

Using Externally Created Tests in Schoolnet

You can use Schoolnet to report on results of assessments authored outside of Schoolnet. For example, you may have a pencil and paper test you reuse every year and haven't had time to scan the images to recreate the items online. With minimal effort you can create a test key so students can test with the existing printout but you can take advantage of Schoolnet's powerful reporting tools to track standards performance.

A test key, also known as an 'Answer Key Only' test, also supports uploading scores from other testing platforms that have exportable results.

These instructions are for assessments with item level results that will be loaded in the benchmark or classroom test categories; standardized tests (such as PARCC or PSAT) must be loaded via DataConnect.

Create an Answer Key Only Test

Before you can administer or upload scores from an external test, create the test in Schoolnet. Create just the answer key when you don't want to enter the content for each question. Each item will still require you to enter an item type, correct answer, point value and associated standard.

To create an AKO test:

1. In the Assessments menu under the Tests header, select **Create > Answer Key Only**
2. Enter the test name, test category, subject, grade range and the preferred standards document
3. Optionally, click **Select Standards** to pre-select the standards covered on the test – this makes aligning items in the test much faster

4. Upload a PDF of the test booklet

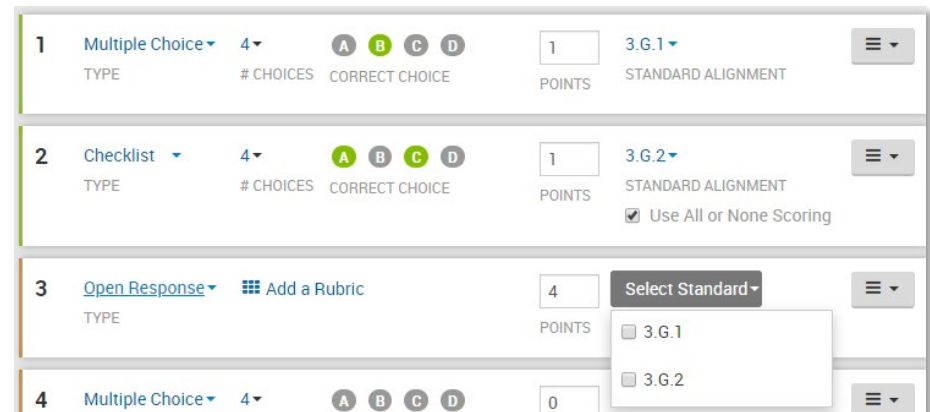


5. Enter the number of items on the test and click **Create Test Blueprint**



6. For each placeholder, indicate the type if not multiple choice, select the correct answer (unless open response), point value and the standard

For open response items, you can select the number of pages available on answer sheets for student responses.



Learn More: Click the online help icon on the setup page to access a video on how to creation an AKO test

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7. When complete, click **Save and Go to Test Details**

After an answer key only test is created, the standard Edit Test page (not the Edit Test Blueprint page) will be used for any further changes to the test. You can click **Save and Edit Items** to save the test while remaining on the Edit Test Blueprint page.

8. At this point, the test is like any created via the manual or express method

Review the test and make any needed changes.

9. Click **Finalize Test**

10. Confirm that you want to schedule your test by clicking OK, and then **Schedule Test**

11. Next to Start Date, open the calendar and select a date to associate with the test

Pick any end date and score due date that falls after the start date. If you will be uploading results from an externally created test, not that you cannot do so before the start date.

12. At the bottom of the page, accept the quick assignment by clicking **Accept Quick Assignment**

Alternatively, modify the sections that took this test by clicking **Edit Assignment**. For details, see the *Scheduling Assessments Quick Reference Card*.

Even though students have already taken the test, making the assignment enables test results to be associated with your classes for reporting.

13. Click **Save**

Preparing and Uploading Results

Before you can upload results of a test students took on another assessment platform, build the actual test in Schoolnet, either as an answer key only (AKO) test (described above) or as a complete test with item content.

To create the results file:

1. Locate the scheduled test and click its title to go to the Test Detail page
2. Click **Score Test**
3. Depending on your role, navigate to the sample file in one of two ways:
 - Teachers select a class in the 'Filter By menu and then click **Upload Scores**
 - Test administrators click **Upload File**
4. Click **Download Sample File**
5. Open and review the sample file

It has a column for student ID and each item, with a sample row to show the response format

	A	B	C	D	E	F	G
1	studentid R1	R2	R3	R4	R5	R6	
2	1234567 C	T		100	10 A	A C D	

6. Export the results file from the external testing platform and either modify it to match the sample file, or copy and paste into the sample file

Refer to the next page for supported item types.

7. Save the completed file in CSV format

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Supported Item Types

The following item types are supported:

Item Type	Response Format
Multiple Choice, T/F, Gridded and Open Response without Rubric	Place a single response into the blank cell.
Checklist	Example: ACD In this example, the student chose A, C and D.
Inline Response and Matching	Example: B B A In this 3-part item example, B is the answer for first inline response, B for the second response, and A for the third response.
Open Response with Rubric	Example: 3 2 5 For this 3-trait rubric example, 3 is level 3 for trait 1 of the rubric, 2 is level 2 for trait 2 of the rubric, and 5 is level 5 for trait 3 of the rubric.
Task	Example: 1A 1B 1C Activities follow the format of the selected item type and are identified with the question number followed by the activity order. In this example, question 1 has 3-multiple choice activities.

Upload the File

Once you've prepared the file, upload it to the matching test in Schoolnet.

1. Navigate to the Test Detail page and click **Score Test**
2. Return to the Upload screen as described on the previous page
3. Click **Browse**
4. Select the file
5. Click **Upload**

A message confirms that you uploaded the file correctly.

Other Ways to Administer an AKO Test

Once the test key is created, you can:

- Print out answer sheets for students to bubble in for scanning
- Have students write answers on their test booklet and then responses may be entered manually (refer to *Scoring Schoolnet Assessments Quick Reference Card*)
- Students can enter their responses online (while viewing a paper copy of the test booklet). Previously this required a site configuration, but is now available by default for all customers.