Miami - Dade County Public Schools

Answer Key Only (AKO) Training Workbook

performance matters

Answer Key Only (AKO) Tests

Answer Key Only (AKO) tests can be built in Unify for tests <u>that already exist on paper</u>, but for which you would like to use the Unify platform for test administration through scan sheets or Online Assessment (OLA), and then utilize Unify's scoring and reporting features.

AKO tests are easy and efficient to build because it is not necessary to take the time to transfer your current test's questions, images, or answer options into the Unify platform. Instead, one simply creates an Answer key for each question on the paper-based test.

AKO tests can be administered 3 different ways:

1. A scannable, paper-based AKO (student uses a paper test booklet and a bubble sheet)
2. A paper-based AKO, with Online response (student uses a test booklet, but answers online)
3. On online AKO with an Online test booklet (student views questions and responds online)

5 AKO Item Types and their scan sheet differences

Creating an AKO Test

Properties Tab

Select TEST > NEW TEST to access Test Editor

STEP 1: Complete the Test Properties tab

Assessment Title: Name of the test.

Assessment Description: Optional

Assessment Category: Optional, set up by the District.

Course Type and Grade Level: Determines which students will have access to the test.

NOTE: **Course Type and Grade Level MUST be completed or the test will not be visible in TEST CENTER.**

Performance Band: Select appropriate band for cut scores. Bands set by the District.

NOTES:

Field-specific entries made on this page *do not differ* from creating an Online test.

AKO TESTS: DO NOT SAVE THE TEST AT THIS POINT – WAIT UNTIL AFTER THE ANSWER KEY HAS BEEN BUILT

Scannable, paper-based AKO Test
Administration Tab

STEP 2: Choose the appropriate test options from the Administration tab

NOTES: <u>DO NOT SAVE UNTIL AFTER THE ANSWER KEY HAS BEEN BUILT!</u>

Administration Window: Leave at default 30-day window

OLA options: **Random Question Presentation: N/A**   **Allow Pause: N/A**

                     Enable Secure Test Lockout: N/A   **OLA impersonation: N/A**

                     Show student score after submission: N/A

Scan Sheets: MUST BE TURNED ON

Enter/Edit responses: TURN ON
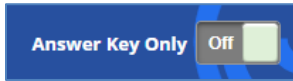
Limit Test Center: optional

Test Format button: WHERE A TEST BOOKLET (PDF) WOULD BE UPLOADED IF DELIVERING AN ONLINE AKO TEST

       Reference sheets, upload test booklet, calculators, highlighter, eliminator
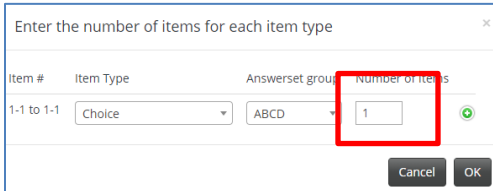
Create the Answer key and enter answers

STEP 3: Create the Answer Key

1. **Slide ANSWER KEY ONLY toggle to "On."**

   Answer Key Only | Off

2. **Select the number of items desired on the test.**

   Enter the number of items for each item type   ×
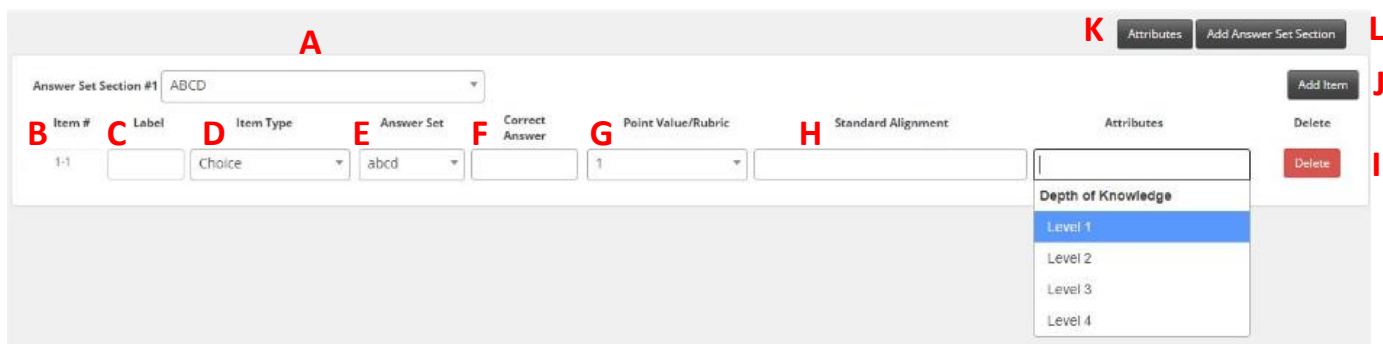
Item #	Item Type	Answerset group	Number of items
1-1 to 1-1	Choice	ABCD	1

   Cancel   OK

3. **Select OK.**

4. **Enter item answers, Standards, and Attributes:**
   A. **Answer Set:** Adjust type of answer choices for the Choice items in the set group
   B. **Item #:** System item number that cannot be edited
   C. **Item Label:** User-defined label limited to 5 characters
   D. **Item Type:** Choice, Extended Text, Numeric Grid, Draw, Rubric Scored
   E. **Answer Set:** Selected at the answer set group level
   F. **Correct Answer:** Enter the correct response for the item
   G. **Point Value/Rubric:** Enter the point value for the item
   H. **Standard Alignment:** Search and add one or more standards
   I. **Delete Button:** Remove an item
   J. **Add Item Button:** Add additional items
   K. **Attributes:** Add Attributes
   L. **Add Answer Set Section:** Add an additional Section to the test

B Item #	C Label	D Item Type	E Answer Set	F Correct Answer	G Point Value/Rubric	H Standard Alignment	Attributes	Delete
1-1		Choice	abcd		1			Delete

   Answer Set Section #1   ABCD   A

   K Attributes   Add Answer Set Section   L

   Add Item   J

   I

   Depth of Knowledge
   Level 1
   Level 2
   Level 3
   Level 4

5. _SAVE the test_ **and write down the Test ID # _____**

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TEST CENTER – Releasing a Test

STEP 1: Select   >TEST   >TEST CENTER

> Locate your test and choose "<u>Release Online/Paper Based</u>" from the "Select" drop-down menu - under the Administer column

Note: You may not see all the options shown above when you are releasing an AKO test. That is normal, based on the options you have selected in the test and the type of test you have created.

OPTION	DESCRIPTION
Download Test	Download a printed copy of a test with items (N/A for AKO Tests)
Release Online/Paper Based	**Release a test for online testing (OLA) or download the preslugged scan sheets for paper-based AKO testing**
OLA Student Admin	Access OLA Student Admin to monitor online testing
Scoring Assignment	Access the Scoring Assignment to score rubric items on the test
Download Answer Key	Download the Answer Key associated to the test
Online Scoring	Access Online Scoring (if it has been enabled in the Administration options) to score all items on the test

Option 1: Releasing a scannable, paper and pencil AKO test

STEP 2: Select the appropriate group of students to release the test to by:

    A. **Select the ALL CLASSES dropdown**

    B. **Select or de-select students individually**

STEP 3: Choose PRESLUGGED SHEETS on the bottom right of the modal.

STEP 4: A PDF containing a personalized scansheet for each student selected will now be created. Look for the PDF to appear in the bottom left corner of your computer screen. **Print that PDF and distribute the bubble sheets to your students**

Option 2: Releasing a paper-based, Online response AKO test

STEP 2: Select the appropriate group of students to release the test to by:

    C. **Using the ALL CLASSES dropdown**

    D. **Selecting or de-selecting students individually**

STEP 3: Pass the Test Booklets out to your students

STEP 4: Choose RELEASE on the bottom right of the modal.

Option 3: Releasing an Online AKO test with an Online Test booklet

STEP 2: Select the appropriate group of students to release the test to by:

    E. **Using the ALL CLASSES dropdown**

    F. **Selecting or de-selecting students individually**

STEP 3: Choose RELEASE on the bottom right of the modal.
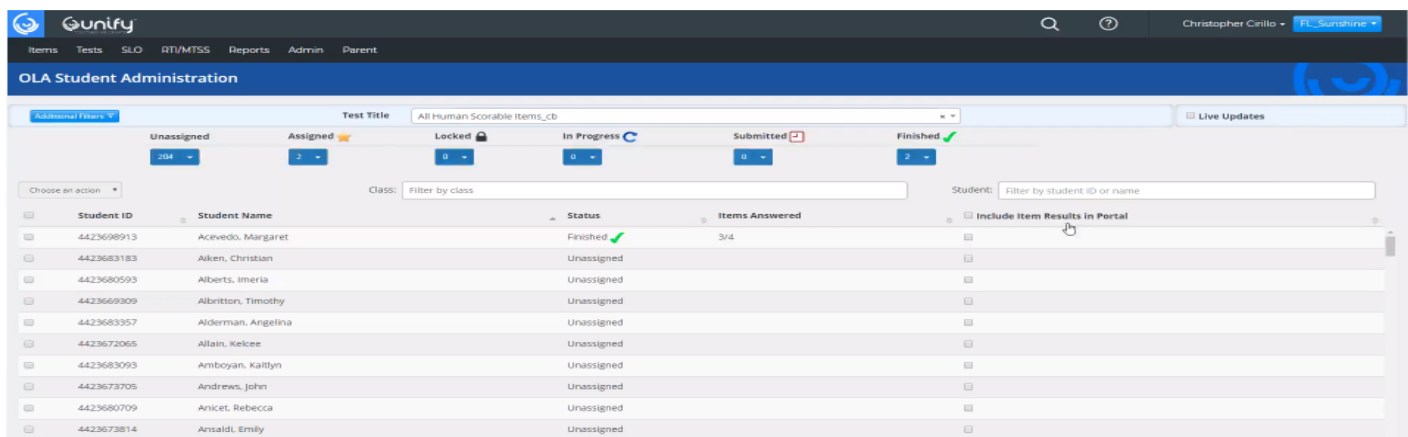
OLA Student Admin

OLA Student Admin is used to monitor the progress of students taking an online test. This would not work in Option 1 shown above.

A variety of ACTIONS may be taken with individual students or groups of students – moving their tests from one status to another, locking/unlocking tests, and more

Test Statuses

The following are the test statuses which are found in OLA Student Admin:

Screen	Status	Description
Status — Finished ✔ / Submitted / Locked 🔒 / In Progress ↻ / Assigned ⭐	Unassigned	Students that have not had the test released to them for administration
	Assigned	Students that have had the test released to them, but have not begun taking it • If a student has been assigned via OLA, a star icon will show next to the Assigned status. • If a student has been assigned via scan sheet, a document icon will show next to the Assigned status.
	In Progress	Students that are currently taking the test or have paused the test
	Locked	Students that clicked away from the testing browser window when Secure Test Lockout was enabled
	Submitted	Students that have completed the test and clicked on the Exit button to submit their test for scoring that day
	Finished	Students who have completed the test and clicked on the Exit button on a previous day; results will be available in all reports

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