



Schoolnet: Preparing for Paper Tests

Quick Reference Card

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When you create tests that will be administered via paper, allow sufficient time to print test booklets, answer sheets, and scoring instructions.

Access Print Options

Access print options from the Print page as test administrator or the Test Dashboard as a teacher.

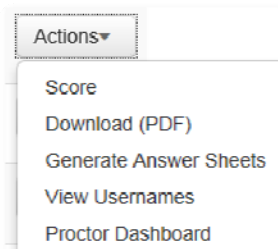
To access print options as an administrator:

1. Roll your cursor over Assessment Admin and click **Print**
2. Click a column header to sort the list of tests, or use the search filters to narrow the list
3. Click the test name to access all print options

Note that some actions are also available through the icons to the left of the test names: roll your cursor over the icons to see the tooltip text.

To access print options as a teacher who is not set up with any test administrator functionality:

1. Click **Assessment Admin**
2. In the default Active Tests tab, select an option from the Actions menu for a test



3. To access options not available in the Actions menu, such as the scoring instructions, click the test name

What You Can Print

The following options may be available under the Actions area of the test detail page, depending on the test and start date.

Download Test

Generate a PDF file of a test booklet so that you can print it. Use the Word option if you want to modify the font size or other formatting of the test booklet before printing. The ability to print test booklets is not available for Answer Key Only tests. For Benchmark tests, this option is not available to teachers until the start date of the test.

Scoring Instructions

Download instructions in PDF format for tests with scoring instructions for open response items.

Download Test Rubrics

Download instructions in PDF format for tests with Schoolnet-created scoring rubrics for open response items.

Download Answer Key

For tests that will be scored manually instead of scanned, download a scoring key that includes the correct answer and standard for each item.

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Answer Sheets

The plain-paper answer sheet includes question bubbles, student information, and a test ID. The answer sheet PDF file contains a cover sheet, answer sheet for each student in the section, and a blank sheet to use for a new student. If you need additional blank sheets, reprint this last page rather than photocopying it. Teacher and test administrators can print answer sheets as soon as the test is scheduled.

Cover Sheet

If answer sheets or test booklets for many students are being printed at once for distribution to multiple classrooms, it may be helpful to have extra cover sheets with the test ID to use as a sorting aid.

Generate Pre-slug Files

For districts using OMR scanners, generate a pre-slug file for OMR forms. Use pre-slug files when using third-party software, such as Sluggo, to add student IDs to pre-printed answer sheets.

View Usernames

Print student usernames and passwords for online testing, if applicable. Do not use this option if students sign in through another portal, such as PowerSchool.

Printing Associated Resources

Some tests have associated resources, such as a pre-formatted test booklet PDF or grading rubric. This option is in the Associated Resources section of the test detail page. Click the document name to open the file and print as needed.

Generate Answer Sheet File: Teacher Procedure

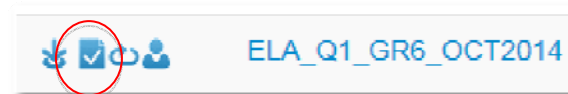
Teachers click the Answer Sheets link in the test detail, pick a section, and then click **Generate Answer Sheets**.

Generate Answer Sheet File for Multiple Classrooms: Administrator Procedure

If printing answer sheets is handled centrally rather than by each teacher, a test administrator can print by class section. A cover sheet is included with each class to aid in distribution.

To generate answer sheets:

1. Roll your cursor over Assessment Admin and click **Print**
2. Locate the test and click the Generate Answer Sheet icon



3. On the Answer Sheet Generator page, filter as needed to locate sections and click **Search**

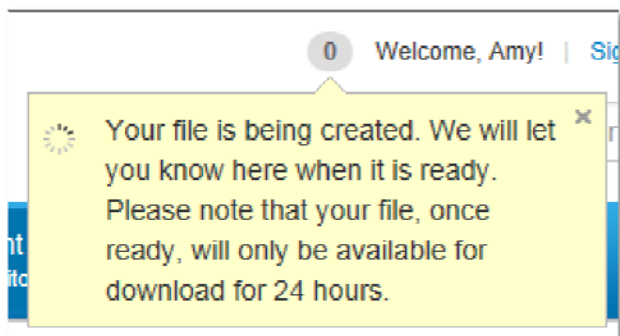
To print answer sheets for a particular school or grade level, click the School/Grade tab and choose a school or grade level from the School Search menus. Then click **Search**.

4. Check the boxes next to the sections or schools you want to include
5. At the top of the page, click **Generate Answer Sheet**

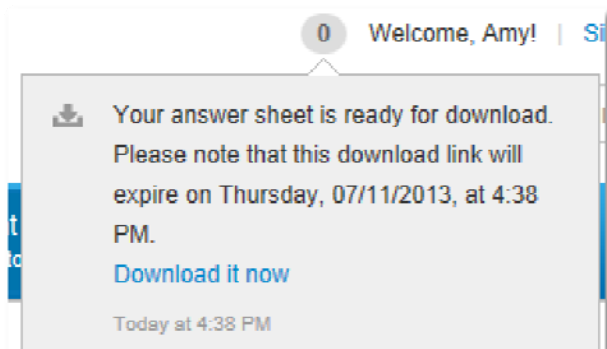
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Generate Answer Sheet File Alert

When you generate an answer sheet file, an alert will let you know that the file is in progress.



You can navigate to other parts of the site while it generates. When the gray icon turns red, click it to view the message and download the file.



Printer Settings

Generally, you can use any printer to print an answer sheet from Schoolnet. Use white, 20 lb. bond paper—*not recycled*, which can be darker and more difficult to erase.

Use the following settings with Adobe Reader (up to version 9):

- For Page Scaling, select **None**
- Check **Auto-Rotate and Center**
- For Zoom, select **100%**

Use the following settings with Adobe Reader (versions 10+):

- For Size Options, select **Actual Size**
- For Orientation, select **Auto Portrait/Landscape**

Administering a Paper Test

Review the following checklist to prepare to administer a paper test.

Test Proctor Checklist

- Determine how to distribute answer sheets and test booklets to teachers
- Communicate to teachers the procedure for new students who don't have a pre-slugged answer sheet
- Communicate scanning procedures and indicate who should receive the answer sheets

Student Checklist

- Fill bubbles completely with heavy, dark marks
- Erase unwanted marks thoroughly
- Do not mark the pre-slugged area or top-right corner
- Do not mark the corners of the form where special markings are printed
- Do not fold or staple the answer sheet
- Review your answers before turning in the answer sheet