Teacher Tests in Eduphoria: Aware

CREATE A TEST

Teachers have the ability to create their own assessments in Aware. These tests will not appear in the campus or district data in Aware. The data is only viewable for teacher data analysis.

Assessment Wizard

The Assessment Test Wizard will guide the teacher through the steps to create a test.

1. Click the *Tests* Tab
2. Click **Create a New Test**
3. In the New Test Wizard, select from the following options:

   - Create a quick test key - use this option when a test booklet will not be created
   - Create a new blank test - use this option when a test booklet will be printed and answer documents generated
   - Copy an existing test - use this option to copy an existing test

4. Click **Next**
5. Test Details: enter the Title and select a grade level
6. Click **Next**
7. Select a Course: select the primary course associated with the test. *Note: If multiple courses need to be associated with the test, additional courses can be selected in a later step.*

8. Click **Next** and **Finish**

Teacher Test Administration Controls

Save icon - Click this icon when changes are made to the test

Print icon

- Print Test Booklet - if the actual test questions are entered, the test can be printed
- Print Test Key - once the key is created and connected to the correct TEKS, the key can be printed along with the scoring guide (if applicable)

Delete Test icon - This option should only be used if the test needs to be completely deleted. All results associated with the test will be deleted as well.

Active - Once an assessment is created it will default to Active which means that the test can be administered.

Archived - Once the test is completed and ALL documents have been scanned, the test should be archived. Archiving does not prevent the test from being analyzed, but no other answer documents can be scanned in for this test. Eduphoria will auto-archive all teacher tests during the summer before the next school year. If a test is ever reused, it should be copied from existing archived tests.

Note: Once a test is archived, it can be unarchived by selecting it from the archived section and selecting Active.

General Tab

The *General* Tab contains general information for the assessment.

Test Name - The test name can be changed before, during, or after the test administration.

Test Type - For teacher created assessments, the test type is set to Teacher Test and cannot be changed.

Subject Area - The subject area should already be selected based on the primary course chosen when the key was created.

Grade Level - The grade level will reflect the appropriate grade level that was chosen in the wizard.

Met Expectation Score - Enter the percentage of correct questions for the met expectations value of the assessment. **Commended Score** - Enter the percentage of correct questions for the commended level of the assessment.

Instructions - Instructions for the test can be entered here. The instructions will appear on the second page of the test booklet.

Notes - This section is for personal notes that are only viewed by the teacher.

Curriculum Tab

The *Curriculum* Tab is used only when more than one course is associated with a test.

- Click Add Course
- Select additional courses to associate with the test
- Click Add Course

The courses will be available to choose from when associating TEKS to questions on the Questions Tab.
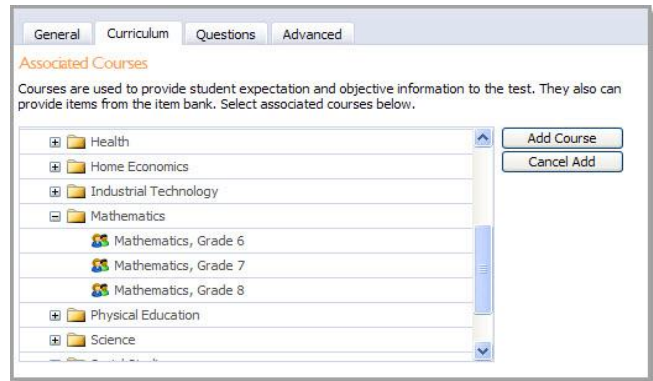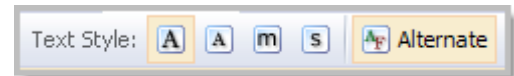
Questions Tab

This tab allows the teacher to create and format questions for the test builder. This also includes the TEK SE alignment.
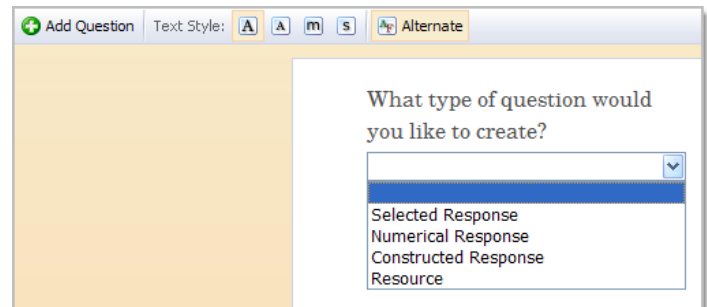
Choose the Text Style of the Test Booklet

- A - Elementary Booklet
- A - Secondary Booklet
- m - Modified Booklet
- s - Simple Booklet (Answer Key Only)

Add Questions or Resources

- Click Add Question
- Choose the type of question to add

Question Types

Selected Response - multiple choice or multiple selection

- The *Question* Tab is used to enter the content of the question and the answer choices as well as select the correct response. The answer choices can also be added, deleted, or reordered.

- The *Options* Tab allows the teacher to select the format, layout, and other options for the question including question weight. Question weight also can be used to omit a question.

Note: If the multiple selection option is chosen, the student's answer must match the multiple answers exactly. For example, if the answer is a and c, then the student must bubble in a and c to get the answer correct.

- The *Standards* and *Resources* Tabs are consistent for all question types and will be explained in a different section.
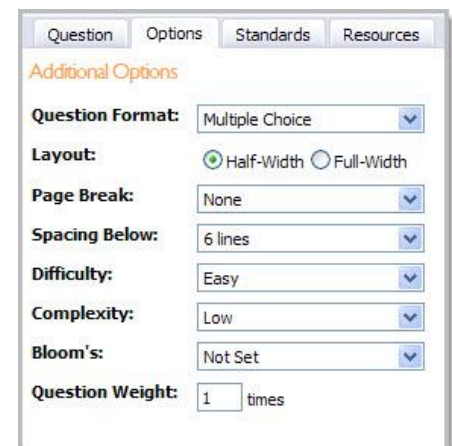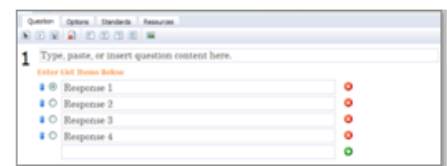
Numerical Response - griddable

- The *Question* Tab is used to enter the content of the question and correct numerical response.

  Note: The number limit for numerical responses is 9999.999 - (-)9999.999.

- The *Options* Tab allows the teacher to select the number of decimal places for the numerical response along with other question options.

Constructed Response - open-ended items that the teacher scores using a score range

- The *Question* Tab is used to enter the content of the question and the scoring guide.

- The *Options* Tab allows the teacher to select the score range, the auto fail score, and other formatting options.

Resource - A resource can be a reading passage or graphic that has multiple questions referencing the passage or graphic

- The *Question* Tab is used to enter the title of the resource and the resource text and/or attach image(s).

- The *Options* Tab allows the teacher to format the layout of the resource.
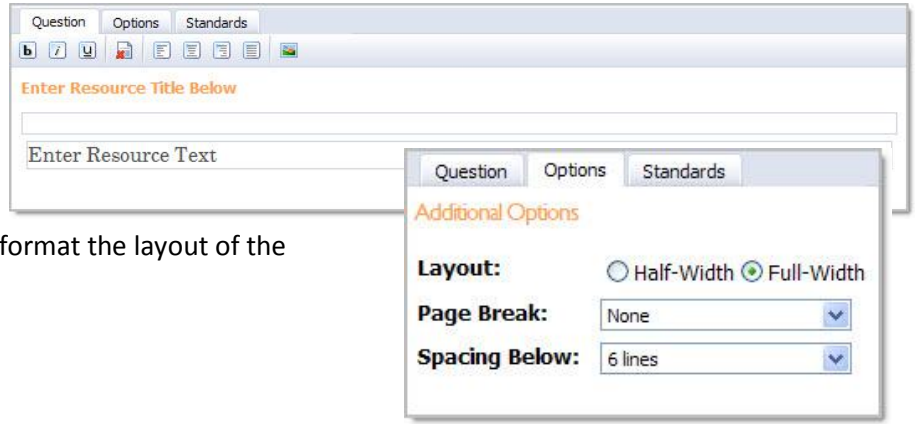
Associate TEKS

Within the question editor, select the *Standards* Tab

- If the test is associated with multiple courses, select the correct course from the drop-down menu
- Choose the correct SE in the list and either double click to add the standard or click the Select Standard button   OR
- Search for the SE by typing a keyword into the text box, clicking the magnifying glass on the right, and choosing the SE. Then, either double click to add the standard or click the **Select Standard** button.
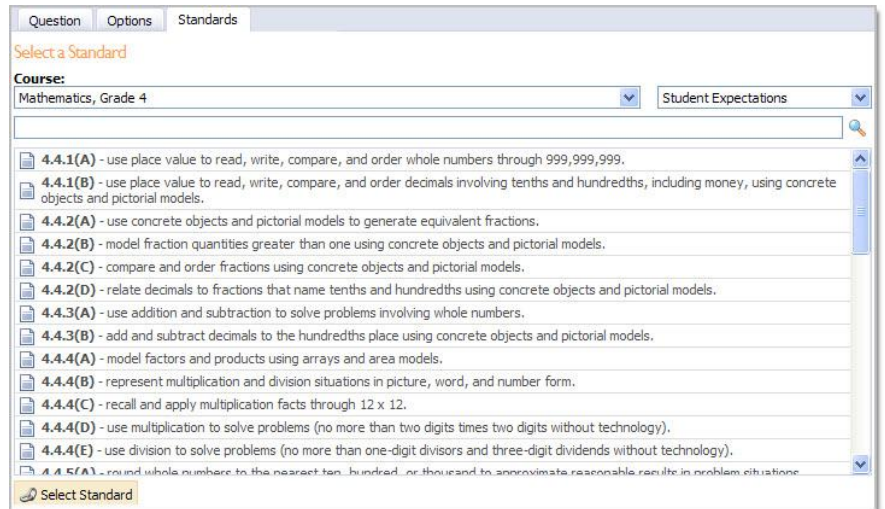
Associate Process Standards

To further analyze a question, a process standard can be chosen by clicking the **Select New Process Standard** button
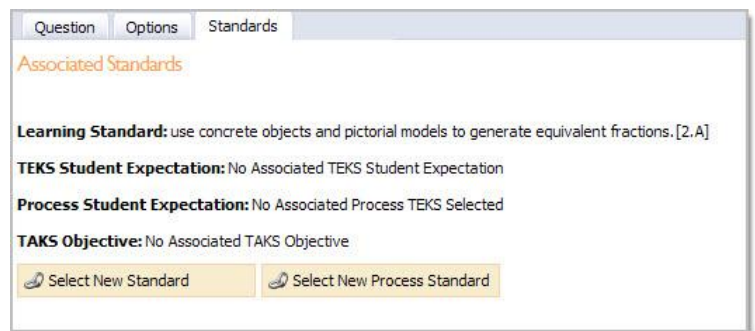
Associate a Question to a Resource - To associate a question to a resource, click the Resources Tab and select the check box next to the correct resource

✏️ Edit a Question - To edit the entire question, click the pencil button

⬇️⬆️ Move Questions - You can also use the blue arrows to reorder questions

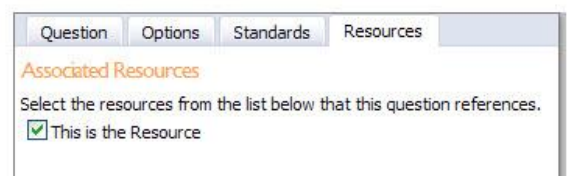❌ Delete a Question - Click the edit button and then the red X button in the question editor to delete a question

.
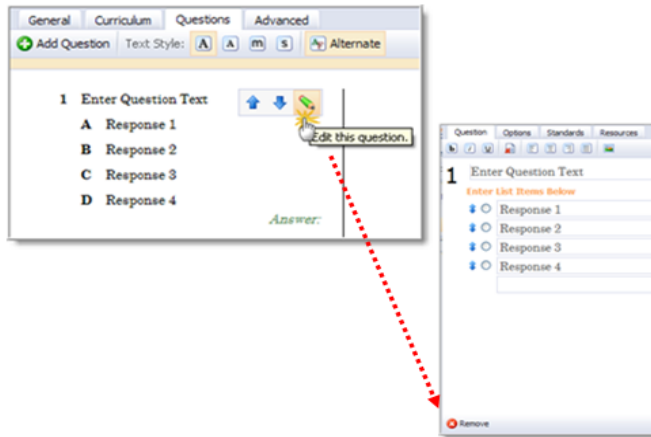
Make Corrections to a Key

- Choose a different radio button next to the correct response
- Click **Finished**
- Repeat this process for each question
- If any answer documents have already been scored, click the **Rescore** button on the *Advanced* Tab
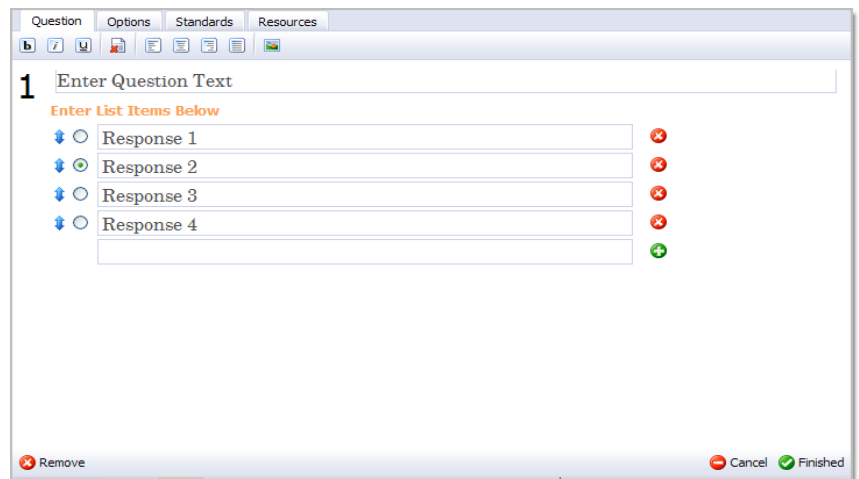
Alternating Lettering

By default, alternating lettering is turned on which means that the answer choices will be ABCD, FGHJ.   To change the answer choices on a test to ABCD, ABCD, click the **Alternate** button on the *Questions* Tab.
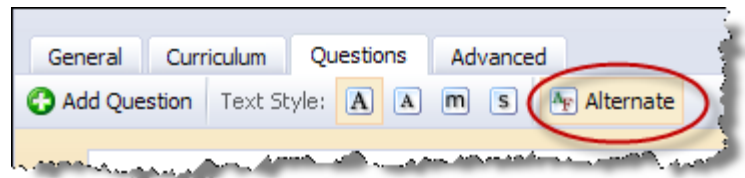
Advanced Tab

The *Advanced* Tab is used to rescore a test, delete answer sheets, and clear all answer responses.

Rescore a Test

Rescoring can be used if:

- The met or commended level needs to be changed
- The key needs to be corrected
- Question weighting needs to be changed
- The question needs to be associated with a different SE or learning standard

Clear Answer Documents

There are two ways that answer documents can be cleared/deleted:

- *By student* - If a student's answer document was accidentally scanned and the score needs to be removed, click the Delete Answer Sheet icon and select the student from the list and choose Remove. If a student's answer document is removed, the document cannot be rescanned because the code at the bottom of the answer document becomes invalid. *Please use this feature with caution!*

- *All answer documents* - If the test needs to be changed (i.e. a question needs to be added or removed), all answer documents can be cleared so that the test can be changed. By clearing answer documents, all student scores associated with the test are deleted. Any answer documents printed prior to clearing the answer documents need to be reprinted because all answer documents previously printed become invalid. *Use caution when clearing all answer documents!*

| General | Curriculum | Questions | **Advanced** |

Rescore Documents

If the test key was changed, you can use the option below to rescore the test without re-scanning the original answer documents.

Re-Score

Delete Answer Sheet

You can delete an answer sheet for one or more students using the option below. This will not erase test data for all students.

Delete Answer Sheet

Clear All Responses

If questions need to be removed or added to the benchmark test and answer documents have been generated, you can clear the answer documents to modify the test.

Note: All scanned answer documents for this benchmark administration will be erased and unanswered documents will become invalid!

Clear Answer Documents