TestWiz™

Getting Started Guide

For Administrators

Updated: July 11, 2017
Introduction

TestWiz is an easy-to-use web-based assessment analysis tool. The test data is loaded by importing electronic files, direct key-entry, through online test taking, or by scanning students’ answer documents. You, as the administrator, set up user accounts with customized permission to access the data. TestWiz then allows these users to log in and generate meaningful reports on the data from any computer with Internet access and a Web browser.

Prerequisites

Before using TestWiz, each user machine should have the following installed:

- A Web browser for access TestWiz
- Adobe® Reader® or Adobe Acrobat® for printing reports

In addition, TestWiz Scan is optionally installed for plain paper scanning of answer sheets. It is supported under Windows 7 and Windows 8.

Refer to the document titled, Recommended Software, Device and Bandwidth Configuration for detailed technical requirements. It is available from the left-hand sidebar under “Getting Started” once you log into TestWiz.

Cautions

Clicking the Back button on the browser window brings you to the previous HTML page. This is not necessarily the previous section of TestWiz. To get back to a section, click one of the following buttons on a screen inside TestWiz:

OK
Cancel
<Back

You can also jump to any section such as Tests or Reports by clicking on the section name in the menu bar.
Logging into TestWiz

To log into TestWiz:

1. Go to https://www.testwiz.net. You are brought to the Login screen:

   ![Login Screen]

   - **User Name** and **Password**
     - Enter the **User Name** and **Password** given to you by Certica. Please be aware that passwords are case-sensitive.
     - **Note:** If you forget your User Name, you may enter the email address associated with your user account. If you forget your password, refer to the section below, “Forgotten Password.”

2. **Click Login.** The Welcome/Home page appears:

   ![Welcome Screen]

   **Forgotten Password**

   If you forget your password (or if any user in your group forgets their password), follow these steps:

   1. **Click the Forgot your password? link located to the right of the Password text box on the Login screen.**
      - The Password Reset page appears.
   2. Enter either your User Name or email address into the text box and **click Submit.**
   3. Look in your email for a message from TestWiz@CerticaSolutions.com and open it.
   4. Click the link provided in the email message. This brings you to another Password Reset page where you can now set up a new password.
5. Enter a new password into the **New Password** and the **Repeat New Password** text boxes. **Note:** TestWiz requires strong passwords. These usually contain a combination of uppercase letters, lowercase letters, numbers, and other symbols, and are at least 8 characters long.

6. Click **Save Password**.

The Login page appears. You may now log in using the new password.

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**Performing Administrative Tasks**

Most administrative tasks are performed through the Utilities Console. To get to the Utilities Console, click **Utilities** on the top menu bar.
The TestWiz Utilities Console Home Page opens:

Welcome to the TestWiz Utilities Console. Depending on your account settings, you may use the options to access user, test, and student information.

**What do you want to do?**

- **Manage an item bank test**
  From the Test Management menu, click Test Specifications followed by Create or Edit an Item Bank Test.

- **Create or edit local items, passages, or standards**
  Click the Local Item Management menu to open the TestWiz Local Item Management window.

- **Print answer sheets or online test tickets**
  From the Test Management menu, choose Print Scannable Answer Sheets or Print Online Test Tickets.

- **Manually enter test scores or item responses**
  From the Test Management menu, select Enter Scores or Responses.

- **Manage student information**
  Use options on the Student Records menu.

- **Manage user accounts**
  Use options on the User Accounts menu to change your account settings or manage other users.

Assuming you have permission to manage any aspect of the database, you can now work with tests and test documents, manage user accounts, manage the Student Records Database, and get utility reports.
Supporting Documentation and Training

Links to documentation and training are located on the left side of the Welcome page.

- The **Getting Started** link opens a page of documents that are useful to administrators who are just getting their group going with TestWiz. Documents there cover topics such as setting up user accounts, compatible scanners, and setting up TestWiz with your student information.

- **Help Documents** link opens a page that lists all the PDF documents that are available. Each document covers a particular task you may be performing in TestWiz, and you can easily view these PDF documents or print them out.

- The **Training** link brings you to a list of on-demand videos any user can watch, as well as a schedule of upcoming, free webinars any user may attend.

Creating User Accounts

One of your first steps as a new administrator will be to create user accounts for your users. From the list of online Help Documents, look in the “Account Administration” section for account-related documents such as:

- **Creating a New Account** – Describes how to create user accounts for those in your group
- **Modifying an Account** – Describes how to edit accounts or make changes to your own account

Resources for Other TestWiz Users

Anyone in your organization just beginning with TestWiz would benefit from reviewing:

- **TestWiz Overview** – A document that gives a general introduction to the various aspects of TestWiz

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