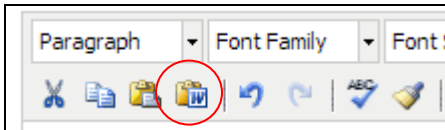


Test Item Tips

Use these tips to enhance the item creation process.

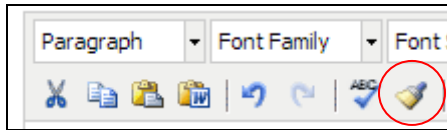
Copy and Paste from Word

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 Paste from Word instead of the standard Paste icon.

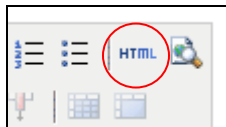


If upon previewing the item you discover a formatting issue, try the following:

- Highlight the offending text and click the 'sweeper' icon

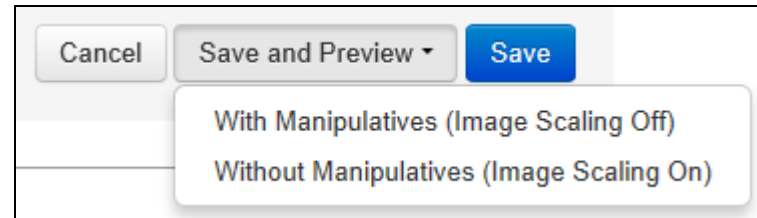


- First paste the text into a text editor application, such as WordPad, NotePad, or TextEdit
Then, copy and paste the text into the CIITS text editor.
- Switch the text box to the HTML view before pasting your content to remove formatting and then reapply the formatting



Preview Items

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

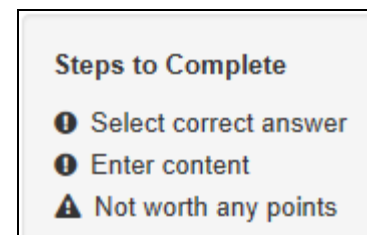


When creating item stems and answer choices, item creators can preview the in progress content from within the text editor.



Steps to Complete

Use the "Steps to Complete" section of the Create New Item page to identify if required information is missing. Note that 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. Your fields may vary. Do not use the Hint field.

The image shows a 'More Options' menu that is open. The menu is light gray and contains several fields, each with a dropdown arrow on the right side. The fields are: 'Keywords' (with a text input field above it), 'Bloom's Taxonomy', 'Webb', 'Cognitive Demand Level', and 'Authored Difficulty'. The 'Keywords' field is partially obscured by the 'More Options' label. The 'Bloom's Taxonomy' field is the first dropdown, followed by 'Webb', 'Cognitive Demand Level', and 'Authored Difficulty'.

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 a suggestion for review.

Include Images

You cannot copy and paste an image. 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 images are included.

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

- **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 additional 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 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 would 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 all placeholder items are built out, 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.

| Available Items | Items |
|-----------------|----------------------------------|
| 0 | <input type="text" value="2"/> ⚠ |
| 0 | <input type="text" value="2"/> ⚠ |
| 0 | <input type="text" value="2"/> ⚠ |
| | <input type="text" value="6"/> |

[Build Express Test](#)

Aligning an Item to Multiple Standards

As a best practice, align a test item to one standard from any standards set (Common Core, state, 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 primary. In the School and District Data module, only the standard set chosen as 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 items created in Item Central can be aligned 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. The highlight and click the desired standard in the 'type ahead' menu.

Add Standard Common Core Standards and K-12 Math

- CCSS.MA.1.3MD: Measurement and Data
- CCSS.MA.1.3MD.A: Measure lengths indirectly and by itera.
- CCSS.MA.1.3MD.B: Tell and write time.
- CCSS.MA.1.3MD.C: Represent and interpret data.
- CCSS.MA.1.3MD.A.1: Order three objects by length; comp...**

[else \[Change\]](#)

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 using the View Passage page.

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

- Insert numbers in parentheses
- Insert line breaks (CTRL + Enter) at the end of each line to create a soft return, and precede each line with a number
- Not recommended: inserting the passage as an image, as resizing in the browser may make the text hard to read

Rubric Versus Scoring Instructions

If you are going to create a rubric that is specific to one question, it may be easier to use the Scoring Instructions field instead of creating one with the rubric template. Consider using the template if other questions would share a similar rubric as it they are easy to copy and modify. Avoid mixing the use of rubrics and scoring instructions within the same text as the scoring guidelines would be split into two different documents.

Question Content
What did you do this summer?

Rubric Selection
Select a rubric

Maximum Points (0-999)

Number of Answer Sheet Pages:

Scoring Instructions
[Click here to add content.](#)

Actions

- [Copy Test](#)
- [Delete this Test](#)
- [Download Test \(pdf\)](#)
- [Download Test \(Word\)](#)
- [Scoring Instructions](#)
- [Download Answer Key](#)
- [Download Test Rubrics](#)
- [Cover sheet](#)
- [Preview Online Test](#)