1621

291

739

182

496

687

114

MAFS.5.G: Geometry

MAFS.5.MD: Measurement and Data

MAFS.5.NBT: Number and Operations in Base Ten

MAFS.5.NF: Number and Operations-Fractions

MAFS.5.OA: Operations and Algebraic Thinking

MAFS.K12.MP.1: Make sense of problems and persevere in solving them.

MAFS.K12.MP.2: Reason abstractly and quantitatively.

MAFS.K12.MP.3: Construct viable arguments and critique the reasoning of others.

MAFS.K12.MP.4: Model with mathematics.

MAFS.K12.MP.5: Use appropriate tools strategically.

MAFS.K12.MP.6: Attend to precision.

MAFS.K12.MP.7: Look for and make use of structure.

MAFS.K12.MP.8: Look for and express regularity in repeated reasoning.

Add to Test Map

1. Click here to change the test name if needed
2. Users may modify standards, subject, and grade level here
3. Users can see at the left, the number of items available in each standard. Clicking the + will expand each standard selection to view individual benchmarks. Once standards are selected, click **Add to Test Map** at the bottom right of the screen.

Create: Express Test



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Sample Test

Mathematics Fifth Grade

Select Standards **1**

Define Test Map

Advanced Options **2**

Standard	Available Items	Items
MAFS.5.G: Geometry	14	<input type="text" value="10"/>
MAFS.5.MD: Measurement and Data	50	<input type="text" value="5"/>
MAFS.5.NBT: Number and Operations in Base Ten	51	<input type="text" value="16"/>
MAFS.5.NF: Number and Operations-Fractions	84	<input type="text" value="4"/>
		<input type="text" value="35"/>

Build Express Test

1. Click here to add or change standards chosen
2. Use Advanced Options to search for more standards if needed
3. Fill in the number of items per standard desired. Click **Build Express Test** at the bottom right of the screen.

The **Test Detail** page will open.