Assessment Builder

The **Assessment Builder** allows educators to create standards-based student assessments. Using the builder, users can search for and select a specific type of assessment question for a particular grade or course. Educators have the ability to print the student assessment along with the corresponding answer and scoring guide, as well as to save the assessment as a PDF or Microsoft Word document.

To Access the Assessment Builder:

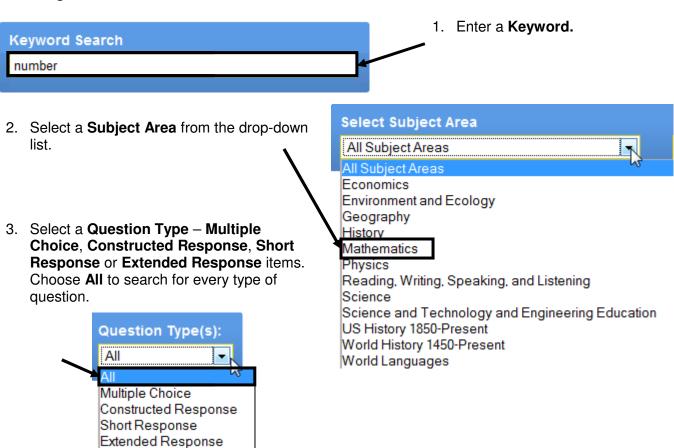
1. Click Fair Assessments on the Navigation Bar.

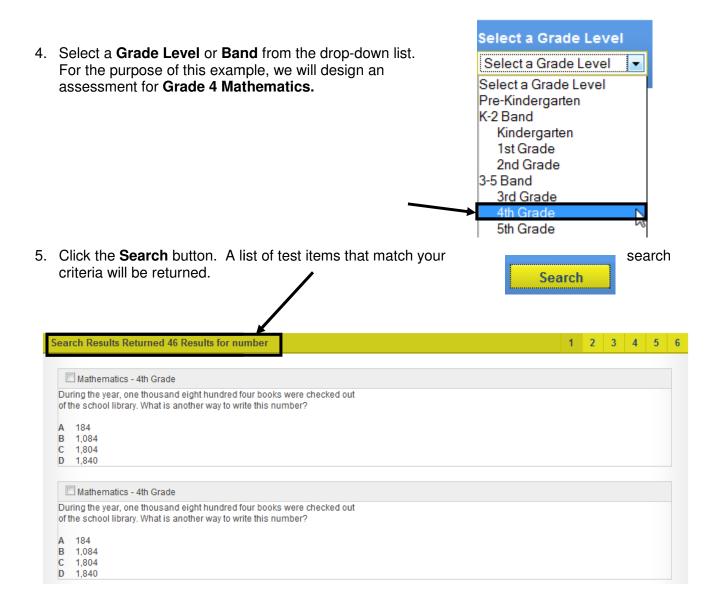


2. Click the Assessment Builder tab.



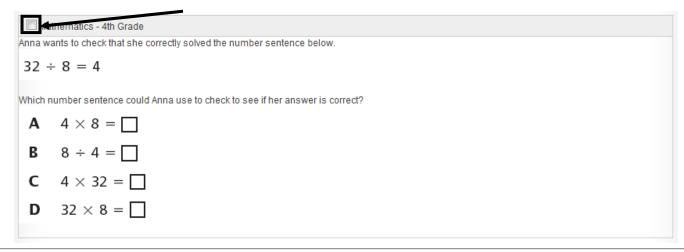
Building an Assessment:



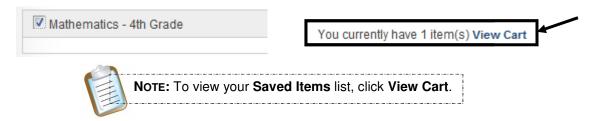


Selecting Test Items

1. To include an item on your assessment, place a checkmark in the square to the left of the item.

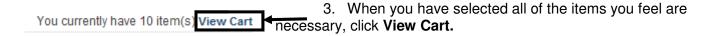


As you do so, the item will be added to your **Cart**, and the item's text will disappear:



Place a checkmark next to Select All to add of the items on the current page to your Cart.





Advanced Search

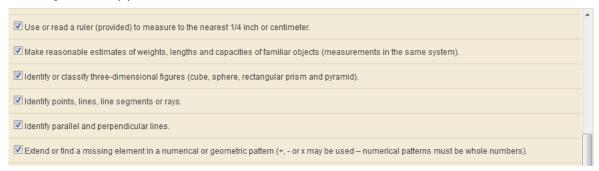
Sometimes a search for test items will produce an overwhelming amount of search results. To narrow your results, you can perform an **Advanced Search**, which will allow you to filter your search results by **Standard(s)**.

1. Scroll to the top of the page above your search results, and click on the **Advanced Search** button.

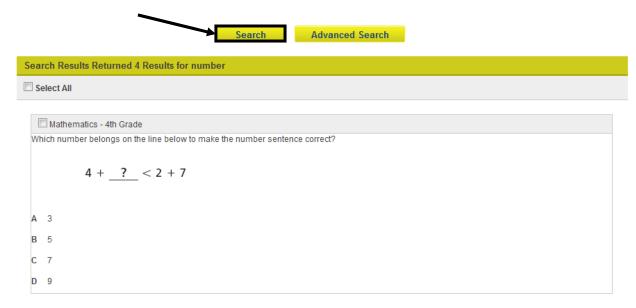
Advanced Search

2. A list of all **Standards** that were assessed will appear. You can select **Standard(s)** by placing a checkmark in the square to the left of them, allowing you to assess specific skills.

Filter by Standard(s):



3. Click Search to filter your search results. You can then select questions to add to your Cart.

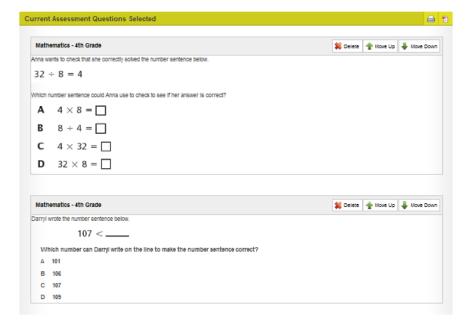


4. When you have selected all of the items you feel are necessary, click **Build Assessment**.

Build Assessment

Reordering or Removing Items in an Assessment Document

Clicking on View Cart or Build Assessment will generate a list of the test items that are in your Cart. The test items will appear in whatever order they were selected in the steps above.

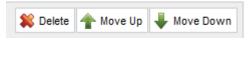


At times the order of the test items may be inconvenient:

- Longer, more involved Constructed Response items may appear at the beginning of the test, while Multiple Choice items may appear at the end
- An educator may wish to create several versions of the same assessment, reordering the questions on each to prevent plagiarism in the classroom.

Users may wish to change the order of the items to better suit their needs:

 To manually re-order the items on the assessment, click on the Move Up/Move Down icons next to the test items you wish to move. The items will move up or down the list one space with each click.



 To delete a test item from your assessment, and also from the Cart, click the Delete icon next to the item. To clear them all, click
Empty Cart on the Assessment Builder tab.



To locate additional assessment items, click Find More Items.
Place a checkmark next to any additional items to include them in your Cart.



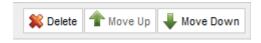
Saving an Assessment Document

In addition to the **Student Version** of the assessment document, users can also preview the **Teacher version** and the **Answer Key**.

- The **Student Version** contains test items only
- The **Teacher version** contains the test items, along with the answer key and scoring rubrics
- The **Answer Key** does not contain test items, only the answer key and scoring rubrics
- 1. Select the appropriate **Version** of the **Assessment**.



2. Use the **Move Up**/ **Move Down** icons to order the test items.



- 3. **Delete** any questions you no longer wish to include.
- 4. Select an option for how you wish to save the **Assessment**:



- Print print the assessment without saving it.
- Word save the assessment as a Microsoft Word document.
- PDF save the assessment as a PDF file.
- ePortfolio save the assessment to My ePortfolio as a PDF file. All three versions of the document will be saved to your ePortfolio.