Scheduling Assessments

Before administering a Schoolnet 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. Many of the options described here are optional: to save time when in doubt, just leave at the default values.

See also: *Strategies to Curb Cheating on Online Assessments Quick Reference Card,* and for test administrators, also refer to the *Security Options for Tests and Items Quick Reference Card*

Understanding the Test Stages and How to Get to the Schedule Options from a Test Draft

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 category tests), test creators can provide other test creators access to the test for collaboration purposes. Change the status to Ready to Schedule after the test has been previewed and all changes have been made. You can only schedule a test in the Ready to Schedule stage.

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

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 Ready to Schedule status.

To locate a test created previously:

1. In the Assessments menu, select **Schedule**
2. Filter as needed to locate the test
3. Click the Edit Test Schedule icon next to the test title

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**

Scheduling a Test

Follow these instructions once you arrive at the Schedule a Test: Test Settings page.

To schedule a test:

1. 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)

2. Under Test Results and Scoring, review the optional restrictions and select as desired

3. 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

4. If any students will take the test online, review the *Online Delivery Options* section; selections are described on page 3

5. Click **Save and Publish**

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 individually 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

5. If the test is being delivered online via TestNav, click **Publish to TestNav**

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. See also: *Recommending Assessments Quick Reference Card*.

To assign a test to all courses matching the same subject and grades as the test, click **Accept Quick Assignment** and be sure to click **Save** to finish the scheduling process. If for TestNav, the last step is to **Publish to TestNav.**

To manually assign the test:

1. Click **Edit Assignment**

2. Choose one of the following**:**

   - 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**.

3. When you have the correct list of schools or courses, scroll down and click **Done, View Summary**

4. Review your selection and click **Return to Test Settings**

5. To finish scheduling the test, click **Save**

Online Delivery Options

Field	Description
Test Access	
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.
Allow educators to link the assessment to [Canvas/ Brightspace]	If enabled in your district, allow this assessment to be used in another application.
Require use of Secure Tester	To create a "locked-down" test environment where students cannot access other websites or programs, select 'Require Secure Test application.' DO not use this option unless you are sure Secure Tester is installed on all student computers. See also: *Considerations for Secure Tester Quick Reference Card*.
Display this assessment 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 this assessment on the 'Review a Test' widget …	Controls whether students can review results.
Allow only assigned students to take test	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.

Field	Description
Restrict assessment 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.
Limit student assessment access to approved internet addresses	Only system administrators see this option.
Item Features	
Track and Display Student Response Times	Record the amount of time each student took spent on a test item on an online test. If used, duration will be available in the item analysis report.
Scramble question order	Rearrange items so the system generates different versions for each student at random. 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" type answer options. Text to speech is not supported for this feature.
Student-Facing Features	
Timed Test	Auto-submit students' tests at the end of the specified time.
Allow students to pause test	Students may pause a timed test.
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.