

Modifying Assessment Forms in ADAM

There are a variety of reasons you may need to change an existing test, including making adjustments for a new school year. Once the any edits to the form is complete, the next step is to add it to a test and publish so it can be scheduled as an administration.

See also: [Authoring a New Form](#), [Authoring or Editing a Test Item](#)

Locate the Form to Edit

If you have accommodated forms, be sure to make any needed edits on those as well.

To access an existing form:

1. Go to **Authoring > Forms**
2. Select the appropriate bank
3. Use the selected filters as needed to locate the form
4. Under Actions, click the **Edit** icon

Options for Changing a Form

When editing a form, the following options are available.

Remove Item

In the form next to the item, click the trash can icon.

Add Existing Item in a Bank

In the form, click **Add Items**.

Change Item Order

Use the dragger bars to drag and drop an item up or down

5 Items			
	Item #	Item Title	Item Identifier
	1	I-INT-10	I-INT-10
	2	I-INT-11	I-INT-11

Create a New Item for the Form

First author the item in the bank, then return to editing the form and click **Add Items**.

Change Settings

Adjust layout and navigation options as desired.

Add Metadata

Add or modify metadata. Note that only filters configured as part of the Item Bank settings can be added.

Split an Existing Form

The easiest way to split a form is to copy it first.

To split form content into two forms:

1. Go to **Authoring > Forms**
2. Select the appropriate bank

3. Use the selected filters as needed to locate the form
4. Click the Clone icon next to the form
5. Edit each form: rename each form to match the content and delete the items that are no longer needed

Change content of an item

This cannot be done within the form. If the item is editable, copy the Item Title to your clipboard, go to **Authoring > Items**, paste the title into the Item field to search for the item. Next to the item, click the edit icon to modify content.