

Scheduling Tests

Before administering a test to students, you must schedule and assign it. Use this document to understand the test stages, locate a test for scheduling, schedule a test, and assign it to students.

Understanding the Test Stages

When you first create a test, it is in the Private Draft stage. Advance to the next stage by clicking the blue status button at the top right of the screen.

In the Public Draft stage (not available for classroom tests) test creators can provide other test creators access to the test for collaboration purposes. Change the status to Ready to Schedule when all changes have been made. You can only schedule a test in the Ready to Schedule stage.



Locating a Test as a Test Administrator

Users who have permission to schedule tests at the institution level can schedule any test with a Ready to Schedule status.

To locate a test created previously:

1. Roll your cursor over Assessment Admin and click **Find a Test**
2. In Test Central, under Find a Test, use the filters to refine your search
3. Click **Go**
4. Click the test name

5. On the Test Detail page, in the Test Actions menu, select **Preview Online Test**
6. Review each question and then close the preview browser
7. When you're ready to schedule the assessment, click **Schedule**

Locating a Test as a Teacher

Teachers who do not have additional test administrator rights have a teacher version of the Test Dashboard.

To locate a test created previously:

1. Click the Assessment Admin header
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 recently viewed tests
3. Click the test name to access the Test Detail page
4. Click **Schedule**

Scheduling a Test

Using one of the methods described above, locate a test in the Ready to Schedule stage and click **Schedule**.

To schedule a test:

1. On the "Schedule a Test: Test Settings" page, 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
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Scheduling Tests

- Online tests can be administered any time within the window, and even after if the window restriction option is not selected
 - Students cannot take their tests until they are provided with online passcodes
 - 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)
 - Unless granted additional permissions, teachers do not have access to district/state test content until the start date; however, they can print answer sheets once the test is scheduled
 - To prevent students from accessing test results before the end date, check the box beneath the date fields
2. If any students will take the test online, refer to the following table to continue scheduling the test:

Field	Description
Administer this test with	If Schoolnet Secure Tester or TestNav Secure Tester is installed, you can create a “locked-down” test environment where students cannot access other websites or programs. If selected, you must administer online tests using computers on which Secure Tester is installed.
Online Passcode	A student will use a passcode to access a test online. A default passcode appears. You may edit the code to personalize it. The code must be unique.
Show student scores upon test submission	Display the students’ scores as soon as they finish their tests. This option is not recommended for tests with open response items.

Field	Description
Display this test on the Take a Test list on the student home page	If you intend this test to be a surprise, do not check this option, since the test will appear on the students’ home pages.
Prevent the students from accessing the test before the start date or after the end date	Use this option to enforce the start and end dates.
Enforce test time	Restrict students’ access to the online test so they can access it only during the specified dates and times.
Timed Test	Auto-submit students’ tests at the end of the specified time.
Track and Display Student Response Times	Record the amount of time each student took to read and answer a test item on an online test.
Scramble question order	Rearrange test questions so the system generates different versions for each student at random. Note that this setting overwrites custom question numbers or labels in a student’s online test. Do not use this option if your test has a passage attached to multiple items.
Scramble answer choices	Rearrange multiple choice answer options. Do not check this box if the test items include “all of the above” or “none of the above” answer options.
Allow students to pause test	Students may pause a timed test.
Allow only assigned students to take test	Only students assigned to the test will be able to take the test.

3. Continue scheduling the test by following either the Assign a Test at the Classroom Level or the Assign a Test at the School or District Level sections below.

Assign a Test at the Classroom Level

Teachers can assign a test to sections or individual students. To assign the test automatically to all courses mapped to the same subject and grade level, click **Accept Quick Assignment** (when available) and then click **Save**.

To select sections or students to assign the test to:

1. Click **Edit Assignment**
2. Choose **Assign to sections** or **Assign to individual students**
3. When you have selected the desired sections, click **Save**; for students, scroll down and click **Done**
4. To finish scheduling the test, click **Save** on the “Schedule a Test: Test Settings” page

Assign a Test at the School or District Level

There are two steps to assigning a test: first, choose whether it is assigned or recommended, and second, determine the appropriate courses for the test.

1. At the bottom of the page, choose one of the following options:
 - Assign to students – Assign the test to a set of students; teachers are required to administer the test
 - Recommend to teachers – Recommend the test to teachers as a test they may wish to use, (but are not required to)
 - Recommend to schools – Recommend the test to school-level test administrators who may then assign

the test to appropriate courses. This option is available to district-level test administrators only. Use it to recommend tests to schools when you do not have sufficient knowledge of the courses at each school to assign the test.

2. Click **Accept Quick Assignment** to assign the test to all courses matching the same subject and grades as the test
3. Or, click **Edit Assignment** and limit the assignment by school or course:
 - To limit the assignment by school, click **Limit by Schools**. Narrow the list of schools and check the boxes next to the appropriate schools. Click **Add Selected** or **Remove Selected** to modify the list of schools. Review your selection and click **Return to Test Settings**.
 - To limit the assignment by course, enter a course name in the Course field or choose a department and grade level and then click **Go**. Review the list of courses and check the boxes for the courses you want to add. Click **Add Selected**.
4. When you have the correct list of schools or courses, scroll down and click **Done, View Summary**
5. Review your selection and click **Return to Test Settings**
6. To finish scheduling the test, on the “Schedule a Test: Test Settings” page, click **Save**