

Creating an assessment

You can create assessments in either Benchmark Exams (administrators only) or Teacher Tools. When you create an assessment you can choose items from any available item banks, or you can create your own questions.

Each assessment contains one or more sections. Each section must contain only one type of question—multiple choice, short answer, or long answer (constructed response).

To create an assessment:

- 1 Click the **Benchmark Exams** or the **Teacher Tools** tab. Click the **Assessments** link or icon.
- 2 In the Assessments page, click **Create New Test**.
- 3 In the Create Test page, type a name for the exam, and a description. If you're in Benchmark Exams, also type the date when the test will be administered.

If necessary, uncheck the Show Overall Performance on Reports check box.

- 4 Next, click a folder to put the test in, and click **OK**.
- 5 In the Choose Item Sources page, select the sources you want to pick test items from, and click **Continue**.
- 6 In the Add Standards page, choose a standards group, subject, and a course or grade level. Click **Continue**.
- 7 In the Choose Specific Standards page, click the check box beside each standard you want to include. Click **Continue**.

Choose specific standards:

Number Sense

1.0 - Students compare and order positive and negative fractions and decimals. Students solve problems involving fractions, ratios, proportions, and percentages.

1.1 - Compare and order positive and negative fractions, decimals, and integers.

1.2 - Interpret and use ratios in different contexts (e.g., batting averages, rates of pay), using appropriate notations (a/b, a to b ratio, percent).

1.3 - Use proportions to solve problems (e.g., determine the area of a polygon similar to a known polygon). Use cross-multiplication to solve problems.

Select the specific substandards you want. **Note:** Clicking the main standard, such as 1.0, does not automatically select substandards, such as 1.1.

- 8 Review the standards you've selected and click **Continue**.

- 9 In the Start a Section page, type a name for the section, select the question type, and enter the default point value per question. For long answer questions, choose whether to print a **teacher score sheet** for this section or include it on the **student answer sheet**. Click **Continue**.

Start a section:

You can overwrite the section name if you wish.

Section type: Standard Retesting

Section name:

Choose the type of questions.

Question type: Multiple Choice Short Answer Long Answer - graded on a point scale

Enter the number of points per question. You can change this later.

Default value per question: points

Note: You can change the point values for individual questions later.

If you're a teacher, you can add retesting items.

For long answers, choose point scale or weighted rubric.

- 10 Select each standard from the drop-down list to see the items aligned to it. Choose items to add to the test, and click **Add Selected Questions**.

You have selected or created **0** new questions to add to this section.

Sources: School District (Restricted), Edusoft Item Banks (ELA, Math, Science, Social Studies)

Standard: **21 items**

Available questions for the selected standard:
There are 21 questions available for the selected standard:

-12 + 27 =

...then click checkboxes to select questions aligned to that standard.

This drop-down list shows the standards you selected. Select each standard from the list...

This is the number of items available for this standard.

Click to add the questions you selected.

- To add more sources, click the **Add sources** link.
- To add more standards, click the **Add standards** link.

- 11 When you're finished selecting questions for each standard, click **Continue**.

- 12 In the Edit a Section page, customize the section as needed.

- Click **Save** to save your work so far and come back to it later.
- Click **Start Next Section** to add another section to the test.
- Click **Save & Finish** to complete the test.

Editing an assessment

After a test has been created, you can edit it to make a number of changes.

- If answer sheets *have not* been printed and the assessment is *private*, you can change almost anything except the question type (for example, from multiple choice to short answer).
- If answer sheets *have* been printed or if the assessment is *shared*, you can either create a copy of the assessment and edit the copy, or you can make limited changes.

You can make changes to the assessment as a whole, or any section on the assessment.

To edit an assessment as a whole:

1 In the Assessment Locker, select the assessment and click **View Details**.

2 In the Test Details page, click **Edit** to modify the assessment.

If answer sheets have been printed, Edusoft alerts you and lets you either create a copy of the test, or make limited changes to the existing test.

3 In the Edit a Test page, make changes to the test as a whole.

These are the changes you can make to a test:

To	Do this
Edit the test information	Click Edit Test Info . You can change the name, administration date (in Benchmark Exams only), description, and whether to show overall performance on reports.
Add a section	Click Add New Section .
Edit a section	Click Edit This Section . See the instructions, next.
Rename or change the order of sections	Click Rename/Reorder Sections . Select a section and use the Move Up or Move Down buttons to change its order, or type a new name for it in the text box. Click OK .

4 When you're finished making changes to the test, click the **Test Details** link to return to the Test Details page.

To edit a section:

1 In the Edit a Test page, click **Edit This Section**.

The screenshot shows the 'Section 1 - Multiple Choice' editing interface. It includes a toolbar with icons for trash, edit, and move. A red circle highlights the 'move' button. A red box highlights the 'Source; Standards Covered' field. A red box highlights the point value field. A red box highlights the 'Set Up Question Labels' link. A red box highlights the '1' in the point value field. A red box highlights the '1' in the point value field.

These are the changes you can make to a section:

To	Do this
Change the point value for a question	In the points text box, type the new point value using whole numbers between zero and 999.
Change the labels for questions	Click the Set Up Question Labels link.
Add more questions	Click Add More Questions .
Write your own question	Click Create New Question .
Make changes to a question	Use the toolbar above the question: <ul style="list-style-type: none"> ■ To enter a custom question label, such as B for Bonus, type it in the text box. ■ To change the order of a question, use the up or down arrows. ■ To delete a question, click the trash can. ■ To edit a question, click the pencil. ■ To report an error on a question to Edusoft, click the red circle.
Start another section	Click Start Next Section .
Save the test and come back to it later	Click Save .
Finish the test	Click Save & Finish .

2 When you're finished editing the test, click **Test Details** link to return to the Test Details page and view the test document.