

Setting Up Test Profiles

Test profiles relate the questions and answers in your test results file test versions and to specific learning objectives/academic standards (defined in the Class/Standards profile). In addition, you can specify report heading information like test name, teacher, class, etc. Test profiles are unique to each test you create and administer. Setting up the Test profile is optional, but makes your reports more informative. You can choose how much detail to specify in the Test profile: none of the information is required.

NOTE: There are some specific tips and tricks for setting up profile information brought in from other systems (such as your student information system, or a state standards web site. See Class/Standards and Test Profile Tips and Tricks for details.

What's on the profile tabs?

Name

This information appears in the on-screen and printed header for any reports associated with this profile. You can leave any or all of the fields blank.

- **Test Name:** up to 30 characters that describe the test. Consider including the subject, unit, and/or type of test (e.g., "Math - Fractions - End of Unit" or "Romeo and Juliet Act I Quiz").
- **Test ID:** up to 30 characters that identify the test. This should match the Test ID specified in the Student ID area of the key form.
- **Teacher Name:** up to 30 letters of the name of the teacher responsible for this test.
- **Class:** up to 30 alphanumeric characters of the name of the class taking the test (e.g., "4th Grade" or "Algebra 1").
- **Period (if appropriate/applicable):** up to 30 alphanumeric characters of the class period (e.g., "4th" or "Block 1").

Item Objectives

The objectives appear in the class results and student results reports. The class results report uses the objective ID to link each question to a specific and measurable learning objective. The student results report uses the objective ID and description (if available) to identify specific learning objectives the student has attained vs where he or she needs further instruction. You can specify one or more objectives for each question.

- **Question Number:** the question number (up to 3 characters; from version A, the master version, if you are reporting on a test with multiple versions) for each question on the test.
- **Objective ID:** up to 20 characters of the ID assigned to a learning objective that you entered in the Class/Standards profile. You can specify one or more objectives for each question by entering two rows with the same question number but with different Objective IDs. You can use letters, numbers, and/or the following special characters: - _ .

TestVersion

Version information does not appear directly on class and student reports. Scantron ScoreIT uses this version mapping to present unified item analysis results for all versions of the test.

- **Key A:** the question number order for version A, the master version (up to 3 characters). These must be sequential, consecutive numbers, one for each question on the test.
- **Keys B – D:** Typically, different test versions scramble the order of questions. Specify the question number order for the remaining versions, in relation to the master version (up to 3 characters).

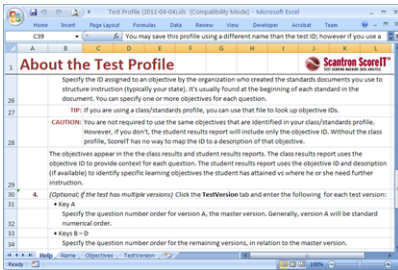
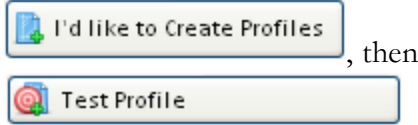
CAUTION: You do not need to specify version information. However, if you do not, Scantron ScoreIT will create a separate report set for each test version when you transfer results to Scantron ScoreIT.

How do I create Test Profiles?

Start ScoreIT and click **Test Profile**.

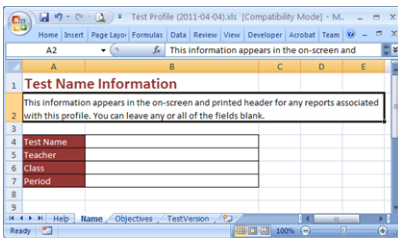
OR

Insert a USB drive with test results and click

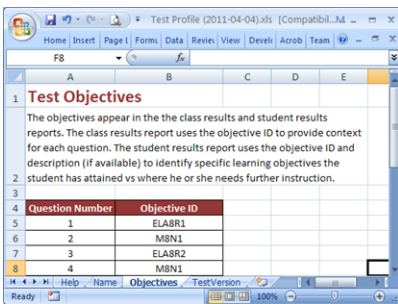


You are prompted to save this file. We strongly recommend that you save this file with a different name than the template. Consider using a name related to the test, so you can recognize it more easily later.

1. Click the **Name** tab and enter the report heading information.



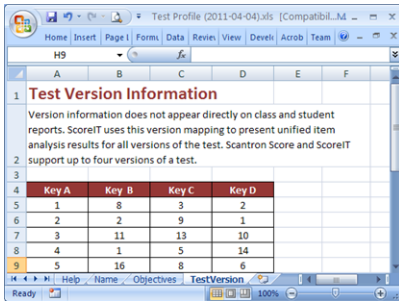
2. Click the **ItemObjectives** tab and enter the learning objective information for each question. You can specify one or more objectives for each question.



TIP: If you are using a Class/Standards profile, a large set of available Objective IDs and Descriptions associated with the class are provided there. Use that file to find specific objective IDs to covered by this test.

CAUTION: You may use different objectives than are identified in your Class/Standards profile. However, if you do, the student results report will include only the objective ID. Without the Class/Standard profile, ScoreIT has no way to map the ID to a description of that objective.

3. (Optional; if the test has multiple versions) Click the **TestVersion** tab and enter the question mapping for each test version.



NOTE: To use this mapping, you must include the same questions with answer choices in the same order on each version, although the question order on each version can be different (that is, you can scramble the questions, but not the answer choices).

CAUTION: You do not need to specify version information. However, if you do not, Scantron ScoreIT will create a separate report set for each test version when you transfer results to Scantron ScoreIT.

4. Save the file.

Repeat these steps for each test. You can create profiles before scoring tests on the test scoring machine or later when you are transferring test results from Scantron Score to ScoreIT. If you choose to use Test profiles, you must define the profile *before* running reports on your test results.

What do I do next?

Create a Class/Standards Profile, or score your keys and tests then transfer the test results to a USB drive.