

10 Assigning Tests

10.1 Overview

Every test needs to be assigned to a student or group of students in order for the test to be administered and then marked. This applies to Paper tests as well as on-screen tests.

All students must be a member of a group in order for a test to be assigned to them. The assign test screen allows the user to choose the group to assign a test to as well as the date/time they want the students to sit the test.

Note: Before assigning a test that has already been administered, the user should consider whether they want the results of the new assignment to be combined with previous results. If they want to look at the results *separately* from those of previous assignments, or if the test is being administered more than three months since the previous administration, the user should create a copy of the original test and assign the copy instead – see [Copy Existing Test](#) section for further details.

10.2 Find the Test

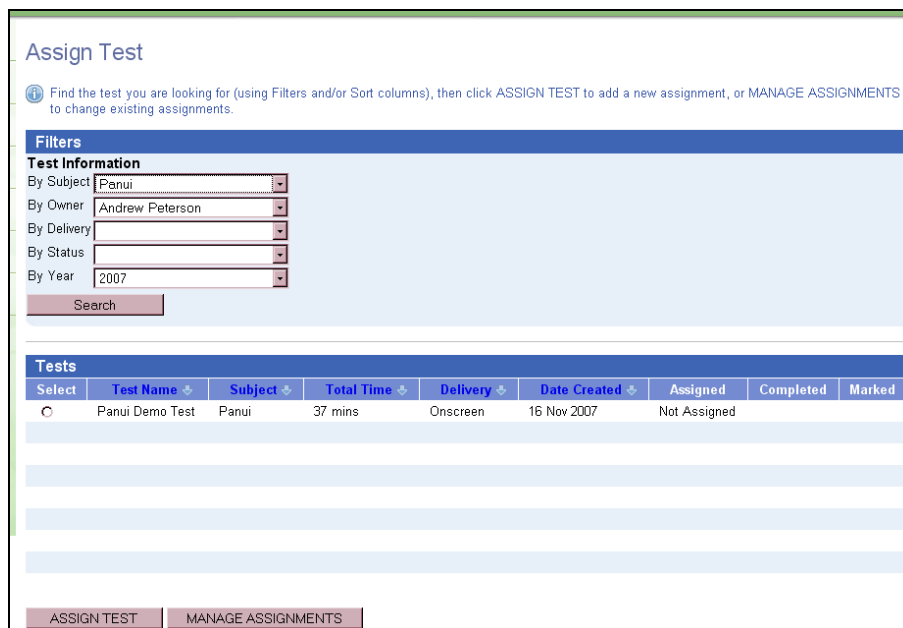


Figure 32. Assign Test

When the user first brings up this screen, it displays all tests created in the current year by the user. The user can use the test information filters in the Filter section to search for the test they want to assign. If they want to assign the test, they can select the test and then select **Assign Test** button. If the user wants to manage existing assignments, they can select the **Manage Assignments** button.

10.3 Assigning the Test/ Changing the Assignment

If you are assigning a test, or changing details of the assignment, the same screen is displayed. If you are changing the details of an existing assignment, the fields will be pre-populated with the current details.

Assign "Panui Demo Test" : Enter Details

Level: 2, 3, 4 Total Test Time: 37 mins Date Created: 16 Nov 2007
Strand: KN, UN Delivery Method: Onscreen Owner: Andrew Peterson

Assign to :

School: [dropdown]
Group: [dropdown]
Student: [list]
Selected Students: [list]

Add All >>
Add >
< Remove
<< Remove All

Date/Time :

Date Available to Students: 16/11/2007 11:42 Now
Due Date: 16/11/2007 12:56
When: [dropdown]

CANCEL SAVE

Figure 33. Assign Test: Enter Details

The following instructions explain how the user can select a group of students within a school that they wish to assign the test to, and the date range during which the test is to be sat.

Select the School:

Click on **School** dropdown box and select the school. The **School** box now shows the school's name.

Select the Group:

Click on **Group** dropdown box and select the class. The **Group** box now shows the group selected, and the **Student** box now displays the students in this group.

Select the Students:

1. *Select a student:* from the **Student** box, select the student/s to assign the test to, by clicking on the student's names, and then click **Add** button. The **Selected Students** box will now show the selected student/s.
2. *Select multiple students:* to select multiple students, hold down the CTRL key and click on each student to be selected, then click **Add** button.
3. *Select all students:* to select all students, click **Add All** button.

4. *Remove a selected student:* if there is a student/s that the user wants to remove from the **Selected Students** field box, click on the student/s name, and then click the **Remove** button. The de-selected student will be returned to the **Student** field box.
5. *Remove all selected students:* to remove all students, click **Remove All** button.

Set the Date Available:

The date/time available determines when the test is able to be:

- Sat by the assigned students, if it is an onscreen test.
 - Marked by the teacher, if it is a paper test.
1. Click on **Date Available to Students** *date* field and using the calendar to select the date that students will be able to sit the test
 2. Click on **Date Available to Student** *time* field and select the time that students will be able to sit the test.
 3. If the test is to be sat immediately, click the **Now** box. The test will be immediately available to the assigned students.

Note: the server clock and local clock may not be exactly in sync, if the user is trying to make the test available immediately they should use the **Now** option.

Set the Date Due

For onscreen tests, the date/time due determines when the student must have started sitting the test by.

1. Click on **Date Due date** field and using the calendar select the date that the test must be completed by.
2. Click on **Date Due time** field and select the time that the test must be completed by.

Note: for onscreen tests, as soon as *all* the students assigned the test have sat and submitted it, the test becomes available to mark. However, if any of the students have not submitted the test, then the date/time due determines when the test is able to be marked. For example, assume today is Wednesday, the test was not due for completion until Friday and some of your students haven't sat the test yet – the open ended questions will not be able to be marked until Friday.

Set When the test is available

For onscreen tests where there is more than 24 hours between the Date Available and the Date Due, the user must also set the timeframe within those days that the students can sit the test.

- If the test is available **Anytime** then students can sit the test anytime (*default setting*)
 - If the test is available within **School Hours** then students can sit the test between 08:30 and 16:00 weekdays only
 - If the test is available on **Weekdays** then students can sit the test *anytime* on weekdays only
1. Click on **When** dropdown box and select the desired timeframe.

Note: if the test is a paper test, or there is less than 24 hours between the Date Available and the Date Due, this field is automatically set to Anytime and cannot be changed.

Create the assignment

1. Click **Save** button.

10.4 Managing Existing Test Assignments

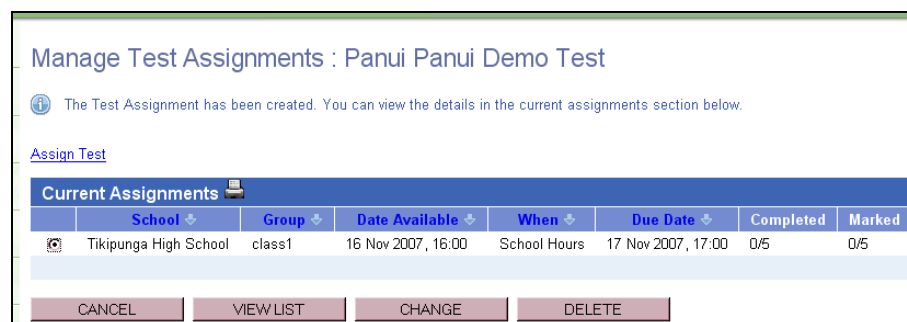


Figure 34. Manage Test Assignments

Once the user has selected a test, the user can manage existing assignments in this screen, or add new assignments. Below is a list of functions the user can carry out from this screen.

10.4.1 Assign Test

The user can click on the **Assign Test** link to assign the test to a group of students.

10.4.2 View all the test's assignments

The user can open a document showing all assignments details for a particular test, including test details, students assigned to the test and the date/times for completing the test.

1. Click the Print Icon .
2. To print the assigned test list, select File from the menu bar, select Print option, and click the **Print** button.
3. To close the assigned test list and return to the Assign Test screen, select File from the menu bar and select Close, or click on the close button (X) at the top right hand screen.

10.4.3 View a particular assignment

The user can open a document showing a particular assignment's details and students assigned to the test.

1. Click the Select radio-button of the test assignment that you wish to view.
2. Click the **View List** button.
3. To print the assigned test list, select File from the menu bar, select Print option, and click the **Print** button.
4. To close the assigned test list and return to the Assign Test screen, select File from the menu bar and select Close, or click on the close button (X) at the top right hand screen.

10.4.4 *Change an Existing Assignment's Details*

1. Click the Select radio-button of the test assignment that you wish to change.
2. Click the **Change** button to display the Assign Test: Enter Details screen, which will be populated with all the assignments *current* details. Change the details of the assignment. See [Assigning the Test/Changing the Assignment](#) section for further details.

Note: you cannot make changes to an assignment if a student started or completed the test assignment or the date due has passed.

10.4.5 *Delete a Test Assignment*

1. Click the Select radio-button of the test assignment that you wish to delete.
2. Click **Delete** button to delete the assigned test.
3. A window prompt will ask: "Are you sure you want to delete the test assignment?"
 - a. Click OK to confirm that you want to delete this test assignment. Message panel will confirm that "*Test Assignment deleted successfully.*"
or...
 - b. Click Cancel to discontinue deleting the test assignment.

Note: you cannot make changes to an assignment if a student has sat the test assignment.