

# EDUPHORIA

CREATING A TEST



# **ASSESSMENTS WIZARD**

**FROM THE ASSESSMENTS TAB IN AWARE, SELECT CREATE A NEW TEST**

Search Assessments ?

-  School Assessments
-  District Assessments
-  Student Inventories

Assessment Options

-  **Create a New Test**
-  Configure Test Types
-  Add a Test Type
-  Mass Edit Assessments

Student Inventory Options

-  New Student Inventory
-  New Student Inventory Assessment

# Create a Test

Would you like to copy an existing test administration or create a new one?

- Create a quick test key
- Create a new blank test
- Copy an existing test
- Copy a state-released test
- Copy an Item Bank test

Click Next > to continue.

Cancel < Back Next >

# OPTIONS

- **CREATE A QUICK TEST KEY - USE THIS OPTION WHEN A TEST BOOKLET WILL NOT BE CREATED**
- **CREATE A NEW BLANK TEST - USE THIS OPTION WHEN A TEST BOOKLET WILL BE PRINTED AND ANSWER DOCUMENTS GENERATED. YOU WILL NEED TO TYPE THE QUESTIONS AND ANSWERS WITH THIS OPTION.**

# TEST DETAILS

- **ENTER AND SELECT THE FOLLOWING:**
  - **TITLE**
  - **START DATE - THE FIRST DAY TEACHERS CAN BEGIN PRINTING ANSWER DOCUMENTS**
  - **END DATE - THE LAST DAY TEACHERS CAN PRINT ANSWER DOCUMENTS**
  - **TEST TYPE**
  - **GRADE LEVEL**
- **NOTE: THE START AND END DATES ONLY AFFECT A TEACHER'S ABILITY TO PRINT ANSWER DOCUMENTS. THE DATES DO NOT AFFECT SCANNING.**

## Test Details

Enter the title and dates for the benchmark administration:

**Title:**

**Grade Level**  
Kindergarten

**Start Date:**  
4/17/2015

**End Date:**  
4/18/2015

**Test Type**  
FMS Local



# SELECT A COURSE

- **SELECT THE PRIMARY COURSE ASSOCIATED WITH THE TEST**
- **NOTE: IF MULTIPLE COURSES NEED TO BE ASSOCIATED WITH THE TEST, ADDITIONAL COURSES CAN BE SELECTED IN A LATER STEP.**
- **CLICK NEXT AND FINISH**

## Select a Course

Select the primary course associated with this test:

- [-] Elementary
  - [+] Prekindergarten
  - [+] Kindergarten
  - [+] First Grade
  - [+] Second Grade
  - [-] Third Grade
    - Art, Grade 3
    - English Language Arts and Reading, Grade 3**
    - Health Education, Grade 3
    - Mathematics, Grade 3
    - Music, Grade 3
    - Physical Education, Grade 3
    - Science, Grade 3
    - Social Studies, Grade 3
    - Spanish Language Arts (SLA) and Reading, Grade 3
    - Technology Applications, Grades 3-5

# LOCAL TEST ADMIN CONTROLS

 Save  Print ▾



 Pending



Active



Archived

## **SAVE**

**CLICK THIS ICON WHEN CHANGES ARE MADE TO THE TEST.**

## **PRINT**

**PRINT TEST BOOKLET - IF THE ACTUAL TEST QUESTIONS ARE ENTERED, THE TEST CAN BE PRINTED.**

**PRINT TEST KEY - ONCE THE KEY IS CREATED AND ASSOCIATED WITH THE CORRECT SES, THE KEY CAN BE PRINTED ALONG WITH THE SCORING GUIDE (IF APPLICABLE).**

## **DELETE TEST**

**THIS OPTION SHOULD ONLY BE USED IF THE TEST NEEDS TO BE COMPLETELY DELETED. ALL RESULTS ASSOCIATED WITH THE TEST WILL BE DELETED AS WELL.**

## **PENDING**

**WHEN A TEST KEY IS CREATED, THE STATUS IS PENDING. THE TEST SHOULD REMAIN PENDING UNTIL ALL THE QUESTIONS ARE ASSOCIATED WITH STANDARDS AND THE CAMPUS AND STUDENTS ARE SELECTED FOR THE TEST. THE TEACHERS WILL NOT BE ABLE TO PRINT ANSWER DOCUMENTS WHILE A TEST IS PENDING; HOWEVER ANYONE WITH DATA ADMINISTRATOR, CAMPUS ADMINISTRATOR, OR THE BENCHMARK PRINTER ROLE WILL BE ABLE TO PRINT AT ANY TIME.**

## **ACTIVE**

**ONCE THE KEY IS ENTERED, ASSOCIATED WITH SES, AND CAMPUSES AND STUDENTS SELECTED, THE TEST SHOULD BE MADE ACTIVE. TEACHERS WILL ONLY BE ABLE TO PRINT ANSWER DOCUMENTS WHEN THE TEST IS ACTIVE, THE CURRENT DATE FALLS WITHIN THE START AND END DATE, AND THEIR CAMPUS AND STUDENTS HAVE BEEN SELECTED.**

## **ARCHIVED**

**ONCE THE TEST IS COMPLETED AND ALL DOCUMENTS HAVE BEEN SCANNED, THE TEST SHOULD BE ARCHIVED. ARCHIVING DOES NOT PREVENT THE TEST FROM BEING ANALYZED, BUT NO OTHER ANSWER DOCUMENTS CAN BE SCANNED IN FOR THIS TEST. IT IS RECOMMENDED THAT ALL TESTS BE ARCHIVED BEFORE THE NEXT SCHOOL YEAR. IF A TEST IS EVER REUSED, IT SHOULD BE COPIED FROM THE ARCHIVE SO THAT IT CAN BE ASSOCIATED WITH NEW STUDENTS FOR THE CURRENT YEAR.**

# TABS

Save Print X Pending Active Archived

## Grade 3 ELA CBA 4

Select information in the tabs below to modify the test administration

General Curriculum Questions Campuses Students Administration

**Test Name**  
Grade 3 ELA CBA 4

**Test Type**  
District Benchmark

**Subject Area**  
This is the subject area the test will be displayed under.  
English Language Arts

**Grade Level**  
Select the primary grade level.  
Kindergarten

**Expectation Scores**  
The scores listed below are used to calculate the met and commended levels for this test.  
Satisfactory: 70 %    Advanced: 100 %

**Test Creator**  
This test was created by:  
admin, admin

**Instructions**  
Below you can enter instructions for this test administration. Instructions will appear on the second page of the test booklet.

**Notes**  
Below you can enter notes for this test administration.

# GENERAL

- **THE GENERAL TAB CONTAINS GENERAL INFORMATION FOR THE ASSESSMENT.**
- **TEST NAME - THE TEST NAME CAN BE CHANGED BEFORE, DURING, OR AFTER THE TEST ADMINISTRATION.**
- **TEST TYPE - THE TEST WILL BE ORGANIZED BY TEST TYPE ON THE *ANALYZE* TAB.**
- **SUBJECT AREA - THE SUBJECT AREA SHOULD ALREADY BE SELECTED BASED ON THE PRIMARY COURSE CHOSEN WHEN THE KEY WAS CREATED.**
- **GRADE LEVEL - THE GRADE LEVEL WILL REFLECT THE APPROPRIATE GRADE LEVEL THAT WAS CHOSEN IN THE WIZARD. (A STATE-RELEASED TEST SHOULD HAVE CORRECT GRADE LEVEL ALREADY SELECTED.)**

# **CURRICULUM TAB**

- **THE CURRICULUM TAB IS USED ONLY WHEN MORE THAN ONE COURSE IS ASSOCIATED WITH A TEST.**
- **CLICK ADD COURSE**
- **SELECT AN ADDITIONAL COURSE TO ASSOCIATE WITH THE TEST**
- **CLICK ADD COURSE**

# QUESTIONS TAB

- **THIS TAB ALLOWS THE TESTING ADMINISTRATOR TO CREATE AND FORMAT QUESTIONS FOR THE TEST BUILDER. THIS ALSO INCLUDES SE ALIGNMENT.**
- **CHOOSE THE TEXT STYLE OF THE TEST BOOKLET**
- **A - ELEMENTARY BOOKLET**
- **A - INTERMEDIATE**
- **A - SECONDARY BOOKLET**
- **M - MODIFIED BOOKLET**
- **S - SIMPLE BOOKLET (ANSWER KEY ONLY)**



# ADD QUESTIONS

The screenshot shows a software interface for managing test questions. At the top, there are icons for 'Save', 'Print', and a close button. On the right, there are status indicators for 'Pending', 'Active', and 'Archived'. The main header area displays 'Grade 3 ELA CBA 4' and a sub-header 'Select information in the tabs below to modify the test administration'. Below this are several tabs: 'General', 'Curriculum', 'Questions', 'Campuses', 'Students', and 'Administration'. The 'Questions' tab is currently selected. In the 'Questions' tab, there is a '+ Add Question' button and a 'Text Style' section with icons for 'A', 'A', 'A', 'm', 's', and 'Alternate'. To the right of the 'Text Style' section are search buttons for 'Search Item Bank' and 'Search Resources'. The main content area contains a question prompt: 'What type of question would you like to create?'. Below the prompt is a dropdown menu with the following options: 'Selected Response' (which is selected and has a checkmark), 'Numerical Response', 'Constructed Response', and 'Resource'.

Save Print ✕ Pending Active Archived

Grade 3 ELA CBA 4  
Select information in the tabs below to modify the test administration

General Curriculum Questions Campuses Students Administration

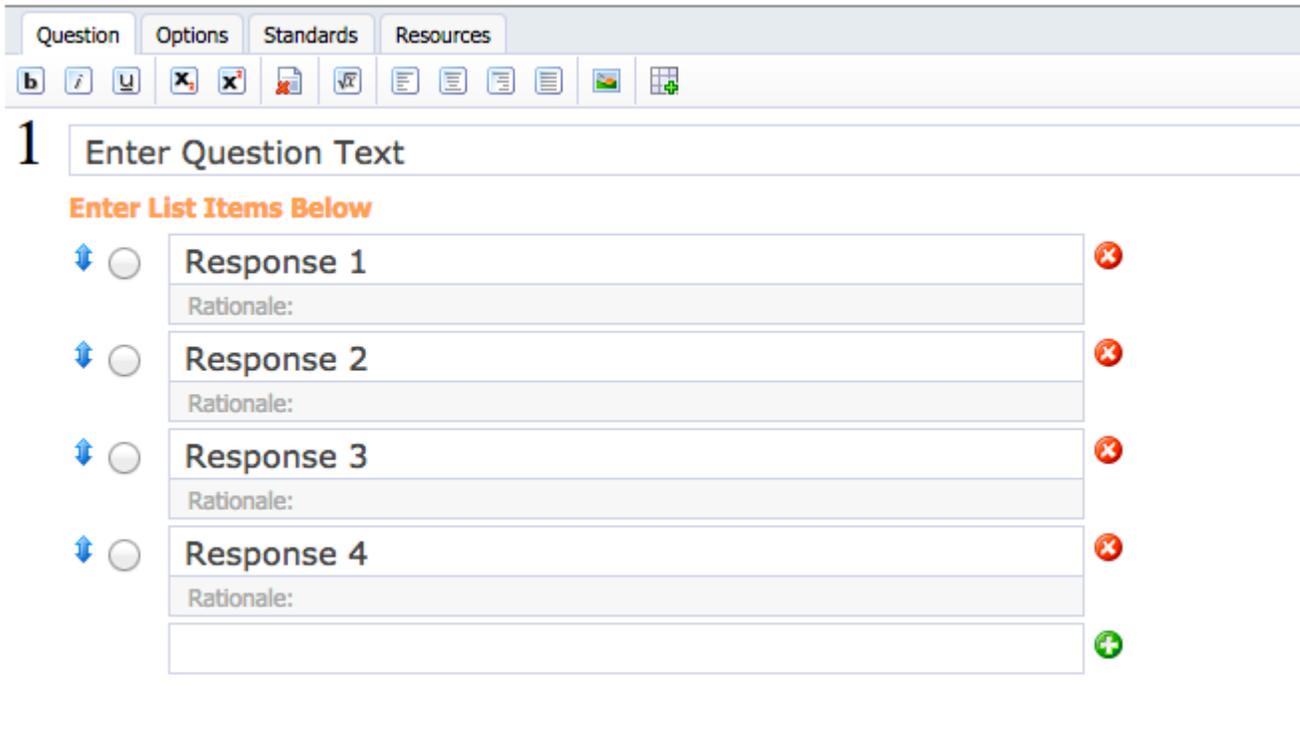
+ Add Question Text Style: A A A m s Alternate Search Item Bank Search Resources

What type of question would you like to create?

- ✓ Selected Response
- Numerical Response
- Constructed Response
- Resource

# QUESTION TYPES

- **SELECTED RESPONSE - MULTIPLE CHOICE OR MULTIPLE SELECTION**
- **THE QUESTION TAB IS USED TO ENTER THE CONTENT OF THE QUESTION AND THE ANSWER CHOICES AS WELL AS SELECT THE CORRECT RESPONSE. THE ANSWER CHOICES CAN ALSO BE ADDED, DELETED, OR REORDERED.**



The screenshot displays a software interface for creating a question. At the top, there are four tabs: 'Question', 'Options', 'Standards', and 'Resources'. Below the tabs is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, and insertion. The main content area is titled '1 Enter Question Text'. Below this, there is a section labeled 'Enter List Items Below' in orange. This section contains four rows, each representing a response option. Each row has a blue double-headed arrow icon and a radio button on the left, followed by a text input field for the response (e.g., 'Response 1'), a smaller text input field for the rationale (e.g., 'Rationale:'), and a red 'X' delete icon on the right. At the bottom of the list, there is a green plus icon for adding a new response option.

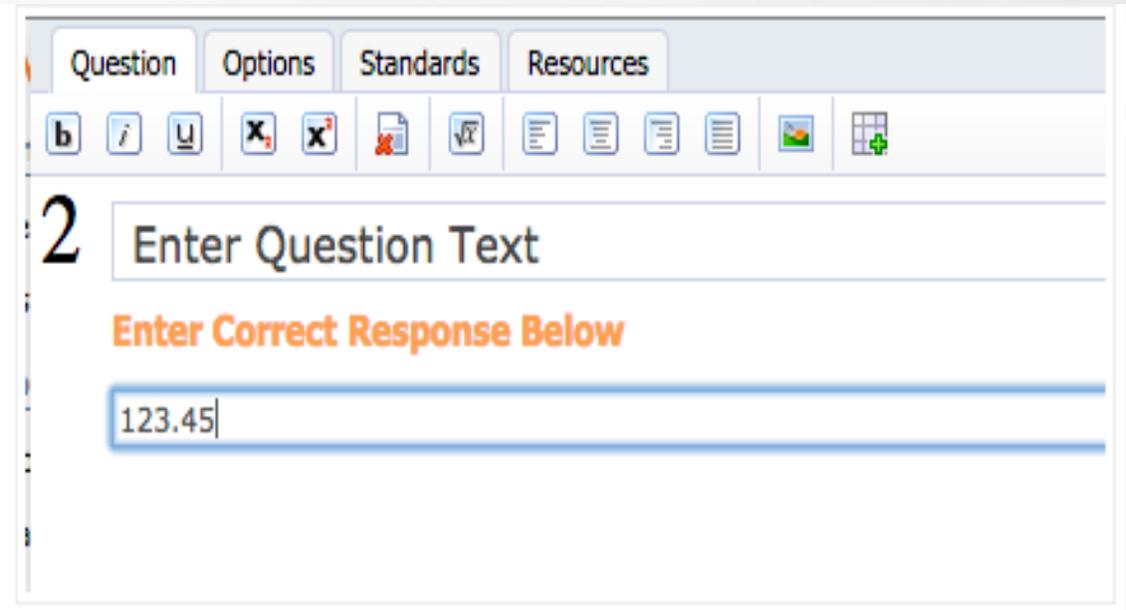
# OPTIONS TAB

- **THE OPTIONS TAB IS USED TO SELECT THE FORMAT, LAYOUT, AND OTHER OPTIONS FOR THE QUESTION INCLUDING QUESTION WEIGHT.**
- **QUESTION WEIGHT ALSO CAN BE USED TO OMIT A QUESTION.**

Question	Options	Standards	Resources
<b>Additional Options</b>			
<b>Question Format:</b>	Multiple Choice ▾		
<b>Layout:</b>	<input type="radio"/> Half-Width <input checked="" type="radio"/> Full-Width		
<b>Page Break:</b>	None ▾		
<b>Spacing Below:</b>	6 lines ▾		
<b>Language:</b>	Not Set ▾		
<b>Modified:</b>	Not Set ▾		
<b>Difficulty:</b>	Easy ▾		
<b>Complexity:</b>	Low ▾		
<b>Bloom's:</b>	Not Set ▾		
<b>Question Weight:</b>	<input type="text" value="1"/> times		

# NUMERICAL RESPONSE - GRIDDABLE

- **THE QUESTION TAB IS USED TO ENTER THE CONTENT OF THE QUESTION AND CORRECT NUMERICAL RESPONSE. NOTE: THE NUMBER LIMIT FOR NUMERICAL RESPONSES IS 9999.999 TO NEGATIVE 9999.999.**



The screenshot shows a question editor interface with four tabs: "Question", "Options", "Standards", and "Resources". The "Question" tab is active. Below the tabs is a toolbar with icons for bold (b), italic (i), underline (u), strikethrough (x), subscript (x<sub>2</sub>), insert image, square root (√), list, and grid. The question number "2" is displayed on the left. The main text area contains "Enter Question Text". Below this, the instruction "Enter Correct Response Below" is shown in orange. A text input field contains the numerical value "123.45".

# OPTIONS TAB

- **THE OPTIONS TAB ALLOWS THE TEST ADMINISTRATOR TO SELECT FLOATING OR FIXED DECIMAL POINT AND THE NUMBER OF DECIMAL PLACES FOR THE NUMERICAL RESPONSE, ALONG WITH OTHER QUESTION OPTIONS.**

The screenshot shows the 'Options' tab of a question editor. At the top, there are four tabs: 'Question', 'Options', 'Standards', and 'Resources'. Below the tabs, the section is titled 'Additional Options'. The settings are as follows:

- Use floating decimal point:** A dropdown menu is open, showing 'Fixed decimal point' (selected with a checkmark) and 'Floating decimal point'.
- Decimal places before:** A dropdown menu with a value of 0.
- Decimal places after:** A dropdown menu with a value of 3.
- Allow negative values:** An unchecked checkbox.
- Layout:** Radio buttons for 'Half-Width' and 'Full-Width' (selected).
- Page Break:** A dropdown menu with a value of 'None'.
- Spacing Below:** A dropdown menu with a value of '6 lines'.
- Language:** A dropdown menu with a value of 'Not Set'.
- Modified:** A dropdown menu with a value of 'Not Set'.
- Difficulty:** A dropdown menu with a value of 'Easy'.
- Complexity:** A dropdown menu with a value of 'Low'.
- Bloom's:** A dropdown menu with a value of 'Not Set'.
- Question Weight:** A text input field containing '1' followed by the text 'times'.

# CONSTRUCTED RESPONSE

- **OPEN-ENDED ITEMS THAT THE TEACHER SCORES USING A SCORE RANGE OR RUBRIC**
- **THE QUESTION TAB IS USED TO ENTER THE CONTENT OF THE QUESTION AND THE SCORING GUIDE.**

Question Options Standards Resources

**b** *i* u <sub>x</sub> <sup>x</sup>

3

Enter Question Text

Enter Scoring Guide

# OPTIONS TAB

- **THE OPTIONS TAB ALLOWS THE TEST ADMINISTRATOR TO SELECT THE SCORE RANGE, THE AUTO FAIL SCORE, AND OTHER FORMATTING OPTIONS.**
- **NOTE: IF YOU WANT THE TEACHER TO BE ABLE TO BUBBLE IN THE SCORE ON THE ANSWER DOCUMENT BEFORE SCANNING, MAKE SURE THE NUMBER OF ROWS IS SET TO ZERO. OTHERWISE, THE TEACHER WILL NEED TO LOG INTO AWARE AND ENTER THE STUDENT SCORES USING THE ONLINE INTERFACE.**

Question Options Standards Resources

### Additional Options

Score Range:  to  Auto Fail: below

Number Of Rows:

Lines:  Draw lines on answer document

Text Width:

Layout:  Half-Width  Full-Width

Page Break:

Spacing Below:

Language:

Modified:

Difficulty:

Complexity:

Bloom's:

Question Weight:  times

# ASSOCIATE STANDARDS

- **WITHIN THE QUESTION EDITOR, SELECT THE *STANDARDS* TAB**
- **IF THE TEST IS ASSOCIATED WITH MULTIPLE COURSES, SELECT THE CORRECT COURSE FROM THE DROP-DOWN MENU**
- **CHOOSE THE CORRECT SE IN THE LIST AND EITHER DOUBLE CLICK TO ADD THE STANDARD OR CLICK THE SELECT STANDARD BUTTON**
- **OR**
- **SEARCH FOR THE SE BY TYPING A KEYWORD INTO THE TEXT BOX, CLICKING MAGNIFYING GLASS ON THE RIGHT AND CHOOSING THE SE. THEN EITHER DOUBLE CLICK TO ADD THE STANDARD OR CLICK THE SELECT STANDARD BUTTON.**

# PRIMARY AND SECONDARY SE'S

Question Options Standards Resources

**Associated Standards**

**Primary Learning Standard:** 3.4(C) [S], identify and use antonyms, synonyms, homographs, and homophones.  
[Remove](#)

**Secondary Learning Standard:** No Associated Secondary Selected

**Category:** Reading, Third Grade, STAAR - 1, The student will demonstrate an ability to understand a variety of written texts across reading genres.

[Select New Primary Standard](#) [Select New Secondary Standard](#)

Remove Question Cancel Finished

# EDIT AND MOVE QUESTIONS

1 Question Text

A Response 1

B Response 2

C Response 3

D Response 4

**Move a Question**



Edit this question.

*Answer:*

# ALTERNATING LETTERING

- **BY DEFAULT, ALTERNATING LETTERING IS TURNED ON WHICH MEANS THAT THE ANSWER CHOICES WILL BE ABCD, FGHJ. TO CHANGE THE ANSWER CHOICES ON A TEST TO ABCD, ABCD, CLICK THE ALTERNATE BUTTON.**

