

EZ Assessment Test Administration Directions

Create a Test

1. Log into EZ Assessment and click on *Create/Define a Test*. To create a test using the Item Bank leave the first box set to *Create (Test Bank)*.
2. Name the test. Select a content area, folder and lettering scheme.
3. Click on *Create Test*.
4. This will bring up the Test Definition Page; click the *Add Questions* button.
5. Drag and drop the desired test questions onto the Test Definition Page.
6. Click on *Save* periodically while continuing to enter the key.
7. Arrange the questions by dragging and dropping them into the desired location. If the questions have a passage attached to them, be sure to group them by their passages.
8. When finished, select *Save & Close*. To edit the test at a later time, click on the pencil icon next to the test name in the list.

Define a Test

1. Log into EZ Assessment and click on *Create/Define a Test*. To define a test key, set the first drop down box to *Define (External)*.
2. Name the test. Select a content area, folder and lettering scheme.
3. Click on *Create Test*.
4. Enter the number of questions on the assessment in the *Question Count* box.
5. Add the correct answer in the *Key* column and correlated objective from the *Objective* drop down menu for each test question.
6. Click on *Save* periodically while continuing to enter the key.
7. When finished, select *Save & Close*. To edit the test at a later time, click on the pencil icon next to the test name in the list.

Pre Slug Test Forms

1. Log into EZ Assessment, click on *Pre Slug Forms* under the *Administer Test* menu.
2. Choose the Pre Slug criteria:
 - a. If tests are organized by folder, choose the folder location. Otherwise, leave *Choose Folder* set to *ALL*.
 - b. Next to *Choose Test*, select the level the test was created on (*District/School/Teacher*) and then the test itself from the drop down menu.
 - c. Select the teacher of record (test will be attributed to this person in the test data) from the *Choose Testing Teacher*. If a teacher's name is not in the list, add the teacher as a user using *Site Admin Tools* (see Support page at www.k12els.com for directions). If there are duplicate teacher names, fix using *Site Admin Tools*.
 - d. Next to *Choose Testing*, select *Class* or *Students* according to whether you want to add an entire class of students to the list or just one student at a time. Then from the *Choose Testing* drop down menu select either a teacher's class (if you chose *Class*) or an individual student (if you chose *Students*).
 - e. Select a *Period* or leave set to *N/A* if period does not apply. Period must be designated in order to view results by period.
3. Click *Add to List*. The list created below can be edited by deleting students from the list who will not be tested.
4. Select corresponding form from the *Form* drop down menu. Form number appears at the bottom left of Apperson test form.
5. When your list has been created (we suggest printing no more than 200 test records at a time), click on *Create PDF*.
6. Place blank forms into a **laser** printer and print.

Important Note:

ELS and/or Apperson Education Products will not be held liable for test forms damaged or rendered unusable by this pre-slugging process. **Please test carefully prior to printing a large batch of forms.** We recommend first printing a few forms and scanning them to make sure they are properly read by the scanner and ELS Interface software prior to printing a large batch of forms.

Pre-Slugging Do's and Don'ts

Pre-Slugging Do's

- Do: Choose a form with the same answer pattern as the test.
- Do: Monitor printed forms at a minimum of every 20 forms. Barcodes should be dark, crisp and centered horizontally on the blue line.
- Do: Use a laser printer.
- Do: Check one form from each new pack to make sure that it fits into the scanner tray.

Pre-Slugging Don'ts

- Do Not: Separate the forms prior to printing.
- Do Not: Pre-Slug 'A-D/F-J' forms for an 'A-D' test (or vice-versa).
- Do Not: Print large batches of forms without monitoring the printed forms.
- Do Not: Print forms with an Ink Jet printer.
- Do Not: Use a printer or copier that is low on toner.

Scan and Upload Test Results

Initial Setup

1. Go to www.k12els.com >Support>EZ Assessment and click on *ELS Interface Download/Install* and select *ELS Scanning Interface Setup.exe* to install the software. Click *Run* and follow prompts to complete install.
2. Open the ELS Interface software and install the scanner drivers for the Benchmark 3000. [If the scanner install dialogue screen doesn't initially appear, go to Help>USB Drivers and install the 'Benchmark 3000' driver if the light is red. If the light is green, the driver is already installed.]
3. Close the ELS Interface software.
4. Unpack the Apperson Benchmark scanner, put in the ink cartridges, and connect the scanner via USB cable, wait about 20 seconds for the add new hardware process, then open the ELS Interface software.

1. To Scan Forms

- a. Open the *ELS Interface* software.
- b. Go to *Scanner* and select *Scanner Settings*, set the sequence number to '1' and click on *Print Batch/Sequence #*.
- c. Select your desired scoring mode from the menu bar (*Test Scoring* mode if using a key, *Data Collection*, the most common mode for ELS users, if not). If you are doing *Test Scoring* method, place the key face up in the scanner tray and push the *Scan/Pause* button on the scanner.
- d. Place the test forms in the scanner tray, face up, and push the *Scan/Pause* button on the scanner.
- e. When scanning is complete, click *Results Export* to export your data. Name and save the file in a location you can easily recall. **Note:** Multiple teachers and/or test can be scanned in each batch if so desired.

2. To Upload Data

- a. Click *Upload to PM* from the menu bar in ELS Interface which will take you to the *Add New* upload page in EZ Assessment. If the web page is not already open the login screen will prompt you to login.
- b. Set the criteria for the upload file. If your file contains the Test and Teacher ID's, the criteria can be left *From Upload File*. If you wish to overwrite a particular test and/or teacher id to all records in the file, select a test and/or teacher from the drop-down list(s). If there are duplicate teacher names in the list, fix using *Site Administrator Tools*.
- c. Set the date that the test was administered. Set the same date for all tests that you want grouped together.
- d. Under *Choose File*, click on *Browse* and find, select, and open the file that you saved in step 1e, then click on *Save*.
- e. On the Upload Preview/Edit screen, edit Student Name, Teacher Name, Test Name, Period, or edit answers.
- f. Choose one of the following options on the screen: *Finish Upload*, *Preview Later*, or *Delete Upload*.
- g. Once uploaded, review and edit the test upload by clicking on the pencil icon to the left of the upload in the list. Once in the edit view, edit a student or teacher name by clicking on the pencil icon next to his/her name.

3. To Upload Additional Test Files

- a. Return to ELS Interface, go to *Scanner>Reset Scanner* and respond *No* when asked whether you wish to save the session.
- b. Repeat steps 1 and 2 to upload additional test files.

4. To Rescore an Upload

- a. If the test key is incorrect at the time of upload, edit the test key (see Define a Test) and save, then click on *Rescore* next to the upload record in the upload listing.
- b. If the test key has a question that you do not want included in the scored results, edit the test key (see Define a Test) and remove the check from *Active* for the item record and save. Click on *Rescore* next to the upload record in the upload listing.

Test Form Collection Directions (for teachers)

1. Don't use paper clips on forms.
2. Don't use any sticky notes on the test forms.
3. Remove all blank forms or partially finished that you don't want included in totals.
4. Stack forms in order by test and teacher.
5. If the front edges of forms are bent, stack the forms together and put a heavy weight (e.g. ream of paper or several textbooks) on top of the forms for a period of time.