

7 Copy Existing Test

A user can create a copy of an existing test with the same set of questions.

7.1 Copy Existing Test Step 1: Select Test

1 Select Test > 2 Test Details

Copy Existing Test Step 1: Select Test

Find and select the test you wish to copy, then click Continue. You will be prompted to enter in a new name.

Filters

Test Information

By Subject: Reading

By Owner: Administrator1 Unknown

By Delivery:

By Status:

By Year: 2007

Search

Tests

Select	Test Name	Subject	Total Time	Delivery	Date Created	Owner	Status
<input type="radio"/>	RDG_CAST_06_STG_1	Reading	40 mins	Paper	28 Nov 2007	Administrator1 Unknown	Accepted
<input type="radio"/>	RDG_CAST_06_STG_2E	Reading	40 mins	Paper	28 Nov 2007	Administrator1 Unknown	Accepted
<input type="radio"/>	RDG_CAST_06_STG_2H	Reading	40 mins	Paper	28 Nov 2007	Administrator1 Unknown	Accepted
<input type="radio"/>	RDG_CAST_06_STG_2M	Reading	40 mins	Paper	28 Nov 2007	Administrator1 Unknown	Accepted
<input type="radio"/>	RDG_CAST_06_STG_3E	Reading	40 mins	Paper	28 Nov 2007	Administrator1 Unknown	Accepted
<input type="radio"/>	RDG_CAST_06_STG_3H	Reading	40 mins	Paper	28 Nov 2007	Administrator1 Unknown	Accepted
<input type="radio"/>	RDG_CAST_06_STG_3M	Reading	40 mins	Paper	28 Nov 2007	Administrator1 Unknown	Accepted
<input type="radio"/>	RDG_CAST_Path_01	Reading	22 mins	Onscreen	28 Nov 2007	Administrator1 Unknown	Accepted
<input type="radio"/>	RDG_CAST_Path_06	Reading	33 mins	Onscreen	28 Nov 2007	Administrator1 Unknown	Accepted
<input type="radio"/>	Reading-SA	Reading	40 mins	Paper	28 Nov 2007	Administrator1 Unknown	Accepted

Cancel Continue >

Figure 22. Copy Test Step 1

The user can use the test information filters in the Filter section to search for the test they want to copy. If they want to select the test, they can click on the test's name in the Test table.

7.2 Copy Existing Test Step 2: Test Details

Curriculum Level	Selected	Curriculum Strands	Selected
Level 2		Processes and Strategies	
Level 3	Few	Purposes and Audiences	
Level 4		Ideas	
Level 5		Language Features	
Level 6		Structure	

Delivery Method			
Delivery Method:	Paper	Closed Questions:	All
Review time:	0 mins	Est. marking time per student:	0 min 00 secs
Attitude Q. time:	0 mins		

Figure 23. Copy Test Step 2

The following information is given on this screen:

Test Details

Test Name – user enters a name for the test. The user may want to use a similar naming convention to the one used when creating the *original* test, but then add a suffix to distinguish the copy from the original, e.g. a datestamp or a version number. The same rules apply when choosing a test name (i.e., it must be 20 characters or less).

Description – a description of the purpose of the test.

Original Test Details

The original test's name, subject, test type, description and test duration are listed here. With the exception of the test name and description, the copy test will have the exact same test details.

Curriculum Level / Curriculum Strands

The original test's curriculum levels and curriculum strands settings are listed here. The copy test will have the same setting.

Delivery Method

The original test's delivery method details are listed here. The copy test will have the exact same settings.

7.2.1 Copy Test

To copy the original test, click **Copy Test** button.

7.3 Copy Existing Test Step 3: Test Copied

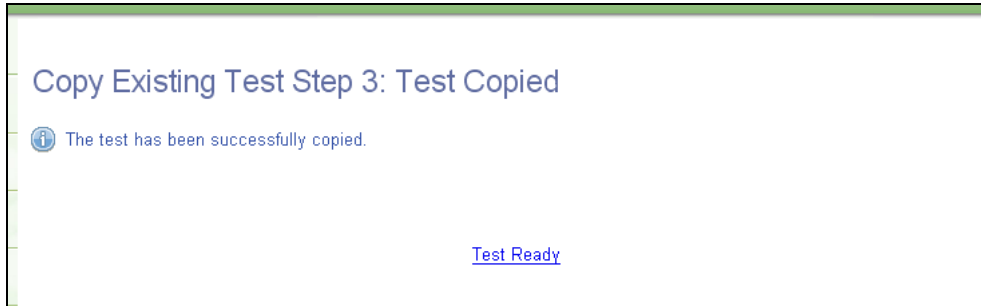


Figure 24. Copy Test Step 3

This screen is displayed to let the user know that the copy of the original test has been created. The user can click on the **Test Ready** link to view the details of the newly copied test (see [View Existing Tests](#) for further details).

The test will have the exact same questions as the original test.