

Powerschool Knowledge Article

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Quick Reference Guide

In this article, you'll be able to learn how to create a simple express test or manually enter specific assessment items and corresponding scoring rubric.

SchoolNet: How to Create a Test

Create a test manually

Choose if:


- You are unsure which standards your test will cover
- You want to create items and passages yourself or select individually from the Item Bank
- You want to examine and edit all items one by one

For information on this method of test creation, proceed to:

Create

The Assessment Admin > Create page allows test creators to create new tests and create, preview, and save new tests items, passages, and rubrics.

You can create one of the following tests or items:

- Create an Express Test: Quickest method. Test creators define the initial test setup and standard(s) that will be tested. The system automatically adds items that are aligned to the selected standards and builds the test.
 - Create a Test Manually: More flexible. Test creators define the initial test setup and find previously created items from the Items Bank or create new items.
 - Create an Adaptive Test: Computer-adaptive testing uses a software algorithm to adapt a test to a student's ability. See Build an Adaptive Test for more information. This option is not available in all environments.
 - Items: Quick links to create a new item, passage, and rubric.
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- Pending Items: Available for users with the Review item, passage, or rubric operations operation have a quick link to the Pending Approval Status page. Users can verify their user roles and operations by clicking My Account and looking under Other Roles and Operations.

To create a test or item

1. Go to Assessment Admin > Create.
2. Click Start Now to create a manual or express test.
3. Click Create an Item and select the item type to create a test item.

Best practices for printing and previewing tests:

- Before making your test public, preview it in the test tunnel, as well as in PDF and Word formats. Modify the layout as needed to achieve the best results in all required formats.
- In Word, large images used in matching test items may not scale properly and may run off the edge of the page. Reduce the image size if this occurs

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