

How to Create an Exam to Store, Score and Report Test Data

CREATING AN EXAM

1. Go to **Exams**.
2. Click **Create a New Exam** in the left navigation bar.

STEP 1: ENTER EXAM SUMMARY

1. Complete the **Exam Summary** and **Filters** information
2. Click **Next Step**.

Required fields are: Title, Date Type, Test Date, Academic Year, Grades, Subject Area and Type.

“Type” refers to the scope of the exam- this allows the user to label an exam with another searchable option.

STEP 2: EXAM SETUP

1. Answer the following questions about your exam:
 - **Using Item Bank:** Choose **No**.
 - **Using Clusters:** Choose **Yes, order by cluster, Yes, order sequentially by item, or Yes, order sequentially by cluster** if your exam is organized by clusters/strands and/or uses a combination of question types (e.g. multiple choice and true-false); otherwise, choose **No**.
 - **Number of Questions:** Enter number only if **No** or **Yes, order sequentially** was selected.
 - **Question Type:** Choose question type(s) and specify answer format.
 - **Aligning Standards:** Choose **Yes** if you want to align items to standards (if **No**, skip Step 4).
 - **Performance Bands:** Choose **Yes** if you want to modify performance bands (if **No**, skip Step 6).
 - **Sharing:** Choose **Yes** if you want to share this exam with other users (if **No**, skip Step 7).
2. Click **Next Step**.

Yes, order by cluster visually divides the exam into clusters, and starts numbering over with each new cluster. **Yes, order sequentially by item** allows the user to match non-consecutive items with various clusters. All response types must be the same. **Yes, order sequentially by cluster** visually divides your exam into clusters, while keeping continuous numbering throughout the exam.

Exam Clusters Step

(This option appears if clusters were selected in the Exam Setup step.)

1. Enter cluster name, cluster description, and number of questions.
2. Click **Next Step**.
3. If clusters are ordered **sequentially by item**, link questions to clusters using the question and cluster checkboxes and the middle **Link** button.
4. Click **Next Step**.

If the teacher will be filling in the bubbles for one or more clusters, use the drop-down menu under *Filled by Teacher* to select **Yes**.

STEP 3: MODIFY EXAM QUESTIONS

1. Edit question field names (e.g. MCRC1, MCRC2, etc.) if desired. The field names appear in the reports to identify the question. If you are using clusters, the default field names begin with the cluster name abbreviation. Otherwise, field names are labeled as Q1, Q2, etc.
2. Click **Next Step**.

Question	Point	Standard/Cluster	Response Frequency									
			A	B	C	D	F	G	H	J		
VCD1	1	R1.3, Vocabulary and Concept Dev.	0	1	0*	0	0	0	0*	0	0	
VCD2	1	R1.3, Vocabulary and Concept Dev.	0*	0	1	0	0*	0	0	0		
VCD3	1	R1.3, Vocabulary and Concept Dev.	0	0	0	1*	0	0	0	0*		
VCD4	1	R1.3, Vocabulary and Concept Dev.	1	0*	0	0	0	0*	0	0		
VCD5	1	R1.3, Vocabulary and Concept Dev.	0	1*	0	0	0	0*	0	0		
VCD6	1	R1.3, Vocabulary and Concept Dev.	0	0	1*	0	0	0	0*	0		

Multiple Choice Reading Comprehension
Value: A,B,C,D Description:

Question 6: MCRC1
Question 7: MCRC2
Question 8: MCRC3
Question 9: MCRC4
Question 10: MCRC5

Short Answer Reading Comprehension
Value: Y,N Description:

Question 11: SARC1
Question 12: SARC2
Question 13: SARC3
Question 14: SARC4
Question 15: SARC5

Essay
Value: 1,2,3,4,5 Description:

Field Name	Max. Value	Points
Question 16: E1	5	5

If one of the cluster types selected on the previous step is *Rubric*, this screen allows the user to enter max. value (the number of choices possible- e.g. 4 for 1,2,3,4) and points possible (the maximum number of points a student can earn- e.g. 4).

STEP 4: ALIGN STANDARDS

(This option appears if *Aligning Standards* was chosen in the Exam Setup step.)

1. Use the standards search screen to narrow down the standards from which to choose.
2. Click on the question field names on the left, then the matching standard(s) on the right.
3. Click the **Link** button in the middle.
4. Once all of the items have been linked to standards, click **Next Step**.

2006-2007 7th Grade ELA Benchmark 1

Academic Year: 2006-2007
Subject: English Language Arts
Step: Link Exam Standards (help)

Q1
Q2
Q3
Q4
Q5

Standard Description:
No Standard Selected.

100 standards per page out of 81

LAS1.0 (7) ELA - Listening and Speaking
LAS1.1 (7)
LAS1.2 (7) ELA - Listening and Speaking
LAS1.3 (7) ELA - Listening and Speaking
LAS1.4 (7) ELA - Listening and Speaking
LAS1.5 (7) ELA - Listening and Speaking
LAS1.6 (7) ELA - Listening and Speaking
LAS1.7 (7) ELA - Listening and Speaking

New Standard Search

Click on the blue standard code on the right to view the description.

STEP 5: CREATE/ EDIT ANSWER KEY

1. Use the drop-down menu to choose the correct answer for each question.
 - If an answer field is left blank, that question will not be included in the scoring (unless the question type was rubric).
 - If an asterisk * is entered in the answer field, all students will get that question correct regardless of what they marked.
2. When finished, click **Next Step**.

2007-2008 7th Grade ELA Benchmark 1

Academic Year: 2007-2008
Subject: English Language Arts
Step: Edit Answer Key (help)

Question 1: A
Question 2: A
Question 3: A
Question 4: B
Question 5: C
Question 6: D
Question 7: D

Vocabulary
Value: A,B,C,D Description:

STEP 6: MODIFY PERFORMANCE BANDS

(This option appears if *Modify Performance Bands* was chosen in the Exam Setup step.)

1. Modify your performance band ranges and band titles as needed. If any of the band ranges are changed, enter the end range, then left-click the mouse anywhere outside the text field in the browser window. This will adjust the range numbers.
2. Click **Next Step**.

2006-2007 7th Grade ELA Benchmark 1

Academic Year: 2006-2007
Subject: English Language Arts
Step: Performance Bands (help)

Exam Performance Bands

Far Below Basic	0%	20 %
Below Basic	21%	40 %
Basic	41%	60 %
Proficient	61%	80 %
Advanced	81%	100 %

Reset

The Reset button will change the performance bands to the original district default values.

STEP 7: SHARING (PERMISSIONS)

(This option appears if *Sharing* was chosen in the Exam Setup step.)

- On this page, you can share your exam and set exam permissions for the users with whom you choose to share. Please see the *Permissions* help document for more information on sharing and permissions by visiting the **DataDirector Help** link.



Manually create the permissions

Global Default Permissions:
No global default permissions have been defined for this exam. [Click here](#) to create them or use the "Add Permissions for a Site" option below.

User-Level Permissions:

User Name	Options
No user-level permissions have been defined yet.	

[Add Permissions for a Single User](#)

Site-Level Permissions:

Site Name: _____
No site-level permissions have been defined yet.

[Add Permissions for a Site](#)

Add Site-level Permissions for 2007-2008 7th Grade ELA Benchmark

Select Site:

- Golden Elementary
- James Intermediate
- K.T. Elementary
- Kensington Elementary
- Kerrigan Elementary
- Lincoln Intermediate
- Luther High
- Marshall Elementary
- Mary P. Henck Intermediate
- Moen Elementary
- Pacillas Elementary
- Rankin Elementary
- S.S. Elementary
- Sky Elementary

Set Permissions By Affiliation:

Grades	Academic Year
Pre-K-K	2007-2008
K	2006-2007
1	2005-2006
2	2004-2005
3	2003-2004

[Add Permissions to Affiliated Users](#)

Set Permissions:

Allow Viewing? Yes No

Allow Download? Yes No

Allow Editing of Student Responses? Yes No

Allow Data Upload? Yes No

Allow Editing of Summary/Key? Yes No

Allow Editing of Questions/Items? Yes No

Allow Changes to Permissions? Yes No

[< Go Back](#) [Save Changes >](#)

If a user will be scanning, he or she only needs to have **Yes** marked for the *Viewing, and Download, and Edit Student Responses* permissions.

ADDITIONAL STEP: If the Exam contains Short Answer or Number Grid Answer Types

- Short Answer:** Click **Clusters/Bubble Sheets** on the left. Change the Bubble Configuration for **Short Answer**. The answer sheet will include a space for students to write in their answer. With this option, teachers will still need to bubble the answer for a short answer response.
- Number Grid:** Click **Modify Columns** in the left navigation bar. Scroll down to the Number Grid question and set the Field Type to **Numeric Integer**.
 - Click **Save**.
 - After clicking **Save**, set the Max Value and Points to the maximum number of points a student can receive for the Number Grid question (e.g. 100). Click **Save** again.
 - Click **Clusters/Bubble Sheet** on the left. Change the bubble configuration to **Block**. Indicate the number of digits possible for answers in the Bubble Columns field. Click **Save and return to results**.

Cluster Name	Cluster Description	Sort Order	Filled by Teacher	Set of Answers	Bubbles Configuration	Bubble Columns	Continuous Numbering	Delete
Short Answer		1	Yes	Y,N	Short Answer	0		

Short Answer (Write your answer in the space provided. Do NOT fill in the bubbles in this section.)

26 Answer: _____

Modify Columns

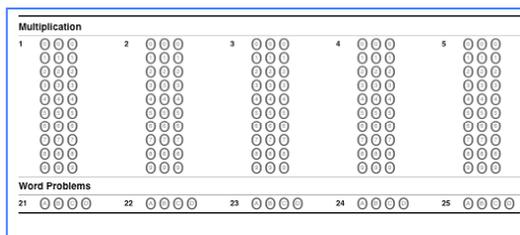
Test Exam

Field Name	Field Type	Cluster	Sort Order	Max. Value	Points
NG1	Numeric - Integer	Number Grid	1		1

[Click Here](#) to add a new field

Please note that for field type, multiple choice and T/F use *Text*. For the rubric score and number grid, use *Numeric-Integer*. Only use *Numeric-Decimal* when uploading exam data with decimals. **The Y/N field type should never be used.**

Cluster Name	Cluster Description	Sort Order	Filled by Teacher	Set of Answers	Bubbles Configuration	Bubble Columns	Continuous Numbering	Delete
Multiplication		1	No	0,1,2,3,4,5,6,7,8	Block	3		



The maximum number of questions per cluster that use the number grid answer type varies. In this example, the maximum possible is 5 questions because the number grid uses three-digits. Otherwise, the answer choices will run off the page and cannot be scanned.