# Create Test

⚠️ This article describes the Create Test screen as part of the built-in Focus Assessment System. If your district has purchased the add-on Learnosity assessment module and you are looking for help on creating assessments, click here.

Focus allows users to create and customize online or paper-based tests. Tests can be created using your own questions or questions shared with you by other users.

Creating a New Test

Tests can be created using your own questions, questions set up by the district, and questions shared with you by other users. You can also add new questions to the test directly from this screen.

**1.** In the **Assessment** menu, click **Create Test**.
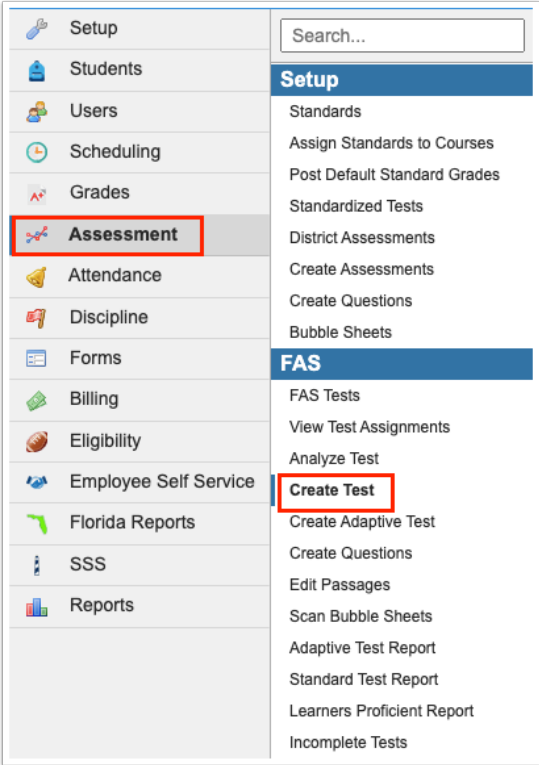
The Items tab is automatically displayed at the left side of the screen. The District Items, My Items, and Shared Items check boxes are selected by default. District Items are questions created by the district that are shared with you. My Items are questions you have created. Shared Items are questions created by other users that are shared with you. You are able to add district questions, your questions, or shared questions to the test.

Items	Sharing Options	Search		Add To Test

☑ District Items   ☑ My Items   ☑ Shared Items
9 Subject Areas

☐ ▶ **Non Standard** ⤨
☐ ▶ **Citizenship Indicators**
☐ ▶ **Arts: Visual Arts**
☐ ▶ **Health Education**
☐ ▶ **Language Arts**
☐ ▶ **Language Arts Florida Standards**
☐ ▶ **Mathematics**
☐ ▶ **Mathematics Florida Standards**
☐ ▶ **Science**
☐ ▶ **Social Studies**

2. Deselect the **District Items, My Items,** or **Shared Items** check boxes to hide those questions, if desired.
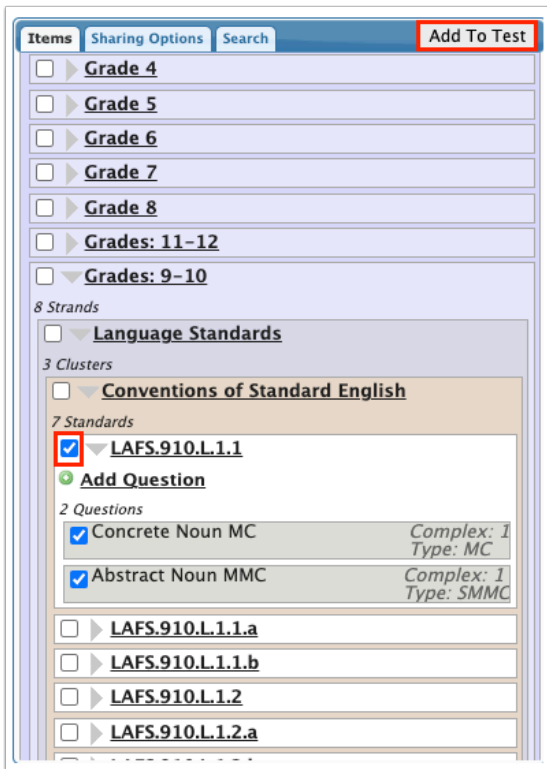
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☐ ▶ **Science**
☐ ▶ **Social Studies**

3. Click the subject area, grade level, strand, cluster, and standard that houses the question you want to add to the test, or click **Non Standard** to view questions not linked to a standard.
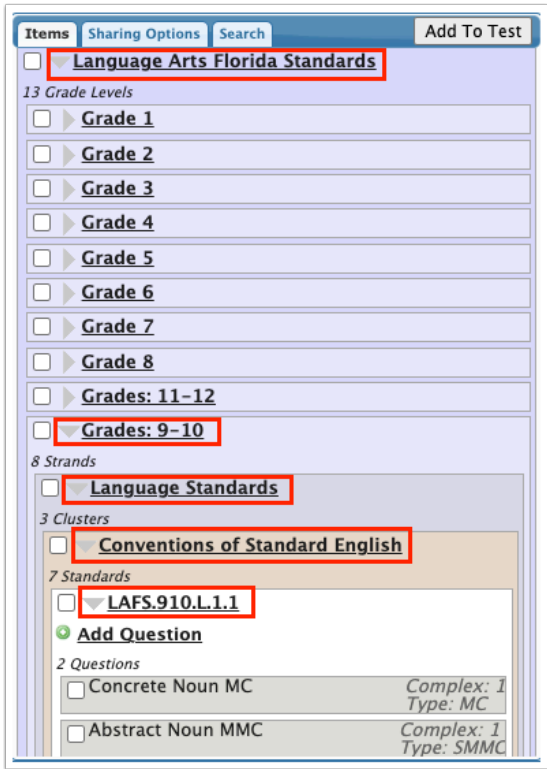
4. Select the check box next to each question to add to the test, or click the check box next to the subject area, grade level, strand, cluster, or standard to select all questions within that level.

5. Click **Add to Test**.

The selected questions display in the center of the screen in the test layout.

6. To edit the cognitive complexity of a question, click the field and make the change as needed.

ℹ️ Changing the cognitive complexity of a question in the test layout only changes it on this particular test. The question will still have its original cognitive complexity when used on future tests.

7. To edit a question, click the edit icon.

The question information is displayed in a pop-up window.

8. Make any edits as needed and click **Add**.

> ℹ️ Editing the question within the test layout <u>does</u> edit the question itself. The edits will be maintained when using the question on future tests, and when viewing the question on the Create Questions screen.

9. Click the red **X** next to a question to remove it from the test.

10. To add a page break to the test, click and drag **Page Break** bar to the desired area.
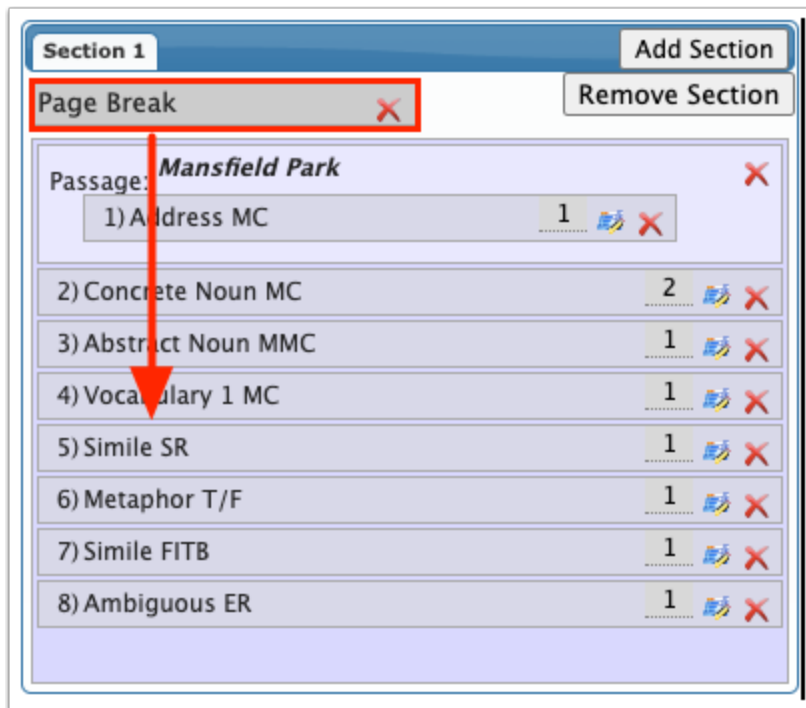
11. To add an additional section to the test, click **Add Section.**
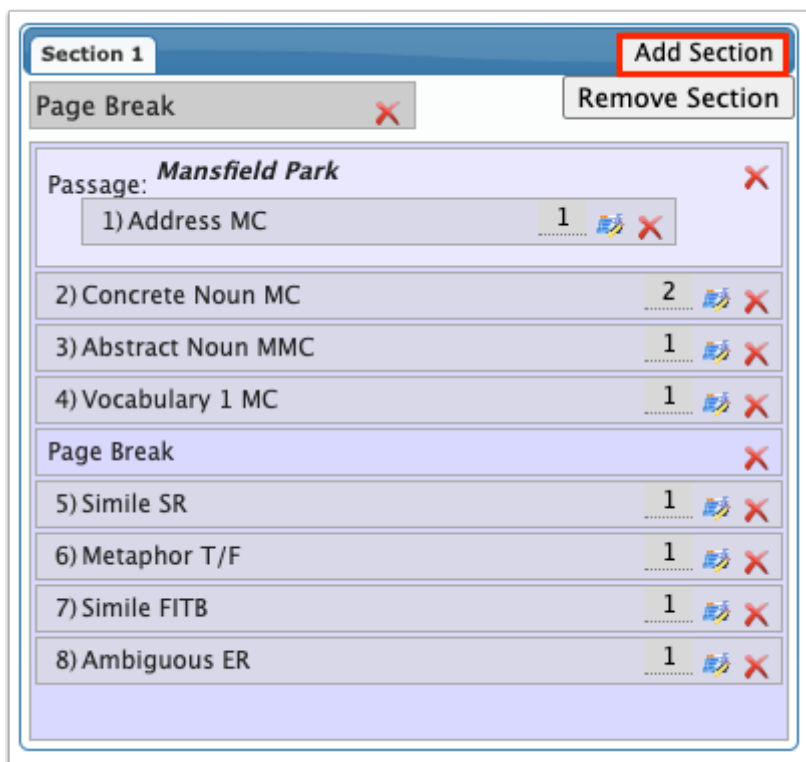
Having multiple sections allows you to assign different test options, like calculators or scratch pads, to each section of the test.

After adding the section, the section is displayed in its own tab. Questions and page breaks can be added to the new section.

12. To remove a section, click **Remove Section.**

13. On the right side of the screen, select the **Test Options.**

Option	Description
Name	Enter the name of the test.
District Test	This option allows the test to be shared with all district administrators.
Open to students online	This option is selected by default. This allows students to take the test online in Focus.

Option	Description
Open in new window	Select this option so that the test opens a new browser window when the student accesses the test.
Open Test in Security Browser	Select this option to restrict students from moving outside of the test window when taking the test.
Hide questions from teachers	Select this option to prevent teachers from viewing the questions on the test.
Allow teachers to view test	Select this option to allow teachers to view the test in the FAS Tests screen.
Large Print Font	Select this option to allow students to change the font size within the online test.
Alternate Multiple Choice lettering between odd and even questions	Select this option to give odd numbered questions different letter choices than even numbered questions. (e.g. even numbered questions use A, B, C, D and odd numbered questions use E, F, G, H).
Allow retakes of the test	Select this option to allow students to retake the test. When this check box is selected, the options "Insert Hightest Test Score into Gradebook," "Average Test Scores into Gradebook," and "Retake Refresh Time" display.
Insert Highest Test Score into Gradebook	This option displays when "Allow retakes of the test" is selected. Select this option to insert the hightest test score of the student's retakes into the Gradebook.
Average Test Scores into Gradebook	This option displays when "Allow retakes of the test" is selected. Select this option to average the test scores for all of the student's retakes into the Gradebook.
Retake Refresh Time	This option displays when "Allow retakes of the test" is selected. Enter the number of minutes that must pass before students can retake the test.
Autograde Test (Questions that cannot be autograded will be excluded from score)	This option is selected by default. When this option is selected, Focus will automatically

Option	Description
	grade the test questions that can be auto-graded, such as multiple choice, true/false, etc. Any questions that cannot be auto-graded, such as short response and extended response, will remain ungraded until you manually grade them.
Login Pin	To require students to enter a login pin to access the test, enter the pin. If left blank, no pin is required.

14. For each section of the test, select the **Section Options.**

Option	Description
Name	If desired, enter a name for the section.
Strikout	Select this option to allow students to strike out text on this section of the test.
Calculator	Select this option to provide a calculator on this section of the test.
Scientific Calculator	Select this option to provide a scientific calculator on this section of the test.
Scratchpad	Select this option to provide a scratchpad on this section of the test.
Clock	Select this option to provide a countdown clock for the test due date/time on this section of the test.
Two Column Printing	Select this option to display test questions in two columns on this section of the test.
Shuffle Questions	Select this option to shuffle questions for each student on this section of the test.

Option	Description
Shuffle Multiple Choice Answers	Select this option to shuffle multiple choice answers for each student on this section of the test.

15. To view a preview of test, click the **HTML** tab. To view the print format of the test, click the **PDF** tab. The PDF can be downloaded to your computer or printed for print-based tests. To walk through the test online as a student would, click the **Online** tab.
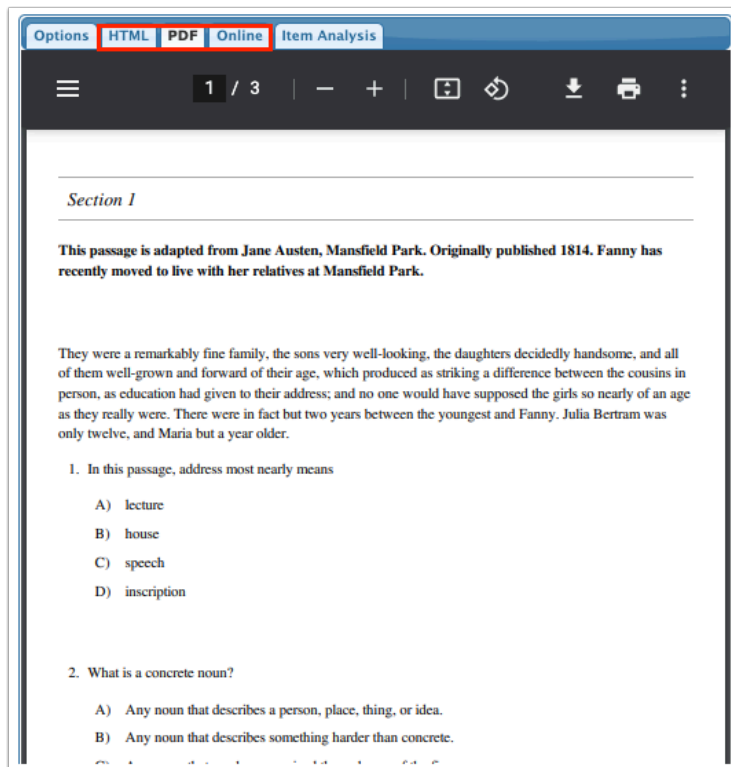
16. Click the **Item Analysis** tab to view analytics for the questions used on the test.

If a test question was used on a previous test, a graph will display for each question that indicates the number of students who selected each answer, and the tests that used this question.

17. To save the test as a draft, click **Save Draft.**

The test will save and will be available in the pull-down for viewing and editing at a later time.

18. To save and publish the test, click **Publish Test.**

19. Click **OK** in the confirmation window.

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This will finalize the test, you will not be able to continue making changes after this. If you wish to continue making changes to this test, cancel and click Save Draft

Cancel   OK

The test will be saved and published. The FAS Tests screen will display, where the test can be assigned to students.

Creating a New Answer Key Only Test

Users can create answer key only tests to be used in conjunction with paper tests or test documents uploaded into Focus. This is useful if you already have a paper test or test document that contains the test questions. Students will refer to the paper test or document for the test questions, and they will enter their answers in the answer sheet within Focus. When you upload a PDF document, the file will open directly in the student's screen for the student to refer to. When you upload a Word document, the document will automatically download to the student's computer for the student to view when answering the test questions.

1. At the top of the screen, click **Answer Key Only Test**.

The New Test tab is opened by default.

2. To link questions to a standard, select the **Standard Category**.

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3. Enter the **# of Questions.**

A corresponding number of answer fields will populate onto the screen.

4. Select the **Answer Range.** You can select A - E, A - D, or A - C.

5. In the Files box, optionally attach a file containing the test questions.

If you upload a PDF, the PDF will open directly in the student's screen for the student to refer to as they enter the answers in Focus. If you upload a Word document, the document will automatically download to the student's computer when they access the test. The student can refer to the Word document as they enter their answers in Focus.

6. For each question, select the correct answer and, if desired, the applicable standard.

7. Select the **Test Options.**

For a description of test options, see [Creating a New Test.](#)

8. When finished, click **Publish Test**.

9. In the confirmation window, click **OK.**

The test will be saved and published. The FAS Tests screen will display, where the test can be assigned to students.

Creating an Answer Key Only Test Using a Previous Template

An answer key only test can be created based upon a previously created answer key only test.

1. At the top of the screen, click **Answer Key Only Test**.

2. Click the **Previous Templates** tab.

Any previous answer key only tests you have created are listed.

3. Click the test to use as a template.

The settings for the selected test are displayed.

4. Adjust the settings as needed.

5. Select the **Test Options.**

For a description of test options, see Creating a New Test.

6. When finished, click **Publish Test**.

7. In the confirmation window, click **OK.**

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This will finalize the test, you will not be able to continue making changes after this. If you wish to continue making changes to this test, cancel and click Save Draft

Cancel   OK

The test will be saved and published. The [FAS Tests](#) screen will display, where the test can be assigned to students.

Searching for Questions to Add to a Test

You can search for questions to add to a test by subject area, grade level, strand, cluster, standard, question ID, or user. The search will include your questions and questions shared with you by other users.

1. On the left side of the screen, click the **Search** tab.

2. Enter search criteria in the **Subject Area, Grade Level, Strand, Cluster, Standard, Quester ID,** and/or **User** fields.

3. Click **Search**.

The pop-up window displays any questions that match the search criteria.

4. Select the check box for each question to add to the test, and click **Add to Test**.

	Name	Type	Passage	Subject Area	Grade Level	Strand	Cluster
☑	Limited Government MC	MC		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
☐	John Locke MC	MC	Declaration of Independence	Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
☐	Montesquieu FITB	FB		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
☑	French Revolution Audio	AR		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
☐	Enlightenment Grid	GR		Language Arts	11th Grade	Communication	Communicating Through Writing
☑	Individualism TF	TF		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
☐	Philosopher SR	SR		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the
☐	Philosophers ER	ER		Social Studies	Grades: 9-12 Revised February 2014	World History	Analyze the causes, events, and effects of the Enlightenment and its impact on the

The selected questions are added to the test layout.

Adding a New Question

New questions can be set up directly on the Create Tests screen. Once added, the new question will also be available on the Create Questions screen for later viewing and editing, and will be available for use on future tests.
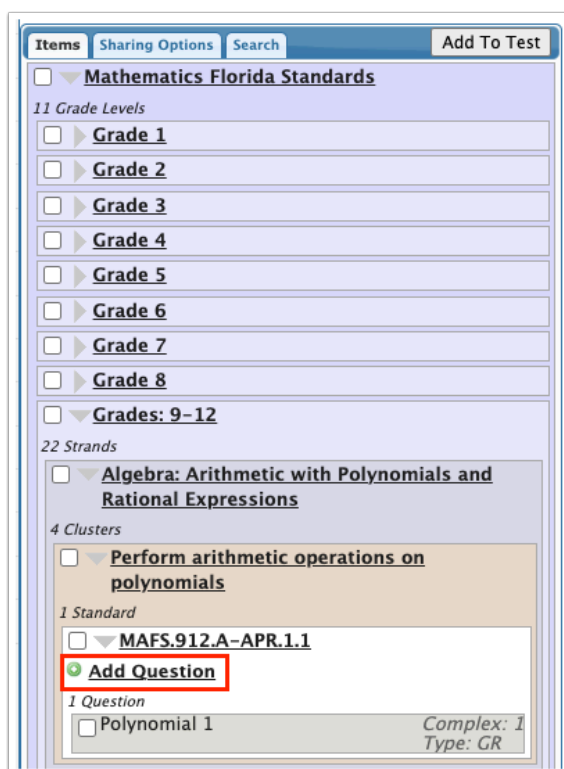
1. In the Items tab, click the subject area, grade level, strand, cluster, and standard where the question will be added, or click **Non Standard** to add a question not linked to a standard.

2. Click **Add Question**.

3. In the pop-up window, set up the question. See [Adding a New Question](#) for detailed instructions.

4. When finished, click **Add.**

The question is added to the test layout.

Loading Previous Test Questions into a Test

The Load Previous Test Questions button allows you to select a previously created test and load those test questions into the new test you are creating.
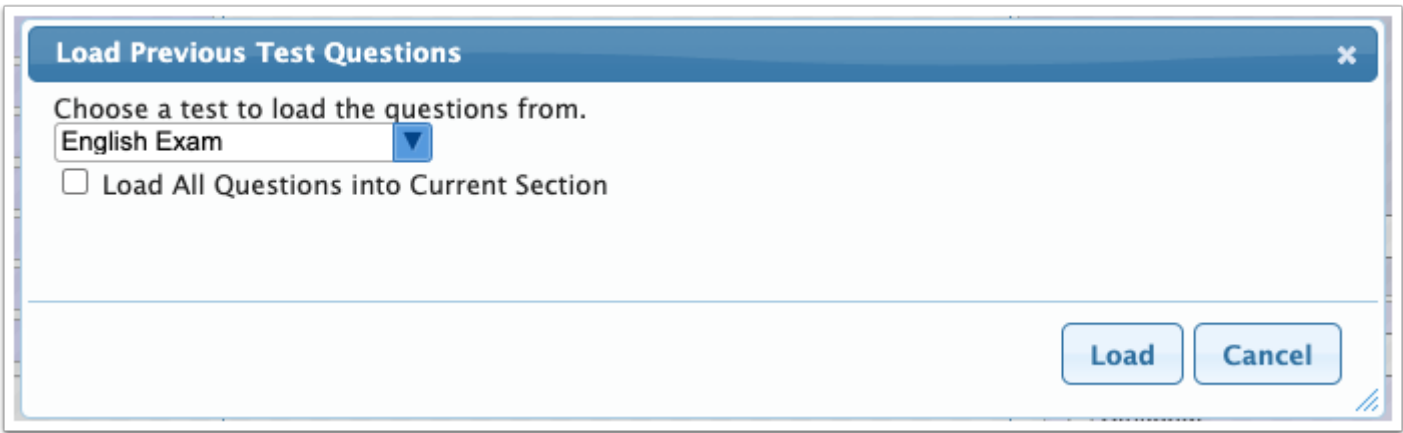
1. At the top of the screen, click **Load Previous Test Questions.**
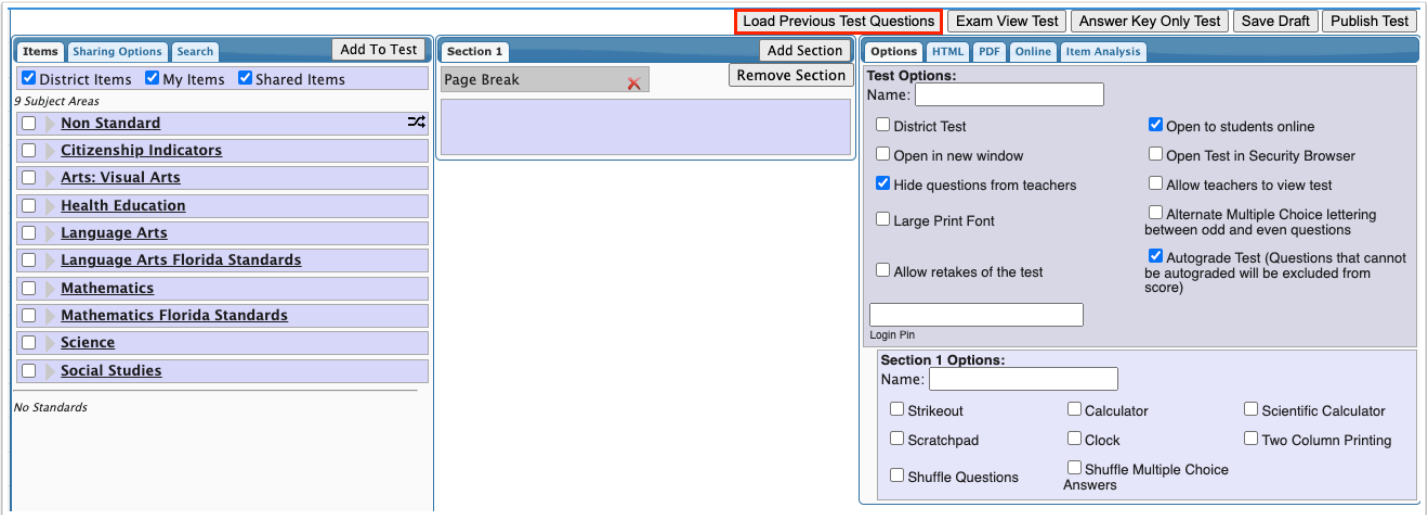
2. In the pop-up window, select the test to load questions from.

3. Select **Load All Questions into Current Section** to load all of the test's questions into the section of the new test you have currently open.

4. Click **Load**.

The questions from the selected test are added to the test layout.

5. Continue setting up the new test as needed.

Sharing Questions

Questions can be shared with all users, district administrators, or specific users. When sharing with specific users, you can choose to share all of your questions or only specific question groups.

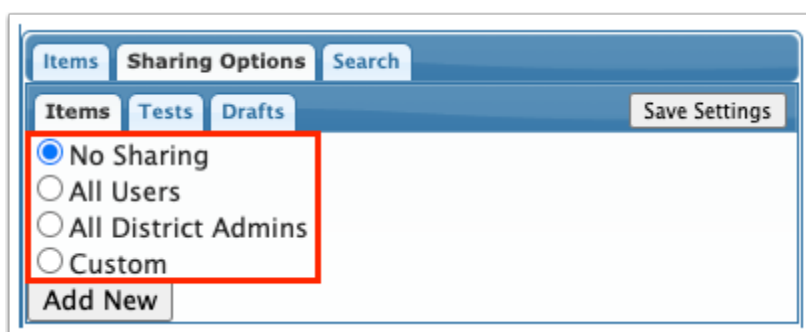**1.** Click the **Sharing Options** tab on the left side of the screen.
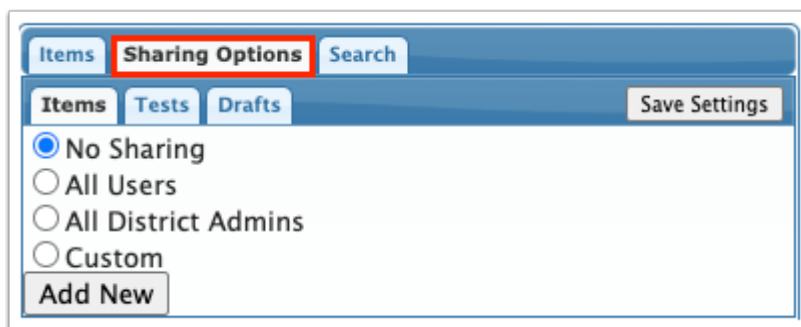
2. In the **Items** tab, select a sharing option.

No Sharing - None of your questions are shared.

All Users - All of your questions are shared with administrator and teacher users.

All District Admins - All of your questions are shared with district administrators.

Custom - Only share some or all of your questions with specific users.

3. When **Custom** is selected, click **Add New** to select a user to share with.

4. In the pull-down, select the user to share with.

💡 You can begin typing the user's name in the Filter box to locate the user in the list.

5. Select **Share All Questions** to share all of your questions, or select the specific question groups to share**.**

6. To add an additional user to share with, click **Add New** and repeat steps 4 and 5.

7. Click **Save Settings** when finished.
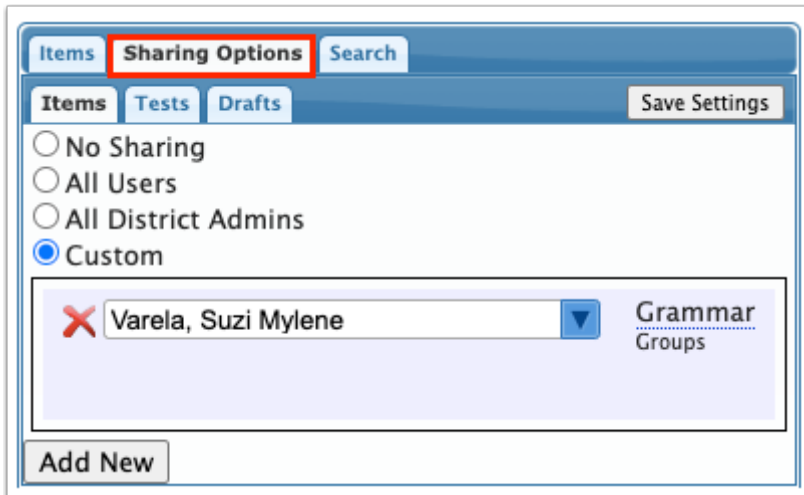
Sharing a Test Draft

Draft tests that you have created can be shared with teachers and staff.

1. Click the **Sharing Options** tab.

2. Click the **Drafts** tab.

Any tests you have saved as a draft are listed.
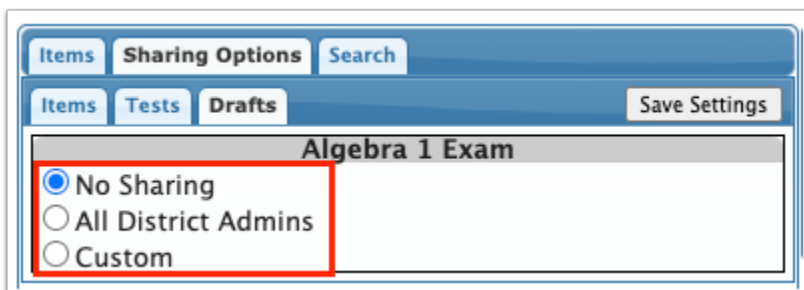
3. Select a sharing option under the desired test.

No Sharing - The test draft is not shared with any user.

All District Admins - The test draft is shared with district administrators.

Custom - Only share the test draft with specific users.

4. When Custom is selected, click **Add New** to select a user to share with.

5. In the pull-down, select the user to share with.

💡 You can begin typing the user's name in the Filter box to locate the user in the list.

6. To add an additional user to share with, click **Add New** and repeat step 5.

7. Click **Save Settings** when finished.

Sharing a Test

Published tests that you have created can be shared with teachers and staff.

1. Click the **Sharing Options** tab.

2. Click the **Tests** tab.

Any tests you have published are listed.

3. Select a sharing option under the desired test.

    No Sharing - The test is not shared with any user.

    All District Admins - The test is shared with district administrators.

    Custom - Only share the test with specific users.

4. When Custom is selected, click **Add New** to select a user to share with.

5. In the pull-down, select the user to share with.

> 💡 You can begin typing the user's name in the Filter box to locate the user in the list.

6. To add an additional user to share with, click **Add New** and repeat step 5.

7. Click **Save Settings** when finished.