

Accessing Tests

HOME | DEMO WILL RESET IN 1:10 | SHARON ARESE | ADMIN | FARIA INTERNATIONAL SCHOOL TRIAL MYP

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Search Tests SEARCH Status Test Delivery Marking Type Term Filter Term 2 (current) Time Filter

MORE FILTERS RESET

Showing tests for Term 2 (From Jan 1, 2019 to Jul 31, 2019). If you wish to see tests from a different term, use the filters above.

#	TEST DELIVERY	TEST TITLE	SUBJECT & CLASSROOMS	TEST INFO	ACCESS INFO	STATUS	ACTIONS
1	Offline	IB MYP Physics Test - editable Sharon Arese - Jan 2, 2019 5:30 AM Jan 2, 2019 5:30 AM	Grade 10 - Physics IB MYP Physics (Grade 10) Sharon Arese, Risa Aoki	Jan 7, 2019 5:30 AM 120 mins Marks (143.0)	Access: ABC123 Invig: ABC123		ACTIONS
2	Offline	IB MYP Physics Test Published Sharon Arese - Jan 2, 2019 5:30 AM Jan 2, 2019 5:30 AM	Grade 10 - Physics IB MYP Physics (Grade 10) Sharon Arese, Risa Aoki	Jan 7, 2019 5:30 AM 120 mins Marks (143.0)	Test: 00000976 Access: ABC123 Invig: ABC123	Published by Sharon Arese on Sep 18, 2018 4:26 PM 2/14 2.16 MB	ACTIONS

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Send an Email to our Support Team

Once logged in, the page defaults to **Tests**. You can also access this page from the left navigation menu, click **All Tests**. This page will display:

- Test Title
- Who created it
- Name of class and subject
- Scheduled date and time, duration, and total marks
- Access and Invigilator codes
- Status (i.e. published, unpublished, archived) and number of submissions (if any)
- Any applicable actions (i.e. edit, duplicate, unpublish, archive, download file)

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Search Tests SEARCH Status Test Delivery Marking Type Term Filter Term 2 (current) Time Filter

HIDE FILTERS RESET

Classrooms

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Search and/or Filter tests based on the title, status, time range, and classroom(s). Each page shows a maximum of 20 tests with pagination at the bottom of the list.

Editing Tests

#	TEST DELIVERY	TEST TITLE	SUBJECT & CLASSROOMS	TEST INFO	ACCESS INFO	STATUS	ACTIONS
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On the right-end of each test are "3 dots", click on the dots to show available actions. If the test is unpublished, there will be an option to Edit Test. Note: To edit a published test, you will need to unpublish the test, edit and then make sure you publish the test again. A test cannot be unpublished if students have already taken the test and submitted answers to the test.

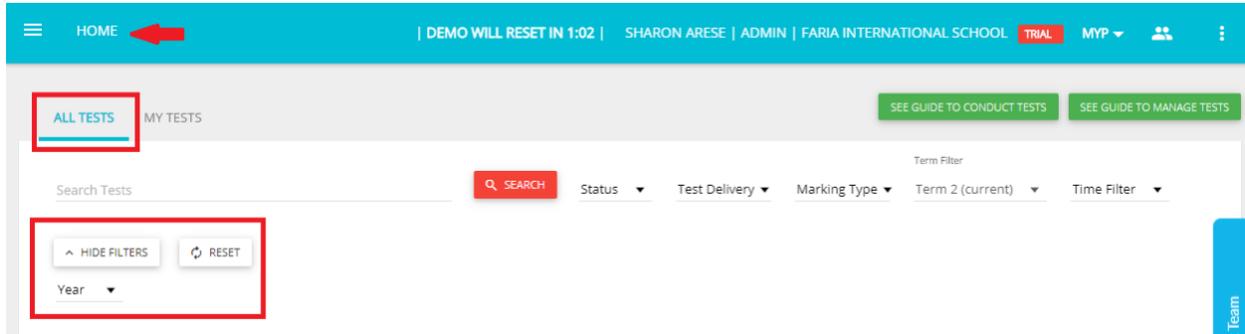
Note: Editing a test from Marks based to criteria based assessments - Administrators on AssessPrep can allow teachers to edit the test and change from Marks based assessments to criteria based assessments

The screenshot shows the 'SCHOOL SETTINGS' page with the 'PERMISSIONS' tab selected. The 'ADMIN' button in the top navigation bar is highlighted. In the permissions table, the 'Enable criteria based assessments for MYP' option is checked. A 'SAVE CHANGES' button is visible at the bottom left of the settings area.

Action	Enabled/Disabled	Extra
Allow teachers to unpublish assessments	<input type="checkbox"/>	
Enable online test delivery for formative assessments	<input type="checkbox"/>	
Enable criteria based assessments for MYP	<input checked="" type="checkbox"/>	

Managing Tests

View All Tests



Admins can view all tests across the whole school. Teachers will only be able to view tests created in their classes.

To start, click **Home** ^L_{SEP} > **All Tests**. Use the Search or apply Filters to look for specific tests.

Unpublish or Archive Tests

#	TEST TITLE	SUBJECT & CLASSROOMS	TEST INFO	ACCESS INFO	STATUS	ACTIONS
1	IB MYP Physics Test Sharon Arese - Jan 2, 2018 8:00 AM Jan 2, 2018 8:00 AM	Grade 10 - Physics IB MYP Physics (Grade 10) Sharon Arese, Risa Aoki	Jan 7, 2018 8:00 AM 120 mins 120.0 marks	Test: 71381795 Access: ABC123 Invig: ABC123	 7/14 2.11 MB	ACTIONS ▾
2	IB MYP Physics Test - editable Sharon Arese - Jan 2, 2018 8:00 AM Jan 2, 2018 8:00 AM	Grade 10 - Physics IB MYP Physics (Grade 10) Sharon Arese, Risa Aoki	Jan 7, 2018 8:00 AM 120 mins 120.0 marks	Access: ABC123 Invig: ABC123		ACTIONS ▾

Under Status, the green dot indicates the test is published and is available for students to download. The red dot indicates the test has not yet been published. Only Admins can unpublish or archive tests via the **Actions** dropdown.

Creating New Tests

HOME | DEMO WILL RESET IN 0:59 | SHARON ARESE | ADMIN | FARIA INTERNATIONAL SCHOOL TRIAL | MYP

ALL TESTS | **MY TESTS** | SEE GUIDE TO CONDUCT TESTS | SEE GUIDE TO MANAGE TESTS

Search Tests [SEARCH] Status Test Delivery Marking Type Term 2 (current) Time Filter

HIDE FILTERS RESET

Classrooms

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Admins can add new tests to any class via **My Tests** > click the **red + icon**.

Create New Test

All Fields Marked with * are required.

1 Test Title (eg. Mechanics of motion) *
Physics Prep Test

Access Code (Auto-generated)
9DESJD

2 Test Duration (minutes) *
45 mins

6 Test Scheduled at "2018-09-21T15:00:00.000Z"
Fri Sep 21 2018 11:00:00 GMT-0400 (Eastern Daylight Time)

3 Year *
Grade 10

4 Select Subject *
Physics (Sciences)

5 Choose classrooms *
IB MYP Physics (Grade 10) 43 ×

Already collaborating with: Sharon Arese, Risa Aoki

Select other teachers to collaborate with: (Optional)
Bess Lewis ×

Calculator Spell-check (needs latest version) Add extra instructions

SAVE CLOSE

Admins must complete the following fields & click **Save** to create tests.

1. Test Title
2. Test Duration
3. Select Year
4. Select Subject
5. Choose classroom(s)
6. Scheduled at time

[Click here](#) for further guidance on creating tests.