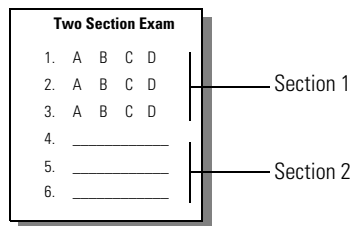


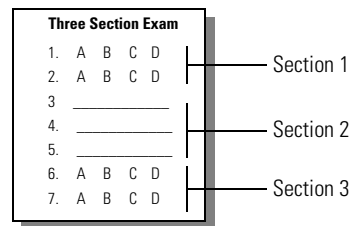
Aligning a Benchmark Assessment (Administrators)

Aligning an assessment

You add assessments to the Benchmark Assessment Locker by aligning your *existing exams* to standards. Aligning an assessment creates an answer sheet you can use for administering and scoring the assessment. Each assessment contains one or more sections. Each section must contain only one type of question—multiple choice, short answer, or long answer (constructed response).



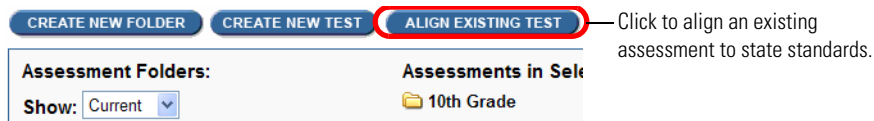
This example shows two sections.



This example shows three sections.

To align an assessment:

- 1 Click the **Benchmark Exams** tab. Click the **Assessments** link or icon.
- 2 In the Assessments page, click the **Align Existing Test** link.



- 3 Choose a folder and click **Continue**. Type a name for the exam, the date when it will be administered, and a description. If necessary, select a different standards group.
- 4 Choose whether to allow the exam to be copied and whether to display overall scores on reports. Click **Continue**.
- 5 In the Choose Standards Category page, choose a standards category and a grade level.
- 6 In the Choose Specific Standards page, click the check box beside each standard you want to include. Click **Continue**.
- 7 Review the standards you've selected and click **Continue**.

- 8 In the Start a Section page, type a name for the section. Enter the number of questions for this section.
- 9 Choose the type of question.
 - For multiple choice questions, select the number of possible choices.
 - For long answers, choose whether they are graded on a point scale or on a weighted rubric. See *Creating a weighted rubric*, next.
 - For long answers graded on a point scale, choose whether to show zeros on answer sheets.
 - For non-rubric questions, enter the default point value for all questions in the section, using whole numbers between zero and 999.
 - For all long answer sections, choose whether to create a teacher score sheet for this section.
- 10 Click **Continue**.
- 11 In the Align Questions page, select one or more standards for each question.
- 12 For multiple choice questions, select the correct answer for each question.
- 13 Customize the section as needed:

To	Do this
Change the point value for a question	Type a new point value using whole numbers between zero and 999.
Edit the rubric for a question	Click Edit Rubric , choose a the number of possible scores, and enter new rubric scores or point values.
Change the labels for multiple choice answers	Click the Set Up Questions/Answer Labels link. Type or select new labels, and click Finish .
Change the labels for questions	Click the Set Up Questions/Answer Labels link. Choose a numbering scheme, and click Finish .
Add more questions	Click Add More Questions , type the number of questions to add to this section, and click OK .
Add more standards	Click Add More Standards , select the subject and grade level, and then select the specific standards.

- 14 To add a new section, click **Start New Section**. If you have finished all sections, click **Save & Finish**.

Creating a weighted rubric

A *rubric* is a set of scoring guidelines that define specific criteria for the performance levels a student can achieve on a piece of work. Each performance level is represented by a possible score. An Edusoft *weighted rubric* assigns a point value to each possible score. Edusoft uses the weighted rubric to calculate the number of points each student receives based on their rubric scores.

To create a weighted rubric:

- 1 In the Create Weighted Rubric page, choose the number of possible scores for this rubric.
- 2 For each rubric score, enter the score that appears on the answer sheet and the corresponding point value. Click **Continue**.

Uploading a test file

After you align an assessment, you can upload, or attach, the file that contains the questions and store it with the assessment.

To upload a test file:

- 1 Click the **Benchmark Exams** tab, and then click the link or icon for **Assessments**.
- 2 In your Assessment Locker, select an assessment and click **View Details**.
- 3 Click **Upload Test** to select the file that contains the questions.
- 4 Click **Browse** to locate the file on your computer and click **Open**.
- 5 Click **Upload**.

Making an assessment public

When you align a benchmark assessment, Edusoft assumes that you want to keep the assessment private. When you are ready to share the assessment with the rest of the district, you change its security setting to public.

To make an assessment public:

- 1 In your Assessment Locker, select an assessment and click **View/Edit Details**.
- 2 To make an assessment public, click the **Make Public** link.

Editing an assessment

After an assessment has been aligned, you can edit the assessment to make a number of changes.

- If answer sheets have not been printed and the assessment is private, you can change almost anything about the assessment. The only thing you can't change is question type (for example, from multiple choice to short answer).
- If answer sheets *have* already been printed or if the assessment is shared, you can either create a copy of the assessment and edit the copy as if it were a new assessment, or you can make limited changes. You can't add or remove questions, nor can you rename or reorder sections.

To edit an assessment:

- 1 In the Assessment Locker, select the assessment and click **View Details**. Click **Edit** to modify the assessment.

If answer sheets have been printed, Edusoft alerts you and lets you either create a copy of the test or make limited changes to the existing test.
- 2 To change the assessment name, administration date, description, or test properties, click **Edit Test Info**.
- 3 To rename or change the order of sections, click **Rename/Reorder Sections**.
 - To rename a section, select the section and type a new name.
 - To move a section, select the section and use the **Move Up** and **Move Down** buttons to change its position in the list.
- 4 To add a section, click **Add New Section**.
- 5 To edit a section, click **Edit This Section**.

You can add more questions or standards, change the standards for a question, change point values or rubrics, or change question and answer labelling.
- 6 Click **Save** or **Save & Finish**.

If your changes are to a test that has been graded, Edusoft regrades the test for you.
- 7 When you have finished editing the test, click **Back** to return to the Test Details page.