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Overview
This document explains the steps involved in creating or editing a Test Specification in TestWiz. Test Specifications (also known as test configurations, test setups, or test details) contain all the information needed by TestWiz to score a test:

- subtest and score names
- answer keys with item descriptions
- objectives (learning standards)
- Performance Levels (optional)
- Appearance of printed answer documents

A Test Specification is created in one of two ways:

- directly, based on an external test you use (covered in this document)
- when you publish an item bank test (see Creating Tests Using an Item Bank)

Any given Test Specification can be used over and over again from one year to the next – as long as the answer keys stay the same. To distinguish an administration given in one year from the next, you need to create a Test Administration for each year the test is given. See “Creating a Test Administration” on page 16.

Before You Begin
Your TestWiz account needs to be marked with permission to create Test Specifications and to key-enter and/or scan students’ tests. Please contact Certica Solutions at 877-456-8949 (toll-free) if you need that permission enabled.

1. If you are not already logged into TestWiz, you should log in by navigating to https://www.testwiz.net
2. Enter your User Name and password. Be aware that passwords are case-sensitive.
3. Click Login.
4. To get started, click Utilities located on the upper right of the top menu bar.

Creating a New Test Specification
To create a Test Specification:

1. Go to Utilities.
2. From the Test Management menu, choose Test Specifications from the followed by Create a New Test Specification.
The Test Specification Editor opens.

Use the Test Specification Editor to create the test. Refer to “The Test Specification Editor” on page 6 for direction on completing each step of the Test Specification Editor.

**Editing a Test Specification**

You can make changes to an already existing Test Specification. Test Specifications are created when you create a test using an item bank. To make changes to an already existing Test Specification:

1. Go to **Utilities**.
2. From the **Test Management** menu, choose **Test Specifications** from the followed by **Select Existing Test**. The Select Existing Test page appears.
3. Click anywhere in the row of a test to select it.
4. Click **Edit** from the **Test Management** window.
For more information on the other actions to take with a Test Specification (as listed in the Test Management window shown above), refer to “Working with an Existing Test Specification” on page 19.

The Test Specification Editor opens.

You may click on any of the steps listed on the left in order to edit a particular aspect of the Test Specification. For direction on where to go in the Test Specification Editor, refer to the section that follows.

Note: To make changes to the answer document layout and bubble options, go to “8. Save/Release.”

The Test Specification Editor

Creating or editing a Test Specification can involve several steps. The Test Specification Editor has wizard steps that give you the option to click Next on each page. Once you are familiar with the steps, you can click on the
numbered steps on the left, bypassing the wizard. Make sure to click Save on the last page, or your work will not be saved.

**Step 1. Test Name & Grade**
Each test requires basic name and grade information.

1. Enter a **Test Abbreviation** (15 character limit) starting with a letter and consisting of any combination of numbers, letters, and underscores (no spaces or special characters). The abbreviation is used internally as the file name. It does not appear on any reports. It needs to be unique. We suggest including a reference to the subject, grade level, and when test is given in the abbreviation. If the test is to be used from one year to the next, do not enter a year in the **Test Abbr** field nor in the **Test Name** field that follows.

2. Each test needs a **Test Name** (70 character limit). The name should be unique and will be used for finding a test for scanning, key entry, and reports. We suggest including the grade level, subject, and time of year the test is given in the description. For example, Math G5 Fall Pre-Test. There is no need to indicate the year here. That will come later, when you create the Test Administration file.

3. Select from the **Grade** drop-down list the grade level of students to whom this test should be administered. Later, when you to print answer documents or key enter scores, the Grade level will trigger the list of students that can take the test.

4. Click the selection box for **Test Purpose(s)**. If your group has any Test Purposes available, you may select up to five for this test.

![Test Name & Grade](image)

**Note:** If your group has no Test Purpose values set up, the selection control says “None Available.”
However, an administrator for your group may go to Utilities and from the Test Management menu choose Manage Test Purpose Values.

5. Click Next to proceed.

**Step 2. Subtests**

1. Enter an Abbreviation (8 character limit) and Description (25 character limit) of the subtest in the text boxes provided. Depending on the type of report, either the Abbreviation or the Description will be displayed on a report.

2. The Source column. For the very first Subtest, choose either **Answer Key** or **Scores Only**. If you choose **Answer Key**, you will need to enter the number of items and the first item number. On a subsequent step, you will also have the option to associate objectives with each of the items. If you choose **Scores Only**, there will be no individual items – just scores. On subtests after the first one, you can choose **Subsection** as the Source if the subtest consists of sub-areas. For example, Math could be the Subtest and Number Sense could be a sub-section. On the other hand, if the whole test is based on Number Sense, then Number Sense would be the Subtest and you may have Addition and Subtraction as subsections. On another step, you will have the opportunity to define learning standards (objectives).

3. If the subtest has an Answer Key, enter the number of items in **Num. Items** as well as the number for the 1st Item.

4. If the subtest is “Scores Only,” enter **Min** and **Max** score values to indicate a valid range of scores for the subtest.

5. Leave **% Cor.** and **Max Pts.** checked, if you want TestWiz to automatically calculate the Percent Correct score and/or show the Maximum Points on a subtest. Uncheck either one if you do not want them to appear on reports.

6. Click the **Add New Subtest** button to add another subtest.

7. Click + to add another subtest or x to insert or delete a subtest.

8. Click Next to proceed.

**Important Note:** Once a test is administered, you will not be able to change the number of items, nor the Subtest/Subsection abbreviations.
Step 3. Answer Keys

1. Choose **Alphabetic** (A,B,C,...) or **Numeric** (1, 2, 3,...) for item responses.

2. Choose **Item Type** from the drop-down menu. The Item Type you choose for the first item is automatically applied to all subsequent items. For example, if your test has mostly multiple choice items with responses of A to E, or A to D, or A to C, select an option and all your items will be set up accordingly. You can change the Item Type for individual items, if they don’t follow the same convention. If your test has some open items, go to the line that needs to be set up for an open item and select how you want that open item to be displayed on the answer document.

Notice that for Open Response (OR) items or Short Answer items (SA), you can choose the amount of space needed for the responses: **2 lines, 4 lines, Quarter Page, Half Page, Full Page, Separate Sheet.**

3. Once you are on the **Answer** column, you can key-enter your multiple choice answer, or select it from the drop-down list. Press the [Enter] key and the cursor is positioned to the Answer column on the next row. Press [Tab] to continue to the point value.

4. If a multiple choice item has a point value other than 1 (the default), you may enter a whole number value in the **Pts** column. For OR (Open Response) or SA (Short Answer) items, enter a value in the **Pts** column.

5. You can enter item descriptions in the Description column at the same time as you are entering the correct answers. However, they can also be entered at another time. Or, if your test has objectives (learning standards) for items, the text of each objective is automatically entered into the Item Description field after you complete “Step 6 Objective Items” – as long as the Description here on Step 3 is left blank.

6. Click **Next** to proceed.

Step 4. Subsections

If you had any Subtests labeled as “Subsections” on the Subtests page, then the Subsections page shows your abbreviations as column headings and all possible item numbers below.
For each item that falls into the subsection, click in the box next to the item number. If all of the items fall into the subsection, click the box next to All. If no subsections were defined, there is nothing to do on this page.

Click Next to proceed.

**Step 5. Objective Names**

“Objectives” is the term TestWiz uses for learning standards or categories. Defining objectives for a test is completely optional. If you want the reports for this test to include scores on objectives, you need to enter or select the objective names and then you need to identify the items that are associated with each objective.

If your version of TestWiz has an Objectives Bank, you will be able to select the names from that bank and also add your own.

**Objectives Bank**

If an Objectives Bank exists, you may select one from the “Select Objective Bank” drop-down menu. The TestWiz Objectives Bank Manager appears and allows you to select pre-defined objectives.

1. Make selections from the Grade, Subject, and Subsection drop-down menus.
2. Objectives for the selected subsection appear. Click in the boxes next to the objectives you want to use.

![Objective Bank Manager](image)

3. Click **Add Objectives** to use the selected objective names. The objective abbreviations and descriptions appear at the bottom. After seeing the list of objective names that you selected, you can change the grade and select from a different list. Or, just click **Next** to proceed to associate the items with the selected objectives.

   **Note:** If you are adding objectives for more than one subsection, control the display order by clicking on the **Add New Objective** button after each subsection.

4. If you want to add your own objectives, refer to the section that follows to create a new objective. Otherwise, add as many objectives as you want and click **Next** to proceed.

**New Objectives**

The objectives available in the Objectives Bank are pre-defined. If you do not see an objective that you need or if there is no Objectives Bank:

1. Click **Add New Objective**.

2. Enter an abbreviation and description in the text boxes provided. Click the box under **Header** if this objective should appear in **bold** on reports.

![Add New Objective](image)
More on Header Objectives: If, for example, this is a Math test with several objectives measuring Number Sense, you may want your objectives reports to show how students performed on Number Sense as a whole (as a heading), as well as on the individual objectives. In that case, you should select your individual objectives, first. Associate the items that measure the individual objectives on the next page. This automatically enters the objectives names into the Item Descriptions for each item. Then, come back to the Objective Names page and insert the heading Objective above or below that set. You will have to go to the next page again and associate all the items that are measured by this heading Objective. But since the basic ones were already marked, the Item Descriptions will not be affected.

3. Click Next to proceed.

Step 6. Objective Items

The Objective Items section lets you specify which objectives are associated with each item. For each item, click in the box or boxes for the objective(s) that are associated with it. If one objective is associated with all the items, click the box in the top row next to All.

Note: More than one objective can be associated with an item.

The objective you associate with an item automatically populates the Item Description on the Answer Keys page – as long as the Item Description is blank. Once the Item Description has any text at all for a given item, any new objective name will not be used. What that means: Even though an item can be associated with multiple objectives, only the first selected one will populate the Item Description field – and only if the field is blank.

Click Next to proceed.

Step 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.
To add a performance level score for a subtest:

1. Edit the **Abbr.** and **Description** if you want to change the ones that are given.
2. Choose Raw Score or Percent Correct from the **Based on Score** drop-down menu to select which score your cut score will be based on.
3. For any of the listed Subtests, click **Add Performance Level**.
4. Enter a name for the level in the **Label** text box and enter minimum and maximum values in the **Min** and **Max** boxes to indicate a range of values. Always start with the lowest set of scores first, with no overlapping ranges and no duplicate values. Additionally, you should define a Performance Level for every possible score or range of scores. Otherwise, the Performance Level for the last Max value is applied to all scores beyond the last Max value.
5. Click **Next** to save this and proceed.
**Step 8. Save / Release**

The final page allows you to specify the time of year the test is to be administered, how the test data will be brought in, and whether the test is ready to be administered.

![Image of Save / Release interface]

**A) Select how data is loaded.**

Indicate how the test data will be brought into TestWiz – either Plain Paper Scanning and/or Key Entry.

- **Key Enter.** If you wish to allow teachers to manually enter scores and/or responses for the test, mark the **Key Enter** option.

- **Plain Paper Scanning.** Choose this option if you will be printing custom answer documents and scanning them in. When you click this option, additional options for the answer documents appear.

![Image of answer sheet layout options]

Indicate how you want the answer documents to look by using the answer sheet layout options provided:

- Select a **Bubble Size**.
  
  **Note:** If you select a large bubble size such as 20pt or 24pt, you may need to increase the Row Spacing or increase the space allowed for SA or OR responses. (See p. 9 for more on SA and OR responses.)
• Select the **Number of Columns** of items on the answers sheets. You may choose to have one, two, three, or four columns.

• Select a **Bubble Label Location**. This lets you choose to have labels (such as A, B, C, D) above, below, or inside the bubbles.

• If you want to specify single or double spacing between rows of bubbles, select an option from **Row Spacing**.

• If you want a title page to be printed before each set of classroom documents, click the check box next to **Include a Title Page**. The title page serves as a separator between class documents.

• If you have open response items and you want the teacher answer area to be on the same page as the student’s multiple choice responses, click the box next to **Teacher Area Same Page**. Otherwise, the teacher answer area will be on a separate page.

• Click **Show Sample** to see a sample PDF answer sheet based on your choices. When the sample is ready, a link appears that says: **Sample Ready, Click to View**. Click on the link to open the PDF document.

**B) Save your work.**

Click **Ready for release** if the test is ready for creating administrations and, later, scanning or key-entering. Otherwise, do not check this option.

**Note:** If the test has already been administered and you want to be able to create reports from it, but you do not want anyone adding test data to it, use the “This test is for reporting only” option on the Test Management window. See “Test Management Options” on page 23 for more information.

Click **Save** to save the test.

**Warning:** If you don’t click the **Save** button, none of your work on any page of the Test Specification Editor will be saved.

**Creating Test Specifications to Copy**

If you are working with an external test, you will often be setting up a series of Test Specifications that are very similar. In that case, you may want to start with a “boiler plate” Test Specification that can be saved with different names. (See “Working with an Existing Test Specification” on page 22 for details on copying.) Here are some helpful tips when creating a test to copy:

1. When creating the “boiler plate” test to copy, go to the Subtests page, and enter the maximum number of items that will be given on any of the tests in the series. That way, when you set up your multiple choice type on the Answer Key page, it will be set up correctly for the maximum number of items. If you are working on a test that has fewer items, simply change the number of items and TestWiz will remove the unused item numbers from the Answer Key page.

2. If you have subsections, enter their names on the Subtests page. Enter all possible subsections. That way, you will be assured that they are spelled consistently throughout the series.

3. On the Answer Keys page, do not enter item responses. You will only have to overwrite them for each test. However, if you have open responses that will always be given on the same item number, you should enter those.

4. If you did enter subsection names, you will need to associate at least one item for each subsection on the subsections Items page. Enter a check mark for item 1 under each subsection. That will satisfy the TestWiz requirement and it will be obvious to you to make your correction on each subsequent Test Specification.
5. As for objectives, it is unlikely that you will be using the same objectives on more than one Test Specification in the series. Therefore, do not bother entering objectives on your boiler plate Test Specification. If for some reason, you do define objectives on your boiler plate and then want to tweak them for individual Test Specifications, understand that the Item Descriptions get populated when you select an objective. If you make a change to the Objective, the Item Description does not automatically get replaced. You will need to edit the Item description for each changed objective.

6. Performance Cut Scores. If you have specific cut scores that will be applied to each of the tests in the series, do enter them on your boiler plate. That will avoid having to enter them for each Test Specification separately.

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**Creating a Test Administration**

Once you have a Test Specification, you need to create a Test Administration for the test. Because any given Test Specification can be used over and over again (as long as the answer keys stay the same), you need Test Administrations to distinguish between administrations each time the test is given.

You need to create a Test Administration before students’ results can be processed for a particular testing day. Keep in mind that students’ tests need not be processed all at once; you can scan or manually enter test data as the results come in.

To create a Test Administration:

1. Go to **Utilities** if you are not already there.
2. Choose **Test Specifications** from the **Test Management** menu followed by **Select Existing Test**.
3. From the Select Existing Test page, locate the test in the list.

   ![Select Existing Test](image)

   Make sure the Test Specification has “yes” in the “Release Ready” column. (If it doesn’t, refer to page 14 about releasing a test.) Click anywhere on the row of the test to select it. The test management dialog box appears.

4. Under the “Test Administration” section, click **Create/Edit/Delete**.
5. Click **Create New Test Administration**. The Create New Test Administration page appears. In Step 1, select the exact or approximate date for the administration.
6. Enter a brief label to include in the name of the Test Administration (required; up to 12 characters). This label provides more detail or a brief description that becomes part of the Test Administration Name, which is automatically generated and consists of the grade of the test, the school year in which the test is being administered, and the label that you enter. For example, if you enter “Week 8” as the label for a Grade 5 test given in 2016/2017, the name of the Test Administration becomes “Grade 5 2016/2017 Week 8.”

Select one or more Test Purpose(s) (optional). If your group has any Test Purposes available, you may select up to five for this Test Administration. By default, if the Test Specification for this Test Administration has any Test Purposes, these are automatically given to the Test Administration. Click in the selection box to change them if needed.
Note: If your group has no Test Purposes set up, the selection control says, “None Available.” However, an administrator for your group may go to Utilities and from the Test Management menu choose Manage Test Purposes.

7. None of this information (the date, the label, the Test Purposes) may be edited later, so verify that they are all correct.

8. Click Create. A message indicates that the Test Administration was created.

9. Click Return to Create/Edit/Delete Test Administration to go back to the list of Test Administrations and to set up online testing if necessary. Refer to the section below titled, “Online Testing Setup.”

Online Testing Setup
Some Test Administrations (those developed from an item bank in TestWiz) can be set up for administering tests online. Click Online Testing Setup next to the administration if you want the test to be administered online. Refer to Creating Tests Using an Item Bank for more details on making a test available for online testing. Then refer to Administering Online Tests: Printing Online Test Tickets and Taking the Test for additional information on online testing.

Warning: Take care to avoid deleting Test Administration files or Test Configuration files that are associated with scannable tests. Deleting those files for a scannable test will cause you to lose data if the test was already scanned. It will also prevent answer sheets from printing or being scanned.

Uploading Custom Test Booklets
If you are working with an external test and have a student booklet or teacher booklet for the test that is either a Word or PDF file, you can upload this custom booklet file to TestWiz. This makes it available to teachers who may need to print these booklets. (Teachers do not necessarily have permission to access test booklets directly, the way an administrator/test creator does.)

To upload a custom test booklet:

1. Hover the cursor over the Test Management menu in Utilities and choose Edit Test Specification.

2. At the Select Existing Test screen, click on the test whose booklet(s) you want to print.

3. A test manager window appears. Click Manage Test Booklet. The “Manage Test Booklet” page appears.
4. Click **Upload Student Booklet** or **Upload Teacher Booklet**. The next screen appears:

5. Click **Browse** to open the “Choose File to Upload” dialog box.

6. Select the custom test booklet file to upload. It must be either a *.DOC, *.DOCX, or *.PDF file.

7. Click **Open** to close the dialog box. The selected filename appears on the Manage Test Booklet page.

8. Click **Upload**. A message indicates that the file was uploaded.
9. Repeat this process for another booklet if desired.

To view/print these custom booklets, click on the Current file loaded link.

**Teachers Printing Test Booklets and Test Details**

Although teachers do not usually have direct access to Test Specifications, teachers can print custom booklets that you have uploaded, as well as test details, by following these steps:

1. Select **Utilities**.

2. From the **Test Management** menu choose **Print Test Details/Booklets**. The Print Test Details/Booklets page appears.

3. Use the drop-down menu under “Choose Test Specification” to select a test. The custom booklets and test detail file icons appear.

4. Click on the icon for the file to view/print.

5. The file opens. Print it from there.

For more information on printing booklets and test details, teachers may refer to the separate documents titled, *Administering Paper/Pencil Tests: Printing Custom Answer Sheets and Test Booklets* and *Printing Test Details*.
Working with an Existing Test Specification

In addition to creating Test Administrations and uploading booklets, you can work with an existing Test Specifications in other ways. For example, you can edit it, copy it, delete it, etc. All the options for working with a Test Specification are located on the Test Management window.

To access the Test Management window:

1. Go to **Utilities** if you are not already there.
2. Choose **Test Specifications** from the **Test Management** menu followed by **Select Existing Test**.

3. The Select Existing Test page appears. Find a Test Specification you wish to edit and click anywhere on that row.

The list of tests has filtering capabilities so that you can easily find the test you want. The initial sort order of the list will be according to the test that was modified most recently.

4. Once a test is selected, the following Test Management dialog window appears:
What would you like to do with: Spanish Test?

Test Specification

- Make changes to the test specification. (Owner or admin only)
- Copy an external (non-item bank) test.
- View/print test details or test booklets.
- Upload or remove your own test booklets. (Owner or admin only)
- Unpublish Item Bank test or delete external test. (Owner or admin only)
- Assign the test specification to another user. (Admin only)

□ This test is for reporting only. (Owner or admin only)
□ Show administration note on answer documents. (Owner or admin only)

Test Administration

- Create/delete test admins. Online setup. (Owner or admin only)
- Print custom, scannable answer documents.
- Print student tickets for online testing.
- Enter scores or responses

5. Click on a button or option. Each option is explained below. The first section of options applies to the selected Test Specification. The second set of options applies to Test Administrations that are associated with the selected Test Specification.

Note: You may see a “Note from the Wizard” at the bottom of this dialog box indicating what you may want to do next.

Test Management Options

Edit – Opens the Test Specification Editor, allowing you to make changes to any of the details of the Test Specification such as the subtests, the item answer keys, whether the Test Specification is ready for release, options for answer sheets, whether you are scanning or key-entering, etc. After you have made changes, go to the Save/Release page and click Save to save the changes.

Notes:

• You cannot change the abbreviation for a Test Specification. Instead, you can create a copy of the Test Specification and use a new abbreviation. If you do, change the description as well, otherwise you will not easily be able to distinguish between the two.

• Once a test is administered, there are certain changes that you can make, and others that you cannot. For example, you can change the correct answer or mark an answer as skipped. You can add subsections and objectives. TestWiz will rescore all existing test administrations after you save your changes.

• You cannot add a subtest. You cannot change the number of items on a subtest. If you try to make those kinds of changes, TestWiz will alert you when you try to save the test and prompt you to save it with a different name.

Copy – You can copy a Test Specification that is based on an external test and modify it. That way, you
don’t have to start from scratch each time. See “Creating Test Specifications to Copy” on page 15 for details.

Note: Do NOT use this option to copy a Test Specification that was created when you published an item bank test. Instead, you should go to the Test Management menu, choose Test Specifications followed by Work with an Item Bank Test, and use the Copy option there.

Print Details / Booklet – Allows you to print a student booklet, a teacher booklet, or the details of the Test Specification such as answer keys, names of subtests, and objectives. These are available if the custom booklets were uploaded. See page 19 for more information on uploading booklets and printing them.

Manage Test Booklet– Allows you to upload a custom student or teacher booklet or delete one that was previously uploaded. See page 19 for more information.

Unpublish or Delete – Unpublishes an item bank test so that you can edit it, or entirely deletes an external Test Specification if there are no Test Administrations for it. (You must first delete any existing Test Administrations before you can delete the related Test Specification.) See Editing Item Bank Tests for more details on unpublishing a test.

Change Ownership – Allows you to assign another user to be the owner of the Test Specification. Only a system administrator can change ownership of a test.

This test is for reporting only – When this option is checked, the test is marked so that you (and other users) can only create reports from the test, not print answer documents, add Test Administrations, etc. You may want to turn this on for tests that are no longer being actively administered, so that new test data is not accidentally added to the test. Only the owner of the test or a system administrator can mark a test for reporting only.

Create/Edit/Delete – Allows you to create or delete Test Administrations. You can also set a test to be taken online using this option to edit a Test Administration. (Test Administrations fall under a Test Specification and contain results for all the students who took a particular test on a given day. See “Creating a Test Administration” on page 16 for more information on creating a new Test Administration.)

Print Ans Docs – Opens the Print Test Documents page to print custom answer sheets for a specific test. You are prompted for the Teacher Type, District, School, Teacher Name, and Students for whom to print answer sheets. Refer to Administering Paper/Pencil Tests: Printing Answer Documents and Test Booklets for more details.

Print Online Tickets – Opens the Print Test Documents page to print tickets for students who will be taking the test online. You are prompted for the Teacher Type, District, School, Teacher Name, and Students for whom to print tickets. Refer to Administering a Test Online: Printing Online Test Tickets for more details.

Enter Scores – Opens the Enter Scores or Responses page so you can view or enter scores/responses for a Test Administration. Refer to the document Entering Scores or Item Responses for more information.

What’s Next

Once you have set up a Test Configuration (page 4) and Test Administration (page 16) for a custom test, you can give the test to students and bring in test data. There are two options for bringing in test data:
• **Scan plain paper answer sheets.** To prepare, you need to print plain paper answer sheets for each student. You may also need to print booklets. Refer to the document titled, *Administering Paper/Pencil Tests: Printing Answer Documents and Test Booklets* for more information. After the answer sheets are filled in by students, you can scan them using our client software: TestWiz Scan. The scanning process is covered in the document, *Plain Paper Scanning with TestWiz Scan*.

• **Enter scores or responses.** Entering scores or item responses manually using the keyboard is covered in detail in the document titled, *Entering Scores or Item Responses*.

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**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.

- **Creating Tests Using an Item Bank**—explains how to design a custom test directly in TestWiz by choosing items from an item bank.

- **Editing Item Bank Tests**—details on editing aspects of an item bank test that are not accessible in the Test Specification editor such as changing the contents of the items, changing the order of the items, etc.

- **Plain Paper Scanning using TestWiz Scan**—explains how to use TestWiz Scan to scan in completed answer sheets.

- **Administering Paper/Pencil Tests: Printing Answer Documents and Test Booklets**—provides directions for printing plain paper answer sheets and student or teacher booklets.

- **Administering Online Tests: Printing Online Test Tickets and Taking the Test**—instructions for printing and using Online Test Tickets for tests being taken online.

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**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