

Scheduling Assessments

Before administering a Schoolnet test to students, you must **schedule** and **assign** the test. Use this document to locate a test, schedule a test, and assign it to students. Many of the options described here are optional: to save time when in doubt, just leave at the default values.

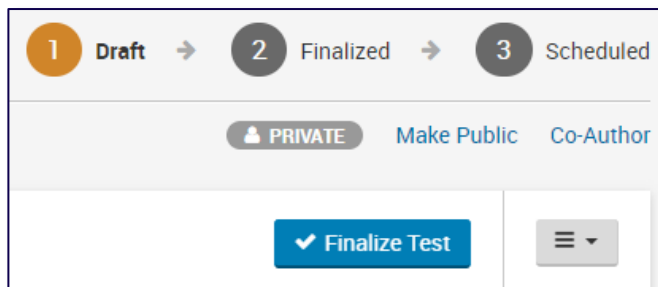
You may also find online help and the following quick reference cards useful: *Strategies to Curb Cheating on Online Assessments*, *Security Options for Tests and Items*, and *Recommending Assessments*.

How to Get to the Schedule Options

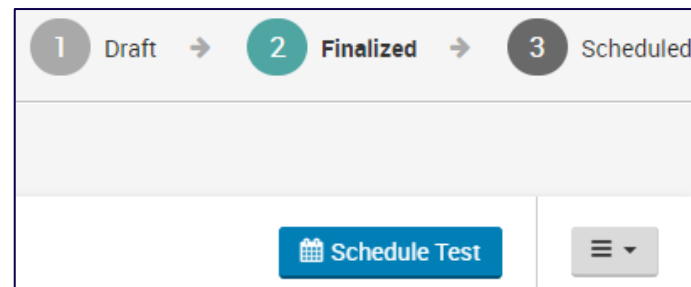
When you first create a test, it is in the Draft stage, either Public or Private. Click **Finalize Test** after the test has been previewed and any needed changes have been made. You can only schedule a test in the Finalized stage.

Tests created in co-authoring must be moved to Test Central before they can be scheduled.

Available options in Draft status:



The Schedule Test button appears for Finalized tests:



Getting to the Schedule Page as a Test Administrator

Users who have permission to schedule tests at the institution level can schedule any test with a Finalized status. *To locate a test created previously:*

1. In the Assessments menu, select **Find**.
2. Filter as needed to locate the test.
3. Click a test to go the Test Details page. The test banner shows the test name, ID, stage, online passcode, test creator, and when the test was last updated.
4. Before finalizing and scheduling the test, click **Preview Test as Student** to verify that the test appears as expected. In preview, you can enter answers to verify that scoring works correctly.
5. Click **Schedule Test**. Optionally, click **Link to Test Window** to associate the test to a specific test window that has been defined for your school district.

Getting to the Schedule Page as a Teacher

Teachers who do not have additional test administrator rights have a teacher version of the Assessments Dashboard. *To locate a test created previously:*

1. In the Assessments menu, select **Assessment Dashboard**.
2. On the Test Dashboard, click the appropriate tab depending on the category of assessment you wish to locate, or open the “Recently viewed tests” tab to locate the test.
3. Click the test name to access the Test Detail page.
4. Click **Schedule Test**.

Scheduling a Test

Follow these steps once on the 'Schedule a Test: Test Settings' page.

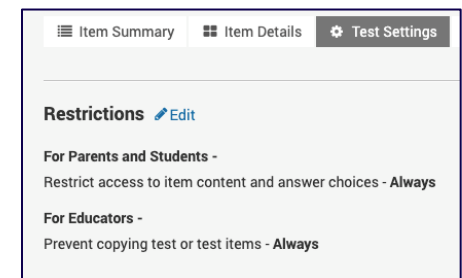
To schedule a test:

1. If you see either Link to Test Window or Apply test options from My Personal Template, refer to the 'Personal Scheduling Template' section for details, otherwise continue with Step 2
2. Enter the start date, end date and score due date



Keep in mind the following:

- The dates must be within the current school year
 - You can scan or score online paper tests any time after the start date, even beyond the end date unless additional restrictions are added
 - Online tests can be administered any time within the window, and even after if the window restriction option is not selected
 - The score due date is the recommended date for the test proctor to complete and score open response items and scan the test results (if applicable)
3. Under Test Settings, review the optional restrictions. Click Edit and select restrictions. In the Restrictions area, you can view or edit the test restrictions for educators and parents/students. Users with the appropriate operations can bypass these restrictions.

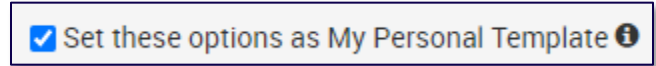


For Parents and Students. The following options are available for all tests and test creators. These options are progressively restrictive, and only one option can be selected. The selected restrictions will be respected in the Student Profile and Review a Test widget.

Restriction	Description
No restriction	No restrictions are applied to parents and students.
Show correctness for student responses only	Shows only the correctness of a student's selected response. If a student selects the wrong answer, the correct answer will <u>not</u> be identified. All item content and answer choices will be visible.
Hide correct answers	Hides correct answers when viewing test results during the selected time period (or always).
Restrict access to item content and answer choices	Restricts access to item content and answer choices while leaving student responses and correctness visible.
Prevent access to test details, correctness, standards analysis, item content, and answer choices	If the item analysis restriction for educators is applied, this option will be selected by default, but it can be applied independently of the educator setting. Only the test name, test score, and score group will be available to parents and students.
Hide test from Student Profile	Hides the test and test results from parents and students on the Benchmark Tests and Classroom Tests tabs of the Student Profile.

1. **Assign the test** by following the instructions in either the *Assign a Test at the Classroom Level* or the *Assign a Test at the School or District Level* sections below
2. Review the *Online Delivery Options* section

- If you want to save the selections for a later test, select the option to save as My Personal Template (if enabled on your site); this will override any previous selections
- Click Save and Publish



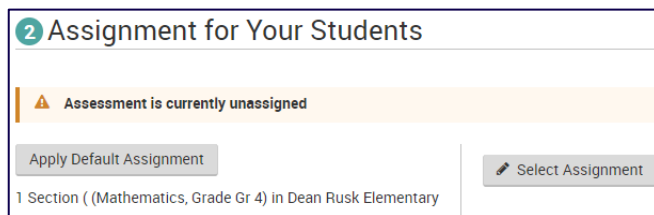
Assign a Test at the Classroom Level

Teachers can assign a test to sections or individual students.

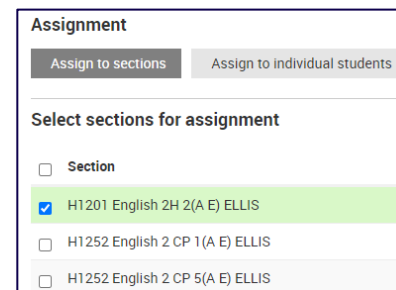
To assign a test:

- On the 'Schedule a Test: Test Settings' page after you have completed the Administration section, choose from:
 - Apply Default Assignment** – assign to all your class(es) that match the subject and grade level of the test
 - Select Assignment > Assign to Sections** – Choose only some of your classes and click **Save**
 - Select Assignment > Assign to Individual Students** – Choose students, click **Add Selected** and then click **Done**

Sample Assignment section:



Sample Select Assignment page:



2. When you are done assigning the test, review the Online Delivery Options section if applicable
3. Click **Save and Publish**

Assign a Test at the School or District Level

To assign a test to all courses matching the same subject and grade(s) as the test, click **Apply Default Assignment**, review the Online Delivery Options if applicable, and then be sure to click **Save and Publish** to finish the scheduling process.

To manually assign the test to specific courses only:

1. Click **Select Assignment**
2. Use the filters as needed to locate courses to assign; after selecting, click **Add Selected**

Course	Department	Grade
algebra	MATHEMATICS	9 to 9
<input type="checkbox"/> Algebra 1	2000G.1S	17
<input checked="" type="checkbox"/> Algebra 1 Honors	2000H.1Y	31

3. Optionally, limit by schools using the provided button
4. After reviewing online options, be sure to click **Save and Publish** to finish the scheduling process

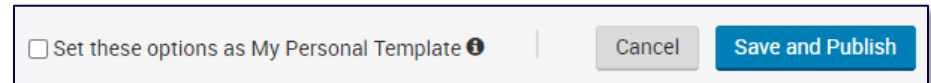
Online Delivery Options

Field	Description
Test Access	
Online Test Passcode	You can edit the code to personalize it, but it cannot be the same as one for another test.
Allow educators to link the test to [LMS Name]	If enabled in your district, allow this assessment to be used in another application.
Require use of Secure Tester application	To create a “locked-down” test environment, select ‘Require Secure Test application.’ DO NOT use this option unless you are positive Secure Tester is installed on all student computers. See also: <i>Considerations for Secure Tester Quick Reference Card.</i>
Display this test on the 'Take a Test' widget	If you intend this test to be a pop quiz, do not check this option, since the test title will appear on the students' home pages prior to class.
Display .. on the 'Review a Test' widget ...	Controls whether students can review results.
Allow only assigned students	Only students assigned to the test will be able to take the test. Use with caution if class rosters are in flux, such as in the start of the school year.
Restrict test access to specific days and times	Restrict students' access to the online test so they can access it only during the specified dates and times, e.g., not from home after school.
Disable student section selection	When checked, student will not be able to change the class to which their test is associated.

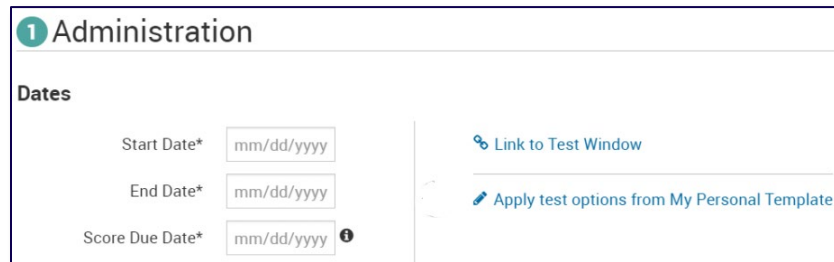
Field	Description
Item Features	
Track and Display Student Response Time	Record the amount of time each student took spent on a test item on an online test. This option is only editable until the start date.
Scramble question order	Enables the random ordering of items on a test. Items within a passage now kept together. Not available for Answer Key Only Tests.
Scramble answer choices	Rearrange answer options on some item types. Do not check this box if the test items include “all of the above” or “none of the above” type answer options, or if enabling text to speech.
Student-Facing Features	
Timed Test	Auto-submit students’ tests at the end of the specified time.
Allow students to resume a started test Allow students to pause assessment	<p>‘Allow students to resume’ permits students to resume a test that is paused for any reason, such as an internet interruption. If this option is not enabled, students will not be able to pause a test by closing their laptop and then restarting the test later.</p> <p>‘Allow students to pause’ permits students to leave and re-enter an online test without submitting it. While the test is paused, the current question will be hidden. Not recommended when using Secure Tester.</p> <p>Note: Unless disabled, for tests that do not allow students to resume a test, teachers have an option to allow for students who have started their test but not yet submitted it to resume when their session was interrupted for a valid reason.</p>
Show student scores upon test submission	Display the students’ scores as soon as they finish their tests. Not recommended for tests with open response items.

Personal Scheduling Template

If you tend to use many of the same settings across multiple assessments, take advantage of the personal template. When you schedule a test, select the option at the bottom of the scheduling screen. If it is missing, ask a site administrator to enable it.



The next time you schedule a test, select 'Apply test options from My Personal Template' and make any needed modifications. You can optionally save the revised options by selecting 'Set these options...' at the bottom of the screen.



District Test Windows

The Test Windows functionality simplifies the scheduling of multiple district tests that share a common date range. District-level test administrators with appropriate rights can create and manage test windows, and then link multiple tests to a single test window. A test window defines the scheduling options for all tests linked to the window, ensuring that all the tests have identical scheduling options. To set up, select **Assessments Admin > Test Windows**.