

Test Construction Tool Step by Step Guide

Overview

Step 1: Start test creation

- Name your test, choose a content area and grade

Step 2: Add test material

- Choose a pool from which to draw items
- Choose to search for test questions by any of the following:

ID Number	Depth of Knowledge
Question sets or standalone questions	Response Type
Standards	Passage Type
	Calculator Use

Step 3: Search results

- Preview questions or passages matching your search criteria
- View the standards and DOK levels associated with each question
- Choose individual questions or question sets to include on your test

Step 4: Test preview

- Preview your test
- Re-sequence test questions

Step 5: Finalize test

Step 6: My created tests

- Created tests are available to be scheduled, previewed, edited, or deleted

Login

The screenshot shows the RIDEMAP website in a Windows Internet Explorer browser. The address bar displays <https://ridemap.ride.ri.gov/default.aspx>. The page features the RIDEMAP logo with the tagline "convenient navigation to better education". A navigation menu includes "Home - RIDEMAP". The main content area is titled "About RIDEMAP" and contains several paragraphs of text. On the right side, there is a "Login" section with a red arrow pointing to the "Sign In" link. Below the "Login" section, there are links for "Register for New Account" and "Forgot your Password?".

Home - RIDEMAP - Windows Internet Explorer
https://ridemap.ride.ri.gov/default.aspx

RIDEMAP convenient navigation to better education

RIDEMAP

About RIDEMAP

One of the priorities in our strategic plan, Transforming Education in Rhode Island, is to develop user-friendly data systems that will improve student learning and achievement. The RIDEMAP portal provides you with the access to resources and support that will help you to do your job well.

We have put a number of security measures in place to ensure the privacy and the integrity of the data and information in RIDEMAP. We will continue to add more features to RIDEMAP, and we will continue our commitment to improving user access and to maintaining data accuracy. We invite you and your colleagues to make good use of the RIDEMAP systems, and we welcome your comments or feedback about RIDEMAP, by going to our support page at <https://support.ride.ri.gov>.

If you would like further information on how to use RIDEMAP please click on the following link - [RIDEMAP User Manual](#) or you can click on the blue help icon in the upper right corner of your screen.

About RIDEMAP

RIDEMAP includes a number of data systems to improve teaching and learning in Rhode Island:

Login System: managing user profiles and controlling access to RIDEMAP

Educator Performance and Support System - EPSS: guiding you through the evaluation process (September 2012)

arts and mathematics for students in grades 5 through 11 (coming in September 2012)

Rhode Island Certification System - eCERT: bringing together data and information on applying for and renewing your certification (coming in November 2012)

Growth Model Visualization: offering a graphical, dynamic way to look at changes over time in student and school achievement (coming in 2013)

RIDE also has a helpdesk to assist you with questions or issues you may have with these applications. [Click here to enter a ticket.](#)

Login

- Sign In
- Register for New Account
- Forgot your Password?

Sign into RIDEMAP with your username and password.
If you need a username and password, click Register for a New Account.

Login

Home - RIDEMAP - Windows Internet Explorer

https://ridemap.ride.ri.gov/default.aspx

File Edit View Favorites Tools Help

McAfee

Favorites Web Slice Gallery

Home - RIDEMAP

jessica.brown

 **RIDEMAP** convenient navigation to better education

RIDEMAP

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About RIDEMAP

RIDEMap includes a number of data systems to improve teaching and learning in Rhode Island:

- Login System:** managing user profiles and controlling access to RIDEMap
- Educator Performance and Support System - EPSS:** guiding you through the evaluation process (September 2012)
- Instructional Management System - IMS:** providing you with data and information on curriculum, assessments, and professional development (September 2012), including:
 - Formative Assessments:** providing online professional development about formative assessments (September 2012)
 - Interim Assessments:** providing a system of interim assessments in English language arts and mathematics for students in grades 3 through 11 (coming in September 2012)
- Rhode Island Certification System - eCERT:** bringing together data and information on applying for and renewing your certification (coming in November 2012)
- Growth Model Visualization:** offering a graphical, dynamic way to look at changes over time in student and school achievement (coming in 2013)

RIDE also has a helpdesk to assist you with questions or issues you may have with these applications. [Click here to contact a Helpdesk](#).

Public

- [InfoWorks!](#)
- [Rhode Island Growth Model](#)
- [RICert](#)

State

- [IMS](#)

Once signed in, click on the IMS link.

IMS Dashboard

The screenshot shows the IMS RIDE Dashboard in a Windows Internet Explorer browser. The address bar displays the URL: <https://ims.ride.ri.gov/ClassCE/PortalPage.aspx?OrgId=9000012900000000000&CustomPageId=9000031700000000000&CustomPageCtx=User/>. The browser's address bar shows the McAfee logo. The dashboard header includes the IMS logo, the text "Rhode Island Instructional Management System", and navigation links for "Home", "Manage", and "Applications". The user's name "Jessica Brown" and links for "Account", "Sign out", and "Help" are visible. A search bar contains the text "Enter Search Text...".

The main content area is titled "RIDE Dashboard" and "Dashboard". It features an "Add Web Parts" button. The "My Applications" section is expanded, showing a grid of application icons: "CURRICULUM", "REPORTS", "EXCEED RTI", and "RHODE ISLAND Interim Assessment". The "RHODE ISLAND Interim Assessment" link is highlighted, and a red arrow points to the "Test Construction" sub-link. Other sub-links include "Test Management", "Scanning", and "Scoring".

Below the "My Applications" section, there are two sections: "Announcements (0)" and "Tasks (0)". The "Announcements (0)" section contains the text "There are currently no announcements." and the "Tasks (0)" section contains the text "There are currently no tasks pending for this week."

The footer of the dashboard includes the Pinnacle GlobalScholar logo, the text "2012 Back to School v14.0.1.1", and links for "Privacy Policy" and "Terms of Use". Copyright information for 2012 Globalscholar is also present.

From the IMS RIDE Dashboard, hover over the Rhode Island Interim Assessments link and click on Test Construction.

Test Construction Homepage

Test Construction Module - Home - Mozilla Firefox

Portal - Staging Portal Test Construction Module - Home

measuredprogress.org https://tcm.uat.nimble.measuredprogress.org/tcm/

RHODE ISLAND Interim Assessment Test Creation Welcome, Teacher10 | Help

Home

→ My created tests [+ Create a new test](#)

Name	Subject	Grade(s)	Status	Details	Actions
ELA Test1	English / Language Arts	4	Draft	Details	Actions
Sample Test for Scoring	Mathematics	6	Final	Details	Actions
Test for Amanda	Social Studies	7	Final	Details	Actions
Scanning Test 082013	Science	9	Final	Details	Actions

< Page 1 >

The homepage lists the tests you have previously created, if any. To begin creating a test, click the link labeled “Create a new test”.

Step 1: Start Test Creation

The screenshot shows the 'Test Creation' page in the Test Construction Module. The page title is 'Test Construction Module - CreateTest - Mozilla Firefox'. The URL is 'https://tcm.uat.nimble.measuredprogress.org/tcm/CreateTest'. The page features the 'RHODE ISLAND Interim Assessment' logo and a 'Test Creation' header. A 'Welcome, Teacher10 | Help' message is visible in the top right. The main content area is titled 'Create a test' and contains three numbered steps:

1. Enter a name for the test in the 'Test name' field.
2. Select a subject/content area from the 'Subject / content area' dropdown menu. The dropdown is open, showing options: English / Language Arts, Mathematics, Science, and Social Studies.
3. Select the grade(s) for your test from the 'Select the grade(s) for your test' radio buttons, which range from K to 7.

Below the form, there are two tabs: 'Add test material' and 'Test preview'. The 'Test preview' tab is active. Below the tabs, there is a table with columns for 'Search criteria', 'Search results', and 'Preview'. The 'Search results' column has sub-columns for 'Name/Item ID', 'Type', 'Details', and 'Preview'. The 'Search criteria' column has a dropdown menu with 'Sets or standalone' selected. Below the table, there are checkboxes for 'DOK 1 - Recall', 'DOK 2 - Skill/Concept', and 'DOK 3 - Strategic thinking'.

1. Create a name for your test
2. Select a subject/content area
3. Select a grade or grades for the content of your test

Step 2: Add test material

Create a test

Test name

Subject / content area

Select the grade(s) for your test



Add test material

[Test preview](#)

Search criteria

Content pool

ID Number

Sets or standalone

- Question sets
 Standalone questions

Standards

[Select standards](#)

Depth of knowledge

Search results

Preview

Add test material: Use the search criteria to determine the content for your test. The criteria will refine the available question pool. Choose as many or as few criteria as you wish.

Step 2: Add test material



Welcome, Ana Karantonis | [Help](#) | [Sign out](#)

[NTS Home](#) > [Test Creation](#) > [Create Test](#)

RI Interim Assessment | Rhode Island

▸ [More tools](#)

Create a test

Test name

Subject / content area

Select the grade(s) for your test

K 1 2 3 4 5 6 7 8 9 10 11 12

Add test material

[Test preview](#)

Search criteria

Content pool

RIDE Global Pool

ID Number

Search results

Name/Question ID	Type	Details	Preview
------------------	------	---------	---------

Preview

Content Pool– choose the pool from which you wish to search for items. If no pools are available to you, contact your district administrator to be granted visibility to a pool.

Step 2: Add test material



Welcome, Ana Karantonis | [Help](#) | [Sign out](#)

[NTS Home](#) > [Test Creation](#) > [Create Test](#)

RI Interim Assessment | Rhode Island

[More tools](#)

Create a test

Test name

Subject / content area

Select one...



Select the grade(s) for your test

K

1

2

3

4

5

6

7

8

9

10

11

12

Add test material

Test preview

Search criteria

Content pool

RIDE Global Pool



ID Number

Sets or standalone

Search results

Name/Question ID

Type

Details

Preview

Preview

ID Number– you may choose to search for a specific item by entering its ID number.

Tip: This search criteria will likely be most useful if you've already used an item on a previous test and noted it's ID number from your Search results.

Step 2: Add test material

RHODE ISLAND Interim Assessment Test Creation

Welcome, DistAdmin-t1 | [Help](#)

Create a test

Test name: Subject / content area:

Select the grade(s) for your test: K 1 2 3 4 5 6 7 8 9 10 11 12

Add test material | [Test preview](#)

Search criteria

Sets or standalone

- Question sets
- Standalone questions

Standards

[Select standards](#)

Search results

Name/Item ID	Type	Details	Preview
--------------	------	---------	---------

Preview

Question sets or Standalone questions – choose to search for questions tied to stimuli, Question sets, or for standalone questions.

Tip: Social Studies has content in both Question sets and Standalone questions. Search under each option individually to get all of the content. Math and Science have only standalone, and ELA has only question sets.

Step 2: Add test material



Test Creation

Welcome, DistAdmin-t1 | [Help](#)

Create a test

Test name: Subject / content area: ▼

Select the grade(s) for your test: K 1 2 3 4 5 6 7 8 9 10 11 12

Add test material | [Test preview](#)

Search criteria	Search results	Preview								
<p>Sets or standalone</p> <p><input type="radio"/> Question sets</p> <p><input checked="" type="radio"/> Standalone questions</p> <p>Standards</p> <p>Select standards</p> <p>Depth of knowledge</p> <p><input type="checkbox"/> DOK 4 - Extended thinking</p> <p>Response type</p> <p><input type="checkbox"/> Open response - 1 point</p> <p><input type="checkbox"/> Open response - 2 points</p> <p><input type="checkbox"/> Open response - 4 points</p> <p><input type="checkbox"/> Selected response - 1 point</p> <p><input type="checkbox"/> Selected response - 2 points</p>	<table border="1"><thead><tr><th>Name/Item ID</th><th>Type</th><th>Details</th><th>Preview</th></tr></thead><tbody><tr><td colspan="4" style="text-align: center;"><i>Define search criteria to find test materials.</i></td></tr></tbody></table>	Name/Item ID	Type	Details	Preview	<i>Define search criteria to find test materials.</i>				<p style="text-align: center;"><i>Select an item to preview.</i></p>
Name/Item ID	Type	Details	Preview							
<i>Define search criteria to find test materials.</i>										

Standards: click the “Select standards” link to choose the standards you wish to include

Step 2: Add test material

The screenshot shows a web interface for 'Test Creation' on the 'RHODE ISLAND' platform. The main area is titled 'Select the standard(s) for your test'. It features a list of standards on the left and a 'Selected standard(s)' box on the right. The list includes a '+' icon and the text 'Grade 6 (44 questions)'. Above the list are links for 'Expand all', 'Collapse all', and 'Show standards with no questions'. A red arrow points to the '+' icon, and another red arrow points to the 'Expand all' link. The 'Selected standard(s)' box is currently empty.

Select standards: Select the standards for your test. Click the + to expand the grade-level standards. You can also choose to “Expand all” to see every standard for the grade. Standards with no questions aligned to them will be grayed out.

Step 2: Add test material

The screenshot shows a web interface for test creation. On the left, a pane titled "Select the standard(s) for your test" contains a tree view of standards. A red arrow points to the selected standard: "06.EE.01.03 Grade 6: Expressions and Equations: Apply and extend previous understandings of arithmetic to algebraic expressions: Apply the properties of operations to generate equivalent expressions. For example, apply the distributive property to the expression $3(2 + x)$ to produce the equivalent expression $6 + 3x$; apply the distributive property to the expression $24x + 18y$ to produce the equivalent expression $6(4x + 3y)$; apply properties of operations to $y + y + y$ to produce the equivalent expression $3y$. (2 questions)".

On the right, a pane titled "Selected standard(s)" displays the selected standard with a red arrow pointing to the title. The text in this pane is: "06.EE.01.03 Grade 6: Expressions and Equations: Apply and extend previous understandings of arithmetic to algebraic expressions: Apply the properties of operations to generate equivalent expressions. For example, apply the distributive property to the expression $3(2 + x)$ to produce the equivalent expression $6 + 3x$; apply the distributive property to the expression $24x + 18y$ to produce the equivalent expression $6(4x + 3y)$; apply properties of operations to $y + y + y$ to produce the equivalent expression $3y$. (2 questions) [Remove](#)".

At the bottom right, there is a green button labeled "Save selected standards to search".

Select standards, continued: The standards you choose in the left-hand pane will display in the right. When you are satisfied with your selections, click “Save selected standards to search”.

Step 2: Add test material



Create a test

Test name Subject / content area

Select the grade(s) for your test K 1 2 3 4 5 6 7 8 9 10 11 12

Add test material | [Test preview](#)

Search criteria	Search results	Preview				
<p>Sets or standalone</p> <p><input type="radio"/> Question sets</p> <p><input checked="" type="radio"/> Standalone questions</p> <p>Standards</p> <p>Standards selected edit clear</p>	<table border="1"><thead><tr><th>Name/Item ID</th><th>Type</th><th>Details</th><th>Preview</th></tr></thead><tbody></tbody></table>	Name/Item ID	Type	Details	Preview	
Name/Item ID	Type	Details	Preview			

DOK 4 - Extended thinking

Response type

Open response - 1 point

Open response - 2 points

Open response - 4 points

Selected response - 1 point

Select standards, continued: the display notifies you that standards have been selected. You can “edit” your selections or choose “clear” to start over.

Step 2: Add test material



Create a test

Test name Subject / content area ▼

Select the grade(s) for your test K 1 2 3 4 5 6 7 8 9 10 11 12

Depth of knowledge: check the DOK levels for the content to be included in your test.



Standalone questions

Standards
Standards selected [edit](#) | [clear](#)

Depth of knowledge

- DOK 1 - Recall
- DOK 2 - Skill/Concept
- DOK 3 - Strategic thinking
- DOK 4 - Extended thinking

Response type

- Open response - 1 point
- Open response - 2 points
- Open response - 4 points
- Selected response - 1 point

Step 2: Add test material

Add test material | **Test preview**

Search criteria | **Search results** | **Preview**

Sets or standalone

- Question sets
- Standalone questions

Standards

Response type

- DOK 3 - Strategic thinking
- DOK 4 - Extended thinking
- Open response - 1 point
- Open response - 2 points
- Open response - 4 points
- Selected response - 1 point
- Selected response - 2 points

Passage type

- Informational

Name/Item ID	Type	Details	Preview
<i>Define search criteria to find test materials.</i>			
<i>Select an item to preview.</i>			

Response type: check the types of questions for the content to be included in your test.

Tip: Every content area has Selected response – 1 point questions. The other response types vary by content area. If you narrow your search too much, few or no results will be returned.

Step 2: Add test material

Add test material Test preview

Search criteria	Search results	Preview								
<p>Sets or standalone</p> <p><input checked="" type="radio"/> Question sets</p> <p><input type="radio"/> Standalone questions</p> <p>Depth of knowledge</p> <p><input type="checkbox"/> DOK 2 - Skill/Concept</p> <p><input type="checkbox"/> DOK 3 - Strategic thinking</p> <p><input type="checkbox"/> DOK 4 - Extended thinking</p> <p>Response type</p> <p><input type="checkbox"/> Open response - 1 point</p> <p><input type="checkbox"/> Open response - 2 points</p> <p><input type="checkbox"/> Open response - 4 points</p> <p><input type="checkbox"/> Selected response - 1 point</p> <p><input type="checkbox"/> Selected response - 2 points</p> <p>Passage type</p> <p><input type="checkbox"/> Informational</p> <p><input type="checkbox"/> Literary</p> <p>Calculator use</p> <p><input type="checkbox"/> Allowed</p> <p><input type="checkbox"/> Not allowed</p> <p><input type="checkbox"/> Neutral</p>	<table><thead><tr><th>Name/Item ID</th><th>Type</th><th>Details</th><th>Preview</th></tr></thead><tbody><tr><td colspan="4" style="text-align: center;"><i>Define search criteria to find test materials.</i></td></tr></tbody></table>	Name/Item ID	Type	Details	Preview	<i>Define search criteria to find test materials.</i>				<div style="text-align: center;"><i>Select an item to preview.</i></div>
Name/Item ID	Type	Details	Preview							
<i>Define search criteria to find test materials.</i>										

Passage type: when “Question sets” is chosen, “Passage type” will be activated, and you can choose to include either informational or literary texts, or both.

→ **Passage type**

- Informational
- Literary

Calculator use

- Allowed
- Not allowed
- Neutral

Step 2: Add test material

Add test material | **Test preview**

Search criteria | **Search results** | **Preview**

Sets or standalone

Question sets

Standalone questions

Standards

DOK 3 - Strategic thinking

DOK 4 - Extended thinking

Response type

Calculator use

Allowed

Not allowed

Neutral

Search results

Name/Item ID	Type	Details	Preview
--------------	------	---------	---------

Preview

Calculator use: choose to include questions that allow calculators, do not allow calculators, and/or are calculator neutral.

Tip: Calculator status is only used for Math questions. Make a note of your selections here, as there are no directions to students on if a calculator is allowed or not for any given test.

Step 2: Add test material

The screenshot displays the 'Add test material' interface. At the top, there are two tabs: 'Add test material' (active) and 'Test preview'. The interface is divided into three main columns: 'Search criteria', 'Search results', and 'Preview'. The 'Search criteria' column contains several sections: 'Sets or standalone' with radio buttons for 'Question sets' and 'Standalone questions' (selected); 'Standards' with a 'Select standards' link; a list of response types with checkboxes (Open response - 1 point, 2 points, 4 points, Selected response - 1 point, 2 points); 'Passage type' with checkboxes for 'Informational' and 'Literary'; and 'Calculator use' with checkboxes for 'Allowed', 'Not allowed', and 'Neutral'. The 'Search results' column has a table header with 'Name/Item ID', 'Type', 'Details', and 'Preview', and contains the text 'Define search criteria to find test materials.' The 'Preview' column contains the text 'Select an item to preview.' At the bottom, there is a 'Clear criteria' link, a 'Search' button with a magnifying glass icon (circled in red), and a page indicator '< Page 0 >'.

Search: when you are satisfied with your search criteria, click “Search” at the bottom of the screen. The system will filter the available question pool based on your criteria.

Step 3: Search results – Standalone questions

1

The screenshot shows a web interface with two tabs: "Add test material" and "Test preview". The "Test preview" tab is active. The interface is divided into three main sections: "Search criteria", "Search results", and "Preview".

Search criteria:

- Sets or standalone
 - Question sets
 - Standalone questions
- Standards
 - Select standards
- Depth of knowledge
 - DOK 1 - Recall

Search results:

Add	Name/Item ID	Type	Details	Preview
Add	359	SR1	Details	Preview
Add	384	SR1	Details	Preview
Add	393	OR1	Details	Preview
Add	395	OR1	Details	Preview
Add	399	OR1	Details	Preview
Add	403	OR1	Details	Preview

Preview:

Search results:

1. The center panel will populate with the questions that match your search criteria.
2. If your search was too narrow, you will be asked to try again.

2

The screenshot shows the same web interface as above, but the "Search results" panel is empty and displays a message: "No results found. Please change your search criteria and try again." The "Search criteria" panel shows "Standalone questions" selected and "DOK 1 - Recall", "DOK 2 - Skill/Concept", and "DOK 3 - Strategic thinking" checked.

Step 3: Search results – Standalone questions

Add test material | **Test preview**

Search criteria

Sets or standalone

- Question sets
- Standalone questions

Standards

[Select standards](#)

Depth of knowledge

- DOK 1 - Recall
- DOK 2 - Skill/Concept
- DOK 3 - Strategic
- DOK 4 - Extended

Response type

- Open response -
- Open response -
- Open response -
- Selected response - 1 point
- Selected response - 2 points

Calculator use

- Allowed

Search results

Add all	Name/Item ID	Type	Details	Preview
Add	359	SR1	Details	Preview
Add	384	SR1	Details	Preview
Add	393	OR1	Details	Preview
Add	430	OR1	Details	Preview
Add	431	OR1	Details	Preview

Preview

Select an item to preview.

Details

- 06.SP.02.05.c Grade 6: Statistics and Probability: Summarize and describe distributions: Summarize numerical data sets in relation to their context, such as by: Giving quantitative measures of center (median and/or mean) and variability (interquartile range and/or mean absolute deviation), as well as describing any overall pattern and any striking deviations from the overall pattern with reference to the context in which the data were gathered. (1 question)
- DOK1 Recall (1 question)

Details: click the “Details” link next to any question to view the standard and DOK coding for that question.

Step 3: Search results – Standalone questions

Add test material | **Test preview**

Search criteria

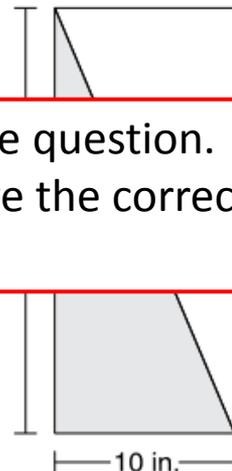
- Sets or standalone
 - Question sets
 - Standalone questions
- Standards
 - Select standards
- Depth of knowledge
 - DOK 1 - Recall
- Open response - 2 points
- Open response - 4 points
- Selected response - 1 point
- Selected response - 2 points
- Passage type
 - Informational
 - Literary
- Calculator use
 - Allowed
 - Not allowed
 - Neutral

Search results

Add all	Name/Item ID	Type	Details	Preview
Add	359	SR1	Details	Preview
Add	384	SR1	Details	Preview
Add	393	OR1	Details	Preview
Add	395	OR1	Details	Preview
Add	397	OR1	Details	Preview
Add	399	OR1	Details	Preview
Add	403	OR1	Details	Preview
Add	424	OR1	Details	Preview
Add	430	OR1	Details	Preview
Add	431	OR1	Details	Preview
Add	451	OR1	Details	Preview
Add	456	OR1	Details	Preview

Preview

Tyler is making a rectangular banner for his school's spirit day. He starts by painting one-half of the banner gray as shown below.



What is the area of the part of the banner Tyler painted gray?

- 120 sq. in.
- 130 sq. in.
- 240 sq. in.

Preview: click the “Preview” link next to any question to view the question. To provide additional information, selected response questions have the correct answer indicated.

Tip: You can also preview questions after they are added to your test by using the Test preview tab.

Step 3: Search results – Standalone questions

Add test material | **Test preview**

Search criteria

Sets or standalone
 Question sets
 Standalone questions

Standards
[Select standards](#)

Depth of knowledge

Search results

Add all	Name/Item ID	Type	Details	Preview
Added	359	SR1	Details	Preview
Added	384	SR1	Details	Preview
Added	393	OR1	Details	Preview
Add	395	OR1	Details	Preview
Add	397	OR1	Details	Preview
Add	399	OR1	Details	Preview
Add	414	OR1	Details	Preview
Add	424	OR1	Details	Preview
Add	430	OR1	Details	Preview
Add	431	OR1	Details	Preview
Add	451	OR1	Details	Preview
Add	456	OR1	Details	Preview

Preview

Select an item to preview.

Open response - 1 point
Open response - 2 points
Open response - 4 points
Selected response - 1 point
Selected response - 2 points

Passage type

Calculator use
 Allowed
 Not allowed
 Neutral

Add: click the “Add” link next to any question include it on your test. You may also select “Add all” to include every question from your search results. Once questions have been added, the link changes to grey, “Added”.

Tip: To remove any questions you added, use the Test preview tab.

Step 3: Search results – Question sets

The screenshot shows the 'Test preview' tab in a software interface. On the left, there are filters for 'Search criteria' including 'Sets or standalone' (with 'Question sets' selected), 'Standards', and 'Depth of knowledge'. The main area is a table of search results with columns: 'Add all', 'Name/Item ID', 'Type', 'Details', and 'Preview'. A red arrow points to the 'Search results' header. A red box highlights the table and a text box explaining the table columns. To the right, a 'Preview' pane shows a sample passage about the Massachusetts Bay Company.

Add all	Name/Item ID	Type	Details	Preview
Add	Massachusetts Bay C	--	Details	Preview
Add	Rhode Island Charter	--	Details	Preview
Add	Time line for Civil Righ	--	Details	Preview
Add	Roger Williams	--	Details	Preview
Add	Types of Governmen	--	Details	Preview

Search results – Question sets: The Name/Item ID column will show the name of the passage or stimulus for the set. Click the “**Preview**” link next to any set to view the passage or stimulus. Click the “**Details**” link to view all of the standards and DOK levels covered by the questions in the set. Click “**Add**” to add the set to your test.

 Tip: Add a set to your test, then use the Test preview tab to see the individual questions included in the set. You can remove questions or full sets from your test in the Test preview.

Step 4: Test preview

Test preview: Click the “Test preview” tab to view the questions added to your test. You may go back to “Add test material” at any time to update your search criteria or to add more questions.

The banner at the top shows the total number of questions, estimated time to take the test, and a “Test Details” link where you can view the standards and DOK levels covered on the test.

Tip: Estimated time does not include time to read passages or stimuli. Be sure to add extra time if your test contains question sets with stimuli.

Cancel

Finalize test

Step 4: Test preview – Question sets

The screenshot shows a 'Test preview' window. At the top, there are two buttons: 'Add test material' and 'Test preview'. A red arrow points to the 'Test preview' button. Below the buttons, the interface displays '4 questions | 4 minutes' and a 'Test Details' link. A 'View options' dropdown menu is visible in the top right corner, with a red circle '1' around it. The main content area shows a list of questions. The first question is 'Why did John Winthrop **most likely** go to the New World and establish a theocracy?' with four radio button options. A grey bar at the top of the question list contains a box and arrow icon (circled '2') and an 'X' icon (circled '3'). The second question is 'The American Revolution was **mainly** a result of' with two radio button options. At the bottom left is a 'Cancel' button and at the bottom right is a green 'Finalize test' button.

Test preview – Question sets: Review the passages or stimuli and questions on your test. Use the scroll bar to move through the test.

1. Click the box and arrow icon to preview a passage.
2. Click the “X” within the grey bar to remove a passage and all of its associated questions.
3. Click the “X” next to any individual question to remove it from the test.

Step 4: Test preview

Add test material | Test preview

3 questions | 5 minutes | Test Details | View options

- 1 Tyler is making a rectangular banner for his school's spirit day. He sta...
- 2 The table below lists the 2010 population data for the world's 10 most p...
- 3 Hal gave his mother this number riddle. My number is 4 less than the quot...

View options dropdown:
Full question view
✓ Collapsed question view
Question set view

Double arrow icon next to question 2

Re-sequencing questions: Use the position boxes to re-order the sequence of the questions on the test. You can also drag and drop questions to a new position.

Tip: Select "Collapsed question view" from the View options dropdown, or click the double arrow icon next to any question to collapse the view and make it easier to re-order questions.

Cancel | Finalize test

Step 5: Finalize test

[Add test material](#) | **Test preview**

3 questions | ⌚ 5 minutes | [Test Details](#) | [View options](#) ▾

1 Tyler is making a rectangular banner for his school's spirit day. He starts by painting one-half of the banner gray as shown below.



10 in.

What is the area of the part of the banner Tyler painted gray?

- 120 sq. in.
- 130 sq. in.
- 240 sq. in.

Finalize test: When you are satisfied with your test, click “Finalize test” to save it and make it available in Test Management for scheduling and assigning to students. If you cancel before finalizing your test, your test will not be saved. If you leave the Test Construction application at any point after previewing your test, a draft will be saved in your list of My created tests.

[Cancel](#)

[Finalize test](#)

Step 5: Finalize test



Home > Successful test creation

 "Monday Sample Test" has been created.

Next steps

Now that your test has been created, what would you like to do next?

- [Return to my test list](#)
- [Create another test](#)
- [Schedule this test](#)

Successful test creation: After you click “Finalize test”, you are notified that your test has been created. Next, choose to return to the homepage, schedule the test, or create another test

Step 6: My created tests



[Home](#)

My created tests

[+ Create a new test](#)

<u>Name</u>	<u>Subject</u>	<u>Grade(s)</u>	<u>Status</u>	Details	Actions
Monday Sample Test	Mathematics	6	Final	Details	Actions
Sample question set test	Social Studies	7	Draft	Details	Actions
Sample Math Test - Tuesday	Mathematics	6	Final	Details	Actions
Sample District Test	Science	9	Final	Details	Actions

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My created tests: Tests with a “Status” of *Draft* can be edited. Tests that are *Final* cannot be changed. Click “Details” to see the number of questions, estimated amount of time, and standards and DOK levels included on the test.

Step 6: My created tests

My created tests

[+ Create a new test](#)

Name	Subject	Grade(s)	Actions
Monday Sample Test	Mathematics	6	Actions
Sample question set test	Social Studies	7	Actions
Sample Math Test - Tuesday	Mathematics	6	Actions
Sample District Test	Science	9	Actions

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What would you like to do?

- Edit
- Delete
- Print preview test

1. Click “Actions” next to a *Draft* test to Edit, Delete, or view a PDF preview of the test.
2. Click “Actions” next to a *Final* text to Schedule, Delete, or view a PDF preview of the test. Tests are only *Final* if you click “Finalize test” during the test creation process.

Name	Subject	Grade(s)	Status	Details	Actions
Monday Sample Test	Mathematics	6			Actions
Sample question set test	Social Studies	7			Actions
Sample Math Test - Tuesday	Mathematics	6			Actions
Sample District Test	Science	9			Actions

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What would you like to do?

- Schedule test
- Delete
- Print preview test