

Creating an Express Test in Schoolnet

In Schoolnet, build an assessment one of two ways: either create an express test or create a test manually. Choose the express test option when there is a bank of items available for the standards you wish to cover. An express test is a quick way to build a short pre- or post-instruction quiz and is typically only used for classroom category assessments.

For an express test, specify how many items per standard to include, and the system will build a test to your specifications by taking items that match your criteria from the item bank. You can then replace, delete, or add items as needed.

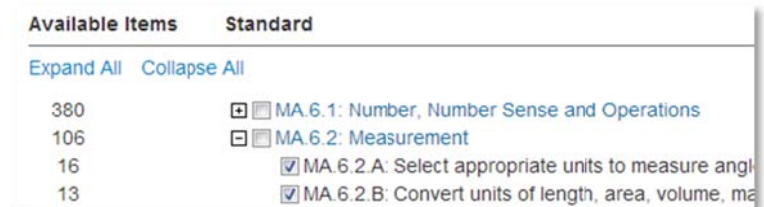
To create an express test:

1. Roll your cursor over the Assessment Admin header and click **Create**
2. Under Create an Express Test, click **Start Now**
3. Enter a test name
4. The test name will appear in a student's profile along with all the other tests generated in Schoolnet that the student takes, so create a test name that will be easy to distinguish from the others.
5. Select a subject and grade range
6. Select a test category if more than one is available to you
7. Select the preferred standards document
8. Optionally, open the Initial Item Settings menu and modify any settings that should override item selections for formatting, layout, or math manipulatives
9. Optionally, open the Test Item Settings menu and modify any of the following settings (those not listed here generally would not be changed for a classroom express tests):

Setting	Description
Student Comments	This setting determines whether 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	Choose to add space on the printed answer sheets for teacher comments. This option may only be selected prior to scheduling a test.
Enable Student Self-Assessment	Select this setting to add the student self-assessment option to the test for open response items. Students will be able to indicate the point value they think they have achieved in advance of seeing the actual score.
Accommodations (TestNav only)	Select options to be enabled for use on tests administered in TestNav.

10. Click **Select Standards**

11. Select the standards to include and click **Add to Test Map**



Available Items	Standard
Expand All Collapse All	
380	<input type="checkbox"/> MA.6.1: Number, Number Sense and Operations
106	<input type="checkbox"/> MA.6.2: Measurement
16	<input checked="" type="checkbox"/> MA.6.2.A: Select appropriate units to measure angle
13	<input checked="" type="checkbox"/> MA.6.2.B: Convert units of length, area, volume, ma

12. Enter the number of items to include for each standard

Tip: Include more items than you need so you can choose from the results. It's okay to include standards

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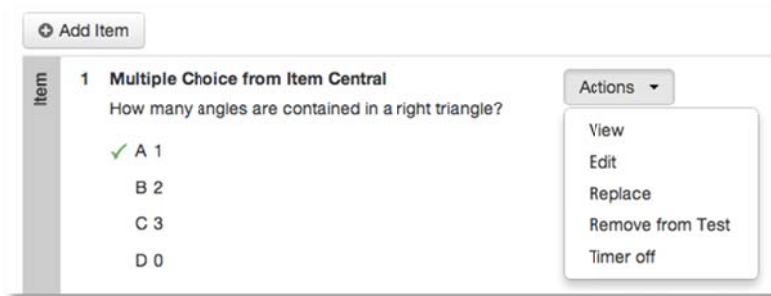
that don't have available items; the test will include placeholders for you to add the items later.

13. Open the Advanced Options menu and select **Exclude items with Passages**, as well as any other filters you want to apply

You can add in passages with items once the test is generated.

14. Click **Build Express Test**

15. Replace items, remove items, or add new items as needed



16. As a best practice when adding a passage with associated items, locate the passage in the item bank or create a new passage separately, and then add it to your existing new test draft.
17. Under Test Actions, click **Preview Online Test** or **Preview in TestNav**
18. Review the content and format, close the preview window, and correct any errors
19. Click **Ready to Schedule**
If this is not a My Classroom Test, first click **Make Public**.

For information on scheduling your assessment, refer to the Quick Reference Card on scheduling tests.

Create an Express Test from a Lesson Plan

When you have a lesson plan in Schoolnet that is aligned to standards for which items are available, you can quickly build an express test. From the lesson plan detail page, click **Build Express Test** and indicate the number of items to include per standard.

