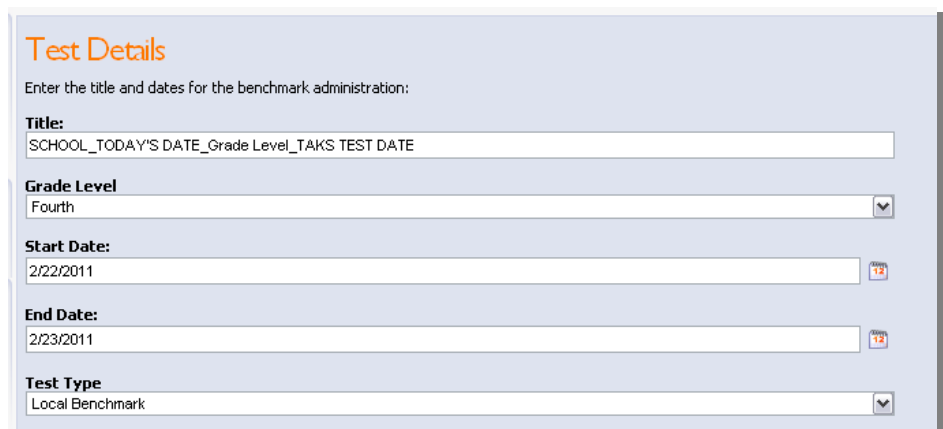
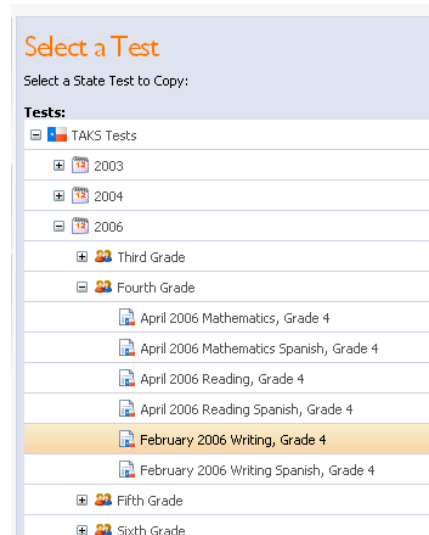
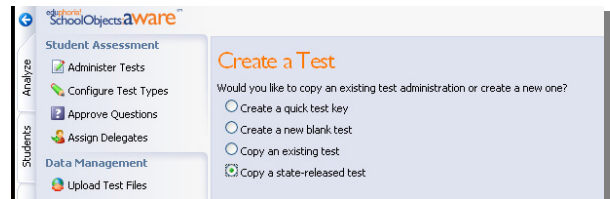
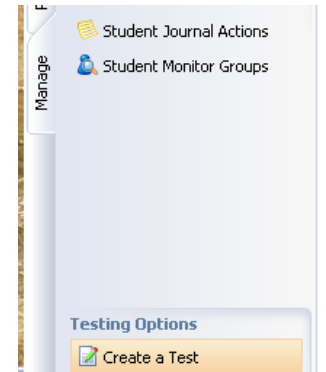



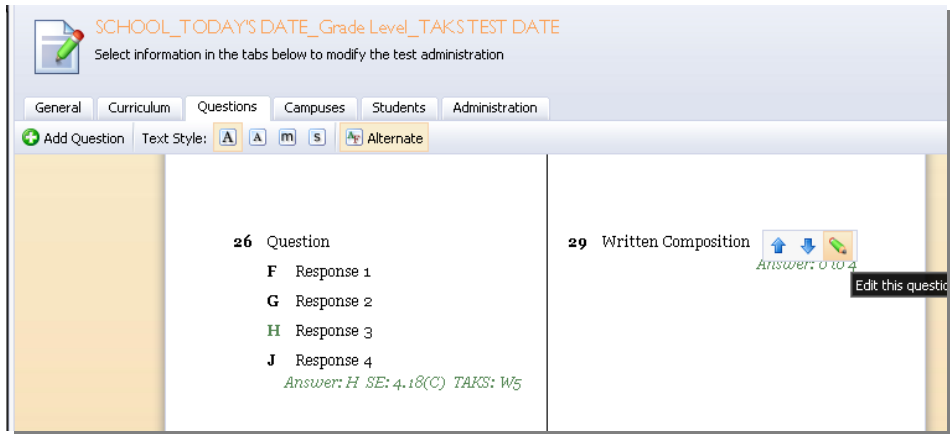
## 4<sup>th</sup> grade Writing Test Directions in Eduphoria

Most tests in Eduphoria are just a few clicks and then a print to scan and score them. However, the Writing test has a composition section which makes automated scoring not completely possible. What follows are the steps to make a Writing test without having to keep the test in “Pending mode” by editing the composition question.

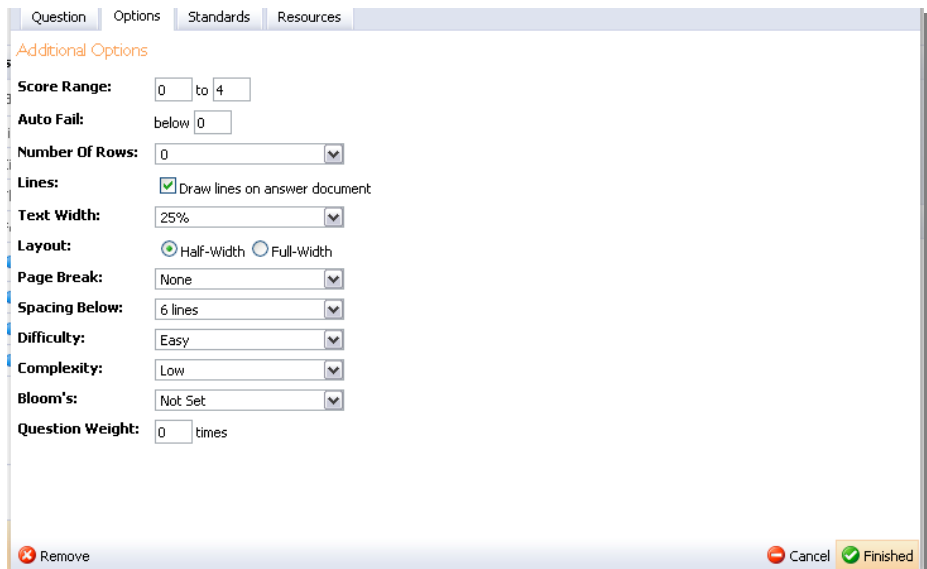
1. Create a Test
2. Make the new test a copy of a State-related test
3. Select the Writing test you want to use as your benchmark.
4. Name your test with the standard naming convention of “Campus\_Today’s Date\_ TAKS Release Date, Grade”  
(i.e. FTE\_2-13-11\_ Feb. 2006 Writing, 4<sup>th</sup> Grade)  
Then choose your grade level, start date, and end date.

A screenshot of the 'Test Details' form. The title is 'Test Details'. Below the title, it says 'Enter the title and dates for the benchmark administration:'. There are four input fields: 'Title' (containing 'SCHOOL\_TODAY'S DATE\_Grade Level\_TAKS TEST DATE'), 'Grade Level' (a dropdown menu set to 'Fourth'), 'Start Date' (containing '2/22/2011'), and 'End Date' (containing '2/23/2011'). At the bottom, there is a 'Test Type' dropdown menu set to 'Local Benchmark'.

5. Now that the test is created, go to the “Questions” tab and scroll down to the composition question that you’ll need to change. Click on the pencil icon  that appears when you hover your mouse over the question. This will allow you to edit your question.



6. Once your editing menu appears, click on the “Options” tab. Set your Number of Rows to “0” and then make sure the Question Weight is also “0”.



7. Click Finished

8. Click Save

Please note that if teachers want to score the writing portions, you’ll have to skip this part and teachers will have to click on “Test Available” and manually enter scores for the composition question for each kid. Then the test will appear in the analysis tab.