# Archiving a Test

in Eduphoria Aware

### Why archive?

All tests should be archived at the end of the school year. If a test from last year is still "active", then so is the student data. If you give the test to another group of students, you overwrite the data—giving you no comparison to go back to.

### How do I archive?

- Login to Eduphoria
- Access Aware within Eduphoria



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ssessments ?	🔛 Save 🔅 Print -	🍫 Share 📄 Active 🔚 Archived	
her Tests dministrations	3rd Grade Math Benchmark-January 2016 Select information in the table below to modify the test administration		
	General Curriculum Questions Advanced		
:h nd Six Weeks Test	Test Name Brd Grade Math Benchmark-January 2016		
nd Six Weeks Test-3	Test Type		
lulti Digit Multiplication	Tescher Test T		
lulti Digit Multiplication	Subject Area		
nd Six Weeks Test	This is the subject area the test will be displayed under.		
nd Six Weeks Test	Mathematics Y		
ractions/Fractions on a Number Line	Grade Level		
ractions/Fractions on a Number Line	Select the primary grade level.		
ractions/Fractions on a Number Line			
rd Six Weeks Test	Expectation Scores		
rd Grade Math Benchmark-January 2016	The scores listed below are used to calculate the met and commended levels for this test. Satisfactory: 70 % Advanced: 100 %		
olygons/3D/Perimeter/Area	Test Creator		
th Six Weeks Test	This test was created by:		
lomework-Money	Price, Haley		
lulti-Digit Addition/Subtraction	Instructions		
lace Value Homework	Below you can enter instructions for this test administration. Instructions will appear on the second page of the test booklet.		
lace Value Homework			

When the test window appears, go to the top right-hand corner and choose "Archived".

d santo.schoolobjects.com says: Are you sure you want to archive this adr associated with it? Archiving will clean u cached copies of answer documents. You test after archiving.	x 2 Yo ministration and all test results o unwanted test entries and u will not be able to rescore this OK Cancel pa	ou will get this warning box from Aware. All this eans is that you will not be able to rescore THIS ast year's) test administration. Click on "OK". ware will spin or think for a moment. Be atient!
<ul> <li>santo.schoolobjects.com says:</li> <li>The test has been archived.</li> <li>Prevent this page from creating add</li> </ul>	itional dialogs.	This box will pop up, telling you the archive process succeeded. <b>NEVER check the "Prevent this page</b> from creating additional dialogs" box. Just click on "OK". When should I archive a test?
My Teacher Tests Active Administrations Active Administrations Archived Administrations Third Math 2015-16 Mard Grade Math Benchmark-Januar 2016	It will now move your test into Archived Administrations	<ul> <li>* After each test administration is complete (all bubble sheets scanned)</li> <li>* At the end of the year</li> <li>My advice is after each test. Makes your list of Active tests shorter!</li> </ul>

Repeat this process until you have archived all of your tests from prior years.

## OK, but I want to give the test again this year .... what do I do?



- 1. Go to the Assessments tab in Aware
- 2. Click on Create a New Teacher Test
- 3. Choose "Copy an existing test"

### Select a Test

3rd Grade Math Benchmark-January 2016

Grade Level

Third

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	🖃 1 2015-2016			
	🖃 🔐 Third Grade			
	📝 2nd Six Weeks Test			
	2nd Six Weeks Test-3			
	Multi Digit Multiplication			
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	Fractions/Fractions on a Number Line			
	Fractions/Fractions on a Number Line			
	Fractions/Fractions on a Number Line			
	☑ 3rd Six Weeks Test			
	Polygons/3D/Perimeter/Area			
	📝 4th Six Weeks Test			
	Homework-Money			
Tes	t Details	Be su		
Enter the title and dates for the benchmark administration: you				
Title:		you c		

Drill down to find your test. But all of my other tests are in here too? Why did I need to archive? You archive to protect student data. When we run a heat map or any type of comparison reports, we need data from prior years.

Be sure to rename the test. You need to create your own naming system for your tests, so that you can identify year from year. Examples:

- 9-21-16 3<sup>rd</sup> Math Unit 1 Pre-test
- 16-17 3<sup>rd</sup> Math Unit 1 Pre-test
- 3 Math Unit 1 Pre-test 9-21-16

### The test will now show up under your My Teacher Tests, Active Administrations.

I want to give a pre-test to my science students at the beginning of the Unit. I want to give the same test at the end of the unit (post-test), so that I can measure growth.

- 1. Create the test with Aware test bank or with a quick test key.
- 2. Administer the test to students.
- 3. Scan in the answer documents.
  - a. Be sure **<u>all of the answer documents</u>** are scanned in
  - b. Create reports, look at test data, etc.
- 4. Archive this test administration, using the steps above.
- 5. Create your post-test by copying an existing test (your unit pre-test)
  - a. Be sure you change the name from pre- to post-!
- 6. Administer the test to students.
- 7. Scan in the answer documents.
- 8. You now have 2 sets of data on the same test and can run a quintile or other reports/data views that will show you where student growth occurred!