Schoolnet: Creating an Express Test

Audience Roles: Teacher, Leadership, Staff

In Schoolnet, build an assessment one of two ways: either create an express test or create a test manually. Choose the express test option when there is a bank of items available for the standards you wish to cover. An express test is a quick way to build a short pre- or post-instruction quiz.

For an express test, specify how many items per standard to include, and the system will build a test to your specifications by taking items that match your criteria from the item bank. You can then replace, delete, or add items as needed.

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 appear in a student's profile along with all 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. Select the **Preferred Standards Document**

7. Optionally, open the **Initial Item Settings** menu and modify any settings that should override item selections for formatting, layout, or math manipulatives

8. Optionally, open the **Test Item Settings** menu and modify any of the following settings:

Setting	Description
Student Comments	This setting determines whether students can 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 to add space on the printed answer sheets for teacher comments. This option may only be selected prior to scheduling a test.
Enable Student Self-Assessment	Select this setting to add the student self-assessment option for open response items to the test. Students will be able to indicate the point value they think they have achieved in advance of seeing the actual score.
Hide Item Content from Test Results	Select this setting to hide test content from students and parents, if applicable, when they review test results.

9. Click **Select Standards** at the bottom of the screen

10. Select the standards to include and click **Add to Test Map**
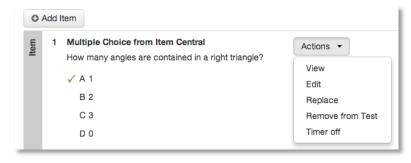
11. Enter the number of items to include for each standard

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

12. Open Advanced Options from the menu on the right select **Exclude items with passages**, as well as any other filters you want to apply

    ☐ Exclude items on current year tests
    ☑ Exclude items with Passages
    ☐ Search Item Central for items matching the selected standards in your Test Map

    You can add in passages with items once the test is generated.

13. Click **Build Express Test**

14. Replace items, remove items, or add new items as needed

    ⊕ Add Item

    | Item | 1 | Multiple Choice from Item Central | Actions ▾ |

    How many angles are contained in a right triangle?

    ✓ A 1
    B 2
    C 3
    D 0

    View
    Edit
    Replace
    Remove from Test
    Timer off

    As a best practice when adding a passage with associated items, locate the passage in the item bank or create a new passage separately, and then add it to your existing new test draft.

15. Under **Test Actions**, click **Preview Online Test**

16. Review the content and format, close the preview window, and correct any errors

17. Click **Ready to Schedule**

    For information on scheduling your assessment, refer to the Quick Reference Card on scheduling tests.

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.

↗ Submit to School Bank
✎ Edit
⧉ Copy
↺ View Related
📊 Build Express Test
📄 Create PDF
📅 Schedule