



Schoolnet: Test Item Tips Quick Reference Card

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

Use these tips to enhance the item creation process.

Copy and Paste from Word



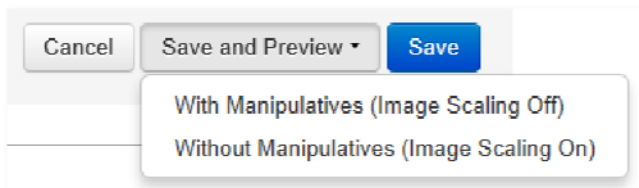
If you copy text for a test item from a word processor such as Microsoft Word, the text contains tags that can cause formatting issues. A best practice is to use the Paste from Word icon instead of the standard Paste icon.


If, upon previewing the item, you discover a formatting issue, try the following:

- Highlight the offending text and click the Clean up Messy Code (sweeper) icon 
- First paste the text into a text editor application, such as WordPad, NotePad, or TextEdit, then copy and paste the text into the Schoolnet text editor
- Before pasting your content, click the Edit HTML Source icon to switch the text box to the HTML view, then remove the formatting and reapply it 

Preview Items

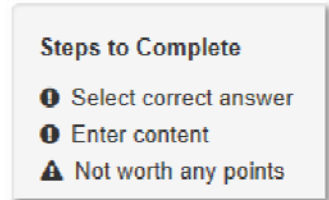
Test creators can preview a test item before adding it to a test. Preview test items from search results or when creating, editing, or viewing the test item.



When creating item stems and answer choices, item creators can preview the in-progress content from within the text editor by clicking the Preview icon. 

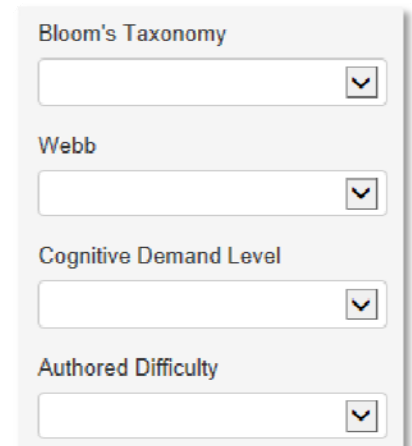
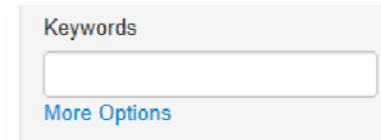
Steps to Complete

Use the Steps to Complete section of the Create New Item page to identify if required information is missing. The alerts may not update until you save your item or change screens, such as by selecting a standard or previewing the item. Note that the Submit button is not available until all alerts are cleared, so you may need to preview the item if you want to submit it before saving.



Optional Information

If the item will be shared or used later, add optional information to assist the test creator. Click **More Options** to view additional menus and fields. Your fields may vary. Do not use the Hint field.



Teacher and Student Explanations

Multiple choice, inline response, matching, and true/false items support explanations for both correct and incorrect answers. Add a teacher explanation to indicate a common reason why students select a wrong answer. The teacher explanation appears in Item Analysis reports.

If students have access to view their results, add a student explanation to indicate to the student why each item is correct or incorrect, or to make a suggestion for review.

Include Images

You cannot copy and paste an image into a test item. Instead, import the image file using the Insert Image icon. Jpeg, gif, and png are acceptable file types.

Previewing an item is especially important when you include images.

You will receive a warning if an inserted image is larger than the recommended size. To upload the image successfully, delete, resize, and re-insert it. As a best practice, resize images before inserting them.

Image size in a question:

- The image file size may not exceed 2MB
- For peak performance, keep the image size below 250KB
- The dimensions should not exceed 640 x 640 pixels

Image size in a passage:

- To prevent the test taker from scrolling, in landscape view, size images to 650 pixels or less in height
- For portrait view, size images to no more than 445 pixels wide
- The optimal maximum size for images in passages is 650 X 445 pixels

Math Equations

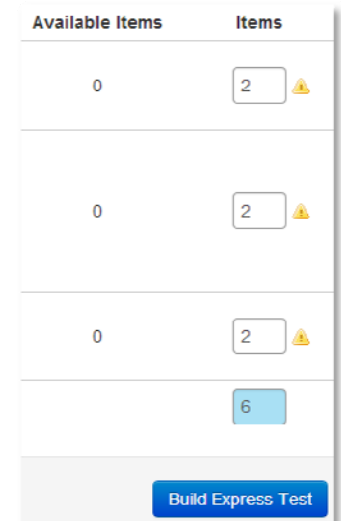
The default font size for math equations is 12 points. Change the size by adding syntax to the equation. Also, resize equations as you would resize a picture, or highlight the image and change the font size. In the Equation Editor, click **See here for additional equations** for information about changing font size and adding syntax for other equations.

Gridded Questions

Add extra columns to gridded questions so that the number of places for the correct response does not indicate the correct number of place values. For example, the answer to the problem "2+2 = _" requires only one column, but you may provide two or more. Students may enter the answer flush left or right. Note that 4, 8/2 and 4.0 will all be calculated as correct answers.

Shortcut for Populating the Item Bank

When adding multiple choice items to populate the Item Bank (rather than for a specific assessment) use the Express Test feature to create a "scaffold" for each standard that needs items. When you create the placeholder test, indicate how many questions per standard to include. This will save several clicks and ensure that each standard has the desired number of items created for it. When you have built all placeholder items, click **Ready to Schedule** and then at the bottom of the screen click **Add All items to Item Central** to save the items for future use in Item Central. Then, delete the Express Test that you used to build the items.



Aligning an Item to Multiple Standards

As a best practice, align a test item to one standard from any standards set (such as Common Core, state, or local).

If you need to create an item that is aligned to a standard from two different standards sets, when used on a test, the test creator can choose which one will act as the primary. In the School and District Data module, only the standard set chosen as the primary is available for reporting. In the Classrooms Item Analysis report, you can choose which standards set to view.

ACT Algebra 1
ACT-Alg1-E.2.a: Identify graphs of quadratic functions [delete] [edit] PRIMARY

ACT Algebra 2
ACT-Alg2-E.2.a: Determine the domain and range of a quadratic function; graph the function with and without technology [delete] [edit] [make primary]

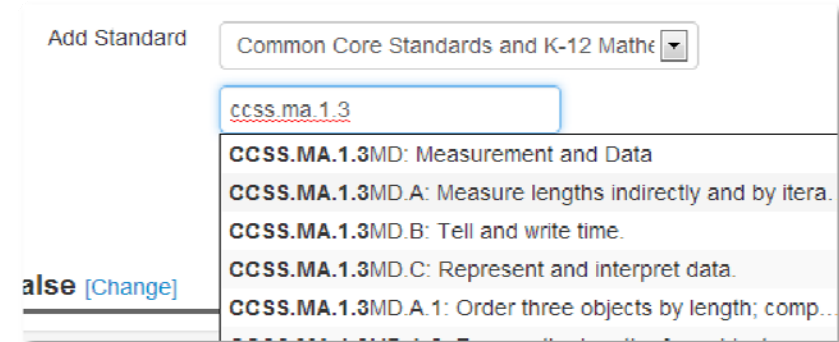
Note that although you can align items created in Item Central to multiple standards within the same set, when these items are pulled into a test, only the first standard is used.

ACT-Alg2-E: Exploring Quadratic Equations and Functions
 ACT-Alg2-E.1: Equations and Inequalities
 ACT-Alg2-E.2: Graphs, Relations, and Functions

ACT Algebra 2
ACT-Alg2-E.1: Equations and Inequalities [delete] [edit] PRIMARY

Word Recognition Standards Entry Shortcut

If you know the name or ID of a standard, click **edit**, select the correct standards document, and start typing the name or ID. Highlight and click the standard from the list that appears below the menu.



Passages

A passage does not have to be text. Use a passage to add a general statement, graphic, or table to which you can attach multiple questions.

To add questions to an existing passage, open the passage in the test, then add the new items from the View Passage page.

Add line numbers to passages using one of the following methods:

- Insert numbers in parentheses
- Insert line breaks (press **CTRL + Enter**) at the end of each line to create a soft return, and precede each line with a number
- Insert the passage as an image

Note: This option is not recommended, since resizing in the browser may make the text hard to read.

Rubric vs. Scoring Instructions

If you plan on creating a rubric that is intended for just one question, it may be easier to use the Scoring Instructions field instead of creating a rubric with the rubric template. Consider using the template if other questions would share a similar rubric, since the rubrics created in a template are easy to copy and modify.

Avoid mixing the use of rubrics and scoring instructions within the same text, as the scoring guidelines will split into two different documents.

The screenshot displays two panels from the Schoolnet interface. The left panel, titled 'Actions', contains a list of links: 'Copy Test', 'Delete this Test', 'Download Test (pdf)', 'Download Test (Word)', 'Scoring Instructions', 'Download Answer Key', 'Download Test Rubrics', 'Cover sheet', and 'Preview Online Test'. The right panel, titled 'Question Content', shows the question text 'What did you do this summer?'. Below this, the 'Rubric Selection' section includes a 'Select a rubric' label and a 'Rubric Lookup' button. The 'Maximum Points (0-999)' is set to '20'. The 'Number of Answer Sheet Pages' is set to '2 Pages' via a dropdown menu. The 'Scoring Instructions' section is currently empty, with a link that says 'Click here to add content.'