

# Using the Same Passage or Exhibit for Multiple Test Items Quick Reference Card

## Using the Same Passage or Exhibit for Multiple Test Items

If multiple items all relate to the same reading excerpt, link them all to the same passage. A passage does not have to be text: you can also use it for graphics or tables. Some passages with items may already be available for your use in the Item Bank. Use this document to learn how to include both new and existing passages in assessments.

## Workflow for Creating a Test with a Passage

If the majority of the test is made up of existing passages and items, start in the item bank by locating a passage with items and use the passage and items to build a new test.

The following is a typical workflow for using an existing passage in a test that also contains items without a passage.

1. Create a manual or express test with any items that will not be associated with a passage
2. Search the item bank for a passage
3. View available items related to the passage and select the ones you want to use
4. Add the passage and the associated items to the existing test
5. Repeat for any additional passages
6. Within the test, create any additional items that you want to add to the passage.

As an alternative, you can start by searching for a passage with items and use them to create a new test to which you can then add additional passages and items.

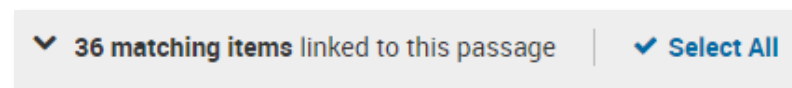
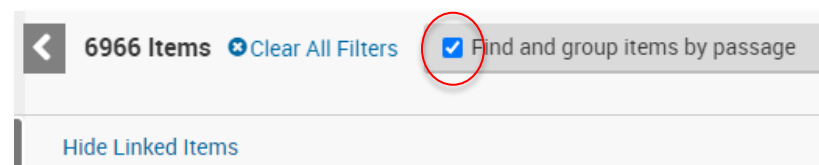
## Add These Items to a Test

You have selected 3 items

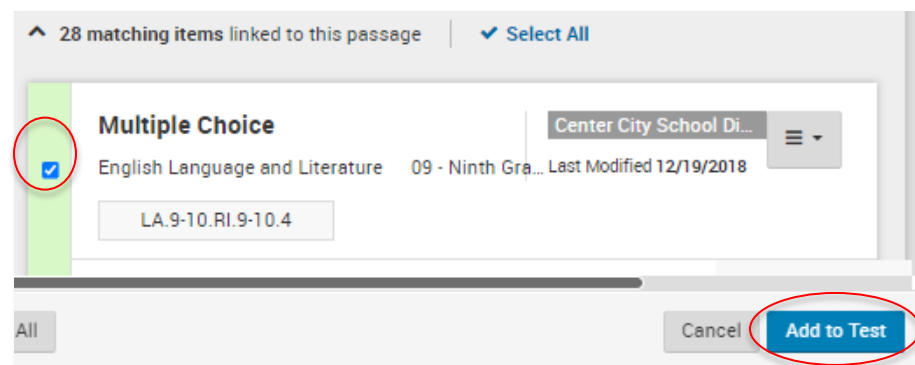
[Create new test with these items](#)

## Searching for Passages with Items

You can browse both passages and items at once. From the Item Search, first apply any additional criteria, such as item types, etc. Then, select 'Find and Group Items by Passage.' The filtered items are shown beneath their shared passage. Passages that contain the most linked items matching the selected search criteria appear first. Users can scroll through the passage, then see and select linked items they would like to select.



If you select **Hide Linked Items** to speed scrolling through passages, expand the available option to view all associated matching items.



To use only some items, select individually and click **Add to Test** (you may need to adjust your screen resolution to see the button).

# Using the Same Passage or Exhibit for Multiple Test Items

## Can I Just Put the Passage in the Item?

Sometimes it is more efficient to just put a small reading excerpt, image or table right in an item rather than have to create it as a separate passage that is aligned to the item. When trying to decide which makes more sense, consider these points:

- If multiple items use the same exhibit, it is faster to reference a passage than to insert the content for each item
- If the exhibit is very long and added directly in the item, students testing online will have to scroll up and down to see it as well as the question content and answers.
- For paper test administration you only want the exhibit to show up once on the test booklet, so always create as a passage if there are multiple items using it

## Creating a New Passage Within a Test

To create a new passage:

1. In a test, create the first item to go with the passage
2. Within the item, click **Add Passage**
3. In the menu, click **New Passage**
4. On the Create Passage page, enter a title for the passage
5. Select a subject and grade range

If this passage will be shared with other test creators, open **Additional Properties** to add any metadata that will help when searching for the passage.

6. In the text editor, type in the content or copy and paste it from another source using the Paste as Text option

Insert images as needed. Note that some images with text are not as readable when resized in browsers for online testing.

Note that the word count is provided at the bottom of the text editor as you enter text. You can manually enter the number of words by checking **Manually Enter Number** and typing the number of words.

7. To save the passage, click **Save**
  8. On the Passage Detail screen you can add a new item
- The Change Status option allows permissioned users to share the passage with additional users.

## Adding an Existing Passage to a New Item

Any item type can be associated with a passage. When creating a new item you can associate it with one or more passages.

To add a passage to a new item that you are creating:

1. On the Create Item page click **Add Passage**
2. Click **Search Passages**
3. Start typing the title of a passage and pick it from the menu

## Adding Line Numbers to Text

Add line numbers to passages using one of the following methods:

- Insert numbers in parentheses
- Insert line breaks (press **CTRL + Enter**) at the end of each line to create a soft return, and precede each line with a number
- Some districts choose to create a table with two columns and number every fifth row

5 I must go down to the seas again, for the call of the running tide  
Is a wild call and a clear call that may not be denied;  
And all I ask is a windy day with the white clouds flying,  
And the flung spray and the blown spume, and the sea-gulls crying.

10 I must go down to the seas again, to the vagrant gypsy life,  
To the gull's way and the whale's way, where the wind's like a whetted knife;  
And all I ask is a merry yarn from a laughing fellow-rover?