



INCREASING EFFICIENCY.  
REDUCING COSTS.

Educational Vistas, Inc.



DataMate™ Elite

Guide



## Content Overview

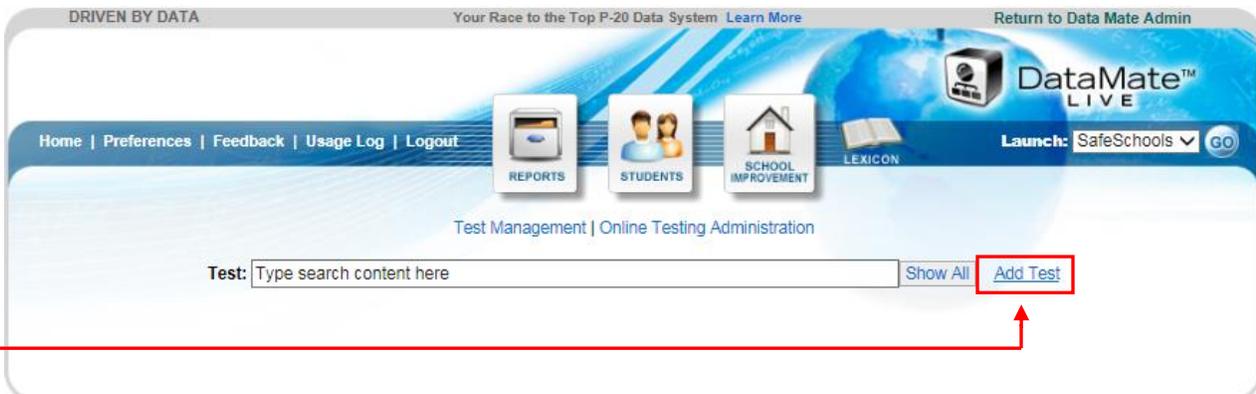
- 1. Creating a New Test .....Page 1**
- 2. Assigning a Test for Online Testing .....Page 21**
- 3. Assigning a Test for Paper Testing & Printing .....Page 26**
- 4. Uploading Data from Scanned Answer Sheets .....Page 32**

## 1. Creating a New Test

1. Log in to your district page in DataMate.
2. Under the “Tasks” heading, select the “Test Management” tab.



3. To create a new test, click on “Add Test” (Clicking on “Show All” next to the search window near the top of the page will bring up all of the available assessments for your district. Alternatively, you may type in the name of the test you want to assign in the search window. )



3. This will take you to the “Test Details” layout.

The screenshot shows the DataMate L web application interface. At the top, there is a navigation bar with links for Home, Preferences, Feedback, Usage Log, and Logout. The main header includes the DataMate L logo and a 'Launch: SafeSchools' dropdown menu. Below the header, there are icons for Reports, Students, School Improvement, and Lexicon. The main content area is titled 'Test Management | Online Testing Administration' and contains a form for creating a test. The form fields are: Test Name (text input), Short Test Name (text input), Grade (dropdown menu with 'Any' selected), Subject Area (dropdown menu with 'Other' selected), Book/Section Titles (text input with a note '(separate with a comma)'), a 'Disabled' checkbox, and a 'Current Test Files' section with the instruction 'To add files, first save the test.' At the bottom of the form are 'Save' and 'Cancel' buttons.

Fill in and select all necessary fields. This should look something like this:

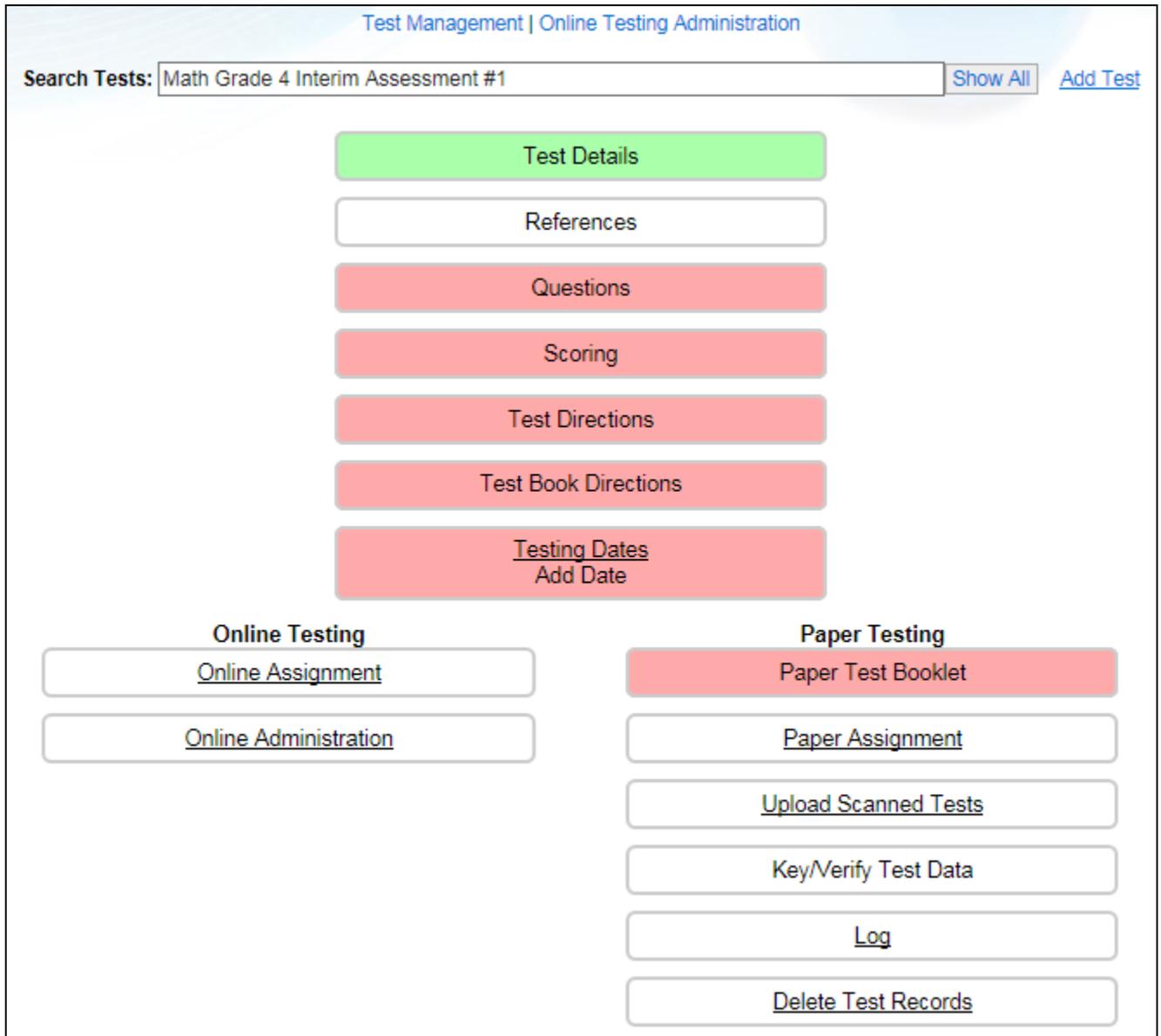
This screenshot shows the 'Test Details' form with the following values entered: Test Name: Math Grade 4 Interim Assessment #1; Short Test Name: Math 4 IA #1; Grade: 4; Subject Area: Math; Book/Section Titles: Book 1, Book 2. The 'Disabled' checkbox is unchecked. The 'Current Test Files' section is empty with the instruction 'To add files, first save the test.' The 'Save' and 'Cancel' buttons are visible at the bottom of the form.

Hit the “Save” button.

4. After saving the new test, you have the option to attach files to it (e.g. soft-copies of the assessment book(s), test maps/answer keys, or teacher directions) for easy reference.

The screenshot shows the 'Current Test Files' section of the interface. It displays 'None' under 'Current Test Files:'. Below this is an 'Upload File:' label followed by a text input field, a 'Browse...' button, and an 'Upload' button. At the bottom of this section are 'Update' and 'Cancel' buttons.

5. Return to the test management layout by clicking on “**Test Management**” at the top of the page. Tabs that appear green have been filled in; tabs in red need to be filled in; tabs in white are optional.



6. The “**References**” tab: This is where you will add and format ELA reading passages so that they can be linked, as references, to sets of questions in your assessment. For other subjects, references may be used to link graphics (such as graphs, tables, images, charts etc.) to sets of questions. Students will have access to a reference on every question the reference is linked to. How exactly this is done will be explained later in this document. Let’s say you’re working on an ELA assessment and want to add reading passages. Clicking on “References” will bring you to the following layout:

List of References: [Add New Reference](#)

Name:

Reference text will be available for editing after reference has been added

Type in the name of the reference (e.g. the title and author of the reading passage) and click on “Add Reference”.

ELA Grade 4 Interim Assessment #1

List of References: [Add New Reference](#)

Excerpt from Alice's Adventures in Wonderland by Lewis Carroll

Name:

Images to be embedded in Reference  
 Choose Image:   [Upload Image](#)

Text: (do not include any questions numbers in the reference, they will be automatically prefixed the the reference)

**B** *I* U ABC | | Format | | | | |

Path:

Reference has been saved

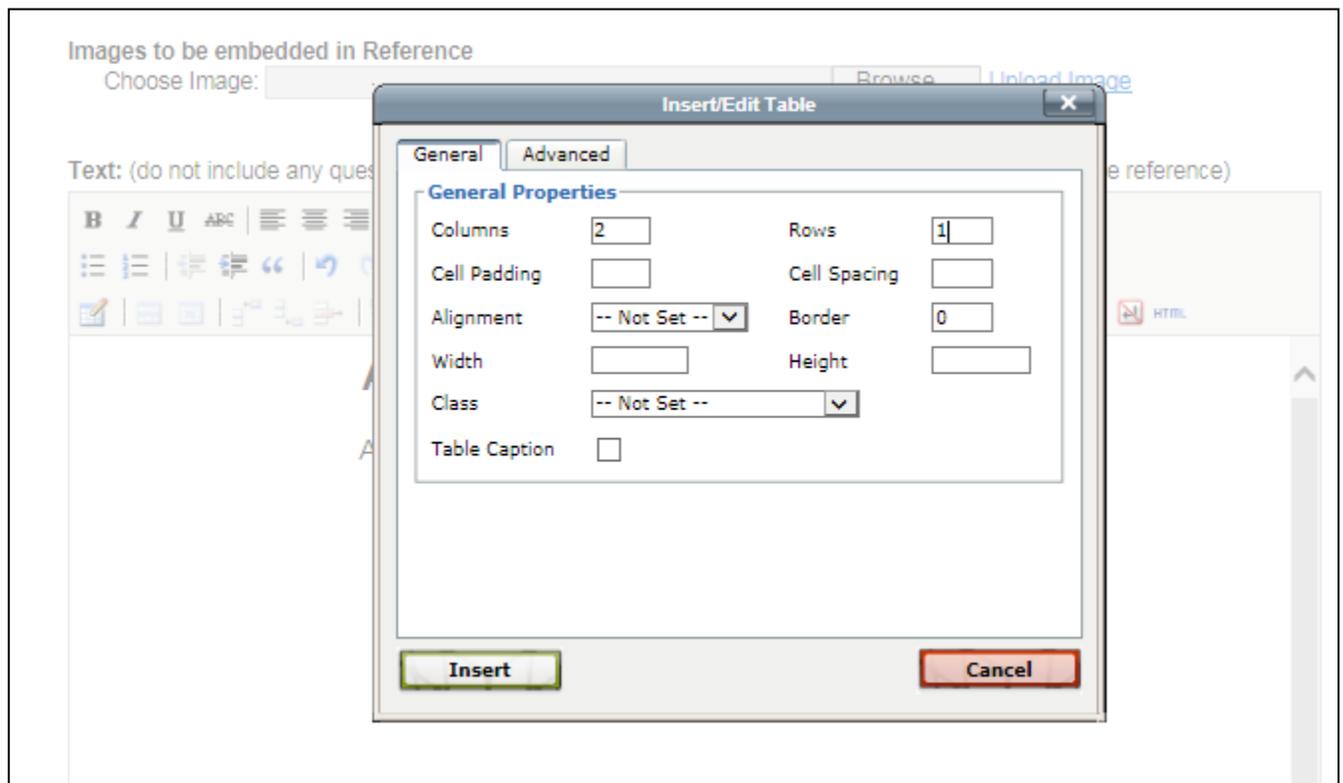
The reference will now appear in the List of References and the reading passage may be copied and formatted in the text box.

Add the passage header how it will appear on the assessment, such as Reading Passage Title, Author, Type of Passage etc.

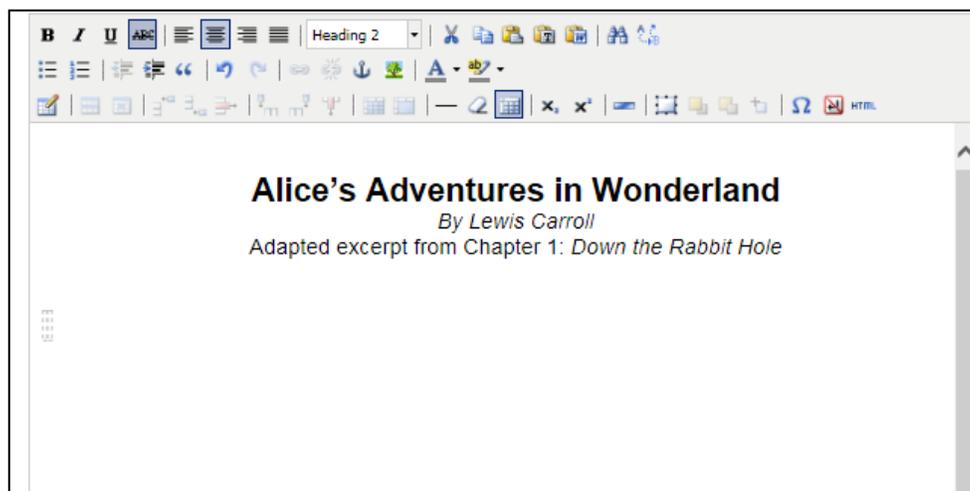
In order to include line or paragraph numbers on a reading passage, a table should be used. Click on the symbol in the left corner of the text box:



A window will be up where you will specify the number of columns and rows for the table. In this case, it should be 2 columns and 1 row. Hit **“Insert”**.



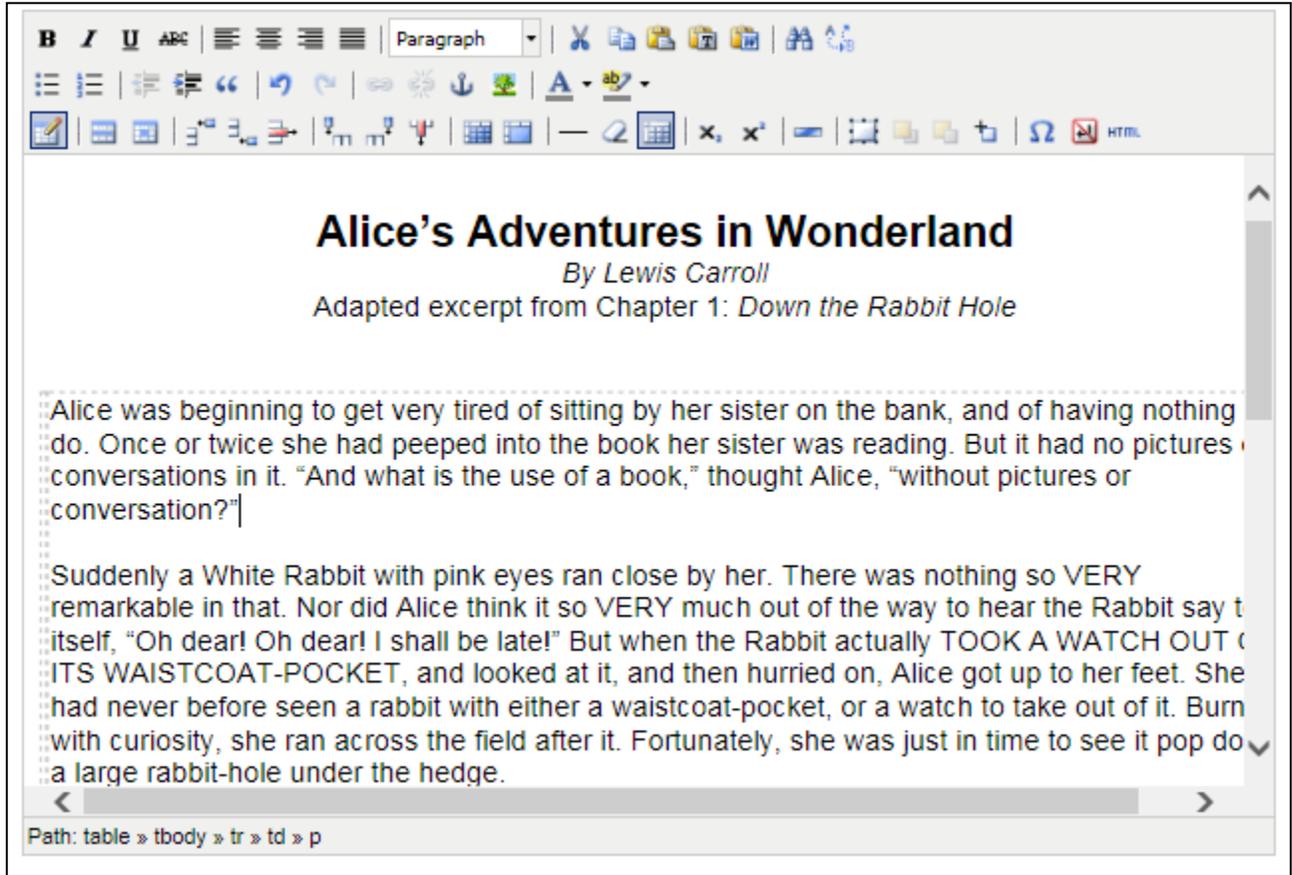
You should now see this:



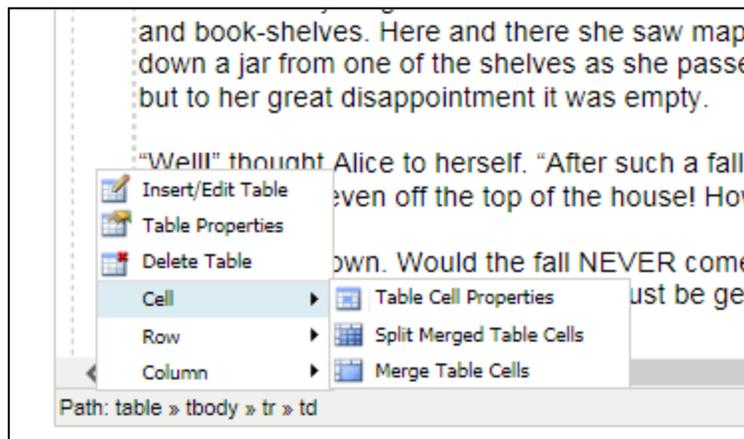
This is the table that needs to be filled in:

The first column will contain the paragraph or line numbers. The second column will contain the text of the reading passage. You may type it in manually or copy/paste from a document.

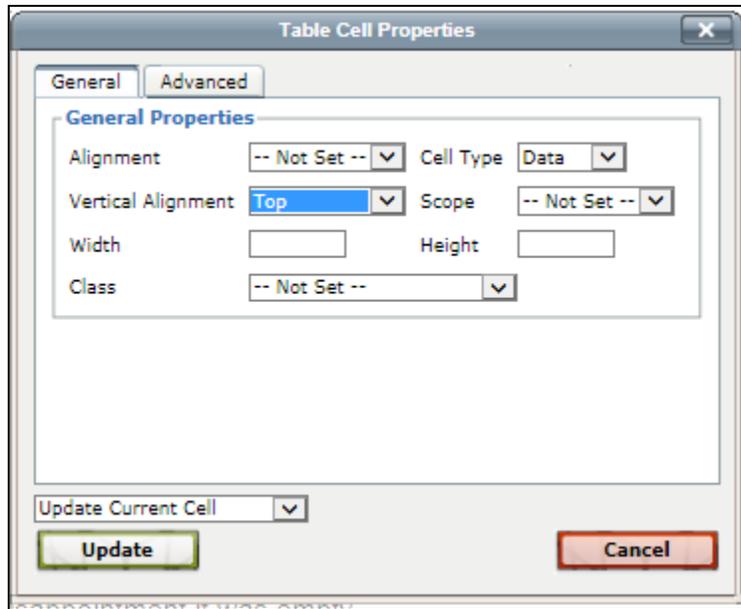
Start by entering the text in the second column. It will look like this:



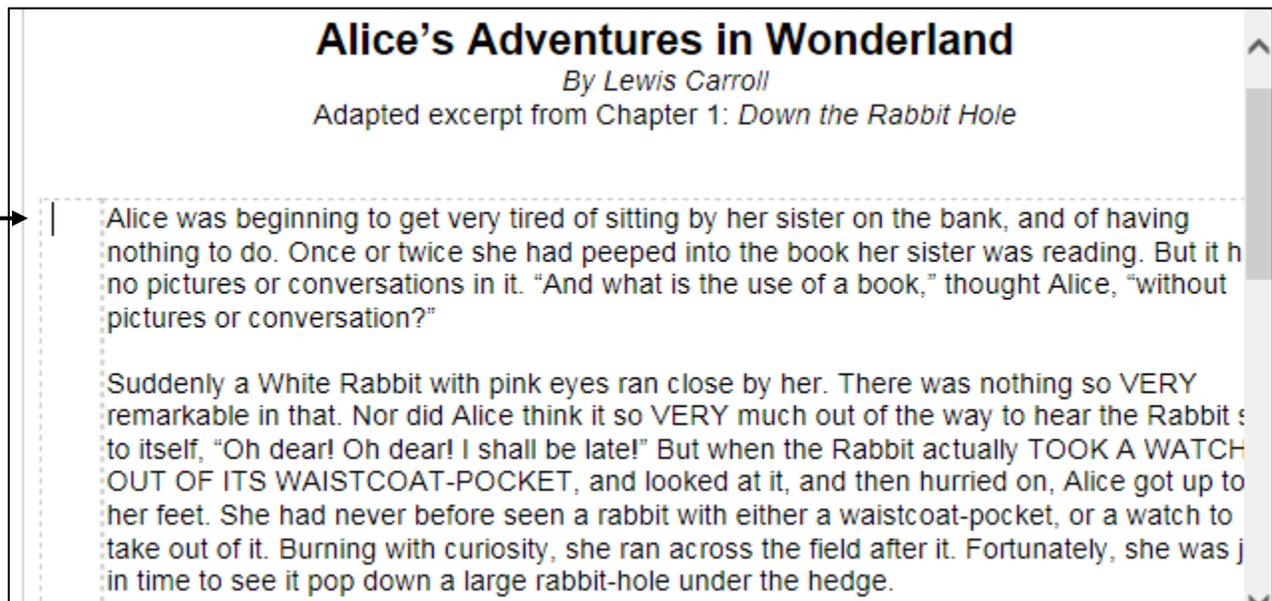
Now click with the cursor in the first column and add some spaces. Right click in the first column and go to "Cell" -> "Table Cell Properties"



Select **Top** from the drop-down field **Vertical Alignment** and hit **Update**.



Your cursor is now aligned properly on top of the column in order to add paragraph or line numbers.



This should look something like this:

**Text:** (do not include any questions numbers in the reference, they will be automatically prefixed the the reference)

**Alice's Adventures in Wonderland**  
By Lewis Carroll  
Adapted excerpt from Chapter 1: *Down the Rabbit Hole*

- 1 Alice was beginning to get very tired of sitting by her sister on the bank, and of having nothing to do. Once or twice she had peeped into the book her sister was reading. But it had no pictures or conversations in it. "And what is the use of a book," thought Alice, "without pictures or conversation?"
- 2 Suddenly a White Rabbit with pink eyes ran close by her. There was nothing so VERY remarkable in that. Nor did Alice think it so VERY much out of the way to hear the Rabbit say to itself, "Oh dear! Oh dear! I shall be late!" But when the Rabbit actually TOOK A WATCH OUT OF ITS WAISTCOAT-POCKET, and looked at it, and then hurried on, Alice got up to her feet. She had never before seen a rabbit with either a waistcoat-pocket, or a watch to take out of it. Burning with curiosity, she ran across the field after it. Fortunately, she was just in time to see it pop down a large rabbit-hole under the hedge.
- 3 In another moment, down went Alice after it, never once considering how in the world she was to get out again.

Path: table » tbody » tr » td » p

[Update Reference](#) [Delete](#)

Reference has been saved

Hit **"Update Reference"** once done and then on **"Test Management"** to return to the previous layout.

Test Management | Online Testing Administration

ELA Grade 4 Interim Assessment #1

[Preview Online Test](#) [Add Question](#) [Bulk Edit Questions](#) [Browse Bank](#) [Print List](#)

Name	Book	Category	Cluster Cat	Type	Ans	Pts	Core	Weight	Exclude	DOK	P-Val
------	------	----------	-------------	------	-----	-----	------	--------	---------	-----	-------

7. The **"Questions"** tab: Here you will add questions to your assessment.

**Option A:** Click on **"Add Question"**.

This will bring you to the following layout:

Question: Select [Add Question](#)

Question Name:

Question Order:

Test Book: Book 1

DOK:

Report Category:

Report Cat Rounding: Yes

Cluster Category:

Cluster Rounding: Yes

Question Type: Multiple Choice

Answer:

Points:

Question Weight:

P-value:

Description:

Core Codes: None

Exclude this question from calculations

Show on Performance Profile even if excluded

Images to be embedded in question or answers:

Choose Image:  [Browse...](#) [Upload Image](#)

Question:

Path: [Add Answers A-D](#) [Add Answers 1-4](#) [Add Answer](#)

References:

Use the reference: Excerpt from Alice's Adventures in Wonderland by Lewis Carroll  Show before question while taking test

Tools for Online Testing:

Ruler: Max value:  Major ticks:  Minor ticks:  Minor minor ticks:  Scale:

Protractor: Outside arc width:  Inside arc width:

Online Testing Preview:

ELA Grade 4 Interim Assessment #1

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Come back later

[Save](#)

Fill out or select the following fields:

**Question Name:** Question 1, Question 2, Question 3 and so on...

**Test Book:** Select Book 1 or Book 2 from the drop down (for ELA, Book 1 might contain all multiple choice items; Book 2 might contain constructed response items)

**Report Category:** e.g. Multiple Choice, Constructed Response, Essay, Short Response, Extended Response etc. Reports of Student Data will group scores per specified report category (e.g. questions 1 through 10 are report category multiple choice, a combined raw score will be given for all questions under this report category etc.)

**Cluster Category:** Optional Field to enter a question's cluster, e.g. for CCSS 4.RL.1 the cluster category would be entered as Reading Lit.: Key Ideas and Details.

**Question Type:** Choose between Multiple Choice and Points Question.

**Answer:** For MC questions, enter the correct answer (e.g. A, B, C, D or 1, 2, 3, 4 etc.)

**Question Weight:** Default of 1.00; may be changed if for example an essay should be weighted double.

**Description:** You may enter keywords relating to the item content here (e.g. key details/inference; character actions; word meaning etc.)

**Core Codes:** enter CCSS in the following format 4.RL.2; 4.L.4a; 4.RI.3 etc. You may manually enter them or click on "None" to select the question's code from a list.

**DOK:** Depth of Knowledge or Rigor (1-4 or leave blank)

**Points:** Default of 1 for multiple choice. Change to any point value desired for the item that is being created.

**P-value:** If you have information on the P-Value of your item, this may be entered here.

This should look something like this:

<b>Question:</b>	Select <input type="button" value="Add Question"/>	<b>Question Order:</b>	<input type="text" value="1"/>
<b>Question Name:</b>	<input type="text" value="Question 1"/>	<b>DOK:</b>	<input type="text"/>
<b>Test Book:</b>	Book 1 <input type="button" value="v"/>	<b>Report Cat Rounding:</b>	Yes <input type="button" value="v"/>
<b>Report Category:</b>	Multiple Choice	<b>Cluster Rounding:</b>	Yes <input type="button" value="v"/>
<b>Cluster Category:</b>	Reading Lit.: Key ideas and Detail	<b>Points:</b>	<input type="text" value="1"/>
<b>Question Type:</b>	Multiple Choice <input type="button" value="v"/>	<b>P-value</b>	<input type="text"/>
<b>Answer:</b>	<input type="text" value="A"/>		
<b>Question Weight:</b>	<input type="text" value="1.00"/>		
<b>Description:</b>	<input type="text" value="key details/inference"/>		
<b>Core Codes:</b>	None <input type="text" value="4.RL.1"/> <input type="button" value="x"/> <small>If manually entering core codes, separate with a semicolon (;)</small>		
<input type="checkbox"/> Exclude this question from calculations			
<input type="checkbox"/> Show on Performance Profile even if excluded			

Scroll down and type or paste the question into the text box, as pictured below.

**Question:**

At the beginning of the story, which is true about Alice and her sister?

Path: p

[Add Answers A-D](#)   [Add Answers 1-4](#)   [Add Answer](#)

Depending on whether your assessment has answer choices A-D or 1-4, click on **“Add Answers A-D”** or **“Add Answers 1-4”**. Four new text boxes will appear:

A:

B:

C:

D:

[Add Answers A-D](#)   [Add Answers 1-4](#)   [Add Answer](#)   [Remove Answer](#)

You can remove answers (e.g. if your item only has choices A-C) or add answers (E, F, G etc.). Type in or paste the answer choices into each separate box.

The screenshot displays a question editor interface with four question items, each in a separate editor box. Each box contains a rich text editor toolbar at the top, followed by the question text, a horizontal scrollbar, and a 'Path: p' label at the bottom. The question texts are:

- A: Alice is more adventurous than her sister.
- B: Her sister is more bossy than Alice.
- C: Neither girl enjoys being outside.
- D: Alice is more content than her sister.

Below the question editors, there are four buttons: 'Add Answers A-D', 'Add Answers 1-4', 'Add Answer', and 'Remove Answer'. At the bottom, there is a 'References:' section with two checkboxes:

- Use the reference: Excerpt from Alice's Adventures in Wonderland by Lewis Carroll
- Show before question while taking test

Here is also where you will add items to their corresponding reference (in this case, the reading passage you created earlier). For the first question of a reading passage, check both boxes for **“Use the reference: Name of Reference”** and **“Show before question while taking test”**. For subsequent questions that are linked to this passage, only the first box should be checked. This way, the passage will only appear before the first question of the set of questions it is linked to. For online tests, the reference will be available to view with each question it is linked to through an embedded linked above the question.

At the bottom of the page, you will now see a question preview the way it would appear in an online test:

Online Testing Preview:

ELA Grade 4 Interim Assessment #1

# Question 1

[Excerpt from Alice's Adventures in Wonderland by Lewis Carroll - Click to View](#)

At the beginning of the story, which is true about Alice and her sister?

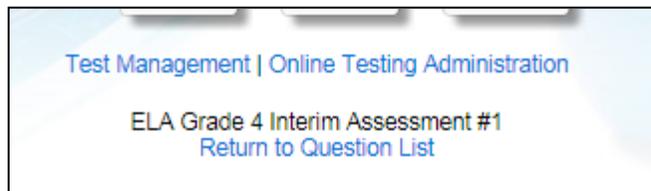
- A Alice is more adventurous than her sister.  Wrong
- B Her sister is more bossy than Alice.  Wrong
- C Neither girl enjoys being outside.  Wrong
- D Alice is more content than her sister.  Wrong

**Come back later**

As you can see above, in an online test, the reading passage reference will appear like this above every question that the reference is linked to and is accessible by **“Click to View.”**

Hit **“Save”** on the bottom of the page. The question will be saved to your assessment and automatically take you to the empty **‘Questions’** layout again to enter information for Question 2 and so on.

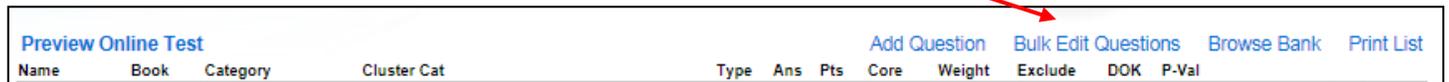
Click on **“Return to Question List”** to see an overview of the questions and its specifications.



Preview Online Test

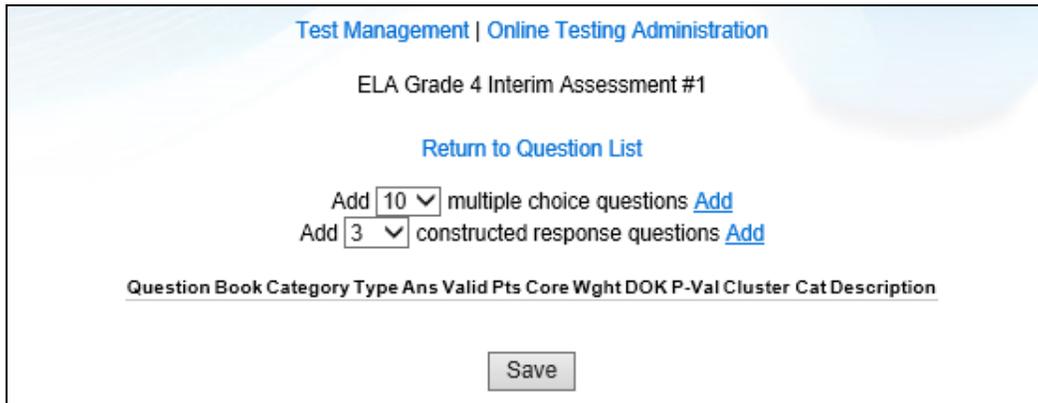
Name	Book	Category	Cluster Cat	Type	Ans	Pts	Core	Weight	Add Question	Bulk Edit Questions	Exclude	DOK	P-Val	Browse Bank	Print List	
Question 1	Book 1	Multiple Choice	Reading Lit.: Key Ideas and Details	MC	A	1.00	4.RL.1	1.00			No	1		Edit	Delete	Down
Description: key details/inference																

**Option B:** You may also use the “Bulk Edit Questions” tool to set up an initial test layout by adding the number of questions / question type at once.



<a href="#">Preview Online Test</a>				<a href="#">Add Question</a>				<a href="#">Bulk Edit Questions</a>		<a href="#">Browse Bank</a>		<a href="#">Print List</a>	
Name	Book	Category	Cluster Cat	Type	Ans	Pts	Core	Weight	Exclude	DOK	P-Val		

Clicking on “Bulk Edit Questions” will display the following page:



Test Management | Online Testing Administration

ELA Grade 4 Interim Assessment #1

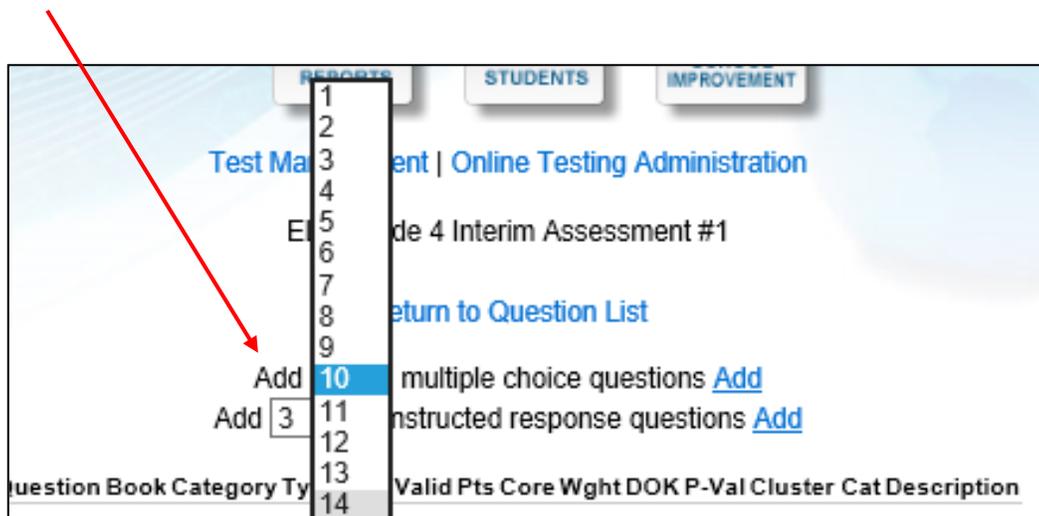
[Return to Question List](#)

Add  multiple choice questions [Add](#)

Add  constructed response questions [Add](#)

Question Book	Category	Type	Ans	Valid	Pts	Core	Wght	DOK	P-Val	Cluster	Cat	Description
---------------	----------	------	-----	-------	-----	------	------	-----	-------	---------	-----	-------------

You now have the ability to add up to 30 multiple choice items and 10 constructed response items at once via the two drop-down menus.



Test Management | Online Testing Administration

ELA Grade 4 Interim Assessment #1

[Return to Question List](#)

Add  multiple choice questions [Add](#)

Add  constructed response questions [Add](#)

Question Book	Category	Type	Ans	Valid	Pts	Core	Wght	DOK	P-Val	Cluster	Cat	Description
---------------	----------	------	-----	-------	-----	------	------	-----	-------	---------	-----	-------------

In the scenario below, **8 multiple choice questions** and **2 constructed response questions** were added via the drop-down menus (please note that you have to add the MC and CR questions separately by clicking **“Add”** next to the item type).

[Return to Question List](#)

Add  multiple choice questions [Add](#)

Add  constructed response questions [Add](#)

Question	Book	Category	Type	Ans	Valid	Pts	Core	Wght	DOK	P-Val	Cluster	Cat	Description
Question 1	Book 1	Multiple Choice	MC		A,B,C,D,*	1		1	1				
Question 2	Book 1	Multiple Choice	MC		A,B,C,D,*	1		1	1				
Question 3	Book 1	Multiple Choice	MC		A,B,C,D,*	1		1	1				
Question 4	Book 1	Multiple Choice	MC		A,B,C,D,*	1		1	1				
Question 5	Book 1	Multiple Choice	MC		A,B,C,D,*	1		1	1				
Question 6	Book 1	Multiple Choice	MC		A,B,C,D,*	1		1	1				
Question 7	Book 1	Multiple Choice	MC		A,B,C,D,*	1		1	1				
Question 8	Book 1	Multiple Choice	MC		A,B,C,D,*	1		1	1				
Question 9	Book 1	Extended Resp	Pts		0,1,2,A	2		1	1				
Question 10	Book 1	Extended Resp	Pts		0,1,2,A	2		1	1				

For Multiple Choice category questions, you now have to add each correct response in the **“Ans”** column before you are able to save your progress by clicking on the  button below.

You may also adjust **“Valid”** answer options from A,B,C,D to 1,2,3,4 or add / remove options if more or less answer choices are need. The asterisk \* means that more than one answer per questions is accepted (e.g. if the test is given per answer sheet on paper, and the student bubbles in two answers on a question). The comma after the asterisk means that no answers on a question are acceptable (e.g. a student does not select an answer for a question).

You may now also adjust the Category Names, Point Values, add Common Core Codes, DOK, P-Values, Cluster Categories, and Descriptions for each item (**Refer back to page 10 for additional information on each column**).

Valid	I
A,B,C,D,*	
0,1,2,A	
0,1,2,A	

Below is an example of a completed test layout map.

Question	Book	Category	Type	Ans	Valid	Pts	Core	Wght	DOK	P-Val	Cluster Cat	Description
Question 1	Book 1	Multiple Choice	MC	A	A,B,C,D,*	1	4.RL.1	1	1		Reading Literature	draw an inference
Question 2	Book 1	Multiple Choice	MC	A	A,B,C,D,*	1	4.RL.2	1	2		Reading Literature	identify theme
Question 3	Book 1	Multiple Choice	MC	B	A,B,C,D,*	1	4.RL.1	1	2		Reading Literature	draw an inference
Question 4	Book 1	Multiple Choice	MC	D	A,B,C,D,*	1	4.RL.1	1	1		Reading Literature	draw an inference
Question 5	Book 1	Multiple Choice	MC	A	A,B,C,D,*	1	4.RL.1	1	1		Reading Literature	draw an inference
Question 6	Book 1	Multiple Choice	MC	C	A,B,C,D,*	1	4.RL.4	1	2		Reading Literature	figurative language
Question 7	Book 1	Multiple Choice	MC	B	A,B,C,D,*	1	4.RL.6	1	1		Reading Literature	author POV
Question 8	Book 1	Multiple Choice	MC	C	A,B,C,D,*	1	4.RL.7	1	2		Reading Literature	relate graphic to text
Question 9	Book 1	Short Response	Pts		0,1,2,A	2	4.RL.1; 4.W.2	1	3		Writing	draw an inference
Question 10	Book 1	Extended Resp	Pts		0,1,2,3,4,A	4	4.RL.3; 4.W.2	1	4		Writing	explore character trait

Hit the  button after making all desired adjustments on the **“Bulk Edit Questions”** tool.

Now, click on **“Return to Question List”** to get back to the original Questions tab layout.

Test Management | Online Testing Administration

ELA Grade 4 Interim Assessment #1

[Return to Question List](#)

Add  multiple choice questions [Add](#)

Add  constructed response questions [Add](#)

To create the questions and answer choices, click on **“Edit”** on the first question and follow the steps outlines on pages 9 through 13.

Name	Book	Category	Cluster Cat	Type	Ans	Pts	Core	Weight	Exclude	DOK	P-Val	
Question 1	Book 1	Multiple Choice	Reading Literature	MC	A	1.00	4.RL.1	1.00	No	1		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Down</a>

Description: draw an inference

**Option C:** Alternately, if you want to select passages with questions/question sets from the DataMate™ Item Bank, click on **“Browse Bank”**.

[Preview Online Test](#)

[Add Question](#) [Bulk Edit Questions](#) [Browse Bank](#) [Print List](#)

Name	Book	Category	Cluster Cat	Type	Ans	Pts	Core	Weight	Exclude	DOK	P-Val
------	------	----------	-------------	------	-----	-----	------	--------	---------	-----	-------

You may browse the item bank by selecting the **Grade, Subject, Source, DOK, Type** (MC or CR), **Keywords**, and **Common Core Codes**.

Name	Book	Category	Cluster Cat	Type	Ans	Pts	Core	Weight	Exclude	DOK	P-Val
Question 1	Book 1	Multiple Choice	Reading Lit.: Key Ideas and Details	MC	A	1.00	4.RL.1	1.00	No		

Description: key details/inference

Grade:  Subject:  Source:  DOK:  Type:

Keywords:  Core:  Not used in:

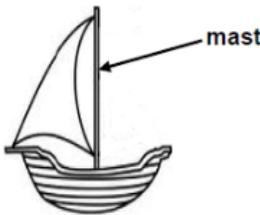
For Math, you may select and add individual items to your assessment. For example, filter for **Grade: 4, Subject: Math, Source: EVI, DOK: 2** and hit **“Find”**.

The search found 332 individual items that are appropriate for Grade 4 Math, and have a depth of knowledge of 2.

Grade:  Subject:  Source:  DOK:  Type:

Keywords:  Core:  Not used in:

Use the ruler above to answer the following question.



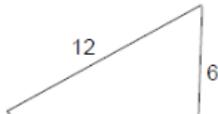
[Add to Book 1](#)  
[Add to Book 2](#)

DOK: 2  
Core: 4.MD.1  
Correct: C

**To add an item to the assessment, click on Book 1 or Book 2.**

What is the height of the mast of the sailboat, to the nearest cm.?

A 5 cm.  
B 4 cm.  
C 3 cm.  
D 2 cm.



[Add to Book 1](#)  
[Add to Book 2](#)

DOK: 2  
Core: 4.G.1  
Correct: B

For ELA, you will not find individual items but rather question groups to add to your assessment. A question group contains a reading passage/reference and a set of questions that pertain to it. For example, filter for **Grade: 4, Subject: ELA, Source: EVI, DOK: All, Type: Multiple Choice** and hit **“Find”**.

Grade: 4 Subject: ELA Source: EVI DOK: All Type: Multiple Choice  
 Keywords: Core: Not used in: N/A Find

Questions (0) Question Groups (47)

Reference: The Serpent and the Eagle	View Reference	<p>To add a question group to the assessment, click on Book 1 or Book 2.</p>	Add Group to Book 1	Add Group to Book 2
Reference: The Runaway	View Reference		Add Group to Book 1	Add Group to Book 2
Reference: Fifteen Miles on the Erie Canal	View Reference		Add Group to Book 1	Add Group to Book 2
Reference: Cherokee Rose	View Reference		Add Group to Book 1	Add Group to Book 2

The search found 47 Question Groups that are appropriate for Grade 4 ELA, and contain multiple choice items only.

To view the reading passage itself, click on “View Reference”.

To view the items on the passage, click on the name of the reference (e.g. “Reference: The Serpent and the Eagle”).

After you’ve finished building questions and/or selected questions from the item bank, return to the “Test Management” layout.

- The “Scoring” tab: Here you can specify whether you’d like to convert the raw score to a scale score and set performance levels based on the scale scores. Below is the default setting:

Test Management | Online Testing Administration

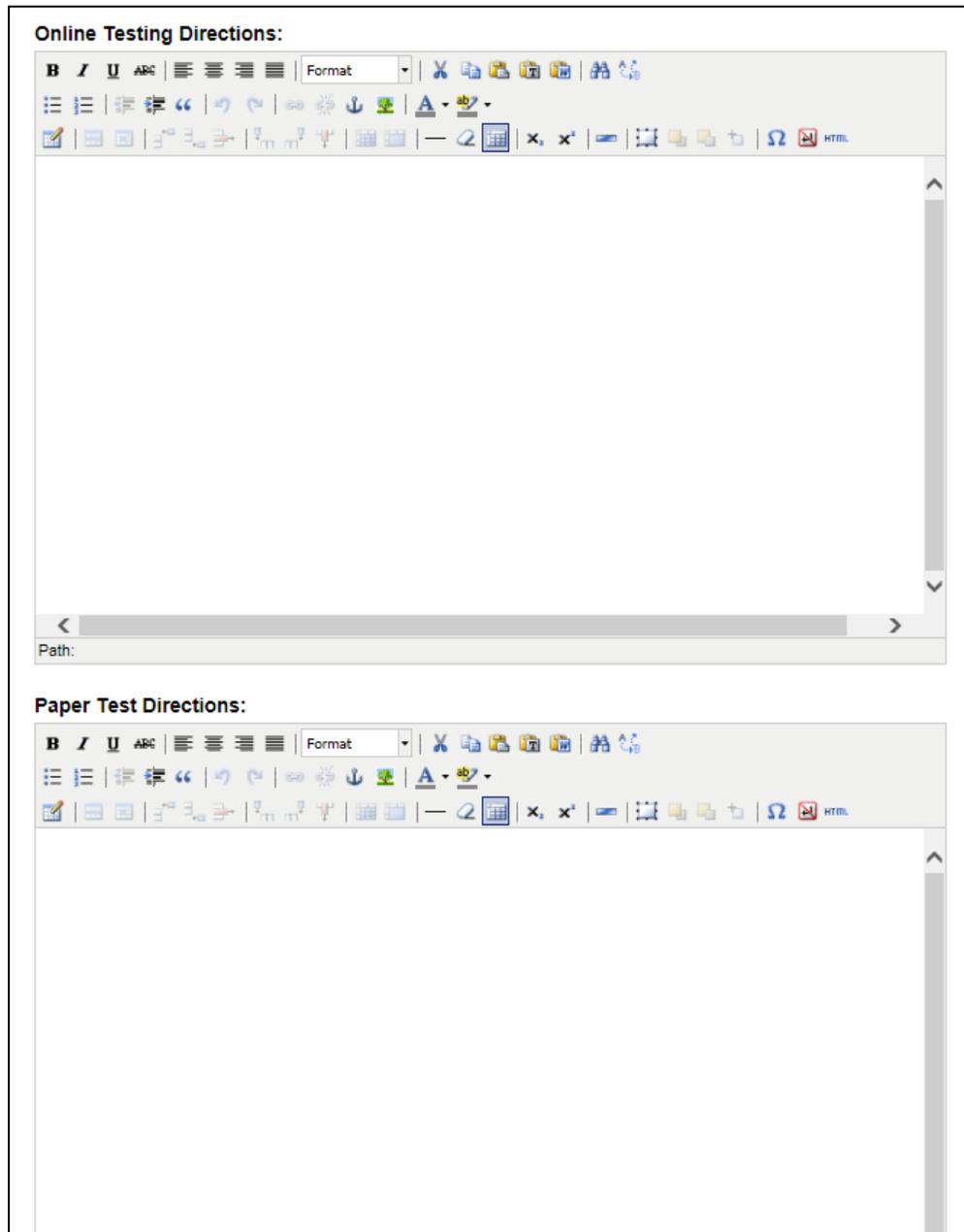
ELA Grade 4 Interim Assessment #1

Hide Raw Score Data
  Hide Scale Score Data
  Hide Performance Level Data

Save

9. The “Test Directions” and “Test Book Directions” tabs:

With this feature, many item details may also be modified and updated at once at any point in the test creation process.



The layout is the same for both. Depending on whether the assessment will be administered online or on paper, type in the directions in the appropriate text window.

**Test Directions** may be Tips for Success, reminders to show work where appropriate and to read all questions carefully before choosing or writing answers. **Test Book Directions** are applicable to each separate book, if there’s multiple, or parts of a test, e.g. for Book 1 saying it’ll be multiple choice only and to use the answer sheets; for Book 2, that it contains constructed response questions and to write down the answers in the spaces provided.

10. The “Testing Dates” tab. Click to add a date for administration.

ELA Grade 4 Interim Assessment #1

A test assignment must be created for each "test"(combination of test given and effective test date) that you wish to view in the reports.

Do not modify the effective test date in order to give this test to another set of students that should not be grouped together with students that already took this test.

Effective Test Date:

Alternate Course Dates:

(if specified, overrides effective test date for student assignment  
specify dates - comma separated, or use "all" to not limit student assignment by section start and end dates)

In the box labeled “Effective Test Date”, enter the first date of testing (*mm/dd/yyyy*) and click “Save Options.”

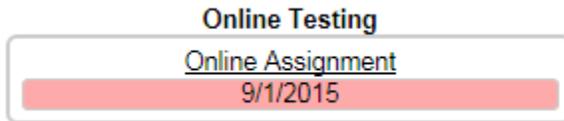
11. You will be taken back to the previous interface. Your new test date (in this case 9/1/2015) will now appear under “Testing Dates”. The next steps are depending on whether the assessment will be administered online or on paper.

Search Tests:   [Add Test](#)

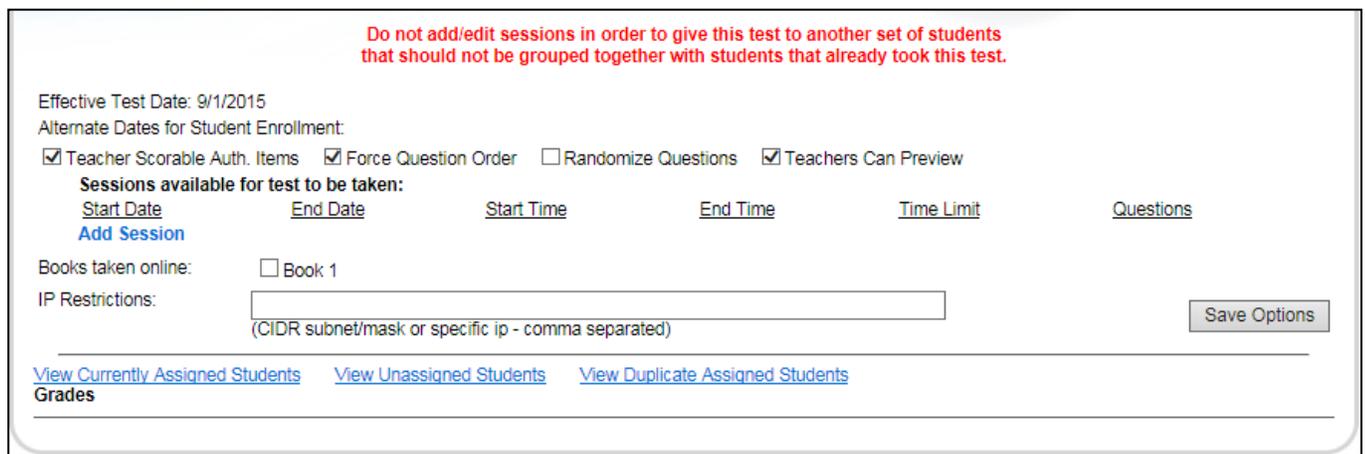
<p><b>Online Testing</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"><u>Online Assignment</u> 9/1/2015</div> <div style="border: 1px solid gray; padding: 5px;"><u>Online Administration</u> 9/1/2015</div>	<p><b>Paper Testing</b></p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"><u>Paper Test Booklet</u></div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"><u>Paper Assignment</u> 9/1/2015</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"><u>Upload Scanned Tests</u> 9/1/2015</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Key/Verify Test Data</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"><u>Log</u> 9/1/2015</div> <div style="border: 1px solid gray; padding: 5px;"><u>Delete Test Records</u> 9/1/2015 (0 records)</div>
--	--

## 2. Assigning a Test for Online Testing

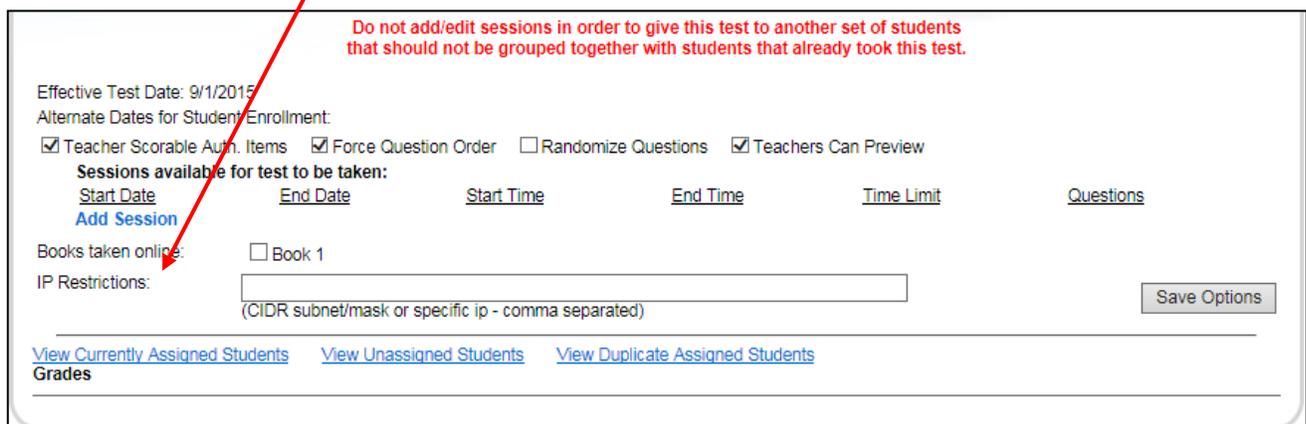
1. Under the “**Online Testing**” tab, click on the new test date that you just assigned to bring up the test assignment layout.



2. If your test contains any constructed response items, leave the “**Teacher Scorable Auth. Items**” box checked. Uncheck the box if the entire test contains multiple choice items only. “**Force Question Order**” and “**Teachers Can Preview**” should always be checked.

A screenshot of the test assignment configuration form. At the top, a red warning message reads: "Do not add/edit sessions in order to give this test to another set of students that should not be grouped together with students that already took this test." Below this, the 'Effective Test Date' is 9/1/2015. Under 'Alternate Dates for Student Enrollment', there are four checkboxes: 'Teacher Scorable Auth. Items' (checked), 'Force Question Order' (checked), 'Randomize Questions' (unchecked), and 'Teachers Can Preview' (checked). A section titled 'Sessions available for test to be taken:' has a table with columns for 'Start Date', 'End Date', 'Start Time', 'End Time', 'Time Limit', and 'Questions'. Below the table is an 'Add Session' link. The 'Books taken online:' section has a checkbox for 'Book 1' which is unchecked. The 'IP Restrictions:' section has a text input field with a placeholder '(CIDR subnet/mask or specific ip - comma separated)' and a 'Save Options' button. At the bottom, there are three links: 'View Currently Assigned Students', 'View Unassigned Students', and 'View Duplicate Assigned Students', followed by a 'Grades' label.

3. If available, enter any “**IP Restrictions**” to restrict unwanted access to the online assessment.

A screenshot of the test assignment configuration form, identical to the one above. A red arrow points from the top left towards the 'IP Restrictions:' text input field, highlighting it.

4. To open up a new test window for the assessment, click on “Add Session.”

Do not add/edit sessions in order to give this test to another set of students that should not be grouped together with students that already took this test.

Effective Test Date: 9/1/2015  
Alternate Dates for Student Enrollment:  
 Teacher Scorable Auth. Items  Force Question Order  Randomize Questions  Teachers Can Preview

Sessions available for test to be taken:

Start Date	End Date	Start Time	End Time	Time Limit	Questions
<a href="#">Add Session</a>					

Books taken online:  Book 1  
IP Restrictions:   
(CIDR subnet/mask or specific ip - comma separated) Save Options

[View Currently Assigned Students](#) [View Unassigned Students](#) [View Duplicate Assigned Students](#)  
Grades

5. A new box will pop up so you may specify the details of this session. Enter the following information:

1. Test Duration in minutes (type 0 for an unlimited time window)
2. Start date of the desired test window (mm/dd/yyyy)
3. End date of the desired test window (mm/dd/yyyy)
4. Start time of the desired test window (### AM/PM)
5. End time of the desired test window (### AM/PM)
6. Check the book(s) you wish to appear online for this session
7. Save the session by clicking the “Save” button

Test Duration: 1.  (minutes - 0 for no limit)

Available from: 2.  (date)

Available to: 3.  (date)

Available from: 4.  (time)

Available to: 5.  (time)

Effective Test Date:   
Alternate Dates for Student Enrollment:  
 Teacher Scorable Auth. Items  Force Question Order  Randomize Questions  Teachers Can Preview

Session Start Date:   
Add Session

Books taken online:  Book 1 ← 6.

<input checked="" type="checkbox"/> Question 1	<input checked="" type="checkbox"/> Question 2	<input checked="" type="checkbox"/> Question 3	<input checked="" type="checkbox"/> Question 4
<input checked="" type="checkbox"/> Question 5	<input checked="" type="checkbox"/> Question 6	<input checked="" type="checkbox"/> Question 7	<input checked="" type="checkbox"/> Question 8
<input checked="" type="checkbox"/> Question 9	<input checked="" type="checkbox"/> Question 10	<input checked="" type="checkbox"/> Question 11	<input checked="" type="checkbox"/> Question 12
<input checked="" type="checkbox"/> Question 13	<input checked="" type="checkbox"/> Question 14	<input checked="" type="checkbox"/> Question 15	

Options

7.

- Once you have entered the desired session(s), select the book(s) that you wish to be available online and click **“Save Options.”**

Do not add/edit sessions in order to give this test to another set of students that should not be grouped together with students that already took this test.

Effective Test Date: 9/1/2015  
 Alternate Dates for Student Enrollment:

Teacher Scorable Auth. Items    Force Question Order    Randomize Questions    Teachers Can Preview

**Sessions available for test to be taken:**

Start Date	End Date	Start Time	End Time	Time Limit	Questions	Edit
9/1/2015	9/15/2015	7:00 AM	3:00 PM	0	15	<a href="#">Edit</a>

[Add Session](#)

Books taken online:  Book 1

IP Restrictions:   
 (CIDR subnet/mask or specific ip - comma separated)

- The next step is to assign the students that you wish to have access to this online assessment during the previously specified test window:

- Select the appropriate grade level(s).
- Select the appropriate school(s).
- Select the appropriate subject area.
- Select the appropriate courses.
- Select the appropriate sections.
- Click **“Assign Students”** on the bottom of the page.

Effective Test Date: 9/1/2015  
 Alternate Dates for Student Enrollment:

Teacher Scorable Auth. Items    Force Question Order    Randomize Questions    Teachers Can Preview

**Sessions available for test to be taken:**

Start Date	End Date	Start Time	End Time	Time Limit	Questions

[Add Session](#)

Books taken online:  Book 1

IP Restrictions:   
 (CIDR subnet/mask or specific ip - comma separated)

---

[View Currently Assigned Students](#)   [View Unassigned Students](#)   [View Duplicate Assigned Students](#)

**Grades**

1.  1    2    3    4    5    6    7    8    9    10    12

---

**Schools**  All Schools

2.  Birch Elementary School (0001)

---

**Subjects**

3.  ELA    Elem    Math    Sci

---

**Courses**  All Courses

4.  ELA 4 (ELA 4)

---

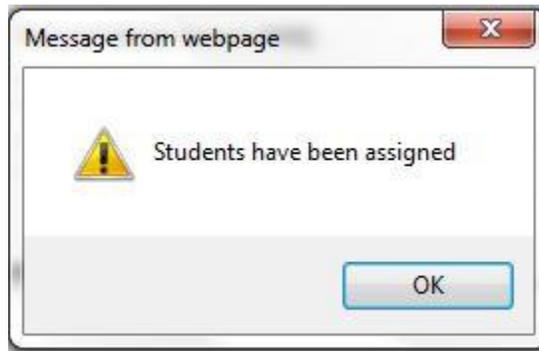
**Sections**  All Sections

5.  Miss. Scarlet - ELA 4    Professor Plum - ELA 4

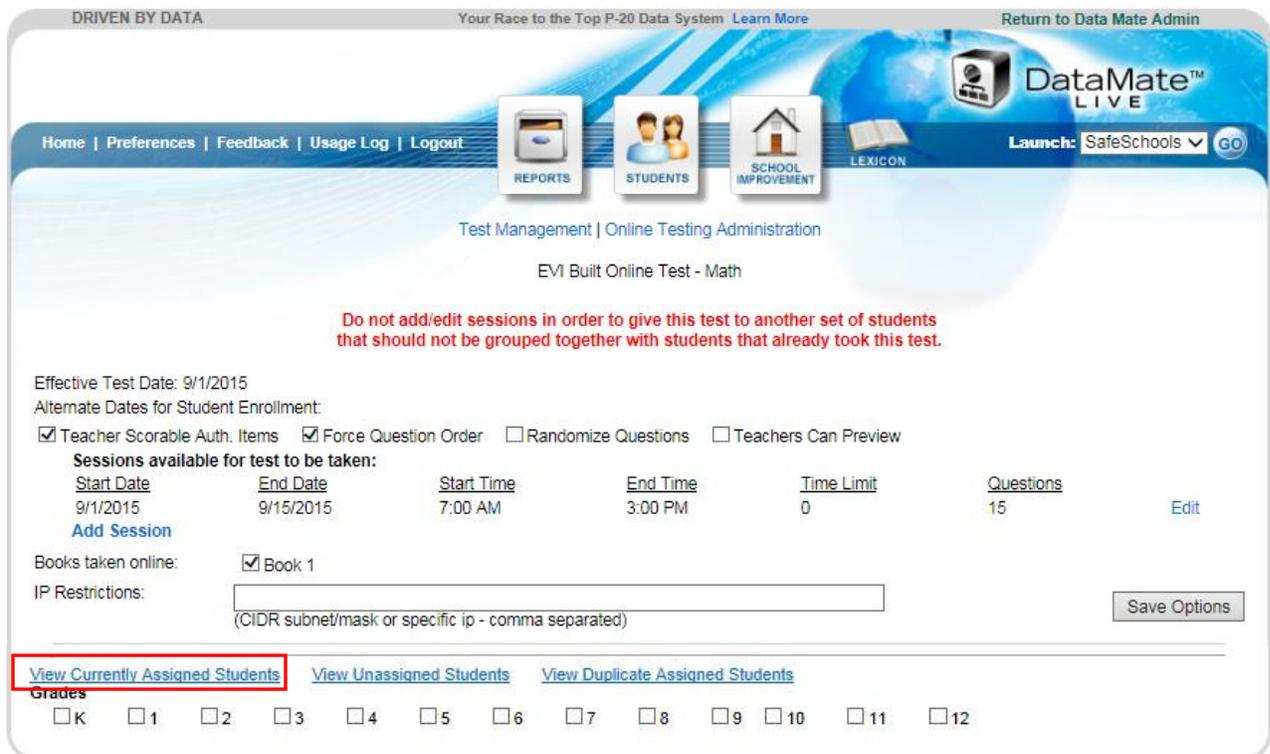
---

6.

8. After you clicked “**Assign Students**,” a message will pop up confirming that the selected students have been assigned to the online assessments. Click OK.



9. You may click on “**View Currently Assigned Students**” to view detailed information on each individual section and student assigned to the online assessment as well as the total number of students scheduled to take the assessment.



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Launch: SafeSchools GO

Test Management | Online Testing Administration

EVI Built Online Test - Math

**Do not add/edit sessions in order to give this test to another set of students that should not be grouped together with students that already took this test.**

Effective Test Date: 9/1/2015  
Alternate Dates for Student Enrollment:

Teacher Scorable Auth. Items  Force Question Order  Randomize Questions  Teachers Can Preview

Sessions available for test to be taken:

Start Date	End Date	Start Time	End Time	Time Limit	Questions	Edit
9/1/2015	9/15/2015	7:00 AM	3:00 PM	0	15	Edit

[Add Session](#)

Books taken online:  Book 1

IP Restrictions:   
(CIDR subnet/mask or specific ip - comma separated) [Save Options](#)

[View Currently Assigned Students](#) [View Unassigned Students](#) [View Duplicate Assigned Students](#)

Grades

K  1  2  3  4  5  6  7  8  9  10  11  12

10. You may click on “**View Unassigned Students**” to view a list of students that have been manually disabled, if any.

11. You may click on “**View Duplicate Assigned Students**” to view a list of students that appear in multiple sections – assigned to the online assessment.

Here is the layout you will see:

Test: ELA Grade 4 Interim Assessment #1 (9/1/2015) ▾ [Previous](#) [Next](#)

[View Currently Assigned Students](#)   [View Unassigned Students](#)   [View Duplicate Assigned Students](#)

Total Students: 10  
 ELA Grade 4 Interim Assessment #1  
 Birch Elementary School  
 Section: Miss. Scarlet - ELA 4  
 Teacher 1: Damiano, Thomas (SIS ID: 4) - scarlet@appleville.com  
 Test date: 9/1/2015  
 Student Count: 5

Photo	Student ID	Student Name	Grade	Username	Password	Enabled
<small>No Photo</small>	001244567	Answers, Mike	4	manswers	manswers	<input checked="" type="checkbox"/>
<small>No Photo</small>	001934567	Childs, Cindy	4	cchilds	cchilds	<input checked="" type="checkbox"/>
<small>No Photo</small>	001214567	Data, Bill	4	bdata	bdata	<input checked="" type="checkbox"/>
<small>No Photo</small>	001224567	Leaders, Scott	4	sleaders	sleaders	<input checked="" type="checkbox"/>
<small>No Photo</small>	001134567	Testmaker, Beth	4	btestmaker	btestmaker	<input checked="" type="checkbox"/>

ELA Grade 4 Interim Assessment #1  
 Birch Elementary School  
 Section: Professor Plum - ELA 4  
 Teacher 6: Professor Plum (SIS ID: 3) - Unknown  
 Test date: 9/1/2015  
 Student Count: 5

Photo	Student ID	Student Name	Grade	Username	Password	Enabled
<small>No Photo</small>	001634567	Englishson, Pippin	4	penglishson	penglishson	<input checked="" type="checkbox"/>
<small>No Photo</small>	001734567	Street, Bert	4	bstreet	bstreet	<input checked="" type="checkbox"/>
<small>No Photo</small>	001834567	Street, Ernie	4	estreet	estreet	<input checked="" type="checkbox"/>
<small>No Photo</small>	001434567	West, Fred	4	fwest	fwest	<input checked="" type="checkbox"/>
<small>No Photo</small>	001534567	West, George	4	gwest	gwest	<input checked="" type="checkbox"/>

Save Enabled Statuses

Once you have completed these steps, your online assessment is ready for preview by teachers whose sections have been assigned to the test and accessible for all assigned students during the test window previously specified. You may add additional sessions or assign additional students/sections at a later time, e.g. for students who were absent during the initial testing period. **But please keep in mind:** If you want to reuse the same online assessment at a later point for a new round of testing, e.g. in a new semester or new school year, please assign the online assessment as a new test (see step 4) with a new effective test date in order to differentiate your reports from the previous round of testing.

### 3. Assigning a Test for Paper Testing & Printing

1. The “**Paper Testing**” tab: Click on the new test date that you just assigned to bring up a preview of the test booklet.

ELA Grade 4 Interim Assessment #1

Configure the page breaks for the test booklet

[Print Book](#)

In this part of the assessment, you will read several selections and answer questions about what you have read. Record your responses to the multiple choice questions by filling in the correct bubble on the answer sheet.  
Read the following and answer Question 1 through Question 1:

**Alice’s Adventures in Wonderland**  
*By Lewis Carroll*  
Adapted excerpt from Chapter 1: *Down the Rabbit Hole*

- 1 Alice was beginning to get very tired of sitting by her sister on the bank, and of having nothing to do. Once or twice she had peeped into the book her sister was reading. But it had no pictures or conversations in it. “And what is the use of a book,” thought Alice, “without pictures or conversation?”
- 2 Suddenly a White Rabbit with pink eyes ran close by her. There was nothing so VERY remarkable in that. Nor did Alice think it so VERY much out of the way to hear the Rabbit say to itself, “Oh dear! Oh dear! I shall be late!” But when the Rabbit actually TOOK A WATCH OUT OF ITS WAISTCOAT-POCKET, and looked at it, and then hurried on, Alice got up to her feet. She had never before seen a rabbit with either a waistcoat-pocket, or a watch to take out of it. Burning with curiosity, she ran across the field after it. Fortunately, she was just in time to see it pop down a large rabbit-hole under the hedge.
- 3 In another moment, down went Alice after it, never once considering how in the world she was to get out again.
- 4 The rabbit-hole went straight on like a tunnel for some way. Then it dipped suddenly down, so suddenly that Alice had not a moment to think about stopping herself before she found herself falling down a very deep well.
- 5 Either the well was very deep, or she fell very slowly, for she had plenty of time as she went down to look about her and to wonder what was going to happen next. Below her it was too dark to see anything. Then she noticed that the sides of the well were filled with cupboards

Click on “**Print Book**” to see a print preview of the finished paginated book including the cover, test directions, all questions and page footers. You may need to adjust the page breaks in order to not cut off items in the middle.

After generating the print preview, you may print directly from your screen or save the assessment as a PDF.

Return to the “**Test Management**” layout.

2. The **“Paper Assignment”** tab: Similarly to the Online Testing/Assignment layout, select the **Grade(s)**, **School(s)**, **Subjects**, **Course(s)**, and **Section(s)** you want to assign the assessment to. This will allow you to generate pre-slugged answer sheets and rosters for the assigned sections.

ELA Grade 4 Interim Assessment #1

Effective Test Date: 9/1/2015  
Alternate Dates for Student Enrollment:

Manually verify student answer sheets for questions that:  Have no answers bubbled  Have multiple answers bubbled

---

**Grades**  
 1  2  3  4  5  6  7  8  9  10  
 12

---

**Schools**  All Schools  
 Birch Elementary School (0001)

---

**Subjects**  
 ELA  Elem  Math  Sci

---

**Courses**  All Courses  
 ELA 4 (ELA 4)

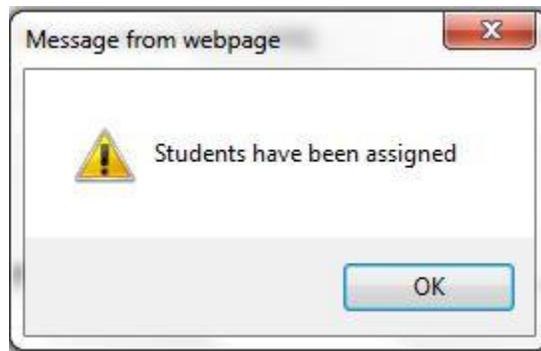
---

**Sections**  All Sections  
 Miss. Scarlet - ELA 4  Professor Plum - ELA 4

---

Based on the date  :

Click on **“Assign Tests”** after you’ve made all appropriate selections. A message will pop up confirming that the selected students have been assigned to the assessment. Click OK.



To generate the pre-slugged answer sheets, click on **“Get Answer Sheets”**. A PDF with all the rosters and corresponding student answer sheets will be generated.

See the following four pages for an example of what the generated PDF of answer sheets will look like:

## **Test: ELA Grade 4 Interim Assessment #1**

**Totals - Sections: 2, Students: 10**

### **Birch Elementary School**

Miss. Scarlet, Course: ELA 4, Section: Miss. Scarlet - ELA 4 - 5 students

Professor Plum, Course: ELA 4, Section: Professor Plum - ELA 4 - 5 students

**Totals for Birch Elementary School - Sections: 2, Students: 10**

**Test: ELA Grade 4 Interim Assessment #1**

**School: 0001 - Birch Elementary School**

**Teacher: Miss. Scarlet**

**Course: ELA 4 - ELA 4**

**Section: Miss. Scarlet - ELA 4**



0000015214

	Absent Part 1	Refused Part 1	Absent Part 2	Refused Part 2
Answers, Mike - 001244567, Grade 4				
Childs, Cindy - 001934567, Grade 4				
Data, Bill - 001214567, Grade 4				
Leaders, Scott - 001224567, Grade 4				
Testmaker, Beth - 001134567, Grade 4				

**Student Count: 5**

Educational Vistas, Inc. for Appleville School District  
ELA Grade 4 Interim Assessment #1

001244567	Answers, Mike	
Grade: 4	01002030	0001
Section: Miss. Scarlet - ELA 4		
Teacher: Miss. Scarlet		
		
0000015214001244567		

<b>Reason Not Tested</b>	
Absent Entire Test	<input type="radio"/>
Refused Entire Test	<input type="radio"/>
Exempt	<input type="radio"/>
No Longer Enrolled	<input type="radio"/>

**Book 1**

1.  A  B  C  D
2.  A  B  C  D
3.  A  B  C  D
4.  A  B  C  D
5.  A  B  C  D
6.  A  B  C  D
7.  A  B  C  D
8.  A  B  C  D

---

FOR TEACHER USE ONLY

- Absent Book 1  Y      Absent Book 2  Y  
Refused Book 1  Y      Refused Book 2  Y

Educational Vistas, Inc. for Appleville School District  
 ELA Grade 4 Interim Assessment #1

001934567	Childs, Cindy	
Grade: 4	01002030	0001
Section: Miss. Scarlet - ELA 4		
Teacher: Miss. Scarlet		
		
0000015214001934567		

Reason Not Tested	
Absent Entire Test	<input type="radio"/>
Refused Entire Test	<input type="radio"/>
Exempt	<input type="radio"/>
No Longer Enrolled	<input type="radio"/>

**Book 1**

1.  A  B  C  D
2.  A  B  C  D
3.  A  B  C  D
4.  A  B  C  D
5.  A  B  C  D
6.  A  B  C  D
7.  A  B  C  D
8.  A  B  C  D

---

FOR TEACHER USE ONLY

- Absent Book 1  Y      Absent Book 2  Y  
 Refused Book 1  Y      Refused Book 2  Y

## 4. Uploading Data from Scanned Answer Sheets

Follow these next steps after the assessment has been administered in order to upload student data from the completed answer sheets into DataMate™ (**Important:** Make sure that there is a score bubbled in for all the constructed response items, if there are any).

1. The **“Upload Scanned Tests”** tab: Click on this tab to be brought to the upload layout. Make sure that you are uploading the correct answer sheets for the assessment you’ve selected.

Please carefully read the scanning/upload specification below:

**Scanned images must be 1 TIFF image file per student in 1 bit black & white - no color scans**

**Strongly recommend scan resolution of 300 dpi**

**Filenames for each student for a given test date must be unique**

Overall Progress (0 B)

File Progress

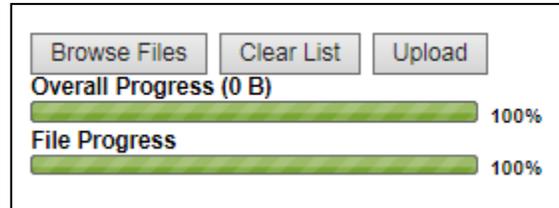
Go to **“Browse Files”** to locate the scanned answer sheets and mass-select them for bulk upload. Wait for them to appear as pictured below:

Overall Progress (5.8 MB)

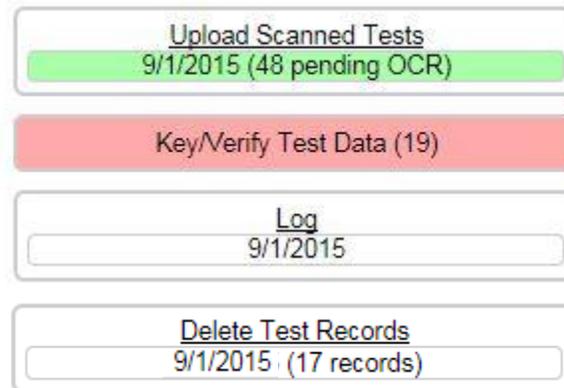
File Progress

201510091554_0001.tif	81.0 kB	<a href="#">Remove</a>
201510091554_0002.tif	87.9 kB	<a href="#">Remove</a>
201510091554_0003.tif	88.3 kB	<a href="#">Remove</a>
201510091554_0004.tif	88.4 kB	<a href="#">Remove</a>
201510091554_0005.tif	89.6 kB	<a href="#">Remove</a>
201510091554_0006.tif	85.4 kB	<a href="#">Remove</a>
201510091554_0007.tif	90.6 kB	<a href="#">Remove</a>
201510091554_0008.tif	89.6 kB	<a href="#">Remove</a>
201510091554_0009.tif	90.5 kB	<a href="#">Remove</a>
201510091554_0010.tif	88.7 kB	<a href="#">Remove</a>
201510091554_0011.tif	88.3 kB	<a href="#">Remove</a>
201510091554_0012.tif	90.3 kB	<a href="#">Remove</a>
201510091554_0013.tif	88.6 kB	<a href="#">Remove</a>
201510091554_0014.tif	88.7 kB	<a href="#">Remove</a>
201510091554_0015.tif	86.0 kB	<a href="#">Remove</a>
201510091554_0016.tif	90.8 kB	<a href="#">Remove</a>
201510091554_0017.tif	88.6 kB	<a href="#">Remove</a>
201510091554_0018.tif	84.8 kB	<a href="#">Remove</a>
201510091554_0019.tif	88.4 kB	<a href="#">Remove</a>
201510091554_0020.tif	85.0 kB	<a href="#">Remove</a>
201510091554_0021.tif	87.9 kB	<a href="#">Remove</a>
201510091554_0022.tif	89.5 kB	<a href="#">Remove</a>
201510091554_0023.tif	89.1 kB	<a href="#">Remove</a>
201510091554_0024.tif	88.5 kB	<a href="#">Remove</a>
201510091554_0025.tif	88.6 kB	<a href="#">Remove</a>
201510091554_0026.tif	84.6 kB	<a href="#">Remove</a>
201510091554_0027.tif	87.0 kB	<a href="#">Remove</a>
201510091554_0028.tif	88.8 kB	<a href="#">Remove</a>
201510091554_0029.tif	86.5 kB	<a href="#">Remove</a>
201510091554_0030.tif	86.2 kB	<a href="#">Remove</a>
201510091554_0031.tif	90.1 kB	<a href="#">Remove</a>
201510091554_0032.tif	88.1 kB	<a href="#">Remove</a>
201510091554_0033.tif	86.7 kB	<a href="#">Remove</a>

Hit **“Upload”** and wait until the both the Overall Progress and File Progress bars are at 100% and no outstanding answer sheets are listed underneath the progress bars.



Go back to **“Test Management”**. The tabs will now look something like this:



A total of 84 answer sheets were uploaded for this test....below is an explanation of what the various numbers in the tabs mean:

**Upload Scanned Tests (48 pending OCR):** 48 answer sheets are still in the queue awaiting verification. Wait until all answer sheets have been processed.

**Key/Verify Test Data (19):** 19 answer sheets need additional, manual verification before being loaded to the test. After all answer sheets have been OCR-ed, you will manually verify all answer sheets that have been put here.

**Delete Test Records (17 Records):** 17 answer sheets have been successfully uploaded for this assessment. After all answer sheets were OCR-ed and manually verified, if any, the number of records here should match the number of answer sheets initially uploaded for this assessment.

- After all answer sheets have been OCR-ed, click on the “**Key/Verify Test Data**” tab if it is red and showing a number in parenthesis (If all answer sheets were OCR-ed successfully, this tab will be white and have no number showing in it). Any answer sheets that need manual verification will appear here.

Manual verification may be needed for MC double bubbles, MC missing bubbles, CR missing scores, blank answer sheets, unreadable student information.

Answer sheets will also appear here if a **Reason Not Tested** bubble has been filled in. If the student was either absent or refused the entire test, mark them as Absent or Refused for all sections. If the Exempt or No Longer Enrolled bubbles are filled in, you may delete the test record by clicking on “**Delete**”.

See a sample below:

ID: [Redacted] Last: [Redacted] First: [Redacted] Middle: [Redacted] Suffix: [Redacted] Grade: 5 School: 0001  
 Course/Room: [Redacted] Other: [Redacted]  
 [Home] - Focus to 1<sup>st</sup> question [End] - Focus to "Save" button [Page Up]/[Page Down] - Focus to prev/next book  
 Book 1:  Absent  Refused  Blank  
 Book 2:  Absent  Refused  Blank  
 Save Student Cancel Delete  
[Zoom Image Page 1](#)

Educational Vistas, Inc. for [Redacted]  
 ELA 5 Early Assessment 2016

Grade: 5 [Redacted] 0001 Section: [Redacted] Teacher: [Redacted]  0000014461000010507	<b>Reason Not Tested</b> Absent Entire Test <input type="radio"/> Refused Entire Test <input type="radio"/> Exempt <input type="radio"/> No Longer Enrolled <input type="radio"/>
--	---

**Book 1**

1.	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
2.	<input checked="" type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
3.	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/> C	<input type="radio"/> D
4.	<input checked="" type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
5.	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
6.	<input checked="" type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
7.	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/> C	<input type="radio"/> D
8.	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/> C	<input type="radio"/> D

Valid Choices:  
 A, B, C, D, \* (mult), Blank

In the case above, the student did not bubble in an answer for Question #6. Since “Blank” is a valid choice for multiple choice questions, simply click on **“Save Student”** to be taken to the next test record for verification. In some cases, the answer will be blank because but the student had simply bubbled in his choice very lightly...this is why manual verification is needed in these cases to make sure that a blank is really a blank and a double bubble is really a double bubble (e.g. if a student bubbled in two answers for a question, fill in an asterisk (\*) for that question; however, if two answers are bubbled in but one of them is crossed out, the system will recognize this as a double bubble when it is in fact not, and the answer choice that was not crossed out should be entered as the given answer).

For constructed response, there cannot be any blanks or double bubbles. If the student did not give a response to a constructed response question, it needs to be bubbled/filled in as A.

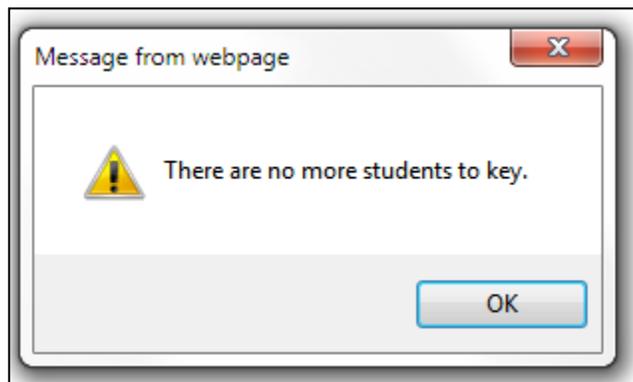
In the case below, Questions #15, 17, and 19 are missing a score so it needs to be manually verified whether the student did not give an answer (fill in A), or should receive an appropriate number score (0-3 for #15 and #19; 0-2 for #17). After this is done, the check boxes will turn green.

**Please note:** All check boxes need to be green before the “Save Student” button is clickable.

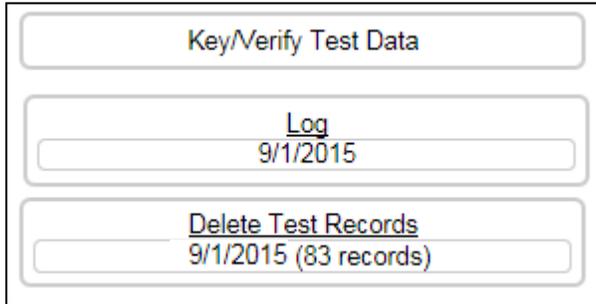
FOR TEACHER USE ONLY

<p>6. <input checked="" type="radio"/> 0 <input type="radio"/> 1</p> <p>8. <input checked="" type="radio"/> 0 <input type="radio"/> 1</p> <p>10. <input checked="" type="radio"/> 0 <input type="radio"/> 1</p> <p>13. <input checked="" type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2</p> <p>15. <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3</p> <p>17. <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2</p>	<p>A <input type="checkbox"/></p>	<p>19. <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3</p> <p>20. <input checked="" type="radio"/> 0 <input type="radio"/> 1</p> <p>24. <input checked="" type="radio"/> 0 <input type="radio"/> 1</p> <p>25. <input checked="" type="radio"/> 0 <input type="radio"/> 1</p> <p>26. <input checked="" type="radio"/> 0 <input type="radio"/> 1</p>	<p>A <input type="checkbox"/></p>
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After all necessary answer sheets are manually verified (in this case 19), this pop-up will appear and you will be automatically taken back to the **“Test Management”** page.



The tabs now appear like this:



Even though 85 answer sheets were uploaded initially, we only have 83 records. In this case, 2 answer sheets were deleted during the manual verification because the students were no longer enrolled and their answer sheets were completely blank.

- 4. The “Log” tab: Here you can check the file upload history for this assessment. It will show the total number of files uploaded (may differ from the above number of test records, if any were deleted; in this case, 2), indicate duplicate file uploads by marking the duplicate student ID in red, and have a copy of any answer sheets that were deleted while manually verifying.

**85 files uploaded**

Red Student IDs indicate duplicate files were uploaded

Filename	Uploaded	OCR Complete	Student ID	Deleted (while verifying)
201510091554_0001.tif	10/9/2015 4:51:36 PM	Yes		Yes <a href="#">View</a>
201510091554_0002.tif	10/9/2015 4:51:36 PM	Yes		
201510091554_0003.tif	10/9/2015 4:51:37 PM	Yes		
201510091554_0004.tif	10/9/2015 4:51:37 PM	Yes		
201510091554_0005.tif	10/9/2015 4:51:37 PM	Yes		
201510091554_0006.tif	10/9/2015 4:51:38 PM	Yes		
201510091554_0007.tif	10/9/2015 4:51:38 PM	Yes		
201510091554_0008.tif	10/9/2015 4:51:38 PM	Yes		
201510091554_0009.tif	10/9/2015 4:51:38 PM	Yes		
201510091554_0010.tif	10/9/2015 4:51:39 PM	Yes		
201510091554_0011.tif	10/9/2015 4:51:39 PM	Yes		
201510091554_0012.tif	10/9/2015 4:51:39 PM	Yes		
201510091554_0013.tif	10/9/2015 4:51:40 PM	Yes		
201510091554_0014.tif	10/9/2015 4:51:40 PM	Yes		
201510091554_0015.tif	10/9/2015 4:51:40 PM	Yes		
201510091554_0016.tif	10/9/2015 4:51:40 PM	Yes		
201510091554_0017.tif	10/9/2015 4:51:41 PM	Yes		
201510091554_0018.tif	10/9/2015 4:51:41 PM	Yes		
201510091554_0019.tif	10/9/2015 4:51:41 PM	Yes		
201510091554_0020.tif	10/9/2015 4:51:42 PM	Yes		
201510091554_0021.tif	10/9/2015 4:51:42 PM	Yes		
201510091554_0022.tif	10/9/2015 4:51:42 PM	Yes		
201510091554_0023.tif	10/9/2015 4:51:43 PM	Yes		
201510091554_0024.tif	10/9/2015 4:51:43 PM	Yes		
201510091554_0025.tif	10/9/2015 4:51:43 PM	Yes		
201510091554_0026.tif	10/9/2015 4:51:44 PM	Yes		
201510091554_0027.tif	10/9/2015 4:51:44 PM	Yes		