

Test Centre – the test creation process

Create Question Pools

- Plan your pools eg. types of questions.
- Click **Question Pools** tab.
- Click **Add Pool** and fill in appropriate details.
- Create as many pools as needed.
- Pools can be imported from a site you own.
- Use **Edit Pool Properties** if needed.

Adding questions

- Click on a question pool title.
- Click **Add Question**.
- Choose from **7 types of questions**.
- Add questions as needed.
- To edit, view, move, copy or delete questions, click on the title of a question pool.
- You can also use **Import** to add questions.

Create an Assessment

- Click **Assessments** tab.
- Click **Add** and fill in assessment properties.
- You can create parts, then add, select, draw, move, or remove questions from those parts.
- You can draw questions from multiple pools into the one test, or have one pool per test.
- You can also use **Import** to re-use assessments from your other sites, then edit assessment properties as needed.

Set Settings

- Click **Assessments** tab.
- In the **Assessments** screen, click the grey wheel icon (under "Publish") beside your newly added assessment title.
- Fill in the **Set Options** details – type, points, dates open and close, tries, time limit, review options, grading options, presentation options, message if any.
- At bottom of Set Options page, click "**Save**" tab to save the settings or "**Test Drive**" tab to trial your test.

HINT: *It is recommended that you trial the test to make sure that it is free of problems, looks the way you want it, and is scoring correctly.*

Test Drive

- Click **Test Drive** tab.
- Click on the test you wish to trial. This will give you a student's view of how the test works.
- Do the test.
- See your score by clicking **Review**. This will help you to make sure that all questions are being scored correctly.
- To edit, go back to your Assessment title to make your changes.

Publish the assessment

- After you have test-driven your assessment and made any necessary edits to questions, you are ready to publish your assessment.
- In the **Assessments** screen click on the grey wheel icon (under "Publish") again.
- Scroll down the **Set Options** page and click **Publish** tab at the bottom right corner.
- Now in the Assessments screen, a **green tick** on the grey wheel icon means the assessment is published and available to students.
- You can **delete/unpublish** an assessment if necessary.

NOTE: *Once you publish an assessment you cannot add or alter questions.*