

Reuse an Existing Schoolnet Assessment

In Schoolnet, each scheduled test can only have results for each student once. Students cannot retake an online test that they have already submitted unless the first results are deleted, and any paper answer sheets scanned will overwrite previous scans. If you want to assess students on the same items as both a pre-and post-test, for example, make a copy and add something to the end of the test name to differentiate it.

Each scheduled test is associated with a school year. A test scheduled in a prior year cannot be administered the next year. You can, however, use the copy feature to quickly create a new version of the same test that can be administered again. A test that is still in draft status is not associated with a year until it is scheduled, so no need to copy those over the summer.

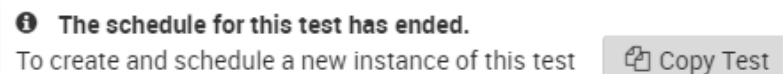
If your site is set up for administering online assessment via TestNav only, copied tests will display a warning if any non-supported features are included. Although teachers may have permissions to view tests in multiple test categories, they can only copy tests in the same test categories as those they can create. Some proprietary assessments may have the copy option disabled.

To create an answer key for an assessment created outside of Schoolnet, see: *Using Externally Created Tests in Schoolnet Quick Reference Card*.

To make a copy of an existing test:

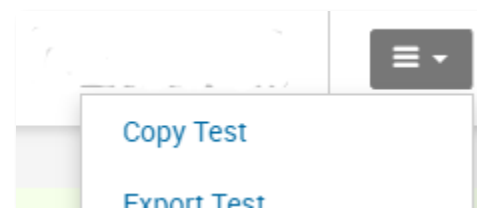
1. In the Assessments menu under the Tests header, select **Find**
2. For Admin Date Range select the previous year if applicable and use other filters as needed to locate the test to copy
3. To filter on My Classroom tests only, click **Advanced Search**
4. Click the test name to access the Test Detail page

5. Click **Copy Test**




i The schedule for this test has ended.
To create and schedule a new instance of this test

If the test is still In Progress, you will need to select the copy option from the menu in the white test detail banner just below the online passcode.



6. Edit the test name so it doesn't include '(COPY)' and add something to differentiate it from the original version if within the same school year



Test Name*

7. Scroll down and click **Generate Test**
8. Make any desired edits

New! You can now copy a test with or without all associated resources. The **Copy with Resources** button will only appear for tests that contain associated resources. Associated resources are found on the Test Details > Downloads & Resources tab.

9. The test can now be finalized and scheduled

For details, refer to the *Scheduling Assessments Quick Reference Card*.