



## Creating Quick Pick or Normal Tests

Achievement Series provides several ways to create tests:

- **Quick Pick**, which allows you to create tests by having Achievement Series randomly select items based on criteria you choose. This test creation option can only be used if you have access to the Scantron *item* banks or other purchased item banks.
- **Normal**, which allows you to individually choose each question from one or more item banks or by searching based on specific standards or keywords. You can also use this method to create a test from scratch without using item banks.
- **Answer Key Only (AKO)**, which allows you to create tests by setting up an answer key to match an external test. Achievement Series item banks are not used. AKO tests have a couple of caveats:
  - You may include multiple choice, short response, extended response, and true/false items only (you may not include multiple response or gridded response items).
  - You must create scanner forms tests (AKO does not support online testing).
- **Duplicate Tests**, which allows you to create a new test based on an existing one. Use this option if you want to create variations on a test and add or remove items (as opposed to versions of a test, which contain the same items, but in a different order, to prevent cheating).
- **ExamView**, which allows you to create tests using ExamView's test creation engine and import them into Achievement Series. See [Working with ExamView Tests](#) for details.

### Using Quick Pick

Quick Pick allows you to create tests quickly, using a random selection of items by searching specific item banks. Quick Pick automatically specifies the default values for test options (see steps 3 and 5 under [Using Normal](#) for details).

**NOTE:** You should only use this option if you have access to district item banks.

After you have created and saved a quick pick test, you may add additional items, change test properties, or simply schedule the test.

#### To create a test with Quick Pick

This field...	Requires this information...
Test Name	A unique name for the test.

**TIP:** Consider including grade/subject information in the test name.

Test Description Additional details about the test.

Delivery Methods Choose Scanner Method.

Use Alternating Answer Choices *(Scanner test only)*  
Choose whether the test form uses A-E as answer choices for odd-numbered questions and F-K as answer choices for even-numbered questions.  
Achievement Series will map all answers to A-E in reports.

Standard Alignments (Optional) Choose which sets of standards appear with the item information in reports and in the item list:

- only those specific item standards you select when you identify items for this test
- all standards you have identified as part of your curriculum

Test Date The date you will deliver the test to students. For best results extend this date several months into the future.

Number of Versions Specify the number of versions of this test you want to create. Versions help reduce cheating by making sure students are not seeing the identical test.  
In addition, you can randomize the order in which test questions and/or answer choices are presented to students.

**CAUTION:** Extended Response items cannot be automatically scored.

**TIP:** If you plan to search Scantron item banks by standard, consider leaving the grade range open. Scantron items have grade levels attached based on national averages, which may be slightly different than the grade levels for your state. Searching by standard will automatically filter the items to those that match the grade levels for the state you select.

**CAUTION:** If you choose to specify keywords, you must type the complete keyword *exactly* as it appears in the standard. Do not use wildcards (\*, ?), partial words, or variants on the word. For example, searching for paragraph will not include any specific results, but searching for paragraph (the exact term used in the standard) will.

**NOTE:** Boxes appear only for matching standards with available items. If a standard matches your criteria but is not associated with any items, the checkbox does not appear.

**TIP:** Drill down through the standards by clicking the + to open a standard or the - to close a standard.

## Using Normal

Normal tests take longer to create than Quick Pick, but allow you to specify testing options and items individually. Use this option if you plan to manually create items instead of searching district item banks.

### To create a test with Normal

This field...	Requires this information...
Test Name	A unique name for the test. <b>NOTE:</b> Consider including grade-subject information in the test name.
Test Description	Additional details about the test.
Practice Test (Do not use this option)	Check the box if this is a practice test. Practice tests results are not included in aggregate reports. Online Practice Tests provide correct answers in real time, plus any hints or explanations you added to the item (see <a href="#">To edit item options</a> )
Allow Retake	Permit them to retake the test unlimited times. This will allow you to rescan the document if necessary If you chose to allow retakes the retaken test results will overwrite the <i>last</i> test results recorded for the student.
Delivery Methods	Choose Scanner Method
Use Alternating Answer Choices	<i>(Scanner test only)</i> Choose whether the test form uses A-E as answer choices for odd-numbered questions and F-K as answer choices for even-numbered questions. Achievement Series will map all answers to A-E in reports.

Authorized Grade Range Specify a grade level or grade range.

**TIP:** To specify a single grade level, select the same value from both grade lists.

**NOTE:** If appropriate, a Students record can be modified by a Location Controller to permit that student to take tests created for any grade.

Subject Area Select a subject area from the list.

Test Date The date you intend to administer the test to students. This date affects the order in which this test will appear in the Classroom Gradebook; it doesn't matter if you actually administer the test on a different date.

Number of Versions Specify the number of versions of this test you want to create. Versions help reduce cheating by making sure students are not seeing the identical test.

In addition, you can randomize the order in which test questions and/or answer choices are presented to students.

This field...	Requires this information...
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Test Title Type the text you want students to see as the name of the test when they take it. This field defaults to the title you specified in step 3.

Test Instruction Type any instructions for the students regarding this test.

**NOTE:** Instructions are optional.

**Scantron Tech Support**  
**District Contact – Dianne –Assessment Assistant**  
**For additional information, use the online HELP link**

**800-445-3141**  
**587-7178 or DCanoles@d303.org**