

Uploading External Assessment Results

If you want to review assessment results in CIITS for tests that are administered outside the system, you can manually recreate these tests as Answer Key Only (AKO) tests or as complete tests with questions. This will allow you to view the results in CIITS for student grouping and comparison to other types of assessments. Once you create the test there are two options for getting student results into CIITS for reporting:

- Upload the CSV file of results using the 'Upload File' feature
- Enters results student-by-student using the Online Score feature

Note: Teachers can complete the process outlined here for students/sections assigned to them. Those who would like to complete this process for a school- or district-wide assessment will first need the roles/permissions to create and schedule tests at the school or district level.

Understanding the Answer Key Only Option

When you create a manual test, you have the option to select 'Answer Key Only.' This is a useful option when you want to create a test only for the purpose of uploading scores from an external source and don't want to enter the content of each question. Note that it is still essential to tag each question to the appropriate standard. While not adding question content will save time, note that you will not be able to view the item content when you view the reports in CIITS and will want to have a paper copy of the test handy when viewing results.

Create a Test Manually

Test Name:* Unit 12

Test Category: My Classroom

Subject:* English Language and Literature

Test Focus:* ELA Reading Writing *For reporting purposes only*

Grade Level:* 06 to 06

Preferred Standards Document: Kentucky Core Academic Standards 2010 - ELA

Answer Key Only: Yes No

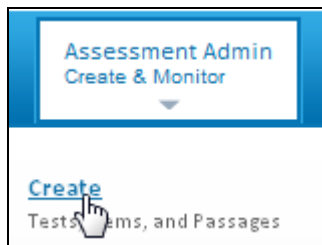
Number of Items: 12

Set Up an External Test in CIITS

Before you can upload scores, you must set up a test with the correct answer and standard indicated for each question.

To create a test:

1. In the Assessment Admin sub-menu, click **Create**.

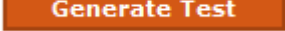


2. Under 'Create a Test Manually', click



3. Enter the Test Properties as described (* required).

This field...	Requires this information...
Test Name*	Enter the test name.
Test Category*	This defaults to the category associated with the highest level institution you are permitted to create tests for; e.g., district, school or classroom. Most teachers will automatically default to their only option: 'My Classroom.' <ul style="list-style-type: none">• All District Benchmark Categories - Results will display in School & District Data and Classrooms, used for KPI calculations• School Benchmark - Results will display in School & District Data and Classrooms• Common Classroom - Results will display in Classrooms only• My Classroom - Results will display in Classrooms only
Subject*	Pick one subject.
Grade Level*	Indicate the grade range of the test.
Preferred Standards Document*	The standard document selected for reporting.
Answer Key Only	Change to 'Yes' if you do not want to enter item content.
Number of items	Indicate how many questions the test will include. <ul style="list-style-type: none">- All Multiple Choice Items – if you will only be using this question type, check this option to speed test creation.

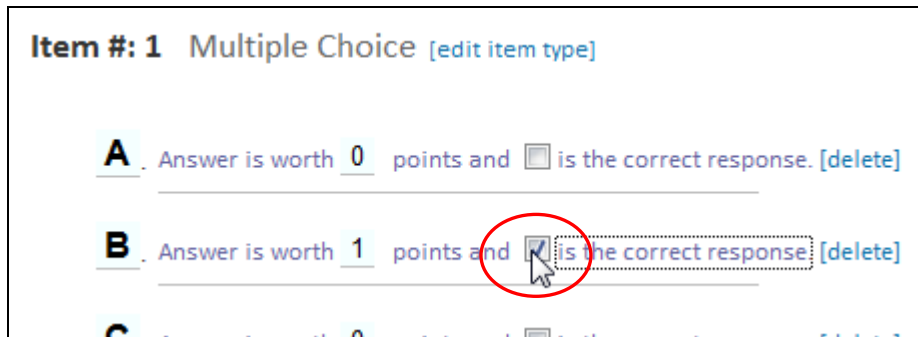
4. Click . Note that your test stage is now Private Draft.

5. The test item numbers will appear in a band according to the number selected.



6. For each item, choose the question type. (If you picked the 'all multiple choice' option this step is skipped.)

7. For each question, indicate the correct answer. You have the option to weight questions by changing the default 1 point assigned. The alert will go away once you save the question. (If you did not choose the AKO option you will also have to enter item and answer content.)

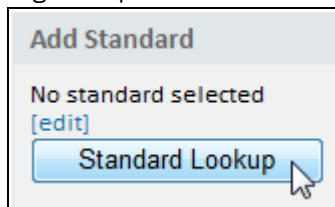


Item #: 1 Multiple Choice [\[edit item type\]](#)

A. Answer is worth 0 points and is the correct response. [\[delete\]](#)

B. Answer is worth 1 points and is the correct response. [\[delete\]](#)

8. Align the question to a standard.

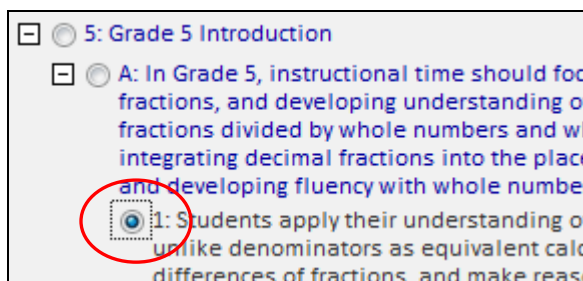


Add Standard

No standard selected
[\[edit\]](#)

[Standard Lookup](#)

9. Use the plus icons to 'open' a standard. After selecting one, scroll down and click [Done](#).

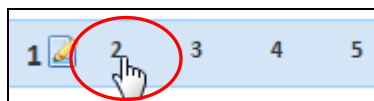


5: Grade 5 Introduction

A: In Grade 5, instructional time should focus on developing understanding of fractions, and developing understanding of fractions divided by whole numbers and whole number multiplication, and integrating decimal fractions into the place value system, and developing fluency with whole number and decimal multiplication and division.

1: Students apply their understanding of equivalent fractions to add, subtract, and multiply fractions with unlike denominators as equivalent calculations, and make reasonable estimates.

10. Move on to the next question.



1 2 3 4 5

11. When all questions are aligned to a standard and have the correct answer indicated, click [Return to Test Detail](#).

12. Click [Ready to Schedule](#). (Test administrators will have an additional click first to **Make Public**).


13. In the pop-up warning, confirm that you wish to continue and click [Schedule](#).

14. You must enter a date in all three fields, but they can be the same. This date will be reflected in reporting.

The screenshot shows a 'Test Settings' form with three date fields: 'Start Date:', 'End Date:', and 'Score Due Date:'. A calendar is open over the 'Score Due Date:' field, showing the month of February 2012. The date '27' is selected. Below the calendar, there is a checkbox labeled 'Prevent the student' and a section for 'Online Test Options'. A note at the bottom states: 'Note: It is highly recommended...'.

15. Skip the online test options. Accept the 'quick assignment'.

The screenshot shows a section titled 'Assignment for Your Students'. It contains the text 'Test is currently unassigned'. Below this, there are two links: 'Accept Quick Assignment: 4 Sections (Mathematics, Grade 05) in KROL SCHOOL' and 'Edit Assignment'. A mouse cursor is pointing at the 'Accept Quick Assignment' link.

16. Click . At this point you can either bulk upload scores or enter them as described in the next two sections.

Bulk Upload Results

The **Upload File** feature allows you to upload a CSV file with results from an externally administered assessment for multiple students (using their Student ID).

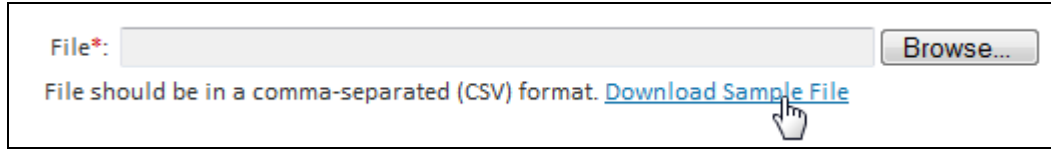
1. Click the **Assessment Admin** tab.
2. Next to the test you created, click the **Score** icon.



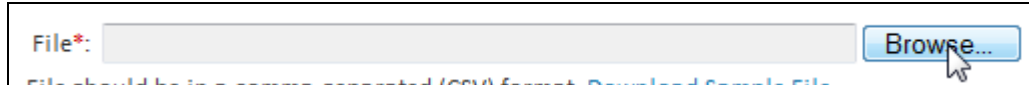
3. In the drop-down pick the desired section of students. Then click **Upload Scores**.

The screenshot shows a 'Search Results' section. A dropdown menu is open, showing 'Math - Int. - 501' selected. Below the dropdown, there are two links: 'Score All Open Responses' and 'Upload Scores'. The 'Upload Scores' link is circled in red. Below the links, a student name '1. ALLEN, JAYMON' is listed.

- Download the sample file so you know what format is needed to upload the file.



- When the file is ready, click **Browse** to locate the file. After selecting the CSV file, click the **Upload** button. When the upload process is complete, a confirmation message displays, stating: **The results have been successfully loaded.**

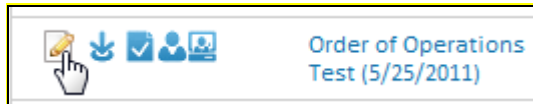


Online Scoring

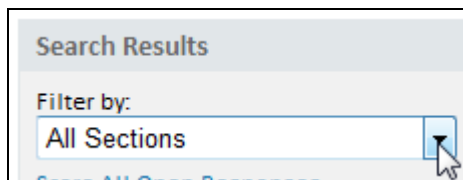
You have the option to enter results student-by-student, question-by-question.

To score online:

- Go to the Assessment Admin home page (Test Dashboard). Click the **Score** icon.



- Filter on the desired section.



- Click the student name to enter their results.



- Score as appropriate. Repeat for remaining student results.

