

# Where is My Test?

## Two Dashboard Versions

### Assessment Dashboard

Find a Test Test Central

Enter Test name or ID  All subjects

Recently Viewed Tests  Grade Level  to

[Find an Item](#)

[Create a Test](#)

[Create an Item](#)

**My Tests** 10 mos

**Upcoming Test Window** 5 starti

**In Progress Tests** 10 endi

**Scheduled Tests** 1 starti

### Test Dashboard

All Sections

[Create](#)

[Find](#)

Active Tests [Benchmark Tests](#) [Classroom Tests](#) [Recently viewed tests](#)

My Classroom  All subjects   to

Results 1 - 1 of 1

Test Name	Test Category	Online Passcode	Start Date	Subject	Grade	Collection Status	Actions
<a href="#">Unit 7 Quiz</a>	My Classroom	DEXYDY8	05/29/2013	Mathematics	Gr 5	Not Started	<a href="#">Actions</a>

- Use to locate tests
- Screen varies for teachers with no extra permissions

# Test Schedule Dates

**Schedule a Test: Test Settings**

Unit 9 Quiz[14543] [View Details](#)

Test Stage: Private Draft **Ready To Schedule** Scheduled In Progress Completed

SUBJECT: English Language and Literature  
GRADE LEVEL: Gr 2

ADMINISTRATION DATES: Not Scheduled  
COLLECTION STATUS: Not Started

**Test Settings**

Start Date\*

End Date\*

Score Due Date\*

Prevent the students from accessing the test results until after the end date

- The dates must be within the current school year
- You can scan paper tests any time after the start date, even beyond the end date
- Online tests can be administered any time within the window, and even after if the window restriction option is not selected
- Students can take the test when provided with the online passcode
- The score date is the recommended date for the test proctor to complete and score open response items and scan test results

# Online Test Options

Note: It is highly recommended to [Preview Online Test](#) before administration to students.

Administer this test with  Schoolnet Browser Test Tunnel - Standard browser settings  
 Schoolnet Secure Tester - Schoolnet's built-in Secure Tester delivery system

Online Passcode is required for a student to access this test:

- Show student scores upon test submission
- Display this test on the Take a Test list on the student home page
- Prevent the students from accessing the test before the start date or after the end date
- Enforce test time
- Timed Test
- Scramble question order (will override custom question labels in student's online test)
- Scramble answer choices (applies to Multiple Choice, Inline Response, and Matching item types)
- Allow students to pause test
- Allow only assigned students to take test
- Limit student test access to approved internet addresses

- Teachers will have an option to share the test with their Gradebook.
- Scramble questions -Do not use this option if your test has multiple passages with multiple linked questions - feature could hinder students by forcing them to answer multiple questions on the same passage out of order

- ⊖ Select **Make Public** in the upper right hand corner when you are happy with your test.
- ⊖ Select **Ready to Schedule** in the upper right hand corner.
- ⊖ Schedule the test session on the **Schedule a Test** page. A test passcode will be generated to provide to students if you want them to take it online. More directions about this process are to come.

Online Passcode is required for a student to access this test:

- ⊖ Once the assessment has been finalized it will show as **In Progress**.

## Schedule a Test: Test Settings

Example for CMS[37368] [View Details](#)

Test Stage Private Draft Public Draft Ready To Schedule Scheduled In Progress Completed

SUBJECT: English Language and Literature  
GRADE LEVEL: 05

ADMINISTRATION DATES: Not Scheduled  
COLLECTION STATUS: Not Started

### Test Settings

Start Date\*

End Date\*

Score Due Date\*

Prevent the students from accessing the test results until after the end date

### Online Test Options

Note: It is highly recommended to [Preview Online Test](#) before administration to students.

Administer this test with  Schoolnet Browser Test Tunnel - Standard browser settings  
 Schoolnet Secure Tester - Schoolnet's built-in Secure Tester delivery system

The test settings page allows the user to determine dates, student access, and online test options.