

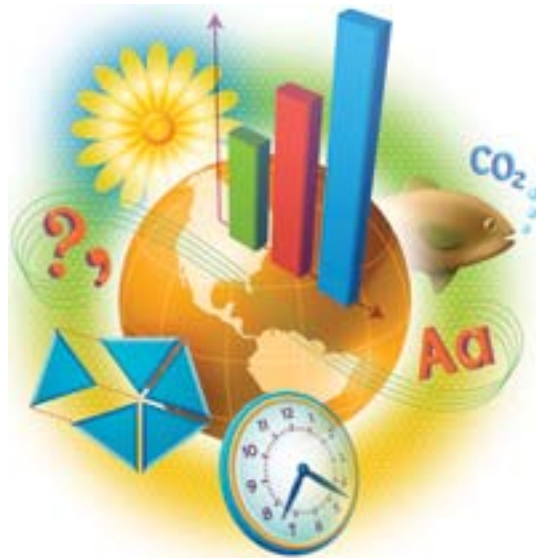
# ***JJAEP Iowa Online Testing***

*Administrator*

*Create Test Event/Assignments*

*Quick Reference Guide*

*V6 2020-21*



# Setting up Test Event and Assignment

## Texas JJAEP Iowa Assessment

### How to setup Test Events and Assignments

**Before setting up first test event of the new school year you have to create a new roster:**

- Click Admin/Manage Rosters/Roster Name (JJAEP Roster 2020-21) click “Add Roster”
- After creating new roster best practice to “**deactivate**” old roster (2019-20).

The following Quick Reference Guide was created for Texas JJAEP Test “Administrators” who will be setting up test events for their facilities. You will need to setup a total of three (3) test events and test assignments throughout the school year.

### Recommended Test Calendar:

#### JJAEP Programs

#### 2020-21 Recommended Iowa Test Events(TE) Calendar

Norms Windows:		Beginning	Ending
Fall		August 01	November 30
Mid		December 01	February 28
Spring		March 01	July 31

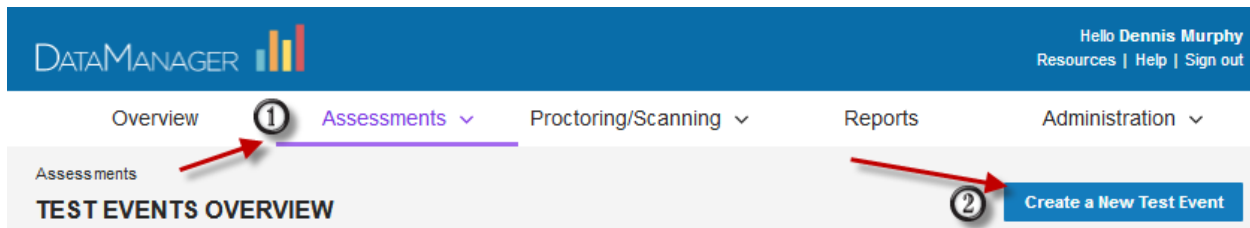
#	Suggested Test Event Name	Norms	TE Setup Date	TE Test Date	TE Close Date
1	1) JJAEP Iowa Pre-test Aug-Nov 2020	Fall	08/01/20	10/31/20	11/30/20
	2) JJAEP Iowa Post-test Aug-Nov 2020	Fall	08/01/20	10/31/20	11/30/20
2	1) JJAEP Iowa Pre-test Dec-Feb 2121	Mid	12/01/20	01/29/21	02/28/21
	2) JJAEP Iowa Post-test Dec-Feb 2121	Mid	12/01/20	01/29/21	02/28/21
3	1) JJAEP Iowa Pre-test Mar-Jul 2121	Spring	03/01/21	05/31/21	06/30/21
	2) JJAEP Iowa Post-test Mar-Jul 2121	Spring	03/01/21	05/31/21	06/30/21

#### Best Practice:

- 1) Only setup one test event at a time. Recommended you setup "reminder" in calendar program for each of the three "TE Setup Dates"

## Step 1: Create “Pre” Test Event

Click Assessment Tab and then click Create a New Test Event



### Create a New Test Event

Fields with an asterisk are required.

**Test Event Details** \* = Required Fields

<p>TEST EVENT NAME* <span style="border: 1px solid gray; padding: 2px;">1) JJAEP Iowa Pre-test Aug-Nov 2020</span> <span style="border: 1px solid gray; padding: 2px;">1</span></p> <p>TEST EVENT PARTICIPANT LIST* <span style="border: 1px solid gray; padding: 2px;">1 participant(s) selected (Your County JJAEP)</span> <span style="border: 1px solid gray; padding: 2px;">3</span></p>	<p>TEST EVENT ASSESSMENT TYPE* <span style="border: 1px solid gray; padding: 2px;">Iowa Assessments</span> <span style="border: 1px solid gray; padding: 2px;">2</span></p> <p>TEST EVENT ROSTER* <span style="border: 1px solid gray; padding: 2px;">JJAEP Roster</span> <span style="border: 1px solid gray; padding: 2px;">4</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">XLS</span></p>
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**Scoring and Reporting Details**

TEST EVENT DATE* <span style="border: 1px solid gray; padding: 2px;">10/31/2020</span> <span style="border: 1px solid gray; padding: 2px;">5</span>	NORMATIVE YEAR <span style="border: 1px solid gray; padding: 2px;">2017</span>	NORMATIVE PERIOD <span style="border: 1px solid gray; padding: 2px;">Season: Fall</span>
ACHIEVEMENT SCORES <span style="border: 1px solid gray; padding: 2px;">1 selected</span>	ABILITY SCORES <span style="border: 1px solid gray; padding: 2px;">Select ability score</span>	

SUPPRESS PROGRAM LABEL(S) :  Yes  No

**Online Testing Details** 6

Allow Calculator Use     Allow Audio Test Administration     Allow Draw Screen

Cancel
Clear
Save

### Test Event Details:

1. Enter Test Event Name – see TE Calendar on page 2  
Suggested Name “1) JJAEP Iowa Pre-test Aug-Nov 2020”
2. Test Event Assessment Type – Select Iowa Assessments
3. Test Event Participant List – Select County JJAEP
4. Test Event Roster – “Select JJAEP Roster 2019-20”
5. Scoring and Reporting Details:
  - a. Test Event Date – see TE Calendar on page 2

**6. Online Testing Details:**

- a. Calculator Use, Audio and Draw Screen (suggest leave as default)

**7. Click Save**

## Step 2: Create Test Assignment

Click “Assign”

Assessments > [Test Events Overview](#)

**TEST EVENT** Create a New Test Event

**1) JJAEP Iowa Pre-test Aug-Nov 2020** Status: Open

View and manage your test event

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**Test Event Details**

Name	Assessment Type	Roster
1) JJAEP Iowa Pre-test Aug-Nov 2020	Iowa Assessments	JJAEP Roster 2017-18 -- 09/01/2017 <input type="button" value="XLS"/>

Click “Create/Edit Assignment”

Assessments > [Test Events Overview](#) > [1\) JJAEP Iowa Pre-test Aug-Nov 2020](#)

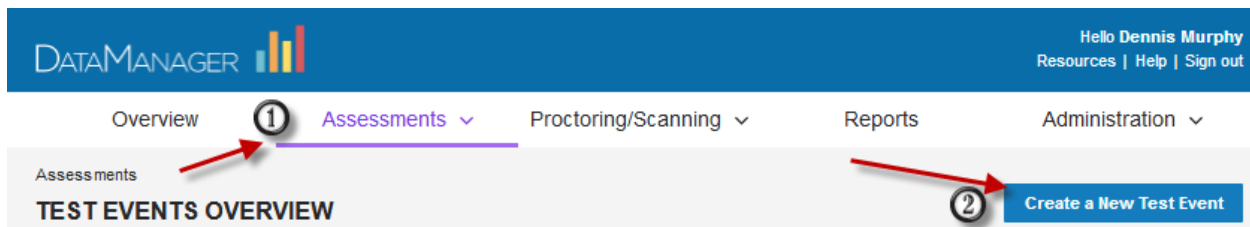
**TEST ASSIGNMENT OVERVIEW**

TEST EVENT		LOCATION					
1) JJAEP Iowa Pre-test Aug-Nov 2020		McLennan County JJAEP					
MODE							
Online Testing							
Grade	Test Group	Level	Actions				
Grade 4	Iowa Form E Survey	Level 10	View	Test Tickets	Eligibility	Clear	
Grade 5	Iowa Form E Survey	Level 11	View	Test Tickets	Eligibility	Clear	
Grade 6	Iowa Form E Survey	Level 12	View	Test Tickets	Eligibility	Clear	
Grade 7	Iowa Form E Survey	Level 13	View	Test Tickets	Eligibility	Clear	
Grade 8	Iowa Form E Survey	Level 14	View	Test Tickets	Eligibility	Clear	
Grade 9	Iowa Form E Core	Level 15	View	Test Tickets	Eligibility	Clear	
Grade 10	Iowa Form E Core	Level 16	View	Test Tickets	Eligibility	Clear	

1. Select test event and county
2. Administration Mode:
  - a. Select Online Testing
3. Select Test Group and Level:
  - a. Select Iowa Survey **Form E** for grades 4-8
4. Select Test Group and Level:
  - a. Select Iowa Core/Complete **Form E** for grades 9-12
5. Click Save

### Step 3: Create “Post” Test Event

Click Assessment Tab and then click Create a New Test Event



**Test Event Details**

TEST EVENT NAME\*  TEST EVENT ASSESSMENT TYPE\*

TEST EVENT PARTICIPANT LIST\*  TEST EVENT ROSTER\*

**Scoring and Reporting Details**

TEST EVENT DATE\*   NORMATIVE YEAR  NORMATIVE PERIOD:

ACHIEVEMENT SCORES  ABILITY SCORES

SUPPRESS PROGRAM LABEL(S):  Yes  No

**Online Testing Details**

Allow Calculator Use  Allow Audio Test Administration  Allow Draw Screen

**Test Event Details:**

















1. Enter Test Event Name – see TE Calendar on page 2
  - a. 2) JJAEP Iowa Post-test Aug-Nov 2018
2. Test Event Participant List – Select County JJAEP
3. Test Event Assessment Type – Select Iowa Assessments
4. Test Event Roster – “Select JJAEP Roster 2019-20”
  
- 5. Scoring and Reporting Details:**
  - a. Test Event Date – enter date from TE Calendar on page 2
  - b. Others are all optional or leave default
- 6. Online Testing Details:**
  - a. Calculator Use, Audio and Draw Screen (suggest leave as default)
- 7. Click Save**

## Step 2: Create Test Assignment

Assessments > Test Events Overview > 1) JJAEP Iowa Pre-test Aug-Nov 2020

**TEST ASSIGNMENT OVERVIEW**

 [Create/Edit Assignment](#)

Grade 4	Iowa Form F Survey 	Level 10 
Grade 5	Iowa Form F Survey 	Level 11 
Grade 6	Iowa Form F Survey 	Level 12 
Grade 7	Iowa Form F Survey 	Level 13 
Grade 8	Iowa Form F Survey 	Level 14 
Grade 9	Iowa Form F Complete 	Level 15 
Grade 10	Iowa Form F Complete 	Level 16 
Grade 11	Iowa Form F Complete 	Level 17/18 
Grade 12	Iowa Form F Complete 	Level 17/18 

1. **Select test event and county**
2. **Administration Mode:**
  - a. Select Online Testing
3. **Select Test Group and Level:**
  - a. Select Iowa Survey **Form F** for grades 4-8
4. **Select Test Group and Level:**
  - a. Select Iowa Core/Complete **Form F** for grades 9-12
5. **Click Save**

## SUMMARY

- You will need to create six Test Events:
  - Fall
    - Pre-Test Iowa Form E
    - Post-Test Iowa Form F
  - Mid-Year
    - Pre-Test Iowa Form E
    - Post-Test Iowa Form F
  - Spring
    - Pre-Test Iowa Form E
    - Post-Test Iowa Form F
- Once you create Test Events you will create Test Session and proctor tests
- After student has completed testing, scores will be available within 24 hours