



Test Construction Tool

Purpose

The Interim Assessment Test Construction Tool allows educators at any level – district or school administrator, and teacher – to create their own tests, quizzes, or exercises. Currently, test questions are available for reading at grades 3 through 11 and for math at grades 3 through 8 and high school. All test questions are aligned to the Common Core State Standards. Additional test questions will be added to the tool as they become available.

Accessing the Test Construction Tool

Users must have a username and password through RIDEMap. Access to any portion of the Interim Assessments is through the Instructional Management System (IMS). Select the icon for “Interim Assessment”, and click “Test Construction Tool” from the dropdown.

Test Construction Tool Homepage

The initial homepage is the starting point for creating a test using the tool. Any tests you created during previous sessions are listed under “My Created Tests”. You may edit any test that is still in draft form. To create a new test, click “Create a new test”.

The first step is to name your test. You can name a test anything you want; however, you should make sure that the name you choose is meaningful to you so that you can easily identify it later in your list of available tests. If you are a district or school administrator, it will be helpful to name your test something identifiable by your teachers. The sole purpose of the Test Construction Tool is to create tests. Scheduling and assignment of tests takes place in Test Management. District and school users will assign tests to schools and then to teachers. Teachers will then need to locate the tests in Test Management to administer them to students. Teachers creating tests for use with their own students will also need to use Test Management to assign and administer those tests to students.

Creating Math Tests

SCREEN 1: START TEST CREATION

1. Name your test
2. Choose “Mathematics” from the subject/content area dropdown
3. Choose a grade or grades for your test.

Note: Math test creation is based mainly on the standards selection on the next screen. Selecting more than one grade at this step will mean that standards for multiple grades will appear on the following screen. In high school, the standards are written to span grades 9 through 12. Selecting

any of these grades will cause the tool to display the full set of high school standards on the following screen.

4. Click “Next”

SCREEN 2: SELECT YOUR STANDARDS

1. The standards for the grades you selected on the previous screen appear with a + symbol. Click on the + to expand the standards. You will see a full list of the Common Core State Standards in math for the selected grades. Clicking any + next to a standard will expand it further.
2. In the right corner of the standards screen, you may click “Hide standards with no questions”. Not every standard will have corresponding test questions available. This link will hide the standards that currently have no questions, giving you a smaller list to work from.
3. Select the standards you wish to include on your test. As you select standards, the box to the right will display your selections.
4. When you are satisfied with your selections, click “Next”

SCREEN 3: DEFINE YOUR TEST COMPOSITION

1. The available types of questions are shown based on the standards selected on the previous screen. The number of questions available is shown in parentheses.
2. Enter the number of questions you wish to include for each type. Depending on the selected standards and the available questions, choices include Selected Response (multiple-choice) and/or Open Response. There may be open response questions worth 1, 2 or 4 points. Selections made at this step will determine how long your test is and the types of responses expected of students. You will have an opportunity to edit the test on the next screen.
3. Click “Next”

SCREEN 4: REVIEW YOUR TEST

1. A preview of your test is available on this screen. The questions displayed are based on the criteria you selected in previous steps.
2. Review the test questions and click the X in the right corner if you wish to remove any questions.
3. Use the position boxes to re-order the questions on the test. **Note:** You can only re-order within the same question type. Selected-response questions must stay together and open-response questions must stay together. The tool will not allow you to mix them up. If you choose to use selected-response questions, they will appear before open-response questions.
4. When you are satisfied with your test, click “Finalize”
Note: At any time in the test creation process you may stop. Your test will be saved as a draft and you can return to working on it when you next use the tool. You must click “Finalize” to save the final version of the test and make it available in Test Management for scheduling and assigning to students.

SCREEN 5: SUCCESSFUL TEST CREATION

1. The green bar at the top of your screen provides notification that your test was created successfully.
2. Choose “Return to my test list” to return to the homepage and see the list of tests you created.
3. Choose “Create another test” to begin creating another test.

Creating ELA Tests

SCREEN 1: START TEST CREATION

1. Name your test
2. Choose “English/Language Arts” from the subject/content area dropdown
3. Choose a grade or grades for your test.
4. Click “Next”

SCREEN 2: SELECT YOUR STANDARDS (OPTIONAL)

1. The standards for the grades you selected on the previous screen appear with a + symbol. Click on the + to expand the standards. Clicking any + next to a standard will expand it further.
2. In the right corner of the standards screen, you may click “Hide standards with no questions”. Not every standard will have questions available. This link will hide the standards that currently have no questions, giving you a smaller list to work from.
3. If you choose to create a test based on standards, select those that you wish to include on your test. As you select standards, the box to the right will display your selections. A total number of available questions is displayed in the bottom right.

Note: Because the English/Language Arts tests are framed around reading selections, many of the available test questions are coded to the same standard. Additionally, there are a limited number of test questions in the tool at this time. You may choose to skip this step and move directly to the next screen where a list of the available reading selections will be displayed.

4. If you choose to select standards, click “Next” when you are satisfied with your selections.

SCREEN 3: DEFINE YOUR TEST COMPOSITION

1. The available reading selections in Informational and Literary genres are listed. **Important:** The reading selections displayed at this step are based on test questions coded to the Common Core State Standards. Some of the standards cover grade spans; therefore, even if you selected one grade for your test criteria, the reading selections displayed may include other selections targeted toward another grade in the grade span. The grade appropriate reading level for each reading selection is included at the end of this guide as Appendix A.
2. If desired, filter the list by de-selecting Informational or Literary.
3. Choose the reading selections you wish to include on your test. The next screen allows you to preview the reading selections and test questions. You may also remove reading selections at that point. Therefore, at this step in the process, if you are unsure about a particular reading selection, you may wish to include it for now and remove it after you have previewed it.

SCREEN 4: REVIEW YOUR TEST

1. A preview of your test is available on this screen.
2. Preview the reading selection by clicking the button with the double arrows to the right of the title. To remove the reading selection and all associated test questions, click the X within the grey box
3. Questions pertaining to a reading selection are grouped together within the grey box. Review the test questions and click the X in the right corner if you wish to remove any individual questions.
4. Use the position boxes to re-order the questions on the test. **Note:** You can only re-order within the same reading selection and within the same question type. Selected-response questions must

stay together and open-response questions must stay together. The tool will not allow you to mix them up.

5. When you are satisfied with your test, click “Finalize”

Note: You may stop at any time in the test creation process. Your test will be saved as a draft and you can return to working on it when you next use the tool. You must click “Finalize” to save the final version of the test and make it available in Test Management for scheduling and assigning to students.

SCREEN 5: SUCCESSFUL TEST CREATION

1. The green bar at the top of your screen provides notification that your test was created successfully.
2. Choose “Return to my test list” to return to the homepage and see the list of tests you created.
3. Choose “Create another test” to begin creating another test.

Next Steps

Once you begin to create a test, it will appear on your homepage in your list of tests. If you did not finalize a test, its Status will be Draft and you may continue working on it or delete it. For a test to display in this list and show as Draft, you must have moved beyond the “Start test creation” screen. If you stopped creating a test on this screen, it will not be saved to your homepage.

If you created a test and clicked “Finalize”, the test Status will be Final and it can be scheduled and assigned in Test Management.

- Option 1: Click “Actions” next to a particular test. Select “Schedule” to be redirected to Test Management.
- Option 2: Return to the IMS. Select “Test Management” from the Interim Assessment module.

Appendix A: Grade Level of Reading Selections

The list of reading selections below is current as of March 2013. As reading selections are added to the tool, this list will be updated periodically.

Grade Level	Reading Selection Title
Grade 3	Seeing Stars/Astronomy
Grade 4	Lord Moon/Scenes from Lord Moon
Grade 5	Flight/Aviator
Grade 6	Journey, A/Rescue at Sea
Grade 7	How Tides Work/Tides, The
Grade 8	Rep. McHenry Announces Legislation/H.R. 4705/79% of Americans Don't Want Ronald Reagan on Their Money
Grade 9	Nellie Bly Chapter 4: The World
Grade 9	Great Moonbuggy Race/Moonbuggy Rules
Grade 9	You're Vivisima, Virginia from the Queen of Water
Grade 9	Too Many Choices?/When Choice is Demotivating: Can One Desire Too Much of a Good Thing?
Grade 10	From "Supertaster" to the Taste-Blind
Grade 10	Roosevelt's Four Freedom Speech/Sedition Act/What Do These Images Tell Us?
Grade 10	From Jane Eyre/From The Flight of Gemma Hardy
Grade 10	Inauguration Day, March 4, 1801 from A Magnificent Catastrophe
Grade 11	Antony and Cleopatra Play/Antony and Cleopatra Poem
Grade 11	How's the Bay Doing?
Grade 11	Rhode Island Charter of 1663/Executive Order 2012/Press Release: Rhode Island Charter 1663
Grade 11	You Pay the Toll. Where Should That Money Go?
Grade 11	'The Proposal' from Pride and Prejudice