

Home Base IIS: Creating an Express Test Quick Reference Card

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In Home Base IIS, build assessments one of two ways: either create an express test or create it manually. Choose the express test option when there is a bank of items available for the standards you wish to cover. You will specify how many items per standard to include, and the system will randomly build a test to your specifications. You can then replace, delete or add items as needed. An express test is a quick way to build a short pre-or post-instruction quiz.

The express test method is not recommended for generating tests with passages that have multiple items.

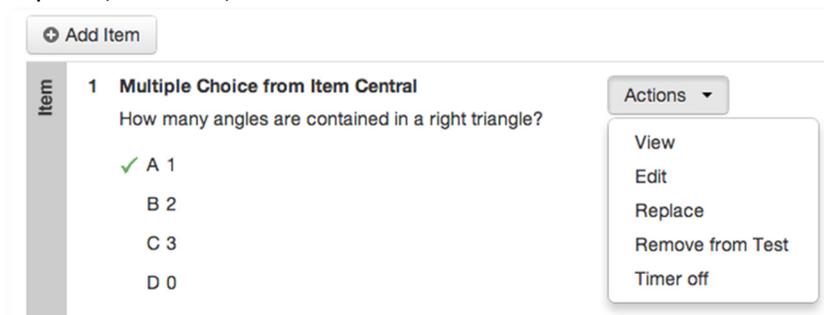
To create an express test:

1. Roll your cursor over the Assessment Admin header and click **Create**
2. Under Create an Express Test, click **Start Now**
3. Enter a test name

The test name appears in the student profile with all other tests generated in Home Base IIS that are taken by the student, so use a name that will be easy to distinguish from the others.

4. Select a subject, grade level, and preferred standards set
5. You may wish to consider the following options:
 - **Enable Student Comments** – If set to Yes, provides students the ability to enter feedback about the test; these comments display on the Score page
 - **Enable Tools & Manipulatives** – If applicable, choose Yes and select desired tools to make available for online testing, such as a ruler or compass

6. Click **Select Standards**
7. Check the desired standards and click **Add to Test Map**
8. Enter the number of items you want for each standard
 Tip: Include more items than you need so you can choose from the results. It is ok to include standards that don't have available items as the test will include placeholders for you to add them.
9. Click **Build Express Test**
10. Replace, remove, or add new items as desired



11. Click **Ready to Schedule** and refer to the document: Scheduling Tests Quick Reference Card for details

Create an Express Test from a Lesson Plan

When you have a lesson plan in Home Base IIS that is aligned to standards for which items are available, you can quickly build an express test. From the lesson plan detail page, click Build Express Test and indicate the number of items to include per standard as described in Step 7 above.