

## Creating an Express Test

In Schoolnet, build a new assessment one of two ways: either create an express test or create a test manually. Choose the express test option when there is a bank of items available for the standards you wish to cover. An express test is a quick way to build a short pre- or post-instruction classroom quiz. For an express test, specify how many items per standard to include, and the system will build a test to your specifications by taking items that match your criteria from the item bank. You can then replace, delete or add items as needed.

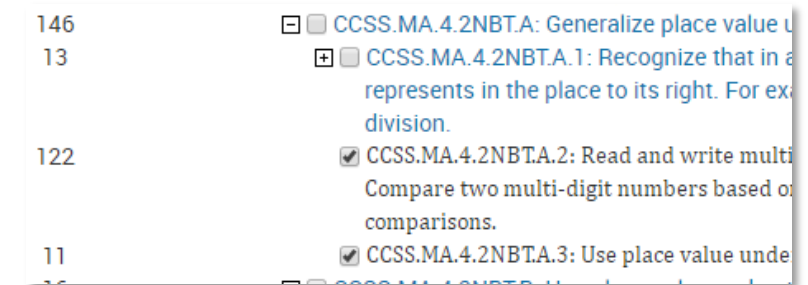
See also: *Assessment Creation in Schoolnet Quick Reference Card*

## Create a New Express Test

To create an express test:

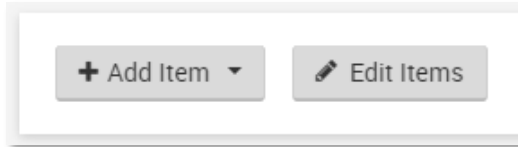
1. In the Assessments menu under the Tests header, select **Create > Express**
2. Enter a test name following any specified naming conventions or one that will be easy to identify among a list of other assessments later
3. Select a subject and grade range
4. Select a test category if more than one is available to you
5. Select the preferred standards document
6. Click **Select Standards**
7. Select the standards to include

Blue text indicates that more detailed standards exist and you can click the plus sign to expand.



8. Click **Add to Test Map**
9. Enter the number of items to include for each standard  
**Tip:** Include more items than you need so you can choose from the results. It's okay to include standards that don't have available items; the test will include placeholders for you to build items later.
10. Several filters are available
  - Recommended: Select 'Exclude items with Passages'; you can add in passages with items once the test is generated.
  - For My Classroom tests, consider selecting 'Exclude all items on tests' to avoid repeat exposure
  - Click Select Item Banks if you want to limit selections to specific bank(s)
  - Additional options are available under Advanced Filters
11. The items being added may be aligned to additional standards that you did not select in your test blueprint; choose whether to keep only the selected alignments or all
12. Click **Build Express Test**

13. Replace, remove, edit and add items as needed



For details on searching for new items, refer to *Assessment Creation in Schoolnet Quick Reference Card*

14. Under Test Actions, preview the test

Machine scorable items will have a **Calculate** button to allow verification for scoring, which can be especially useful for checking various answers to multi-part or gridded items. This will not display for students taking a test.

15. Review the content and format, close the preview window, and correct any errors

16. Click **Finalize Test**

17. Click **Schedule Test**

See also: *Scheduling Assessments Quick Reference Card*

## Create an Express Test from a Lesson Plan

When you have a lesson in Schoolnet that is aligned to standards for which items are available, you can quickly build an express test. From the lesson plan detail page, click **Build Express Test** and indicate the number of items to include per standard.

