TEKScore: Test Keys

STEP 1: Log into DMAC Solutions® at https://www.dmac-solutions.net.

*Your username and password will be given to you by your site district administrator. Teacher passwords are generated after class rosters are sent to DMAC.

STEP 2: Click on TEKScore.

- Select Tests from the drop-down menu at the top, or from the Main Menu.
  - You will have two options: List and New
    - The New option will allow you to create a new Test Key;
    - List will allow you to identify your test using the filters along the left of the page.
The Test > List page contains the following features:

1) **Filters** – Choose your **Subject**, **Grade**, **Version**, **Language**, or **Year** to filter the list of test that display in the **Test** column in the middle of the page.

   
   >>> Note: In the example above, we have identified 23 Math tests in Grade 5 (English) from 2011.

2) ‘**Search**’ & ‘**New Test**’ – Select ⌜Search⌟ to locate a test based on the **Description**.

   Select ⌜New Test⌟ to create a new test. *(See Creating a New Test Key section for more details)*
3) **Individual Test Key Options** – Utilize the icons on the right of the test name as needed to view or make changes to individual tests. *Note: you cannot delete tests that have scored documents attached to them.*

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Make changes to your test.</td>
</tr>
<tr>
<td>Print</td>
<td>Print your test key.</td>
</tr>
<tr>
<td>Delete</td>
<td>You can delete any tests with a red &quot;x&quot; as long as they do not have documents scored and attached to that test.</td>
</tr>
<tr>
<td>Reports</td>
<td>View reports associated with your test.</td>
</tr>
</tbody>
</table>
Test Keys: Detail

- The **Test Keys: Detail** page contains information about your test key.
- Click on the tabs along the top to access the various sections.
- From this page, you can also click on the **New** or **Print** buttons at any time to print the current test key or create a new one.

**Summary Tab**

- The **Test Keys: Detail** page is defaulted to the **Summary** tab, and will provide you with the following information:
  - Test ID
  - Test Code (Important to know for Pre-coding)
  - Header
  - Results
  - Content
  - History
  - Key
  - Access

- Click the **edit** or **view** links to make changes or view more details
™ The **Header** tab displays the fields that will be pre-coded to the scan form. You MUST complete this information when you create a new test key. However, these fields may be edited at any time; **even after the test key has been used to score student documents**.

- **Note:** Changing the value of the passing standard, will prompt the following message:

  ![](image)

  1 student documents have been scored with this test.
  Changing the passing standard will automatically rescore all student documents with the new value.
  Do you wish to continue?  **Yes**  **No**

- Clicking **Yes** will prompt TEKScore to immediately rescore all documents that have been previously scored with this test key.
Content Tab

- The **Content** tab lists all subjects that can be assessed using TEKScore. These include all content areas for which **Texas Essential Knowledge and Skills** exist.

- Choose a **Subject** which displays a list of **Courses** for which Student Expectations will be made available when you actually enter the correct responses for your test key, as well as an appropriate list of **Grades** for the Objectives/Reporting Categories (STAAR, TAKS, SDAA II, and TELPAS).

- Click the **Save** button to make the **Student Expectations and Objectives** available in the **Key tab**. As shown above, you may choose multiple courses from a single content area for a test.

Key Tab

- The **Key** tab is where you actually enter the correct responses for your **test key** along with the **Objective/Reporting Categories** and **Student Expectations** for each item.

- First, enter the number of Items (questions) that will be on your key/form, and click **Apply**.
Setting up your Test Key:

1. Enter all your multiple choice correct responses by clicking your mouse in the first box in the **Response** column. When you type a letter the software will automatically advance to the next box.

   **NOTE:** Enter an ‘R’ for Rubric answers and enter a numeric value for griddables. Do not skip lines. Enter your response where the question will appear on the test.

2. Choose the **STAAR** radio button to access the **Reporting Categories** to tie them to your responses, or the **TAKS** radio button for **TAKS Objectives**. The **TEKS** ration button will identify **Student Expectations** that can also be dual-coded.

3. A floating window containing the **Reporting Categories/Objectives/Student Expectations** will appear. Choose your categories for each question. Click the red X to delete the reporting category and select another if needed.
To access **Student Expectations**, click the **TEKS** radio button

- If you are entering a STAAR Math, Science, or Social Studies key, click the **Dual Code** checkbox to display the **Process Skill** column.

> Click on the boxes next to your answer/response to select Student Expectations. A pop-up window will appear for you to make your selection

  - **Readiness Standard**
    SEs will appear in **green**

  - **Supporting Standard**
    SEs will be **blue**

  - **Process Skills** will be **purple**

> You can narrow the list by standard type by clicking the checkboxes at the top of the floating window

> **NOTE**: If you choose a previous year (old TEKS) the Student Expectations will not be tied to the STAAR standards. Be sure to click the **Save** button to save your work.

> An **Objective** or **Expectation** can be removed by clicking on that cell in the **test key** and then clicking on the red ‘X’.
Other Item Types

**TEKSscore** supports items of other types as well as multiple choice.

- **Griddable** responses can be entered where they appear on the test key in numeric form.

- **Rubric-based Assessments** can be added by clicking on the **Scoring** checkbox. See the Scoring Guide .pdf document for additional details if needed.

<table>
<thead>
<tr>
<th>#</th>
<th>Response</th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>1 x 1 = 1</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>1 x 1 = 1</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>1 x 1 = 1</td>
</tr>
<tr>
<td>4</td>
<td>D</td>
<td>1 x 1 = 1</td>
</tr>
<tr>
<td>5</td>
<td>E</td>
<td>1 x 1 = 1</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>1 x 0 = 0</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>1 x 0 = 0</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>1 x 0 = 0</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>1 x 0 = 0</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>1 x 0 = 0</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>1 x 0 = 0</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>1 x 0 = 0</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>1 x 0 = 0</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>1 x 0 = 0</td>
</tr>
</tbody>
</table>
Copying a Test Key

- Click the **Copy** button at the top-right of the **Key** tab. You may **copy** test keys from any of the **State Assessment**, **CSCOPE**, **TAG**, or **TEKScore** tabs:

![Image of test key copying process]

- **State Assessment** -- use this option for copying the **Released Tests** from TEA. Displays a list of Released Tests by **Assessment** type (TAKS, SDAA II, or TELPAS), **School Year**, or **Grade**.

  1. Choose your test key by clicking the radio button on the left.
  2. Choose **alternating** or **non-alternating** answer choices (**NOTE**: 3rd grade is the only grade level which uses **non-alternating** answer choices in the Released Tests).
  3. Click the **Copy** button at the bottom of the window to complete the process.
MDAC Solutions: TEKscore - Test Keys

- **CSCOPE** – CSCOPE users can create local benchmarks using CSCOPE items directly in TEKscore -- without having to first create a test in TAG. Identify your **Content Area**, **Course**, and **Language**, choose alternating or non-alternating and click **Copy**.

- **TAG** -- use this option if you have created a test in the **DMAC Solutions TAG** software.
Choose the **TAG** test key you wish to copy, choose alternating or non-alternating answer choices, and then click the **Copy** button.

**TEKScore** -- use this option if you want to make a copy of an existing **TEKScore** test key. You might wish to do this if you plan to use an existing test key from a previous year or if you want to use the same test for two different groups of students (ex. general education and special education) but would prefer to report the results separately.

Filter the list by choosing the **School Year** and **Grade** level. Click the radio button on the left. Choose **alternating** or **non-alternating** and then click the **Copy** button.
History Tab

- The **History** tab displays information about how and when the test key has been modified.
- All entries will be dated, time-stamped and listed in reverse order with the most recent at the top.
- The **Area** drop-down list will filter the list by the type of change made.
Access Tab

- The **Access** function in **TEKScore** allows you to grant another user the right to modify your test key.

- Choosing a **Role** from the drop-down list at the top right will narrow or expand the list of users from your district and/or campuses.

- Check the box to the left of the user you wish to grant access to your test key and click the **Update User Access** button at the bottom of the list.
Create a New Test Key

➢ To create a new test key you can click on **New** at the top right of the List Page or choose **New** on the **Tests Menu**.

Choose the **Subject** to be assessed, **Grade** level, **Version** number, **Language**, administration **Date**, passing **Standard**, and **Description**.

➢ Click **Save** to create the new test key. You will be directed to the **Tests Key: Detail** page. (See page 4 of this manual). Continue as instructed.