

Assessment Creation

Learn how create a test in Schoolnet.

Should I Use the Manual or Express Method?

If you want to create your own items, paste them in from an existing document or individually pick from Item Central, choose a manual test. If you have a collection of standards in mind and want to auto generate a test from available items with the option to modify it as needed, use the express test; for details, refer to *Creating an Express Test Quick Reference Card*.

Create a Test Manually

Only tests scheduled during the current school year can be administered. During the summer, you can create new tests, but wait until the new school year to schedule them. Fields not described here can be left at their default value and are covered in online help.

To create a new test:

1. In the Assessments menu under the Tests header, click **Create** and then **Manual**
2. Enter a test name following any established naming convention
3. Select the subject and grade range

Time Saving Tips:

- For the 'Number of Items,' some find it faster to set the number at 1-2 and add new items within the test rather than fill the placeholders
- If you will build all new multiple choice items, choose that option to speed setup

4. Choose a test category from the options available to you (see Understanding Test Categories on the next page)
5. Select the preferred standards document
6. Optionally, modify settings (described on the next page)
7. Click **Generate Test**
8. For item 1, choose one of the following:
 - Search for an existing item or items in Item Central: refer to *Search for Items* on the next page
 - Create and save a new item: click an item type and refer as needed to the collection of quick reference cards on building various item types
9. For the next item, click the next placeholder in the left column



If there are no more placeholders, click **Add Item** in the bottom left.

10. At any time, click **Return to Test Detail** at any time to view all items and test options
11. After you address any item alerts, click **Preview in TestNav** to see how the test will appear to students online
You may also see the link **Preview Online Test**. Use this if students will test in the legacy online test delivery platform.
12. Close the preview window and click the blue button, **Public Draft** (if available), and then click **Ready to Schedule**

13. If you added new items that you want to make available for other tests, scroll to the bottom and click **Add All Items to Item Central**

Refer to *Scheduling Assessments Quick Reference Card* to learn how to schedule and assign your test.

Understanding Test Categories

Test categories determine where the results will appear and test sharing abilities. Your categories may have custom names: if so, ask a site administrator how they behave.

District Benchmark – Results appear in the School & District Data and Classroom modules and are used for KPI calculations

School Benchmark – Results appear in the School & District Data and Classroom modules

Common Classroom – The test can be shared and results appear in classroom level reports only

My Classroom – Results appear in the classroom level reports only

Optional Test Settings

The following options are not required.

Setting	Description
Test Settings	
Student Comments	Students can enter feedback about the test and each question when testing online; these comments appear on the Score page.
Capture teacher comments on answer sheets	Select Yes to add space on the printed answer sheets for teacher comments. Choose this option before scheduling a test.

Enable student self-assessment	Add a student self-assessment option to this test. Students can record how they think they performed. See also: <i>Student Self Assessments Quick Reference Card</i> .
Accommodations	For TestNav use only, you can enable a line reader and magnifier for all test takers. See also: <i>Assessments Accommodations with TestNav Quick Reference Card</i> .
Test Restrictions	
Only visible to some users. Refer to the document <i>Test and Item Security Options</i> for details.	
Co-Authoring Settings	
Enable Co-Authoring	You can enable other users to help author the test. See also: <i>Co-authoring Tests Quick Reference Card</i> .

Search for Items

Search for some initial items to build a new test, or if you are working on an existing test draft, navigate to the same search options described in this section by clicking **Add Item** and then **From Item Central**.

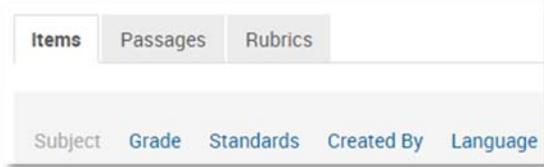
Option 1: Browse by Subject, Grade and Standard

To browse available items:

1. In the Assessments menu under the Items, Rubrics and Passages header, click **Find**
2. In the Items tab, click a filter, such as Subject

Note that browsing in the Passages or Rubrics tabs works the

same as browsing in the Items tab.



3. Within the Subject filter, select a subject, and note the number of available items
4. Add other filters, such as a grade, to narrow your search
5. To see item details, including test use history, click **View** to the right of the item
6. To revise your search from within the results view, click **Open Filters** to modify the search criteria

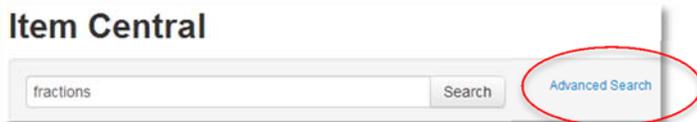
Option 2: Search by Keyword

Instead of adding filters on the Items tab, enter a keyword in the Search field above the Items, Passages and Rubrics tabs and then click **Search**. Refine the search further by clicking **Open Filters** and adding additional criteria.



Option 3: Use the Advanced Search Feature

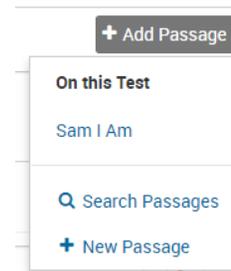
To search by task, passage, item type, language, source or other criteria, click **Advanced Search**.



Including Passages on a Test

If you are creating a new passage with new items, use this workflow:

1. Add the first item that will be associated with the passage
2. Within the item, click **Add Passage** and then **New Passage**
3. Save the new passage
4. Build the second item and link the new passage to the item



To add an existing passage with items, the best way is to leave the test, find a passage with items and add them to the test. For best practices for using existing passages, refer to *Using the Same Passage or Exhibit for Multiple Test Items Quick Reference Card*.

Find a Test

Click **Assessments** in the navigation sidebar. Administrators and teachers with enhanced test creation rights will see the Assessment Dashboard, which contains a list of their tests. If someone else created the test, they can use the filters in the Find a Test box to locate it.

Most teachers will see the teacher-specific Test Dashboard instead.



If the test is not visible under the available tabs, select **Assessments** in the navigation sidebar and under the Tests header click **Find**.