Assessment Library

Testing Center

Create an Assessment in Assessment Library

Accessing Items, Resources, and Exams
- Select a subject from the Subject drop-down
- Items stored in the Items accordion bar — click a standard to expand/view
- Passages, etc. and their items stored in the Resources accordion bar — click a folder to expand/view
- Exams stored in the Exams accordion bar — click a folder to expand/view

Creating an Exam
- Choose the Exams accordion
- Click New Exam
- Complete fields, click Create
- Select the Items accordion, then add items to the exam
  - Drag and drop individual items
  - Right click on a standard — choose “Add Random Items to Exam”
  - Right click on a standard — choose “Review Items”
  - Any of the above methods may also be used for items in the Resources accordion
- Reverse drag and drop to remove items

Customizing an Exam
- Add a section
  - Click Exam Menu
  - Choose Add Section
- Customize section tools
  - Right-click on a section
  - Select Edit Section Tools & Exhibits
- Add a check mark to desired tools

Submitting, Approving, and Printing Exams
- Exams are created in draft status
  - All editing options available
  - No student testing for draft exams
  - Exam name will be in blue text
- Exams must be approved in order to assign to students
  - Click Exam Menu
  - Select Submit & Approve
  - Exam name will be in black text
- Printing available for approved exams
  - Use the PDF icon to the right of an exam name

Testing Center

Creating a test session
- Choose subject and grade level
- Choose an exam
- Click on class
- Click New Test Session
- Select session type and options

BEST PRACTICE: Name your exam wisely! Divisions and schools using a common naming scheme are able to identify and locate exams more easily. (Ex-AHS_Smith_Roman Mythology Quiz)

My division/school naming convention:

Don't forget to green light your exam!
Monitoring Student Testing

- Use the Test Session Dashboard to monitor student progress

**BEST PRACTICE:** If needed, set up a separate iTest Read-Aloud session. After the first time our default read-aloud groups feature will be activated for future test sessions!

Administering an Assessment in Testing Center

Online testing
- Available for PowerTest and PowerTest Read-Aloud test session types
- Student testing interface is PowerTest
  - Web-based
  - Available for Mac, PC, Chromebook, iPads, and Android tablets

Paper/pencil testing
- Available for paper/pencil test sessions
- Print student answer sheets directly from Testing Center
- Multiple scanning options available

View Assessment Results in Reporting

Accessing Reports
- Hover over Reporting link, select Assessment Results
- Select subject and exam
- Click district, school, teacher, class, or student on the left to view reporting data

Overview Tab
- General reporting data for the whole group
- Includes overall and subgroup pass rates

Grade Sheet Tab
- Available at the class and student level
- Provides class averages for the exam and each question
- Provides exam average and item responses for each student
- Standard averages available for class and students
  - Click “Show” drop-down and check standard

Standard & Item Analysis Tab

- Provides the percentage of students answering correctly
- Details the percentage of students selecting each answer choice
- Ideal for analyzing trends in student responses

Student Performance by Question
- Click box in upper-right corner

- Provides item and standard averages at all reporting levels

Printing and Exporting Reports

To export reports, click
To print reports, click

Student Growth Reporting

(e.g. – SLO, SLT, SGO, ect.)

Accessing Reports
- Hover over Reporting link, select Student Growth
- Select subject, metric, and any desired filters
- Click

Student Growth Report
- Data based on the pretest, post-test, and growth model selected in the metric
- Growth and achievement data provided for groups of students
- Click for visual representation of data in pie charts

**REAL-TIME HELP** available M-F (7-7 EST) through screen sharing and chat

**DON’T FORGET:** aasupport@powerschool.com

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