TestWiz™
Editing Item Bank Tests

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Overview
TestWiz allows you to edit any tests you’ve created using items from an Item Bank. For details on creating a test from an Item Bank, refer to Creating an Item Bank Test. To work with these tests after you’ve created them, refer to the details in this document.

Copying a Test
You may make a copy of any item bank test in order to create a new test. All aspects, except of the name of the new test, are copied from the original test and perpetuated to the new test. You may edit any part of the new test after it is created.

You may want to make a copy of a test that you already administered. For example, you may have administered a test and now find that you want to remove or add items, rearrange the order of the items, or make other changes. To create a new version of the test, create a new one by copying the original.

To copy an item bank test:

1. Click Utilities from the main TestWiz menu to go to the Utilities Console.
2. From the Test Management menu, choose Test Specifications, followed by Create or Edit an Item Bank Test.
3. Click Copy a test. A drop-down menu of tests appears.
4. Select a test from the “Select a test to use” drop-down list.
5. Click **Next** to continue. The Test Name page appears. Enter a new “Test Abbreviation” and “Test Description.” For example, you could add “v2” or “version 2,” or use an entirely new name.

6. Click **Next** to continue to the Subject page where you can select a different Item Bank, subject, or grade.

7. Use the numbered sections on the left side to navigate to other areas for editing. For example, click “6. Items” to delete items or to select new ones.

8. To change the order of items, go to “7. Item Order” and use the **Move Up**, **Move Down**, or **Delete** buttons to make changes to the order or to remove an item.
9. Refer to the document titled, *Creating Tests Using an Item Bank* for details on each part of an Item Bank test, and how you might edit it. You should also refer to *Creating Tests Using an Item Bank* to learn how to publish the test when you are ready, and how to proceed by creating a Test Administration.

**Note:** You may stop editing a test at any time. Any changes you have made are saved automatically.

After you copy a test or create a new version, you may want to delete the old version (if you have never administered it) or prevent it from being administered again while keeping it only for reporting purposes. To prevent an old version of a test from being administered again, refer to “Tests No Longer Being Administered” on page 18.

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**Deleting an Unpublished Test**

You may delete any test if it is unpublished, provided that you created the test and not someone else in your group. If a test is already published, you need to unpublish it first. (Refer to “Unpublishing a Test” on page 14.)

To delete an unpublished test:

1. From the **Test Management** menu, choose **Test Specifications**, and click **Create or Edit an Item Bank Test**.

2. Click **Edit an unpublished test**. A drop-down menu of unpublished tests appears.

3. Click the drop-down menu arrow to see the tests and click on a test to select it.

4. Click **Delete selected test** to continue to the next section or click on any of the section options on the left sidebar to reach a particular section of the text.
5. A message asks if you are sure you want to delete the test. Make sure you want permanently delete the selected test. Then click **OK**.

### Updating or Editing the Contents of a Test

If a test is not published yet, you may make changes to its contents at any time.

When you edit the contents of a test, you may want to **add or remove** any items (perhaps to change the amount of low/difficult items or add items that test other standards), **rearrange the order** of the items, or **rename the test** to add clarity for other users.

**Note:** If you have already published a test, the only way you can edit its contents is to first “unpublish” it. For information on unpublishing a test, refer to the section below titled, “Unpublishing a Test” on page 14.

To edit the content of a test that has not been published:

1. From within **Utilities**, cursor to the **Test Management** menu, then to **Test Specifications**, and click **Create or Edit an Item Bank Test**.
2. Click **Edit an unpublished test**. A drop-down menu of unpublished tests appears.
3. Click the drop-down menu arrow to see the tests and click on a test to select it.
4. Click **Next** to continue or click on any of the numbered sections on the left to reach a particular area to edit. For example, to add or remove items, go to “6. Items,” to change the order of the items, go...
Refer to the document titled, *Creating Tests Using an Item Bank* for details on each part of an item bank test and how to publish it when you are finished editing.

**Note:** When you publish an item bank test, TestWiz creates a Test Specification file for it. The Test Specification file maintains the layout information about the test such as the number of items, scoring details, and the appearance of the answer documents. You can edit the Test Specification directly after you publish a test. This process is described in the section below titled, “Editing Test Scores, Answer Document Layouts and Other Details.”

**Editing Test Scores, Answer Document Layouts and Other Details**

Once content is finalized and an Item Bank test is published, you may make other changes to it such as adding Subsections or giving more detailed Item Descriptions. These types of changes are controlled through the Test Specification, which is created after a test is published.

To edit some particulars of an Item Bank test that has been published:

1. From the **Test Management** menu, choose **Test Specifications** followed by **Select Existing Test**.

   ![TestWiz Utilities Console](image)

   *TestWiz Utilities Console*

   **Home** | **Local Item Management** | **Test Management** | **Student Records** | **Utility Reports** | **User Accounts** | **Help**

   **Test Management**

   - Test Specifications
   - Test Administrations
   - Enter Scores or Responses

   **Utility Reports**

   - Create or Edit an Item Bank Test
   - Create a New Test Specification
   - Select Existing Test

   The Test Specification dialog appears.

2. Select the test from the list.

3. Click **Edit**.

Go to any section listed on the left sidebar to edit a specific aspect of the test. You may make the following changes to an Item Bank Test Specification:

- Add up to five Test Purposes
- Add Subsections
- Edit the Item Descriptions
- Add Performance Level scores
- Change the Answer Sheet layout properties

Each of these is described in more detail in the sections that follow. (To learn more about all the sections, refer to the document, Creating and Editing External Tests.)
Adding Test Purposes

If this test serves a particular purpose and your group has Test Purposes populated by an administrator for your group (via the Manage Test Purposes option on the Test Management menu in Utilities), you may add up to five Test Purposes to the test. These can help you better identify the test or find it more easily using Test Purpose as a filter on various pages on which you might be selecting the test.

To add Test Purposes (optional), look on page “1. Test Name & Grade” and click the Test Purpose(s) field. Click the box next to any of the Test Purposes to select them.

Adding Subsections

Adding subsections can help organize the test better by placing certain items into Subsections. To add Subsections, go to “2. Subtests” to add new Subsections.

Then go to “4. Subsection Items” to place individual items into the Subsections.
Editing Item Descriptions

By default, items have an item description that corresponds to the standard on which it is based. For example, a math item may be aligned to a standard titled, “8-4-1-1. Polynomials.” You might want to change the description to something more specific such as, “8-4-1-1. Simplify the polynomial equation.”

To edit item descriptions, go to “Step 3. Answer Keys.”
Warning: Do not make changes to the Answer or Points for an item. This could result in scoring errors and incorrect reports. You may, however, set an item to “Skip” or choose a different version of an MC or an OR item.

Adding Performance Levels

Performance Level scores allow you to create named score levels for ranges of scores. For example, you could specify that 0 – 50 percent correct is named “Failing” or 80-100 percent correct is named “Exceeds.” This information can be presented on reports. For example:

<table>
<thead>
<tr>
<th>#</th>
<th>Item Type</th>
<th>Answer</th>
<th>Points Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MC (ABCD)</td>
<td>C</td>
<td>CCSS-Math-Content-5-G-A-1. Use axo...</td>
</tr>
<tr>
<td>2</td>
<td>OR (Quarter Page)</td>
<td></td>
<td>CCSS-Math-Content-5-MD-C-3a. Under...</td>
</tr>
<tr>
<td>3</td>
<td>TEI-Text Entry</td>
<td></td>
<td>CCSS-Math-Content-5-OA-A-1. Use pa...</td>
</tr>
<tr>
<td>4</td>
<td>TEI-Gap Match</td>
<td></td>
<td>CCSS-Math-Content-5-OA-A-1. Use pa...</td>
</tr>
<tr>
<td>5</td>
<td>MC (ABCD)</td>
<td>A</td>
<td>CCSS-Math-Content-5-OA-A-1. Use pa...</td>
</tr>
<tr>
<td>6</td>
<td>MC (ABCD)</td>
<td>D</td>
<td>CCSS-Math-Content-5-OA-A-1. Use pa...</td>
</tr>
</tbody>
</table>
To add Performance Level scores, go to “7. Performance Levels.” The Performance Level Cut Scores page allows you to create custom performance levels based on raw scores or percent correct scores, and associate these scores with any of the subtests. For details, refer to *Creating and Editing External Tests*.

**Controlling the Answer Sheet Layout**

If the test is being scanned in, you can change the layout of the answer sheet such as the size of the circles, the number of columns on a page, the location of the bubble labels (whether they are inside, above, or below the bubbles), and the location of any teacher response areas. For example, the answer
The sheet below has **bubble labels inside at 13 pt and three columns**.

<table>
<thead>
<tr>
<th>Lasta, Firsta</th>
<th>Class: Teacher 1</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>A sample answer sheet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**English Language Arts**

<table>
<thead>
<tr>
<th>1</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>B</td>
<td></td>
</tr>
</tbody>
</table>

To change the answer sheet layout properties, go to “8. Save/Release” and make changes in the “Plain Paper Scanning” section.

![8. Save / Release](image)

For details, refer to *Creating and Editing External Tests*.

**Note**: Tests that contain technology-enhanced items (TEIs) can only be administered online. A message at the top of the screen indicates this, and the “Plain Paper Scanning” options are unavailable.

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**Viewing a Published Test**

Once a test is published, you can no longer edit it. However, you can view it in read-only mode or create a new test from it by copying it.

To view a test in read-only mode:

1. From the **Test Management** menu, choose **Test Specifications**, and click **Create or Edit an Item Bank Test**.
2. Click **Read only view of a test**. A drop-down menu of unpublished tests appears.
3. Click the drop-down menu arrow to see the tests and click on a test to select it.

4. Click **Next** to continue to the next section or click on any of the section options on the left sidebar to reach a particular section of the text.

**Tip:** You can also see what a test looks like by viewing the booklets or the Test Details report. To access those easily, go to the **Test Management** menu and choose **Print Test Details/Booklets**.

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**Unpublishing a Test**

If you need to edit the contents of a test, but find that you have already completed the process of “publishing” the item bank test (see Creating Test from an Item Bank), you can no longer edit the contents of the test unless you unpublish it. You may unpublish any test, as long as you have not already administered it and have scores attached to it.

If you want to add or remove items or rearrange the order of items on a test, but you have already “published” the test, you should “unpublish” so that you can make those kinds of changes.

To unpublish an item bank test that you haven’t administered, follow the steps:

1. From the **Test Management** menu, choose **Test Specifications** followed by **Select Existing Test**.
2. Select the test from the list. The Test Management dialog appears.
3. Click **Unpublish or Delete**.
4. A message asks you if you are sure you want to delete the test. Click **OK**.

The test is now unpublished so that you may edit its contents. Refer to “Updating or Editing the Contents of a Test” on page 6 for more information on editing.

**Note:** You will see an error message if you try to unpublish a test that you have already administered or for which you have a Test Administration file. If you have only a Test Administration file but do not have any test scores associated with it, you can delete the Test Administration file first and then unpublish the test. One way to delete a Test Administration file is to click **Create/Edit/Delete** from the Test Management dialog box:
Then find the Test Administration in the list and click the delete link.

### Editing Booklets for Pencil and Paper Testing (optional)

Student and teacher booklets are available for any test you create from an Item Bank. These booklets are available as PDF, Microsoft® Word, and HTML files. You can print the files as they are, or you may first edit them in Microsoft® Word, and then upload the edited versions back to TestWiz for printing.

Editing booklets is useful if you want to control the formatting of a booklet yourself, add a special cover page, add branding logos, or even change the text of the questions.

**Note:** You should only edit the text of a booklet if the test is being administered via pencil/paper and NOT being taken online.

#### Editing a Booklet

To edit the student booklet or the teacher booklet for a published test:

1. Hover the cursor over the **Test Management** menu and choose **Select Existing Test**.
2. Click on the test whose booklet(s) you want to edit. If you have many tests, take advantage of the filtering capabilities on this screen.
3. A test manager window appears. Click **Print Details / Booklet**. The Print Test Details/Booklets page appears.
4. Click on the icon for the booklet you want to edit. The test booklet appears in a separate window. *(Note: The Student Booklet is not available if the test contains any TEIs).*

5. You may save the file and edit it using an appropriate editor.

When editing a test booklet outside of TestWiz:

- As you add page breaks, titles, etc., be careful regarding substantial changes that would affect how the test is scored.
- You may make changes to text, answer keys, and even add your own items. However, if you do so, you must also edit the Test Specification to coincide with your edits. Otherwise, the test will not be scored properly. (See “Editing Test Scores, Answer Document Layouts and Other Details” on page 7.

*Note: For tests administrated online, you cannot make any changes to the test booklet.*

- Some of the tests have embedded table formatting. You may not be able to control page breaks unless you convert the tables into text. To do so, click somewhere in the file, and from the Table menu, choose Convert followed by Table to Text. Use the default options to separate text with paragraph marks and convert nested tables. Then click OK.

### Uploading an Edited Booklet

When you finished editing/saving a booklet, you may upload it. To upload an edited booklet:

1. From the Test Management menu, choose Test Specifications followed by Select Existing Test.
2. Select the test whose booklet you want to upload.
4. Click **Upload Student Booklet** or **Upload Teacher Booklet** and follow the on-screen instructions.

Once uploaded, your edited booklet file will be available to you and others to print. Click **Return to test management** to print and refer to the separate document titled, *Administering Paper/Pencil Tests: Printing Answer Documents and Test Booklets* for detailed instructions.

### Tests No Longer Being Administered (For Reporting Only)

If a test is no longer being actively administered, you can mark it to be available for reporting only.

Marking a test “for reporting only” is useful if you want to prevent users from accidentally administering an old test. When a test is marked as “for reporting only”, users can still access reports on the test (if it was administered in the past), but users cannot print answer sheets or online test tickets for it.

To mark a test for reporting only:

1. Click **Utilities** to open the Utilities Console.
2. Hover the cursor over the **Test Management** menu, then **Test Specifications**, and click **Select Existing Test**.
3. Click on the test. The Test Management window appears.
4. Click the check box next to “This test is for reporting only. (Owner or admin only)"
5. A pop-up window appears asking if you are sure you want the test set for reporting only. Click **OK** to continue.

Notice that options under Test Administration become unavailable. The test is now available for reports, but options to print answer documents, online test tickets, etc. are not available. (You may close the window by clicking the x in the upper right corner.)

**Related Documents**

Refer to these separate documents as needed. To get to them, go to the Welcome page of TestWiz and click **Help Documents** on the left sidebar.

For creating or editing item bank tests:
- **Creating Tests Using an Item Bank**—a complete guide for creating tests using items in an item bank.
- **Local Item Management**—explains how to create your own local items for a local Item Bank.

For administering tests that are scanned:
- **Administering Paper/Pencil Tests: Printing Answer Documents and Test Booklets**—provides information on printing answer sheets and student and teacher booklets.
- **Plain Paper Scanning using TestWiz Scan**—explains how to use TestWiz Scan to scan in completed answer sheets.

For administering tests that are taken online:
- **Administering Online Tests: Printing Online Test Tickets and Taking the Test**—provides details on printing tickets and administrating tests online.

For any custom test:
- **Printing Test Details**—provides instructions for teachers (and others who are not test authors) to see the details of a test.
- **Creating and Editing External Tests**—provides details needed for editing the Test Specification for an item bank test. It also explains how you can set up a Test Specification for any locally designed tests that you created outside of TestWiz.
Contact Information
Please contact Certica Solutions for help using TestWiz.

Toll-free Help line: 877-456-8949
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