



Schoolnet: Creating an Express Test Quick Reference Card

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In Schoolnet, build an assessment one of two ways: either create an express test or create one manually. Choose the express test option when there is a bank of items available for the standards you wish to cover. Specify how many items per standard to include, and the system will build a test to your specifications by taking items at random from the item bank. You can then replace, delete, or add items as needed. An express test is a quick way to build a short pre-or post-instruction quiz.

The express test method is not recommended for generating tests with passages that have multiple items, although you can generate an express test excluding them and then add in passages manually.

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

The test name will display in the student profile along with all of the other tests generated in Schoolnet that the student takes, so create a test name that will be easy to distinguish from the others.

4. Select a subject and grade range
5. Select a test category if more than one is available to you
6. Optionally, choose to exclude unanswered questions from the score
7. Optionally, change score type

Note that raw or proficiency score are reflected in select locations only: the Classrooms Item Analysis report,

Student Profile, the My Schoolnet home page and the Analysis Spreadsheet.

8. Select the preferred standards set
9. You may wish to modify the following test item settings:

Enable text formatting	Text formatting for open response items can be enabled or disabled at the test level, or take on individual item settings. If enabled, select whether to include the special character palette, spell checker and grammar checker.
Multiple Choice Answer Choice Layout	To override item settings, select from the one and two column options.
Enable Tools & Manipulatives	If applicable, choose Yes or No to override item settings. If Yes, select which tools to make available to students for online testing, such as a ruler or calculator.
Student Comments	These options provide students the ability to 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 Yes to add space on the printed answer sheets for teacher comments. This option may only be updated prior to scheduling a test.

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Enable student self assessment	Select this option to add a student self-assessment option to this test.
Hide item content from test results	Select to hide test content from students and parents when reviewing test results. This option is useful for tests that will be reused.



10. Click Select Standards

Select Standards

Standards Document:

Subject:

Grade Level:

11. To locate a standard in the tree below, enter a standard ID or keywords (whole or partial) into the search field and click **Find** Matching standards are highlighted and the results count displays next to the Find button. This search locates exact matches only.

12. The **Standards Tree** will be below with a hierarchical list of all standards and sub-standards in the selected standards document. Click the + or - symbols to expand or collapse particular areas of the standards tree.

Located to the left of the standards tree are the **Available Items**. This column counts the number of items in Item Central that are mapped to each standard.

13. To select standards to the Test Map select the box(es) next to the standard(s) you would like to add to your test map



and click **Add to Test Map**

14. Enter the number of items you want for each standard

Standard	Available Items	Items
Classify two-dimensional figures into categories based on their properties.	37	<input type="text" value="3"/>
Geometric measurement: understand concepts of volume and relate volume to multiplication and to addition.	10	<input type="text" value="3"/>
		<input type="text" value="6"/>

Tip: Include more items than you need so you can choose from the results. It is okay to include standards that don't have available items since the test will include placeholders for you to add them.

15. Open Advanced Options and select **Exclude items with passages** as well as any other filter you would like to apply

Since the option to exclude items on a current test applies across all test categories (student, section, and test assignment), it should be used for district or state level tests only. If an item is already part of a test for the current school year, it will be excluded from the search.

16. Click **Build Express Test**

17. Replace, remove, or add new items as desired

Item	Actions
1 Multiple Choice from Item Central How many angles are contained in a right triangle?	View Edit Replace Remove from Test Timer off
✓ A 1	
B 2	
C 3	
D 0	

18. Your test is automatically saved and is now ready to schedule and administer

To locate the test at a later time, roll your cursor over the blue **Assessment Admin** header, click **Find a Test** from the submenu and filter as needed.

19. Click **Ready to Schedule** and refer to the document "Scheduling Tests Quick Reference Card" for details.

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, as described in step 13 above.

