

Test Centre: getting started

Test Centre enables the creation and management of a variety of tasks such as online tests and anonymous surveys.

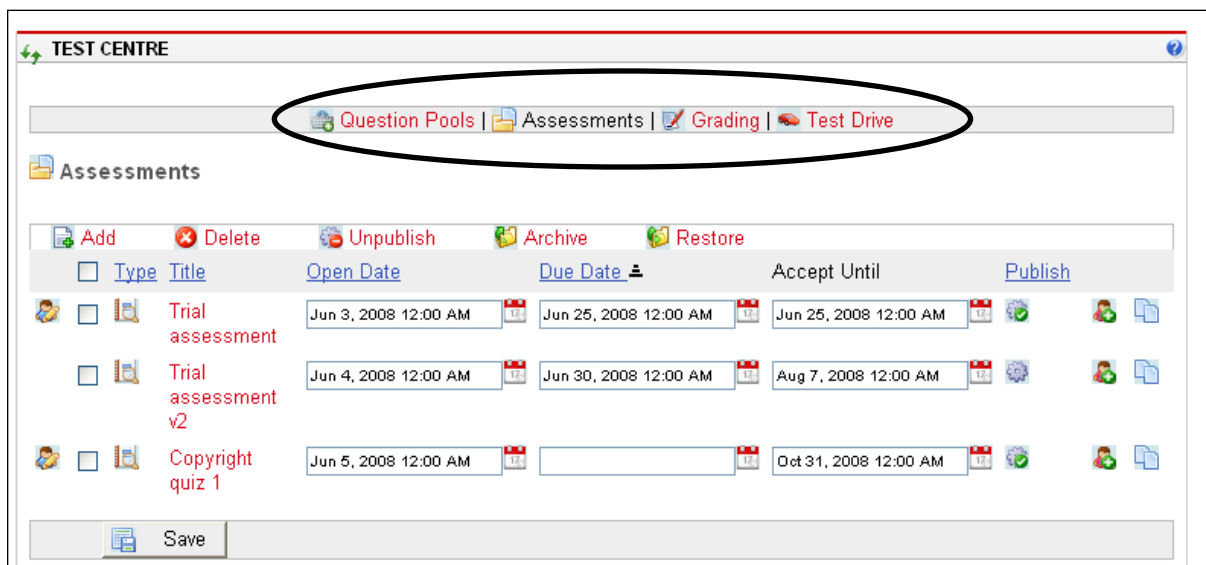
Default permissions: Only those with a **subject coordinator** (subject sites) or **maintain** (project sites) role are able to create, edit, publish assessments and surveys or view results; site participants with a **student** (subject sites) or **access** (project sites) role are able to complete set tasks and may only view their own results if the chosen settings allow.

Typical use & good practice tips: **Test Centre** is designed to be used for the creation and administration of a range of typical assessment tasks and surveys. It supports diagnostic, formative and evaluative assessment. Test Centre has been approved by the OLE Programme Steering Committee for use in formative assessment only. In the interests of risk management **Test Centre is not being recommended for summative assessment** (especially not for exams and major tests). Although the software itself is reliable the system is not designed for large scale DE/internal tests/exams.

Turning Test Centre on in a site - If the **Test Centre** tool is not currently visible in your site, see 'Turning tools on or off in a subject site' at <http://www.csu.edu.au/division/landt/interact/help/siteinfo.htm#3a> to learn how to turn it on.

This guide will show you how to get started with **Test Centre** to create questions pools, use them to construct an assessment or survey, and then make it available to others. The guide is **not** intended to provide detailed "how to" support; regard it as an overview of things to be considered when using **Test Centre**.

Introduction and workflow



There are four basic functional parts to the **Test Centre** tool:

- **Question pools** – use to create and manage sets of questions.
- **Assessments** – create an assessment task by choosing questions from question pools.
- **Grading** – review test results and grade student work.
- **Test Drive** – trial the assessment or survey from a student view.

When creating an assessment or survey the main steps to follow are:

1. **Create question pools**, then add questions to them.
2. **Create an assessment or survey** by selecting questions from question pools.
3. **Test drive** the task - optional, but highly recommended. If necessary, **edit** your assessment.
4. **Publish** the assessment or survey, i.e., make it visible to site members
5. **Review** test results; if appropriate, **grade** the responses.

A step-by-step summary of the key steps:

1: Create question pools

1. Plan your pools first. For example, a pool might be organised according to the types of questions it will contain, or where and how it is to be used in the assessment.
2. Select **Question Pools**, and then **Add Pool**.

The screenshot shows the 'Edit Pool' interface. It includes fields for 'Pool Title', 'Description', 'Point Value', and 'Difficulty'. The 'Difficulty' section has radio buttons for Level 1 (easiest) through Level 5 (most difficult). Two callouts provide additional information: one pointing to the 'Point Value' field states that all questions in a pool carry the same number of marks, except for survey questions which are worth 0 marks; another pointing to the 'Difficulty' section states that the difficulty rating is optional and used for indicative purposes only.

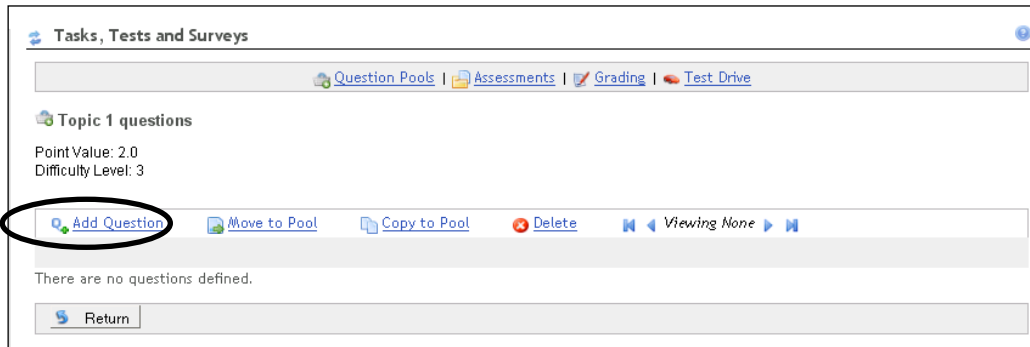
3. Create as many pools as are needed.
4. Pools are only available for the site you are working in, but if required, can be exported/imported to/from other sites you own.

The screenshot shows the 'Tasks, Tests and Surveys' interface. It displays a table of question pools with columns for 'Questions', 'Points', and 'Difficulty'. The table lists three pools: 'Matching questions' (4.0 points, 3 questions), 'Professional practice' (3.0 points, 3 questions), and 'Topic 1 questions' (2.0 points, 3 questions).

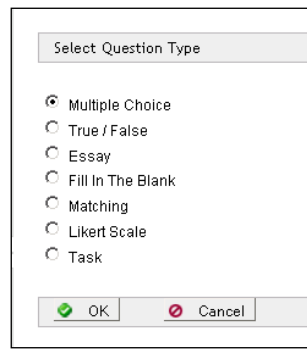
	Description	Questions	Points	Difficulty
<input type="checkbox"/>	Matching questions	0	4.0	3
<input type="checkbox"/>	Professional practice	0	3.0	3
<input type="checkbox"/>	Topic 1 questions	0	2.0	3

2: Add questions to question pools

1. Click on a question pool's title, and then click **Add Question**.



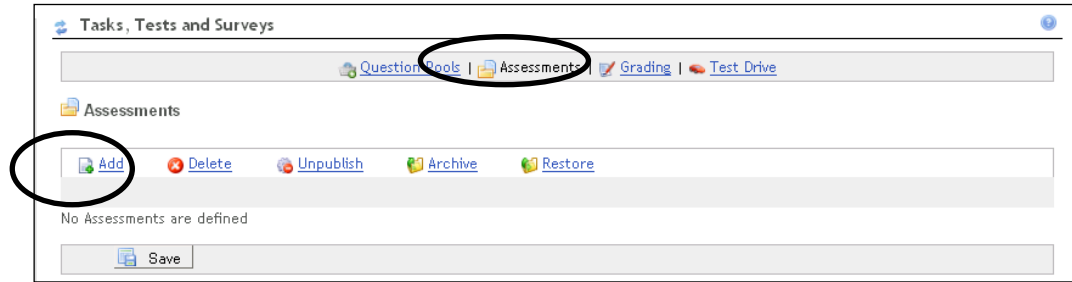
2. There are seven types of questions to choose from:



- Note that the default setting for multiple choice questions does not randomise the order of choices when the test is run. Tick the **Shuffle Choices** box to do this.
 - Most question types include options for asking students to justify their answer, and for you to provide a hint and/or feedback.
 - **Scoring of Matching Questions:** If the question is worth 5 points and there are 5 pairs, then each is worth 1 point. If the question is worth 5 points and there are 25 pairs, then each pair is worth only 1/5 point. This is one reason why matching questions may need to belong in their own pool; the scoring will affect the number of points assigned to that pool and the number of pairs that each question will contain.
 - **Task** questions are identical to **Essay** questions, except that they have an additional option under **Submission** that does not require students to submit anything online for the task; therefore a task assessment could be used to give students instructions for a task, such as an oral presentation to the class, and record comments on their performance.
3. Click on the title of a question pool to **Add, Edit, View, Copy, Move, Duplicate** and **Delete** questions.
 4. **Survey questions** have no correct or incorrect answer and carry no point value. All seven question types may be used as survey questions. **Likert Scale** questions are never graded and never carry points; they are always survey questions to rate opinions or beliefs. See page 7 for more details about surveys.

3: create an assessment

1. Click on **Assessments**. If you've not created an assessment before, the list will be empty. Click **Add**.



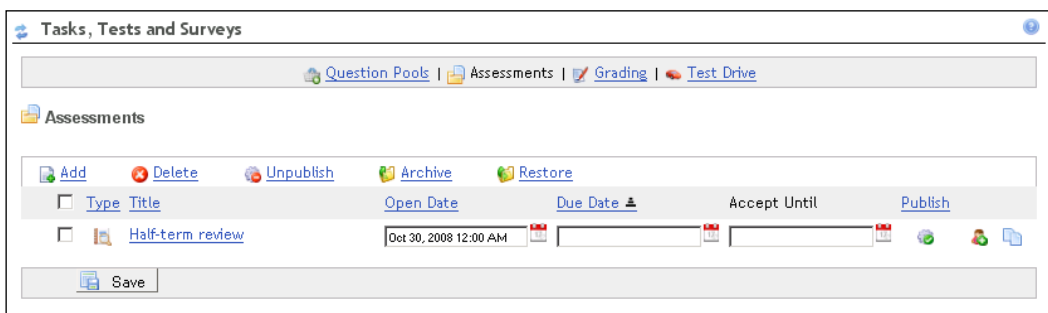
The screenshot shows the 'Edit Assessment' form. It has a 'Type' section with radio buttons for 'Test', 'Assignment', and 'Survey'. The 'Title' field contains 'Half-term review'. Below the title is an 'Add Instructions' link. The 'Add Parts' section has buttons for 'Add Manual Select', 'Add Random Draw', and 'Delete'. At the bottom, there are statistics for 'Total Questions: 0' and 'Total Points: 0.0', and a 'Done' button.

There is no functional difference between a **Test** and an **Assignment**. A **Survey** has unique functionality and is discussed on page 7.

Give the assessment a **Title** which can be modified later if necessary. **Instructions** are optional.

Create an assessment by adding questions from question pool to parts. There must be at least one part in any assessment. There are two ways to add parts: **Add Manual Select** and **Add Random Draw**.

2. **Add Manual Select** allows you to choose particular questions you would like **all** students to get in a specific order.
3. The **Add Random Draw** option allows you to draw a different set of questions from the pools for each student or for each attempt. For example, if 5 questions were randomly drawn from a pool of 20 questions, each student would see a different set of 5 questions; on a second attempt (if permitted) a student would not be given the same set of questions.
4. When you are finished adding parts to your assessment, click on the **Done** button at the bottom of the page to return to the list of assessments.



4: Test Drive – trial your test

The **Test Drive** step is optional but it is strongly recommended that you do so in order to experience what your students will see. It will enable you to catch errors or test design issues prior to publishing. If edits are required as a result of the **Test Drive**, click on the assessment name under the **Assessment** option **before** publishing.

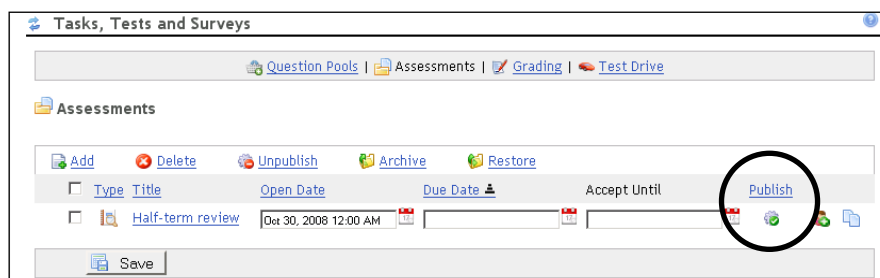
There are two ways to take a **Test Drive**:



- You can test drive an assessment as many times as you wish, regardless of the limit of tries that has been set for students.
- You can test drive assessments that are closed.
- You will see your score by clicking **Review** at the end of the test drive.
- If edits are required as a result of the test drive, return to the **Assessments** page, click on the assessment name and make your changes.

5: Publish an assessment

1. Before students can attempt an assessment, it needs to be published. Click the **Publish** icon beside an assessment as shown in the figure above.
2. Once an assessment has been published you can unpublish it at any time to change settings. When an assessment is unpublished it will be removed from the student list and grading view. **Note: Think very carefully before unpublishing an assessment after submissions have been received.**
3. Settings include: **dates (open, due and accept until)**, **tries (from 1 to unlimited)**, **time limit**, **review options**, **grading options**, and **presentation options**. These are indicated on the following page.
4. A new icon appears in the **Publish** column when an assessment is available to students.



Set Options

Title: test

Settings

Type: Test, Assignment, Survey

Open: [calendar icon]

Due: [calendar icon]

Accept Until: [calendar icon]

Tries: Number of Tries: 1, Unlimited

Time Limit: Untimed, Timed: [input] [Instructions](#)

Review Options

Make Review Available: Upon submission, Upon release, After date: [input], Never

Show Answer Key & Item Scores: For all answers, Only for correct answers, Never

Show feedback

Release Grades: Automatic release, Manual release

Anonymous Grading: Suppress user name while grading

Password (optional)

[input]

Presentation

Honor Pledge: Require users to accept

Hints: Show during delivery

Navigation: Flexible order, Strict order

Layout: One question per page, One part per page, All questions on one page

Part Numbering: Continuous, Restart on each part

Final Message:

[Rich text editor]

Summary

This Test consists of:

- 1 Parts
- 6 Questions
- 6.0 total points

Buttons: Save, Test Drive, Publish

If the assessment is to have a time limit, click on the radio button and set the limit. Otherwise, leave it as untimed. The **Instructions** link shows examples of how to format the time.

For all answers: students will see which answer is correct or incorrect and how they did on each.

Never: students won't have access to **Review** at all.

Show Feedback: allows students to read any additional feedback that you included when authoring the questions.

Flexible Order allows students to answer the assessment's questions in whatever order they want.

Strict Order means that students will be able to see and answer a question only once.

Type in a message you want students to see when they submit their assessment.

Due and **Accept Until** may be left blank if you wish. **Accept Until** is not visible to students and can be used to provide a grace period within which students can submit work late. If the **Accept Until** field is blank, assessments will not be accepted after the due date.

These settings affect what students will be able to see after they submit.

Upon submission shows review immediately after students submit their assessment.

Upon release shows after the assessment has been graded and released.

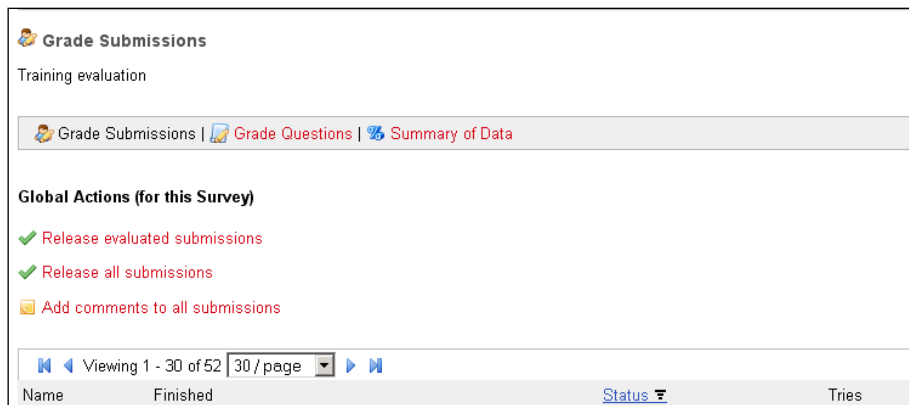
After date shows review at a specific time.

Never means students cannot see review unless this option is changed later to something else.

Choose **Honor Pledge** if you require students to accept a pledge stating they did not receive or give assistance.

The default setting **One question per page** is highly recommended. When students answer one question per page, their answer is saved when they click on **Next**, thus reducing the risk of losing answers due to computer or human error.

6: Grade student work



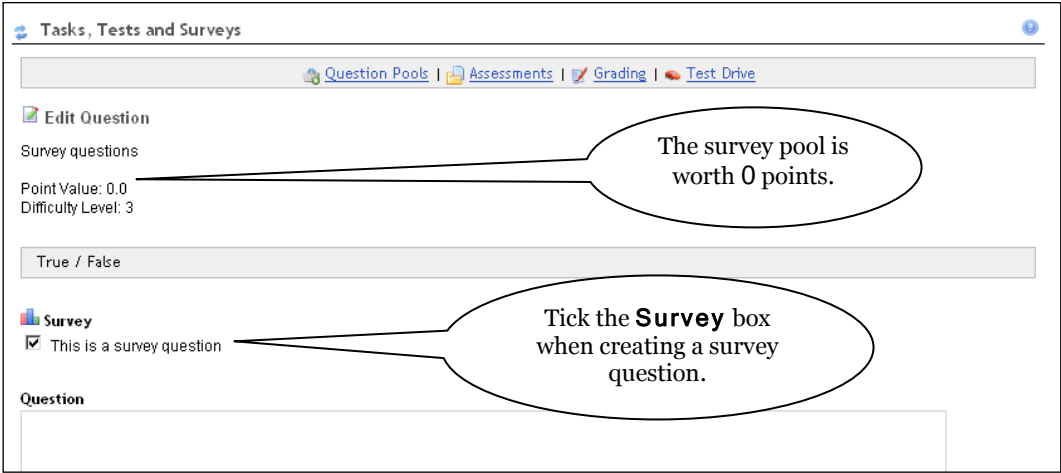
1. Grading allows for adjusting scores if required, either by one student at a time (**Grade Submissions**) or by one question at a time (**Grade Questions**).
2. Questions that were not automatically marked need to be marked & have scores assigned manually.
3. The grading process includes the option of making individual comments to each student, either by question or as an overall comment.
4. **Summary of data** provides information on what the question is, how many students answered it, how many students chose each answer, what the correct answer(s) is, an answer key, and how many students did not answer the question.
5. In addition to assessment questions, a summary of data is available for survey questions. Unfortunately, student marks are not available for export to a spreadsheet in the current version of the Test Centre tool. This feature is planned for a later release in 2009.

A note about Surveys

Although similar to other assessment types, surveys are different from tests, quizzes, and assignments in several ways:

- Surveys have no answer key
- Surveys are never scored, as there is no right or wrong answer
- Surveys are always anonymous
- Once published, you cannot change a survey to a test or assignment.

A question pool for survey questions should be worth 0 points; it is good practice to create unique pools for survey questions.



The workflow for creating a survey is the same as that for creating an assessment.