

# Using Answer Key Only Assessments Quick Reference Card

## Using Answer Key Only Assessments

You can use Schoolnet to report on results of assessments authored outside of Schoolnet. For example, you may have a pencil and paper test you reuse every year and haven't had time to scan the images to recreate the items online. With minimal effort you can create an Answer Key Only (AKO) test key so students can test with the existing printout but you can take advantage of Schoolnet's powerful reporting tools to track standards performance.

## Create an Answer Key Only Test

Create just the answer key when you don't want to enter the content for each question. Each item will still require you to enter an item type, correct answer, point value and associated standard.


To create an AKO test:

1. In the Assessments menu under the Tests header, select **Create > Answer Key Only**
2. Enter the test name, test category, subject, grade range and the preferred standards document
3. Optionally, click **Select Standards** to pre-select the standards covered on the test – this makes aligning items in the test much faster
4. Upload a PDF of the test booklet

Test Document



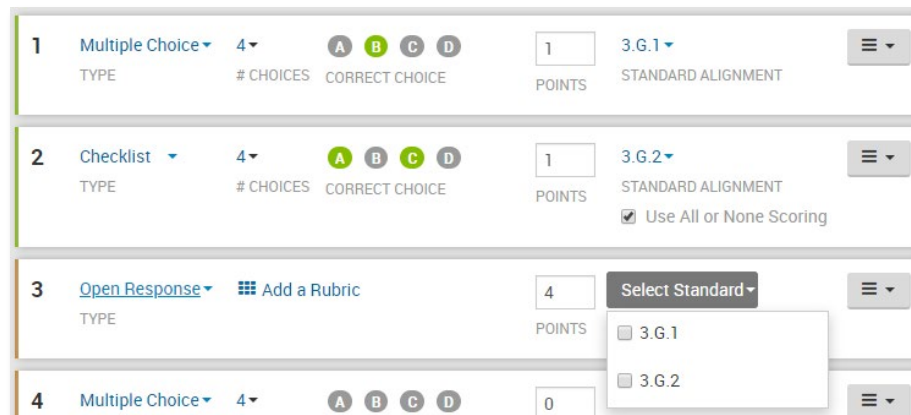
5. Enter the number of items on the test and click **Create Test Blueprint**



Number of Items: 10 **Create Test Blueprint**

6. For each placeholder, indicate the type if not multiple choice, select the correct answer (unless open response), point value and the standard

For open response items, you can select the number of pages available on answer sheets for student responses.



Item ID	Type	# Choices	Correct Choice	Points	Standard Alignment
1	Multiple Choice	4	B	1	3.G.1
2	Checklist	4	C	1	3.G.2 (Use All or None Scoring)
3	Open Response	Add a Rubric		4	3.G.1, 3.G.2
4	Multiple Choice	4		0	



**Learn More:** Click the online help icon on the setup page to access a video on how to creation an AKO test

7. When complete, click **Save and Go to Test Details**

After an answer key only test is created, the standard Edit Test page (not the Edit Test Blueprint page) will be used for any further changes to the test. You can click **Save and Edit Items** to save the test while remaining on the Edit Test Blueprint page.

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8. At this point, the test is like any created via the manual or express method

Review the test and make any needed changes.

9. Click **Ready to Schedule**

Depending on the test category, you may need to click **Make Public** first and then click **Ready to Schedule**.

10. Confirm that you want to schedule your test by clicking **Schedule**

11. Next to Start Date, open the calendar and select a date to associate with the test

Pick any end date and score due date that falls after the start date. If you will be uploading results from an externally created test, not that you cannot do so before the start date.

12. At the bottom of the page, accept the quick assignment by clicking **Accept Quick Assignment**

Alternatively, modify the sections that took this test by clicking **Edit Assignment**. For details, see the *Scheduling Assessments Quick Reference Card*.

Even though students have already taken the test, making the assignment enables test results to be associated with your classes for reporting.

13. Click **Save**

## Other Ways to Administer an AKO Test

Once the test key is created, you can:

- Print out answer sheets for students to bubble in for document scanning
- Have students write answers on their test booklet and then responses may be entered manually (refer to *Scoring Schoolnet Assessments Quick Reference Card*)
- Students can enter their responses online (while viewing a paper copy of the test booklet)