# Aeries Analytics – Exam Creation, Scanning and Scoring
## February 25, 2013

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**Aeries Analytics** is a next generation Assessment System, fully integrated into the Aeries Student Information System.

**Aeries Analytics** allows teachers to build custom exams and print plain paper answer sheets in their classroom.  Scanning can be performed by a Document Camera attached to a teacher workstation. A Multi-Function Print-Scanner- Copier (MFP) can be used for larger scan batches.
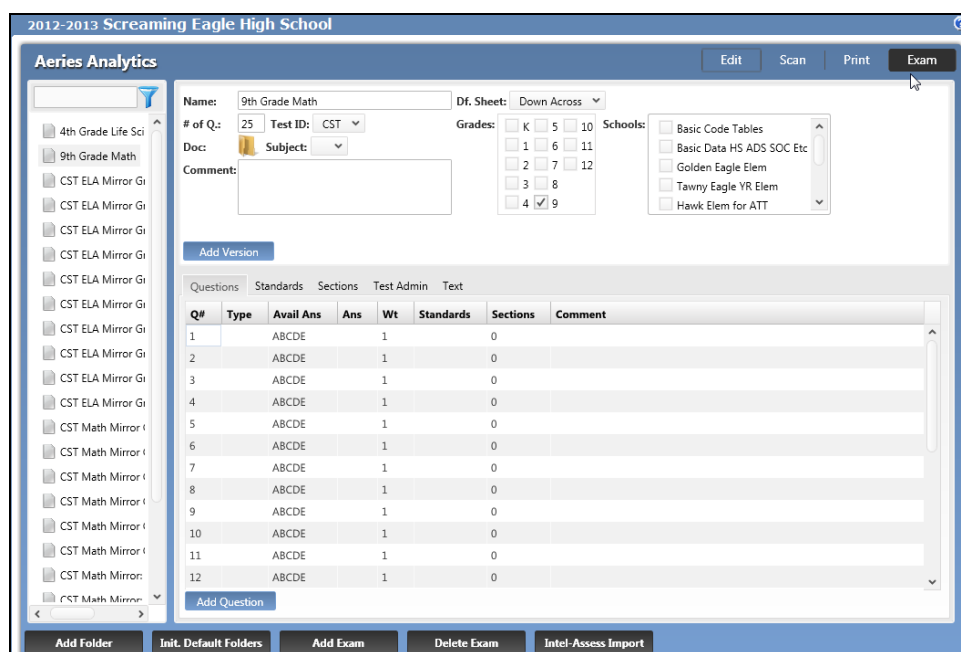
Scanned sheets are processed on the fly and answer sheets that have "Questionable" bubbles are highlighted for further review. The original image of the answer sheet can always be viewed by simply right-clicking on the row and selecting "View Image". The individual answer area of the answer sheet can be viewed by clicking on the small "Zoom" image next to each answer record.  An Exam Analysis form is available to view the results by District, School and Teacher.

### EXAM CREATION

The **Exam** area provides teachers with the ability to build custom exams. It also supports creating standards-based classroom assessments and pre coded answer sheets. To create an **Exam**, on the navigation tree under **Aeries Analytics**, click the mouse on **Test Scanning and Scoring**.
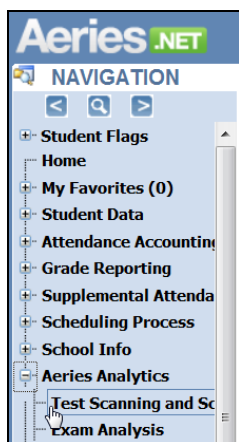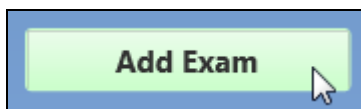


On the top right of the page that displays, click the mouse on **Exam.** In this area you will be able to create a new **Exam** or display and choose any existing **Exams.** The **Exam** area also supports the use of **Standards**.

To add a new **Exam**, click the mouse on the **Add Exam** button on the bottom of the page.



The following page will display. Enter the data and tab through the fields.



Enter the name of the **Exam** in the **Name** field.  **This is a required field.**

For the **Df. Sheet** field the only option at this time to select is Down Across.

The **Df. Choices** field defaults to ABCDE for all questions on the exam. The values can be modified to be true/false (TF) or numeric (12345) by manually typing the values in the **Df. Choices** field. An **Exam** can be created with the default and then be modified for each individual question.

Enter the number of questions in the **# of Q** field. **The number of questions should not exceed 100.**

Select a **Test ID** from the dropdown.  The **Test ID** names in the dropdown menu come from the **Testing Control Table** (**CTL**) in Aeries.  This field will need to be populated only for **Exams** that will be imported into the **Testing** (**TST**) table. An example would be a District Benchmark test.

Clicking the mouse on the **Doc** icon allows you to browse and attach a document to your **Exam**. A document that is normally uploaded is the actual test that the teacher can then use in the classroom for administering the test.
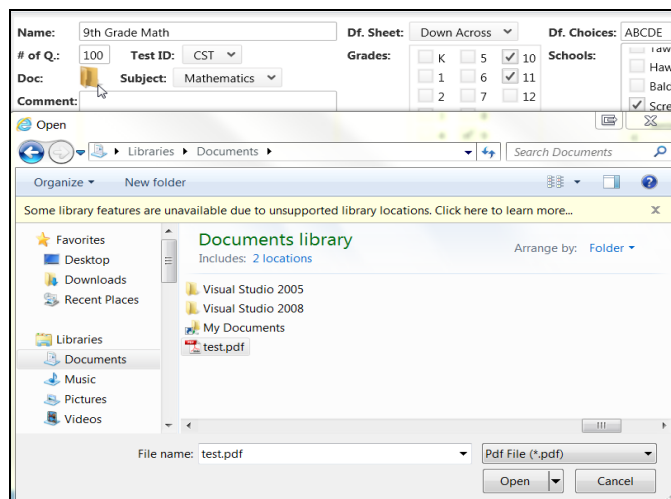


Once uploaded you will see an attachment next to the **Doc** area. You can click the mouse on the document icon to open it at anytime to view the information. The information in the attached document will not print out on the exam or answer sheets.
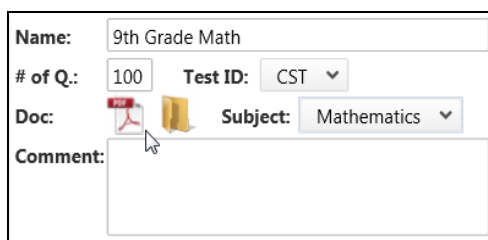


**Subject, Grade Level** and **School** can be selected to allow filtering to find the **Exam** after it is created.
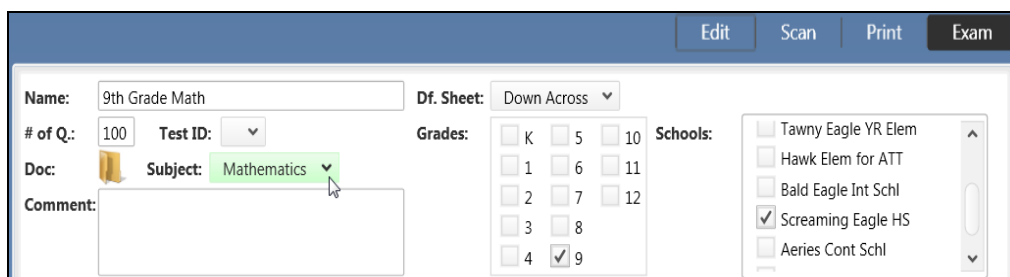


A **Comment** box is available for **Exam** comments. The **Comment** box is a place for the creator of the **Exam** to include any additional information for their reference. This information will not print on the **Exam**.

After all the selections are made, click the mouse on the **Create** button to create the **Exam**.



The following page will display to allow you to store the **Exam** in a directory. The **Exam** directory folders are created by your district or a user with appropriate permissions. Select the directory you want to store your **Exam** in and click the mouse on **OK**.



After saving your **Exam** in a directory, you will be able to start entering the questions and answers for your **Exam**. The **Available Answers** will default to the **Default Choices** that were set when creating the **Exam**. (Ex: ABCDE)

To add text for a question and answer, click the mouse on the **Text** tab.

| Q# | Type | Avail Ans | Ans | Wt | Standard | Sections |
|----|------|-----------|-----|----|----------|----------|
| 1 |  | ABCDE |  | 1 |  | 0 |
| 2 |  | ABCDE |  | 1 |  | 0 |
| 3 |  | ABCDE |  | 1 |  | 0 |

This will display an area to select a test question by clicking the mouse on a question number on the left hand side of the page. Once a question number is selected, you can type in an **Exam** question and define what the correct answer is by checking the box.

**Question 1**

Type in a question.

☑ A    Type in an answer.

A teacher does not have to type in the question and answers as shown in screenshot above. If they want to just create an answer sheet and notate the correct answer, they can simply fill in the answer to each **Q#** under the **Questions** area by typing the answer they want in the **Ans** column as shown below.

| Q# | Type | Avail Ans | Ans | Wt | Standard | Sections |
|----|------|-----------|-----|----|----------|----------|
| 1 |  | ABCDE | A | 1 |  | 0 |
| 2 |  | ABCDE | C | 1 |  | 0 |
| 3 |  | ABCDE |  | 1 |  | 0 |

The **Type** field will default to blank. Blank will be considered as **Multiple Choice**. The following values can be set in the **Type** field.

- Blank = Multiple Choice
- M/C = Multiple Choice
- R = Rubric

| Q# | Type | Avail Ans | Ans | Wt | Sta |
|----|------|-----------|-----|----|-----|
| 1 |  | ABCDE | A | 1 |  |
| 2 |  | ABCDE | C | 1 |  |
| 3 | M/C | ABCDE |  | 1 |  |
| 4 | Rubric | ABCDE |  | 1 |  |
| 5 |  | ABCDE |  | 1 |  |

The **Avail Ans** values can be changed to True/False by changing the **Available Answer** from the default (Ex: ABCDE ) to TF or to numeric by adding 12345. In order to do this, type the new values into the **Available Answer** field in place of what is currently there.



**NOTE: If creating an exam with multiple versions, the Avail Ans values must be the same for each question**

You can also add a **Standard** to your question by clicking the mouse on the **Standards** tab. The standards listed on the **Standards** tab come from the **STN** table.



The search box allows you to search for a **Standard** by title or **Standard** ID.



The **All Standards Types** drop down allows the ability to filter by standard type. By clicking the mouse on **All Standard Types** you can select to view All Standard Types, Local, Common Core and Content Standard.

Once your filter selections are made, click the mouse on a Standard to highlight it and then check off the question number you wish to attach it to.



You can apply a Standard to multiple questions at the same time by typing the question numbers, seperated by a comma, in the **Qs** box and then clicking the mouse on the **Update** button.



To remove a Standard after it has been attached to a question, in the **Question** area, right click your mouse on the Standard and then click the mouse on the **Remove** option.



The **Exam** area also includes an **Intel Assess Import** button. If you click the mouse on this button it will direct you to the **Intel-Assess** website where you can log in if you have an account. Once logged in you can automatically access your assessments as well as import them.

**Add Version**

A teacher can also create additional versions of an **Exam**. To do so, in the **Exam** area, select your **Exam** from the list on the left and then click the mouse on the **Add Version** Button.

**NOTE: If creating an exam with multiple versions, the Avail Ans values must be the same for each question**



An **Add Version** box will appear. The **Exam** initially created will be labeled Version A. Teachers can indicate additional versions as a number or letter. Once a value is entered, click the mouse on the OK button.



After adding a **Version** name you will be brought back to the **Exam** screen where you will be able to set your new **Version** questions in a different order than the original exam **Version**.

In a new **Version** column, all the question numbers in the V.B (Version B) column will default to 0 and will represent the overall section for the exam. You have to manually type in the new **Version** column to change the question number order.



**NOTE:  Columns can be expanded or decreased in size by using the horizontal arrows in the column heading area.**

In the screenshot below the **Q#** column shows the original **Exam Version** question order. The additional **Version** added to the **Exam** now displays in the **V.B** column which represents the **Version B**. Under the new **Version** column (**V.B**) you can change your new **Version** question number order. In the screenshot under **Q#** column, the answer to the original **Version** question 1 is A. In the new **Version** column (**V.B**) the answer A is now associated with question 6 by having typed a 6 in the **V.B** column.

| Questions | Standards | Sections | Test Admin | Text | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Q#** | **Type** | **Avail Ans** | **Ans** | **Wt** | **Standards** | **Sections** | **Comment** | | **V. B** | **Ans B** |
| 1 | | ABCDE | A | 1 | | 0 | | | 6 | A |
| 2 | | ABCDE | A | 1 | | 0 | | | 0 | A |

To delete a version from an **Exam**, click the mouse on the **Delete Version** button

| Add Version | Delete Version | | | | | | |
|---|---|---|---|---|---|---|---|
| Questions | Standards | Sections | Test Admin | Text | | | |
| **Q#** | **Type** | **Avail Ans** | **Ans** | **Wt** | **Standards** | **Sections** | **Comment** |
| 1 | | ABCDE | A | 1 | | 0 | |

A **Delete Version** box will appear. Add in the **Version Name** you wish to delete and then click your mouse on the **OK** button.

**Delete Version**  ⌧

Please Enter Version Name (1 Character): B

OK          Cancel

**NOTE: If adding versions to an Exam, all questions must be manually renumbered BEFORE printing the Exam.**

## Add Questions

To add additional questions to an existing exam click the mouse on the **Add Question** button in the **Exam Questions** area.

| Q# | Type | Avail Ans | Ans | Wt | Standards |
|----|------|-----------|-----|----|-----------|
| 1 | | ABCDE | A | 1 | |
| 2 | | ABCDE | C | 1 | |
| 3 | | ABCDE | B | 1 | |
| 4 | | ABCDE | C | 1 | |
| 5 | | ABCDE | C | 1 | |
| 6 | | ABCDE | D | 1 | |
| 7 | | ABCDE | A | 1 | |
| 8 | | ABCDE | B | 1 | |
| 9 | | ABCDE | B | 1 | |
| 10 | | ABCDE | A | 1 | |
| 11 | | ABCDE | C | 1 | |
| 12 | | ABCDE | C | 1 | |

Add Question

This allows you to increase the value in the **# of Q** field each time an additional question is added.

Name: 9th Grade Math
# of Q.: 26    Test ID:
Doc:    Subject:
Comment:

Once an additional question is added, it places the additional question in the **Questions** area.

| Q# | Type | Avail Ans | Ans | Wt | Stan |
|----|------|-----------|-----|----|------|
| 11 | | ABCDE | B | 1 | |
| 12 | | ABCDE | A | 1 | |
| 13 | | ABCDE | B | 1 | |
| 14 | | ABCDE | C | 1 | |
| 15 | | ABCDE | D | 1 | |
| 16 | | ABCDE | D | 1 | |
| 17 | | ABCDE | B | 1 | |
| 18 | | ABCDE | B | 1 | |
| 19 | | ABCDE | C | 1 | |
| 20 | | ABCDE | A | 1 | |
| 21 | | ABCDE | D | 1 | |
| 22 | | ABCDE | C | 1 | |
| 23 | | ABCDE | A | 1 | |
| 24 | | ABCDE | B | 1 | |
| 25 | | ABCDE | C | 1 | |
| 26 | | ABCDE | | 1 | |

## Add Sections

There is also an option to **Add Sections** to an **Exam**. This will allow you to define sections for an **Exam** and then link those sections with **TST** parts as well as define which questions are part of which sections. There are two ways to add **Sections** to an **Exam**.

- Add a **Test ID** to the Exam
- Manually Add Sections (No **Test ID**)

After the **Exam** is linked to a **Test ID** and those sections are linked to test parts (which must be pre-populated in the **CTL** table), the scanned exam results can then be loaded into the **TST** table using **Copy Exam Results to Test Table**.

Each section can also have a set of **Performance Levels** identified that allow you to enter the high and low number correct for each performance level. The process will populate **Raw Score (TST.RS), Percent Correct (TST.PR), and Performance Level (TST.PL).**

If a **Test ID** is defined on an Exam, the test parts from the **CTL** table will automatically populate under the **Sections** tab.



Click the mouse on the red X to remove the parts you do not want included.

Click the mouse on the name of a remaining part and an **Add Levels** option will display on the lower right hand side of the page. This is used to add levels which relate to student performance/scores.



Clicking the mouse on the **Add levels** button brings up a window asking you how many **Section Levels** you want to add. You should enter a number that represents the performance indicator levels.



In the **Section Levels**, you can define low and high values as related to your performance levels. The **Low** to **High** values must match the number of questions on your exam. Example: If your exam has 100 questions, the lowest number noted should be 0 and the highest should be 100.

On the **Section Questions** tab you can also choose which **Exam** questions apply to the overall score. To select the questions, click your mouse on the question number box.



You can also select which questions to apply by typing the question numbers in the **Questions** field and then clicking your mouse on the **Update** button.
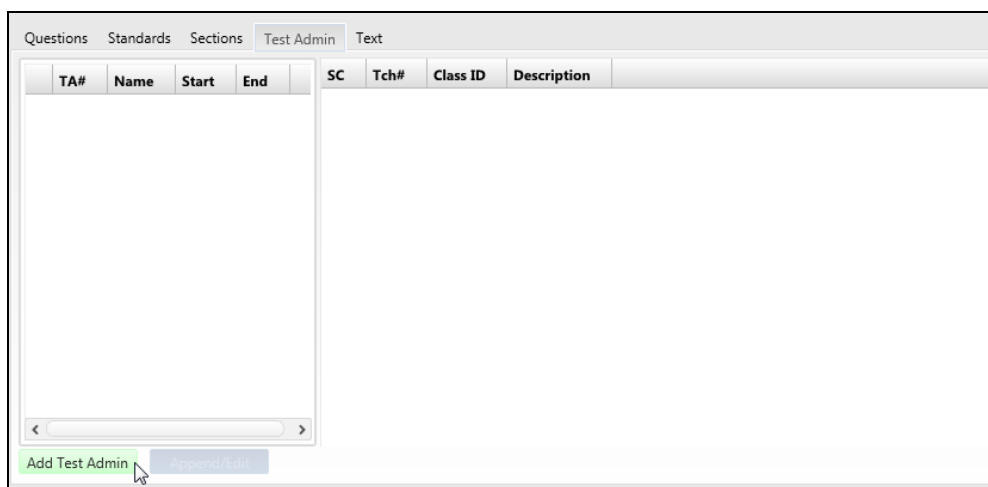


If there is no **Test ID** defined on an Exam, you can manually **Add Sections** to an **Exam**, by clicking the mouse on the **Add Sections** button under the Sections tab.

In the **Add Sections** window it will ask you how many sections you want to add to the **Exam**. This relates to the test parts contained in the **Testing Control Table** (**CTL**). Specify a number and then click the mouse on OK.
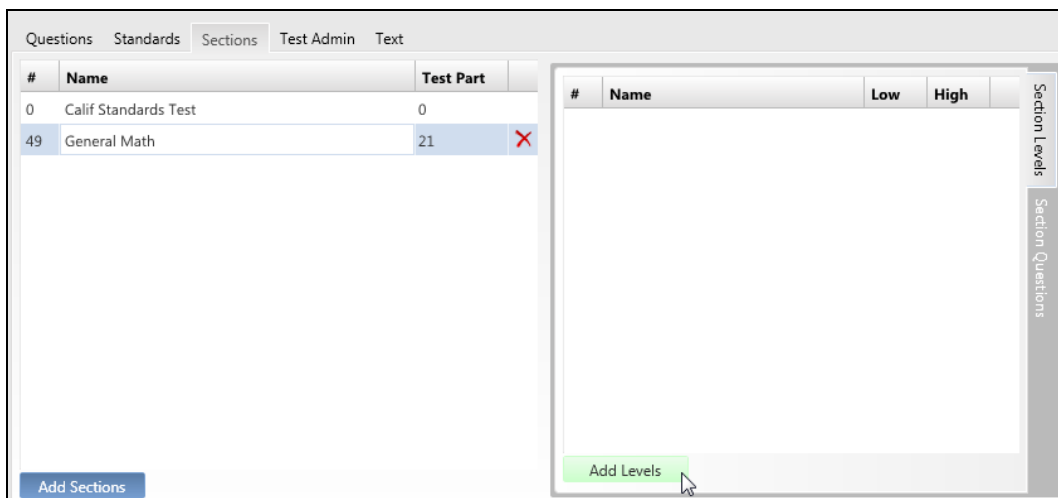


After you create your sections, under the **Sections** tab you will see available test parts. Click the mouse on the red X to remove the parts you do not want included.



Click the mouse on the name of a remaining part and an **Add Levels** option will display on the sections level tab on the right hand side of the form. This is used to add levels which relate to student performance/scores.



Clicking the mouse on the **Add levels** button brings up a window asking you how many **Section Levels** you want to add. You should enter a number that represents the performance indicator levels.

In the **Section Levels**, you can define low and high values as related to your performance levels. The **Low** to **High** values must match the number of questions on your exam. Example: If your exam has 100 questions, the lowest number noted should be 0 and the highest should be 100.

| # | Name | Low | High | |
|---|------|-----|------|---|
| 1 | Far Below Basic | 0 | 20 | ✕ |
| 2 | Below Basic | 21 | 40 | ✕ |
| 3 | Basic | 41 | 60 | ✕ |
| 4 | Proficient | 61 | 80 | ✕ |
| 5 | Advanced | 81 | 100 | ✕ |

On the **Section Questions** tab you can also choose which **Exam** questions apply to the overall score. To select the questions, click your mouse on the question number box.

You can also select which questions to apply by typing the question numbers in the **Questions** field and then clicking  your mouse on the **Update** button.
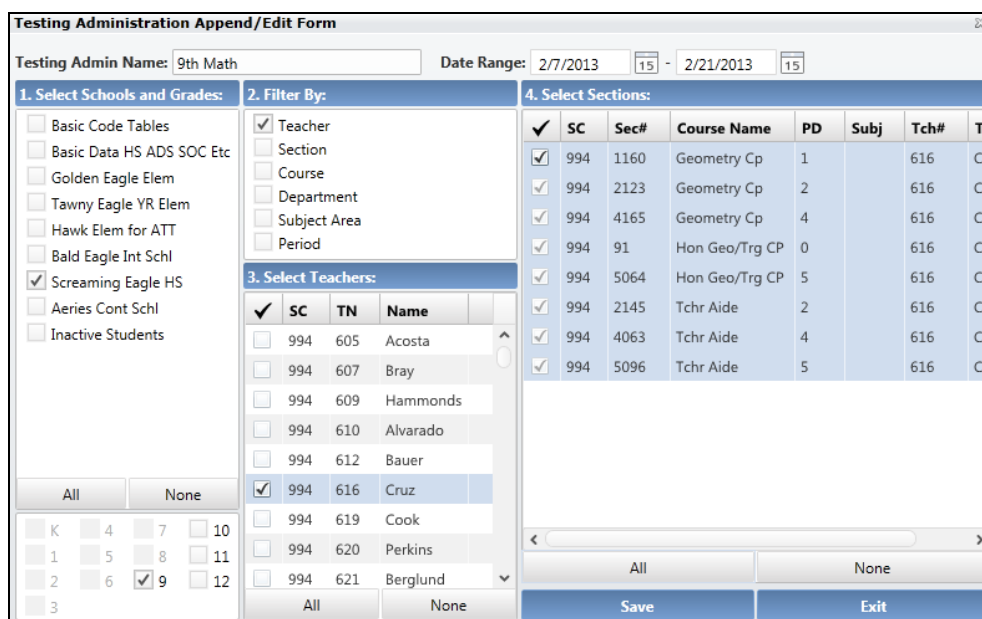
**Add Test Admin**

A **Test Admin** must be defined for each **Exam**. The **Test Admin** can be defined for an Exam on the **Exam**, **Print** or **Edit** pages. The **Test Admin** allows users to define which classes and grade levels will be taking a particular exam during a particular timeframe. Multiple **Test Admins** can be created for an Exam. A **Test Admin** is required in order to **Print** an **Exam**. The **Test Admin** also allows analysis reports to offer by class and by section options based on the original definition of the testing administration.

To add a **Test Admin** when creating an **Exam**, click the mouse on the **Add Test Admin** button under the Test Admin tab.



A **Testing Administration Append/Edit Form** will display. Select your options and then click the mouse on the **Save** button.

**NOTE: When adding a new Test Admin for an exam, schools with <u>different school types</u> cannot be selected together initially due to the filtering function on the form. First select schools with the same school type (Example: Elementary). Then if applicable you can create a Test Admin using the same name but select schools with a different school type (Example: Secondary)**

A confirmation box will display and ask if you want to include inactive students with the Exam Test Admin. Click the mouse on **Yes** or **No**.

An Information box will display with the word **Saved**. Click your mouse on the **OK** button.

When you click on the **Test Admin** tab, the **Test Admin** that was just created will display with a **TA#** and the **Name** assigned.

| | TA# | Name | Start | End | | SC | Tch# | Class ID | Description |
|---|---|---|---|---|---|---|---|---|---|
| Update | 1 | 9th Math | 2/7/2013 | 2/21/2013 | ✗ | 994 | 616 | 91 | Cruz - 0 - Hon Geo/Trg CP (91) |
| | | | | | | 994 | 616 | 5064 | Cruz - 5 - Hon Geo/Trg CP (5064) |

**Update Test Admin**

A process to **Update** the **Test Admin** has been added so that the system can update active students into a selected Testing Administration. This process handles new students and students who have moved from one teacher or section to another. The student has to be active with the teacher or in the section during the **Test Admin date range** in order to be included.

To update a Test Admin, in the **Exam** area, on the **Test Admin tab**, click the mouse on the **Update** button to the left of a selected Test Admin.



Once the process runs a message will display with the number of students that were added or updated into the Test Admin. Click the mouse on the **OK** button.
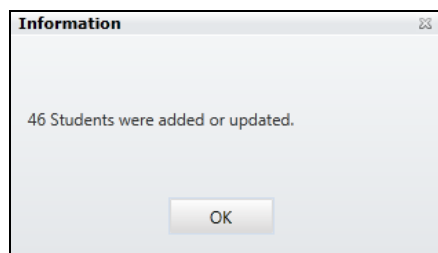


### Delete Test Admin

To delete a **Test Admin** in the **Exam** area, click the mouse on the red X to the right of the Test Admin name to be deleted.

**Note: If you delete a Test Admin, any printed scan sheets and/or scanned results related to the Testing Admin will be affected. You will no longer be able to run any reports for students who were assigned to the deleted Test Admin.**

A confirmation box will display asking if you are sure you want to delete the Testing Admin. To delete it, click the mouse on the **Yes** button.
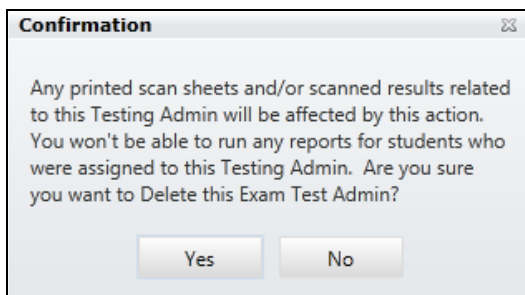


A second confirmation box will display asking again if you are sure you want to delete the Test Admin. If sure, click the mouse on the **Yes** button which will delete the selected Test Admin from the Exam.
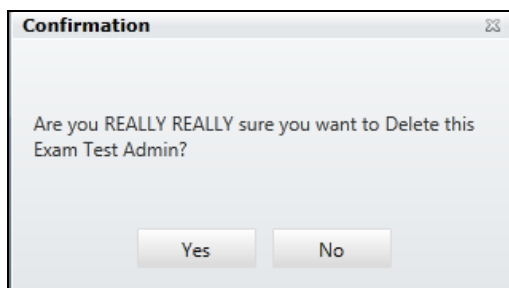


**Edit An Existing Exam**

In order to edit an **Exam**, the teacher must be the creator of the **Exam**. Security will not allow a teacher to edit someone else's exam.

**NOTE: Any modification made to an Exam <u>AFTER</u> it has already been printed will cause issues when scanning the original print sheets.**
**The Edit button on the top right of the page is used to edit exam <u>results</u> and not the actual exam.**
To edit an existing **Exam**, select the **Exam** name from the list on the left side of the **Exam** page in the **Test Scanning and Scoring** area.
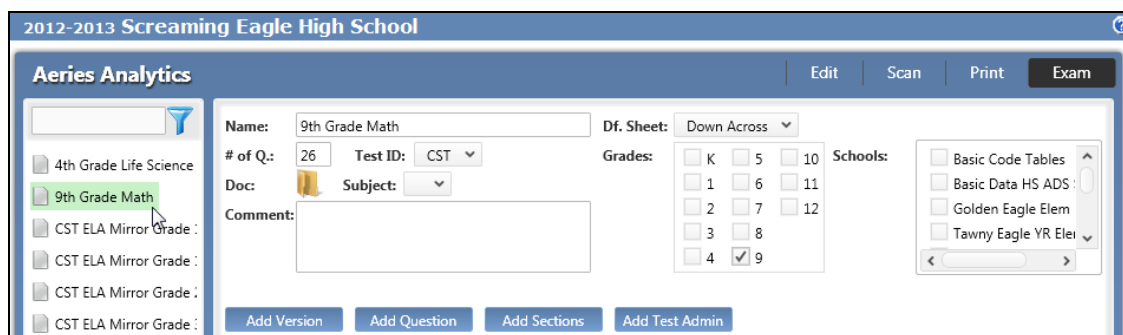
You can also use the filter box to search for your **Exam**. This option will search through all folders for the value entered.
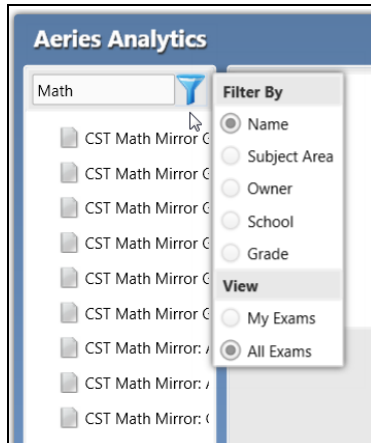


Once you select your **Exam** you will be able to edit any questions and answers. The placement of a question can be changed by right clicking the mouse on the question and choosing to **Move Up** or **Move Down.** There is also a **Delete** option if you choose to remove a question.
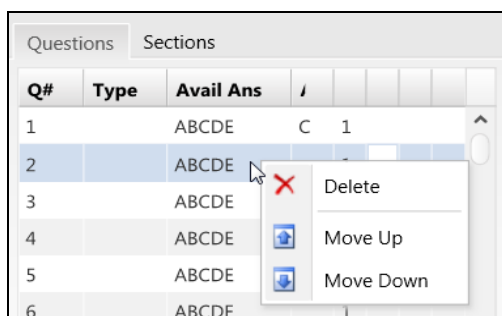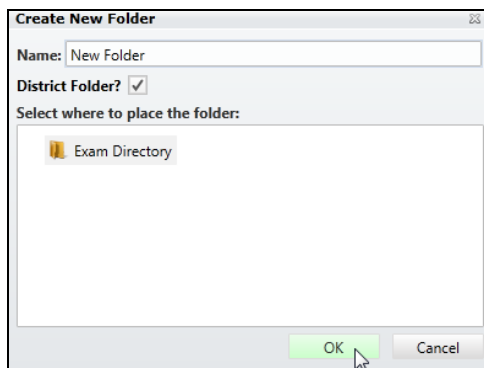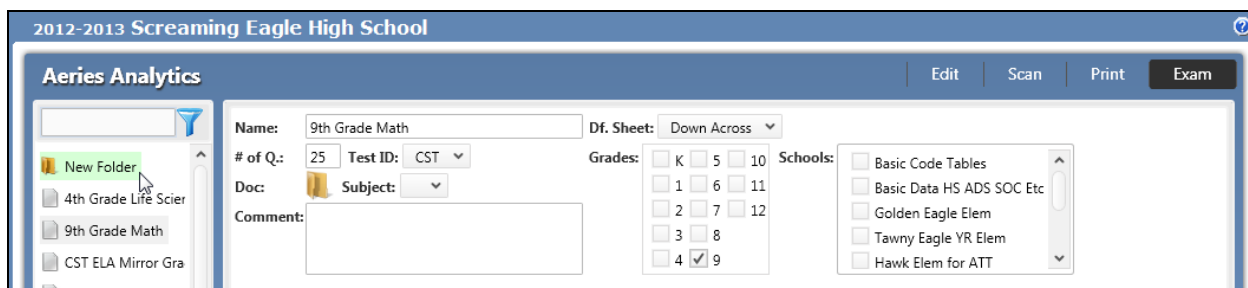


### Create an Exam Folder

To create an **Exam Folder**, in the **Exam** area, click the mouse on the **Add Folder** button on the bottom of the form.
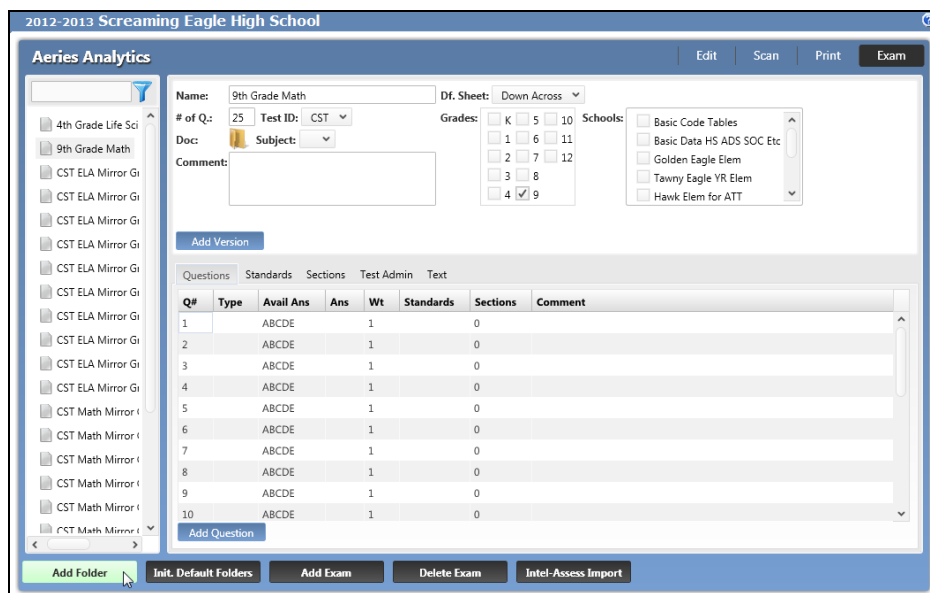
A **Create New Folder** box will display. Type a name for the folder in the **Name** field. Check off the **District Folder?** option if the folder can be used to store exams by anyone in the District. Next, select where to place the new folder by highlighting the appropriate location. In the screenshot below, Exam Directory is selected. Finish by clicking the mouse on the **OK** button.



The new folder will now display in the exam and folder list on the left hand side of the form.



Once folders are created, you can move an existing exam into a folder by clicking the mouse on the **Exam** name and then dragging it into the folder.
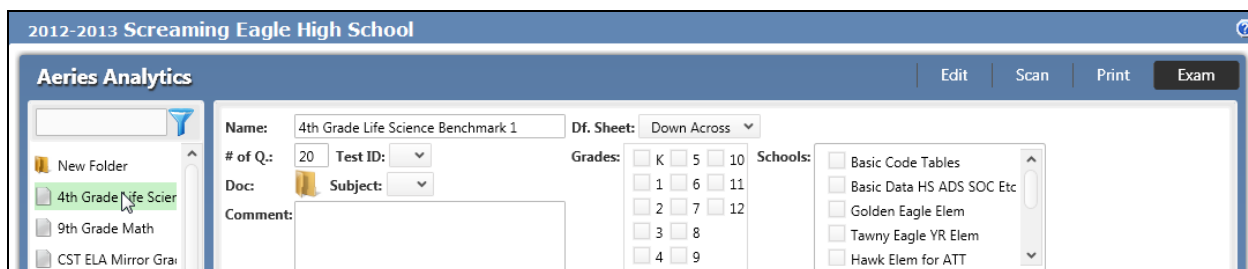


The folder will now appear with an **arrow** symbol to the left of the folder name. Click the mouse on the **arrow** symbol to **expand** the folder and it will display the exams within the folder.
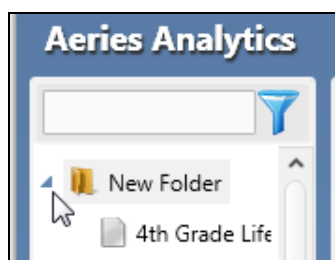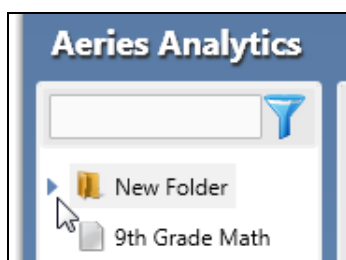
To **Edit** or **Delete** a Folder, right click the mouse on the folder and select either **Edit Folder** or **Delete Folder**.
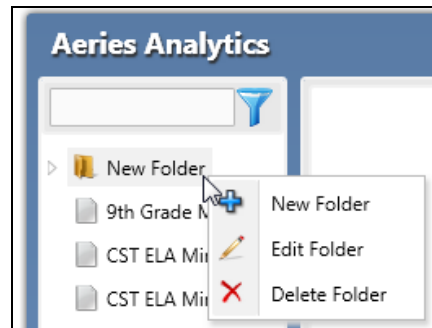


Clicking the mouse on **Delete** folder will bring up a confirmation box asking are you sure you want to delete this folder? Clicking the mouse on the **Yes** button, will move any sub-folder or file to the Parent-folder.
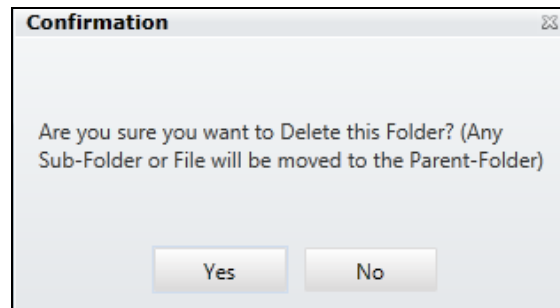


## PRINTING ANSWER SHEETS

**NOTE: Any modification made to an Exam <u>AFTER</u> it has already been printed will cause issues when scanning the original print sheets. Verify the Exam is created correctly before printing. A Test Admin is required in order to print an Exam.**

The **Print** answer sheet area allows teachers to use plain paper answer sheets for both classroom and benchmark assessments.

To print answer sheets for your exam, click the mouse on **Print** at the top right of the **Test Scanning and Scoring** area. Next, select your exam from the list on the left.
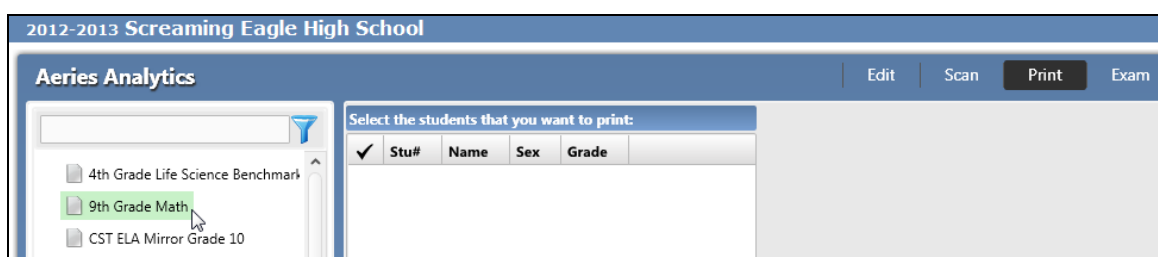
In order to **Print** an **Exam**, a **Test Admin** must be selected from the **Test Admin** field. If a **Test Admin** is not selected, no students or sections will display to select.



To create a new **Test Admin** in the **Print** area, select **Add New** from the **Test Admin** field drop down.



The **Testing Administration Append/Edit Form** will display. Select your options and then click the mouse on the **Save** button.

**NOTE: When adding a new Test Admin for an exam, schools with <u>different school types</u> cannot be selected together initially due to the filtering function on the form. First select schools with the same school type (Example: Elementary). Then if applicable you can create a Test Admin using the same name but select schools with a different school type (Example: Secondary)**
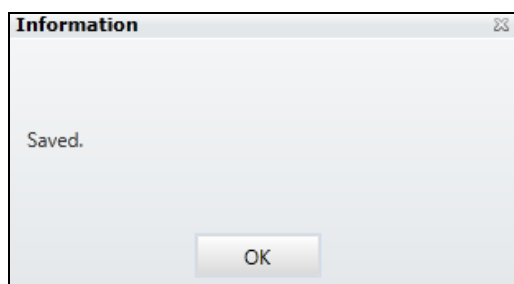
A confirmation box will display and ask if you want to include inactive students with the Exam Test Admin. Click the mouse on **Yes** or **No**.



An Information box will display with the word **Saved**. Click your mouse on the **OK** button.



You can select to limit by **Students** or **Sections** (or **Teachers** for an elementary school). Limiting by **Students** will show a list of all **Students** that are assigned to the teacher.

You can use the **Select All** button to select all students or you can select only certain students by using the **CTRL** key on the keyboard and clicking the mouse on the desired students. If the user additionally filters by grade or section the list of students will filter accordingly. Students selected will be highlighted in blue.
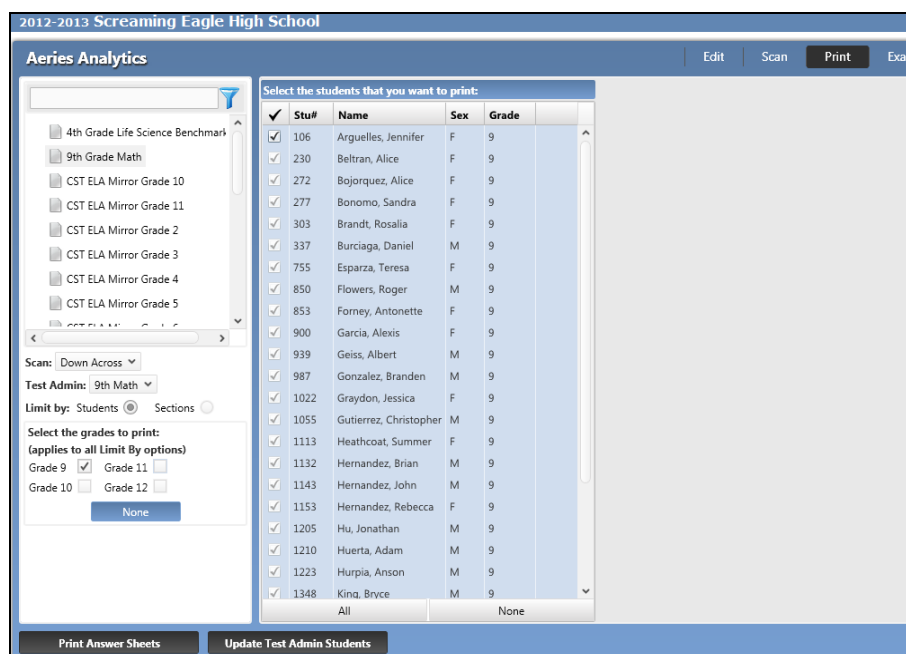
Limiting by **Sections** allows you to be able to print sheets for students in certain **Sections**. After selecting the limit by **Sections** option, you can then choose which teachers you wish to print answer sheets for by clicking the mouse on a teacher name.

To select multiple teachers, use the **CTRL** key on your keyboard and click the mouse on the teacher names. After the teachers are selected, a list of their corresponding sections will display.

You can select multiple sections by holding down the **CTRL** key on the keyboard and clicking the mouse on the sections. The selected teachers/sections will be highlighted in blue.



In an elementary school the word **Sections** will be replaced with **Teachers.** The **Teachers** selected will be highlighted in blue.

After making your choices, click the mouse on the **Print Answer Sheets** button. This will produce the answer sheets for your exam. The answer sheet will note the **Test Admin**.



The **Quick Response** or **QR** code box on the top left of the answer sheet contains the **Exam ID** and **student ID**. The other smaller boxes on the answer sheet which resemble the one shown on the right side of above screenshot are reference boxes which help identify how the page is aligned.

If a teacher has created multiple **Versions** of the **Exam**, there will be an additional **Version** selection option above the available answer bubbles on the answer sheet.



If a teacher created an **Exam** that involves **Rubric** scoring the answer sheet will show the **Rubric** questions as a gray bar in place of bubbles and at the bottom of the sheet there will be an area to be filled in by teachers before scanning. In the example below, Question # 5 is a rubric question.



**NOTE: It is important not to color in or make any marks in the QR box or the reference boxes on the answer sheets as it can affect the scanning of the sheets and may cause errors or make them invalid.**

**It is also important that when filling in answers, the bubbles should be completely colored in.**
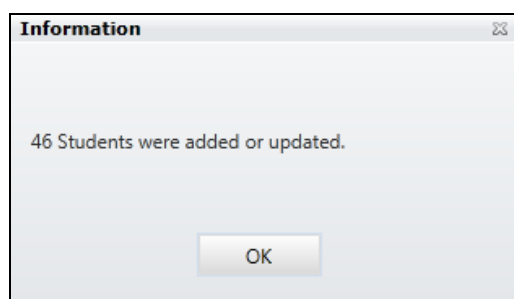
**Update Test Admin**

A process to **Update** the **Test Admin** has been added so that the system can update active students into a selected Testing Administration. This process handles new students and students who have moved from one teacher or section to another. The student has to be active with the teacher or in the section during the Test Admin date range in order to be included.

To update a Test Admin in the **Print** area, select the Exam from the list, choose a Test Admin from the Test Admin dropdown and then click your mouse on the **Update Test Admin Students** button.



Once the process runs a message will display with the number of students that were added or updated into the Test Admin. Click the mouse on the OK button.



The Test Admin has now been updated and answer sheets can be printed.
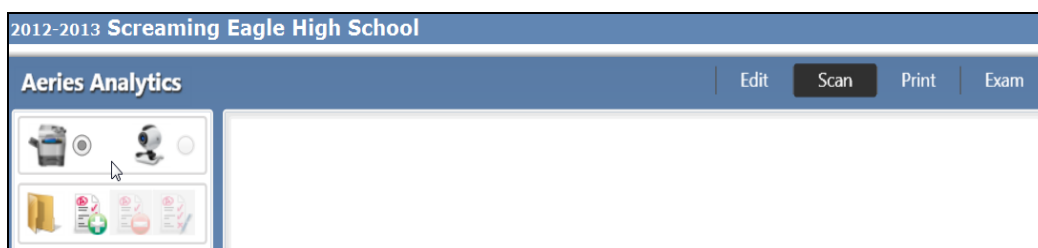
## SCANNING ANSWER SHEETS

There are two methods of scanning:  **Batch Scanning** using a Multi-Function Print-Scanner-Copier (MFP) for larger scan batches or **Camera Scanning** using a Document Camera attached to a teacher workstation to scan on the fly.

For Batch Scanning, a Multi-Function Print-Scanner-Copier (MFP) is recommended.  The MFP must scan to JPEG files using modern jpeg compression or TIF files compressed using JPG compression for optimal performance.  TIF files using CCITT and older JPEG compression is also supported, but processing these files will take a significant amount more time.

Document Cameras should be 3 MP or higher and support the "USB Video" format.

To **Scan** answer sheets for your exam, click the mouse on **Scan** at the top right of the **Test Scanning and Scoring** area.

Select which method you will use on the page by clicking the mouse on the radio button next to the printer icon for Batch Scanning or on the camera icon for Camera Scanning.



**Batch Scanning -** If using the batch scanning process, the user needs to go to the Multi Function Printer and feed in the printed answer sheets. After feeding the answer sheets, an image of the sheets will be placed in a pre-designated shared folder on the network.

Once the images are in the folder, on the **Scan** page, click the mouse on the folder icon and browse to the appropriate folder containing the scanned images.
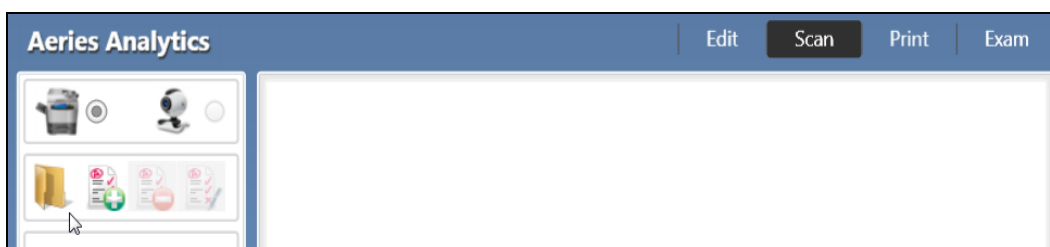
The user can then select single or multiple images to import into Aeries and begin grading. Click the mouse on a single image in the folder or use **CTRL A** on your keyboard to select multiple images. Once selected, click the mouse on the Open button.
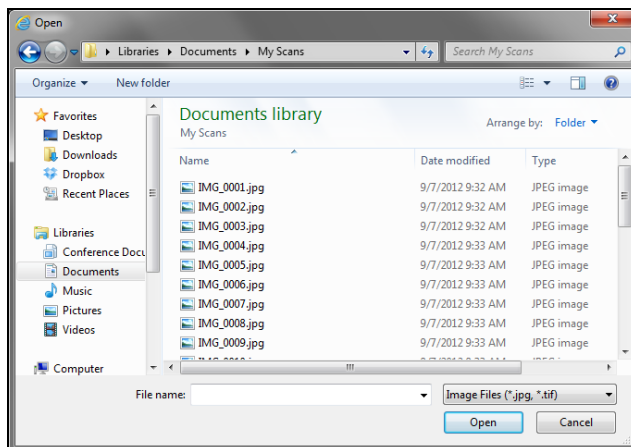


If the documents can be read (QR code and reference boxes) the exams will be listed in the top box (**Student Exams**). Any tests that can not be decoded for any reason will be listed in the bottom box (**Exams With Errors**). These tests will not be scored. Exams that are scored as well as those not able to be scored may be viewed by clicking on them in the lefthand box.
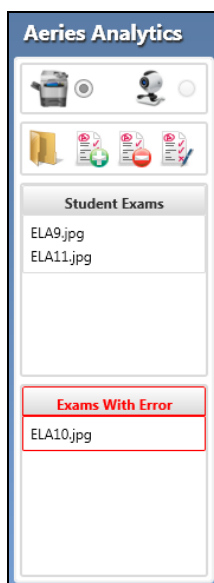


To scan in the exams listed under **Student Exams**, click the mouse on the Scan icon. This will scan in all files listed under **Student Exams**.
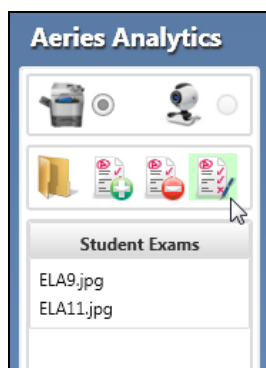
The results will now display for review. To submit the responses, click the mouse on the **Submit Responses** button before leaving the form.



For exams listed under the **Exams With Error** area, click the mouse on the file and an image of the scan sheet will display.

To magnify the scan sheet area, click the mouse on the scan sheet and the area will be enlarged.
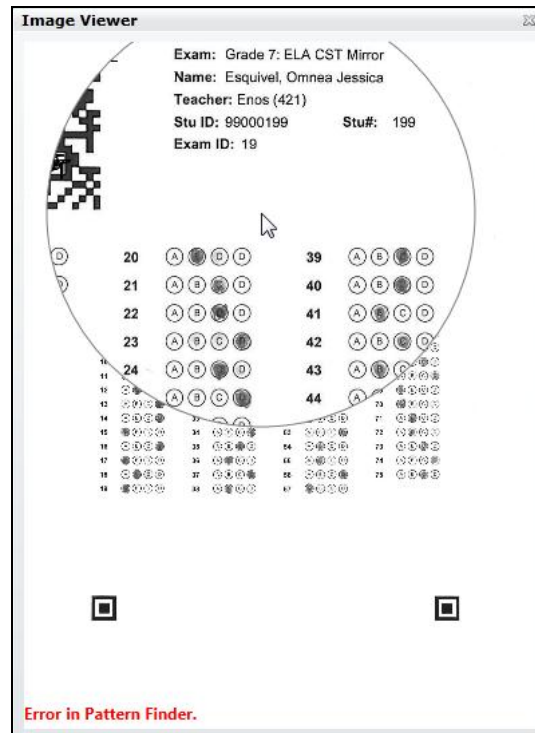


To score the **Exams With Errors**, review the answers recorded and then click the mouse on the **Add Student Response** button.
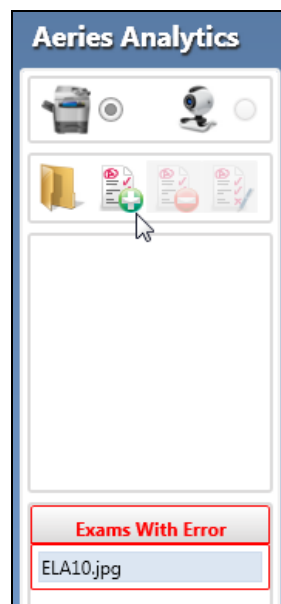
The **Add Student Response** form will display where you can add in the necessary information for the exam and student. When finished click the mouse on the **Create** button.
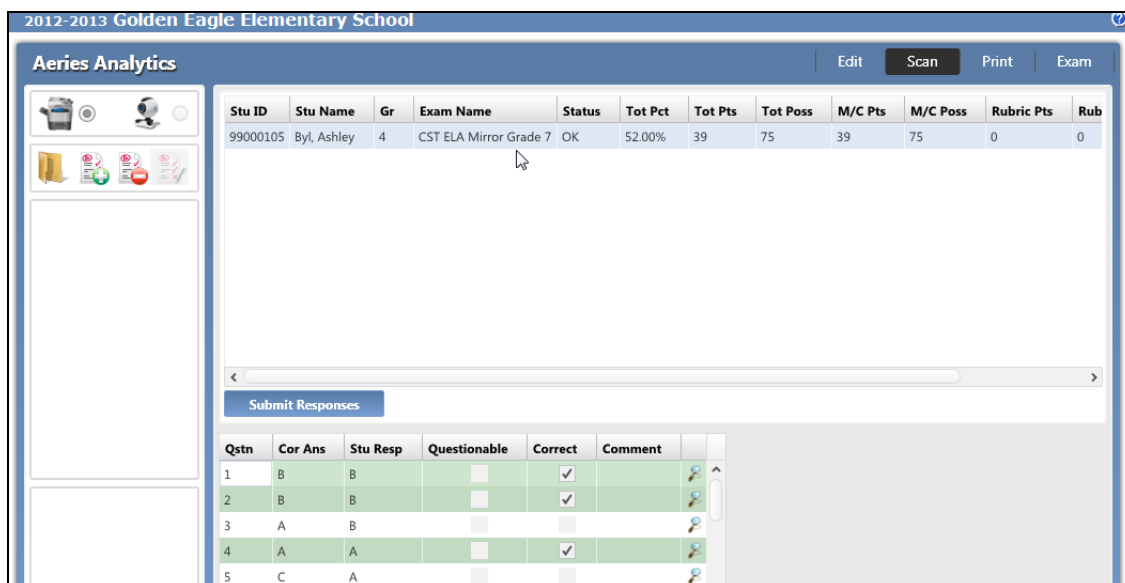


Next manually enter the student responses in the **Stu Response** column and then click the mouse on the **Submit Responses** button.



<u>**Camera Scanning**</u>

If using a document camera, align the answer sheet under the scanner.  The rotate icon can be used to rotate the position of the answer sheet in the scan window.



The user then simply clicks the mouse on the camera icon to snap a picture of the answer sheet.
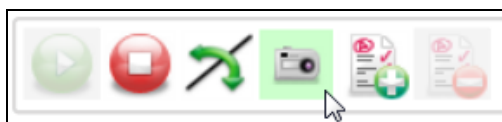
The image is imported and graded immediately and will display as in the screenshot below. Click the mouse on the **Submit Responses** button which will submit the scanned scores to the system.



**NOTE: You must click on the Submit Responses button <u>BEFORE</u> leaving the page in order to save the information!**

Questionable Answers

If a **Questionable** answer exists for a student, the scanned results show in pink and the **Status** will show as **Questionable**. If you have **Questionable** answers you need to **correct the Questionable answers <u>BEFORE</u> you click the mouse on Submit Responses**.

If there are any scanned results with a status of **Questionable**, an option to **Display Questionable Responses Only** will appear at the top of the **Scan** form.



When the **Display Questionable Responses Only** option is checked, only students that have exam results with questionable responses will display.

**NOTE: Selecting the Display Questionable Responses Only option hides the students scanned results with a status of OK. The OK responses still need to be submitted before leaving the Scan area. Responses with a status of OK must be submitted before or after using the Display Questionable Responses Only option.**

Clicking the mouse on the **Questionable** line will display the submitted student responses. Any **Questionable** answer will have a check mark displayed in the **Questionable Column** as shown in the screenshot below.

Click the mouse on the **"Zoom" icon** to display what the student bubbled on the exam.



In the example below, you can see that the B bubble was not completely filled in which made the result **Questionable**. To fix a **Questionable** answer, the teacher can type a value in the **Stu Resp** column as shown in screenshot below. If it is the correct reponse, the **Correct** column checkbox will become checked off.

Once all **Questionable** responses are resolved, click the mouse on the **Submit Response** button which will submit the scanned scores to the system. When you click the mouse on the **Submit Responses** button, you will be asked if you want to push **Exam** scores to linked gradebook assignments.
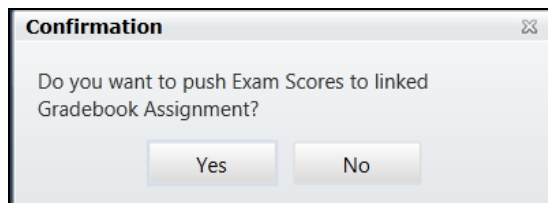


If you answer Yes to this question, the score information is moved in to the results table so that administrators and teachers can use the **Exam Analysis** node and get various breakdowns of the information.

If a teacher is using the new Teacher Portal Gradebook and has linked an assignment to an exam the scores will also be placed into their gradebook assignment.

### Add Student Response

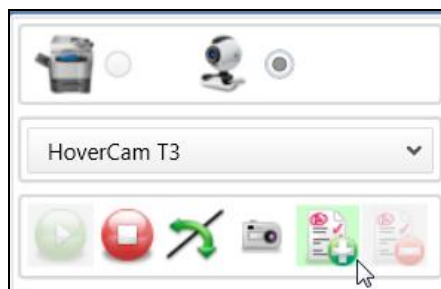The **Scan** area also includes an option to **Add Student Response.** This feature can be utilized to manually add in responses for a student if an answer sheet was already printed but was unable to be scanned. Click the mouse on the **Add Student Response** icon in the **Scan** area.



The following form will display. In the **Stu Id** box type in the **Perm ID #** of the student you wish to add. In the **Exam ID** box type in the **Exam ID number** you wish to add student responses for.
If this is a single version exam, you can leave the **Version** box blank. If it is a multiple version exam, you will need to indicate the appropriate **Version value** in the **Version** box. The **Test Admin Number** needs to be populated with the **Test Admin Number** found on the scan sheet. There is also a comment box for any comments a user would like to add about the **Student Response**. Once all information has been entered, click the mouse on **Create**.

The following page will display showing the added student listed on the top of the page. On the bottom of the page there will be an area for the teacher to manually type in the responses for this student. After entering all responses in the **Stu Resp** column, click the mouse on the **Submit Responses** button.



**NOTE: You must click on the Submit Responses button <u>BEFORE</u> leaving the page in order to save the information!**

Once you have scanned in responses or used the **Add Student Responses** form to add in responses, there is an option to clear all responses. By clicking the mouse on the **Clear All** icon, **All responses shown on the Scan form that have not been submitted will be deleted.**



**Edit Results**

In order to edit an **Exam**, the teacher must have appropriate permissions to the **Edit** area and be the creator of the **Exam**. Security will not allow a teacher to edit someone else's exam.

To **Edit** student responses, click the mouse on **Edit** at the top right of the **Test Scanning and Scoring** area.

The **Edit** area will only display exams that contain scores. Select your exam from the list on the left. You will then see a list of the exam students and their submitted scores.

You can **Edit** the data by clicking the mouse on a student name and changing the value in the **Stu Resp** column by typing in the change. You can also deselect or check the **Correct** box.



**Update EXR Test Admin**

If test scores previously existed but did not have a **Test Admin** assigned to the **Exam**, the **Edit** area will show a **No Test Admin Assigned** message in the **Test Admin** field.



To assign a **Test Admin** to a previously existing **Exam**, click the mouse on the **Exam** name on the left hand side of the page and then click the mouse on the **Update EXR Test Admin** button.

The **Update Exam Results Testing Administration** box will display. Click the mouse on the **Create Testing Administration** button.



A **Testing Administration Append/Edit Form** will display. Select your options and then click the mouse on the **Save** button.

**NOTE: When adding a new Test Admin for an exam, schools with <u>different school types</u> cannot be selected together initially due to the filtering function on the form. First select schools with the same school type (Example: Elementary). Then if applicable you can create a Test Admin using the same name but select schools with a different school type (Example: Secondary)**

A confirmation box will display and ask if you want to include inactive students with the Exam Test Admin. Click the mouse on **Yes** or **No**.

An Information box will display with the word **Saved**. Click your mouse on the **OK** button.

A Confirmation box will display asking if you want to **Update EXR Records with the new Test Admin**. Click your mouse on **Yes** or **No**.
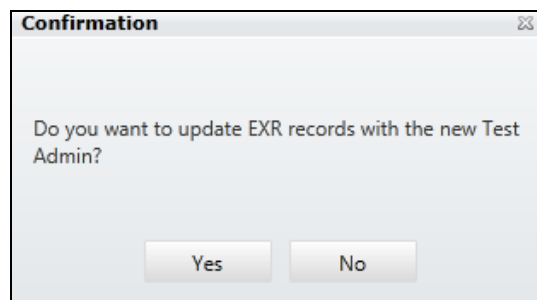
After clicking on **Yes**, an Information box will display with the number of Student Responses that were updated.
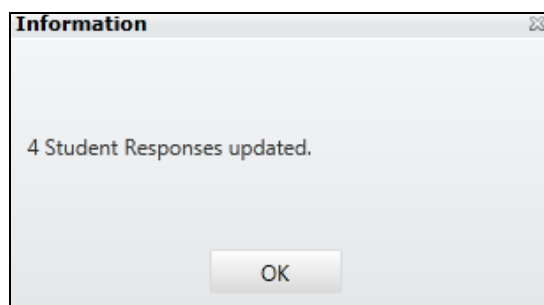
The **Edit** area will now display the newly created **Test Admin** for the **Exam**.



**EXAM ANALYSIS**

The **Exam Analysis** area allows you to analyze **Exam** results for **Item** and **Standard Analysis** by District, School and Teacher.

To analyze your **Exams**, on the navigation tree under **Aeries Analytics**, select **Exam Analysis**.
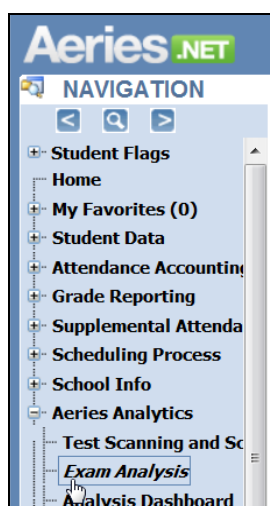


In this area, you can pick an **Exam** from the **Tested Exams** drop down menu and select a **Test Admin** to analyze. This will provide an overall analysis as well as a breakdown by standard if applicable.

You will be able to choose to display results by **Item Analysis** as shown below or by **Overall and By Standard Results**. There are also options to **Display by Standards** or **Display Question and Answer Text**.



The **Print Student Exam Results** button on this page, will provide a report of this data.

## EXAM STANDARDS BY TEACHER

**Exam Standards By Teacher** is a new Aeries Analytics report that will compare exam results for elementary teacher classes by standard. This report is only available in elementary schools and outputs to an Excel file.

To use this report, on the navigation tree under **Aeries Analytics**, select **Exam Standards By Teacher**.
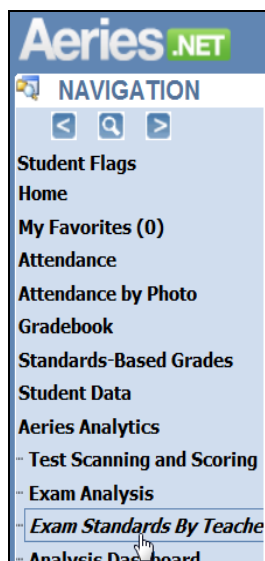


The following page will display. Choose a test from the **Tested Exams** drop down list. Then select a **Test Admin**. The screen will show an analysis of exam results by standard. To print a report of the data, click your mouse on the **Print Exam Standards By Teacher** button.

### 2012-2013 Golden Eagle Elementary School

Tested Exams: Reading Standards
Test Admins: Reading

| Standard | Goode | Graybehl | Haley | Liera | Average |
|----------|-------|----------|-------|-------|---------|
| 1000 | 100.00% | 100.00% | 100.00% | 0.00% | 75.00% |
| 1001 | 100.00% | 100.00% | 100.00% | 0.00% | 75.00% |
| 1002 | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% |
| 1003 | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% |
| 1004 | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% |
|  | 100.00% | 100.00% | 100.00% | 60.00% | 90.00% |

A report options form will display. Select the options for the report to be generated and click the mouse on the **Run Report** button

### Exam Standards By Teacher Report Options

**Report Delivery:** None

Exam: Reading Standards

Test Admin: Reading

Run Report

The following report will display.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Exam Standards By Teacher | | | | | |
| 2 | Golden Eagle Elementary School | | | | | |
| 3 | Standard | Goode | Graybehl | Haley | Liera | Average |
| 4 | 1000 | 100.00% | 100.00% | 100.00% | 0.00% | 75.00% |
| 5 | 1001 | 100.00% | 100.00% | 100.00% | 0.00% | 75.00% |
| 6 | 1002 | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% |
| 7 | 1003 | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% |
| 8 | 1004 | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% |
| 9 | | 100% | 100% | 100% | 60% | 90% |

## REPORTS

To reach **Aeries Analytics** reports, on the navigation tree under **Aeries Analytics,** click the mouse on **Reports.**
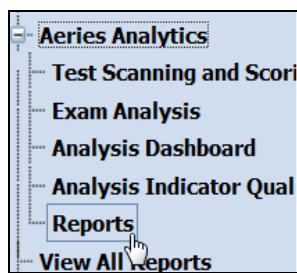


## Student Exam Results by Standard

**The Student Exam Results By Standard** report can be run to view data by **Exam**. It also has an option to print as a **Mailer to Parents** which when selected includes the parent mailing information on the upper left hand side of the report.

Select the options for the report to be generated and then click the mouse on the **Run Report** button.

The following report will display.

| Student Exam By Standard Report | | | | | | |
|---|---|---|---|---|---|---|
| **Reading Standards** | | | | | | |

| Stu ID | Student Name | Grd | Sex | Scan Date | Results | |
|---|---|---|---|---|---|---|
| 99000001 | Aadasian, Robert Romero Bradly | 6 | M | 01/02/2013 | 5 / 5  100% | |

**Standards / Clusters Tested**

| Standard / Cluster | Text / Description | # Items | Points / Possible |
|---|---|---|---|
| 1000 | Reading | 1 | 1 / 1 |
| 1001 | Understands concepts about print | 1 | 1 / 1 |
| 1002 | Tracks and represents isolated phonemes (sounds) | 1 | 1 / 1 |
| 1003 | Tracks and represents changes in syllables and words | 1 | 1 / 1 |
| 1004 | Understands that as letters of words change, so do the sounds | 1 | 1 / 1 |

**Exam Results By Teacher**

The **Exam Results By Teacher** report is available for elementary schools. This report will display the Average Score and Percentage of an Exam by Teacher. The report has an option to include or not include student details. Without student details, all teachers are printed on a single page. The report will output to PDF, RTF, XLS or TXT format. Select the options for the report to be generated and then click the mouse on the **Run Report** button.

**Exam Results By Teacher Report Options**

Report Format: PDF

Report Delivery: None

Exam: 9th Grade Math

Test Admin: 9th Math

Include Student Details ☑

Include Inactive Students ☐
Include Pre-Enrolled Students ☐

Run Report

The following report will display.

**Screaming Eagle High School**

**Exam Results by Teacher**

**9th Grade Math**

**Cruz (616)**

| Student Name | Sex | Grade | Tot Pts | % |
|---|---|---|---|---|
| Arguelles, Jennifer | F | 9 | 23 | 95.8% |
| Bojorquez, Alice | F | 9 | 23 | 95.8% |
| Beltran, Alice M | F | 9 | 23 | 95.8% |
| | | | 23.0 | 95.8% |

## Student Exam Responses

The **Student Exam Responses** report is an Aeries Analytics report that outputs to an Excel file and which itemizes every student's responses on an exam. It also color codes correct and incorrect responses.
Select the options for the report to be generated and then click the mouse on the **Run Report** button.



The following report will display.

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Student Exam Responses** | | | | | | | | | |
| 2 | **9th Gr. Math** | | | | | | | | | |
| 3 | **ID** | **Student Name** | | **Grade** | **1** | **2** | **3** | **4** | **5** | **Overall** |
| 4 | 99400001 | Abbott, Allan James | | 12 | A | A | B | C | D | 100% |
| 5 | 99400002 | Abdelnour, Alice | | 9 | A | A | B | D | D | 80% |
| 6 | 99400003 | Abdo, Alice A | | 9 | A | A | B | C | D | 100% |
| 7 | 99400004 | Abdo, Arnold A | | 10 | A | A | C | B | D | 60% |
| 8 | | | | | 100% | 100% | 75% | 50% | 100% | 85% |

## Student Exam Responses By Teacher

The **Student Exam Responses By Teacher** report will display all students by teacher or section for a selected **Exam** and **Test Admin**. It will output to PDF, RTF, XLS or TXT format.

Select the options for the report to be generated and then click the mouse on the **Run Report** button.



The following report will display.

## Item Analysis

The **Item Analysis By Teacher** report analyzes exam items by Teacher. The report outputs to PDF, RTF, XLS, or TXT format. Select the options for the report to be generated and then click the mouse on the **Run Report** button.



The following report will display.

### Screaming Eagle High School
### Item Analysis by Teacher

**Cruz (616)**                                                                                              **9th Grade Math**

| Q# | Wt | A | B | C | D | E | None-Multi | Correct | Incorrect | % Correct |
|----|----|-----|-----|-----|-----|-----|------------|---------|-----------|-----------|
| 1 | 1 | 3* | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 100.0% |
| 2 | 1 | 3* | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 100.0% |
| 3 | 1 | 1 | 0 | 2* | 0 | 0 | 0 | 2 | 1 | 66.7% |
| 4 | 1 | 0 | 3* | 0 | 0 | 0 | 0 | 3 | 0 | 100.0% |