

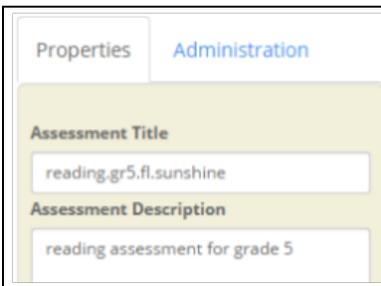
You can begin creating a test by selecting **Tests > Administration-New Test** from the main navigation menu.

Ensure the Answer Key Only toggle is set to off. (See the topic *Create an Answer Key Only (AKO) Test* for instructions on creating answer keys for offline tests.)

## Define the Properties

Begin building the test by defining the basic properties.

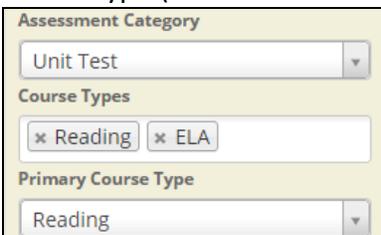
1. Enter the test title and description using the naming convention defined by your school district. The title must contain 10-100 characters. The description can be up to 2000 characters.



### NOTE

To prevent reporting issues, the test title cannot contain most special characters. Still allowed are periods, underscores, dashes, parenthesis, and forward slashes.

2. Click **Save** to create the test.
3. Optional: Choose an assessment category from the drop-down provided.
4. Select the course type by clicking in the field, then choosing from the drop-down menu provided. You can select more than one. If you do, a drop-down will appear for you to assign the primary course type (used for certain reports).



### NOTES

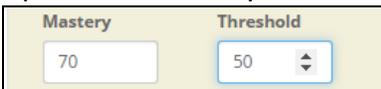
When a test is assigned multiple course types, it will appear in Test Center whenever any of them are selected as a filter.

Selecting multiple course types makes the test available in Test Center for all students who take any of the associated courses.

5. Select one or more grade levels by clicking in the field, then choosing from the drop-down menu provided.

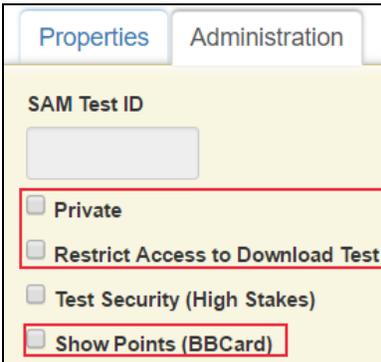


6. Update the mastery and threshold levels if desired.



7. Click on the **Administration** tab.

8. Use the checkboxes to define security and access criteria for the test. Options include the following.

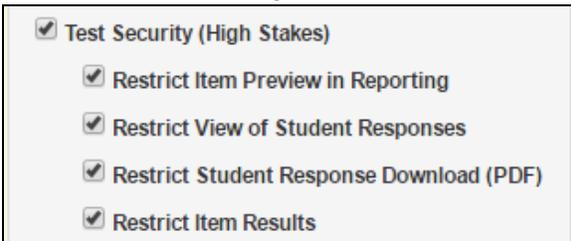


- **Private** - Select to make this test available only to you. This option will be checked by default for any teachers with district test viewing access.
- **Restrict Access to Download Test** - Select to hide the download option for this test from any user who does not have permissions to the test.

**NOTE**  
If Restrict Access to Download Test has been selected, users will not be able to download the test through Test Center. If a user needs to download a copy of the test, they will need to access it from the search page or the edit test page and they must have Read permissions to the test.

- **Show Points (BBCard)** - Select to show additional options for the test in Baseball Card in order to include the points earned as a data point.

9. Click on **Test Security** to access additional security settings for high stakes admins only.



- **Test Security (High Stakes)** - Select to designate this test as high stakes. This prevents non-high stakes admins from seeing this test or its items.
  - **Restrict Item Preview in Reporting** - select to hide the item preview button in the Student Item Analysis report and Test Statistics report
  - **Restrict View of Student Responses** - select to hide all student responses in the Student Item Analysis report
  - **Restrict Student Response Download (PDF)** - select to hide the PDF download option in test previews in the Student Item Analysis report
  - **Restrict Item Results** - select to hide this test completely from SIA, ISA, Test Statistics and SRP reports

- Click **Save**. We will come back to add the administration window once the test is complete and ready to administer.

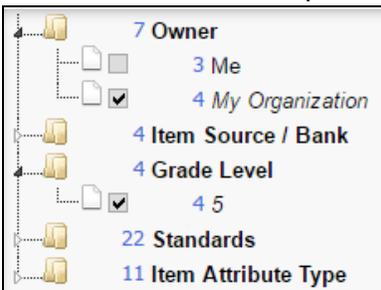
## Add Items to the Test

Click **Add Items** to access the Add Items window. This window will resemble the global search page, with search filters on the left and search results on the right.

The search bar includes four methods for finding items.

- Keywords - will return all items that contain the search term and match the search filters
- Standards - will return all standards that contain the search term and match the search filters
- Resources - will return all resources that contain the search term and match the search filters
- Item Assignments - will return all item assignments that contain the search term and match the search filters

- Select one of the four item search methods.
- Select search filters as desired to narrow your results. For more detailed instructions, see "Using the Search Filters" in the topic *Searching for Objects*.

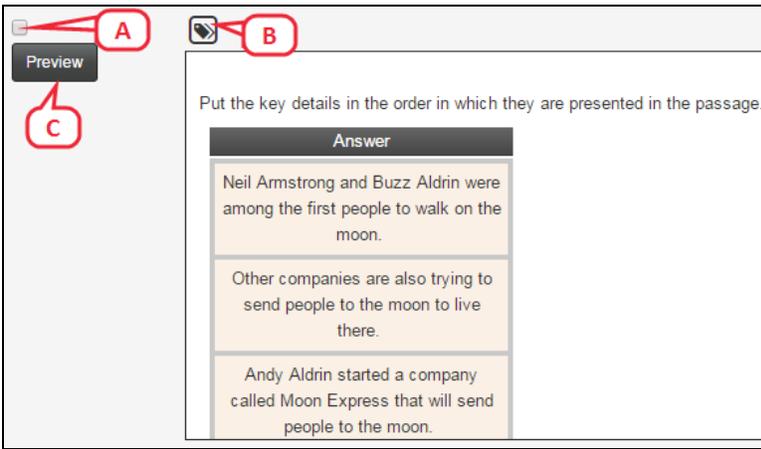


- Appropriate for the search option you chose, begin typing a search term to receive a list of matching results. Enter at least three characters in order to see results. (For help searching by standard, see the topic *Standard Codes*.)

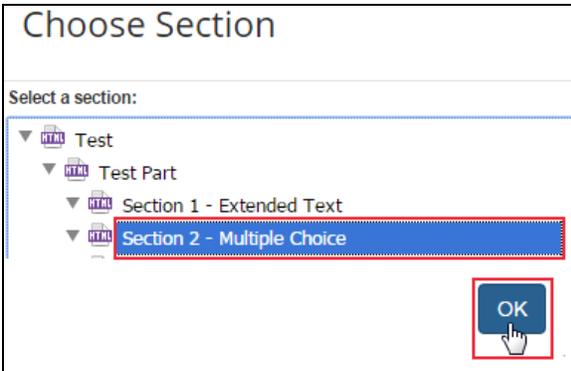
- For standard, resource, and item assignment searches, each result will be preceded by a count of the number of items it contains matching the criteria. You have two options.



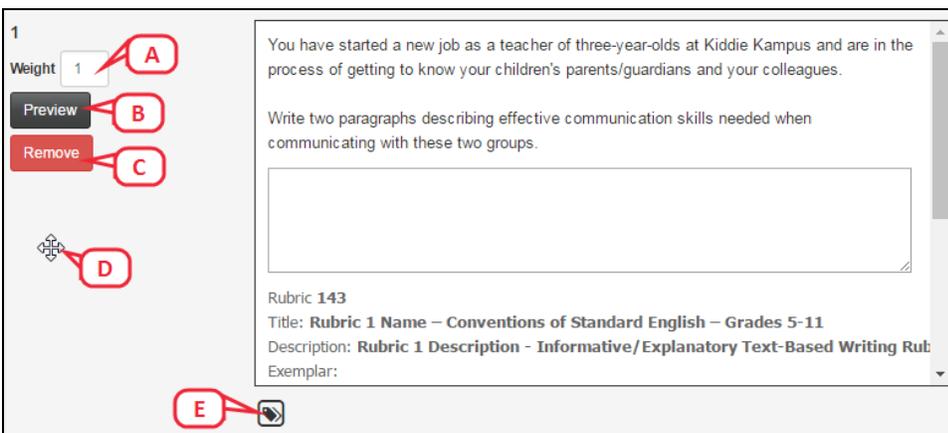
- Click on the count to see the list of the items with full previews.
  - Quickly select items for the test by entering a number in the text box equal to or less than the count shown, then press **Enter**. A confirmation message will appear.
- For keyword searches, or when you click on an item count, the options available when viewing the list of items are as follows.



- A. Select the checkbox to choose the item for the test.
  - B. Click on the tag icon to view the item attributes.
  - C. Click on **Preview** to view the entire item, its passages, and rubrics.
  - D. For keyword searches, if there are less than 100 results returned, you can use the "Select all ## items" checkbox to choose all items quickly. A confirmation message will appear.
6. When finished selecting items, click **Add to Assessment** at the bottom of the window to exit. You **MUST** click this button for your selections to be added to the test.
  7. If your test has multiple sections, you will be prompted to select the section to which the items should be added. Select the section, then click **OK**.



8. All items will be listed in the order in which you added them. Options available when viewing the test items are as follows.



- A. Adjust item weight using the text box provided.
  - B. View the full item by clicking on **Preview**.
  - C. Remove an item by clicking on **Remove**.
  - D. Reorder items by clicking on the item box with the directional cursor and dragging it to the desired location. (This option is available only if sections have not been added using **Test Format**.)
  - E. View the item attributes by hovering over the tag icon.
9. Save the test.

A summary of the test and its items is displayed at the bottom of the properties tab. Be aware that items with multiple alignments will result in counts and percentages that add up to more than the actual number of items and over a 100%, so the rows should be viewed in isolation.

Number of Items		
		7
Standards Distribution		
AV.6.REA.2.3	1	14.3%
CC.ELA.6.L.2.c	3	42.9%
AVID.11.REA.2.6	2	28.6%
AV.10.REA.2.1	1	14.3%
Difficulty		
Easy	3	42.9%
Question Interactions		
Choice	5	71.4%
Extend Text	2	28.6%
Depth of Knowledge		
Level 2	1	14.3%



## NOTE

Once an item has been saved on a test, it can be edited only by a user with Admin or Author+Update permissions to the item's source/bank.

Once a test has been released for administration, the ability to edit its items is disabled. In addition, the ability to add or remove items to/from the test will be disabled. You can, however, still adjust the item weight.

## Test Sections

You can create a test with multiple sections, for administration separately, using the following steps.



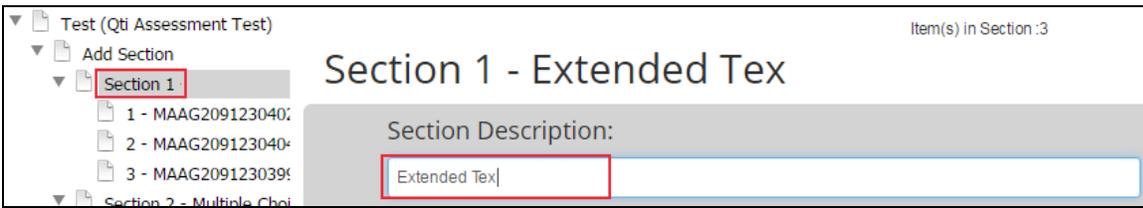
## NOTE

Test Sections are only available for Online Assessments.

1. Click on **Test Format**. The Edit Test Structure window will be displayed with the default structure tree on the left and highest level (Test) selected.

▼	Test (Qti Assessment Test)
▼	Add Section
▼	Section 1
	1 - MAAG2091230402
	2 - MAAG2091230404
	3 - MAAG2091230399

2. Initially, one section will exist. Click **Section 1** on the structure tree. Enter a description for the section.

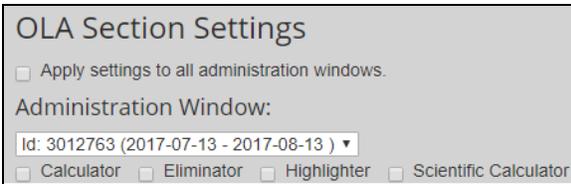


The screenshot shows a software interface for creating a test. On the left is a tree view with 'Test (Qti Assessment Test)' at the top, followed by 'Add Section', and then 'Section 1' which is highlighted with a red box. Below 'Section 1' are three items: '1 - MAAG209123040;', '2 - MAAG209123040+', and '3 - MAAG2091230399'. On the right, the main area is titled 'Section 1 - Extended Text' and contains a 'Section Description:' label and a text input field containing the text 'Extended Text'.

3. Optionally for the section, enter any of the following.

- **Section Instructions** - Displays special instructions on the test section start page. Enter special instructions in the text box provided.
- **Stop Message** - Displays specific information on the stop confirmation page. Enter message in the text box provided.
- **Reference Sheet** - Provides the student a link to a reference sheet while taking the test. Provide the URL to the reference sheet in the text box provided. We recommend pointing to a PDF file on your intranet.

4. Select OLA settings for section administration.



The screenshot shows a dialog box titled 'OLA Section Settings'. It contains a checkbox for 'Apply settings to all administration windows.' Below this is the 'Administration Window:' section with a dropdown menu showing 'Id: 3012763 (2017-07-13 - 2017-08-13 )'. At the bottom, there are four checkboxes: 'Calculator', 'Eliminator', 'Highlighter', and 'Scientific Calculator'.

**Calculator** - Provides the student a link to a basic calculator while taking the test.

**Eliminator** - Provides the student a tool to mark out answers they want to eliminate from consideration.

**Highlighter** - Provides the student a tool to highlight text.

**Scientific Calculator** - Provides the student a link to a scientific calculator while taking the test.

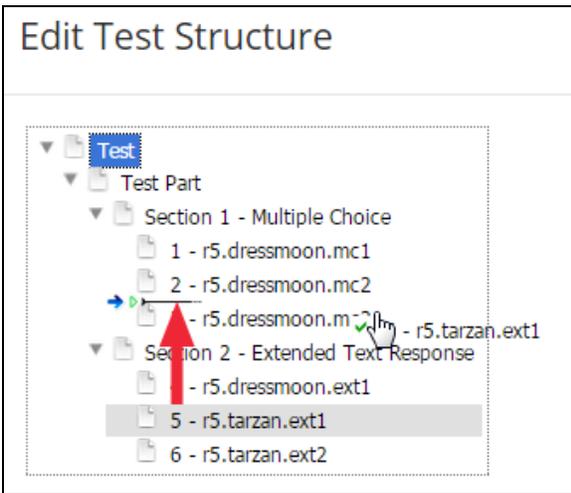
5. To add a new section, click **Add Section** at the bottom of the window. (Remove a section by selecting it in the tree, then clicking **Remove Section**.)



The screenshot shows two buttons side-by-side. The left button is dark grey with the text 'Add Section' in white. The right button is red with the text 'Remove Section' in white.

6. A new section will be added to the bottom of the tree. Add as many sections as you need. Enter settings for the new sections as done above.

7. Re-order sections and items by clicking on the name in the structure tree and dragging it to the desired location. A small blue arrow will aid you in identifying the new placement.

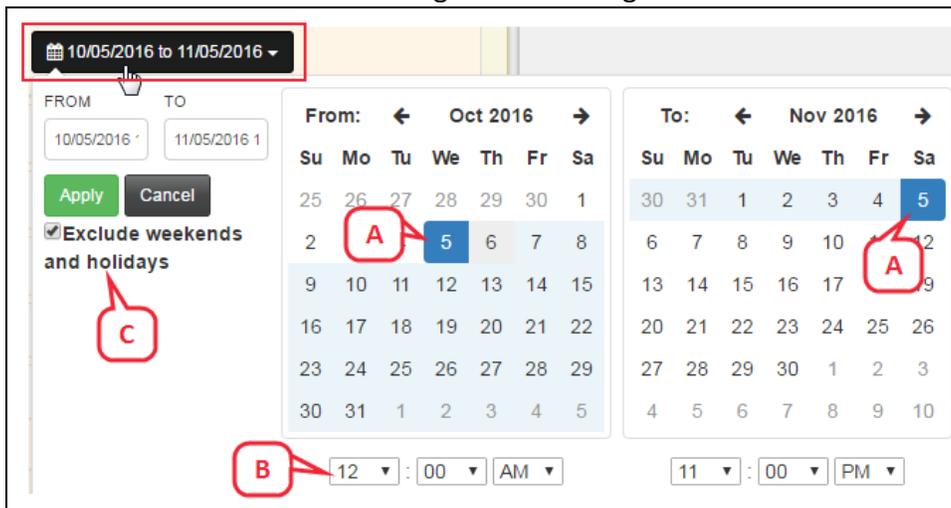


## Define Test Administration Window

Once the test has been built and reviewed, you will want to configure the test window. To do this, click the **Administration** tab and locate the Administration Window configuration box.

### Administration Dates - Times

The test window administration dates impact when assessments are available in Test Center and OLA. Click the calendar button to change these settings.



- A. Select the start and end date for test availability.
- B. Set the begin and end times daily that the test can be accessed via OLA.

### ▲ CAUTION

Be sure the test window administration times are set to end when the testing time is over to prevent students from accessing the test URL outside of class and altering their answers.

- C. If the test window spans multiple weeks, select the **Exclude weekends and holidays** checkbox to ensure the test is inaccessible to students via OLA on those days.



## NOTE

Your district must submit its holiday schedule at the beginning of each year for this checkbox to appear as an option.

## OLA

Checking this box enables the administration of this test via OLA during this test window. If OLA is selected, click on the link to specify additional options.

[OLA](#)

**Test Settings**

- Random Question Presentation
- Allow Pause
- Enable Secure Test Lockout
- OLA Impersonation
- Show student score after submission

**General Display Settings**

- Instruction Page

**Random Question Presentation** - Determines whether the system displays questions in random order for each session.

**Allow Pause** - Determines whether the student can pause while taking the test.



## CAUTION

If this option is enabled, students can bypass the test lockout feature if they pause their test.

**Enable Secure Test Lockout** - Determines whether the student is locked out of the test if they navigate outside of the browser window in which the

test is open.



## NOTE

Avoid using this option with the upload interaction type. A student browsing for a file to upload will lock their test.

**OLA Impersonation** - Determines whether the student can be impersonated in OLA by a Unify user. This option is checked by default for tests set as private.

**Show student score after submission** - Determines whether the student will be able to view their scores upon submitting their test.



## NOTE

This will only work for tests which have machine scorable items only. This option cannot be used for tests which include human scorable items.

**Instruction Page** - Determines whether the student sees the instruction page. If not checked, the page will NOT display.

## Scan Sheets

Checking this box enables the download of answer sheets during this test window. If Scan Sheets is selected, click on the link to specify additional options.

Scan Sheets

Performance Matters

Add Writing Lines to Extended Text Items

Add Wide Ruled Writing Lines to Extended Text Items

No Writing Lines

GradeCam

**Performance Matters** - Select this option to download and use scan sheets generated specifically for Performance Matters Scan Engine. Also select one of the following regarding response boxes for extended text items.

- **Add Writing Lines to Extended Text Items** - This is the default selection. Gray lines matching the line count of the item will appear in the response box. The default line count is set at 5, but this can be changed during item creation.
- **Add Wide Ruled Writing Lines to Extended Text Items** - Gray lines spaced 1.225 times larger than the standard lines will appear in the response box. (The response box will not grow larger in size, so the number of wide-ruled lines that appear in the response box will be fewer than the number specified for the item.)
- **No Writing Lines** - No lines will appear in the response box.

**GradeCam** - Select this option to download and use scan sheets generated specifically for the GradeCam scanning tool. This option is available only if your organization uses GradeCam.



## NOTES

Section information is not included on scan sheets.

The scan sheet option is unavailable if the test contains technology-enhanced interaction types not supported for scan sheet administration.

Depending on the number of questions and the answer sets, the scan sheet for a test can be multiple pages. If you want an estimate of how many pages your test's scan sheet will contain, as a guide:

- Preslugged answer sheets with A-D will fit 84 questions.
- Preslugged answer sheets with A-E will fit 63 questions.
- Blank answer sheets with A-D will fit 48 questions.
- Blank answer sheets with A-E will fit 48 questions.
- If an extended text item is used on a test and is set at 1000 lines or higher, that item will take up one entire answer sheet. If another question is added to that test, the extended text item will stand alone on its own page.
- If standard-ruled writing lines are selected, an extended text item can contain up to 30 lines in order to fit on one answer sheet.

## Enter/Edit Responses

Checking this box enables two features for this test window: (1) the ability to enter or edit student responses for this test using the Online Scoring tool, and (2) the ability to correct student responses/scores in the Student Item Analysis report. This option is checked by default for tests set as private.

Click on the **Enter/Edit Responses** link to specify an additional option. The **Human Scorable Items Only** (A) checkbox limits the ability to enter or edit student responses. Selecting this option will allow only rubric-based items to be scored using Online Scoring. (This setting does not affect any capabilities of the Student Item Analysis report.)

For more details, see the topics *Enter/Edit Responses via Online Scoring* and *Student Item Analysis*.



## NOTE

If an item has BOTH a machine scorable interaction and a human scorable interaction, a user will be able to update BOTH parts of the item even if **Human Scorable Items Only** is checked.



## CAUTION

The ability for a teacher to use these features is not limited by their course type. Any teacher with access to the student can enter/edit their responses, even if the test is assigned to a course they don't teach.

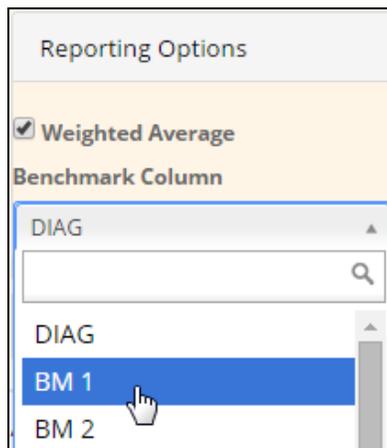
## Limit Test Center

Checking this box allows you to define limitations for who sees this test in Test Center during this test window. You can select to limit the test to particular schools or courses. The choices available here depend on the course types and grade levels selected for the test properties.

## Reporting Options

Check Weighted Average to include results of this test window in reports tied to state test subjects (recommended only if this a major benchmark assessment). Choose the benchmark column where you would like

to have the data for this test display in the reporting.



## Audit

This section provides a view of the test window IDs, last edit user, and last edit date.

### ▲ CAUTION

The ability for a teacher to use these features is not limited by their course type. Any teacher with access to the student can enter/edit their responses, even if the test is assigned to a course they don't teach.

## Proctoring

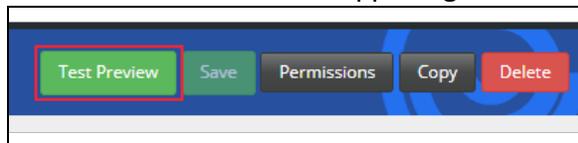
Once a test window has been defined, you can use test editor to release the test for OLA and download scan sheets. See the topic *Proctor a Test from Test Editor* for more details.



## Test Preview

The Test Preview tool operates as a way to preview a test to ensure that all items are functioning as expected. If a test has been selected for OLA administration in the administration tab and the available dates are within the present school year, once the test is saved with items, the Test Preview option will become available to you. To use the Test Preview tool, follow these steps:

1. Click **Test Preview** in the upper right hand corner.



2. A new tab will open to the OLA testing site. You will automatically be signed in as yourself. Click on the test name to begin the preview process.

### NOTE

You will not be able to submit a test when in Preview mode.

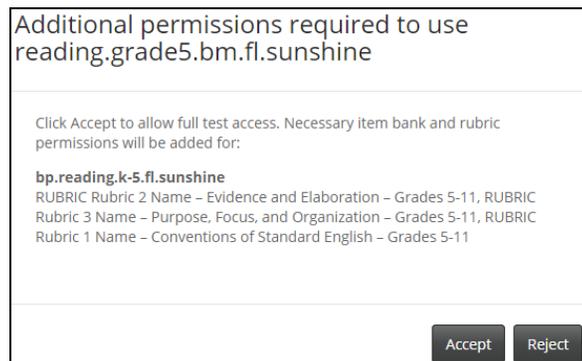
## Assign Permissions

Click **Permissions** to set access for the test.

Permissions levels for tests are:

- Read - users can preview the test
- Copy - Read + users can copy the test
- Update - Copy + users can update the test information and its items
- Report - users can access the Student Response Printing (SRP) report for this test
- Admin - Update + users can delete the test and assign permissions

Because users who have permissions to a test also require Read permissions to the associated item banks and rubrics, the system will return a warning message if the users selected do not have the necessary permissions.



- Click **Accept** to automatically add Read permissions to the item banks and rubrics for all of the users listed.
- Click **Reject** if you want to selectively assign permissions to the item banks and rubrics yourself.

### ▲ CAUTION

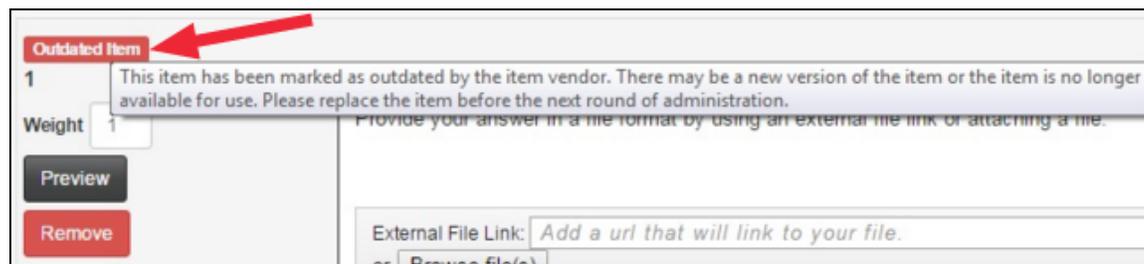
Clicking **Accept** to allow users access to an item bank means they have access to all items within that bank, not just the items used on the current test.

## Customize Print Version

If the test will be administered using scan sheets, you can customize the PDF version of the test. See the topic *Customizing Print Layout* for more details.

## Edit Tests with Outdated Items

Over time, some items from third-party item vendors can become obsolete. When this happens, the item will be flagged in the test editor as an Outdated Item so that users can prepare to make necessary updates to their tests.



There are a couple of scenarios for fixing this issue.

- If the test has not been administered yet, the item can simply be removed from the test and replaced with a new item as appropriate.

- If the test has been administered and locked, and must be used again in the future, use the copy function to create a duplicate of the test. Then remove the outdated item and replace with a new item as appropriate.