**Get Started: Express Test Step 1**

Use the Create an Express Test option when you know which standards the assessment will cover

and when your school or district has a robust Item Central. When creating an express test, the

assessment is based on a test “blueprint” or high-level benchmarking goals.

Tip: Users with few or no items in Item Central may still prefer to choose this workflow to speed test

creation by creating blank items that are pre-mapped to standards.

1. Hover over Assessment Admin and click Create
2. Click Start Now under Create an Express Test.
3. Complete the test details using the online form:

l Test Name – Enter the name of the test. This name will display in other parts of Assessment

Admin.

l Subject – Choose a subject of the test.

l Grade Level – Choose a grade level.

l Institution Source – Optional: Defines where the information comes from (e.g. district,

region). Most users will not change the default. This field option is only available to

administrators.

l Test Category – Choose the category of the test such as District Benchmark, My

Classroom.

l Score Type - The selected score type will be displayed for this test on an Item Analysis

Report, Classroom Assessment Monitor, Analysis Spreadsheet, and Student Profile.

Assessment Admin: User Guide

l Unanswered Questions - Select to include or exclude unanswered questions from the

test score. This option is available for Classroom tests only.

l Test Focus – Applies only when English Language and Literature is selected as the

Subject. Choose between ELA, Reading, or Writing. Choose ELA when the test does

not fit into the Reading or Writing categories.

l Preferred Standards Document – The standards document the items you would like to

add are mapped to. You may change this document later.

l Answer Key Only – Generates only the answer key without the question and answer

content. Although no actual question stem and choice text will be shown on the answer

key, each item requires an item type, correct answer choice, point value, and standard

alignment

1. Item Settings - Select options to customize individual test items.

l Enable Text Formatting - Select whether to Use Item Settings defined at the item

level or to use the global test settings defined here. You can enable or disable text

formatting for open response items. When text formatting is enabled, an enhanced text

editor will be available to students during test taking, enabling them to format their written

responses for test items. This option is not compatible with screen readers. Select

Enable Special Character Palette to allow students to use special characters for languages

in the enhanced text editor. You can also enable a grammar and spell checker

for students in the enhanced text editor (these work only with English).

l Multiple Choice Answer Layout- Provides the option to choose a table layout for the

multiple choice test questions and answers. This option allows those schools and districts

that use a table layout for multiple choice items to choose the required layout.

l Enable Tools & Manipulatives - Allows tools and manipulatives to be used on both

online and printed tests. When you select this option, you can select the specific tools

and manipulatives you want to include on a test. Select whether to Use Item Settings

defined at the item level or to use the global test settings defined here. The following

tools are supported in the online Test Tunnel and Schoolnet Secure Tester: four-function

calculator, scientific calculator, graphing calculator. The following manipulatives are supported: protractor, compass, rulers, centimeter ruler, and a unit ruler (a ruler without

a specific unit of measurement). For more information, see About Tools and Manipulatives.

1. Enter Test Item Settings - Select options to customize individual test items.

l Student Comments - Provides students the ability to enter or update feedback about

the test and/or items. Select to allow students to either Comment at the end of the test,

to Comment on each item, or leave blank to remove student comments for the test.

This item setting cannot be changed once the test is scheduled. These comments display

on the Score page.

Assessment Admin: User Guide

l Capture teacher comments on Answer Sheets - Choose Yes to add space on the

printed answer sheets for teacher comments. This option is automatically set to No and

may only be updated prior to scheduling a test.

l Enable Student Self-Assessment - Select this option to add a student self-assessment

to this test.

l Hide Item Content from Test Results - Test content for items or passages are hidden

from students and parents when reviewing test results. This option is useful for tests

that will be reused.

l Number of Items - Provides an option to specify the number of items on the test.

6. Click Select Standards to define your test map when you have filled in all fields and are ready

to continue, or click Cancel to go back to the create main page. See Define Your Test Map for

details.

**Define Your Test Map: Express Test Step 2**

The next step in building an express test is to define the components of the items to be included on a

test such as the standards and other advanced options.

Select Standards:

1. Optional: Click to edit the previously entered test name.
2. Select the Standards Document from the menu. The previously selected document displays.
3. In some cases, the selected standard determines the available subjects and grades choices.
4. Select the Subject that has been aligned to the standards. The items available are determined
5. by selected standards.
6. Select the Grade Level that has been aligned to the students. The items available are determined
7. by selected standards.
8. Optional: Enter a standard ID or keywords (whole or partial) into the search field and click
9. Find. Matching standards are highlighted and the results count displays. This search locates
10. exact matches only.
11. Select Standards. A hierarchical list of all standards and sub-standards in the selected standards
12. document and includes a count for all items that have been aligned to the standard. Click
13. the “+” or “-“ symbols to expand or collapse particular areas of the standards tree. Use
14. Expand All / Collapse All to update the display.
15. Click Add to Test Map. The selected standards now appear on your test map above. You
16. may return to the standards tree at any time while defining your test map to add more standards.

Define Your Test Map

1. Optional: Expand Define Test Map to view Advanced Options.
2. Assessment Admin: User Guide
3. Optional: Expand Advanced Options to customize your test map selections by Item Type

including additional filters for response type, Bloom's Taxonomy, P-Value, Item Mean, Item

1. Optional: Select Exclude items on current year tests, Exclude items with Passages and Search Item Central for items matching the selected standards in your Test Map.
2. Enter the number of items you would like for each standard in the Items column.
3. Click Build Express Test.
4. Preview and Replace Test Selections:

**Express Test Step 3**

1. After you have defined your test map and built an express test, you are ready to preview the testb efore scheduling it for use. From the Test Detail page, there are many functions available to modify and customize the test to suit your needs. Once you have completed previewing your test, the test can remain as a private draft or can be scheduled.
2. Perform all standard Test Detail tasks: including perform test Actions, Schedule Information,
3. Associated Resources, Test Properties, and Customize Test.
4. Add Instructions to provide students specific guidelines regarding the test. Enter the information using a standard text editor and click Save Instructions. This information can be edited later for tests that are private drafts and public drafts. Once added, the instructions are also included on copies of the test but can be edited for drafts.
5. Add Items: To manually create new items to the test.

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