Schoolnet: Searching for Items and Creating Manual Tests

Learn how to search for items to include on a test. Then create a manual test in the Assessment Admin module.

A typical workflow would be to search for items to include on a test, create a manual test with those items and then add additional items using the item lookup feature from within the new test.

Search for Items and Passages

Search for items to build a new test, or if you are working on an existing test draft, navigate to the same search options described in this section by clicking **Add New Item** and then **Lookup in Item Central**.

Browse by Subject, Grade, and Standard

To browse available items:

1. Roll your cursor over Assessment Admin and click **Find an Item, Passage or Rubric**

2. In the Items tab, click a filter, such as **Subject**

   Note that browsing in the Passages or Rubrics tabs works the same as browsing in the Items tab.
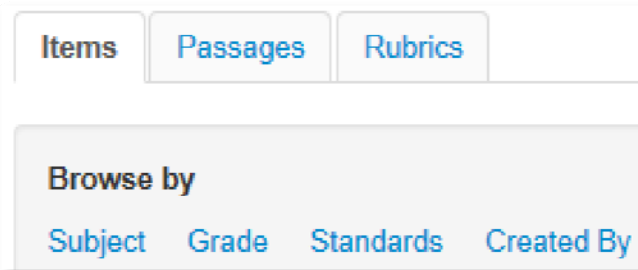
3. Within the Subject filter, select one of the available subjects, such as **Mathematics**, and note the number of available items

4. Add other filters, such as a grade, to narrow your search

5. Click **View Results** to view the items that meet your criteria

6. To see item details, including test use history, click **View** on the right side of the item

7. Click **Back to Previous Page** at the top left of the page to return to the search results

8. To revise your search from within the item browsing results, click **Open Filters** to add or modify the search criteria

Search by Keyword

Instead of adding filters in the Items tab, enter a keyword in the Search field above the Items Passages and Rubrics tabs, and then click **Search**. Refine the search further by clicking **Open Filters** and adding additional criteria.
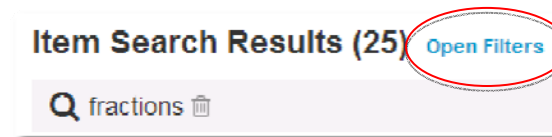
Advanced Search

To search by task, passage, item type, number of exposures, source, or other criteria, click **Advanced Search**.

Select Items for a Test

Select items from your item search results to add to a new or in-progress test.

To create a new test:

1. Search for items in Item Central as described in the previous section

2. In the results, check items to include on a test

3. Scroll up or down and click **Add Items to Test**

4. Click **Create new Test with these items**

5. Continue to build the test by following the instructions for creating a test manually below

   Alternatively, under Available Tests, click **Select** next to a test name to add the selected items to an existing test.

Create a Test Manually

You can create a test with or without selected items to start. Once you get to the "Create: Manual Test" page, however, the test setup process is the same as described here for tests with pre-selected items.

To create a new test with selected items:

1. Select initial test items as described in the previous section

2. On the "Create: Manual Test" page, enter a test name following any established naming conventions

3. Select the subject and grade range

4. Choose a test category from the options available to you:

   - District Benchmark – Results appear in the School & District Data and Classrooms modules and are used for KPI calculations

   - School Benchmark – Results appear in the School & District Data and Classrooms modules

- Common Classroom – Test can be shared institution-wide and results appear in the Classrooms module only

- My Classroom – Results appear in the Classrooms module only

5. Optionally, choose to exclude unanswered questions from the score

6. Choose the score type to display for this test:

   - Total Score – Percent correct

   - Raw Score – Displays in some reports as a fraction (points achieved / points possible)

   - Proficiency – Displays in some reports as a number (points achieved)

7. Select the desired standards document

8. You may wish to consider modifying the following test item settings:

Setting	Description
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. You may only update this option before scheduling a test.
Enable student self-assessment	Add a student self-assessment option to this test.
Hide item content from test results	Hide test content from students and parents when reviewing test results. This option is useful for tests that will be reused.

9. Click **Generate Test**

   Depending on your settings, you will land on the page for either selecting the first item type, completing the first multiple choice item or reviewing the first selected item.

10. Complete the first item if needed, scroll down, and click **Return to Test Detail**

11. On the Test Detail page, optionally click **Add Instructions**; text appears on both the online test and printed booklet

12. Click **Add Item** to add additional items

13. As you add or edit an item, use the Test Items bar on the Item Detail page to view which items have a warning or are incomplete; click a number to navigate to that item

14. From an item detail, click **Return to Test Detail** at any time to view all items and test options

15. After you address any item alerts, click **Preview Online Test** to view how students will see the test online

16. Close the preview window and click the blue button, **Public Draft** (if available), and then click **Ready to Schedule**

17. If you added new items that you want to make available for other tests, scroll to the bottom and click **Add All Items to Item Central**

18. Refer to the document "Scheduling Tests Quick Reference Card" for next steps

Find a Test

The easiest way to locate a test is to click the Assessment Admin header to view the Test Dashboard, which contains a list of your tests. If someone else created the test, locate it by opening the Find menu on the Test Dashboard page and selecting **Find a Test**. Enter search criteria in the Find a Test section and then click **Go**.

Copy or Delete a Test

Although you can't rename a test at any stage, you can click **Copy Test** under the Actions heading on the Test Detail page and rename the copy. This option may not be available for some tests created externally.

The test author or a system operator can delete a test at any stage, as long as there are no student results associated with the test.