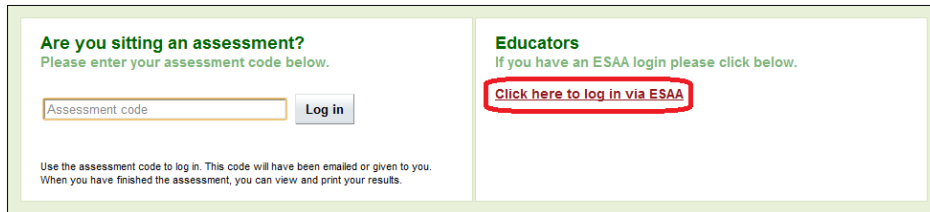


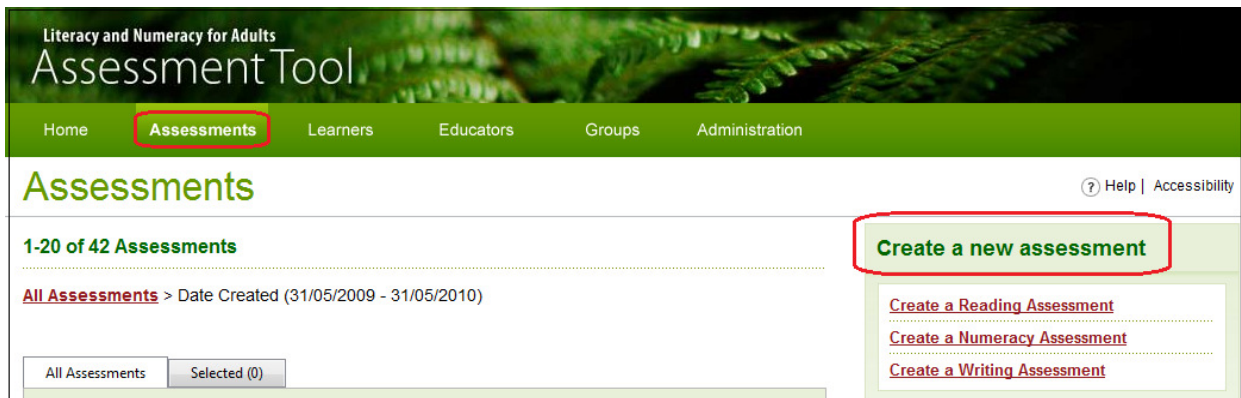
How to create an Online Adaptive assessment and assign Learners

There are a number of different assessments that can be created in the Assessment Tool. This document outlines the process for creating an online adaptive assessment.

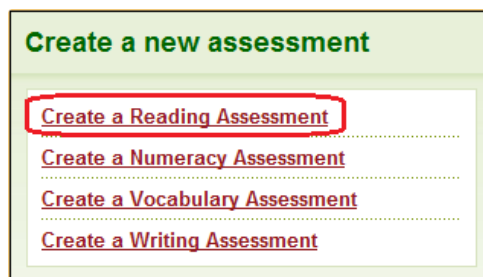
1. Log into the Assessment Tool using your ESAA username and password:



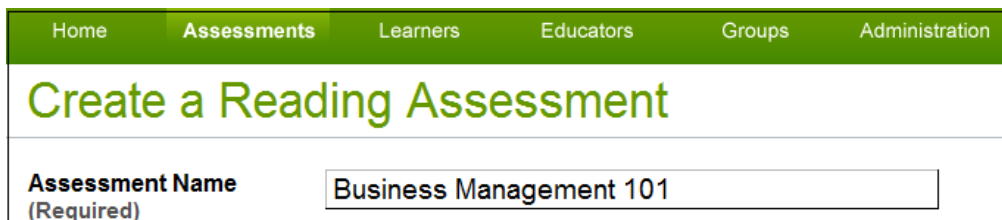
2. From the Assessments tab go to the 'Create a new assessment' panel located on the right hand side of the page:



3. Select either a Reading, Numeracy or Vocabulary assessment:



4. Type in the name of the assessment. Note that this will be seen by the Learners so choose an appropriate name:



5. Select 'Adaptive' in the Assessment Type section ('Reading with Understanding' will automatically be checked as the 'Assessment Strand' if a Reading assessment is being created):

| | |
|--|--|
| Assessment Type (Required) | <input checked="" type="radio"/> Adaptive <input type="radio"/> Non-Adaptive <input type="radio"/> Non-Adaptive for Printing <input type="radio"/> Snapshot |
| Assessment Strand (Required) | <input checked="" type="radio"/> Read with Understanding |

6. The Difficulty level will not need to be set:

| | |
|---------------------------------|---|
| Difficulty (Required) | <div style="background-color: #fff9c4; padding: 5px;">You have selected an Adaptive Assessment and therefore are not required to set the difficulty.</div> <input checked="" type="radio"/> Steps 1-3 <input type="radio"/> Steps 2-5 <input type="radio"/> Steps 4-6 |
|---------------------------------|---|

7. Add any notes that may be required for this assessment (this is optional):

| | |
|-------------------|---|
| Your Notes | <input type="text" value="First reading assessment for Business Management class"/> |
|-------------------|---|

8. Click on 'Add more Learners' or 'Save Assessment' (this will allow Learners to be added at a later stage). In this example 'Add more Learners' has been selected:

| | | |
|------------------------|--|---------------------------------|
| Cancel | Add more Learners (You can do this later) or | Save Assessment |
|------------------------|--|---------------------------------|

9. Select the Group or individual Learners you want to assign to the assessment (in this example a Group has been selected):

The screenshot shows the 'Create a Reading Assessment' page for 'Business Management 101'. It features a navigation bar with 'Assessments' selected. Below the title, there is a search box for learners and a dropdown menu for 'View Learners in: All Groups'. A 'Cancel' link and a 'Save Assessment' button are visible. A summary bar shows 'All Groups (7)' and 'Selected (5)'. Below this, a list of groups is shown with checkboxes: 'Economics', 'NZCER All Learners Group', 'Reading Assessment Group', and 'School of Business' (which is checked). A legend at the bottom indicates 'Select: Everyone, All on Page, None'.

10. As Save Assessment has been clicked, Business Management 101 has been successfully created. Note that the Learners will not be able to access the assessment until it has been activated (click 'Activate' on the upper right side of the screen):

Home Assessments Learners Educators Groups Administration

Assessment

Help | Accessibility

The Assessment 'Business Management 101' has been successfully created.

Business Management 101

Search for a Learner

1 - 5 of 5 Learners

Assigned Learners (5) Selected (0)

Remove Selected Learner(s) Select: [Everyone](#), [All on Page](#), [None](#)

| <input type="checkbox"/> | Learner Name | Assessment Code | Expiry Date | Action |
|--------------------------|---|-----------------|-------------|------------------------------|
| <input type="checkbox"/> | Fenchurch, Roger Groups: NZCER All Learners Group, School of Business, School of Business Reading Assessment Group, Sports Administration, Youth Apprenticeship. | pm23rz | 13 Jul 10 | View Details |
| <input type="checkbox"/> | Gaskin, Michael Groups: NZCER All Learners Group, School of Business, School of Business Reading Assessment Group, Youth | v32084 | 13 Jul 10 | View Details |

Assessment Details

Assessment Status

Non-Active [Activate](#)

Assigned Learners
5 Learner(s) [Add more Learners](#)

Assigned Educator:
None Assigned [Add Educator](#)

Area
Reading

Strand

11. The assessment is now ready to be sat. The Learners will need their individual Assessment Codes to be able to access the assessment. Assessment Codes can be provided in hard copy or via email. Options for these can be found at the bottom of the screen on the right hand side:

Print Assessment Codes

[Export as PDF](#)

[Export as CSV](#)

Manage Assessment Codes

[Email Assessment Code\(s\)](#)

[Reset Assessment Code\(s\)](#)

Important Note: once an assessment has been created (regardless of whether it is Activated or not) it will only be available for a Learner to sit, or be modified by an assessor for 26 weeks from the date of creation.