

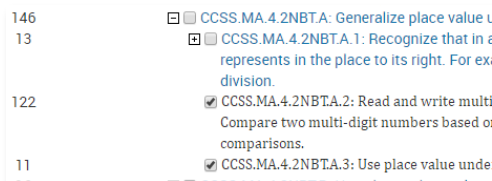
Creating an Express Test

In Schoolnet, an assessment can be built one of two ways: either create an express test using existing items or create a test manually to add your own content. The express method is not recommended for assessments that include reading passages as it will randomly pick items from many passages, not necessarily grouped together. An express test is a quick way to build a short pre- or post-instruction classroom quiz. For an express test, specify how many items per standard to include, and the system will build a test to your specifications by taking items that match your criteria from the item bank. You can then replace, delete or add items as needed.

To create an express test:

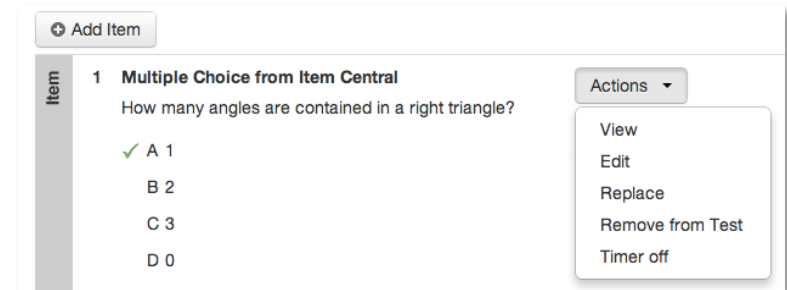
1. In the Assessments menu under the Tests header, select **Create > Express**
2. Enter a test name that will be easy to identify among a list of other assessments later
3. Select a subject and grade range
4. Select the preferred standards document
5. Click **Select Standards**
6. Select the standards to include

Blue text indicates that more detailed standards exist and you can click the plus sign to expand (TEA TEAM – we will put in actual TEKS aligned content image here)



7. Click **Add to Test Map**
8. Enter the number of items to include for each standard

Tip: Include more items than you need so you can choose from the results.
9. Several filters are available
 - Recommended: Select 'Exclude items with Passages'; you can add in passages with items once the test is generated.
 - Click Select Item Banks if you want to limit selections to specific bank(s)
 - Additional options are available under Advanced Filters
10. The items being added may be aligned to additional standards that you did not select in your test blueprint; choose whether to keep only the selected alignments or all
11. Click **Build Express Test**
12. Replace items, remove items, or add new items as needed



13. Under Test Actions, preview the test

Machine scorable items will have a **Calculate** button to allow verification for scoring, which can be especially useful for checking various answers to multi-part or gridded items. This will not display for students taking a test.

14. Review the content and format, close the preview window, and correct any errors
15. Click **Ready to Schedule**