TestWiz™
Local Item Management

Updated: July 11, 2017
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Overview

TestWiz allows you to create and administer your own assessments using your own test items, or “local items.” Local items can be:

- Related to any subject
- Multiple Choice or Open Response
- Formatted to include any arrangement of text, images, and tables
- Set with properties such as a difficulty level, Bloom’s Taxonomy, or Depth of Knowledge (Webb’s)
- Associated with passages
- Aligned to learning standards within a pre-defined set of standards such as the Common Core State Standards, or to local learning standards that you can create in TestWiz.

Details on working with local items, passages and standards are provided in this document.

Once you have added items into TestWiz, you can create an assessment and administer it to students either online, with paper and pencil, or a combination of both methods. Once the assessment has been administered, you can report on the assessment results independently or in combination with other assessment results in TestWiz. Refer to the separate document titled, Creating Tests Using an Item Bank for detailed information on creating and administering a test of local items.

Note: When creating local items or passages, you may use your own material or material from outside resources. When using outside resources, be sure to attribute proper copyright information whenever applicable. Certica Solutions, Inc. is not responsible for copyrighted material being used improperly.

The TestWiz Local Item Management Window

In order to work with local items in TestWiz, begin by opening the TestWiz Local Item Management window. To do so, follow these steps:

1. Log into TestWiz and click Utilities.
2. Click **Local Item Management**.

3. The TestWiz Local Item Management window opens to the Work with Items page. (**Note**: This may be a tab on your current browser or a separate window.)

   ![TestWiz Local Item Management](image)

   **Note**: When using Internet Explorer 9, “Compatibility View” is turned off automatically for the TestWiz Local Item Management window in order to ensure proper display.

From the TestWiz Local Item Management window, you can create new items, edit existing items, or work with passages or standards. Use the “Work with” links at the top of any page to go to the main page for accessing items, passages, or standards.

All the instructions provided in this document assume that you are working in the TestWiz Local Item Management window.
Creating Local Items

Before creating new local items in TestWiz, it is a good idea to plan out the items beforehand. Have the following information ready:

- Graphics/images you may need to include in the item question or the answers
- Know what the answer choices should be (for a Multiple Choice question) and which is the correct answer
- Have a scoring rubric outlined for an Open Response question
- Have on hand any passages that need to accompany the item. You will need to type these in or copy/paste them from another application.
- If you want to align items to standards, think about whether you need to create your own local standards in TestWiz, or whether you will align items to pre-defined standards, such as the Common Core State Standards.

Creating a New Local Item

Creating a new local item involves the following steps:

I. Provide key item properties: subject, type of question (Multiple Choice or Open Response), and point value
II. Enter the item question and responses (for a Multiple Choice question) or the question and rubric (for an Open Response question)
III. Specify the correct answer (for a Multiple Choice question)
IV. Provide optional item properties (such as Grade Level, Difficulty Level, Bloom’s Taxonomy, etc.)
V. Associate passages, if applicable
VI. Align to standards
VII. Preview the item
VIII. Enable the item (so that it can be used to create a test)

To create a new local item, follow the steps in the sections that follow.

Note: If you want to create a new local item based on an existing one, refer to “Making a Copy of an Item” on page 35.

I. Provide key item properties

1. Click Work with Items from the top of any page in the TestWiz Local Item Management window. The Work with Items page appears.
2. From the Work with Items page, click **Create a new item**. The Create New Item page opens.

3. In Step 1, select a subject for the item. *(Note: The subject for an item cannot be changed later. Be sure to select the correct subject.)*

4. In Step 2, select a question type from the drop-down menu.
5. In Step 3, select the point value (the maximum number of points allowed for the item).

6. Click **Next** to continue.

The Edit Item page appears.
The Edit Item page displays the following:

- The Item ID in the upper left corner.
- Tabs for opening content spaces to enter the question and the answers (for Multiple Choice questions) or a Scoring Rubric (for Open Response questions).
- The “Item Properties” section on the right, which contains links for editing various properties of the item.
- The “Associated Passages” section, which contains names of related passages. (Associating passages and items is covered in detail in “Associating passages from an existing item” on page 25.)
- The “Associated Standards” section which contains the names of standards to which the item is aligned. (Using this section to align an item to standards is covered in detail in “Aligning standards ” on page 58.)

II. Enter the item question and responses/rubric

1. On the “Question” tab, enter the item question in the content editor space provided.

The content for an item can consist of a combination of text, tables, and images. The default text font is Times New Roman 12 Bold for questions and Times New Roman 12 Regular for answers. Use the buttons at the top of the space to insert tables and images or to format text. For details on formatting text,
inserting images, or working with tables in the content editor, refer to “Working in the Content Editor” on page 36.

2. For each Multiple Choice answer, click on tabs “A”, “B”, “C”, etc. and enter answers for each.

Optionally, you may enter a “Rationale” for each Multiple Choice answer in the section below the answer space. For example:

For an Open Response item, click on the “Scoring Rubric” tab and enter a rubric. Placeholder text is provided in a table. You may type over the placeholder text in the table, or you may delete the table and enter the rubric however you like.
3. Click **Apply** to save your edits and remain on the Edit Item page.

### III. Specify the Correct Answer (Multiple Choice questions only)

You do not have to specify a Correct Answer before saving an item. However, before a Multiple Choice item can be enabled to be used in a test, you need to specify which answer is the correct answer. To indicate the correct answer:

1. Click the **Question Type** link in the “Item Properties” section.
2. In the middle section of the page, select the letter corresponding to the correct answer.

3. Click **OK** to return to the Edit Item page.

4. Click **Apply** to save the change and remain on the Edit Item page.

### IV. Provide optional item properties

You can optionally provide other details about the item using the “Item Properties” section on the right side of the Edit Item page.
Click any of the links to open a separate page and make selections or enter information. For example, to provide a Bloom’s Taxonomy for the item:

1. Click the **Bloom’s Taxonomy** link. A separate page appears.

```
Item: i-040000023
Bloom’s Taxonomy

Select the Bloom’s Taxonomy for this item.

<table>
<thead>
<tr>
<th>Not Set</th>
</tr>
</thead>
</table>

OK       Cancel
```

2. For Bloom’s Taxonomy, select a value from the pre-defined drop-down list.

```
Item: i-040000023
Bloom’s Taxonomy

Select the Bloom’s Taxonomy for this item.

<table>
<thead>
<tr>
<th>Remembering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Set</td>
</tr>
<tr>
<td>Remembering</td>
</tr>
<tr>
<td>Understanding</td>
</tr>
<tr>
<td>Applying</td>
</tr>
<tr>
<td>Analyzing</td>
</tr>
<tr>
<td>Evaluating</td>
</tr>
<tr>
<td>Creating</td>
</tr>
</tbody>
</table>

Cancel
```

3. Click **OK** to return to the Edit Item page.

4. Click **Apply** to save all changes you made.
Information on the various item properties is provided in “Item Properties” on page 16.

V. **Associate passages**

If students are required to read or refer to a particular passage, you can associate passages with the item using the “Associated Passages” section of the Edit Item page.

The passage must be created before you associate it with an item. For information on creating a passage, refer to “Creating a New Passage” on page 18. For details on associating passages with an item, refer to “Associating passages from an existing item” on page 25.

VI. **Align to standards**

Each new local item is aligned, by default, to a basic, pre-defined default standard for the subject. However, you can align the item with another standard, either a custom standard that you create or a pre-defined standard, such as a Common Core State Standard, using the “Associated Standards” section of the Edit Item page.
To create a local standard, refer to “Creating Local Standards” on page 48.

For details on aligning items and standards, refer to “Aligning standards” on page 58.

**VII. Preview the item**

To see how an item will look when displayed in a test booklet or in an online test, you can preview it. A preview shows the question, the responses (if Multiple Choice), and any associated passages.

To preview an item:

1. Click the drop-down menu from the “Preview as” option located in the bottom left corner of the Edit Item page.
2. Choose a type of preview. The item displays in a separate window.

**PDF** and **Word** display the item as it would appear in a student test booklet. The former opens in a PDF reader; the latter opens in Microsoft Word.

**Online Test** displays the item as it would appear in an online test. *(Note: The online test is disabled; you cannot navigate through it.)*

**Teacher’s PDF** and **Teacher’s Word** display the item as it would appear in a teacher test booklet. (It includes answers and other item properties.)

Here is an example of a Multiple Choice item previewed as an online test:

```markdown
**Question:** 1  - Select the best response.

What type of rock is formed from eroded fragments of other rocks or even from the remains of plants or animals?

- Eroded
- Sedimentary
- Metamorphic
```

*(Note: If you are satisfied with the appearance of an item, be sure to click Apply or Save to save any changes that were not yet saved.)*

**VIII. Enable the item**

Once an item satisfies the following criteria, you may enable it in order to use it in a test:

- The question is entered
- The answers or rubric are entered
- The Correct Answer was specified for a Multiple Choice question (see “Specify the Correct Answer (Multiple Choice questions only)” on page 11)
- The item has been appropriately reviewed

Before enabling an item, you should also make sure that any required passages are associated with the item (see “Associate passages” on page 13).

To enable an item from the Edit Item page:

1. Click the **Enabled** link in the “Item Properties” section.
The Enable Item page appears.

2. Select Yes.

3. Click OK to close the page and return to the Edit Item page.

4. Click Apply to save the item as “enabled” and stay on the page, or click Save to save and close the Edit Item page.

After an item is enabled, it becomes available in your Item Bank. Refer to “Creating Tests from Local Items” on page 60 for more information on creating tests from local items.

To edit items you created, refer to “Editing Local Items or Passages” on page 27 for details.

**Item Properties**

Every item has several properties associated with it. To make changes to any of the properties, refer to the basic instructions outlined in, “Provide optional item properties” on page 11.

The table below lists available item properties and notes to help you as you work with any property.

After making changes to any property, click the OK button to hold the change and return to the Edit Item page. On the Edit Item page, click Apply to save all the changes and stay on the page or click Save to save all the changes and leave the page.
<table>
<thead>
<tr>
<th><strong>Property:</strong></th>
<th><strong>Notes:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td><em>Required</em>. It is set when you create the item. It cannot be changed.</td>
</tr>
<tr>
<td>Item ID</td>
<td><em>Required</em>. This is the primary identifier of an item. You can edit the default Item ID to something more descriptive or revert back to the default system-generated ID later. Must be unique within a Subject. Maximum of 20 characters.</td>
</tr>
<tr>
<td>Enabled</td>
<td>Determines whether the item is enabled and ready for tests or not. Select Yes or No.</td>
</tr>
<tr>
<td>Grade Level</td>
<td>Optional. This is used for only for descriptive purposes to help you identify the item. When the item is activated and stored in the Item Bank, it falls under the grade range of the standard to which the item is aligned.</td>
</tr>
<tr>
<td>Question Type (Type of Question, Correct Answer, Point Value)</td>
<td><em>Partially Required</em>. Three options are contained within the Question Type property: 1) <strong>Type of Question</strong> (Required): Multiple Choice (between two and five choices) or Open Response. (Note: If an item is used in a published test, you cannot change it from Multiple Choice to Open Response or vice versa, but you can change the number of choices if it is a Multiple Choice question.) 2) <strong>Correct Answer</strong> (Required if item is enabled): Select the correct answer for a Multiple Choice item. Not valid for an Open Response question. 3) <strong>Point Value</strong> (Required): The Point Value refers to the maximum number of points for the item. It is set when you create the item, but you can edit it. Options: 0 – 20.</td>
</tr>
<tr>
<td>Difficulty</td>
<td>Optional. Choose Low, Medium, or High. The default is Medium.</td>
</tr>
<tr>
<td>Bloom’s Taxonomy</td>
<td>Optional. Select a Bloom’s Taxonomy from those available.</td>
</tr>
<tr>
<td>Depth of Knowledge (Webb’s)</td>
<td>Optional. Click on the appropriate section of the image or click the button corresponding to the level. Select one: Level One (Recall), Level Two (Skill/Concept), Level Three (Strategic Thinking), Level Four (Extended Thinking)</td>
</tr>
<tr>
<td>Description</td>
<td>Optional. Use this area to provide notes or a description of the item. <strong>Note</strong>: This description is only visible in the Local Item Management area. It does not appear on tests or reports that use this item.</td>
</tr>
</tbody>
</table>

* Properties that are “Required” must be set to something in order to save the item and/or to enable it.
Passages

If students are required to read particular texts in order to respond to an item, you may enter these as passages and associate them with an item.

**Note:** Each item may have up to three passages associated with it.

**Creating a New Passage**

The first step to associating a passage with an item is to create the passage. Before doing so, it is a good idea to know the following details:

- What title you want to give the passage
- The author’s name and copyright owner’s name (**Note:** Any material from an outside source must be expressly attributed to the proper owners.)
- Whether you will be typing in the passage or copying/pasting it from another application

Creating a passage involves the following steps:

I. **Provide key passage properties:** Title, Author, and Copyright Owner
II. Enter the passage contents
III. Provide optional passage properties (such as Grade Level, Text Type, Description, etc.)
IV. Associate items with the passage

To create a new passage, follow the steps in the sections below.

I. **Provide key passage properties**

1. Click **Work with Passages** from the top of any page. The Work with Passages page appears.

2. Click **Create a new passage**. The Create New Passage page opens.
3. Enter a title for the passage. (This must be unique among any other passages your or others in your group have created.)
4. Enter the author’s name or select it from the drop-down list.
5. Enter the name of the company or person holding the copyright to the passage, or select it from the drop-down list. (The list includes any copyright owners currently being used in other passages.)
6. Click **Next**. The Edit Passage page appears.

![Edit Passage page](image)

The content editor is available in the center of the page, and a “Passage Properties” section appears to the right.

**II. Enter the passage or paste it in from another source**

1. Enter the passage in the content editor. Include the title and author inside the passage if you want it to be printed in a student test booklet. You may also include copyright information directly inside the passage content.

**Note**: When pasting text from another application, some formatting may be lost or changed, depending on the compatibility of the text format with the content editor. You may want to first paste text into an application such as Notepad, then copy from Notepad, and paste into the content editor. Press **[Ctrl][v]** to paste. Make formatting changes once the text is in the content editor.

A passage can consist of a combination of text, tables, and images. Use the buttons at the top of the space to insert tables and images and for formatting. For details on working with text, tables, or images, refer to "Working in the Content Editor" on page 34.
Note: You may copy text from another application and paste it in, but you cannot paste images.

2. Click Apply to save the changes and remain on the Edit Passage page.

Note: There is no way to preview a passage from the Edit Passage page. However, after you associate a passage with an item, you can preview the item and passage from the Edit Item page. See page 6 for an example.

III. Provide optional passage properties

You can optionally provide other details about the passage using the links on the right side in the “Passage Properties” section. To do so:
1. Click any of the links to open a separate page and make selections or enter information.

A separate page appears for the property. Each page has specific options for the property you selected. For a list of properties and notes regarding their options, see “Passage Properties” below on page 22.
If the property page contains drop-down menus, click the drop-down menu to see a list of values that are being used by other passages. Alternatively, you may enter a value directly by typing it in.

**Note:** If you type a new value incorrectly, you may type over it with the correct value and click **OK**. You must then click **Apply** on the Edit Passage page in order to finalize the removal of the incorrectly typed value.

Click **OK** to return to the Edit Passage page. Any changes you made appear in the “Passage Properties” section.

2. Click **Apply** to save the changes you made and remain on the page.

Detailed information on each of the passage properties is provided in “Passage Properties” on page 22.

**IV. Associate items**

If you want to associate this passage with items, follow the instructions provided in “Associating items from an existing passage” on page 23. **Note:** Items must already exist in order to associate them with a passage. See “Creating a New Local Item” on page 6 for directions on creating an item.
After a passage is created and saved, you may edit it later. Refer to “Editing Local Items or Passages” on page 27 for information on editing a passage.

**Passage Properties**

Every passage has several properties associated with it. To make changes to any of the properties, refer to the instructions in “Provide optional passage properties” on page 20.

The table below describes these properties in detail.

<table>
<thead>
<tr>
<th>Property:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passage ID</td>
<td><em>Required</em>. This identifies the passage in addition to the title. It may consist of any characters. It must be unique among all the other passages. You can edit the default to something more descriptive or revert back to the default system-generated ID later. Maximum of 20 characters.</td>
</tr>
<tr>
<td>Title</td>
<td><em>Required</em>. This is the main identifying title of the passage. You should include the title inside the passage content, however, so that the title carries over to the student and teacher booklets if you will be using those. Must be unique. Maximum of 140 characters.</td>
</tr>
<tr>
<td>Author</td>
<td><em>Required</em>. Type in a new entry or select an existing name from the list. <strong>Note:</strong> If you type over an existing name that is not used by any other passage, the new name overwrites the existing name. Otherwise, the new name is added. Maximum of 100 characters.</td>
</tr>
<tr>
<td>Copyright (Owner &amp; Date)</td>
<td><em>Partially Required</em>. Copyright Owner is required. Enter a new name or date or select an existing one from the list. <strong>Note:</strong> If you type over an existing name or date that is not used by any other passage, the new name overwrites the existing name. Otherwise, the new name or date is added. Maximum of 100 characters.</td>
</tr>
<tr>
<td>Source (Type and Title)</td>
<td>Optional. Enter a Source Type or Source Title or select one from the list of existing ones. <strong>Note:</strong> If you type over an existing name that is not used by any other passage, the new name overwrites the existing name. Otherwise, the new name is added. Maximum of 100 characters.</td>
</tr>
<tr>
<td>Grade Level</td>
<td>Optional. General grade level to which the passage is aimed. Select from the drop-down list.</td>
</tr>
<tr>
<td>Text Type</td>
<td>Optional. Indicates a Type and Sub Type for the passage. Select from the drop-down list.</td>
</tr>
<tr>
<td>Gender</td>
<td>Optional. Indicates whether the passage is associated with a particular gender or geared towards a particular gender. Select from the drop-down list: <strong>Both</strong>, <strong>Females</strong>, <strong>Males</strong>, <strong>N/A</strong></td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Optional. Indicates whether the passage is associated with a particular ethnicity. Select from the drop-down list.</td>
</tr>
<tr>
<td>Multicultural</td>
<td>Optional. Indicates whether the passage has multicultural significance. Select one choice: <strong>&lt;Not Set&gt;</strong>, <strong>Multicultural</strong>, or <strong>Not Multicultural</strong>.</td>
</tr>
</tbody>
</table>
Associated Passages and Items

After creating a passage, there are two general ways of associating passages and items:

A. From the Edit Passage page, you can add associated items to the passage.
B. From the Edit Item page, you can add associated passages to the item.

A. Associating items from an existing passage

If you want to associate an existing passage with several items, you can select the passage and then select items for the passage from the Edit Passage page. Follow these steps:

1. If you are not already at the Edit Passage page, click Work with Passages from the top of any page, and click Select an existing passage from the Work with Passages page. Select a passage and click OK. (Note: If the passage has not already been created, refer to “Creating a New Passage” on page 18.)
2. From the Edit Passage page, click the add link located in the “Associated Items” section on the right of the page.

The Select Items page appears.
3. Find and select the items that you want. (For help finding items in the table, refer to “Sorting” on page 30). To select an item, click the box in the “Select” column so that the item appears in the bottom section of the page under “Selected Items.”

4. When you have selected all the items you want to associate with the passage, click OK to return to the Edit Passage page. The items are now listed in the “Associated Items” section.
5. Click **Apply** to save the added items and stay on the page, or click **Save** to save the added items and leave the page.

To remove an item from the “Associated Items” list, click **Remove** located to the right of the item. A subtraction symbol (-) appears to the left of the item. Click **Apply** to save this change or **Save** to save this change and leave the page.

**B. Associating passages from an existing item**

You can associate passages to an existing item from the Edit Item page. To do so:

1. If you are not already at the Edit Item page, click **Work with Items** from the top of any page, and click **Select an existing item** from the Work with Items. Select an item and click **OK**. (For more details on finding and selecting an item to edit, refer to “Editing Local Item” on page 27.)

2. From the Edit Item page, click the **add** link in the “Associated Passages” section on the right of the page.
The Select Passage page appears.

3. Find and select the passages that you want. (For help finding passages in the table, refer to “Sorting” on page 30). To select a passage, click the box in the “Select” column so that the passage appears in the bottom section of the page under “Selected Passages.”

4. You may select up to three passages to associate with an item. When you have selected all the passages you want to associate with the item, click OK to return to the Edit Item page. The passage(s) are now listed in the “Associated Passages” section.

(Note: The plus sign (+) indicates that a passage was added but is not yet saved with the item.)
5. Click **Apply** to save the added items and stay on the page, or click **Save** to save the added passages and leave the page.

6. Preview the item to see the item along with associated passages. Here is an online test preview of an item and passage:

   ![Preview of Item](image)

   To remove a passage from the “Associated Passages” list, click **Remove** located to the right of the passage. A subtraction symbol (-) appears to the left of the passage. Click **Apply** to save this change or **Save** to save this change and leave the page.

---

**Editing Local Items or Passages**

If you create a local item or passage, you can make various changes to it later. You can:

- Delete an item or passage (see page 34)
- Copy an item (see page 35)
- Edit an item (if it is not being used in a published test)
- Edit a passage

You can edit items that are already being used in a published test to a limited extent. You may edit the question, answers, the number of answers, associated passages, and some item properties, but you **cannot** change the following:

- The Associated Standards
- The Point Value
- The Correct Answer
- The Question Type from Multiple Choice to Open Response, or vice versa

Additionally, you cannot delete an item being used in a published test.

If you are editing a passage, you may any edits to a passage, even if is associated with an item being used in a test.

**Note:** If you make edits to a passage associated with an item that is used in a published test, the edits will be carried through to the published test. Likewise, if you add or remove associated passages for an item that is used in a published test, the changes are reflected in the published test.

To edit an item or passage:

1. Click **Work with Items** or **Work with Passages** from the top of any page. The Work with Items or Work with Passages page appears.
2. Click **Select an existing Item** or **Select an existing passage** to find an item or passage amongst all the existing items or passages. Alternatively, if you worked with the item or passage recently, click on it in the list below “Select a recently opened...” If you click a recently opened item, the Edit page appears. Otherwise, the Select Item or Select Passage page appears.

3. Find the item or passage to edit in the list. Refer to the section below on “Sorting/Searching/Filtering” for tips on finding items or passages using sorting, searching, and filtering.

4. Once you have located the item or passage to edit, click the button in the “Select” column and click OK. The Edit Item or Edit Passage page opens.

3. Make any necessary changes to content or properties.
4. To edit properties, click on the link to the property in the “Properties” table on the right side. (Note: You cannot edit the “Subject” property of an item.) Make changes on the property’s page.

   ![Property Table]

   **Note:** Some properties allow you to type in new values. If you type a new property value incorrectly, you may type over it with the correct value and click **OK**. You must then click **Apply** on the Edit Passage page in order to finalize the removal of the incorrectly typed value.

   Click **OK** to close the property page. An asterisk appears at the top of the Edit page to indicate changes that are not saved.

5. Click **Apply** to save any changes and remain on the page, or click **Save** to save the changes and leave the page.

   ![Edit Item]

   You can also make changes to the associations for an item or passage using the **add** link and the **Remove** option in the “Associated” section:
Refer to “Associating Passages and Items” on page 23 or “Aligning Items to Standards” on page 56 which explain more about associating items, passages, and standards.

**Sorting/Search/Filtering**

Tables such as the ones for selecting an item or a passage, display all available choices. However, you can sort, search, or filter these tables to help you find a particular choice more easily.

**Sorting**

To sort the table based on a particular column, click the column name. Reverse the sort by clicking the column name again.

**Word Searching**

One way to limit the values in a table is to search through the items or passages currently listed in the table. You can use the word search text box at the top of the screen to perform a full text search for a particular word or phrase used in the item text (question/answers) or the passage text. To do so:

1. Click in the “Enter text for search” text box.

2. Type the word or phrase you want to search for. **Note:** Searches are case-insensitive, so it does not matter whether you use lower or uppercase.
For a phrase, enter it in quotes such as “igneous rock.”

3. Click **Search**. The selections in the table are reduced to only those that contain the word or phrase you entered.

Searches through items are performed on the item questions/answers/rubrics as well as the Description field and properties of an item that would appear on a Teacher Booklet (Item ID, Correct Answer, Points, Difficulty, and Bloom’s Taxonomy.) Searches through passages are performed on the passage content as well as the Title and Description fields.

**Text Filtering**

You can also filter values in a table based on a particular word or phrase used in a column. Use the filter text box at the top of the column to search on a variety of conditions. For example, to filter passages on the Select Passage page to just those with “Boy” somewhere in the Passage Title column:

1. Click the funnel icon next to the column you want. In this example, the “Passage Title” column. A drop-down menu appears.

2. Select an option. For this example, click “Contains” from the menu to find only selections that contain the value. Other options include “Begins with,” “Doesn’t contain,” “Ends with,” “Equals,” “Doesn’t Equal.”
Note: The default filter is “Begins with” so if you don’t choose a different one first, “Begins with” is used.

3. Type the filter criteria in the text box. For example, for only passages with “boy” in the title, type “boy.”

4. Press [Enter] or wait a few seconds for the list of selections to change.

*Selection Filters*

You can also filter a list by clicking the arrow next to the column name to select only those values that you want to see. For example, to find just “English Language Arts” subject items:

1. Click the drop-down arrow next to “Subject” column title.

2. A list of subjects covered by the items appears. Click “English Language Arts.”
3. Click **OK** so that only English Language Arts items are listed.

**Advanced Filtering**

You can create a more advanced filter that uses “and/or” options as well as choices for the location of the text. To create a more advanced filter:

1. Click the **Create Filter** link at the bottom of the list.

2. Click **And** to change the condition or click the + symbol to insert a statement.
3. Click any of the parameters in the statement to change them. For example, click **Title** to select a column other than Title. Add other statements if needed.

4. Click **OK** when finished. The filter conditional statement is indicated at the bottom of the list and the list is filtered accordingly.

### Deleting an Item or Passage

Before deleting an item:

- Set the “Enabled” property is set to “No” if it is not already.
- Make sure the item is not being used in a test. *(Note: If it is being used in a published test, you cannot delete it.)*
Before deleting a passage:

- Make sure there are no items associated with it. If an associated item is not being used in a published test, click Remove next to the item to remove it before you delete the passage. **(Warning:** If you delete a passage that was associated with an item that is already used in a published test, the passage will no longer be available for the test.)

To delete an item or passage from the Edit page:

1. Click **Delete Item** or **Delete Passage** from the top right corner of the page.

2. A dialog box asks whether you are certain you want to delete the item or passage. Click OK.

3. You return to the Work with Items page or Work with Passages page, and the item or passage is deleted as long as there are no errors issued.

**Making a Copy of an Item**

TestWiz allows you to copy an existing item and create a new item from it. The new item will have all the same content and properties of the copied item. You can also copy associated passages and/or standards if you want to. The new item can be edited to whatever extent you like. Copying an item can be useful if you have several items that are similar.

To copy an existing item from the Edit Item page:

1. Click **Copy Item** from the top of the page.

2. The Copy Item page appears. Select whether you want to copy passages and standards associated with the item. **Note:** The item properties are copied with the item, but you can edit the properties in the new item. You cannot, however, edit the “Subject” property of the new item.
To create a new item from this item, select all that should be copied to the new item.

- Passages
- Standards

**OK** | **Cancel**

3. Click **OK** to continue. The Edit Item page for the new item appears. Note that the Item ID is different.

4. Click **Apply** to save the new item so far.

5. Edit the item however you like. Refer to “Editing Local Items or Passages” on page 27 for details on editing.

6. When you are finished making changes to the new item, click **Apply** to save changes along the way and stay on the page, or click **Save** to save the changes and leave the page.

---

**Working in the Content Editor**

When you create an item or passage, the space into which you enter questions, answers, rubrics, and passages is the content editor. It supports text, images, tables, and various formatting options.

**Text**

In the content editing space, you can type or paste whatever text you need. You can also format it using the toolbar buttons.

To see what each button does, allow the cursor to hover over a button until a tooltip pops up, explaining what the button does. Here is a summary of the formatting buttons:

1. **Cut**, **Copy**, **Paste**, **Paste from Word** (Use **Paste from Word** if you want to paste text from Microsoft Word. This option brings up the Paste from Word dialog box into which you paste the text and click **OK**. This removes any special formatting codes that are not supported by the editor or may cause formatting issues.)

   **Note:** Another way to paste is to press **[Ctrl][v]** on the keyboard.

2. **Undo**, **Redo**

3. **Remove Formatting** (Use this option to strip selected text of all its formatting, except indents, bullets, or numbers.)

4. **Subscript, Superscript** (applies to selected text)

5. **Numbered List, Bulleted List** (applies to paragraphs)
**Indent, Outdent** (apply to paragraphs)

**Insert Image** (inserts an image into a blank space or into a cell in a table)

**Insert Table** (opens the Insert Table dialog box)

**Full Screen** (expands the content editor portion of the screen)

**Supported Font Families** (supported fonts available from the drop-down menu):

- Arial
- Times New Roman
- Tahoma
- Verdana
- Arial
- MS Sans Serif
- Courier

**Supported Font Sizes** (applies to selected text):

- 2 (10pt)
- 3 (12pt)
- 4 (14pt)
- 5 (18pt)
- 6 (24pt)
- 7 (36pt)

**Bold, Italic, Underline** (applies to selected text)

**Align left, Align Centered, Align Right** (applies to paragraphs)

**Background Color, Foreground Color** (applies to selected text)

**Note:** There is no way to perform a spellcheck on the text in the content editor, although some browsers may flag misspellings.

**Images/Pictures**

You may insert images/pictures into the content editing space of an item or a passage. Any image you want to use must be:

- contained in a JPG or PNG file (*Note: Images with a JPEG extension are not supported.*)
- less than 1MB in size
- located on your computer or on a network drive

---

CERTICA
available for you to use appropriately in terms of copyrights

Note: You cannot paste images into the content editor, and you cannot drag images into it. You must insert images from a file, as described below.

You can resize images after they are inserted.

**Inserting an Image**

To insert an image:

1. Click in the passage or item where you want the image to appear.

2. Click the button to open the Insert Image dialog box.
3. Click **Browse** to find the image. The Choose File to Upload dialog box appears.

![Choose File to Upload](image)

4. Browse to the folder containing your images. To narrow the choices to only image files, use the “All Files” drop-down menu located in the lower right corner to select “Pictures (*.gif, *.jpg, *.jpeg, *.png)” instead of “All Files (*.*)”.

![Folder with image options](image)

5. Click on the image you want to select.

6. Click **Open**. The Insert Image dialog box now shows the file you selected.

![Insert Image dialog box](image)

7. From the Insert Image dialog box, click **Insert**. The image appears in the content editor.
What is the area of this rectangle?

Note: Images are inserted at their original size, but you may resize them to fit better if necessary. See “Resizing an image” on page 40.

8. Press [Enter] to add a line beneath the image. (This is helpful with some browsers if you want to add anything beneath the image later.)

9. Click Apply to save the content with the image.

Note: You cannot insert the same image more than once into an item or passage.

**Resizing an image**

You can use the cursor to resize an image. Follow these steps:

1. Click on the image so that anchor points appear around the image.
2. Hover over an anchor point, click, and drag the anchor points to see the image resize.
Note: When you resize using the cursor, the width/height ratio can be lost.

**Mathematical Expressions**

If you want to insert specially-formatted expressions or equations into the content editor, you need to create the expressions outside of TestWiz and save them as images. Then you may insert the images into the content editor just as you would any other image.

One way to create mathematical images is to:

- Create mathematical expressions/equations in the equation editor available in Microsoft® Word.
- Then capture the expressions/equations as screen images using Microsoft’s Snipping Tool.

To create a math expression or equation in Microsoft Word:

1. Open Microsoft Word.
2. Click the “Insert” tab and select **Equation**. The toolbar buttons become usable for equations.
3. Use the toolbar buttons to insert a mathematical expression. For example, click **Fraction** and choose a fraction operator. (Refer to Microsoft Word help and documentation for details on building expressions.)
3. Enter values into the operator.

4. Add other operators and symbols as needed.

5. Capture this part of the screen as an image, as described in the section that follows.

Capturing the screen as an image

If you want to capture something on your screen such as an equation, you need to perform a screen capture and save it as an image. Then insert the image.
For example, to capture the mathematical equation on the screen (shown in the example above):

1. Open “Snipping Tool,” an application available in the Accessories of Microsoft Windows. (Select: All Programs > Accessories > Snipping Tool.)

The snipping tool appears on the screen:

2. Click and drag the mouse across the equation to capture it.

It appears in the Snipping Tool window.
3. From the File menu of Snipping Tool, click Save As. The Save As dialog box appears.
4. Save the file as a PNG or JPG image. Make note of where you save it.
5. Insert the image into the content editor following the instructions in “Inserting an Image” on page 38.

Tables
You can insert a table into the content editor of an item or passage. You can format a table using basic table property options.

To insert a table:
1. Click in a blank space of a passage, item, response, or rubric. Note: It is recommended that you insert a table such that there is at least one blank row after it. Otherwise you cannot insert text after the table.
2. Click the button to insert a table. The Insert Table dialog box appears.
3. Specify the number of columns and rows in the Columns and Rows boxes.
4. You may also use the other options to control the specifics of the table, or keep the defaults.

5. Click **OK** to see the table inserted in to the content editor. You can enter values into the table or format it further. See the section below to find out more about formatting a table.

- **Editing/Formatting a table**

  To edit a table, right-click anywhere in the table to bring up the following menu:
Use these options to format the table or the cells.

For example, to change the width of the table in the previous example to 20% of the full width and to add a caption:

1. Right-click on the table and select **Table Properties**.
2. Use the drop-down menu for **Width** to select “Custom”. Enter **20** and choose **%**.
3. Click the box next to “Accessibility”. Additional fields appear. Enter text into the **Caption** text box.
4. Click **OK**. The table reformats. You can enter values or reformat the table further. For information on all the table properties, refer to the section that follows.
**Table Properties**

Below is a summary of the options for a table. Some of these options also apply to cells, rows or cells, or columns of cells. In cases where these apply to cells or rows, differences are noted in the table.

<table>
<thead>
<tr>
<th>Table Size (Width and Height)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full width</td>
<td>Table is full length of the page.</td>
</tr>
<tr>
<td>AutoFit to contents</td>
<td>All cell sizes adjust according to contents of all cells.</td>
</tr>
<tr>
<td></td>
<td>“AutoFit to contents” for rows or columns: Cells in the row or column adjust size according to contents of the cells.</td>
</tr>
<tr>
<td>Custom</td>
<td>Allows you to enter a number and specify whether it is pixels or a % of the full width.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Layout</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell padding</td>
<td>Controls the amount of space around the contents of the cell.</td>
</tr>
<tr>
<td>Cell spacing</td>
<td>Controls the amount of space around the cell borders within the table.</td>
</tr>
<tr>
<td>Alignment</td>
<td>Controls the alignment of the table horizontally on the page (unless Table Size is set to “Full Width”).</td>
</tr>
<tr>
<td></td>
<td>Alignment for cells or rows/columns: Controls alignment of cell contents within the cell(s), horizontally or vertically.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appearance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Border color</td>
<td>Controls the color of the lines within the table.</td>
</tr>
<tr>
<td>Background color</td>
<td>Controls the color of the background of the cells in the table.</td>
</tr>
<tr>
<td>Border size</td>
<td>Controls the thickness of the lines around the outside of the table.</td>
</tr>
</tbody>
</table>

**Accessibility** [click box to show Accessibility options]

| Headers | Allows you to select the first row and/or first column of the table to be headers. (Headers are shown in bold and centered.) |
| Caption | Allows you to enter text that appears just above the table. |
| Summary | Allows you to enter text as a description of the table’s purpose and structure. This does not show up visually on the table, but it can be used by user agents rendering non-visual media such as speak or Braille. |
Learning Standards

All items are stored in Item Banks, which are collections of items that come from a particular source. Local items are stored, by default, in an Item Bank called “Local Items.” Local items inside an Item Bank are categorized according to the standards to which the items are aligned. Each local item you create, therefore, should be aligned with a standard.

All standards currently belong to one of two types of “Standards Groups.” These are:

- **Local Standards**: Local standards that you can create in TestWiz or local subject standards that are used by default for local items.
- **Pre-defined Standards**: Standards such as Common Core State Standards or specially-designed State standards. (Note: The pre-defined standards to which you have access may vary, depending on your license.)

By default, any new local item you create is aligned to a pre-defined default local standard based on the item subject. You see this standard in the “Associated Standards” section of the Edit Item page for any new item:

Although this default subject standard is sufficient for drawing an item from an item bank in order to create a test, it is best to align every item to a specific standard. You should therefore do either or both of the following:

- **Create a local standard and align the local item to it.** Details on how to create a local standard are provided below in the section titled, “Creating Local Standards.” See the section on “Aligning Items to Standards” on page 56 for directions on aligning an item with the standard.
- **Align the local item to a pre-defined standard such as a Common Core State Standard.** See the section on “Aligning Items to Standards” on page 56 for more directions.

**Note**: Local items can be aligned to more than one standard if the standards are from different Standards Groups. For example, you can align an item to one Common Core State Standard and one local standard. However, you cannot align an item to two Common Core State Standards or two local standards.

**Creating Local Standards**

You can enter your own local standards and associate items with them. Before doing so, be sure to have all the necessary information ready. The following details are all required for any local standard:

- Subject
- SubSection (Strand) and SubSection (Strand) Abbreviation
• Grade Range
• Learning Standard (full description)
• Abbreviation of the Learning Standard
• Short Description of the Learning Standard

These fields are described in more detail in the section below titled, “Standard Fields.”

**Note:** The Local Item Management area of TestWiz allows you to enter standards one at a time. If you’d like to load multiple sets of standards into TestWiz, Certica’s client services team can assist. For more information, please contact TestWiz@CerticaSolutions.com.

To create a new custom standard:

1. Click **Work with Learning Standards** from the top of any screen. The Work with Learning Standards page opens.

2. Click **Create a new learning standard**. The Create New Learning Standard page appears.

3. Fill out all the fields on this page. You may press [Tab] to move from one field to the next or [Shift][Tab] to move to the previous field. For details on each field (including field character limits), refer to the table in the section below titled, “Standard Fields.” For an example of a standard, see “

4. **An Example of a Local Standard**” on page 50.
5. Click **Apply** to save changes and stay on the page. The standard is saved, and the “Associated Items” section appears on the right side of the Edit Standard page.

6. You can now align items to the standard by associating the standard and the item. Associated items will be listed in the “Associated Items” section. For details on associating items and standards, refer to “Aligning Items to Standards” on page 56.

**Standard Fields**

To create a new local standard, fill in all the available fields.

<table>
<thead>
<tr>
<th>Field:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Choose a subject from the drop-down menu.</td>
</tr>
<tr>
<td>SubSection (Strand)</td>
<td>Choose from the “Existing” drop-down list or enter a new SubSection and Abbreviation in the “New” section.</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Note: <em>If you need to edit a SubSection that is used by more than one learning standard, enter the edited version of the SubSection in the “New” section on one of the learning standards. Then open the other learning standards and select the edited SubSection for each.</em></td>
</tr>
<tr>
<td>Grade Range</td>
<td>Select a grade range using the “From” and “To” drop-down menus (PK – 12). The grade for “From” must be less than or equal to the “To” grade. For a single grade range, enter the same grade for both “From” and “To.”</td>
</tr>
<tr>
<td>Learning Standard</td>
<td>This is the full description of the standard. It appears on the screen when you click on an “Objectives” report. You can also see this full description when building a test if you hover the cursor over a standard abbreviation.</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>This is a short abbreviation for the standard, referred to on reports as “objectives.” This string appears on “Objective” reports and on Test Detail summaries. When you are creating tests from local items, the items are listed according to this abbreviation.</td>
</tr>
<tr>
<td>Short Description</td>
<td>Enter a short description of the standard. This is used to describe an item that is aligned to this standard. This description appears on “Item Analysis” and “Item Analysis Graph” reports as the “Item Description” for items that are aligned to it.</td>
</tr>
<tr>
<td>Note: <em>If you enter a period somewhere in the Short Description field, an “Item Analysis Graph” report displays the text as the x-axis labels up to the period. If you do not include a period in the Short Description, the text is abbreviated on the x-axis label at approximately 30 characters.</em></td>
<td></td>
</tr>
</tbody>
</table>
An Example of a Local Standard

As an example, you may begin with a standard that is noted in your documentation like this:

<table>
<thead>
<tr>
<th>Health Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade 4-5</strong></td>
</tr>
<tr>
<td><strong>Human Body Systems</strong></td>
</tr>
<tr>
<td>4.1.1 Identify life stages and physical changes to expect at each.</td>
</tr>
<tr>
<td>4.1.2 Describe the basic structure of the circulatory, nervous, and cardiovascular systems.</td>
</tr>
</tbody>
</table>

It is a good idea to pre-plan a method of entering the information you have into a standard in TestWiz. Additionally, however you decide to enter the information, it is a good idea to maintain consistency for each standard. For example, you might use the following information for the health standards shown above:

For Standard 4.1.1:
- **Subject:** Health Care Science  *(abbreviation: Hlth Sci)*
- **SubSection:** Human Body Systems
- **SubSection Abbreviation:** HumBody
- **Grade Range:** 4-5
- **Learning Standard Abbreviation:** HB-4-1-1 ID Life Stages/Changes
- **Short Description:** HB-4-1-1. ID life stages and physical changes to expect at each.
- **Learning Standard:** Identify life stages and physical changes to expect at each.

For Standard 4.1.2
- **Subject:** Health Care Science  *(abbreviation: Hlth Sci)*
- **Subsection:** Human Body Systems
- **Subsection Abbreviation:** HumBody
- **Grade Range:** 4-5
- **Learning Standard Abbreviation:** HB-4-1-2 Basic Structures/Funcs
- **Short Description:** HB-4-1-2. Desc Basic structures of circ/nervous/cardio systems
- **Learning Standard:** Describe the basic structure and functions of the circulatory, nervous, and cardiovascular systems.
Entering Standard 4.1.4 into TestWiz, you would fill in the fields this way:

<table>
<thead>
<tr>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Science</td>
</tr>
</tbody>
</table>

Select an existing SubSection (Strand):
- Existing: Human Body Systems
- Or create a new SubSection (Strand):
  - New: SubSection (Strand)
  - Abbreviation

Grade Range:
- From: 4
- To: 5

Where Standards Appear

As you fill in the standards fields, be aware of where these standards appear elsewhere in TestWiz. You will see the values for these fields when you build an item bank test of local items aligned to these standards (see the separate document titled, Creating Item Bank Tests). The values for these fields will also appear on reports.

As an example, suppose these are the field values for a learning standard are as shown in the example above:

When choosing a standard during the creation of an item bank test, you see the “Learning Standard Abbreviation” field:

- Human Body Systems
  - HB-4.1.2 Basic Structrs/Funcs (1)

When you hover the cursor over these abbreviations, the full “Learning Standard” appears:
When selecting items for the test, the items are listed by learning standard “SubSections” and “Short Description” fields:

An Item Analysis report displays the “Short Description” for item descriptions:

An Objectives Summary Report shows the “Learning Standard Abbreviation” as the Objective/Strand title:

When you click the question mark icon the Objective Resources window appears. This shows the full “Learning Standard” field:
The x-axis of an Item Analysis Graph report shows the “Short Description” for learning standards up to the period:

The only edit you may make to a pre-defined standard (such as a Common Core State Standard) is to change the items associated with the standard.

To edit a local standard:

1. Click **Work with Learning Standards** from the top of any page. The Work with Learning Standards page appears.

2. Click **Select an existing learning standard** so that the Select Learning Standard page appears. (Alternatively, if you worked with the standard recently, click on it in the list below “Select a recently opened learning standard” to open the Edit Learning Standard page.)

3. From the Select Learning Standard page, select a standards group from the “Select a Standards Group” drop-down menu. **(Note:** The standards groups that are available to you depend on your license.)
4. Find the learning standard in the list. (Refer to the section “Sorting” on page 30 for tips on filtering and sorting the list.)

5. Once you have located the learning standard to edit, click the button in the “Select” column and click **OK**. The Edit Learning Standard page opens.

6. Make any necessary changes in the fields. (You cannot edit fields for pre-defined standards or standards that are associated with published items, but you may add associate items to the standard.) See “Standard Fields” on page 50 for details on each field.

7. Make any changes to the items associated with the standard using the **add** link and the **Remove** options in the “Associated Items” section:
Refer to “Aligning Items to Standards” on page 56, which explains more about associating items and standards.

8. Click **Apply** to save any changes and remain on the page, or click **Save** to save the changes and leave the page.

**Deleting a Local Standard**

Before you can delete a local standard, no items can be associated with it. If an associated item is not being used in a published test, you can disassociate the item and standard by removing. Click **Remove** next to the item to remove it. Click **Apply** to save. Then you can delete the standard.

**Note:** If an associated item is being used in a published test, you cannot delete the standard.

To delete a standard from the Edit Standard page:

1. Click **Delete Standard** from the top right corner of the page.

2. A dialog box asks whether you are certain you want to delete the standard. Click **OK**.

3. You return to the Work with Standards page, and the standard is deleted as long as there are no errors issued.

**Aligning Items to Standards**

New local items are automatically aligned with a pre-defined default standard for the item subject. All the default subject standards take a form that indicates that the item is not aligned to a specific standard. For example, the following is the pre-defined default standard for a local Science item:

```
Subject: Science
SubSection: Unaligned
Abbreviation: Unaligned Items
Short Description: This item has not been aligned to a standard
Learning Standard: This item has not been aligned to a standard
Grade Range: PK - 12
```

You should leave your standard aligned to the default standard, but it is best to also align each item to at least one actual standard, either a local one that you create or a pre-defined standard. You should do this before using an item in a test because once an item is in a published test, you cannot change the standards to which it is aligned.

**Note:** Any test you create using TestWiz can include only items that are aligned to a shared group of standards. For example, a test can only consist of items that are all aligned to Common Core State Standards or all aligned to local standards. You cannot create a test consisting of some items aligned to one group of standards and some to another. Additionally, you may only create a test from a single subject.

There are two general ways of aligning items and standards:

**A.** You can select an item and associate standards with it.

**B.** You can select a standard and associate items with it.
These options are described in detail below.

**Note:** The standard and the item must already exist before you associate them. See “Creating a New Local Item” on page 6 for creating an item. If you want to use a local standard, see “Creating Local Standards” on page 48 for instructions.

### A. Associating items from an existing standard

If you have a particular standard to which you want to align one or more items, you can select the standard and then associate items with it. Follow these steps:

1. Select a standard. (Follow the steps outlined under “Editing a Learning Standard” on page 54.

2. From the Edit Learning Standard page, click the **add** link located in the “Associated Items” section on the right. (If you are not already on the Edit Standard page, follow the steps under “Editing a Learning Standard” on page 54.)

   ![Edit Learning Standard](image)

   The Select Items page appears. It displays items that have the same subject as the standard and are not already associated with a standard in the same Standards Group.

3. From the top section of the page, find the items that you want to select. (For help finding items in the table, refer to “Sorting” on page 30). To select an item, click the box in the “Select” column so that the item appears in the bottom section of the page under “Selected Items.” Select as many items as necessary.

   ![Select Items](image)

4. When you have selected all the items you want to associate with the standard, click **OK** to return to the Edit Standard page. The item(s) is now listed in the “Associated Items” section.
(Note: The plus sign (+) indicates that an item was added, but the change is not yet saved.)

5. Click **Apply** to save the added items and stay on the page, or click **Save** to save the added items and leave the page. The items are now associated with the standard.

To remove an item from the “Associated Items” list for a standard, click **Remove** located to the right of the item. A subtraction symbol appears to the left of the item. Click **Apply** to save this change or **Save** to save this change and leave the page.

**B. Aligning standards from an existing item**

If you want to align a particular item to a standard, you can select the item and then select a standard to associate with the item.

(Note: For any one item, you can select up to one standard per Standards Group. For example, an item can only be associated to one Common Core State Standard, but it can be associated to one Common Core State Standard and also to one local standard and one pre-defined State standard.)

To associate an item with a standard, you can do so from the Edit Item page. Follow these steps:

1. From the Edit Item page, click the **add** link located in the “Associated Standards” section on the right. (If you are not already on the Edit Item page, follow the steps under “Editing Local Items or Passages” on page 27.)
The Select a Learning Standard page appears.

2. Use the drop-down menu next to “Select a Standards Group” to select the group to which the standard belongs. For example, select **Common Core Standards** for a Common Core State Standard, or select **Local Standards** for a standard that you created.

3. Find the standard you want. (For help with filtering or sorting the list, refer to “Sorting” on page 30.)

4. Click the button in the “Select” column to select a standard.

5. Click **OK** to return to the Edit Item page. The standard is now listed in the “Associated Standards” section.

**Note:** The subject is pre-selected based on the subject of the item. The standards available in each Standards Group vary according to the subject. For example, in the Common Core Standards group, there are only ELA and Math standards.
6. Click **Apply** to save the added standards. *(Note: If an item is already associated with one standard from a particular Standards Group, and you add another standard from the same Standards Group, the newly added standard replaces the former standard when you click **Apply**.)*

7. You can associate the item to another standard in another Standards Group by repeating these steps.

To remove a standard from the “Associated Standards” list, click **Remove** located to the right of the standard. A subtraction symbol appears to the left of the standard. Click **Apply** to save this change or **Save** to save this change and leave the page.

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**Creating Tests from Local Items**

After you create local items, you can build tests from them if they are:

- “Enabled” (see page 14 for more information setting the “Enabled” property for an item.)
- Associated with a standard (see page 56 for information on associating items and standards)

Enabled local items are located in an Item Bank called “Local Items.” Additionally, as described in “Learning Standards” on page 48, items in the Item Bank are categorized based on the standard with which they are associated.

Therefore, before creating a test of local items, be aware of what standards are associated with the items. You should know the following about the items and their associated standards in order to draw the items from the Item Bank:

- Standards Group
- Subject
- Grade(s) of Standard
- SubSection (Strand) of Standard
- Standard Abbreviation
- Associated Passage(s) Titles (if applicable)
- Item ID
When you build tests, you locate items using this information, in the order indicated above. For example:

*You create an ELA item (Item ID 04003) associated with a passage titled “Gold Fever.” You associate this item to the Grade 1 Common Core Standard under “Language” which is abbreviated as, “L-1-4-c ID Root Words.”*
When you create a test, you would look for this item in the “Local Items” item bank under:

For details on creating a test using local items, refer to the separate document titled, “Creating Test Using an Item Bank.”

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 Item Bank tests, including tests from the Local Item Bank:

- **Creating Tests Using an 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.
Contact Information

Please contact Certica Solutions for help using TestWiz.

**Toll-free Help line:**  877-456-8949  
**Alternate line:**  978-456-3464  
**Email:**  TestWiz@CerticaSolutions.com  
**FAX:**  978-456-3391