GOFAR Test Creation Quick Start Guide
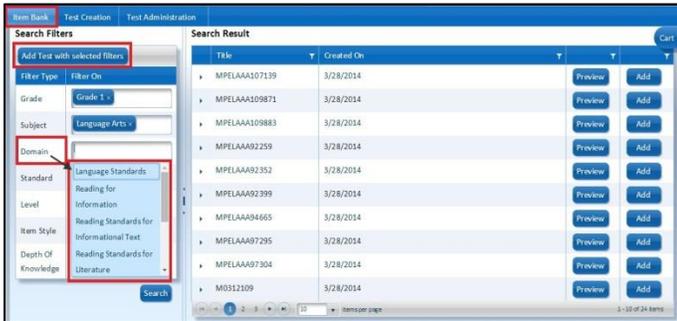
GOFAR Test Creation Options

Creating Student Tests – District users can create student tests using items from the Teacher Bank or System Bank. Teachers have access to the Teacher Bank.
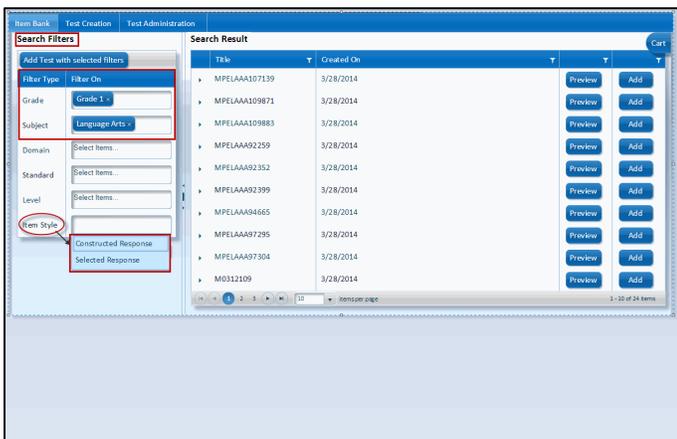
Test Creation Options

I. Create test with Filters
II. Create test using the Cart
III. Create test from the Test Creation tab

I. Creating a Test using Filters

1. From the **Item Bank** tab, under **Search Filters** in the **Filter Type** row, select an option from the **Filter On** list. The filter type options include, but are not limited to **Grade**, **Subject**, and **Domain**.

2. In the **Item Style** row select the **Selected Response** or **Constructed Response** option if you want to filter on the question style.
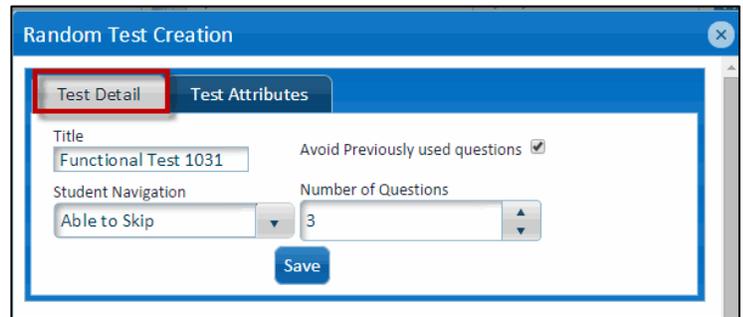

3. Click **Add Test with selected filters**. The **Random Test Creation** window appears.

The **Random Test Creation** window enables the user to provide details about the test and assign special features to the test. The 3 test creation options use the **Random Test Creation** window to define and create the test options.
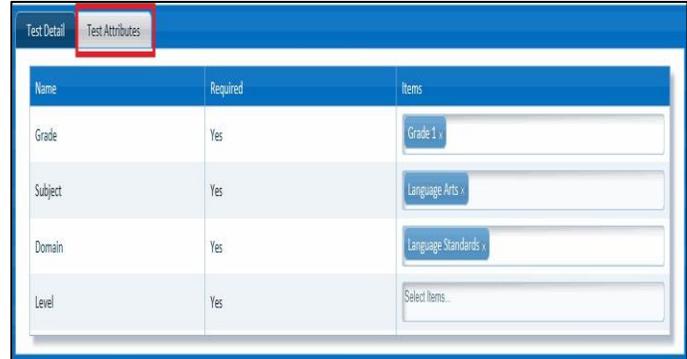
Test Detail Tab

4. Use the Test Detail tab to provide key information on the details of the test, such as title, navigation options, and number of questions.

Test Attributes Tab

In the Test Attributes tab, default values are shown for the test. These values are set based on the items that are in the Test.

5. **Click Save** in the **Test Detail** tab after defining the test details. Another **Random Test Creation** window displays providing further options to create the test.

ℹ️ Please see the GOFAR User Guide for further information on creating student tests in GOFAR.

II. Creating a Test using the Cart

1. From the **Item Bank**, add items to the cart.
2. Click **Add** in the row of the item to add an item to the cart. The cart reflects the number of items added.
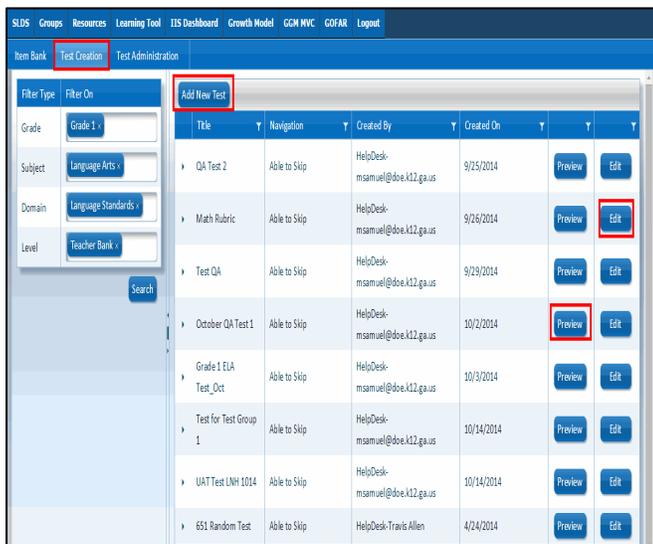3. Click the **Cart** in the **Search Result** area. The **Cart** window appears.

4. Click **Create New Test with the Cart**. The **Random Test Creation window** appears.
5. Select the desired **Random Test Creation** options.
6. Save the test options.

> ℹ️
> - Click **Preview** to view a test item.
> - Click **Preview All** to view all test items.
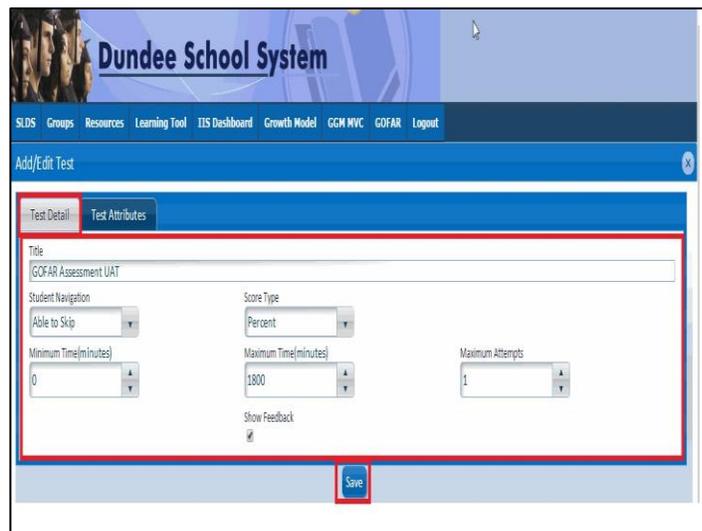> - Click **Remove** to delete an item from the test.

III. Creating a Test from the Test Creation Tab

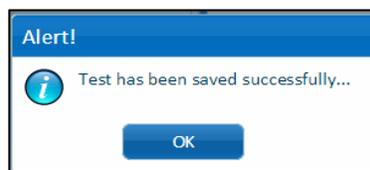1. Click the **Test Creation** tab. A list of tests is shown on the right section of the window.

2. Click **Add New Test**. The **Add/ Edit Test** window appears.

> ℹ️
> - Items may be added to a test after the test has been created.
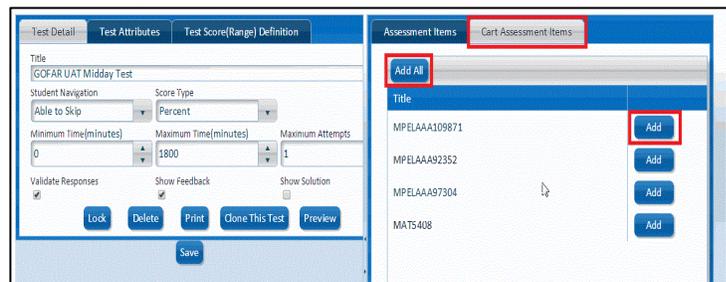> - The default values for the Test Attributes that are shown cannot be changed.

3. Enter or select the appropriate options for the test.
4. Click **Save**. An alert message displays.

5. Click **OK**. The **Add /Edit Test** window appears with the **Assessment Items** and **Cart Assessment Items** columns shown on the right side of the window.

Select Assessment Items from the Cart

1. In the **Add / Edit Test** window, click the **Cart Assessment Items** tab. The **Cart Assessment Items** tab contains all the items that are in the cart for this test.
2. Click **Add All** to add all the items to the test
   -Or -
3. Click **Add** to add only the desired items to the list. The **Assessment Items** tab is shown.
4. Click **Save**.

5. To modify the definitions for the test range, select the **Test Score (Range) Definition** tab.
6. Make the desired changes.
7. Click **Save**.
8. Click the **X** to close the window.