
A Quick Tour of **TestWiz.Net**

2012



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Introduction

TestWiz.Net is a web-based assessment processing and reporting tool designed to help educators make sense of assessment data. It works well for identifying student, group, and curriculum areas that require intervention. It comes with an underlying database that makes it possible to track progress over time and to view multiple assessment results on a single report. Students' demographics and test results are stored on a secure server. All data transfer to and from the server is encrypted.

You can use TestWiz for virtually every test you administer, whether the test is a local formative assessment, state, or standardized test. Test data is brought into TestWiz through a variety of ways, depending on the kind of test it is. Then TestWiz lets you quickly and easily generate numerous, customized reports so that you can make sense of the test data.

Requirements

- **A Web browser.** TestWiz.Net has been tested on the following Web browsers: Microsoft® Internet Explorer version 6 or higher, Mozilla™ Firefox®, and Apple® Safari™ version 1.2.
- **Adobe® Reader®** or **Adobe Acrobat®** for printing reports.

If you will be using TestWiz for processing local assessments with a plain paper scanner, you need to have the following: a printer to print the answer documents; a PC with Internet access for the client portion that does the scanning; a companion application called *TestWiz Scan*; and a plain paper scanner with a TWAIN driver.

Log In

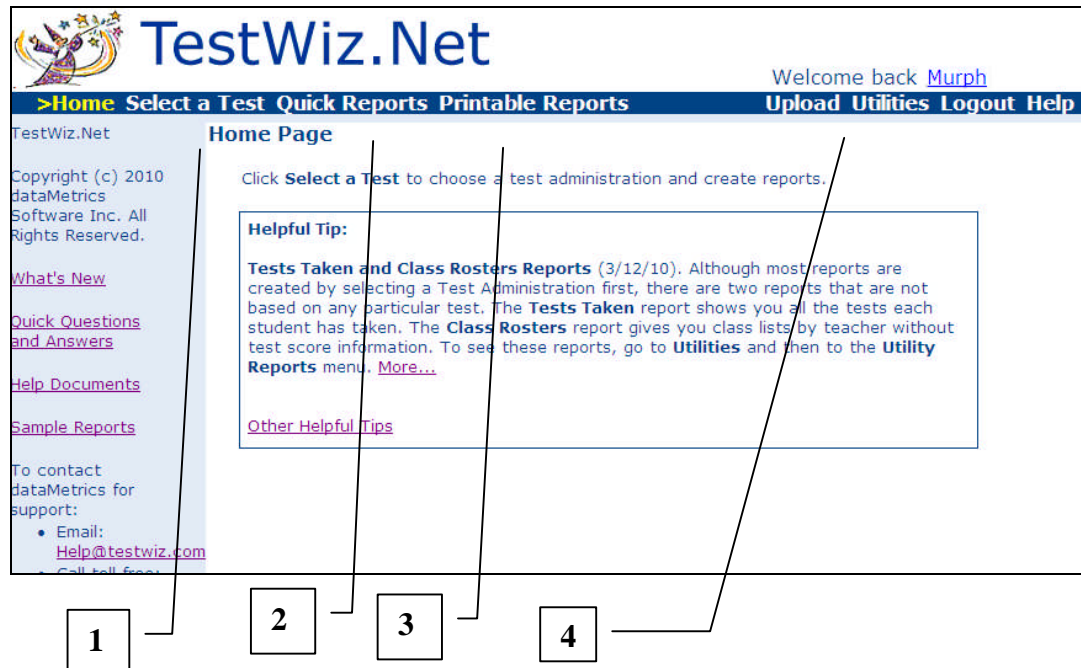
There are two entry points into TestWiz that bring you to a Login page.

1. www.testwiz.com is the website with various product descriptions and company announcements. See the Login link at the top right.
2. <https://www.testwiz.net> is the direct entry point.

Once on the **Login Page**, you are prompted for a **User Name** and **Password**. (User names and passwords are set up by your administrator. You can control the amount of access each user has to confidential student and test information.)

The Home Page

Once you log in, you arrive at the Home page. The blue sidebar has various support documents. Other areas are explained below.



1 – To view assessment results, click on **Select a Test** and select one assessment. This brings you to the Create Reports page where you can customize and preview reports.

2 – If your group has created pre-customized reports for you to view, click on **Quick Reports**. Select one assessment and a Quick Report. Immediately the report appears on the screen.

3 – Go to **Printable Reports** to download and print a report after you export it to PDF, Word, or Excel. Reports are listed until you download them.

4 – Work in **Utilities** to manage student records, create tests, and key enter scores. You can also install TestWiz Scan on your local PC to print and scan plain paper answer documents whose data is automatically uploaded to TestWiz.Net for immediate analysis.

Getting Test Data into TestWiz

There are three ways to bring test data into TestWiz: Import an electronic file; Key enter scores directly; and scan tests with a plain paper scanner. Every time you bring in test data, the database is updated or added to, enabling multi-year and multi-test reporting.

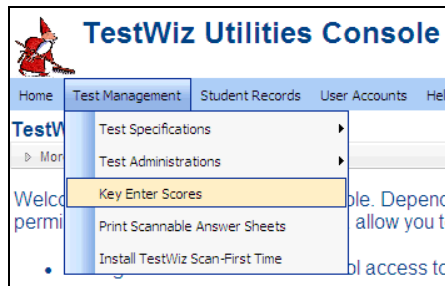
1.) Import an Electronic File

This option is carried out by Certica Solutions personnel. It applies to state tests as well as national tests that are processed outside the program and where an electronic file exists.

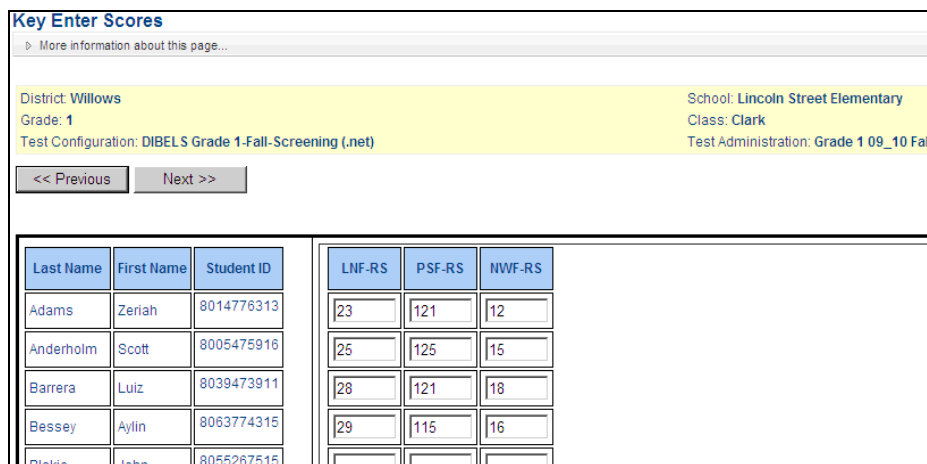
2.) Key Enter Scores Directly

This option is used for assessments whose scores are not in any electronic form. Some examples are the DIBELS and DRA. Here are the basic steps for key entering scores:

1. Click on **Utilities** and select **Test Management** followed by **Key Enter Scores**



2. Select a test from the drop-down list and then the year of the test administration. Fill in the rest of the sections with regard to Teacher Type, District, School, and Class.
3. Your key entry screen appears.

The image shows a screenshot of the 'Key Enter Scores' screen. At the top, there is a header with 'Key Enter Scores' and a link for 'More information about this page...'. Below the header, there is a yellow highlighted section containing test configuration information: District: Willows, Grade: 1, School: Lincoln Street Elementary, Class: Clark, Test Configuration: DIBELS Grade 1-Fall-Screening (.net), and Test Administration: Grade 1 09_10 Fall. There are navigation buttons for '<< Previous' and 'Next >>'. Below this is a table for entering scores for five students. The table has columns for 'Last Name', 'First Name', 'Student ID', 'LNF-RS', 'PSF-RS', and 'NWF-RS'. The data rows are as follows:

Last Name	First Name	Student ID	LNF-RS	PSF-RS	NWF-RS
Adams	Zeriah	8014776313	23	121	12
Anderholm	Scott	8005475916	25	125	15
Barrera	Luiz	8039473911	28	121	18
Bessey	Aylin	8063774315	29	115	16
Berkie	John	8055267515			

4. Once you have entered some scores, click **Next** and you will be notified that your test will scored.
5. Once scored, you can select another class, or go to **Home|Select Test Administration**.
6. The test you entered will appear on the list. Click anywhere on the row and you are brought the Create Reports screen where you can view the results.
7. Notice that even though you only entered raw scores, you are able to see benchmark goals and whether the students are at risk or not.

3.) Scan and Score Local Tests

Local tests are easily set up or designed directly in TestWiz through wizard-like interfaces. You then print plain paper answer documents for each student. These documents are scanned with a plain paper scanner and a companion application called *TestWiz Scan*. The test results are available immediately, online, through TestWiz.Net.

The materials are inexpensive. The process is simple. Some details:

Enter Test Specifications

The Test Specification Editor in TestWiz.Net helps you enter information about any test through its wizard-like interface.

Test Specification Editor
 > More information about this page...

1. Test Name & Grade

Test Abbr.:

Test Name:

Grade:

Next

The Test Specification Editor currently supports:

- Subtests with multiple choice and open response items.
- Raw scores, percent correct scores, and performance cut scores.
- Optional item descriptions for more informative item analysis reports.
- State Objectives banks exist with pre-defined learning standards.

5. Objective Names Test: Math G

Use Objectives Bank

TestWiz Objectives Bank Manager

Grade: Subject: Subsection:

4-N-1 Base 10-Whole Nos.
 4-N-2 Large Numbers
 4-N-3 Understand Fractns
 4-N-4 Model Fractns

Add Objectives

Design Your Own Test

If you are interested in designing your own test, another simple interface guides you through the process of choosing items from a nationally known item bank offered by Northwest Evaluation Association (NWEA). NWEA's Formative Assessment Item Bank contains high quality, valid, and reliable items for benchmark and formative assessments. Items are organized by subject, strand, learning standard, and grade level. There is filtering by difficulty level and Bloom's Taxonomy.

1. New/Edit << Previous Next >>

2. Test Name etc. Quick Test Builder Remove All Items

3. Subject

4. SubSections

5. Standards

6. Items

7. Item Order

8. Review

9. Publish the Test

Items That You Have Selected:

Delete	ID	SubSection	Standard	Bloom's Taxonomy	Diff	M/C	Pts
Delete	i-182350	Language	L-3-2-d. Form and use possessives	Remembering	Low	Yes	1
Delete	i-173614	Language	L-3-2-e. Use conventl spell for high-freq/studied words/adding suffix	Applying	Medium	Yes	1
Delete	i-186436	Language	L-3-2-d. Form and use possessives	Remembering	Medium	Yes	1
Delete	i-189534	Language	L-3-2-d. Form and use possessives	Remembering	Low	Yes	1
Delete	i-169835	Language	L-3-2-d. Form and use possessives	Remembering	Low	Yes	1
Delete	i-174131	Language	L-3-2-d. Form and use possessives	Remembering	Medium	Yes	1
Delete	i-180932	Language	L-3-2-d. Form and use possessives	Applying	Medium	Yes	1
Delete	i-186981	Language	L-3-2-d. Form and use possessives	Applying	Low	Yes	1
Delete	i-204388	Language	L-3-2-d. Form and use possessives	Remembering	Medium	Yes	1
Delete	i-172014	Language	L-3-1-a. Explain function of nouns/pronouns/verbs/adjectives/adverbs	Remembering	Medium	Yes	1

Above is a sample of the interface for choosing items. Actual items and passages are viewable through hyperlinks. A Quick Test Builder option is available to randomly select items that meet your item criteria.

1. New/Edit	Student Booklet Teacher Booklet	<input type="button" value="Previous"/>	<input type="button" value="Next"/>
2. Test Name etc.			
3. Subject	Question: 1 Passages: A Star		
4. SubSections	Read the sentence from the passage.		
5. Standards	(6) Someday she wants to <u>becom</u> a star.		
6. Items	What is the correct way to spell the underlined word in the sentence?		
7. Item Order	A) becam B) become C) beecome D) Leave as is.		
8. Review			
9. Publish the Test			

Question: 2 Passages: [Aunt Doli Comes for a Visit](#)
Read Sentence 37.

(37) Aunt Doli explayned how the Navajo use vegetables to dye wool, and potato peelings make the color pink.

How should the underlined word be spelled?

A) explaind
 B) explained
 C) explained
 D) Leave as is

Once you review (sample shown above) and publish your custom test, you can print test booklets and administer the test.

Print Custom Answer Documents

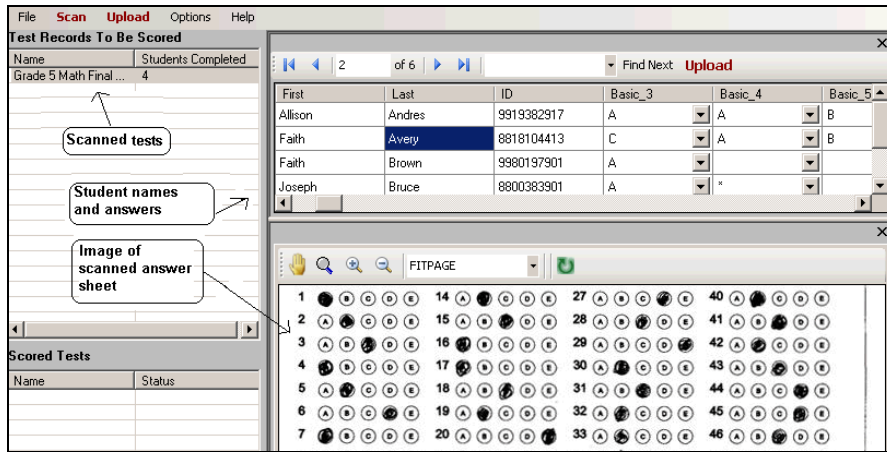
Whether you set up a Test Specification or designed your own test, custom answer documents can print on plain paper and are unique for each student and each test. They can be printed from any computer that has Internet access, enabling classroom teachers to print answer documents for their own classes.

Deming, Eric S		Class: Mrs. Jones / Green Street Elementary	
Math Grade 4 Mid-Term /Grade 4 08_09 Winter			
Math Total			
1	A B C D	7	A B C D
2	A B C D	8	A B C D
3	A B C D	9	Separate sheet
4	A B C D	10	A B C D
5	A B C D	11	A B C D
6	Answer here:	12	A B C D
		13	A B C D
		14	A B C D
		15	A B C D
		16	A B C D
		17	A B C D
		18	A B C D
		19	A B C D
		20	A B C D
Teacher Only Answer Area			
Math Total			
6	A B C D		
9	A B C D		

Above is an example of a custom answer document.

Scan the Answer Documents

Test answer documents can be scanned with any plain paper scanner with a standard TWAIN driver. As you scan one or more tests in any order, the test data becomes available in *TestWiz Scan* and the actual scanned image appears.



The person processing the scanned tests may:

- View item responses by student.
- Check for multiple and/or missing marks.
- Discard individual students' documents, or all scanned documents – if there is an issue.
- Re-scan one or more documents if necessary.
- Upload data to TestWiz.Net for scoring and reporting.

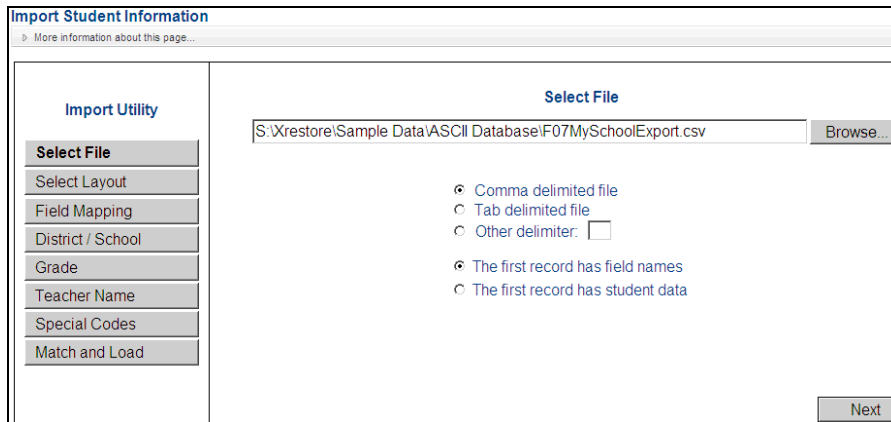
Student Information in TestWiz

Student information is stored in a secure SQL server database. Students' test scores are linked to basic student information with Student-to-Teacher associations and demographics. This makes it possible to view assessment results by various subject-level teachers, past years' teachers, and current teachers. Test results can also be filtered according to demographics such as gender, intervention information, and AYP information.

You can import a student information file, or you can hand-enter the information.

Import a File

One way to add to or update student information is to import it from an existing file. A wizard-like utility walks you through the process of importing student names and teacher assignments.

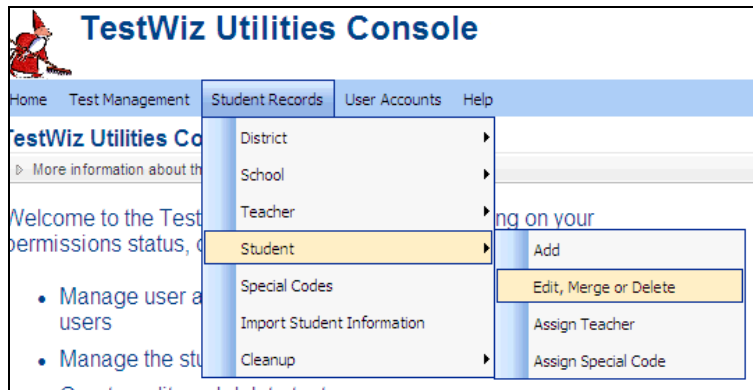


The import process is under the district's control and can be run at any time. Once students are associated with current and subject-level teachers, all assessments are available for any associated teacher type. That includes State or other assessments that did not originally have teachers associated with students. This is very useful if you want to provide fall teachers with last spring's test results.

Make Changes Directly

Another way to update or add to student information is directly online in TestWiz.Net. The interface makes it easy for authorized users to add or edit basic student information, teacher assignments, or demographic information.

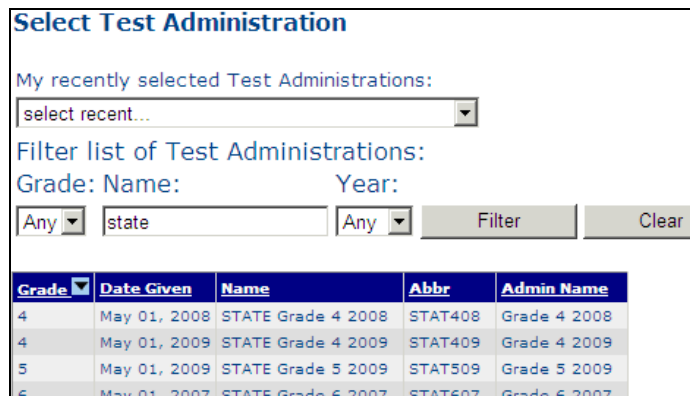
Options on the **Student Records** menu, for example, bring you directly to the part of the database you want to edit or update. For example, to edit basic information for a student, choose **Student | Edit, Merge, or Delete**:



Selecting and Viewing Reports

Select a Test

After data is loaded into TestWiz, you can view reports and use them to make data-driven decisions. Click **Select a Test** from the top menu bar to arrive at the **Select Test Administration** page. All viewable tests are listed.



The screenshot shows the 'Select Test Administration' page. It includes a dropdown for 'My recently selected Test Administrations' and a filter section for 'Filter list of Test Administrations' with fields for 'Grade', 'Name', and 'Year'. Below the filter is a table of test administrations.

Grade	Date Given	Name	Abbr	Admin Name
4	May 01, 2008	STATE Grade 4 2008	STAT408	Grade 4 2008
4	May 01, 2009	STATE Grade 4 2009	STAT409	Grade 4 2009
5	May 01, 2009	STATE Grade 5 2009	STAT509	Grade 5 2009
6	May 01, 2007	STATE Grade 6 2007	STAT607	Grade 6 2007

Select a test by clicking anywhere on the row.

If you have multiple pages of test administrations, you can filter the list to show only tests for a certain grade or with a particular name. Enter the criteria and click the **Filter** button. Your list changes.

View Reports

After you select a test, the **Create Reports** page appears.

Create Reports Select another Test

Test: STATE Grade 5 2009
 Test Date: May 01, 2009

Reporting Group: Student Class School District Multi-District

Report Type:

Teacher Type/Location:

My Customizations:

Quick Reports:

Report Parameters Title on Report:

Student	All	Letter	None Specified
Teacher	All	Statistics	Mean
School	All	Obj Cutoff	Less than 75%
District	All	Multi-Test	None Specified
Spc.Code Filter	None Specified	Spc.Code Display	None Specified
Subtests	MATHEMATICS	Display Score	Performance Level
Scores	All	History	None Specified
Cutoff	None Specified	Cross-Tab	None Specified
Rank Order	None Specified	Gap Score	Selected

There are over 40 types of reports to select and customize. See Sample Reports on the blue shaded area on the left.

To create a report:

1. Select a **Reporting Group**: Student, Class, School, District or Multi-District. The reporting group you choose determines the types of reports you are able to select.
2. Select a report from the **Report Type** drop-down list.
3. Click **Preview Report**. The report appears on the screen:

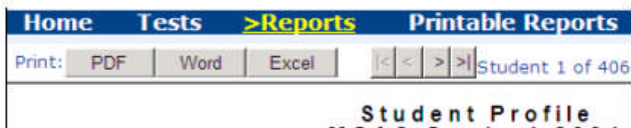
Home	Select a Test	Printable Reports	Upload	Utilities	Logout	
Print: <input type="button" value="PDF"/> <input type="button" value="Word"/> <input type="button" value="Excel"/> <input type="button" value=" <"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="> "/> Student 4 of 142 Student: <input type="text" value="Andrew, Lindsey"/> <input type="button" value="<-Back"/> 						
Student Profile with Objectives STATE Grade 5 2009 Test Date: 5/1/2009						
Student: Andrew, Lindsey Grade: 5 ID: 9078402738 DOB: 3/12/1998		District: North Willows School: Woods Middle Class: Johnson				
Subtest	RS	MaxPts	PC	SS	PERF	Performance Level
MATHEMATICS	33	54	61	230	NI	NI
Objectives/Strands	Number Correct	Student Percent Correct	State Average Percent Correct			
Mathematics	33 of 54	61	69			
Math Multiple Choice	22 of 29	76	71			
Math Open Response	8 of 20	40	67			
Math Short Answer	3 of 5	60	69			
Number Sense	12 of 18	67	70			
5.N.1 Powers of Ten	1 of 1	100	78			
5.N.2 Place Value	0 of 1	0	70			
5.N.3 Positive Numbers	0 of 1	0	67			
5.N.4 Fractions	1 of 1	100	64			
5.N.5 Common Equivalent	1 of 5	20	71			

Use the buttons at the top of the page to navigate from one page to another. Use the **Student** drop-down list (or **School**, or **District**, etc. depending on the report you are viewing) to jump to a specific part of the report.

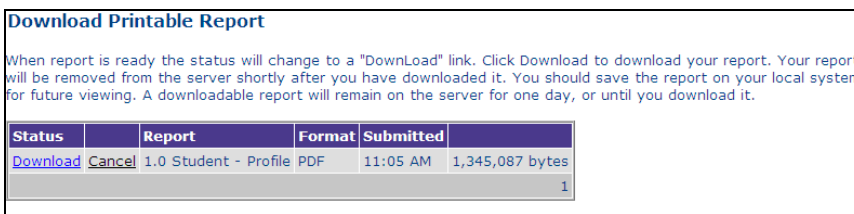
Print Reports

After you have previewed the report, you may want to print it, or save it, or send it to someone else.

1. Click the **PDF, Word, or Excel** buttons next from the top of the preview window. You will be alerted that the report is being processed.



2. Click **Printable Reports** from the top menu bar. This brings you to the **Download Printable Report** page showing the report(s) you have exported.



3. Click **Download** and the report opens up as a PDF, Word, or Excel document.
4. Once you download the report, you can print it and/or save it on your computer.

Customize Reports

TestWiz.Net reports are created based on a set of parameters. You control the elements that get reported by changing the parameters. Notice that the parameter buttons have displays next to them to indicate whether a parameter has been specified. Parameter buttons that are gray are unavailable for the report type you selected.

Report Parameters		Title on Report:	Student Profile with Objectives	
Student	All	Letter	None Specified	
Teacher	All	Statistics	Mean	
School	All	Obj Cutoff	Less than 75%	
District	All	Multi-Test	None Specified	
Spc.Code Filter	None Specified	Spc.Code Display	None Specified	
Subtests	All	Display Score	Raw Score	
Scores	All	History	None Specified	
Cutoff	None Specified	Cross-Tab	None Specified	
Rank Order	None Specified	Gap Score	None Specified	

Here are examples of how a few of the parameters work:

1. **The Cutoff Parameter.** This parameter enables you to limit a report to students based on their rank or scores. For example, you can generate a report that shows only the students who failed a test. Or you can have a report that shows those students whose score was within a certain range.

Select Cutoff

No Cutoff
 Cutoff by Rank
 Cutoff by Score

Please select the score and one or more subtests:

Score: Performance Level

Subtest:

ENGLISH LANG. ARTS
 MATHEMATICS

Select range of scores for cutoff. The order of values m

From: Warn. To: NI

This screen shot asks to limit the report to students whose Performance Level is between “Warning” and “Needs Improvement” in Math.

- The Multi-Test Parameter.** Use this parameter to view results for more than one test at a time. TestWiz limits the list of possible tests to only those that have Subtests and a Display Score in common with the primary test (the one that is shown on the main Create Reports page). You can further choose to report on only those students who have taken the same tests (**the Cohort**).

Select Additional Tests and Population

Primary Test: STATE Grade 5 2009 -May 01, 2009
Population: Cohort All Students
Additional Tests:
 4 May 01, 2008 STATE Grade 4 2008

Clear All OK

Find and Select Additional Tests:

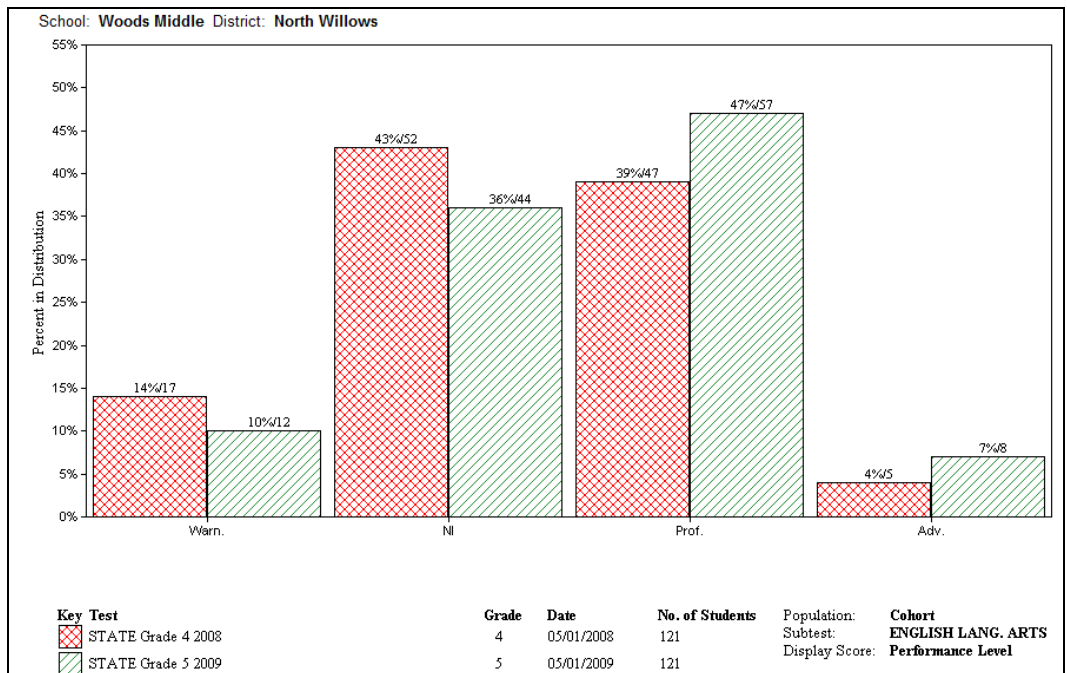
Note: The list of tests can be filtered based on the following parameters: Teacher, School, District, Score.

Grade: Any Name: From: Any To: Any Find

Select Additional Tests:

Grade	Date Given	Name	Abbr
<input checked="" type="checkbox"/>	4	May 01, 2008	STATE Grade 4 2008 STAT408

The report can show up to five test administrations at once. The example below shows how the same students (the Cohort) performed on three consecutive tests over two years:



3. **The History Parameter.** This parameter allows you to select other, even dissimilar assessments for a history report. Click **Add More** to select more tests.

Select History									
Grade	Date Given	Name	Abbr	Admin Name					
5	5/1/2009	STATE Grade 5 2009	STAT509	Grade 5 2009	Subtests	Scores			Down
5	1/15/2009	MAP Grade 5 Survey	MAPgrade5	MAP Grade 5 Winter 2009	Subtests	Scores	Remove	Up	Down
5	9/15/2008	MAP Grade 5 Survey	MAPgrade5	MAP Grade 5 Fall 2008	Subtests	Scores	Remove	Up	Down
4	5/1/2008	STATE Grade 4 2008	STAT408	Grade 4 2008	Subtests	Scores	Remove	Up	
		Remove All	Add More	OK	Cancel				

Use the **Subtests** and **Scores** links to customize further. **Note:** The reports show the first three scores that are available, so you often need to customize the Scores for each test. Here is an example of a Class History report:

Class History											
Class: Dabrowski			School: Woods Middle			District: North Willows					
Eldridge, Danny 9078403659 8/9/1997	STATE Grade 5 2009 5/1/2009			MAP Grade 5 Survey 1/15/2009			MAP Grade 5 Survey 9/15/2008				
	PC SS PERF			RIT NPR RITLev			RIT NPR RITLev				
	MATH	67	234	NI	MATH	221	63	MATH	204	29	
	Number	83			NumSens	226	High	NumSens	199	Low	
	Geom	43			Patterns	212	Avg	Patterns	204	Low	
	Pattn	79			Geom	221	Avg	Geom	206	Avg	
	Meas	29			Measur	217	Avg	Measur	198	Low	
	Stat	63			Data	230	High	Data	216	Avg	
	Hendrix, Maria 9078403278 10/15/1997	STATE Grade 5 2009 5/1/2009			MAP Grade 5 Survey 1/15/2009			MAP Grade 5 Survey 9/15/2008			
		PC SS PERF			RIT NPR RITLev			RIT NPR RITLev			
MATH		56	226	NI	MATH	216	50	MATH	209	43	
Number		44			NumSens	229	High	NumSens	186	Low	
Geom		43			Patterns	207	Low	Patterns	216	Avg	
Pattn		79			Geom	219	Avg	Geom	219	High	
Meas		43			Measur	218	Avg	Measur	209	Avg	
Stat		63			Data	206	Low	Data	210	Avg	

More Information

To find out more about using TestWiz for the assessments you administer, please contact *Certica Solutions* for further details and assistance.

Toll-free line: 877 456-8949

Email: TestWiz@CerticaSolutions.com

Web Site: <http://www.testwiz.com>