

How to Create an Exam to Store, Score and Report Test Data

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.

“Type” refers to the scope of the exam- this allows the user to label an exam with another searchable option.

STEP 2: EXAM SETUP

1. Answer the following questions about your exam:
 - **Using Item Bank:** Choose **No**.
 - **Using Clusters:** Choose **Yes, order by cluster**, **Yes, order sequentially by item**, or **Yes, order sequentially by cluster** if your exam is organized by clusters/strands and/or uses a combination of question types (e.g. multiple choice and true-false); otherwise, choose **No**.
 - **Number of Questions:** Enter number only if **No** or **Yes, order sequentially** was selected.
 - **Question Type:** Choose question type(s) and specify answer format.
 - **Aligning Standards:** Choose **Yes** if you want to align items to standards (if **No**, skip Step 4).
 - **Performance Bands:** Choose **Yes** if you want to modify performance bands (if **No**, skip Step 6).
 - **Sharing:** Choose **Yes** if you want to share this exam with other users (if **No**, skip Step 7).
2. Click **Next Step**.

Yes, order by cluster visually divides the exam into clusters, and starts numbering over with each new cluster. **Yes, order sequentially by item** allows the user to match non-consecutive items with various clusters. All response types must be the same. **Yes, order sequentially by cluster** visually divides your exam into clusters, while keeping continuous numbering throughout the exam.

Exam Clusters Step

(This option appears if clusters were selected in the Exam Setup step.)

1. Enter cluster name, cluster description, and number of questions.
2. Click **Next Step**.
3. If clusters are ordered **sequentially by item**, link questions to clusters using the question and cluster checkboxes and the middle **Link** button.
4. Click **Next Step**.

If the teacher will be filling in the bubbles for one or more clusters, use the drop-down menu under **Filled by Teacher** to select **Yes**.

STEP 3: MODIFY EXAM QUESTIONS

1. Edit question field names (e.g. MCRC1, MCRC2, etc.) if desired. The field names appear in the reports to identify the question. If you are using clusters, the default field names begin with the cluster name abbreviation. Otherwise, field names are labeled as Q1, Q2, etc.
2. Click **Next Step**.

Question	Point	Standard/Cluster	Response Frequency									
			A	B	C	D	F	G	H	J		
VCD1	1	R1.3, Vocabulary and Concept Dev.	0	1	0*	0	0	0	0*	0	0	
VCD2	1	R1.3, Vocabulary and Concept Dev.	0*	0	1	0	0*	0	0	0		
VCD3	1	R1.3, Vocabulary and Concept Dev.	0	0	0	1*	0	0	0	0*		
VCD4	1	R1.3, Vocabulary and Concept Dev.	1	0*	0	0	0	0*	0	0		
VCD5	1	R1.3, Vocabulary and Concept Dev.	0	1*	0	0	0	0*	0	0		
VCD6	1	R1.3, Vocabulary and Concept Dev.	0	0	1*	0	0	0	0*	0		

Multiple Choice Reading Comprehension

Value: A,B,C,D Description:

Question 6: MCRC1
 Question 7: MCRC2
 Question 8: MCRC3
 Question 9: MCRC4
 Question 10: MCRC5

Short Answer Reading Comprehension

Value: Y,N Description:

Question 11: SARC1
 Question 12: SARC2
 Question 13: SARC3
 Question 14: SARC4
 Question 15: SARC5

If one of the cluster types selected on the previous step is *Rubric*, this screen allows the user to enter max. value (the number of choices possible- e.g. 4 for 1,2,3,4) and points possible (the maximum number of points a student can earn- e.g. 4).

STEP 4: ALIGN STANDARDS

(This option appears if *Aligning Standards* was chosen in the Exam Setup step.)

1. Use the standards search screen to narrow down the standards from which to choose.
2. Click on the question field names on the left, then the matching standard(s) on the right.
3. Click the **Link** button in the middle.
4. Once all of the items have been linked to standards, click **Next Step**.

2006-2007 7th Grade ELA Benchmark 1

remove exam and leave the wizard | finish exam creation | start over

Academic Year: 2006-2007
 Subject: English Language Arts
 Step: Link Exam Standards (help)

Previous Step Next Step

Q1

LAS.1.0 (7)

LAS.1.1 (7)

Q2

LAS.1.0 (7)

LAS.1.1 (7)

Q3

LAS.1.0 (7)

LAS.1.1 (7)

Q4

LAS.1.0 (7)

LAS.1.1 (7)

OK

Standard Description:

No Standard Selected.

100 standards per page out of 81

LAS.1.0 (7) ELA - Listening and Speaking

LAS.1.1 (7) ELA - Listening and Speaking

LAS.1.2 (7) ELA - Listening and Speaking

LAS.1.3 (7) ELA - Listening and Speaking

LAS.1.4 (7) ELA - Listening and Speaking

LAS.1.5 (7) ELA - Listening and Speaking

LAS.1.6 (7) ELA - Listening and Speaking

LAS.1.7 (7) ELA - Listening and Speaking

LAS.1.8 (7) ELA - Listening and Speaking

LAS.1.9 (7) ELA - Listening and Speaking

LAS.1.10 (7) ELA - Listening and Speaking

Jump to page: 1 | 81

Click on the blue standard code on the right to view the description.

STEP 5: CREATE/ EDIT ANSWER KEY

1. Use the drop-down menu to choose the correct answer for each question.
 - If an answer field is left blank, that question will not be included in the scoring (unless the question type was rubric).
 - If an asterisk * is entered in the answer field, all students will get that question correct regardless of what they marked.
2. When finished, click **Next Step**.

2007-2008 7th Grade ELA Benchmark 1

remove exam and leave the wizard | finish exam creation | start over

Academic Year: 2007-2008
 Subject: English Language Arts
 Step: Edit Exam Key (help)

Previous Step Next Step

(upload a new answer key)

Vocabulary

Value: A,B,C,D Description:

Question 1:

Question 2:

Question 3:

Question 4:

Question 5:

Question 6:

Question 7:

STEP 6: MODIFY PERFORMANCE BANDS

(This option appears 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**.

2006-2007 7th Grade ELA Benchmark 1

remove exam and leave the wizard | finish exam creation | start over

Academic Year: 2006-2007
 Subject: English Language Arts
 Step: Performance Bands (help)

Previous Step Next Step

Exam Performance Bands

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 district default values.

Sample Answer Document Formats

Will You Be Using Clusters?	Test Format May Look Like...	Answer Document Will Look Like...																																																																																																																													
<p>Yes, order sequentially</p> <ul style="list-style-type: none"> - Allows the user to match non-consecutive items with various clusters - Cluster titles do not appear on the answer sheet. - All response types must be the same (e.g. all multiple choice or all true-false questions) - Reporting by cluster will be available. 	<p>1. Question</p> <ul style="list-style-type: none"> Answer Choice 1 Answer Choice 2 Answer Choice 3 Answer Choice 4 <p>2. 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Essay Question</p>	<p style="text-align: center;">Reading Comprehension</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>4</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>7</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>10</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>13</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> </tr> <tr> <td>2</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>5</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>8</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>11</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>14</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> </tr> <tr> <td>3</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>6</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>9</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>12</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td>15</td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> </tr> </table> <p style="text-align: center;">Vocabulary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1</td><td><input type="radio"/></td><td><input type="radio"/></td> <td>3</td><td><input type="radio"/></td><td><input type="radio"/></td> <td>5</td><td><input type="radio"/></td><td><input type="radio"/></td> <td>7</td><td><input type="radio"/></td><td><input type="radio"/></td> <td>9</td><td><input type="radio"/></td><td><input type="radio"/></td> </tr> <tr> <td>2</td><td><input type="radio"/></td><td><input type="radio"/></td> <td>4</td><td><input type="radio"/></td><td><input type="radio"/></td> <td>6</td><td><input type="radio"/></td><td><input type="radio"/></td> <td>8</td><td><input type="radio"/></td><td><input type="radio"/></td> <td></td><td></td><td></td> </tr> </table> <p style="text-align: center;">Essay (For Teacher Use Only)</p> <p>1 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1	<input type="radio"/>	<input type="radio"/>	3	<input type="radio"/>	<input type="radio"/>	5	<input type="radio"/>	<input type="radio"/>	7	<input type="radio"/>	<input type="radio"/>	9	<input type="radio"/>	<input type="radio"/>	2	<input type="radio"/>	<input type="radio"/>	4	<input type="radio"/>	<input type="radio"/>	6	<input type="radio"/>	<input type="radio"/>	8	<input type="radio"/>	<input type="radio"/>																							
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<p>No</p> <ul style="list-style-type: none"> - The exam uses only one response type (e.g. all multiple choice questions). - There are no clusters used. - Reporting by cluster will not be available 	<p>1. Question</p> <ul style="list-style-type: none"> a. Answer Choice 1 b. Answer Choice 2 c. Answer Choice 3 d. Answer Choice 4 <p>2. Question</p> <ul style="list-style-type: none"> a. Answer Choice 1 b. Answer Choice 2 c. Answer Choice 3 d. 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