Test Pilot User Guide
Adapted from http://www.clearlearning.com

Accessing Assessments and Surveys

Test Pilot assessments and surveys are designed to be delivered to anyone using a standard web browser and thus are accessible by simply clicking upon a web page link or typing in an appropriate URL. All Test Pilot surveys use .tp3 as the file extension (example: http://tpilot.mcps.k12.md.us/tpilot/departments/tp.tp3).

Getting Started

When you begin editing an assessment, you'll notice that the screen is divided into three sections. The left hand panel is, as shown to the left, a list of the major functional areas of editing an assessment.

- **look and feel** - when you click on this link, the right hand panels will offer options for adjusting the presentation of the assessment as web pages. This includes options like the title and instructions as well as how questions are presented (e.g. all at once or one at a time)

- **create questions** - clicking on this link allows you to add a question to your list of questions. You can also click upon a question title in the list provided to edit that question. Note that not every question in the list need appear on the assessment presented to the participants.

- **choose questions** - this link provides you with the functions for grouping, categorizing and/or selecting those questions that you wish to appear on the web pages presented to participants.

- **submit actions** - this link provides access to the features that determine what actions should be taken once a participant submits their responses to your questions. These could include issuing custom score-based feedback or transferring the participant to another web page based upon their score.

- **security** - the options available from this link allow you to determine to whom your assessment is offered, at what time and location and how many times the assessment may be accessed.
The **Show Test** button allows you to preview your assessment in a separate window at any time. This is an especially powerful feature to use when editing. You may actually participate in your assessment at any time to test its features and see how it will appear to your assessment's participants.

**Saving your Changes - Don't forget to Update!**

It should be noted that on all editing panels, you will see one or more **Update** buttons. Whenever you adjust a control or make changes to any item, you must click an **Update** button to record the changes. You may make multiple changes and then click **Update**, but if you fail to click the **Update** button, your changes may not be recorded.

**Editing Look and Feel** (See Figure 1 on the next page.)

Editing the look and feel of an assessment is broken down into three areas.

- **Edit Headers & Footers** - this allows you to edit the title, heading, instructions, attribution, and footer messages shown on web pages generated by Test Pilot for the assessment participants.

- **Define Page Layout** - this allows you to control how your questions are presented on web pages generated by Test Pilot. This includes features such as:
  - offering all questions at once versus one-at-a-time or a group-at-a-time
  - should questions be numbered
  - should Test Pilot branch to another question based on the participant's response
  - what color and size should be used for question text
  - and many more such features...

- **Set Editing Defaults** - this allows you to set up some default values for use when editing questions. This includes features such as:
  - default question type
  - default question group membership
  - default text box size for essay questions
  - and other such features...
Editing Headers & Footers

**Title** - this text is shown in the browser title bar when the test is generated.

**Header** - this text is shown in large bold text centered at the top of the assessment's web page(s).

**Instructions** - this text is shown in normal sized text indented below the title at the top of the assessment's web page(s).

**Prepared by** - this text is shown italicized and right justified below the questions on the assessment's web page(s).

**Footer** - this text is shown as normal sized text indented at the bottom of the assessment's web page(s).
Creating and Editing Questions

In the next step of assessment creation, you author questions. The questions need not appear on the assessment. That is, you can create a large pool of questions and then later manually or automatically select the ones you wish to be included on the assessment.

The process begins with clicking on the Create Questions link in the left hand panel of the editing screen.

Once a new question is created, it is assigned a unique id and then added to the list shown below the Create Questions link.

At any time, you may click upon an item in this list to edit the question.

Common Question Controls

There are a number of controls common to every question type. Consider the following:

**Question** - this is the text of the question offered to the participant. The text will be formatted according to the layout specifications that you have selected for the assessment.
Creating Questions

When you click the **create questions** link, you are asked to select the type of question that you wish to author.

The default choice for question type can be set in the Look & Feel, Editing Defaults area.

Once you have made a selection, click the Create button to create the question and begin editing it.

![Question Types Diagram]

**Question Types**

- **Yes or No** and **True or False** - These are typically two choice questions. They may include an optional response of *not applicable*. You may also optionally include a custom, unscored, follow-up text entry question such as *If yes, why?* or the like. Custom feedback messages may be defined and be issued based upon each possible participant response. Differing point values may be assigned to either of the question's possible responses. When branching is enabled on a test offered one question-at-a-time, you can define which question will be offered next based upon the participant's response to the current one.

- **Multiple Choice** - You may define any number of possible choices for this type of question. They may include an optional response of *other* with a custom-sized text entry box. Custom feedback messages may be defined and be issued based upon each possible participant response. Differing point values may be assigned to each of the question's possible responses. When branching is enabled on a test offered one question-at-a-time, you can define which question will be offered next based upon the participant's response to the current one.

- **Fill in the Blank** - This type of question includes short answer and numeric response questions. Custom feedback messages may be defined and be issued based upon whether the question is evaluated as correct or incorrect. When branching is enabled on a test offered one question-at-a-time, you can define which question will be offered next based upon the evaluation of the participant's response.

- **Essay** - This type of question is not automatically scored. However, using the administrative options built into Test Pilot, you may manually score them online at any time.
Check All That Apply - You may define any number of possible choices for this type of question. Custom feedback messages may be defined and be issued based upon whether or not each possible participant response is selected. Differing point values may be assigned to each state of the question's possible responses. When branching is enabled on a test offered one question-at-a-time, you can define which question will be offered next based upon the score evaluated for a participant's responses.

Survey - You may define any number of possible choices for this type of question. They may include an optional response of not applicable. This question type differs from multiple choice in that point values and custom feedback may not be assigned to any of the question's possible responses. However, Test Pilot generates aggregate statistics on the participant’s responses to survey questions automatically. When branching is enabled on a test offered one question-at-a-time, you can define which question will be offered next based upon the participant's response to the current one.

Matching - You may define any number of possible matches in this type of question. Custom feedback messages may be defined and be issued based upon whether or not each possible participant match is made. Differing point values may be assigned to each state of the question's possible matches (that is, whether or not a match has been correctly made). When branching is enabled on a test offered one question-at-a-time, you can define which question will be offered next based upon the score evaluated for a participant's matches.

Section Break - This type of entry is used for a number of purposes. While no participant response data is collected or evaluated, section breaks permit the easy interjection of additional text or media items in an assessment. Typical uses include:

- separators between sections of an assessment
- additional instructions preceding a new section
- a graphic item to precede several related questions
- a text item to precede several related questions
- an animation to precede several related questions
- a web link to material relevant to a particular question or set of questions

Submission Actions

When a participant submits responses to the questions on your assessment, you determine what will occur using the options and controls in assessment creation, setting the submission actions. You may:

- do nothing, and Test Pilot will issue a simple thank you message
- e-mail the instructor (Note: e-mail not available)
• issue a custom message
• show survey statistics
• send the participant to a particular web site or web page
• perform some conditional feedback action. These may include:
  o issuing a custom message based upon their total score
  o issuing a custom message based upon their score on a particular question group
  o sending the participant to another web site or web page based upon their total score
  o sending the participant to another web site or web page based upon their score in a particular question group
Security

Authorized Participants

You may specify a list of participants who are authorized to access your assessment. The list contains user ids and optionally may include names and e-mail addresses. It is the ids from this list that users may enter into the Test Pilot login screen's user id box to secure access to your assessment. **Comparison IS CASE sensitive!**

Owner Options

Assessment Administration

If, as the test creator, you wish to edit questions or access and analyze participant responses, you need to use Test Pilot's administrative or owner options. Using the administrative options, you can:

- view participant responses
- download a spreadsheet of participant responses for further analysis
- view question statistics including:
  - frequency analysis of responses with a bar graph
  - mean, maximum and minimum point awards
  - survey question statistics
  - and other statistical items of interest
- define and generate custom reports as:
  - web pages
  - spreadsheets
  - server files for automated analysis
- score essay questions online
• rescore any participant response
• score all responses to any question
• view a list of participant scores
• download a spreadsheet of participant scores
• manage your response data
• edit your assessment's questions on the fly

You may access the administrative options of your assessment by logging into it with the owner id and password that was specified when creating the test.

Viewing Submissions

The response viewing options permit you to view participant responses in a number of ways.

**Response Viewing Options**

1. as a table on a web page
2. as a web page showing a particular participant's responses
3. as a spreadsheet for your complete statistical analysis
4. as a statistical compilation of user response data.
5. in a custom manner where you define your own format and delivery method.

1. as a table on a web page

When you click View Response Table button, a web page is generated from all participants' responses to your assessment.

The following is a partial listing of a web page showing all participant responses to all questions on an assessment. Note that correct answers are color-coded green while incorrect responses are color-coded red. This listing is typically used to get a general overview of an assessment's responses.
You can click on a particular number to view that participant's responses and any available evaluation of their responses.

2. as a web page showing a particular participant's responses

When you click on View Responses, you are taken to the first user's individual responses and are given the opportunity to view succeeding participants' responses.

The following shows a typical question's evaluation as presented on an individual participant response web page.

**Mercury is the messenger to the Greek gods.**

- True
- False
- n/a

1 points awarded for selecting False

Hermes was the messenger for the Greek gods.

This response was awarded 1 point out of a possible maximum of 1 point.

3. as a spreadsheet

When you click on the Download Spreadsheet button, a tab-delimited file is generated from the responses to the questions on your assessment. Each line of the file represents an individual's responses to the assessment. Each column represents a response to a question on the assessment. Additional columns include information such as:
• the user id
• the ip address of the computer used to take the assessment
• the number of seconds it took for the participant to complete their responses
• the score as an absolute number of points
• the score as a percentage

A properly configured browser can automatically dump this into your favorite spreadsheet or statistical analysis software. With all of the raw responses at your fingertips, you can perform any analysis imaginable upon the data.

4. as a statistical compilation
When you choose to see a statistical analysis of the responses by clicking the View Statistics button, a web page is generated to show a frequency analysis of the responses to each question on your assessment. Consider the following example showing just one question's analysis.

**Question #170 Statistics:**

**Pick famous Roman rulers from the following list.**

- Offered 2 times
- Correct 1 times or 50%
- Partially correct 1 times or 50%

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Choice</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Julius Caesar</td>
<td>50%</td>
</tr>
<tr>
<td>0</td>
<td>Alexander The Great</td>
<td>0%</td>
</tr>
<tr>
<td>1</td>
<td>Augustus Caesar</td>
<td>50%</td>
</tr>
<tr>
<td>0</td>
<td>Ptolemy IV</td>
<td>0%</td>
</tr>
<tr>
<td>1</td>
<td>Archimedes</td>
<td>50%</td>
</tr>
<tr>
<td>1</td>
<td>Octavian</td>
<td>50%</td>
</tr>
<tr>
<td>2</td>
<td>Nero</td>
<td>100%</td>
</tr>
<tr>
<td>0</td>
<td>Nebuchanezzar</td>
<td>0%</td>
</tr>
<tr>
<td>0</td>
<td>Odysseus</td>
<td>0%</td>
</tr>
</tbody>
</table>

5. in a custom manner where you define your own format and delivery method