



EZ Assessment

Administer Test

User Manual

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Application Overview



<h3>View Data</h3> <p>View common assessment data by test, teacher, or student.</p> <p>Common Assessment Data</p> <ul style="list-style-type: none">View Test DataView Teacher DataView Tested Student Data : Tested -or- Current <p>Writing Assignment Data</p> <ul style="list-style-type: none">View Test DataView Teacher Data <p>View data from assessments administered using EZ Assessment</p>	<h3>Create/Define Test</h3> <p>Build a new test using items from the item bank, define an existing test (hard copy) by creating a test key, or edit an existing test or test definition.</p> <ul style="list-style-type: none">View Test ListCreate/Define a TestManage Test Folders <p>Create tests using the item banks or define an answer key</p>																				
<h3>Administer Test</h3> <p>Pre Slug test forms, create an online testing administration, upload test results, or view/edit an existing upload or online test administration.</p> <table><tr><td>Offline</td><td>Online</td><td>Writing</td></tr><tr><td>Pre Slug</td><td>Assign</td><td>Assign</td></tr><tr><td>Uploads</td><td>Manage</td><td>Manage</td></tr><tr><td>Score</td><td></td><td></td></tr></table> <p>Administer tests either online or offline</p>	Offline	Online	Writing	Pre Slug	Assign	Assign	Uploads	Manage	Manage	Score			<h3>Item Bank</h3> <p>Create test items, passages and rubrics for the test item bank.</p> <table><tr><td>Items and Passages</td><td>Rubrics</td></tr><tr><td>View Items & Passages</td><td>View Rubrics</td></tr><tr><td>Create an Item</td><td>Create a Rubric</td></tr><tr><td>Create a Passage</td><td></td></tr></table> <p>Add questions to school item bank</p>	Items and Passages	Rubrics	View Items & Passages	View Rubrics	Create an Item	Create a Rubric	Create a Passage	
Offline	Online	Writing																			
Pre Slug	Assign	Assign																			
Uploads	Manage	Manage																			
Score																					
Items and Passages	Rubrics																				
View Items & Passages	View Rubrics																				
Create an Item	Create a Rubric																				
Create a Passage																					

For information about creating items, creating tests, or viewing test data, please refer to the EZ Assessment Manual - *Creating Items/Tests and Viewing Data*.

Online Testing

Assign a Test

Select Administer > Online > Assign to assign an online test to a group of students. Complete the appropriate information in the Test Assignment Form.

Administer Test

Pre Slug test forms, create an online testing administration, upload test results, or view/edit an existing upload or online test administration.

Offline	Online	Writing
Pre Slug	Assign	Assign
Uploads	Manage	Manage
Score	Student Login http://192.168.2.220/testing	

Back to List

Give assignment a description
Description: Online Testing Demo

Select the test
Level: School
Folder: ALL
Test: 7th grade math test (School)

Select the testing teacher
Teacher: Buckley, Alexandria

Enter the testing date
Test date: 07/24/2014
mm/dd/yyyy

Select the login type
Login Type: List of Students

Select a period designation
Period: 2

Add students to the roster
By class: Buckley, Alexandria~Math
+ Add Class
By student: NONE
+ Add Student

Description: Online Testing Demo
Test: 7th grade math test
Teacher: Buckley, Alexandria
Test date: 07/24/2014
Login Type: List of Students
Period: 2
Access code: Access code will be generated
Assignment status: Open
Opening and Closing of assignments have been moved to the assignment listing by clicking on or

Roster:

Actions	Student Number	Name	Progress Status
	demo0081068497	Frazier, Danielle	Has Not Been Saved
	demo0081353143	Lewis, Danny	Has Not Been Saved
	demo0081243701	Williams, Deborah	Has Not Been Saved

Save Data

Click Save Data when the form is complete

Each assignment must have a description

Choose the test the students will take

Select the teacher

Choose a testing date

Students will log in by either typing in their student ID number or choosing their name from a list

Delete a student from the list





Select a period (optional)

Choose a class and click Add Class

Choose a student and click Add Student

After clicking *Save Data* the user will be taken to the *Manage a test* page. This page is also accessible on the menu page by going to **Administer > Online > Manage** (see pg. 4).

Manage a Test

-  Edit an online testing assignment
-  View the test that has been assigned
-  View student progress
-  View and score student responses



	Test Date	Test Name	Teacher	Period	Students / with Answers / Pending Scoring	Assignment Status
<input type="checkbox"/>	08/24/2014	2014 ELS BMA 6th Language (copy)	Bazor, Teresa	N/A	11 / 0 / 0	Closed
<input type="checkbox"/>	08/24/2014	2014 ELS BMA 3rd Math (copy)	Burage, Alivia	1	25 / 0 / 0	Closed

Open a Test (for student testing)

To open a test for student testing, check the box to the left of the row and select 'Open for Testing'. The **student access code** will appear in the far right column.

	Test Date	Test Name	Teacher	Period	Students / with Answers / Pending Scoring	Assignment Status
<input checked="" type="checkbox"/>	08/24/2014	2014 ELS BMA 6th Language (copy)	Bazor, Teresa	N/A	11 / 0 / 0	Open (Use Access Code [2ajupk])
<input type="checkbox"/>	08/24/2014	2014 ELS BMA 3rd Math (copy)	Burage, Alivia	1	25 / 0 / 0	Closed

Student Online Testing (see page 5)

Close a Test (see page 5)

See **'Score Tests / Publish Results'** (pg. 9-10) for information on how to score test and publish (promote) data to view and analyze.

Online Student Testing

Students will go to <https://www.ezatest.com/testing> and enter the access code (available on the test list once the test has been opened for testing) for the assignment they will be completing, and either put in their student number or choose their name from a list.

Once the name is selected or ID number entered, the student test will open.

After answering a question the student will click *Submit Answer* to move to another question.

After answering a question, the question link for that question turns green.

When completely finished taking the test, the student will click *I'm Done*.

Game Number	Points Scored
1	33
2	45
3	19
4	25
5	48
6	36

Close a Test

(for scoring and publishing)

When the test is ready to score and publish the user must close the test. From the *Manage Test List* place a check mark to the left of the test, then select 'Close for Testing' from the drop down list. **Until an assignment is closed, it cannot be scored or published.**

	Test Date	Test Name	Teacher	Period	Students / with Answers / Pending Scoring	Assignment Status
<input type="checkbox"/>	08/24/2014	2014 ELS BMA 6th Language (copy)	Bazor, Teresa	N/A	11 / 0 / 0	Open (Use Access Code [2ajupk])
<input type="checkbox"/>	08/24/2014	2014 ELS BMA 3rd Math (copy)	Burage, Alivia	1	25 / 0 / 0	Closed

See **'Score Tests / Publish Results'** (pg. 9-10) for information on how to score test and publish (promote) data to view and analyze.

Offline Testing

Pre Slug Forms

To test students offline, users will need a Benchmark 3000 scanner and scan forms (both attainable from Apperson @ 1-800-438-0162). It is important to be sure the lettering scheme of the test matches the lettering scheme of the scan form. The scan forms will need to be Pre Slugged.

1. Log into EZ Assessment, click on *Pre Slug* under **Offline** in the **Administer Test** menu.
2. Choose the Pre Slug criteria:
 - a. If tests are organized by folder, choose the folder location. Otherwise, leave *Choose Folder* set to *ALL*.
 - b. Next to *Choose Test*, select the level the test was created on (*District/School/Teacher*) and then the test itself from the drop down menu.
 - c. Select the teacher of record (test will be attributed to this person in the test data) from the *Choose Testing Teacher*. If a teacher's name is not in the list, add the teacher as a user using *Administrator* tools (see Site Administrator at the Support page at www.k12els.com for directions). If there are duplicate teacher names, change names using *Administrator* on the dashboard.
 - d. Next to *Choose Testing*, select *Class* or *Students* according to whether you want to add an entire class of students to the list or just one student at a time. Then from the *Choose Testing* drop down menu select either a teacher's class (if you chose *Class*) or an individual student (if you chose *Students*).
 - e. Select a *Period* or leave set to *N/A* if period does not apply. Period must be designated in order to view results by period.
3. Click *Add to List*. The list created below can be edited by deleting students from the list who will not be tested.

Choose Folder: ALL
Choose Test: District • School • Teacher: ELS Test Demo
Choose Testing Teacher: Ball, Aaliyah
Add to List

Choose Testing: Class • Students: Ball, Aaliyah~1 Math
Choose Period: 7

Form: Apperson 29340
Create PDF
Create Merge File
clear all
Records: [21]

Student	Test	Teacher	Course	Period
X Anderson, Julius	ELS Test Demo	Ball, Aaliyah	Ball,Aaliyah~1 Math	7
X Baker, Christie	ELS Test Demo	Ball, Aaliyah	Ball,Aaliyah~1 Math	7
X Brady, Teresa	ELS Test Demo	Ball, Aaliyah	Ball,Aaliyah~1 Math	7
X Butler, Candice	ELS Test Demo	Ball, Aaliyah	Ball,Aaliyah~1 Math	7
X Coleman, Kelvin	ELS Test Demo	Ball, Aaliyah	Ball,Aaliyah~1 Math	7
X Ferguson, Rodney	ELS Test Demo	Ball, Aaliyah	Ball,Aaliyah~1 Math	7
X Garrett, Belinda	ELS Test Demo	Ball, Aaliyah	Ball,Aaliyah~1 Math	7
X Hamon, Wendell	ELS Test Demo	Ball, Aaliyah	Ball,Aaliyah~1 Math	7

3. Select corresponding form from the *Form* drop down menu. Form number appears at the bottom left of Apperson test form.
4. When your list has been created (we suggest printing no more than 200 test records at a time), click on *Create PDF*.
5. Place blank forms into a **laser printer** and print. Users will need to be careful that all settings on their printer that may cause the file to shrink (shrink to fit, print scaling, fit to page) are set in such a way as to not affect the size of the file. Do not divide the scan forms before pre slugging. Once the forms are pre slugged, they are ready to be used for the assessment. After the students take the test, the forms will need to be scanned and uploaded.

Important Note:

ELS and/or Apperson Education Products will not be held liable for test forms damaged or rendered unusable by this pre-slugging process. **Please test carefully prior to printing a large batch of forms.** We recommend first printing a few forms and scanning them to make sure they are properly read by the scanner and ELS Interface software prior to printing a large batch of forms.

Pre-Slugging Do's and Don'ts**Pre-Slugging Do's**

Do: Choose a form with the same answer pattern as the test.

Do: Monitor printed forms at a minimum of every 20 forms. Barcodes should be dark, crisp and centered horizontally on the blue line.

Do: Use a laser printer.

Do: Check one form from each new pack to make sure that it fits into the scanner tray.

Pre-Slugging Don'ts

Do Not: Separate the forms prior to printing.

Do Not: Pre-Slug 'A-D/F-' forms for an 'A-D' test (or vice-versa).

Do Not: Print large batches of forms without monitoring the printed forms.

Do Not: Print forms with an Ink Jet printer.

Do Not: Use a printer or copier that is low on toner.

Scan Tests**Initial Setup**

1. Go to www.k12els.com >Support>EZ Assessment and click on *ELS Interface Download/Install* and select *ELS Scanning Interface Setup.exe* to install the software. Click *Run* and follow prompts to complete install.
2. Open the ELS Interface software and install the scanner drivers for the Benchmark 3000. [If the scanner install dialogue screen doesn't initially appear, go to Help>USB Drivers and install the 'Benchmark 3000' driver if the light is red. If the light is green, the driver is already installed.]
3. Close the ELS Interface software.
4. Unpack the Apperson Benchmark scanner, put in the ink cartridges, and connect the scanner via USB

1. To Scan Forms

- a. Open the *ELS Interface* software.
- b. Go to *Scanner* and select *Scanner Settings*, set the sequence number to '1' and click on *Print Batch/Sequence #*.
- c. Select your desired scoring mode from the menu bar (*Test Scoring* mode if using a key, *Data Collection*, the most common mode for ELS users, if not). If you are doing *Test Scoring* method, place the key face up in the scanner tray and push the *Scan/Pause* button on the scanner.
- d. Place the test forms in the scanner tray, face up, and push the *Scan/Pause* button on the scanner.
- e. When scanning is complete, click *Results Export* to export your data. Name and save the *file to a location* you can easily recall. **Note:** Multiple teachers and/or test can be scanned in each batch if so desired.

Upload Results

- Click *Upload to PM* from the menu bar in ELS Interface or choose Administer Test > Offline > Uploads, from the EZ Assessment menu page.
- Set the criteria for the upload file. If your file contains the Test and Teacher ID's, the criteria can be left *From Upload File*. If you wish to overwrite a particular test and/or teacher id to all records in *the file*, *select* a test and/or teacher from the drop-down list(s). If there are duplicate teacher names in the list, change the names using *Administrator* tools (see **Site Administrator** at the Support page at www.k12els.com for directions) on the dashboard.
- Set the date that the test was administered. Set the same date for all tests that you want grouped together.
- Select the 'browse' button and select the scanned upload file that was saved in step 1e.
- Select 'Save' and the test records will appear in a preview screen.

Preview Results

Upload Preview/Edit

Test : 2013 ELS BMA 4th LA (copy)
Test Date : 08/24/2014
Incomplete Records Remaining: 3

Review and edit the test records below as necessary, then choose one of the following options:
[Records shaded red must be completed before choosing 'Score Upload'. It is possible that another record has the same teacher, test, student, period, test date.]
[Records shaded yellow contain multiple answer questions(ie: more than one letter)]

Seq.#	Student ID	Student Name	Teacher Name	Test Name	Period	# Answers
1	demo008938657	Akers, Wanda	Boatner, Gabrielle	2013 ELS BMA 4th LA (copy)	3	45
2	demo0081051110	Alford, Ramon	Boatner, Gabrielle	2013 ELS BMA 4th LA (copy)	3	45
3	demo008928322	Banks, Sammy	Boatner, Gabrielle	2013 ELS BMA 4th LA (copy)	3	42
4	demo0081312697		Boatner, Gabrielle	2013 ELS BMA 4th LA (copy)	3	44
5	demo0081051082	Bolton, Allan	Boatner, Gabrielle	2013 ELS BMA 4th LA (copy)	3	45
6	demo0081031283	Bonner, Jon	Boatner, Gabrielle	2013 ELS BMA 4th LA (copy)	3	45

- On the Preview Screen, edit Student Name, Teacher Name, Test Name, Period.
- Choose one of the following options on the screen: *Score Upload*, *Preview Later*, or *Delete Upload*.
- Selecting *Score Upload* will send the test results into *Score Tests/ Publish Results* (see pg. 9-10)

(To Upload Additional Test Files)

- Return to ELS Interface, go to *Scanner>Reset Scanner* and respond *No* when asked whether you wish to save the session.
- Repeat steps 1 and 2 to upload additional test files.

Test Form Collection Directions (for teachers)

- Don't use paper clips on forms.
- Don't use any sticky notes on the test forms.
- Remove all blank forms or partially finished that you don't want included in totals.
- Stack forms in order by test and teacher.
- If the front edges of forms are bent, stack the forms together and put a heavy weight (e.g. ream of paper or several textbooks) on top of the forms for a period of time.

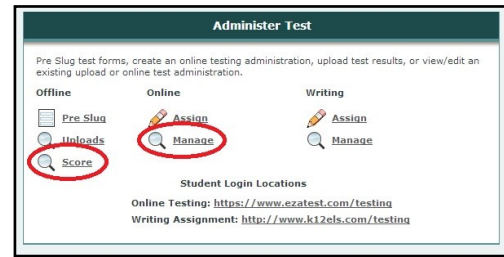
See '**Score Tests / Publish Results**' (pg. 9-10) for information on how to score test and publish (promote) data to view and analyze.

Score Tests / Publish Results (For Both Online & Offline Tests)

Score Tests

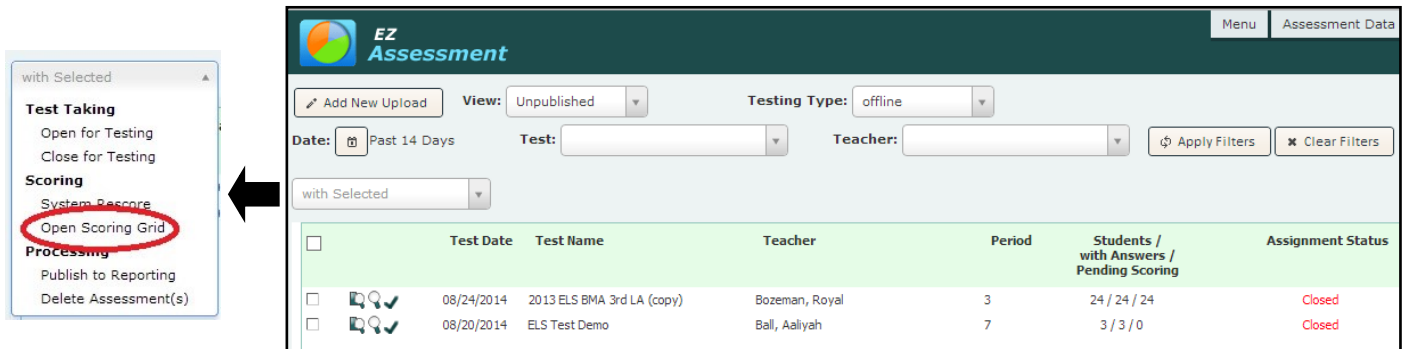
For Teacher and/or Administrator Scoring of constructed response items:

Go to the Menu page and select **Offline > Scoring** or **Online > Manage**, depending on which type of tests you wish to score.



(Teachers or Administrator users can perform this step)

Place a check next to the test section(s) and choose *Open Scoring Grid* (if the test contains *constructed response* items) or *Publish to Reporting* if the test sections are ready to move to reporting (for viewing of results and reports).



Scoring Grid

[Back to List](#)

Test Name: 7th Grade Math Test
Students: 13
Total Points: 16

You will need to refresh the browser window (Press the 'F5' key on Windows, Open Apple - R on Mac) to see the most up-to-date data.

Student	Date	Teacher	Period	4	5	6	7	8	9	10
Beatty, Leslie	07/29/14	Johnson, Dawn	N/A	H	D	F	D	G	4	-
Butts, Jamie	07/29/14	Johnson, Dawn	N/A	H	B	H	D	J	-	-
Dixon, Philmore	07/29/14	Johnson, Dawn	N/A	J	B	F	B	J	-	-
Doby, Norm	07/29/14	Johnson, Dawn	N/A	J	D	F	D	J	-	-
Dunn, Jalen	07/29/14	Johnson, Dawn	N/A	J	B	F	C	J	-	-
Everett, Abby	07/29/14	Johnson, Dawn	N/A	F	B	F	C	F	-	-
Everett, Alexander	07/29/14	Johnson, Dawn	N/A	J	B	F	C	J	-	-
Farris, Grace	07/29/14	Johnson, Dawn	N/A	J	B	F	C	J	-	-
Gagnon, Rhonda	07/29/14	Johnson, Dawn	N/A	H	B	F	C	H	-	-
Gandy, Jethro	07/29/14	Johnson, Dawn	N/A	J	A	H	D	J	-	-
Griffin, Thomas	07/29/14	Johnson, Dawn	N/A	J	B	F	C	J	-	-
Griffin, Tim	07/29/14	Johnson, Dawn	N/A	NA	NA	NA	NA	NA	-	-
Gunn, Talaya	07/29/14	Johnson, Dawn	N/A	J	B	F	C	J	-	-

Item #9 [Next Question](#) Student: Beatty, Leslie [Next Student](#)

Student Score 4 points out of 4

Item Type: Constructed Response

Student Response: [View Question](#) [View Rubric](#)

$d = 30(7) - 1/2(9.8)49 \quad 3$

$d = 210 - 4.9(49) \quad 3$

$d = 210 - (240.1) \quad 3$

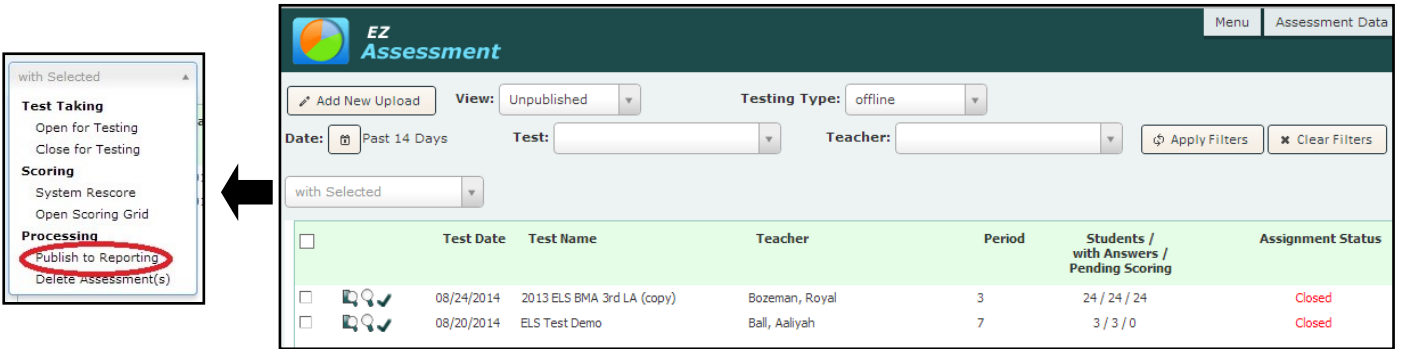
$d = -30.1 \quad 3$

$d = -27.1$

Multiple choice items will be scored automatically. Constructed response items (if included in assessment) must be scored manually. By clicking the red box of the item, users are able to see the student response (if an online assessment) and apply a score to it. Users are also able to click *View Question* or *View Rubric* to see information about the item. Once an item is scored, users can click *Next Question* or *Next Student* to continue. When scoring is complete, select *Back to List*.

Publish Results

Once assessments are scored they can be published to reporting so that test data can be viewed and reports created,

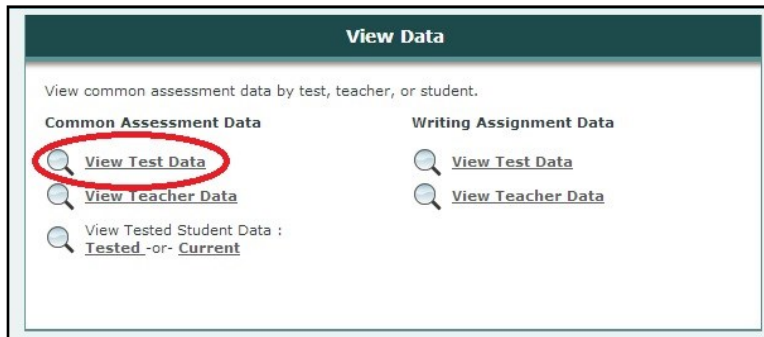


The screenshot shows the EZ Assessment interface. On the left, a dropdown menu is open, showing options under 'Test Taking', 'Scoring', and 'Processing'. The 'Publish to Reporting' option under 'Processing' is circled in red. An arrow points from this menu to the main interface. The main interface has a 'View' dropdown set to 'Unpublished' and a 'Testing Type' dropdown set to 'offline'. Below these are filters for 'Date' (Past 14 Days), 'Test', and 'Teacher'. A table lists two tests:

	Test Date	Test Name	Teacher	Period	Students / with Answers / Pending Scoring	Assignment Status
<input type="checkbox"/>	08/24/2014	2013 ELS BMA 3rd LA (copy)	Bozeman, Royal	3	24 / 24 / 24	Closed
<input type="checkbox"/>	08/20/2014	ELS Test Demo	Ball, Aaliyah	7	3 / 3 / 0	Closed

View Results

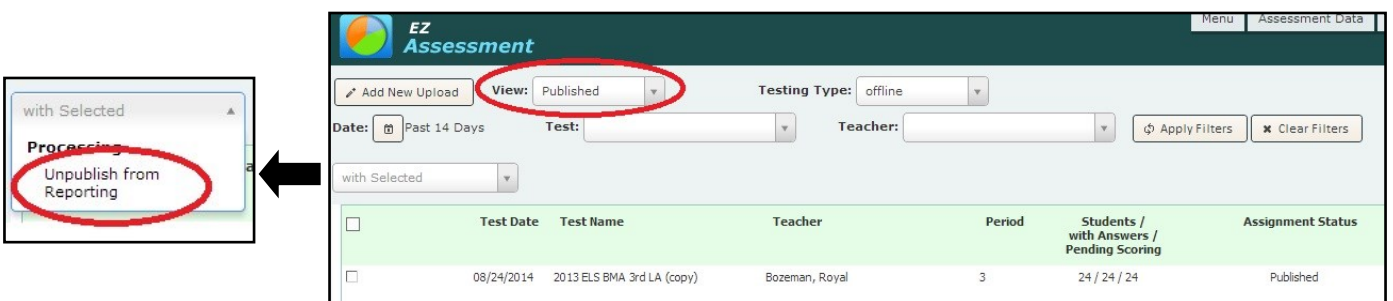
Results can be viewed by going to the EZ Assessment menu and choosing View Data > View Test Data. (See more information regarding data views and data reports available in the EZ Assessment Manual.)



The screenshot shows the 'View Data' menu. It has two columns: 'Common Assessment Data' and 'Writing Assignment Data'. Under 'Common Assessment Data', the 'View Test Data' option is circled in red. Other options include 'View Teacher Data' and 'View Tested Student Data : Tested -or- Current'. Under 'Writing Assignment Data', there are 'View Test Data' and 'View Teacher Data' options.

Unpublish Results

If test data needs to be rescored or deleted, the user must go to **Administer > Offline > Score** or **Administer > Online > Manage** and change the filter to *Published*, then select *Unpublish from Reporting*. The results can now be rescored (see *Scoring Tests / Publishing Results* on previous page).



The screenshot shows the EZ Assessment interface. On the left, a dropdown menu is open, showing options under 'Processing'. The 'Unpublish from Reporting' option is circled in red. An arrow points from this menu to the main interface. The main interface has a 'View' dropdown set to 'Published' and a 'Testing Type' dropdown set to 'offline'. Below these are filters for 'Date' (Past 14 Days), 'Test', and 'Teacher'. A table lists one test:

	Test Date	Test Name	Teacher	Period	Students / with Answers / Pending Scoring	Assignment Status
<input type="checkbox"/>	08/24/2014	2013 ELS BMA 3rd LA (copy)	Bozeman, Royal	3	24 / 24 / 24	Published

Support Information

Support

Please contact us by phone (1-877-233-7833) or e-mail (support@k12els.com) with any questions you may have regarding our products.

System Requirements

The ELS Product Suite is a web application that is hosted by Educational Leadership Solutions, Inc. Because it is an internet-based application, users (teachers and administrators) can access it from any computer that has access to the internet. The applications can run on web browsers, including Internet Explorer, Mozilla Firefox, and Safari.

Training

The ELS Product Suite has been designed to require little or no formal training. It is our goal to make the application user-friendly to the point that it can be mastered by following written instructions.

All training documents, user manuals, and product demos are available at our website: www.k12els.com.

Educational Leadership Solutions, Inc. also provides on-site training for schools who desire additional assistance with implementing the ELS Product Suite.

ELS, Inc.
Customer Support
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