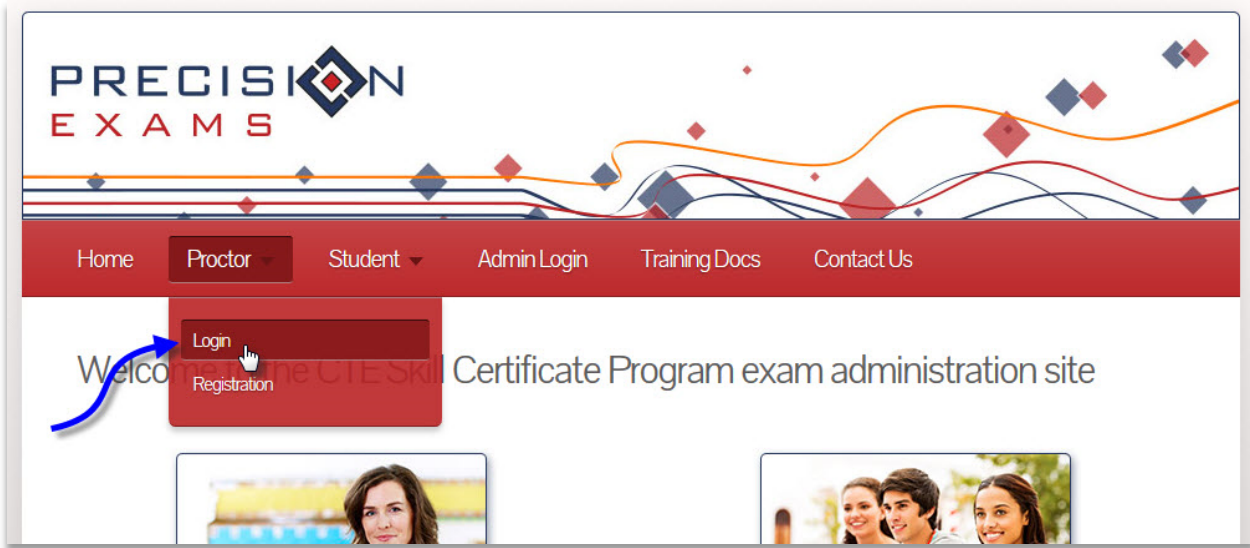


Creating a Test Code

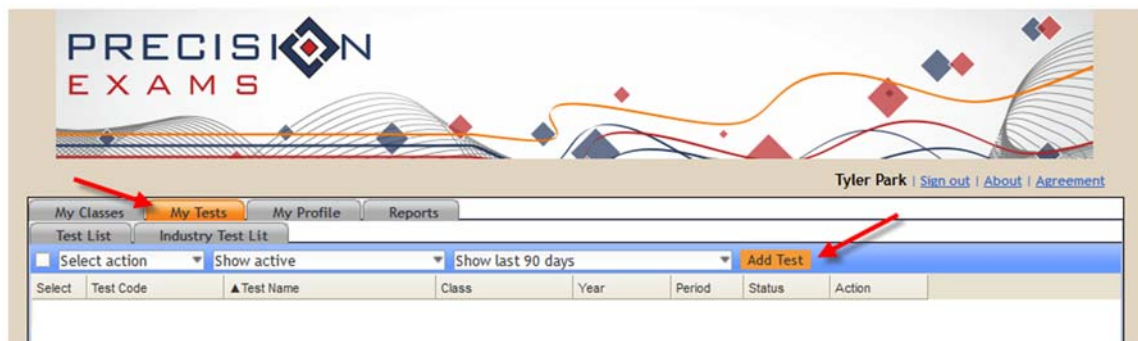
Step by step instructions for creating a test code.

- Go to your state landing page

- Step 1:** Click **Proctor Login**.



- Step 2:** Login, then click on **My Tests** tab, then click **Add Test** and follow the system prompts...



Add Test
2015-2016 School Year
✕

Class Name: 1

Period: 2

Term: 3

District Name: ZZZ_PE_DISTRICT

School Name: ZZZ_PE_SCHOOL

Select the type of assessment you are giving 4

Single Assessment	Pre-Assessment	Post-Assessment
<p>Select this option for end-of-course or end-of-program assessment not associated with a Pre-Assessment test code. Used anytime as a stand-alone assessment (ie. Exam retake). Will NOT provide student growth measurement.</p>	<p>Select this option for BEGINNING of a course to provide a starting point for student growth measurement when given with a POST assessment at the end of the course.</p>	<p>Select this option for END of a course to connect with a Pre-Assessment already given to connect the appropriate group to provide student growth data.</p>

- Point 1 – Enter a Class Name. This name is used to help you identify the exam
- Point 2 – Select a Period for the exam.
- Point 3 – Select a Term for the exam
- Point 4 – Select the type of exam you are trying to create. Descriptions are provided for each exam type to help you know which type of exam works for your particular situation.



Add Test 2015-2016 School Year

Class Name: Intro to Computer Programming District Name: ZZZ_PE_DISTRICT

Period: Period 3 School Name: ZZZ_PE_SCHOOL

Term: 3rd Quarter

Please select an available single assessment Search Reset

Select	▲ Exam Name	Exam Num	Questions	Points
<input type="radio"/>	Computer Maintenance and Repair (884) (Virtual) (Precision Exams) - 884	884	63	74
<input type="radio"/>	Computer Programming IA (820)	820Single	42	51
<input type="radio"/>	Computer Programming IA (820) (Virtual) (Precision Exams) - 820	820	42	51
<input checked="" type="radio"/>	Computer Programming IB C#	82801Single	50	59
<input type="radio"/>	Computer Programming IB C++ Single	82201Single	50	59
<input type="radio"/>	Computer Programming IB Java	82401Single	50	59
<input type="radio"/>	Computer Programming IB Python	82701Single	49	49
<input type="radio"/>	Computer Programming IB Visual Basic	82601Single	50	59
<input type="radio"/>	Computer Programming II (C++) (830)	830Single	48	49

Back Create Test

- Point 5 – Select the exam you intend to give for this class. The list of exams is fairly long, so there is also the ability to search for an exam. You can search either for a specific exam name or by the exam number.
- Point 6 – Once you have selected the correct exam, select Create Test.

Congratulations! The test is now added to your test list with the test code your students will need to access the exam.

PRECISION EXAMS

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My Classes My Tests My Profile Reports

Test List Industry Test List

Select action Show active Show last 90 days Add Test

Select	Test Code	▲ Test Name	Class	Year	Period	Status	Action
<input type="checkbox"/>	QXGRDWED	Sample Test	Tyler's Test Class	2013-2014	Period 1A	Active	PROCTOR



Next step: see “Proctor Guide – Proctoring an exam”

Technical Support

For technical support, please contact: support@precisionexams.com

For immediate assistance, please call: *(801)-653-9356*

