

Create an Exam Using Item Bank

CREATING AN EXAM

1. Go to **Exams**.
2. Click **Create a New Exam** in the left navigation bar.

STEP 1: ENTER EXAM SUMMARY

1. Complete the **Exam Summary** and **Filters** information
2. Click **Next Step**.

Required fields are: Title, Date Type, Test Date, Academic Year, Grades, Subject Area and Type.

STEP 2: EXAM SETUP

1. Answer the following questions about your exam:
 - **Using Item Bank:** Choose **Yes**.
 - **Performance Bands:** Choose **Yes** if you want to modify performance bands (if **No**, skip Step 3)
 - **Sharing:** choose **Yes** if you want to share this exam with other users (if **No**, skip Step 4).
2. Click **Next Step**.

STEP 3: MODIFY PERFORMANCE BANDS

(This option shows if *Modify Performance Bands* was chosen in the Exam Setup step.)

1. Modify your performance band ranges and band titles as needed. If any of the band ranges are changed, enter the end range, then left-click the mouse anywhere outside the text field in the browser window. This will adjust the range numbers.
2. Click **Next Step**.

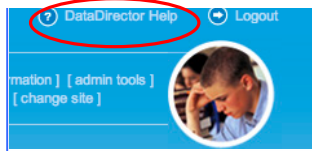
Band Name	Current %	Target %
Far Below Basic	0%	20 %
Below Basic	21%	40 %
Basic	41%	60 %
Proficient	61%	80 %
Advanced	81%	100 %

The **Reset** button will change the performance bands to the original default values.

STEP 4: SHARING (PERMISSIONS)

(This option shows if *Sharing* was chosen in the Exam Setup step.)

1. On this page, you can share your exam and set exam permissions for the users with whom you choose to share. Please see the *Permissions* help document for more information on sharing and permissions by visiting the **DataDirector Help** link.



Manually create the permissions

Global Default Permissions:
No global default permissions have been defined for this exam. [Click here](#) to create them or use the "Add Permissions for a Site" option below.

User-Level Permissions:

User Name	Options
No user-level permissions have been defined yet.	

[Add Permissions for a Single User](#)

Site-Level Permissions:

Site Name	Options
No site-level permissions have been defined yet.	

[Add Permissions for a Site](#)

[Add the Permissions to My Permission Set](#)

Set Permissions By Affiliation:

Grades	Academic Year	Sites
Pre-K	2007-2008	Lincoln Intermediate
K	2006-2007	
1	2005-2006	
2	2004-2005	
3	2003-2004	

[Add Permissions to Affiliated Users](#)

Add Site-level Permissions

Select Site

- Golden Elementary
- James Intermediate
- K.t. Elementary
- Kensington Elementary
- Kerrigan Elementary
- Lincoln Intermediate
- Luther High
- Marshal Elementary
- Mary P. Henck Intermediate
- Moen Elementary
- Pacillas Elementary
- Rankin Elementary
- S.s. Elementary
- Sky Elementary

Set Permissions:

Allow Viewing? Yes No

Allow Download? Yes No

Allow Editing of Student Responses? Yes No

Allow Data Upload? Yes No

Allow Editing of Summary/Key? Yes No

Allow Editing of Questions/Items? Yes No

Allow Changes to Permissions? Yes No

[< Go Back](#) [Save Changes >](#)

STEP 5: SEARCH FOR ITEMS

1. Select the item search criteria. The default search options include: standard code, standard keyword, grade, standard discipline, item publisher and item keyword.
2. Add additional search criteria if desired. Options include: item ID, question type, created by user (item author), and passage. If your site has purchased Assess2Know items, you may also search by Bloom's Taxonomy, Lexile score, Flesch-Kincaid range and cognitive difficulty.
3. Click **Search for Items** at the bottom of the page once all of your criteria has been selected.

Standard Code
 Specify full or partial standard code (e.g. R.1)

Standard Keywords
 Separate standard keywords by comma (e.g. estimate, quantities) Or use quotes (e.g. "estimate quantities")

Grades
Select: **Preschool** | Elementary | Middle | High | None
 Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12
 Specify standard/item grade levels. If left unchecked, search results will include all grade's

Standard Disciplines
Expand All | Collapse All
 California - Content Standards: Career Technical Education Model Curriculum Standards
 California - Content Standards
 California - Preschool Learning Foundations
 California - Content Standards for CAPA and Star CAPA Blueprints
 California - Curriculum Frameworks
 National Standards - Benchmarks for Science Literacy
 National Standards - Compendium
 National Standards - Standards
 National Standards - Curriculum Standards for Social Studies
 National Standards - Standards and Expectations
 Specify which standard disciplines to search for items in. If left unchecked, search results will include all disciplines.

Item Publishers
Expand All | Collapse All
 Local Items
 Publisher Items
 Select which item publishers you would like to use.

Item Keywords
 Provide a comma-separated list of keywords to search for.

[Add Search Criteria](#) [Remove All Search Criteria](#)

Display Options

These options affect how the search results are displayed.

Group Items By Standards Passages

Standards Per Page 20 Standards Per Page 50 Standards Per Page

[Search For Items](#)

Add Search Criteria

Select additional search criteria to refine your search.

- Created by User**
Specify a user's first name, last name, full name, or username
- Books**
Select books you would like the items to be from.
- Passage Category**
Choose from: Single Passage, Paired Passage, Triplet Passage, etc.
- Passage Type**
Select from options like: Advertisement, Application, Article, etc.
- Genres**
Select one or more item genres.
- Bloom's Taxonomy**
Select from options like: Analysis, Application, Comprehension, etc.
- Flesch-Kincaid**

[Add All Fields](#)

Note that you may choose to display item results by standard or passage.

STEP 6: SELECT ITEMS

This image displays results for a search displayed by standard.

Items — Grouped by Standard

To flag standards for further review, click on the flag next to each standard. To view the items, click on the standard description.

Click a standard title to view it and its items.

Displaying Results 1 - 20 of 42

Page 1 2 3 Next Page ▶

California: Content Standards > History-Social Science (1998) > Grade Five (5) (1998) > Students describe the major pre-Columbian settlements, including the cliff dwellers and pueblo people of the desert Southwest, the American Indians of the Pacific Northwest, the nomadic nations of the Great Plains, and the woodland peoples east of the Mississippi River.

Items	Standard
9 items matched your search criteria out of 9 total items (Add 9 items to the exam)	SOC.5.5.1 Students describe the major pre-Columbian settlements, including the cliff dwellers and pueblo people of the desert Southwest, the American Indians of the Pacific Northwest, the nomadic nations of the Great Plains, and the woodland peoples east of the Mississippi River.
	SOC.5.5.1.1 Describe how geography and climate influenced the environment, including locations of villages, the distinct structure tools, and utensils.

You may also automatically add all items from a standard by clicking the add items link.

Items - Grouped by Standard

Source: California - Content Standards
Subject Area: History-Social Science (1998)
Grade Range: Grade Five (5)
Standard: SOC.5.5.1 Students describe the major pre-Columbian settlements, including the cliff dwellers and pueblo people of the desert Southwest, the American Indians of the Pacific Northwest, the nomadic nations of the Great Plains, and the woodland peoples east of the Mississippi River.
Standard: SOC.5.5.1.1 Describe how geography and climate influenced the way various nations lived and adjusted to the natural environment, including locations of villages, the distinct structures that they built, and how they obtained food, clothing, tools, and utensils.

Manual Item Selection

ItemBank allows you to manually select items by placing a checkbox next to each item ID.

Matching Items For This Standard

The following items belong to this standard and matched your search criteria. To view all of the items for this standard, click here.

Displaying Items 1 - 9 Page 1 of 1

Item ID: 1003876

View Duplicate Feedback

Why was storing surplus food important to the Hopis?

A. They wanted to keep it in order to trade with other tribes.

B. They wanted to protect the food supply from the raids of other tribes.

C. They wanted to protect against droughts.

D. They wanted to keep for special offerings to the gods.

Item Standards	Description
Standard	
SOC.5.5.1.1 (5)	Describe how geography and climate influenced the way various nations lived and adjusted to the natural environment, including locations of villages, the distinct structures that they built, and how they obtained food, clothing, tools, and utensils.

Item Attributes	Value
Attribute	
Type	Multiple Choice

1. Select the item by checking the box next to the item number.

2. When finished, click the **Close** button at the bottom of the screen.

3. You may continue to add items by choosing another standard, modifying your search or starting anew search. Otherwise choose **Preview Exam**.

Search Results

Modify Search Criteria Begin New Search **Preview Exam**

Items — Grouped by Standard

STEP 7: EDIT YOUR EXAM (Modify Columns screen)

- In the Edit step, you may:
 - Change Item Order:** Use the *Sort Order* fields to type in the ordering number (if you change the order, make sure to **rename** the Field Name as this is **not** done automatically).
 - Change point value:** This field allows you to weight your questions.
 - Delete Items:** Use the checkbox on the right and choose *Delete* at the bottom of the page.
 - Add Items:** Click the **Save and Add More Items** link at the bottom of the page.
- Click **Save** to save the changes on the screen and continue working or click **Finish Exam Creation**.

d.

Field Name	Sort Order	Max. Value	Points
Q1	a. 1	b. 1	c. 1

Item ID: 1003865

The early cliff dwellers who lived in today's southwestern United States were the

A. Anasazi.
 B. Olmecs.
 C. Mayas.
 D. Adenas.

Item Standards

Standard	Description
SOC.5.5.1.1 (5)	Describe how geography and climate influenced the way various nations lived and adjusted to the natural environment, including locations of villages, the distinct structures that they built, and how they obtained food, clothing, tools, and utensils.

Item Attributes

Attribute	Value
Type	Multiple Choice
Publisher	DataDirector Items - Classroom

Item ID: 1003875

The nomadic people of the Southwest who settled in the area known today as the Four Corners were the

A. Navajos.
 B. Olmecs.
 C. Chinooks.
 D. Sioux.

Item Standards

Standard	Description
SOC.5.5.1.1 (5)	Describe how geography and climate influenced the way various nations lived and adjusted to the natural environment, including locations of villages, the distinct structures that they built, and how they obtained food, clothing, tools, and utensils.

Item Attributes

Attribute	Value
Type	Multiple Choice
Publisher	DataDirector Items - Classroom

STEP 8: PRINT THE TEST BOOKLET

- Click the exam booklet links in the left navigation or scroll to the bottom of the screen and click either the teacher or student booklets. If your site is using DataScanner, you would print your answer sheets from here too. See the *How to Print Answer documents* in the **DataDirector Help** link for more information.

Create Exam Booklet

Please select a font size

Small (9 pt)
 Medium (10 pt)
 Large (12 pt)
 Extra Large (14 pt)

Document format

PDF RTF

Cover Page

Include a cover page for the exam.

You may select a font size and the document format when creating the exam booklet. You may also choose to include a cover page for the exam.

2009-2010 5th Grade History Benchmark 1

Exam Given: Dec 2nd, 2009

Showing results for AY: 2009-2010 Term(s): F N S Y Update

Reports are disabled because no data exists.

- District Exam Report
- School Exam Report
- Classroom Exam Report
- Classroom Exam Report (Response Matrix)
- Classroom Performance Summary Report
- Classroom Standards Performance Report **BETA**
- Student Exam Report (Complete)*
- Student Exam Report (Abbreviated)*
- Student Exam Responses*
- Parent Letter*
- Spanish Parent Letter*
- Exam Student Feedback*

*These reports are not intended for exams with large result sets.

Grading Summaries and Statistical Analysis

- Data Entry Status Report
- Test Statistics
- Respondent Statistics
- Frequency Distribution
- Item Statistics
- Item Analysis
- All Statistics Reports (Excel download)

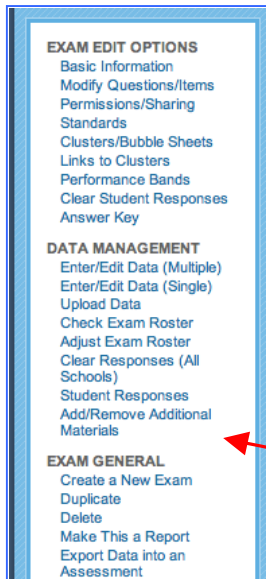
Exam Materials Download

- Answer Sheets With Student Names
- Answer Sheets Without Student Names (Generic)
- Exam Booklet (Student Version)
- Exam Booklet (Teacher Version)

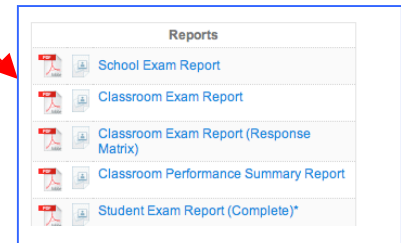
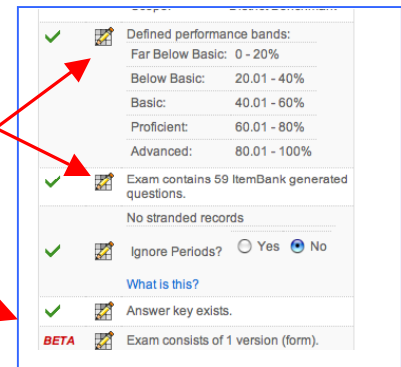
EXAM BOOKLET (circled in red)

EXAM TIPS

- The left-hand navigation allows you to edit your exam, manage the data and more.

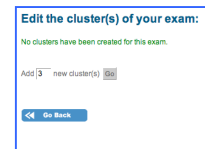
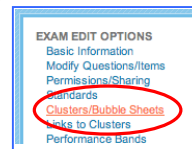
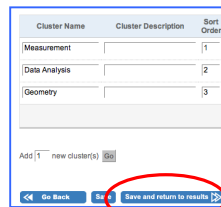


- You can also edit portions of the exam by using the edit icons within the main screen.
- You can create up to 9 versions of an exam. Creating other versions will scramble the questions, not the answer choices.
- Exam reports will be available once student exam data have been uploaded, scanned or hand-entered.
- You can add test materials such as a document with testing administration directions that will be accessible in DataDirector.

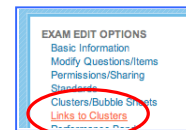


- Item Bank items are automatically aligned to standards allowing for standard-based reporting. If you would like to report by cluster/strand, you can set-up clusters from the edit options. (This may be done after the test has been administered and the results are in DataDirector.)

- Click **Clusters/Bubble Sheets** in the left navigation.
- Enter the number of clusters to add and click **Go**.
- Enter the cluster names and click **Save and return to results**.



- Click **Link to Clusters** in the left navigation.



- Link the questions from the right box to the clusters in the left box by clicking the middle **Link** button. When finished, click **Return to Exam** in the left navigation.

