



Creating a New Test (Legacy)—Manual Answer Key

The legacy view of adding a test allows district personnel more specificity when creating the assessment in SAM. This view is only available for district or building level users who have been given full access to creating tests in SAM.

1 Log into Performance Matters and go to My Tests.



2 You will see a list of all the assessments previously created in your district’s site. You can choose to edit a test or to create a new test.

My Tests	
Search Tag	<input type="text"/>
Course Subject	-Select Subject- ▾
Test Generation Method	-Select Test Generation Method- ▾
<input type="button" value="Filter"/>	
<input style="border: 2px solid red;" type="button" value="Create a New Test"/>	
<input type="button" value="Delete"/>	
No Results returned	

3 The original screen that will display is for our Test Wizard. This is also how a test can be created, but for district users, the Legacy view has more options. To access this view, click on the gear in the upper right.

Enter Test Name Here - <input type="text"/>		<input type="checkbox"/> Private	
Test Source:	Manual Answer Key ▾	Mastery Level:	<input type="text"/>
# of Questions:	<input type="text"/>	Threshold Level:	<input type="text"/>
Course Subject:	Math ▾	Answer Options:	ABCD ▾
<input type="button" value="Save"/>		<input type="button" value="Select Students for Testing"/> <input type="button" value="Show Test Events"/>	

4 Create the test by entering all the fields and clicking on Save.

Test Attributes			
Test Name	<input type="text"/>	Course Subject	-Select Subject- ▾
Search Tag	<input type="text"/>	Test Owner	<input type="text"/>
Grade	<input type="checkbox"/> unassigned <input type="checkbox"/> PK <input type="checkbox"/> KG <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	State Test Subject	-Select Subject- ▾
Proficiency	50		EOC - Algebra 1
Advanced	70		EOC - Biology
Test Generation Method	Manual Answer Key ▾		EOC - Civics
Assessment Category	-Select Category- ▾	EOC - Geometry	
Answer Source			
Answer Source	PMI ▾		
Answer Set	ABCD ▾		
Test Section Information			
Number of Sections	1		
Section	# of Questions		
1	1		
<input style="border: 2px solid red;" type="button" value="Save"/>			

Creating a New Test (Legacy) Manual Answer Key continued

- 5** When you have saved a test, click on Generate Answer Key to create an Answer Key and be able to view it to add the correct answers as well as curriculum alignment.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Test Name</td> <td>8.Reading.Midterm.1213</td> </tr> <tr> <td>Search Tag</td> <td></td> </tr> <tr> <td>Grade</td> <td> <input type="checkbox"/> unassigned <input type="checkbox"/> PK <input type="checkbox"/> KG <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 </td> </tr> <tr> <td>Proficiency</td> <td>60</td> </tr> <tr> <td>Advanced</td> <td>80</td> </tr> <tr> <td>Test Generation Method</td> <td>Manual Answer Key</td> </tr> <tr> <td>Assessment Category</td> <td>Quarter 2</td> </tr> </table>	Test Name	8.Reading.Midterm.1213	Search Tag		Grade	<input type="checkbox"/> unassigned <input type="checkbox"/> PK <input type="checkbox"/> KG <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Proficiency	60	Advanced	80	Test Generation Method	Manual Answer Key	Assessment Category	Quarter 2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Course Subject</td> <td>Reading</td> </tr> <tr> <td>Test Owner</td> <td>District</td> </tr> <tr> <td>State Test Subject</td> <td> <div style="border: 1px solid gray; padding: 2px;"> -Select Subject EOC - Algebra 1 EOC - Biology EOC - Civics EOC - Geometry </div> </td> </tr> </table>	Course Subject	Reading	Test Owner	District	State Test Subject	<div style="border: 1px solid gray; padding: 2px;"> -Select Subject EOC - Algebra 1 EOC - Biology EOC - Civics EOC - Geometry </div>
Test Name	8.Reading.Midterm.1213																				
Search Tag																					
Grade	<input type="checkbox"/> unassigned <input type="checkbox"/> PK <input type="checkbox"/> KG <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12																				
Proficiency	60																				
Advanced	80																				
Test Generation Method	Manual Answer Key																				
Assessment Category	Quarter 2																				
Course Subject	Reading																				
Test Owner	District																				
State Test Subject	<div style="border: 1px solid gray; padding: 2px;"> -Select Subject EOC - Algebra 1 EOC - Biology EOC - Civics EOC - Geometry </div>																				

Answer Source	
Answer Source	PMI
External Source	Other ← Scan File Test Name
Form	- Select Form -
Answer Set	ABCD

Test Section Information	
Number of Sections	1
Section	# of Questions
1	10

NOTE: If you use Lexmark or KM for your scanning solution, you will need to select that in the external source dropdown.

Save Reset Generate Answer Key

- 6** Click on View Answer Key to open it up to enter correct scores and curriculum alignment. To add a correct answer, click in the answer box and type the correct response. Then click Save.

ID: 3005042	Name: 8.Reading.Midterm.1213	Grade(s): 8
# of Questions: 10	Course Type: Reading	
State Test Subject(s):		

Question Label / Flatfile Num	Question Type	Answer Set	Answer	Point Value	Rubric	Curriculum Alignment	Delete
1-1 1	Selective Response	abcd		1	1 Point (1)		✖
1-2 2	Selective Response	abcd		1	1 Point (1)		✖
1-3 3	Selective Response	abcd		1	1 Point (1)		✖
1-4 4	Selective Response	abcd		1	1 Point (1)		✖
1-5 5	Selective Response	abcd		1	1 Point (1)		✖
1-6 6	Selective Response	abcd		1	1 Point (1)		✖
1-7 7	Selective Response	abcd		1	1 Point (1)		✖
1-8 8	Selective Response	abcd		1	1 Point (1)		✖
1-9 9	Selective Response	abcd		1	1 Point (1)		✖
1-10 10	Selective Response	abcd		1	1 Point (1)		✖

+ Add Question

+ Add Section

Save Reset

Creating a New Test (Legacy) Manual Answer Key continued

7

If you want to add curriculum to the questions, click on the ellipses in the curriculum column and select the standard(s) you would like to align the question to. If you know the abbreviated name of the standard, you can type it in or copy and paste it from a previous question. Make sure to hit Save when finished.

ID: 3005042		Name: 8.Reading.Midterm.1213		Grade(s): 8			
# of Questions: 10		Course Type: Reading					
State Test Subject(s):							
Question Label / Flatfile Num	Question Type	Answer Set	Answer	Point Value	Rubric	Curriculum Alignment	Delete
1-1 1	Selective Response	abcd		1	1 Point (1)	[...]	
1-2 2	Selective Response	abcd		1	1 Point (1)	[...]	
1-3 3	Selective Response	abcd		1	1 Point (1)	[...]	

8

In the curriculum alignment menu, you can filter for grade level and state or high stakes standards. High Stakes standards are the ones that are tested on the various state tests your district participates in. Put a check mark in the box next to the standard or group of standards that you would like to align the question to.

Curriculum Alignment

Alignment

Select one or more curriculum values:

Filter Criteria	
Grade	<input type="checkbox"/> unassigned <input type="checkbox"/> PK <input type="checkbox"/> KG <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
View	<input checked="" type="radio"/> State <input type="radio"/> High Stakes
<input type="button" value="Filter"/>	

State Test Subject	EOC - Algebra 1 EOC - Biology EOC - Civics EOC - Geometry EOC - U.S. History
---------------------------	--

- All.Curr: All curriculum
- NAT.10: National
 - CC: Common Core State Standards
 - CC.ELA: English-Language Arts
 - CC.ELA.L: Language
 - CC.ELA.RF: Reading Foundational Skills
 - CC.ELA.RH: Reading History/Social Studies
 - CC.ELA.RI: Reading Informational
 - CC.ELA.8.RI.1: Cite the textual evidence that most strongly supports an analysis
 - CC.ELA.8.RI.2: Determine a central idea of a text and analyze its development ov
 - CC.ELA.8.RI.3: Analyze how a text makes connections among and distinctions bet
 - CC.ELA.8.RI.4: Determine the meaning of words and phrases as they are used in

This is an example of the abbreviated name of a standard that will appear on the answer key and in reporting.