

Georgia Online Formative Assessment Resource (GOFAR) User Guide

Assessment and Accountability

Statewide Longitudinal Data System (SLDS)



Georgia Department of Education

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Table of Contents

GOFAR Overview	6
GOFAR Highlights	6
District User Role	7
Accessing GOFAR.....	7
0B Navigating in the Dashboard	7
GOFAR District Landing Page.....	8
Working with Items in the Item Bank Tab	8
Create Tests.....	14
GOFAR Test Creation Options.....	14
Creating a Test using Filters	14
Creating a Test using the Cart	23
Creating a Test from the Test Creation Tab	24
Test Administration	30
About Test Administration.....	30
Test Assignment.....	30
Test Management.....	34
Test Scoring.....	37
Test Reset /Reopen	42
Assessment Response Reports – District and School User	46
Accessing the Assessment Response Reports via the SLDS	46
Understanding the Information in the Assessment Response Reports – By School View	48
Understanding the Information in the Assessment Response Reports – All Levels View	49
Assessment Proficiency Reports – District Level Teacher Assigned	50
Accessing the Assessment Proficiency Reports in SLDS.....	50
Understanding the Information in the Assessment Proficiency Reports.....	53
Assessment Proficiency Report by Domain	56
Student Proficiency Report by Domain.....	57
Metrics Reporting	58
Report Navigation	58
Teacher Level Role.....	60
Accessing GOFAR.....	60
1B Navigating in the Dashboard	60

GOFAR Teacher Landing Page	61
Working with Items in the Item Bank Tab	61
Create Tests.....	66
GOFAR Test Creation Options.....	66
Creating a Test using Filters	67
Creating a Test using the Cart	75
Creating a Test from the Test Creation Tab	77
Test Administration	82
About Test Administration.....	82
Test Assignment.....	82
Test Management.....	86
Test Scoring.....	90
Test Reset /Reopen	94
Assessment Proficiency Reports – Teacher Level	98
Accessing the Assessment Proficiency Reports in SLDS.....	98
Understanding the Information in the Assessment Proficiency Reports.....	99
Assessment Proficiency Report by Domain	102
Student Proficiency Report by Domain.....	103
Metrics Reporting	104
Report Navigation	104
Student Level Role.....	106
Accessing GOFAR Student Dashboard.....	106
Accessing Teacher Assigned Test	107
Taking Student Practice Self-Test.....	107
Viewing the Results of the Practice Test.....	109
Taking a Teacher Assigned Test	110
Viewing the Results of the Selected Response Test	113
Viewing the Results of the Constructed Response Test	114

Document Change Control

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0.1	10/08/2014	1 st draft	Leslie N Harmon
1.0	10/23/2014	Production Delivery	Leslie N Harmon
1.1		<ul style="list-style-type: none"> Modified content for Test Options. Added note for the Number of Questions field. (12/1) Update content for passcodes usage and functionality. Added the statement: "If items are not added to the Cart prior to creating the test you can add them to the new test using the Item Bank or Test Creation tab". Added new screen shots for Student view test results. 	Leslie N Harmon
1.2	12/1/2014	<ul style="list-style-type: none"> Added content for the Print Test and Answer keys functionality. Modified the content for the Lock and Unlock buttons to Push to Test Administration and Pull from Test Administration. Modified the Test Assignment functionality which includes the Student Pass code and Scoring Pass code UI changes 	Leslie N Harmon
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1.3	03/18/2015	<ul style="list-style-type: none"> Added content for the District 	Leslie N Harmon

Version #	Date	Description	Changed By
1.4	04/23/2015	and School User Assessment Response reports. <ul style="list-style-type: none"> Added note detailing District and User assigned reports for teachers 	Leslie N Harmon
1.5	05/01/2015 05/26/2015	<ul style="list-style-type: none"> Updated screen shots to reflect the UI changes for the Random Test Creation and Add / Edit Test dialog boxes. Updated content and screen shots to reflect the students' ability to view selected and constructed response tests after completing them. 	Leslie N Harmon
1.6	06/26/2015	<ul style="list-style-type: none"> Added content for the Reset and Reopen feature for the student test. Updated screen shots to reflect the new Reset and Reopen buttons in the UI. 	Leslie N Harmon
1.7	07/21/2015	<ul style="list-style-type: none"> Added content and screenshots for Useful Resources tab 	Margaret P Samuel

GOFAR Overview

The Georgia Online Formative Assessment Resource (GOFAR) provides the ability for Districts and Schools to assign benchmark and formative test items/tests to students in order to obtain information about student progress and instructional practice.

GOFAR allows educators, and their students, to have access to a variety of test items – Selected Response and Constructed Response – that are aligned to the State-adopted content standards for Georgia’s elementary, middle, and high schools.

GOFAR Highlights

GOFAR feature highlights include, but are not limited to the following:

- Students, staff and classes are prepopulated and maintained through the Statewide Longitudinal Data System (SLDS).
- Teachers and Administrators may view Exemplars and Rubrics in Item Preview.
- A scoring code may be distributed at a local level to help score constructed response items.

The GOFAR Dashboard enables the teacher to create, modify and assign tests to students, as well as perform administration tasks. The Teacher Dashboard is comprised of the following components:

Component	Description
Item Bank	Contains items that Teachers can select to add to a test.
Test Creation	Enables the Teacher to create, edit, clone, preview or delete a test.
Test Administration	Enables the Teacher to assign, manage, report, print and score a test.

District User Role

The District User role in GOFAR performs the following tasks.

- Access and create System level tests
- Distribute scoring passcode to teachers
- Access to System and teacher level items

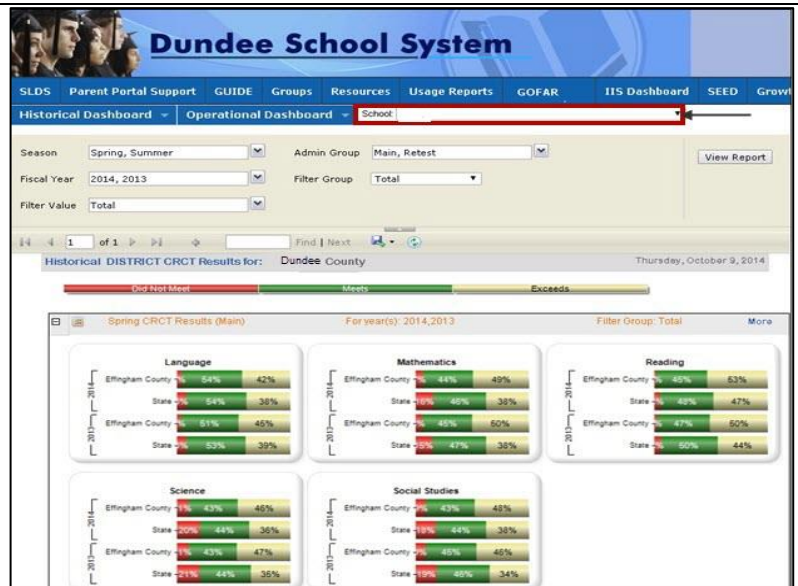
Accessing GOFAR

To access GOFAR perform the following steps.

1. Log on to your Student Information System (SIS).
2. Select the Statewide Longitudinal Data System (SLDS) link. The SLDS main window opens.
3. Click **GOFAR** on the tool bar menu. The **GOFAR** main window appears.



This is the default view for the District dashboard. The District User may view a variety of reports related to the assessments in this window.



Navigating in the Dashboard

The SLDS Dashboard tool bar provides the District and Teacher easy access to strategic resources and tools. The tool bar enables greater efficiency in navigating the management of student and test resources.

SLDS Tool Bar Options

GOFAR District Landing Page

The District User Landing page enables the District User to create, modify and assign tests to students, as well as perform administration tasks. The District User Landing page is comprised of the following components:

Component	Description
Item Bank	Contains System and Teacher Bank items that District User can select to add to a test.
Test Creation	Enables the District User to create, edit, clone, preview or delete a test.
Test Administration	Enables the District User to assign, manage, remove a student, print and score a test.

Working with Items in the Item Bank Tab

The Item Bank tab is the default view in GOFAR; appearing upon selection of the GOFAR option on the SLDS tool bar. The Item Bank provides multiple options that enable you to perform the following tasks.

- Filter items and view metadata
- Select item types
- Preview test items
- View Rubrics
- View Exemplar files

The following sections provide further details on the features available in the Item Bank.

View Filter Metadata

1. In the **Item Bank** tab under **Search Results**, click the arrow next to the item title to expand and view the metadata for that item.
2. Click the arrow again to collapse the filter information.



The **Passage Id** provides the ability to group items that are similar in a test.

Title	Passage Id	Created On	Preview	Add
M0312110		3/28/2014	Preview	Add
ELA120910001	12091006	6/20/2014	Preview	Add
ELA120910002	12091006	6/20/2014	Preview	Add
ELA120910003	12091006	6/20/2014	Preview	Add

Filter Type	Filters
Grade	Grade HS
Subject	Language Arts
Domain	Reading and Literature
Standard	ELAC9-10RI2
Level	Teacher Bank
Item Style	Selected Response
Depth Of Knowledge	2
IsActive	True

Select Item Type

The Teachers Bank and System Bank contain 2 item style questions that appear in the **Search Result** list.

- **Selected Response** – Questions providing options to select for the answer. A dynamic score is generated upon test completion.
- **Constructed Response** – Teachers score the test and provide feedback to the student.



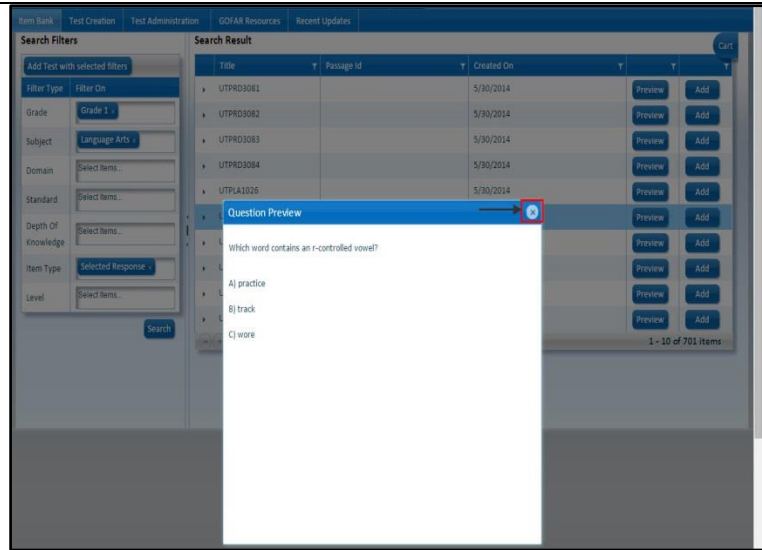
To determine the item style and view the item, click **Preview**.

Title	Passage Id	Created On	Preview	Add
M0312110		3/28/2014	Preview	Add
ELA120910001	12091006	6/20/2014	Preview	Add
ELA120910002	12091006	6/20/2014	Preview	Add
ELA120910003	12091006	6/20/2014	Preview	Add
ELA120910004	12091006	6/20/2014	Preview	Add
ELA130003001	13000301	8/21/2014	Preview	Add
ELA120005017	12000507	8/21/2014	Preview	Add
ELA120006036	12000606	8/21/2014	Preview	Add
ELA120007032	12000705	8/21/2014	Preview	Add
ELA120008010	12000803	8/21/2014	Preview	Add

Preview a Selected Response Test Item

To preview a Selected Response item perform the following steps.

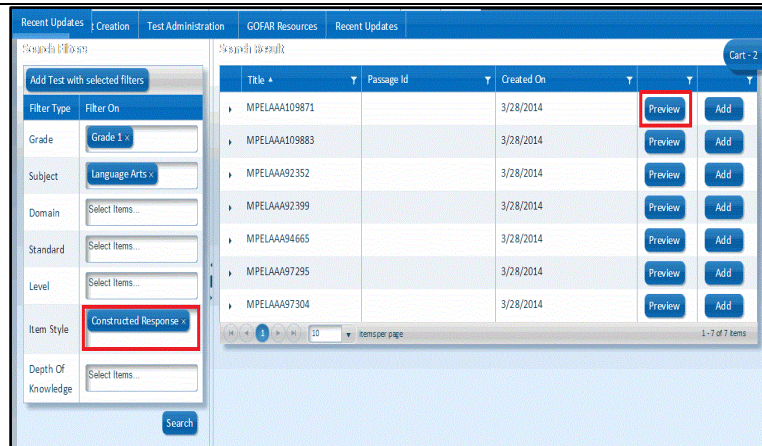
1. Click **Preview** next to the item you want to view.
2. Click the **X** to close the **Question Preview** box.



Preview a Constructed Response Item

To preview a Constructed Response item, perform the following steps.

1. From the **Item Bank** under **Search Filters**, select **Constructed Response** from the **Item Style** list.
2. Click **Search**.
3. Under the **Search Result** list, click **Preview** in the desired row.



Constructed Response Item with Rubric

- The **Constructed Response** question is shown in the **Question Preview** box.

- Scroll down to view the rubric.
- Click the **X** to close the **Question Preview** box.

The screenshot shows the GOFAR interface. On the left is a filter sidebar with categories like Grade, Subject, Domain, Standard, Level, Item Style, Depth Of Knowledge, and IsActive. The main area displays a list of items. A 'Question Preview' modal box is open, showing a reading passage titled 'Snakes in the Sky' and a question 'Can snakes really fly?'. The passage describes gliding snakes and asks if they can really fly. The question asks the user to look up in the sky and answer if it's a bird or a plane, then if it's a snake.

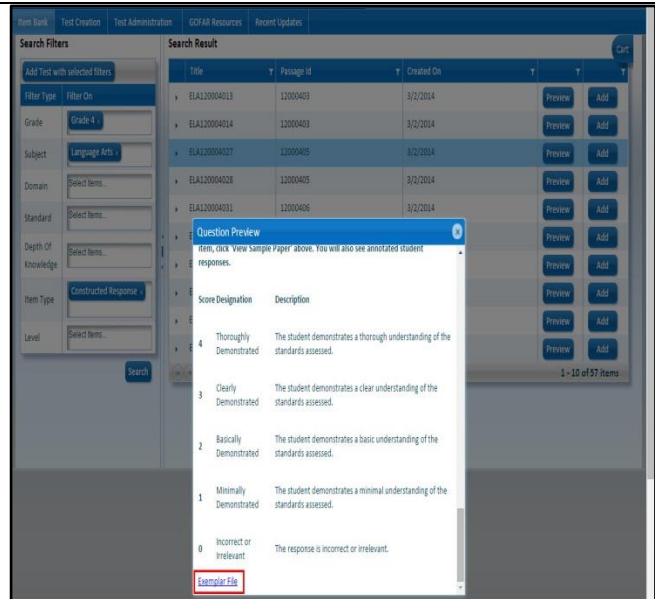
Question Preview		
Below is a generic rubric. To view a detailed item-specific rubric for scoring this item, click 'View Sample Paper' above. You will also see annotated student responses.		
Score	Designation	Description
4	Thoroughly Demonstrated	The student demonstrates a thorough understanding of the standards assessed.
3	Clearly Demonstrated	The student demonstrates a clear understanding of the standards assessed.
2	Basically Demonstrated	The student demonstrates a basic understanding of the standards assessed.
1	Minimally Demonstrated	The student demonstrates a minimal understanding of the standards assessed.
0	Incorrect or Irrelevant	The response is incorrect or irrelevant.

View Exemplar File

An Exemplar file contains a set of responses from actual Georgia students that were scored by trained raters using the rubric posted. These papers allow the District User to review and compare their own students' work to the sample responses for each score point which will help standardize expectations of the standards.

To view an Exemplar file perform the following tasks.

- From the Item Bank tab, under **Search Filters**, select the **Constructed Response** option from the **Item Style**.
- Click **Search**.
- Click **Preview** in any row of the Search Results list. The Question **Preview** window appears.
- Scroll down to the bottom of the question until you see a link for the **Exemplar File**.
- Click the **Exemplar File** link. A window opens with the Exemplar file.



Math Question Preview Item

- GOFAR will accept electronic input for math level items in the near future. However, at this time a message displays when viewing a math item stating that the student can work on the paper that has been provided to record their answer.
- The content of this message appearing in the box will be removed in the near future.

Question Preview

Draw 4 shapes that Marcus could list under the column "Quadrilaterals."

Part C

Draw a shape that can be divided into two equal areas. What is the area of each part as a unit fraction of the whole?

Part D

Draw a shape that would not belong in Marcus's table. Explain why the shape you chose does not belong.

Be sure to complete ALL parts of the task.
Write your answer and show your work on the paper provided.
Do NOT type your answer in the text box below.

Below is a generic rubric. To view a detailed item-specific rubric for scoring this item, click 'View Sample Paper' above. You will also see annotated student responses.

Score Designation	Description
4	Thoroughly Demonstrated
	The student demonstrates a thorough understanding of the standards assessed.

Create Tests

GOFAR Test Creation Options

GOFAR provides 3 options for Teachers to create tests. The following table provides details on the test creation options.

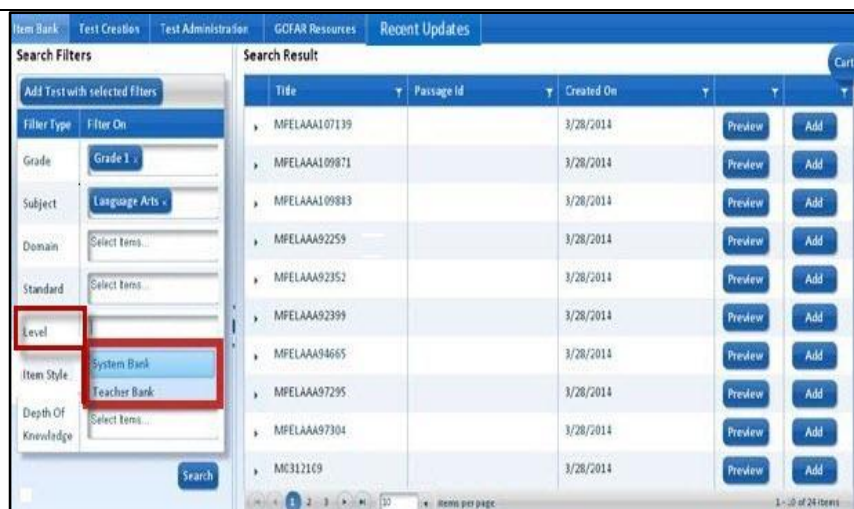
Option	Description
Add Test with Selected Filters <ul style="list-style-type: none"> Using the Item Bank Using the Test Creation tab 	Enables you to create a test using filter options (i.e. grade, subject, domain, etc.).
Cart	Enables you to add Items and create a test from the items in the cart.
Add New Test <ul style="list-style-type: none"> Using the Test Creation tab 	Enables you to create a new test.


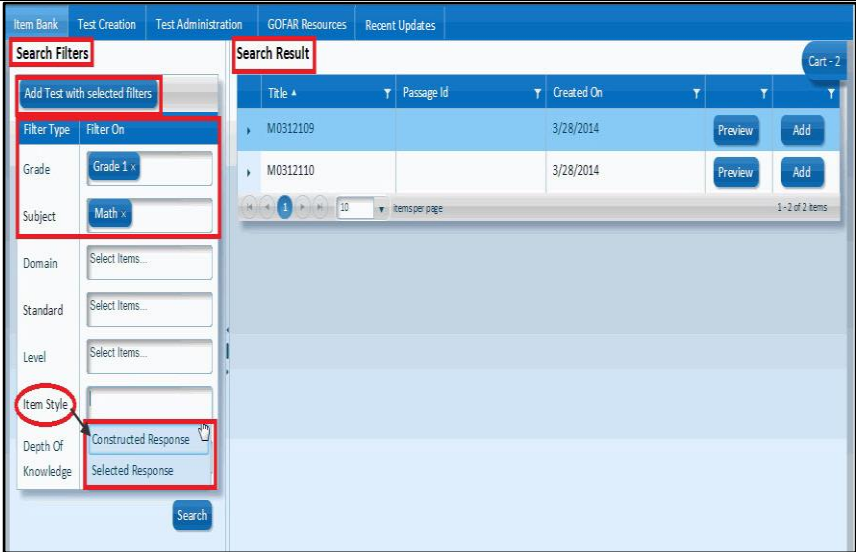
Creating a Test using Filters

You can create a student test by selecting items from the question bank to add to the test. You may choose to use the search filter option to regulate the items that you select for the test along with the items that appear in the **Search Result** area.

To create a new test using the filters option, perform the following steps.

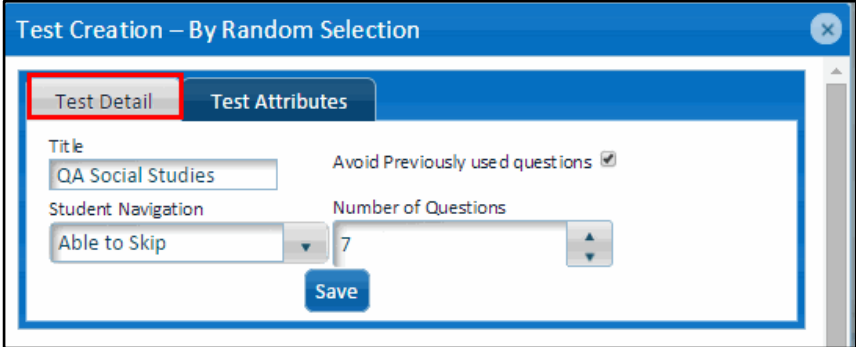

1. From the **Item Bank** tab, under **Search Filters** in the **Filter Type** row, select an option from the **Filter On** list.
2. In the **Level** row select **System Bank** or **Teacher Bank**.



	 <ul style="list-style-type: none"> The District user may select from the System or Teacher Bank level tests. The System Bank contains System Level items and the Teacher Bank contains Teacher level items. System administrators have access to view/select from both Levels.
<ol style="list-style-type: none"> In the Item Style row select the Selected Response or Constructed Response option if you want to filter on the question style. Click Search after selecting the desired filter (s). The available test items appear in the Search Result area on the right side of the window. Click Add Test with selected filters. The Test Creation - By Random Selection window appears. 	

Test Creation – By Random Selection: Test Detail Tab

See the steps below for details on the available options in the Test Detail tab.

<ol style="list-style-type: none"> In the Test Detail tab, under Title enter a name for the test. Select the desired option from the Student Navigation box. Select the Avoid Previously used questions option to avoid duplication of questions in the test. Under Number of Questions use the up arrow to select the desired number of questions to include. 	 <p> Student Navigation options are:</p> <ul style="list-style-type: none"> No Skipping – Student must answer question before further navigation is allowed (previous / forward). Able to Skip – Student has the option to continue navigation in the test (previous / forward).
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

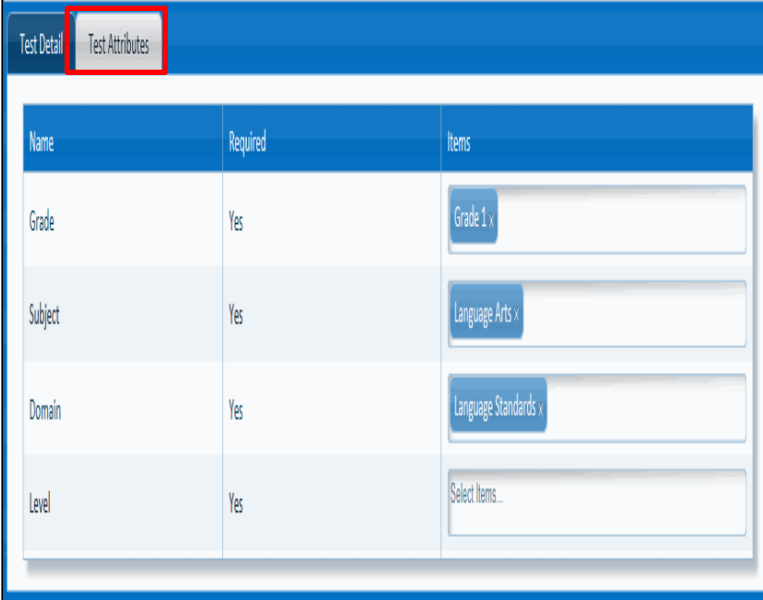
5. Click **Save** to save the test. The **Test Creation - By Random Selection** window appears with additional test creation options.

- **Number of Questions – Required field.** You must select a positive number to add items to the test. If you neglect to complete this option the test will not contain any items.

Test Creation – By Random Selection: Test Attributes Tab

The **Test Attributes** tab contains the default values selected for the test. See the steps below for details on the available options in the Test Attributes tab.

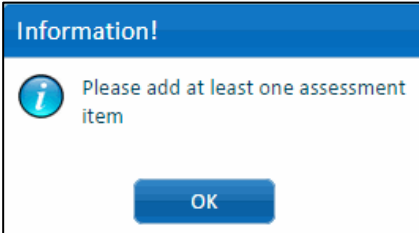
1. Select the **Test Detail** tab to save the test.
2. The **Test Creation – By Random Selection** window appears after the test is saved, providing additional test creation options.



Name	Required	Items
Grade	Yes	Grade 1 x
Subject	Yes	Language Arts x
Domain	Yes	Language Standards x
Level	Yes	Select Items...



Items must be added to the test prior to moving the test to Test Administration. The following message will display if no Items have been added to the test.



Information!

Please add at least one assessment item


OK

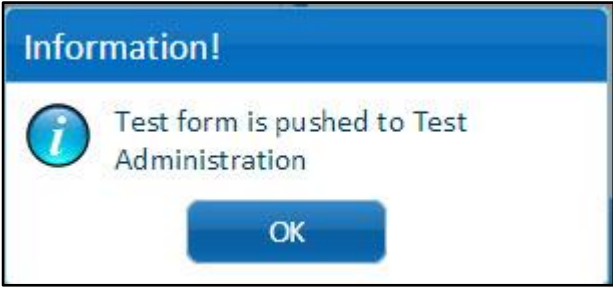

Test Creation – By Random Selection

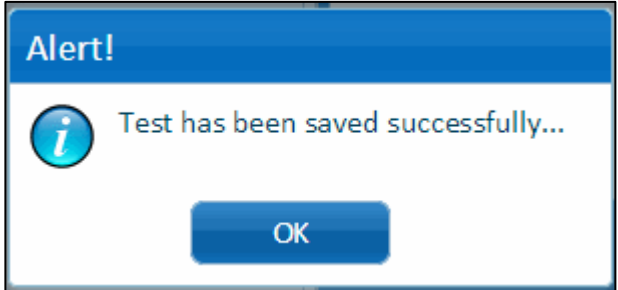
Upon completion of creating and saving the details for the new test, you are provided with additional test creation options. See the table below for further details on working in the **Test Detail** tab.

Test Creation –By Random Selection: Test Detail Tab Options

The following table provides detail descriptions for the options in the **Test Detail** tab.



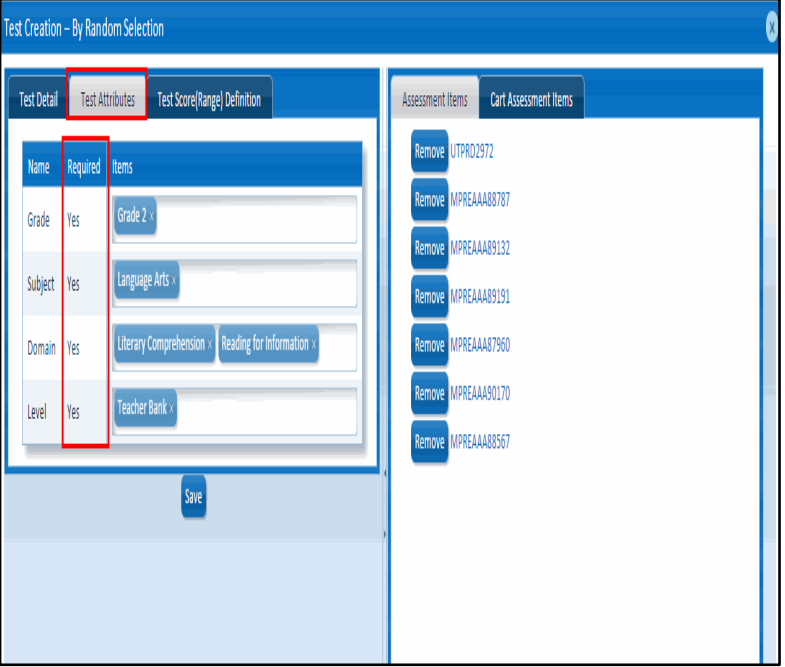
Option	Description
Title	Enter a name for the test.
Student Navigation	No Skipping – Student must answer question before further navigation is allowed (previous / forward). Able to Skip – Student has the option to continue navigation in test (previous / forward).
Score Type	Options are: <ul style="list-style-type: none"> Percent Score
Minimum Time	Designates minimum time allotted in minutes permitted to take the test.
Maximum Time	Designates maximum time allotted in minutes to take the test.
Maximum Attempts	Designates the maximum number of times a student can attempt to answer an item in a test.
Show Feedback	The student will view dynamic feedback for each item as well as receive total score after test is completed.
Push to Test Administration  A new test must be locked in order for it to be accessible in Test Administration (students test assignment takes place in Test Administration).	Locks the test to disallow edits to the test by another teacher. <ol style="list-style-type: none"> Click Push to Test Administration to lock the test. An information message displays. Click OK.

Option	Description
	 <p>3. Click Save.</p> <p>4. Close the window when you are finished creating the test details.</p>
Pull from Test Administration	<p>The test is rendered available for editing.</p> <ol style="list-style-type: none"> 1. Click Pull from Test Administration to unlock the test. An information message displays. 2. Click OK.  <ol style="list-style-type: none"> 3. Click Save. 4. Close the window when you are finished creating the test details.
Delete	Removes the test from the system.
Print	Prints the test to the designated printer.
Clone the Test	Creates a copy of the test. The District User will not have the ability to change any attributes or test details.
Preview	Provides an onscreen view of the test.

Option	Description
Save	<p>Retains the options selected for the test.</p> <ol style="list-style-type: none">1. Click Save to save the test details.2. Click OK. <div data-bbox="657 371 1271 659">An alert dialog box with a blue header bar containing the word "Alert!". Below the header is a light blue area containing a circular information icon (a lowercase 'i' inside a blue circle) and the text "Test has been saved successfully...". At the bottom center of the dialog is a blue button with the text "OK".</div> <ol style="list-style-type: none">3. Close the window when you are finished creating the test details.

Test Creation –By Random Selection: Test Attributes Tab

The **Test Attributes** tab contains the default values selected for the test.

Option	Description
<ol style="list-style-type: none"> 1. View the default option selections. 2. Click the Test Details tab to continue creating the test details. 3. Click Save to save the test details information 4. Close the window. <p> The default values are populated based on the items that are in the test.</p> <p> A test with at least one System level item will default the test to a System Level test.</p>	

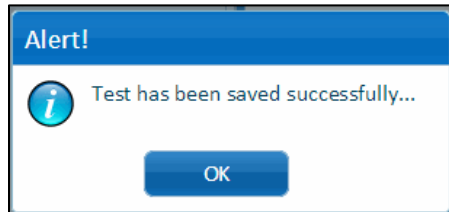
Test Creation–By Random Selection: Test Score (Range) Definition Tab

The Test Score (Range Definition) tab contains test score descriptions. To modify the range definitions

1. Click **Edit**. The **Add / Edit Definition** dialog box appears.

<p>The Test Score (Range Definition) tab contains test score descriptions. To modify the range definitions</p> <ol style="list-style-type: none"> 1. Click Edit. The Add / Edit Definition dialog box appears. 	


2. In the **Add / Edit Definition** dialog box make the desired changes to the range definitions.
3. Click **Save** in the **Add / Edit Definition** dialog box.
4. Click **Save** in the **Test Score (Range) Definition** tab. An alert message displays.



5. Click **OK**.

Test Creation – By Random Selection: Assessment and Cart Assessment Items

The **Assessment Items** tab contains the selected test items for the student test. You can use the **Cart Assessment Items** tab to build the final student test.

 To view the item, move the cursor over the item title and click the link.

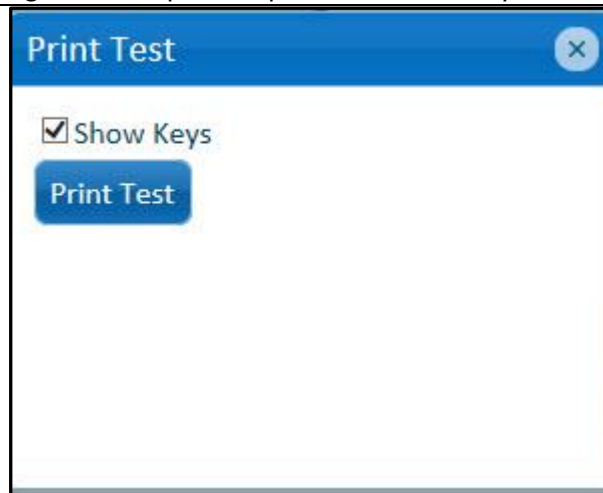
1. Click **Save** to continue editing the test details.
2. Click the **X** to close the **Test Creation - By Random Selection** window and return to the Test Creation tab.

Printing a Test

The student test is available to print along with the option to print the answer key for the test.

To print a test from the **Random Creation Test** window, perform the following steps.

1. Click **Print**. The **Print Test** message box displays.
2. To view the answer key for the test select **Show Keys** (optional).
3. Click **Print Test**. The test appears in a new window.
4. Right-click in the window to view the short-cut menu.
5. Click **Print**.
 - OR -
 - Position the cursor at the bottom of the window to view the document menu.
 - Click the **Print** icon. The **Print** dialog box displays.
 - Click **Print**.



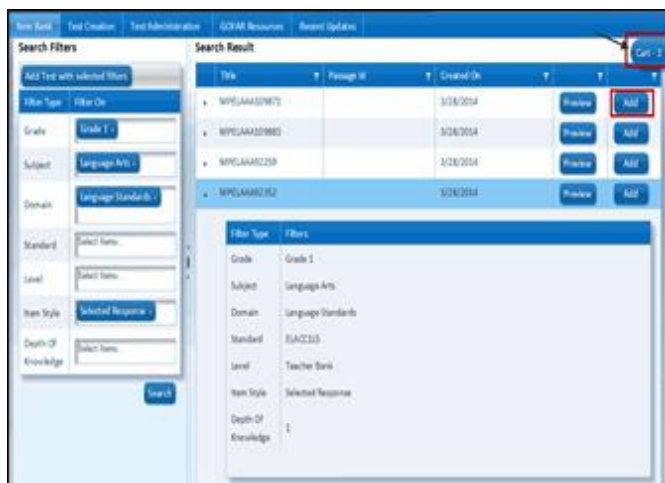
Document Menu

Creating a Test using the Cart

GOFAR provides the ability to create a new student test from the items that have been added to the cart.

To create a new test using the cart, perform the following steps.

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

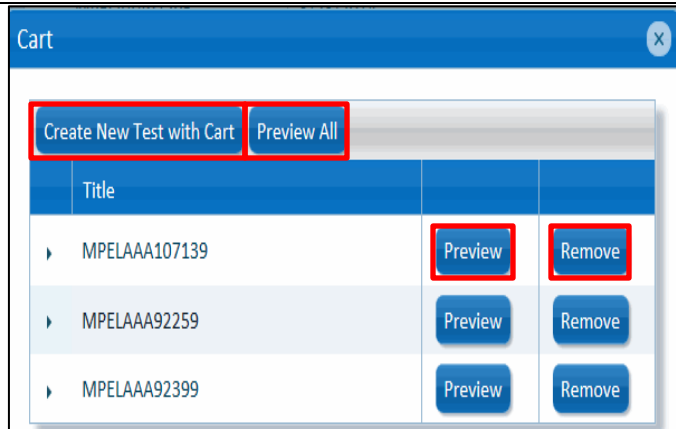


Working in the Cart Window

1. Click **Create New Test with Cart**. The **Test Creation - By Random Selection - Test Detail Tab** window appears.
2. To view all the test questions, click **Preview All**.



See the [Test Creation - By Random Selection - Test Detail Tab](#) feature to create a new student test.



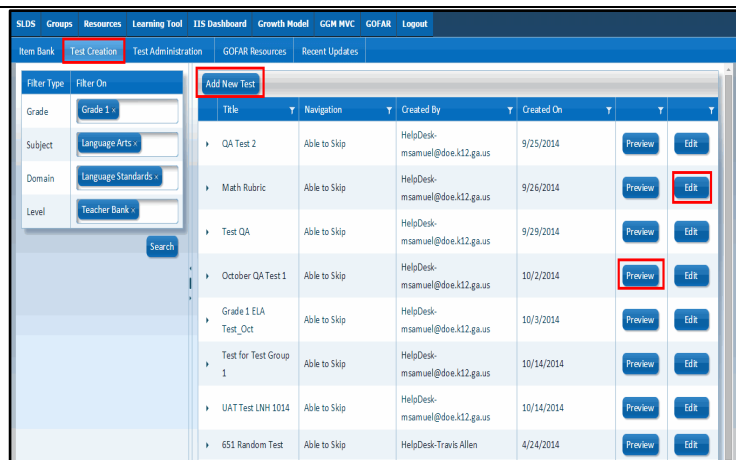
- The **Preview** button enables you to view a single test question.
- The **Remove** button enables you to delete a question from the test.

Creating a Test from the Test Creation Tab

The Test Creation tab is another option provided to the District User to create a student test.

To create a new test, perform the following steps.

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.



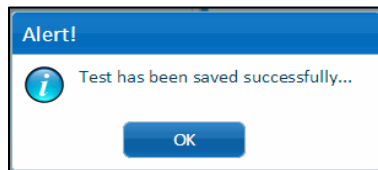


- The **Preview** button enables you to view all items in the test.
- The **Edit** button enables you to make modifications to the test in the **Add/Edit Test** window.
- This is where other District Users and Teachers (for Teacher Bank tests) from your District can clone the test you created.

Test Creation – Add New Test: Test Detail Tab

In the **Test Details** tab perform the following tasks.

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



3. Click **OK**. The **Test Creation – Add New Test** window appears with the **Assessment Items** and **Cart Assessment Items** columns shown on the right side of the window.



See [Test Creation - By Random Selection – Test Detail Tab Creation Options](#) for further details on the option selections in the Test Detail tab.

The screenshot shows the 'Test Creation – Add New Test' window with the 'Test Detail' tab selected. The 'Test Attributes' tab is also visible. The 'Title' field contains 'QJA Test Creation -'. The 'Student Navigation' dropdown is set to 'Able to Skip'. The 'Score Type' dropdown is set to 'Percent'. The 'Minimum Time (minutes)' spinner is set to 0, and the 'Maximum Time (minutes)' spinner is set to 1,000. The 'Maximum Attempts' spinner is set to 1. The 'Show Feedback' checkbox is checked. A 'Save' button is located at the bottom right of the window.

Select Assessment Items from the Cart

To add assessment items to the test from the cart, perform the following tasks.

1. 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.

The screenshot shows the 'Test Creation - Add New Test' window. The 'Test Attributes' tab is selected, displaying fields for Title (ZZXX QA), Student Navigation (Able to Skip), Score Type (Percent), Minimum Time (0), Maximum Time (1800), and Maximum Attempts (1). There are buttons for 'Push to Test Administration', 'Delete', 'Print', 'Clone This Test', 'Preview', and 'Save'. The 'Assessment Items' tab is also visible, showing a list of items with 'Add' buttons. The 'Add All' button is highlighted in the 'Assessment Items' tab.

Title	Add
MPCLAA87894	Add
MPSOCAA75700	Add
MPSOCAA77378	Add
MPSOCAA77827	Add
MPSOCAA77949	Add
ELA7332	Add



- Test Attributes are populated based on the items that are saved in the cart.
- The District User does not have the ability to change the default values established for the Test Attributes.

Select Assessment Items

To view or remove the assessment items in the **Assessment Items** tab perform the following tasks.

1. Click **Remove** to delete an item from the list.
2. Select an item to expand it and view a description of the item.
3. Click **Save**.
You also have the option to choose one of the test option buttons shown in the **Test Detail** tab.



See [Test Creation - By Random Selection – Test Detail Tab Creation Options](#) for further details on the option selections.

Preview the Test

To view or remove the assessment items in the **Assessment Items** tab:

- Click **Preview** to view the test. The student test appears.

Navigating through the Test

You can view and navigate through the test to understand the student's experience.

- Click **Previous** to navigate to the previous item in the test.
- Click **Next** to navigate to the next item in the test. Please note that the answer is captured in GOFAR.
- Click **Check response** to activate the response validation indicator in the left navigation of the window. Please note that the answer is captured in GOFAR.
- Click **Finish Test** when complete or to view the test assessment results. A confirmation message appears.

**Item Response Indicator Legend**

Blue – indicates the question has not been answered.

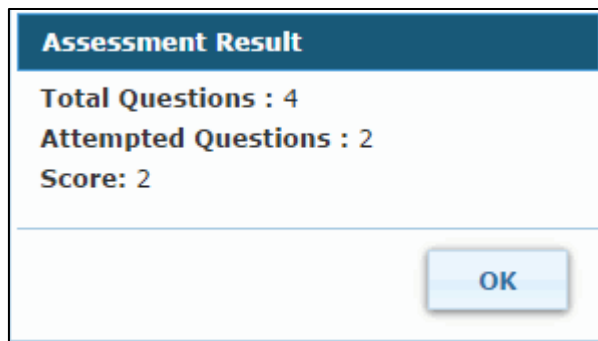
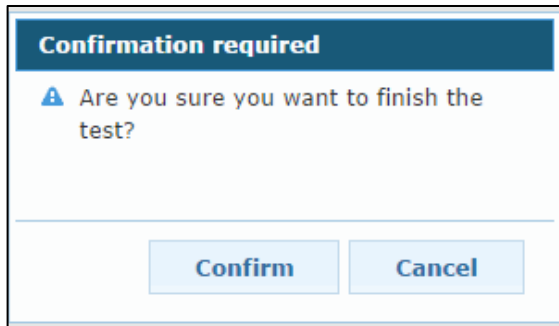
Red – indicates question is active or has not been answered.

Green – indicates question answered (correct or incorrect response).

Orange – indicates that the **Next** button was selected after answer selection.

Finish Assessment Results

1. Click **Confirm** to complete the test. The **Assessment Result** message appears.
2. Click **OK**.
3. Close the window when complete.



You have successfully completed the assessment

Test Administration

About Test Administration

The Test Administration tab provides the District user with the following options.

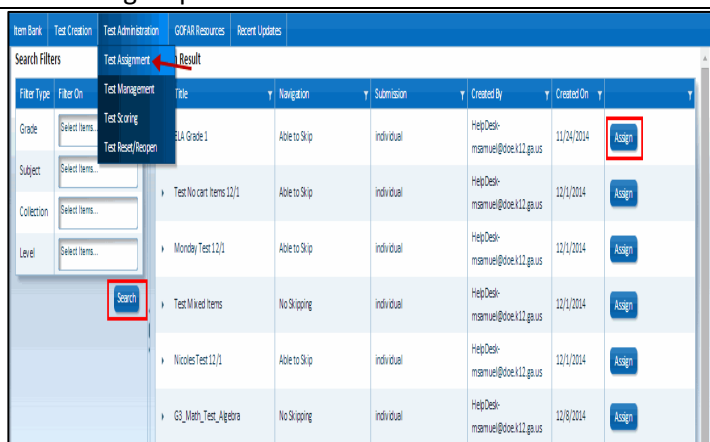
Option	Description
Test Assignment	Enables the District User to view tests that can be assigned to students, identify test information such as start and end date, test day and time, as well as view student information, such as course sections, Georgia Test Identifier (GTID), and test status. The teacher also has the ability to remove a student from an assigned test.
Test Management	Enables the District User to manage, score, report and print existing tests.
Test Scoring	The District User can grade student tests as well as support the District in grading student test.
Test Reset/Reopen	The District User can reset or reopen an unfinished test for a student. The District User may share the scoring passcode with the teacher when assistance is required in scoring student tests.

Test Assignment

Assigning a Test to a Student

To assign a test to a student perform the following steps.

1. From the **Test Administration** menu, click **Test Assignment**.
2. To select a filter for the test, select an item from the **Grade**, **Subject**, **Level** or **Collection** rows to filter on.
3. Click **Search**. The search results appear in the **Search Result** area on the right.
4. Click **Assign** next to the desired test to view the Test Information, Student Information and the school names.



The table below provides details on the Test Assignment Search Filter selections for the District user.

Filter Type	Option Description
Grade	Select the grade from the list. Multiple grades may be selected.
Subject	Select the subject from the list. Multiple subjects may be selected.
Level	Current selections are <ul style="list-style-type: none"> System Bank Teacher Bank

- Under **Test Information**, enter a name in the **Test Form Name**.
- Select a start and end date in the **Start Date** and **End Date** boxes.
- In **Test Day** select the appropriate days for the test.



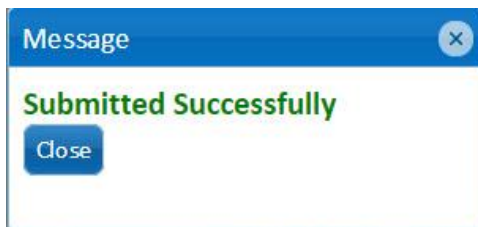
- Student testing can also be conducted on Saturday and Sunday.
- GOFAR auto-generates a 5-digit passcode for the student. The District User provides the passcode to the teacher or the student. The passcode is used for Teacher or District assigned tests.
- The Scoring Passcode is provided to the teacher by the District to assist in scoring the tests. The scoring passcode is also used to reset or reopen a test.

8. Under **Student Information**, click the + (plus) sign to expand the list and view the available students.
9. Select the desired student or select multiple students for the test.



You also have the option to select students across different schools.

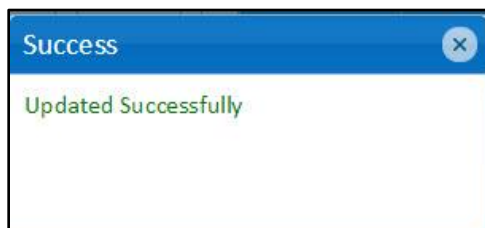
10. Click **Add**. The selected student (s) is populated in the **Selected student** area with their Georgia Test Identifier (GTID), First Name, and Last Name.
11. Click **Save** to save the test without making it available to the student. A **Submitted Successfully** confirmation message displays.



12. Click **Close** to close the confirmation message. The **Test Management** window displays.

-OR-

13. Click **Save and Publish to Students** to make the test available to the students. An **Updated Successfully** confirmation message displays.



Test Assignment

System: 651 - Effingham County School: 0297 - South Effingham Middle School

Test Information

Grade	Subject	Domain	Published to Students
Grade 8	Science	Physical Science	No

Test Identifier: Grade 8 Science

Test Form Name: (e.g. 2014_ELA_G10_Parent_Let_Letter information)

Test Form Description:

Start date: 1/30/2015

End date: 1/31/2015

Test Day: Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun ☒

Start Time: 7:00 AM

End Time: 5:00 PM

Student Passcode: 62920

Scoring Passcode: 55239

Student Information

Select student:

- ☒ Y1 - Homeroom / 06 - Section 205 (00.00000000)
 - ☐ Kaitie Baum
 - ☐ Sara Bevil
 - ☐ Jonathan Conyers
 - ☒ Ruel Corneal
 - ☒ Olivia Denning
 - ☐ Austin Dixon
 - ☐ Sheila Dixon
 - ☐ Brynnden Edwards
 - ☐ Trinity Gavin
 - ☐ Adam Gibbons
 - ☐ Katelya Goldvine
 - ☐ Dylan Houch
 - ☐ Leticia Johnson
 - ☐ Colby Kuhlert
 - ☐ Anthony Patterson
 - ☐ Christopher Robinson
 - ☐ Cameron Rollins
 - ☐ Makayla Rowe
 - ☐ Zymia Brown
 - ☐ Briton Valenzuela
 - ☐ Andrew Brown

Selected student:

GTID	First Name	Last Name	Remove
1234567890	Sara	Bevil	<input type="button" value="Remove"/>
1234567891	Ruel	Corneal	<input type="button" value="Remove"/>
1234567892	Olivia	Denning	<input type="button" value="Remove"/>

1 - 3 of 3 items

Add

Save Save and Publish to Students Reset Close

Test Management

Manage Assigned Tests

To manage the student tests, perform the following steps.

1. From the **Test Administration** tab select the **Test Management** option.
2. Click **Manage** in the row where you would like to view the student test status. The **Test Management** window appears with the test information for the selected test.



The District User has the option to access the student tests and view the test status via the Test Management option.

The screenshot shows the GOFAR interface for the Dundee School System. The 'Test Administration' tab is active, and the 'Test Management' option is selected. The 'Test Status' filter is set to 'Assigned'. The search results table displays the following data:

Test Form Name	Test Name	Test Status	Test Published	Manage	Report	Print
2014_ELA_G1_Pretest_Sept	ELA Test for Middle School kids	Test Assigned	Yes	Manage	Report	Print
2014_Lang Arts Test_Sept Pretest	ELA Test for Middle School kids	Test Assigned	Yes	Manage	Report	Print
2014_Test for Semester 1_G1	Semester 1 - Test 1	Test Assigned	Yes	Manage	Report	Print
2014_	Semester 1 - Test 1	Test Assigned	Yes	Manage	Report	Print
2014_MS_ELA Test	Extended Test - Sept_MS	Test Assigned	Yes	Manage	Report	Print
2014_0916_Language Arts	Friday ELA Test	Test Assigned	Yes	Manage	Report	Print
2014_MS Test for Grade	Test demo	Test Assigned	Yes	Manage	Report	Print

The table below provides details on the Test Management Search Filter options for the District user.

Filter Type	Option Description
Grade	Select the grade from the list. Multiple grades may be selected.
Subject	Select the subject from the list. Multiple subjects may be selected.
Test Status	See the table below for the Test Status descriptions.

Test Status	Description
Pending Registration	Test has not been assigned to a student / group.
Assigned	Test assigned by a teacher to a group of students.
Registered	Student logs in to take the test.
Pending review	Student submits test with Constructed Response items for review by a Teacher or District User.
Completed	Student completes an Constructed Response item. District User completes grading n Constructed Response item.

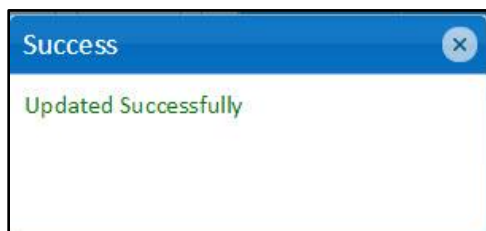
- The Student Information section of the **Test Management** window provides a test status for the student (s).
 - For assigned tests that have not yet been taken you can choose to delete (**Remove**) the test from the student assignment list.
1. Click **Save** to save any changes made. A confirmation message displays.



2. Click **Close** to close the confirmation message.

-OR-

3. Click **Save and Publish to Students** to make the test available to the students. An **Updated Successfully** confirmation message displays.



4. You also have the option to **Close** the window or **Print** the information.

The screenshot shows the "Test Management" window for "System: 651 - Effingham County" and "School: 0203 - Ebenezer Middle School". The "Test Information" section shows details for a test named "2014_AssessProgen_ELA_LAH_2625". The "Student Information" section shows a list of students with their status. A red box highlights the "Selected students" table, which includes columns for GTID, First Name, Last Name, Status, Review Test, and buttons for Review, Remove, and Assign. The bottom of the window has buttons for Save, Save and Publish to Students, Reset, Close, and Print.

Grade	Subject	Course	Test Type	Test Status	Published to Students
Grade 2	Language Arts	Literary Comprehension, Conventions		Test Assigned	Yes

GTID	First Name	Last Name	Status	Review Test	Review	Remove	Assign
0123456789	Jace	Harbison	Completed	Review	Remove	Assign	Assign
0022344556	Bryson	Barerra	Completed	Review	Remove	Assign	Assign
2233445566	Isabel	Kieffer	Assigned	Review	Remove	Assign	Assign
1234567891	Abby	Mikubsky	Assigned	Review	Remove	Assign	Assign
3456789012	Rebecca	Hoberstam	Assigned	Review	Remove	Assign	Assign
3333444422	Daniel	Miles	Assigned	Review	Remove	Assign	Assign



If the test has been made available to the student you may change the availability of the test by clicking **Save and UnPublish for Students**.

The screenshot shows the "Student Information" window. The "Selected students" table is highlighted with a red box. The bottom of the window has buttons for Save, Save and UnPublish to Students, Reset, Close, and Print. An arrow points to the "Save and UnPublish to Students" button.

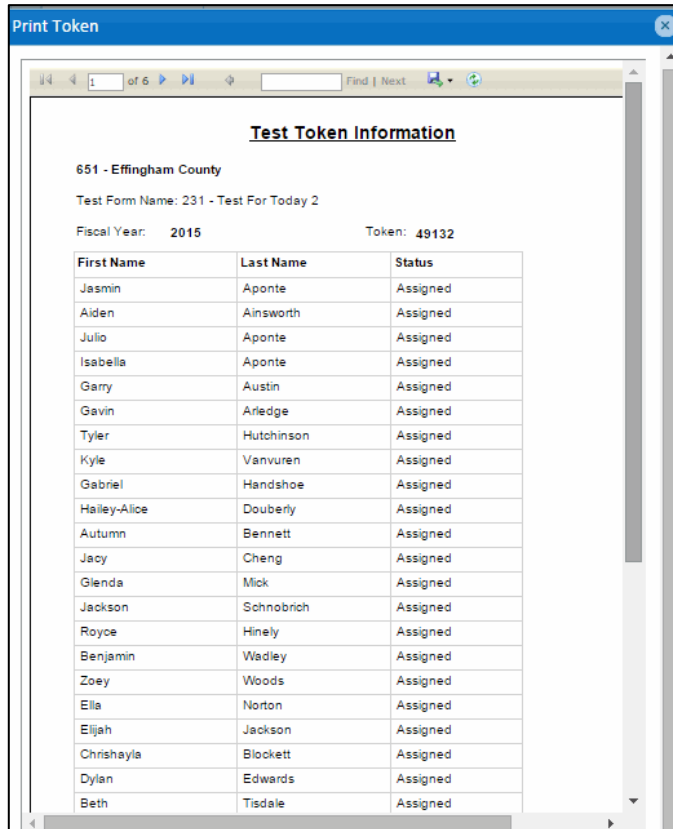
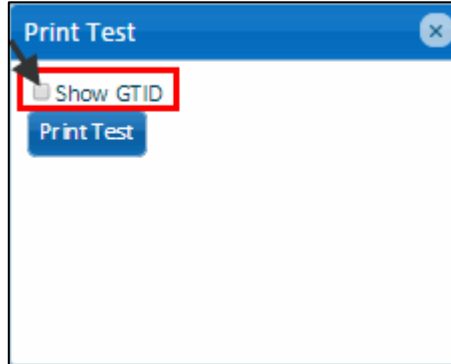
GTID	First Name	Last Name	Status	Review Test	Review	Remove	Assign
0123456789	Jace	Harbison	Completed	Review	Remove	Assign	Assign
0022344556	Bryson	Barerra	Completed	Review	Remove	Assign	Assign
2233445566	Isabel	Kieffer	Assigned	Review	Remove	Assign	Assign
1234567891	Abby	Mikubsky	Assigned	Review	Remove	Assign	Assign
3456789012	Rebecca	Hoberstam	Assigned	Review	Remove	Assign	Assign
3333444422	Daniel	Miles	Assigned	Review	Remove	Assign	Assign

Print Test

The Print Test feature provides the option to print the student test assignment and passcode information containing the GTID or without the GTID.

To print the student passcodes for the test perform the following steps.

1. From the **Test Management** window, in **Student Information** click **Print**. The **Print Test** dialog box appears.
2. To view the student GTID's with the student test passcodes, click **Show GTID**.
3. Click **Print Test**. The **Print Token** window appears.
- OR –
4. Click **Print Test** to view student test passcodes without the student GTID's.



Test Scoring

District level tests are assigned to hundreds of students. With such a large number of tests to manage, it becomes difficult for the District User to score all the tests. The **Constructed Response** tests contain questions that require additional responses from the student. The District User can score these tests in GOFAR when the student has completed the test.



Only Constructed Response items are scored by the District or Teacher. Selected Response items are scored by GOFAR.

District User View

The Districts have access to 2 passcodes:

- Student Passcode - Student passcode that is used to log in and take the test
- Scoring Passcode - The teacher shared passcode is provided to the teacher to assist the District in scoring the tests, after the student has taken the test.
 - The scoring passcode is also used to reset or reopen a test.

The screenshot displays the 'Test Assignment' window for System 651 - Effingham County and School 0297 - South Effingham Middle School. It shows test information for Grade 7 Science, Life Science, published to students. Below this, a form contains fields for Test Identifier, Test Form Name, Test Form Description, Start date, End date, Test Day, Start Time, End Time, Student Passcode (46740), and Scoring Passcode (75910). The passcodes are highlighted with red boxes and arrows pointing to their respective labels.

Grade	Subject	Domain	Published to Students
Grade 7	Science	Life Science	No

Test Identifier: Test on Jan 29
 Test Form Name: 2015_January_Science_G6
 Test Form Description: Testing Features
 Start date: 2/3/2015
 End date: 2/4/2015
 Test Day: Mon Tue Wed Thu Fri Sat Sun
 Start Time: 7:00 AM
 End Time: 5:00 PM
 Student Passcode: 46740
 Scoring Passcode: 75910

Teacher Scoring Student Test for District

When a teacher provides support to the District in scoring the student test, they are provided a scoring passcode.

1. From the **Test Administration** menu, select **Test Scoring**.
2. Enter the scoring passcode in the **Search test (s)** box
3. Click **Search** to retrieve the student test. The **Search Result** window displays.

The screenshot shows the 'Test Scoring' section of the GOFAR application. A search box labeled 'Search test(s)' contains the value '12345'. A 'Search' button is to its right. Below the search box, the 'Search Result' section shows a table with columns: Ref Test Name, Test Name, System ID, SchoolCode, GTID, Status, and Review Test. The table is currently empty, and a message at the bottom right states 'No items to display'.

4. Click **Review** next to the test you want to score.



The status will change to **Complete** after the teacher reviews the test.

The screenshot shows the 'Test Scoring' section of the GOFAR application. A search box labeled 'Search test(s)' contains the value '58099'. A 'Search' button is to its right. Below the search box, the 'Search Result' section shows a table with columns: Ref Test Name, Test Name, System ID, SchoolCode, GTID, Status, and Review Test. The table contains five rows of data, all with a status of 'Pending Review'. The 'Review' button next to each item is highlighted with a red box.

Ref Test Name	Test Name	System ID	SchoolCode	GTID	Status	Review Test
2014_System Test for Grade 1	QA Test for Admin	111		1234567890	Pending Review	Review
2014_System Test for Grade 1	QA Test for Admin	111		1234567891	Pending Review	Review
2014_System Test for Grade 1	QA Test for Admin	111		1234567892	Pending Review	Review
2014_System Test for Grade 1	QA Test for Admin	111		1234567893	Pending Review	Review
2014_System Test for Grade 1	QA Test for Admin	111		1234567894	Pending Review	Review

5. Select a constructed response question to view the student responses. The question content appears in the window.

The screenshot shows the 'Review' window for 'Test 100814'. The 'Review' tab is active. Below the test name, there is a list of questions. The first question is 'MO312109' and the second is 'MO312110'. An arrow points to 'MO312109' with the text 'Select a Constructed Response Item.'

6. Scroll down to view the rubric.
7. Select the appropriate response in the rubric based on the student response to the question.
8. Click **Submit**.



Rubrics and Exemplar files can be viewed during the test scoring process.

The screenshot shows the 'Review' window for 'Extended Test - Sept_MS'. The 'Review' tab is active. Below the test name, there is a list of questions. The first question is 'Christopher Robinson' and the second is 'ELA120090036'. The third question is 'ELA120910005'. The question content is displayed, followed by a rubric table. The rubric table has columns for 'Score Designation' and 'Description'. The rubric table is highlighted with a red box. An arrow points from the text 'Rubrics and Exemplar files can be viewed during the test scoring process.' to the rubric table. The 'SUBMIT' button is also highlighted with a red box.

Score Designation	Description
4 Thoroughly Demonstrated	The student demonstrates a thorough understanding of the standards assessed.
3 Clearly Demonstrated	The student demonstrates a clear understanding of the standards assessed.
2 Basically Demonstrated	The student demonstrates a basic understanding of the standards assessed.
1 Minimally Demonstrated	The student demonstrates a minimal understanding of the standards assessed.
0 Incorrect or Irrelevant	The response is incorrect or irrelevant.

Alternate Scoring Option for Constructed Response Tests

The following provides another option to score a **Constructed Response** tests.

1. From the **Test Administration** tab, click **Test Management**.
2. In **Search Filters**, select the desired filters and click **Search**.
3. In the **Search Result** area locate the test you want to score.
4. Click **Manage** to view the test information. The Test Management window with the Test Information appears.

The screenshot shows the GOFAR Test Management interface. On the left, the 'Search Filters' panel has 'Filter Type' set to 'Filter On' and 'Filter On' set to 'Grade'. The 'Search' button is visible. On the right, the 'Search Result' table lists various tests. The first two rows are highlighted with red boxes: '2014_ELA_Test for Week 4' and '2014_ELA_Test for Week 4' (grade 1 Reading). The 'Manage' button for the second row is also highlighted with a red box.

Test Form Name	Test Name	Test Status	Test Published	Ready For Reporting	Manage	Report	Print
2014_ELA_Test for Week 4	651 - Test 2	Test Assigned	Yes	No	Manage	Report	Print
2014_ELA_Test for Week 4	ELA test grade 1 Reading	Test Assigned	Yes	No	Manage	Report	Print
2014_Math_MS	MS Math	Test Assigned	Yes	No	Manage	Report	Print
2014_Math_G1_Sem1	MS Math	Test Assigned	Yes	No	Manage	Report	Print
2014_MS Test_ELA	Test 1 ELA	Test Assigned	Yes	No	Manage	Report	Print
2014_ELA_demo test	Demo Test 1	Test Assigned	Yes	No	Manage	Report	Print
2014_ML_G10_0909	Mark Test	Test Assigned	Yes	No	Manage	Report	Print
2014_LNH_ML10	Mark Test 2 All multiple	Test Assigned	No	No	Manage	Report	Print

5. Under **Selected student** click the **Review** button. The **Review** window appears. The status must equal **Completed**. See the table below for **Status** column definitions.

The screenshot shows the 'Student Information' window. On the left, a list of students is shown with checkboxes. On the right, a table displays student information. The 'Status' column is highlighted with a red box. The 'Review' button for the student with ID 3333444422 is also highlighted with a red box.

GTID	First Name	Last Name	Status	Review Test	Remove	Reset	Reopen
0123456789	Trolata	Dillard	Assigned	Review	Remove	Reset	Reopen
0022334455	Zekell	Walls	Assigned	Review	Remove	Reset	Reopen
3456789012	Camryn	Flowers	Assigned	Review	Remove	Reset	Reopen
3333444422	Alyssa	Almeigotti	Pending Review	Review	Remove	Reset	Reopen
2233445566	Brenden	Young	Assigned	Review	Remove	Reset	Reopen

	Status	Description	
	Pending Registration	Test has not been assigned to a student / group.	
	Assigned	Test assigned by a teacher to a group of students.	
	Registered	Student logs in to take the test.	
	Pending review	Student submits test with Constructed Response items for review by a teacher.	
	Completed	Student completes a Constructed Response item. District User completes grading a Constructed Response item.	

Test Reset /Reopen

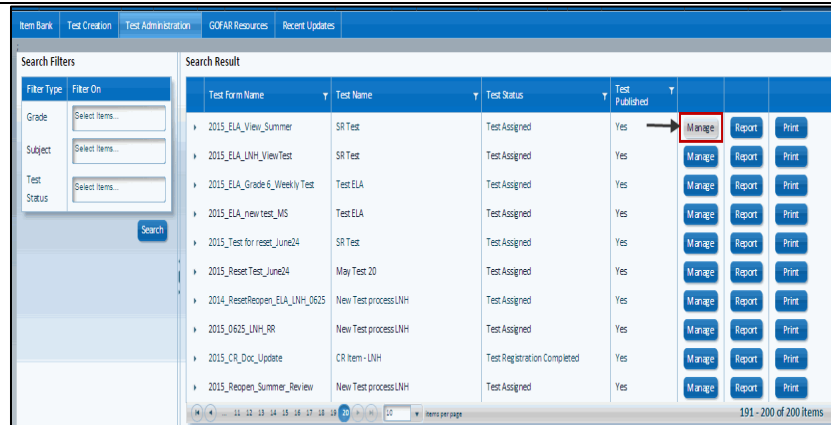
There are circumstances that arise when a student is taking an assessment test and the test is interrupted prior to completion. The District administrator can reset or reopen a District assigned test for the student to allow them to complete the test. The student must notify the teacher that their test was interrupted in order to get the test reset or reopened.

- The Reset option will allow the student to restart the test from the beginning.
- The Reopen option will let the student continue the test at the point where they stopped the test.

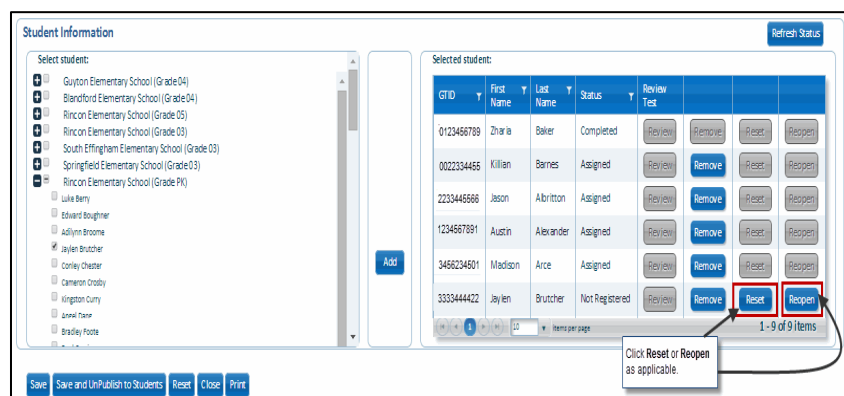
Reset or Reopen a Student Test via Test Management

The District User can restart or reopen a test for a student as required. To reset or reopen a student test perform the following steps.

1. From the **Test Administration** tab, click **Test Management**.
2. Select the test from the list that you need to reopen or reset.
3. Click **Manage**. The **Test Management** window appears.
4. In **Student Information** under **Selected Student** locate the student and click **Reset** or **Reopen** as applicable. A confirmation message appears.



Item Bank	Test Creation	Test Administration	GOFAR Resources	Recent Updates
Search Filters				
Search Result				
Test Form Name	Test Name	Test Status	Test Published	
2015_ELA_View_Summer	SR Test	Test Assigned	Yes	Manage Report Print
2015_ELA_LNH_ViewTest	SR Test	Test Assigned	Yes	Manage Report Print
2015_ELA_Grade_6_Weekly Test	Test ELA	Test Assigned	Yes	Manage Report Print
2015_ELA_new test_MS	Test ELA	Test Assigned	Yes	Manage Report Print
2015_Test for reset_June24	SR Test	Test Assigned	Yes	Manage Report Print
2015_ResetTest_June24	May Test 20	Test Assigned	Yes	Manage Report Print
2014_ResetReopen_ELA_LNH_0625	New Test process LNH	Test Assigned	Yes	Manage Report Print
2015_0625_LNH_RR	New Test process LNH	Test Assigned	Yes	Manage Report Print
2015_CR_Doc_Update	CR Item - LNH	Test Registration Completed	Yes	Manage Report Print
2015_Reopen_Summer_Review	New Test process LNH	Test Assigned	Yes	Manage Report Print

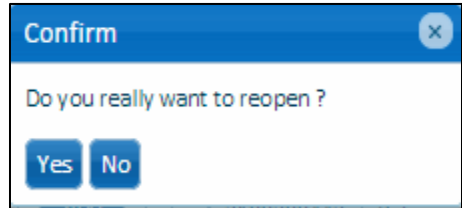
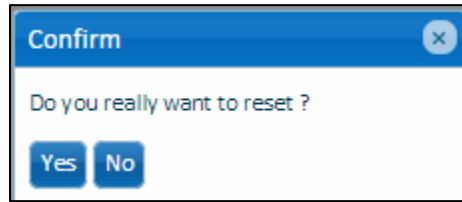


Select student:		Selected student:	
GTID	First Name	Last Name	Status
0123456789	Zharla	Baker	Completed
002234455	Killian	Barnes	Assigned
2233445566	Jason	Albritton	Assigned
1234567891	Austin	Alexander	Assigned
3456789012	Madison	Alice	Assigned
3333444422	Jaylen	Brucher	Not Registered

5. Click **Yes** to reset or reopen the student test.
6. Notify the student that the test is available for them to continue.



The student can log back in to GOFAR and continue with the test.



Reset or Reopen a Student Test via the Test Administration Tab

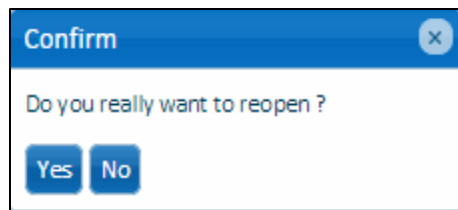
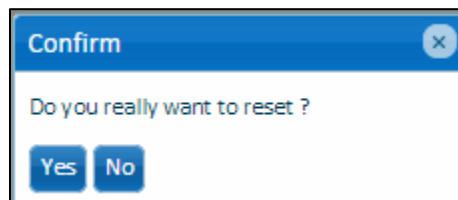
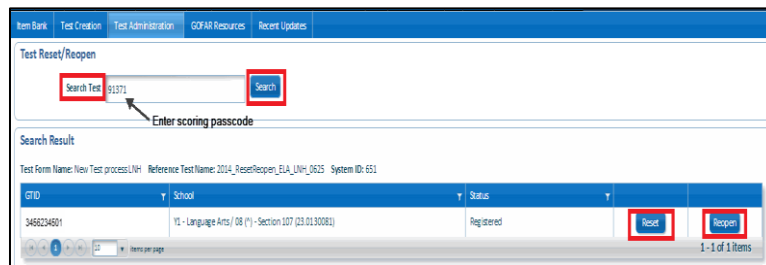
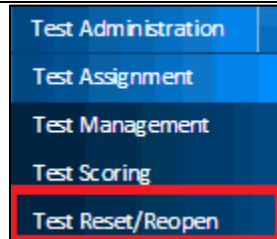
The District administrator can reset or reopen a student's test by using the scoring passcode for the assigned test by using the **Test Reset / Reopen** option in the Test Administration tab.

To reset or reopen a student test using the Test Reset / Test Reopen option perform the following steps.

1. From the **Test Administration** tab, click **Test Reset / Reopen**. The Test Reset / Test Reopen dialog box appears.
2. In **Search Test** enter the scoring passcode for the student test you wish to reset or reopen.
3. Click **Search**. The test is shown in the **Search Result** section.
4. Click **Reset** or **Reopen** as applicable for the test. A confirmation message appears.
5. Click **Yes** to reset or reopen the student test as applicable.
6. Notify the student that the test is available for them to resume.



The student can log back in to GOFAR and continue with the test.



The District administrator may request that a teacher reset or reopen a test(s) created by the District administrator.

Useful Resources

The useful resources tab has additional information for GOFAR users. Go to the [Gofar Resources](#) page to access Gofar User's Guide, Quick Start Guides and Contact Information.

Item Bank	Test Creation	Test Administration	Useful Resources	Recent Updates								
Search Filters		Search										
<div>Add Test with selected filters</div>												
Filter Type	Filter On											
Grade	Select Items...											
Subject	Select Items...											
		<div>Useful Resources</div> <div>GOFAR Resources</div> <div>Internal Documents</div>										
		<table><thead><tr><th></th><th>Passage Id</th></tr></thead><tbody><tr><td>▶ ELA120006021</td><td>12000603</td></tr><tr><td>▶ ELA120006020</td><td>12000603</td></tr><tr><td>▶ ELA120006028</td><td>12000609</td></tr></tbody></table>				Passage Id	▶ ELA120006021	12000603	▶ ELA120006020	12000603	▶ ELA120006028	12000609
	Passage Id											
▶ ELA120006021	12000603											
▶ ELA120006020	12000603											
▶ ELA120006028	12000609											

Internal Documents

To access commentary for Foundations of Math, click on 'Internal Resources' available in the 'Useful Resources' dropdown. You will view the Math Foundations Documents in this page.

Item Bank	Test Creation	Test Administration	Useful Resources	Recent Updates
Math Foundation Documents				
Document Name				
Module 1 Assessment Guide Number Sense and Quantity				View
Module 1 Foundations of Algebra Number Sense and Quantity Commentary				View
Module 2 Assessment Guide Arithmetic to Algebra				View
Module 2 Foundations of Algebra Arithmetic to Algebra Commentary				View
Module 3 Assessment Guide Proportional Reasoning				View
Module 3 Foundations of Algebra Proportional Reasoning Commentary				View
Module 4 Assessment Guide Equations and Inequalities				View
Module 4 Foundations of Algebra Equations and Inequalities Commentary				View
Module 5 Assessment Guide Quantitative Reasoning with Functions				View
Module 5 Foundations of Algebra Quantitative Reasoning with Functions Commentary				View
Pre and Post Assessment Guide				View
PrePost Foundations of Algebra Assessment Commentary				View

Assessment Response Reports – District and School User

The GOFAR Assessment Response reports provide reporting for the District and School user to view all assessment reports for tests that are assigned by the Teachers as well as tests that are assigned by the District and School users. The user has the ability to customize and view the reports by

- Date
- School
- Test
- All Levels

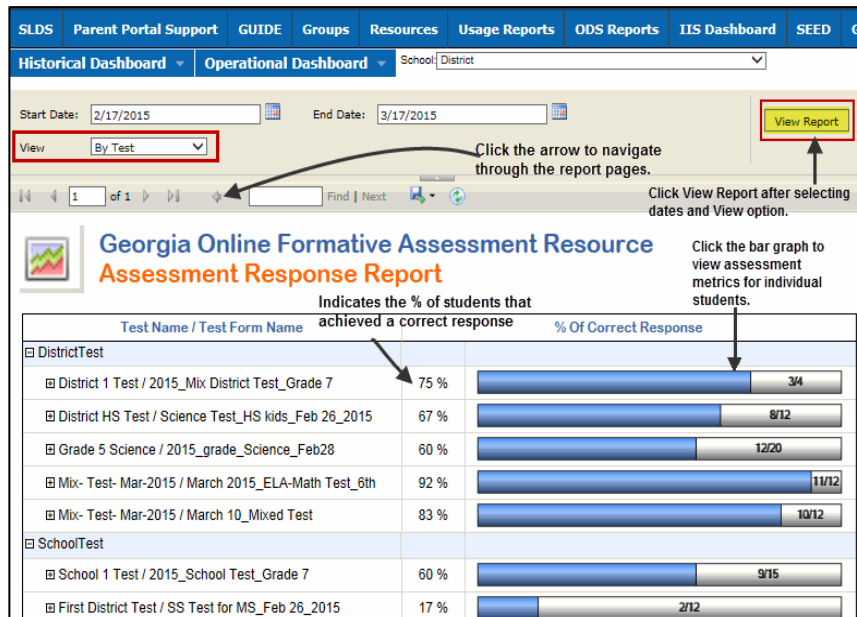
Accessing the Assessment Response Reports via the SLDS

<ol style="list-style-type: none"> 1. Log on to your Student Information System (SIS). 2. Select the Statewide Longitudinal Data System (SLDS) link. The SLDS main window opens. 	
<ol style="list-style-type: none"> 3. From the Operational Dashboard tab select GOFAR Assessment. The default report displays. 4. In Start Date and End Date enter the desired dates for the reports. 5. In View click the arrow to select the option for viewing a report. 	

6. In the report view in the **Test Name / Test Form Name** column click the plus (+) sign to expand and view the school assessment response data in the report list.
7. Under **% Of Corrected Response** click a bar graph to view assessment metrics for individual students.



The **By Test** view is the default view when you access the GOFAR Assessment reports.



Understanding the Information in the Assessment Response Reports – By School View

Assessment Response reports are available for the schools within a Districts.

Report View	Description
By School	Provides response metrics for assessment tests by school. Includes the test name and test form name.

Start Date: 2/25/2015 12:00:00 AM End Date: 3/25/2015 12:00:00 AM

View By School Click the down arrow to select By School as a view option. View Report

1 of 1 Find | Next

Click View Report after selecting the dates and View options.

Georgia Online Formative Assessment Resource Assessment Response Report

Indicates the % of students that achieved a correct response.

Test Name / Test Form Name	% Of Correct Response
<div> <div>+</div> <div>Blandford Elementary School</div> </div> <div>Click the plus (+) sign to view the test name and then click again to view the test form name.</div>	District Assigned: 0, School Assigned: 0, Teacher Assigned: 1
<div> <div>+</div> <div>Ebenezer Elementary School</div> </div>	District Assigned: 1, School Assigned: 0, Teacher Assigned: 1
<div> <div>+</div> <div>DistrictTest</div> </div>	
Grade 5 Science / 2015_grade_Science_Feb28	75 % <div><div></div></div> 6/8
<div> <div>+</div> <div>TeacherTest</div> </div>	
G1_Math_PR / Math_G1_Prestest	78 % <div><div></div></div> 39/50
<div> <div>+</div> <div>Ebenezer Middle School</div> </div> <div>Click the bar graph to view assessment metrics by student.</div>	District Assigned: 1, School Assigned: 2, Teacher Assigned: 1
<div> <div>+</div> <div>Effingham County High School</div> </div>	District Assigned: 2, School Assigned: 1, Teacher Assigned: 6
<div> <div>+</div> <div>Effingham County Middle School</div> </div>	District Assigned: 0, School Assigned: 1, Teacher Assigned: 0
<div> <div>+</div> <div>South Effingham Elementary School</div> </div>	District Assigned: 1, School Assigned: 0, Teacher Assigned: 0
<div> <div>+</div> <div>South Effingham Middle School</div> </div>	District Assigned: 1, School Assigned: 0, Teacher Assigned: 0
<div> <div>+</div> <div>Springfield Elementary School</div> </div>	District Assigned: 1, School Assigned: 0, Teacher Assigned: 0

Understanding the Information in the Assessment Response Reports – All Levels View

Assessment Response reports are available for the schools within a Districts.

Report View	Description
All Levels	Provides assesment response metrics for student tests for districts ad schools. Includes the test name, test form name, subject, domain name and item number.

Start Date: 2/25/2015 12:00:00 AM End Date: 3/25/2015 12:00:00 AM View Report

View All Levels Click the down arrow to select All Levels as a view option.

Click View Report after selecting the dates and View options.

Georgia Online Formative Assessment Resource
Assessment Response Report

Test Name / Test Form Name	Effingham County Middle School
SchoolTest	56 % 5/9
First School Test / March Test_2015_Monday	56 % 5/9
Social Studies	56 % 5/9
Geographic Understandings	33 % 1/3
SS8G1	33 % 1/3
Historical Understandings	67 % 4/6

- Click the minus (-) sign to collapse the test name and test form information.
- Click the plus (+) sign to expand the test information.

Indicates the % of students that achieved a correct response.

Click the number (hyperlink) to view assessment metrics by student.

Assessment Proficiency Reports – District Level Teacher Assigned

GOFAR provides assessment reports that provide key metrics data for the District User or Teacher on the skill level of the students. The reports are accessed from SLDS via drilling down to the **Teacher Dashboard**. The student proficiency reports provide assessment data based on the following categories:

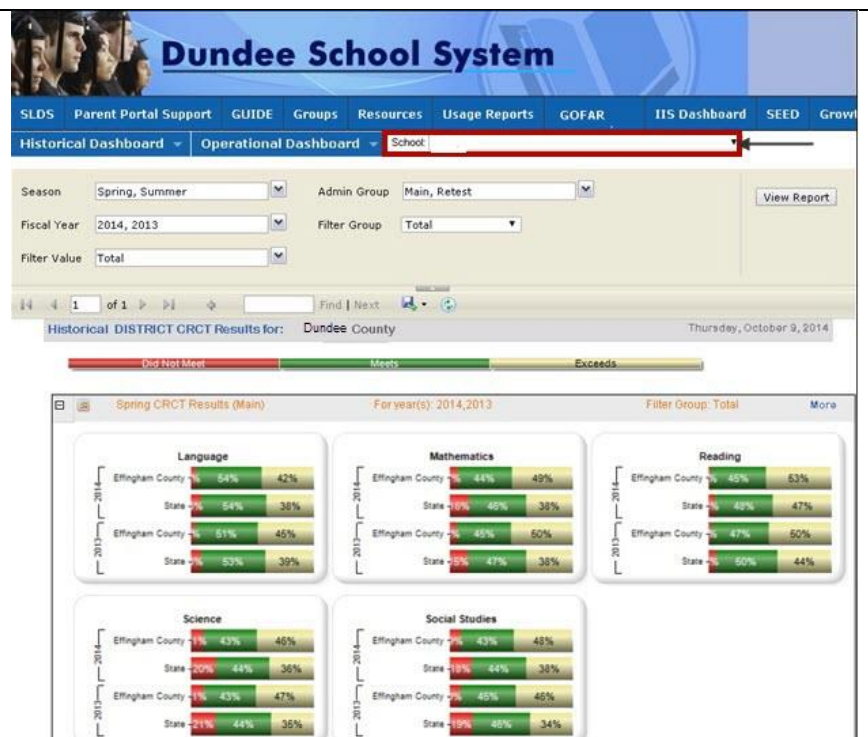
- Test Name
- Test Domain
- Standard
- Item

Accessing the Assessment Proficiency Reports in SLDS

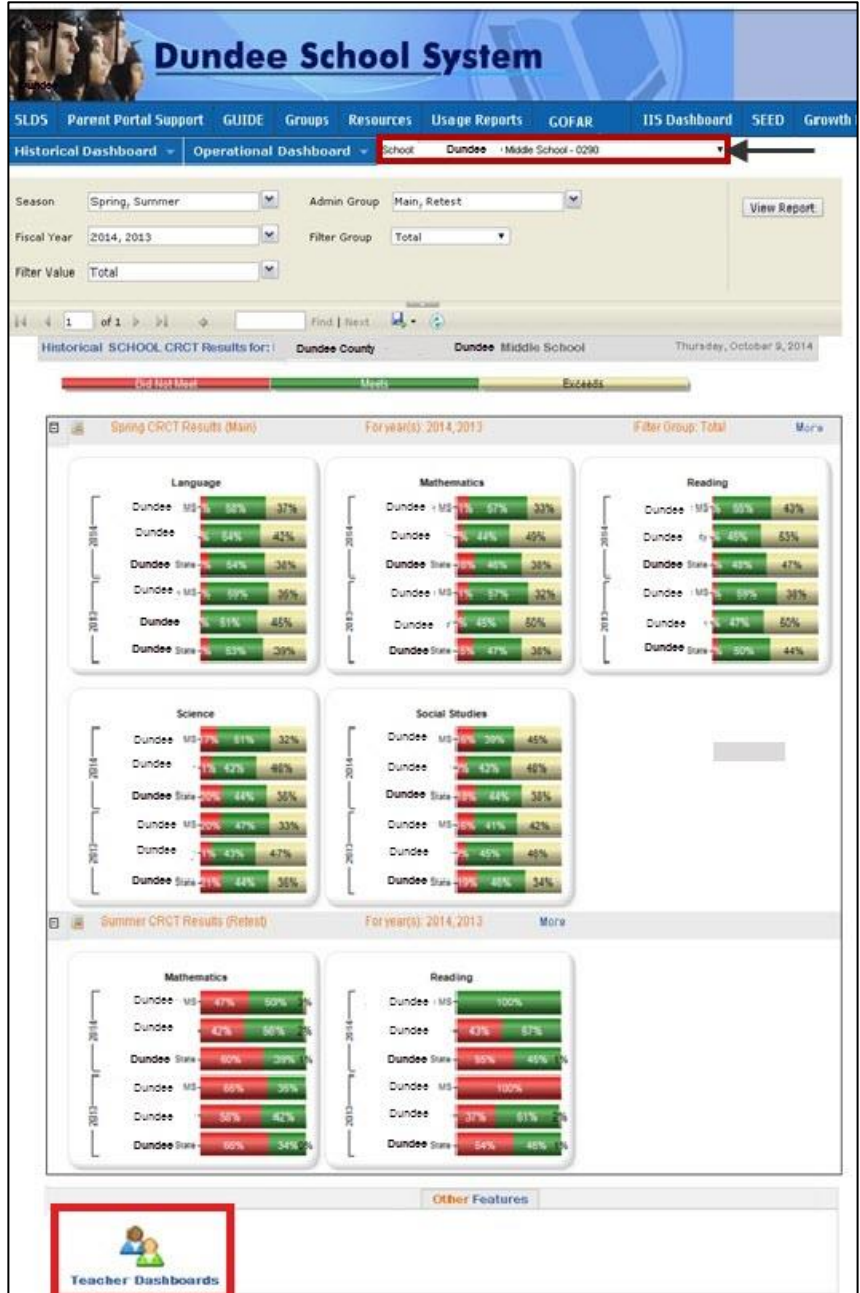
The District can access the GOFAR reports via the SLDS.

To view the Assessment Proficiency Report, access the **SLDS District Dashboard**.

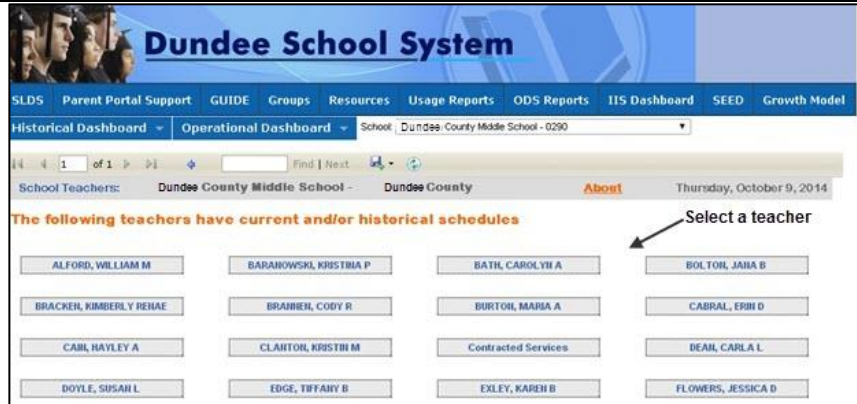
1. Log on to your Student Information System (SIS).
2. Select the Statewide Longitudinal Data System (**SLDS**) link. The SLDS main window opens.
3. In School select a school name from the list.



4. Scroll down to the bottom of the window and click the **Teacher Dashboards** icon. A list of teachers in that school is shown.



5. Select a teacher from the list. The SLDS Teacher Dashboard page for the selected teacher displays.



6. Scroll down and select the **Georgia Online Formative Assessment Resource** link (bottom right). The main window for the Assessment Proficiency Report appears with the **Test** category as the default view.



Please note, the Assessment Proficiency Reports will be available 10 minutes after a student completes a test or after a Teacher grades a Test.



Understanding the Information in the Assessment Proficiency Reports

The Assessment Proficiency Reports provide multiple levels of reporting to help the teacher evaluate the test results. The tables below provide details on the reporting categories.


Report Category	Description
Assessment	Provides overall assessment metrics for the test name, domain, standard and the item levels.

Click the arrow to navigate through the report levels.

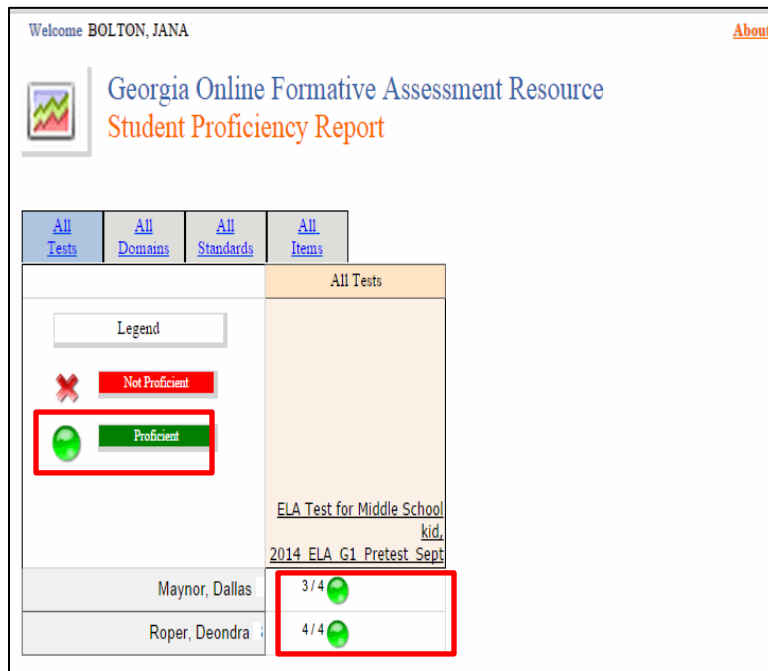
Click the link for the test name to view Domain information.

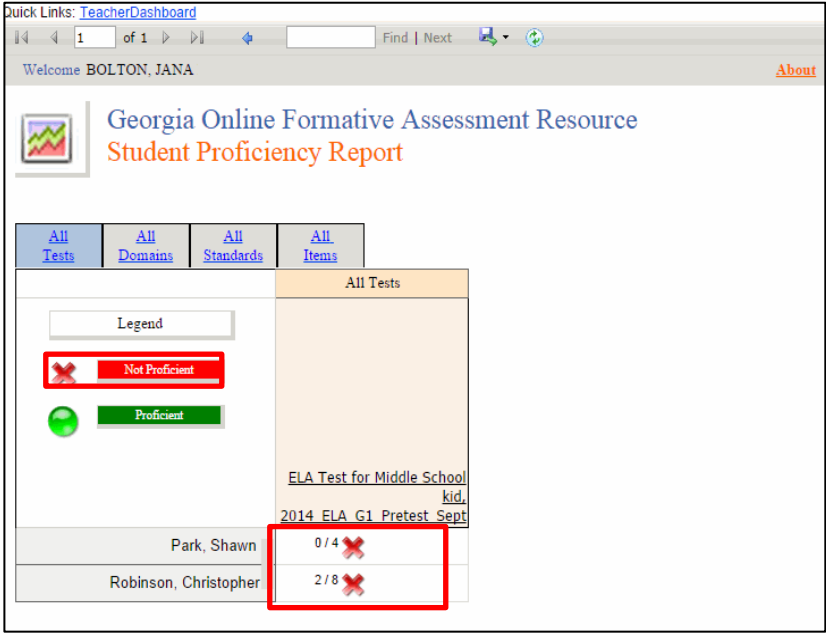








Click a bar graph to view a student metrics report for the assessment category.

Test	Number Proficient	Percent Proficient
ELA Test for Middle School kid, 2014 ELA_G1_Prestest_Sept	2	50.0 % (2)
ELA Test for Middle School kid, 2014 Lang Arts Test_Sept Prestest	2	50.0 % (2)
Extended Test - Sept_MS, 2014_MS ELA Test	1	100.0 % (1)
Semester 1 - Test 1, 2014	0	100.0 % (1)

Report Category	Description
Student	Provides assessment metrics for individual students parallel to the assessment category (e.g. test name, domain, standard and item).
	The bar graphs shown in the Test view are represented in detail by student in the Student Proficiency reports below.

The **Student Proficiency Report** shown below provides % **Proficient** assessment metrics by student.



Report Category	Description				
<p>The Student Proficiency Report shown below provides % Not Proficient assessment metrics by student.</p>					
 <p>Quick Links: TeacherDashboard</p> <p>Welcome BOLTON, JANA About</p> <p>Georgia Online Formative Assessment Resource Student Proficiency Report</p> <p>All Tests All Domains All Standards All Items</p> <p>All Tests</p> <p>Legend</p> <p> Not Proficient</p> <p> Proficient</p> <p>ELA Test for Middle School kid. 2014 ELA G1 Pretest Sept</p> <table> <tr> <td>Park, Shawn</td><td>0 / 4 </td></tr> <tr> <td>Robinson, Christopher</td><td>2 / 8 </td></tr> </table>		Park, Shawn	0 / 4 	Robinson, Christopher	2 / 8 
Park, Shawn	0 / 4 				
Robinson, Christopher	2 / 8 				

Assessment Proficiency Report by Domain

The Assessment Proficiency Report provides metrics by Domain.

To view Domain related metrics from the default view in SLDS (click the back arrow in the breadcrumb navigation) perform the following steps.

1. Click a test name in the list to view the assessment metrics by Domain.
2. You can view the % **Correct** and the % **of Correct Response** for the selected Domain.
3. Click the bar graph to view assessment metrics by student.

Quick Links: [TeacherDashboard](#)

1 of 1 Find | Next

Georgia Online Formative Assessment Resource
Assessment Proficiency Report

Assessment: ELA Test for Middle School kid, 2014_ELA_G1_Prestest_Sept

Domain	% Correct	% Of Correct Response
Language Standards	50 %	8/16

Proficiency by Standard

Annotations:

- % Correct and % Of Correct Response
- View assessment metrics by student.

Student Proficiency Report by Domain

The Student Proficiency Report provides metrics per student within an Assessment category.

Click the bar graph in the Assessment Proficiency report view, to view the proficiency metrics per student.

Quick Links: [TeacherDashboard](#)

Welcome BOLTON, JANA [About](#)

Georgia Online Formative Assessment Resource Student Proficiency Report

Assessment: ELA Test for Middle School kid, 2014_ELA_G1_Prestest_Sept

All Tests	All Domains	All Standards	All Items
		All Domains	
Students		Language Standards	Assessment category
	Maynor, Dallas	3 / 4	
	Park, Shawn	0 / 4	
	Robinson, Christopher	1 / 4	
	Roper, Deondra	4 / 4	

OAS Student ProficiencyDS

Metrics Reporting

GOFAR Reports provide the following metrics for the student tests:

Proficiency Metric	Description
% Correct	Represents the % of students with the correct response in a test group.
% Of Correct Response	A graphical representation of the % of students with the correct response in a test group.
Proficient	Meets the required level of learning.
Not Proficient	Does not meet the required level of learning.

Report Navigation


Assessment Proficiency Reports

The Assessment Proficiency reports provide a category view and a graphical view. Each view provides an in-depth analysis for the featured category. The table below provides details on report navigation for the different views.


Category View	Graphical View
Shown on the left side of the Assessment Proficiency Report	Bar graph indicating percent correct and percent incorrect per category.
Click the category link to drill down to the next category and view assessment proficiency report results.	Click the bar graph to drill down to the next category and view student proficiency report metrics.

Quick Links: [TeacherDashboard](#)

1 of 1 Find | Next

 Georgia Online Formative Assessment Resource
Assessment Proficiency Report

Assessment: ELA Test for Middle School kid, 2014_ELA_G1_Pretest_Sept

Domain	% Correct	% Of Correct Response
Language Standards	50 %	 8/16

Proficiency by Standard

Domain category link

Click bar graph to view student assessment metrics.

Student Proficiency Reports

The Student Proficiency reports provide a category view and a graphical view. Each view provides an in-depth analysis for the featured category. The table below provides details on report navigation for the different views.

Category View	Graphical View
<ul style="list-style-type: none"> The category links are shown in the columns at the top of the window. The Legend provides details on the graphic depictions for the students (as applicable). 	Provides a graphical view of the student test assessment results (i.e. Not Proficient, Proficient).
Click the category link to drill down to the next category and view assessment report results.	Click the category link to view student proficiency report metrics.

Welcome ARNSDORFF, YVONNE T - Effingham County High School - Effingham County [About](#) Wednesday, September 3, 2014

Georgia Online Formative Assessment Resource

Student Proficiency Report

Assessment: ELA test grade 1 Reading, 2014_ELA_Test for Week 4

[All Tests](#) [All Domains](#) [All Standards](#) [All Items](#) ← Category Links

ELACC1L1
ELACC1L1

Legend ← Legend

Incorrect
Correct

Fowler, Daniel L. ✖
Hutcheson, Logan C. ✖

OAS Student Proficiency

Teacher Level Role

The Teacher has access to assessment information that corresponds to the school they are associated with and any District level access granted by a District User.

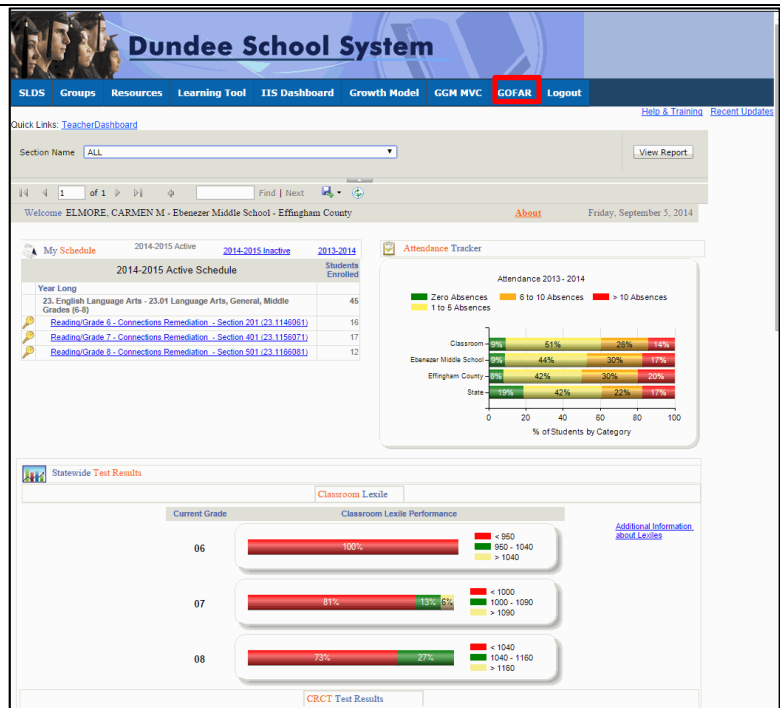
Accessing GOFAR

To access GOFAR perform the following steps.

1. Log on to your Student Information System (SIS).
2. Select the State Longitudinal Data System (SLDS) link. The SLDS main window opens.
3. Click **GOFAR** on the menu. The **GOFAR** main window appears.

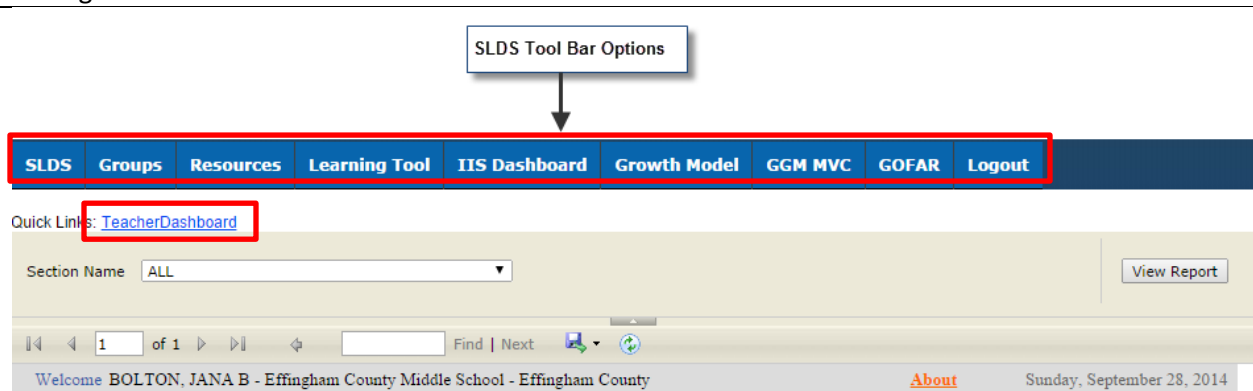


This is the default view for the Teachers dashboard. The Teacher may view a variety of reports related to the test assessments in this window.



Navigating in the Dashboard

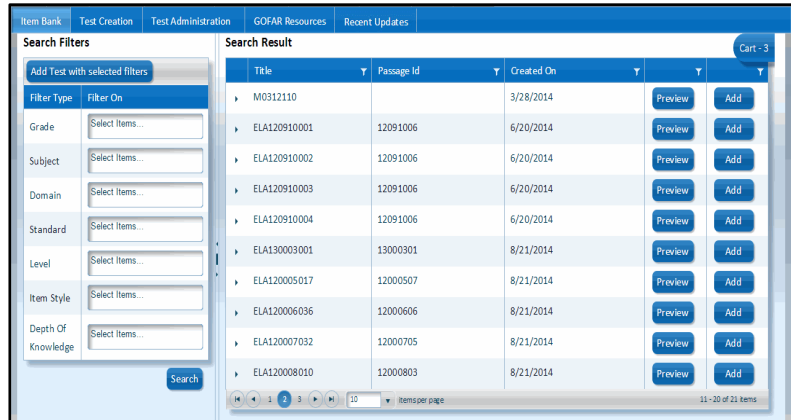
The SLDS Dashboard tool bar provides the District and Teacher easy access to strategic resources and tools. The tool bar enables greater efficiency in navigating the management of student and teacher business intelligence and assessment data.





This is the landing page for teachers using the GOFAR system.

- The Item Bank contains all the items available for a teacher (Level = Teacher Bank) to create a student test.
- The **Item Bank** tab is the default view when accessing the GOFAR system.



GOFAR Teacher Landing Page

The Teacher Landing page enables the teacher to create, modify and assign tests to students, as well as perform administration tasks. The Teacher Landing page is comprised of the following components:

Component	Description
Item Bank	Contains items that Teachers can select to add to a test.
Test Creation	Enables the Teacher to create, edit, clone, preview or delete a test.
Test Administration	Enables the Teacher to assign, manage, remove a student, report scores, print and score a test.

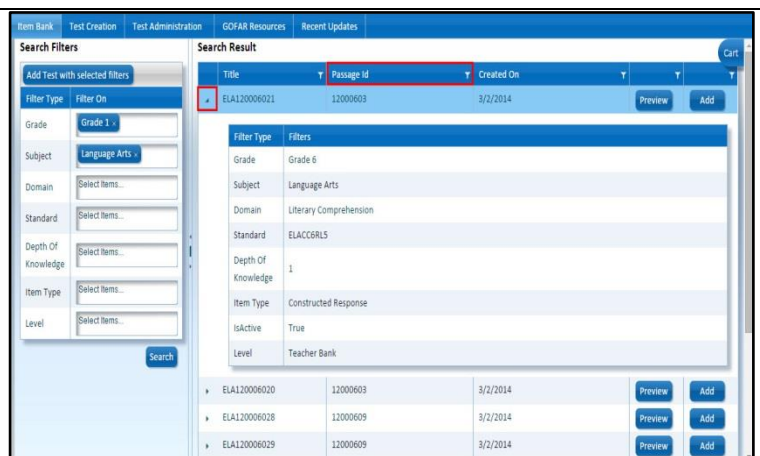
Working with Items in the Item Bank Tab

The Item Bank provides multiple options that enable you to select item types and view the details of the test items.

The following sections provide further details on item selections and view options in the Item Bank.

View Filter Metadata

1. In the **Item Bank** tab under **Search Results**, click the arrow next to the item title to expand and view the metadata for that item.
2. Click the arrow again to collapse the filter information.



Select Item Type

The Teachers Bank contains 2 item style questions that appear in the **Search Results** list.

- **Selected Response** – Questions providing options to select for the answer. A dynamic score is generated upon test completion.
- **Constructed Response** – Teachers score the test and provide feedback to the student.



To determine the item style and view the item, click **Preview**.

Search Result

Title	Passage Id	Created On		
M0312110		3/28/2014	Preview	Add
ELA120910001	12091006	6/20/2014	Preview	Add
ELA120910002	12091006	6/20/2014	Preview	Add
ELA120910003	12091006	6/20/2014	Preview	Add
ELA120910004	12091006	6/20/2014	Preview	Add
ELA130003001	13000301	8/21/2014	Preview	Add
ELA120005017	12000507	8/21/2014	Preview	Add
ELA120006036	12000606	8/21/2014	Preview	Add
ELA120007032	12000705	8/21/2014	Preview	Add
ELA120008010	12000803	8/21/2014	Preview	Add

11 - 20 of 21 items

Preview a Selected Response Test Item

To preview a Selected Response item perform the following steps.

1. Click **Preview** next to the item you want to view.
2. Click the **X** to close the **Question Preview** box.

Search Filters

Search Result

Title	Passage Id	Created On		
UTPR03084		5/30/2014	Preview	Add
UTPR03082		5/30/2014	Preview	Add
UTPR03083		5/30/2014	Preview	Add
UTPR03084		5/30/2014	Preview	Add
UTPLA3028		5/30/2014	Preview	Add

1 - 10 of 701 items

Question Preview

Which word contains an r-controlled vowel?

A) practice
B) track
C) wore

Preview an Constructed Response Item

To preview a Constructed Response item perform the following steps.

1. From the **Item Bank** under **Search Filters**, select **Constructed Response** from the **Item Style** list.
2. Click **Search**.
3. Under the **Search Result** list, click **Preview** in the desired row.

Recent Updates

Creation

Test Administration

GOFAR Resources

Recent Updates

Search Filters

Search Result

Title	Passage Id	Created On		
MPLEAAA109871		3/28/2014	Preview	Add
MPLEAAA109883		3/28/2014	Preview	Add
MPLEAAA92352		3/28/2014	Preview	Add
MPLEAAA92399		3/28/2014	Preview	Add
MPLEAAA94665		3/28/2014	Preview	Add
MPLEAAA97295		3/28/2014	Preview	Add
MPLEAAA97304		3/28/2014	Preview	Add

1 - 7 of 7 items

Constructed Response Item with Rubric

- The **Constructed Response** question is shown in the **Question Preview** box.



- Scroll down to view the rubric.
- Click the **X** to close the **Question Preview** box.

Question Preview X		
Below is a generic rubric. To view a detailed item-specific rubric for scoring this item, click 'View Sample Paper' above. You will also see annotated student responses.		
Score Designation	Description	
4	Thoroughly Demonstrated	The student demonstrates a thorough understanding of the standards assessed.
3	Clearly Demonstrated	The student demonstrates a clear understanding of the standards assessed.
2	Basically Demonstrated	The student demonstrates a basic understanding of the standards assessed.
1	Minimally Demonstrated	The student demonstrates a minimal understanding of the standards assessed.
0	Incorrect or Irrelevant	The response is incorrect or irrelevant.

View Exemplar File

An Exemplar file contains a set of responses from actual Georgia students that were scored by trained raters using the rubric posted. These papers allow the Teacher to review and compare their own students' work to the sample responses for each score point which will help standardize expectations of the standards.

To view an Exemplar file perform the following tasks.

1. From the Item Bank tab, under **Search Filters**, select the **Constructed Response** option from the **Item Style**.
2. Click **Search**.
3. Click **Preview** in any row of the Search Results list. The **Question Preview** window appears.
4. Scroll down to the bottom of the question until you see a link for the **Exemplar File**.
5. Click the **Exemplar File** link. A window opens with the Exemplar file.

The screenshot shows the GOFAR web application interface. On the left, there is a sidebar with search filters. The 'Item Style' filter is set to 'Extended Text'. A 'Search' button is visible. The main area displays a table of search results with columns for Item ID and Date. A 'Question Preview' window is open, showing a table of score designations and descriptions. At the bottom of this window, an 'Exemplar File' link is highlighted with a red box.

Score Designation	Description
4 Thoroughly Demonstrated	The student demonstrates a thorough understanding of the standards assessed.
3 Clearly Demonstrated	The student demonstrates a clear understanding of the standards assessed.
2 Basically Demonstrated	The student demonstrates a basic understanding of the standards assessed.
1 Minimally Demonstrated	The student demonstrates a minimal understanding of the standards assessed.
0 Incorrect or Irrelevant	The response is incorrect or irrelevant.

[Exemplar File](#)

Math Question Preview Item

- GOFAR will accept electronic input for math level items in the near future. However, at this time a message displays when viewing a math item stating that the student can work on the paper that has been provided to record their answer.
- The content of this message appearing in the box will be removed in the near future.

Question Preview

Draw 4 shapes that Marcus could list under the column "Quadrilaterals."

Part C

Draw a shape that can be divided into two equal areas. What is the area of each part as a unit fraction of the whole?

Part D

Draw a shape that would not belong in Marcus's table. Explain why the shape you chose does not belong.

Be sure to complete ALL parts of the task.
Write your answer and show your work on the paper provided.
Do NOT type your answer in the text box below.

Below is a generic rubric. To view a detailed item-specific rubric for scoring this item, click 'View Sample Paper' above. You will also see annotated student responses.

Score Designation	Description
4	Thoroughly Demonstrated
	The student demonstrates a thorough understanding of the standards assessed.

Create Tests

GOFAR Test Creation Options

GOFAR provides 3 options for Teachers to create tests. The following table provides details on the test creation options.

Option	Description
Add Test with Selected Filters <ul style="list-style-type: none">Using the Item BankUsing the Test Creation tab	Enables you to create a test using filter options (i.e. grade, subject, domain, etc.).
Cart	Enables you to add Items and create a test from the items in the cart.
Add New Test <ul style="list-style-type: none">Using the Test Creation tab	Enables you to create a new test.

Creating a Test using Filters

You can create a student test by selecting items from the question bank to add to the test. You may choose to use the search filter option to regulate the items that you select for the test along with the items that appear in the **Search Result** area.

To create a new test using the filters option, perform the following steps.

1. From the **Item Bank** tab, under **Search Filters** in the **Filter Type** row, select an option from the **Filter On** list.
2. In the **Level** row select **System Bank** or **Teacher Bank**.
3. In the **Item Style** row select the **Selected Response** or **Constructed Response** option if you want to filter on the question style.
4. Click **Search** after selecting the desired filter (s). The available test items appear in the **Search Result** area on the right side of the window.
5. Under Search Results, click **Add** to add an item(s) to the Cart.
6. Click **Add Test with selected filters**. The **Creation – By Random Selection** window appears.

The screenshot shows the GOFAR Item Bank interface. On the left, the **Search Filters** panel is open, showing options for **Filter Type** (Filter On), **Grade** (Grade 1), **Subject** (Math), **Domain** (Select Items...), **Standard** (Select Items...), **Level** (Select Items...), **Item Style** (Constructed Response, Selected Response), and **Depth Of Knowledge** (Constructed Response, Selected Response). A red box highlights the **Item Style** section, and a red circle highlights the **Constructed Response** option. A red box also highlights the **Add Test with selected filters** button at the top of the panel. On the right, the **Search Result** table displays two items: M0312109 and M0312110, both created on 3/28/2014. Each item has **Preview** and **Add** buttons. The table is titled **Search Result** and has a **Cart - 2** indicator in the top right corner. The bottom of the table shows **1-2 of 2 items** and **Items per page**.



If items are not added to the Cart prior to creating the test you can add them to the test from the **Item Bank** or from the **Test Creation** tab.

Test Creation-By Random Selection: Test Detail Tab

See the steps below for details on the available options in the Test Detail tab.

1. In the **Test Detail** tab, under **Title** enter a name for the test.
2. Select the desired option from the **Student Navigation** box.
3. Under **Number of Questions** use the up arrow to select the desired number of questions to include.
4. Select the **Avoid Previously used questions** option to avoid duplication of questions in the test.
5. Click **Save** to save the test. The **Test Creation - By Random Selection** window appears with additional test creation options.

The screenshot shows a window titled "Test Creation - By Random Selection" with a close button in the top right. It has two tabs: "Test Detail" (which is selected and highlighted with a red box) and "Test Attributes". In the "Test Detail" tab, there is a "Title" field containing "QA Social Studies", a checkbox for "Avoid Previously used questions" which is checked, a "Student Navigation" dropdown menu set to "Able to Skip", and a "Number of Questions" spinner set to "7". A blue "Save" button is located at the bottom center of the form area.



Student Navigation options are:

- **No Skipping** – Student must answer question before further navigation is allowed (previous / forward).
- **Able to Skip** – Student has the option to continue navigation in the test (previous / forward).
- **Number of Questions** – **Required field**. You must select a positive number to add items to the test. If you neglect to complete this option the test will not contain any items.

Test Creation - By Random Selection: Test Attributes Tab

The **Test Attributes** tab contains the default values selected for the test.

1. Select the **Test Detail** tab to save the test. The **Test Creation – By Random Selection** window appears after the test is saved, providing additional test creation options.

Name	Required	Items
Grade	Yes	Grade 1 x
Subject	Yes	Language Arts x
Domain	Yes	Language Standards x
Level	Yes	Select Items...



Items must be added to the test prior to moving the test to Test Administration. The following message will display if no Items have been added to the test.

Information!

Please add at least one assessment item

OK

Test Creation–By Random Selection: Test Detail Tab

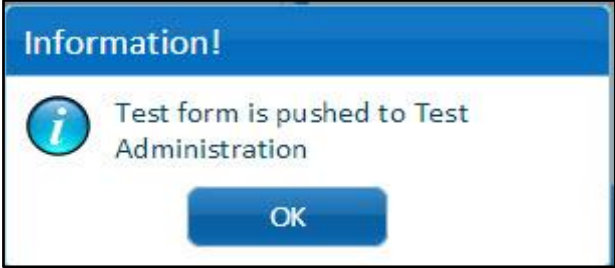
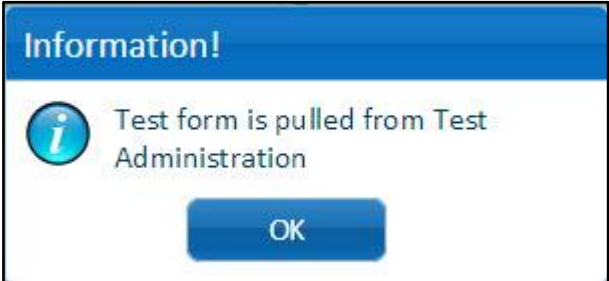
Upon completion of creating and saving the details for the new test, you are provided with additional test creation options.

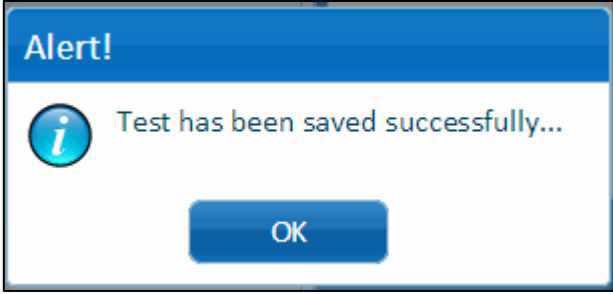
See the table below for further details on working in the **Test Detail** tab.

Test Creation – By Random Selection: Test Detail Tab Options

The following table provides detail descriptions for the options in the Test Detail tab in the Test Creation - By Random Selection window.



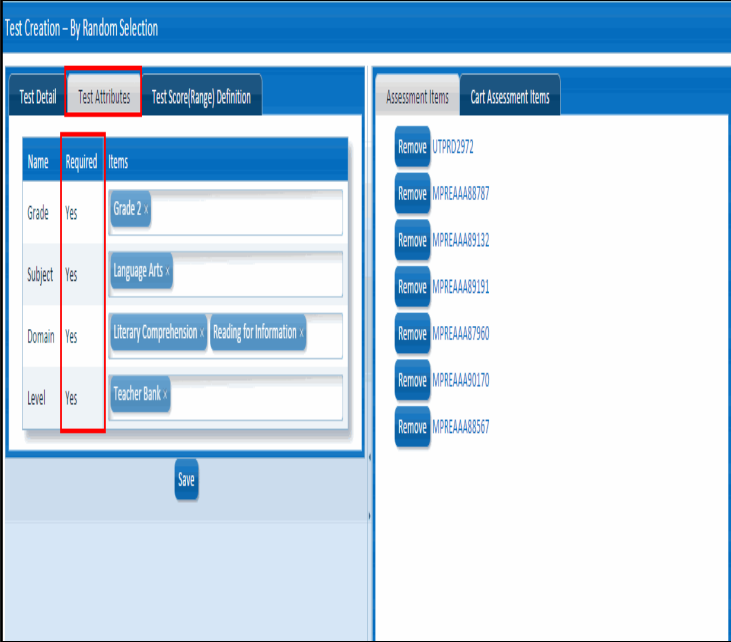
Option	Description
Title	Enter a name for the test.
Student Navigation	No Skipping – Student must answer question before further navigation is allowed (previous / forward). Able to Skip – Student has the option to continue navigation in test (previous / forward).
Score Type	Options are: <ul style="list-style-type: none"> Percent Score
Minimum Time	Designates minimum time allotted in minutes permitted to take the test.
Maximum Time	Designates maximum time allotted in minutes to take the test.
Maximum Attempts	Designates the maximum number of times a student can attempt to answer an item in a test.
Show Feedback	The student will view dynamic feedback for each item as well as receive total score after test is completed.
Push from Test Administration	Locks the test to disallow edits to the test by another teacher. 1. Click Push from Test Administration to lock the test. An information message displays.

Option	Description
	<p>2. Click OK.</p>  <p>3. Click Save.</p> <p>4. Close the window when you are finished creating the test details.</p>
Pull from Test Administration	<p>The test is rendered available for editing.</p> <p>1. Click Pull from Test Administration to unlock the test. An information message displays.</p> <p>2. Click OK.</p>  <p>3. Click Save.</p> <p>4. Close the window when you are finished creating the test details.</p>
Delete	Removes the test from the system.
Print	Prints the test to the designated printer.
Clone the Test	Creates a copy of the test. The Teacher will not have the ability to change any attributes or test details. The only options are to print a preview a test. The original test creator is shown in the Test Creator column.
Preview	Provides an onscreen view of the test.
Save	<p>Retains the options selected for the test.</p> <p>1. Click Save.</p> <p>2. Click OK.</p>

Option	Description
	<div data-bbox="613 239 1222 531">An alert dialog box with a blue header bar containing the text "Alert!". Below the header is a white area containing a blue circular icon with a white lowercase 'i' on the left, and the text "Test has been saved successfully..." on the right. At the bottom center is a blue button with the text "OK".</div> <p>3. Close the window when you are finished creating the test details.</p>

Test Creation –By Random Selection: Test Attributes Tab

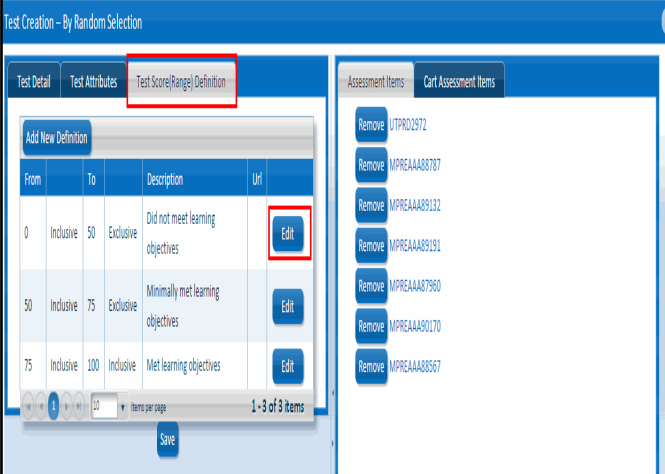
The **Test Attributes** tab contains the default values selected for the test.

Option	Description
<ol style="list-style-type: none"> 1. View the default option selections. 2. Click the Test Details tab to continue creating the test details. 3. Click Save to save the test details information 4. Close the window. <p> The default values are populated based on the items that are in the test.</p> <p> A test with at least one system level item will default the test to a system level test.</p>	

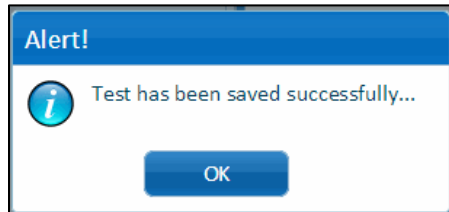
Test Creation– By Random Selection: Test Score (Range) Definition Tab

To modify the range definitions

1. Click **Edit**. The **Add / Edit Definition** dialog box appears.



2. In the **Add / Edit Definition** dialog box make the desired changes to the range definitions and the description.
3. Click **Save** in the **Add / Edit Definition** dialog box.
4. Click **Save** in the **Test Score (Range) Definition** tab. An alert message displays.



5. Click **OK**.

Add/Edit Definition

From
50

To
75

From Range Type:
Inclusive

To Range Type:
Exclusive


Description
Minimally met learning objectives

Url

Save

Test Creation – By Random Selection: Assessment and Cart Assessment Items Tabs

The **Assessment Items** tab contains the selected test items for the student test. You can use the **Cart Assessment Items** tab to build the final student test.

 To view the item, move the cursor over the item title and click the link.

1. Click **Save** to continue editing the test details.
2. Click the **X** to close the **Test Creation – By Random Selection** window and return to the Test Creation tab.

Test Detail **Test Attributes** **Test Score(Range) Definition** **Assessment Items** **Cart Assessment Items**

Title: Assessment Basics

Student Navigation: Able to Skip (v) Score Type: Percent (v)

Minimum Time(minutes): 0 Maximum Time(minutes): 30 Maximum Attempts: 1


Show Feedback: ☐

Buttons: Push to Test Administration, Delete, Print, Clone This Test, Preview, Save

Assessment Items **Cart Assessment Items**

- Remove MPREAAA89446
- Remove MPREAAA81550
- Remove MPREAAA89401
- Remove UTPMA381

To view the item, click the item title.

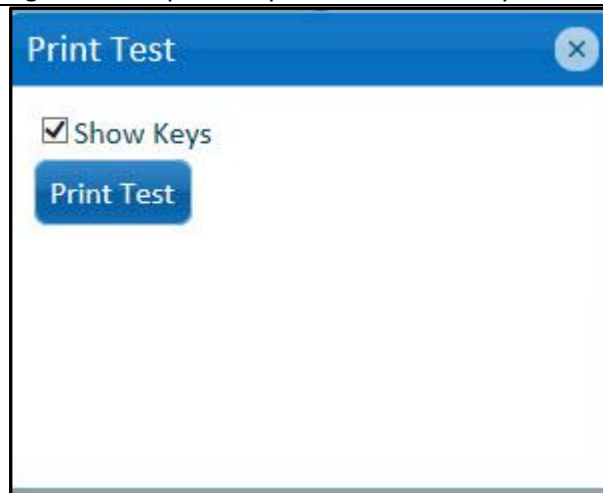
 If items are not added to the Cart prior to creating the test you can add them to the new test using the **Item Bank** or **Test Creation** tab.

Printing a Test

The student test is available to print along with the option to print the answer key for the test.

To print a test from the **Random Creation Test** window, perform the following steps.

1. Click **Print**. The **Print Test** message box displays.
2. To view the answer key for the test select **Show Keys** (optional).
3. Click **Print Test**. The test appears in a new window.
4. Right-click in the window to view the short-cut menu.
5. Click **Print**.
 - OR-
 - Position the cursor at the bottom of the window to view the document menu.
 - Click the **Print** icon. The **Print** dialog box displays.
 - Click **Print**.



Document Menu

Creating a Test using the Cart

GOFAR provides the ability to create a new student test from the items that have been added to the cart.

To create a new test using the cart, perform the following steps.


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

Working in the Cart Window

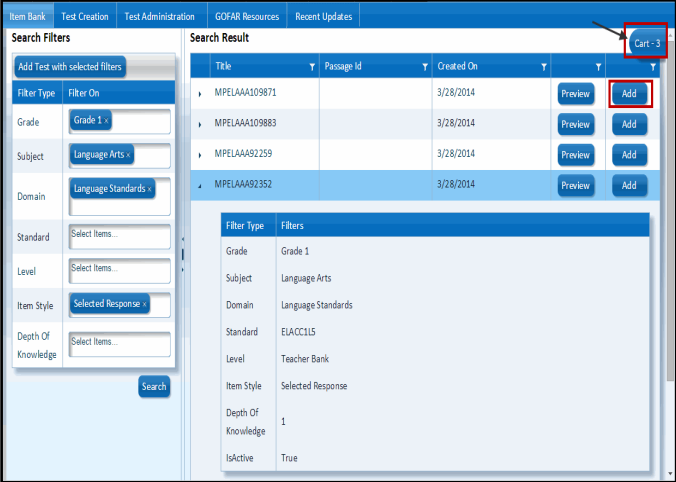
1. Click **Create New Test with Cart**.
The Test Creation - By Random Selection window appears.

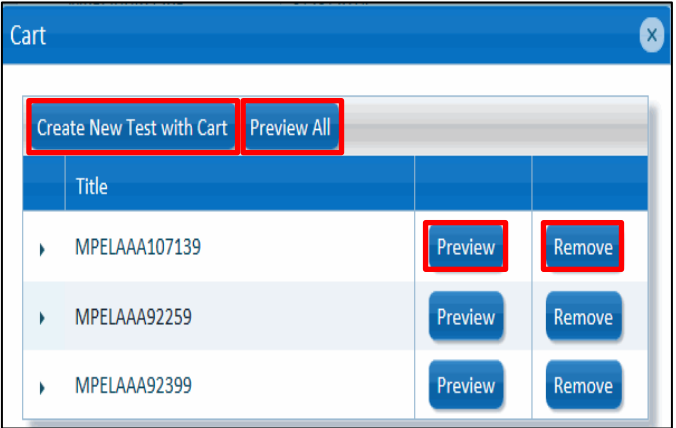
 See the [Test Creation - By Random Selection - Test Detail Tab](#) feature to create a new student test.

2. To view all the test questions, click **Preview All**.



- The **Preview** button enables you to view a single test question.
- The **Remove** button enables you to delete a question from the test.





Creating a Test from the Test Creation Tab

The Test Creation tab is another option provided to the teacher to create a student test.

To create a new test, perform the following steps.

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.



- The **Preview** button enables you to view the assessment item.
- The **Edit** button enables you to make modifications to the test in the **Add/Edit Test** window.
- The **Edit** option enables Teachers from the same District to clone tests created by other Teachers.

Filter Type	Filter On	Title	Navigation	Created By	Created On	Preview	Edit
Grade	Grade 1	QA Test 2	Able to Skip	HelpDesk-msamuel@doe.k12.ga.us	9/25/2014	Preview	Edit
Subject	Language Arts	Math Rubric	Able to Skip	HelpDesk-msamuel@doe.k12.ga.us	9/26/2014	Preview	Edit
Domain	Language Standards	Test QA	Able to Skip	HelpDesk-msamuel@doe.k12.ga.us	9/29/2014	Preview	Edit
Level	Teacher Bank	October QA Test 1	Able to Skip	HelpDesk-msamuel@doe.k12.ga.us	10/2/2014	Preview	Edit
		Grade 1 ELA Test_Oct	Able to Skip	HelpDesk-msamuel@doe.k12.ga.us	10/3/2014	Preview	Edit
		Test for Test Group 1	Able to Skip	HelpDesk-msamuel@doe.k12.ga.us	10/14/2014	Preview	Edit
		UAT Test LNH 1014	Able to Skip	HelpDesk-msamuel@doe.k12.ga.us	10/14/2014	Preview	Edit
		651 Random Test	Able to Skip	HelpDesk-Travis Allen	4/24/2014	Preview	Edit

Test Creation - Add New Test: Test Details Tab

In the **Test Details** tab perform the following tasks.

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

Alert!



Test has been saved successfully...

OK

3. Click **OK**. The **Test Creation – Add New Test** window appears with the **Assessment Items** and **Cart Assessment Items** columns shown on the

Test Creation - Add New Test

Test Detail | Test Attributes

Title: QA Test Creation -

Student Navigation: Able to Skip

Score Type: Percent

Minimum Time(minutes): 0

Maximum Time(minutes): 1800

Maximum Attempts: 1

Show Feedback: ☒

Save

right side of the window.



See the [Test Creation - By Random Selection – Test Detail Tab Creation](#) for details on the option selections in the **Test Detail** tab.

Select Assessment Items from the Cart

The items can be added to the cart before or after creating a test.
To add assessment items from the cart to the test, perform the following tasks.

1. 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.



- Test Attributes are populated based on the items that are saved in the cart.
- The teacher does not have the ability to change the default values for Test Attributes.

Select Assessment Items

To view or remove the assessment items in the **Assessment Items** tab perform the following tasks.

1. Click **Remove** to delete an item from the list.
2. Select an item to expand it and view a description of the item.
3. Click **Save**.
You also have the option to choose one of the test option buttons shown in the **Test Detail** tab.



See [Test Creation - By Random Selection – Test Detail Tab Creation Options](#) for further details on the option selections.

Preview the Test

To view or remove the assessment items in the **Assessment Items** tab perform the following tasks:

- To view the test click **Preview**. The student test appears.

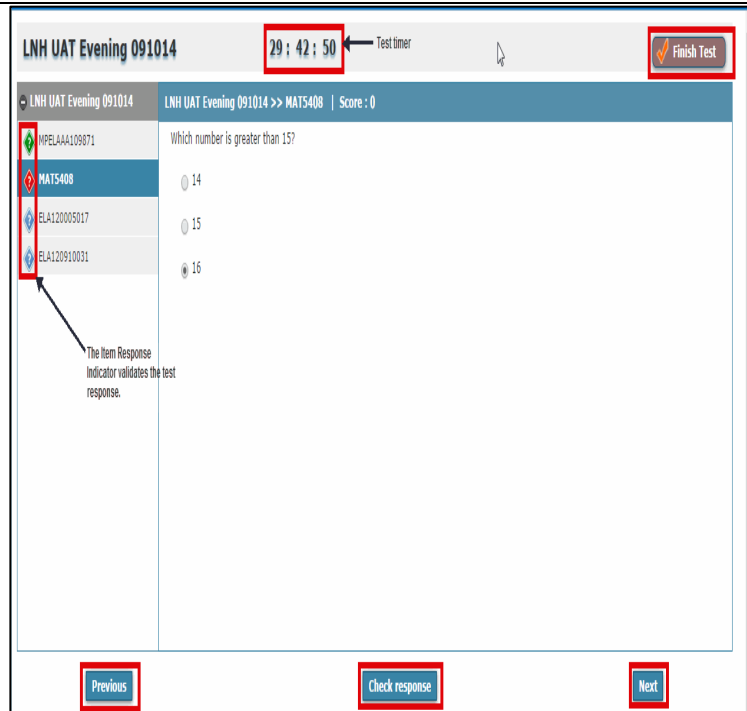


If items are not added to the Cart prior to creating the test you can add them to the new test using the **Item Bank** or **Test Creation** tab.

Navigating through the Test

You can view and navigate through the test to understand the student's experience.

1. Click **Previous** to navigate to the previous item in the test.
2. Click **Next** to navigate to the next item in the test.
3. Click **Check response** to activate the response validation indicator in the left navigation of the window (green for correct, red for incorrect).
4. Click **Finish Test** when complete or to view the test assessment results. A confirmation message appears.



Item Response Indicator Legend

Blue – indicates the question has not been answered.

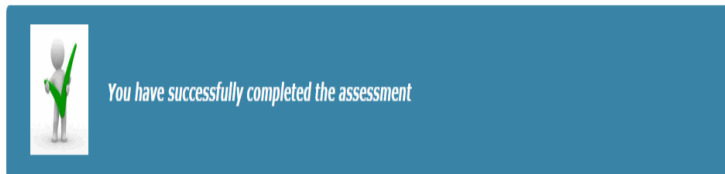
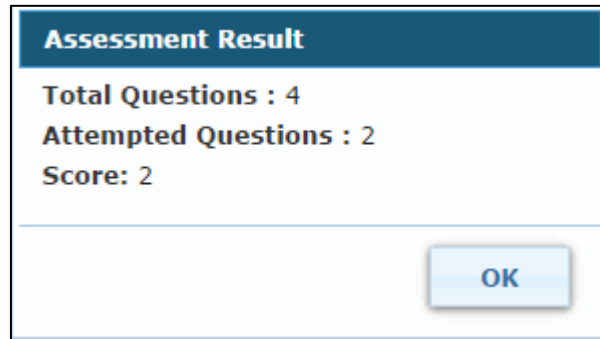
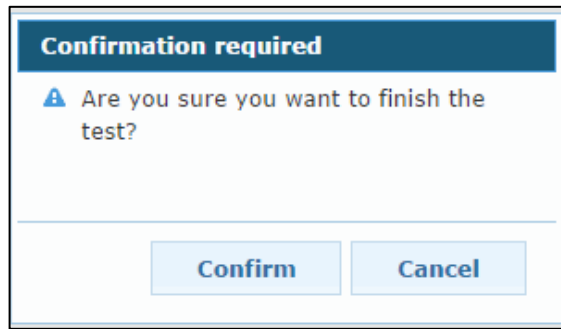
Red – indicates question is active or has not been answered.

Green – indicates question answered (correct or incorrect response).

Orange – indicates that the **Next** button was selected after answer selection.

Finish Assessment Results

1. Click **Confirm** to complete the test. The **Assessment Result** message appears.
2. Click **OK**.
3. Close the window when complete.



Test Administration

About Test Administration

The Test Administration tab provides the teacher with the following options:

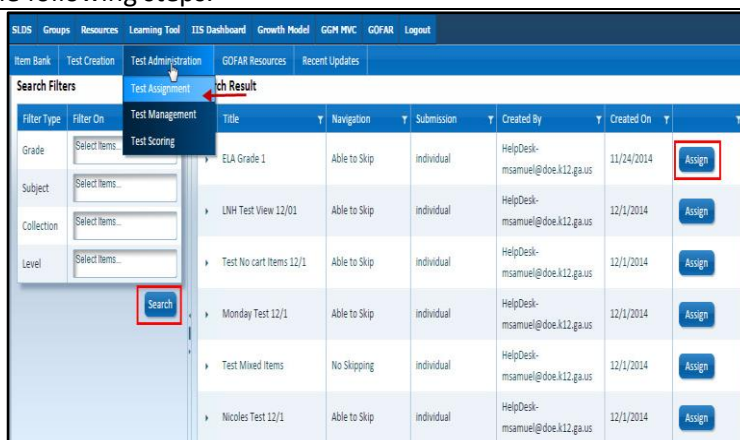
Option	Description
Test Assignment	Enables the teacher to view tests that can be assigned to students, identify test information such as start and end date, test day and time, as well as view student information, such as course sections, GTID, and test status. The teacher also has the ability to remove a student from an assigned test.
Test Management	Enables the teacher to manage, score, report and print existing tests.
Test Scoring	The teacher can grade student tests as well as support the District in grading student test.
Test Reset/Reopen	The teacher can reset or reopen a test for a student. The teacher may share the scoring passcode with other teachers within the school when assistance is required in scoring, resetting and reopening student tests.

Test Assignment

Assigning a Test to a Student

To assign a test to a student perform the following steps.

1. From the **Test Administration** menu, click **Test Assignment**.
2. To select a filter for the test, select an item from the **Subject**, **Standard**, or **Level** rows to filter on.
3. Click **Search**. The search results appear in the **Search Result** area on the right.
4. Click **Assign** next to the desired test to view the Test Information, Student Information and the course sections.



5. Under **Test Information**, enter a name in the **Test Form Name**.
6. Select a start and end date in the **Start Date** and **End Date** boxes.
7. In **Test Day** select the appropriate days for the test.

Test Assignment

System: 651 - Effingham County School: 0297 - South Effingham Middle School

Test Information

Grade	Subject	Domain	Published to Students
Grade 8	Science	Physical Science	No

Test Identifier: Grade 8 Science

Test Form Name:

Test Form Description:

Start date: 1/30/2015

End date: 1/31/2015

Test Day: Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun ☒

Test Time: Start Time: 7:00 AM End Time: 5:00 PM

Student Passcode: 62920

Scoring Passcode: 55239

Student Information

Select student:

- ☒ Y1 - Homeroom / 06 - Section 205 (00.00000000)
- ☐ Kevine Beaur
- ☒ Sara Bevil
- ☐ Jonathan Conyers
- ☒ Ruel Corneal
- ☒ Olivia Denning
- ☐ Austin Dixon
- ☐ Shelia Dixon
- ☐ Bryndian Edwards
- ☐ Trinity Garvin
- ☐ Adam Gibbons
- ☐ Katelysha Goodvine
- ☐ Dylan Houch
- ☐ LaDarius Johnson
- ☐ Colby Kucharik
- ☐ Anthony Peterson
- ☐ Christopher Robinson
- ☐ Cameron Rollins
- ☐ Malayla Rowe
- ☐ Zymara Stroman
- ☐ Briton Valenzuela
- ☐ Joshua Williams

Add

Select student:

GTID	First Name	Last Name	
1234567890	Sara	Bevil	Remove
1234567891	Ruel	Corneal	Remove
1234567892	Olivia	Denning	Remove

1 - 3 of 3 items

Save Save and Publish to Students Reset Close



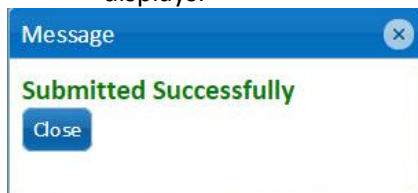
- Student testing can also be conducted on Saturday and Sunday.
- GOFAR auto-generates a 5-digit passcode (**Student Passcode**) for the student. The teacher provides this number to the student for teacher assigned tests. The passcode is used for Teacher or District assigned tests.
- The **Scoring Passcode** is provided to a teacher when a teacher needs to request assistance in scoring the tests.
- The Teacher providing assistance in scoring the tests must be in the same District as the teacher requesting assistance.

8. Under **Student Information**, click the + (plus) sign to expand the list and view the available students in the roster.
9. Select the desired student or select multiple students for the test.



You also have the option to select students across different schools.

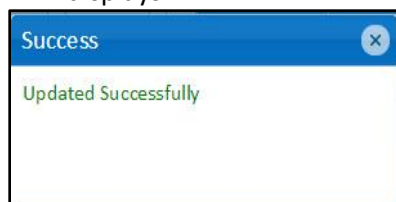
10. Click **Add**. The selected student (s) is populated in the **Selected student** area with their Georgia Test Identifier (GTID), First Name, and Last Name.
5. Click **Save** to save any changes made. A confirmation message displays.



6. Click **Close** to close the confirmation message.

-OR-

7. Click **Save and Publish to Students** to make the test available to the students. An **Updated Successfully** confirmation message displays.



1. You also have the option to **Close** the window or **Print** the information.



- The status of the test will change from **Test Pending Registration**

Test Assignment

Test Form Name: 2015_GA_Fundamentals
 Test Form Description: LNH Review
 Start date: 2/3/2015
 End date: 2/5/2015
 Test Day: Mon Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun
 Start Time: 7:00 AM
 End Time: 5:00 PM
 Student Passcode: 66330
 Scoring Passcode: 53450

Student Information

Select student:

- ☐ Y1 - Homeroom / 06 - Section 001 (00.0000060)
- ☐ Y1 - Language Arts / 06 (*) - Section 005 (23.0110061)
- ☐ Y1 - Language Arts / 06 (*) - Section 006 (23.0110061)
- ☒ Malachi Brundage
- ☐ Gracey Carlson
- ☐ Sean Oregthon
- ☒ Cassandra Delealeuc
- ☒ Nolan Edwards
- ☐ Lyncon Fields
- ☐ Hunter Gordon
- ☐ Avery Hoffmann
- ☒ Brooke Jackson
- ☐ Montrez Johnson
- ☐ Jake Kemo
- ☐ Jeremy Kocheiser
- ☐ Rowen Payne
- ☐ Angelina Pena
- ☐ Callista Perkins
- ☐ Christopher Robinson
- ☐ Meghan Salter
- ☐ Megan Stapp

Selected student:

GTID	First Name	Last Name	
1234567890	Malachi	Brundage	Remove
1234567891	Cassandra	Delealeuc	Remove
1234567892	Nolan	Edwards	Remove
1234567893	Avery	Hoffmann	Remove
1234567894	Brooke	Jackson	Remove

Add

Save Save and Publish to Students Reset Close

Georgia Department of Education

Richard Woods, State School Superintendent

October 6, 2015 • Page 84 of 114

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8. You also have the option to **Close** the window or **Print** the information.



- The status of the test will change from **Test Pending Registration** to **Test Assigned** prior to a student logging in to take the test.
- Please allow 10 minutes before the test status changes.

Item Bank

Test Creation

Test Administration

GOFAR Resources

Recent Updates

Search Filters

Filter Type

Filter On

Grade

Select Item...

Subject

Select Item...

Test Status

Select Item...

Search

Test Form Name

Test Name

Test Status

Test Published

Fundamentals

Grade 8 Science

Test Assigned

Yes

Manage

Report

Print

Science Skills

Science Test MS

Test Assigned

Yes

Manage

Report

Print

2015_ELA_G7_Fundamental_Winter

Science Test MS

Test Assigned

Yes

Manage

Report

Print

2015_SCI_UNH_0202

Science New Test

Test Assigned

Yes

Manage

Report

Print

ELA Fundamentals

LNH Test View 12/01

Test PendingRegistration

No

Manage

Report

Print

1 - 10 of 10 Items

Test Management

Manage Assigned Tests

To manage the student tests, perform the following steps.

1. From the **Test Administration** tab select the **Test Management** option.
2. Click **Manage** in the row where you would like to view the student test status. The **Test Management** window appears with the test information for the selected course.



The Teacher has the option to access the student tests and view the test status via the Test Management option.

Test Assignment

System: 651 - Effingham County School: 0297 - South Effingham Middle School

Test Information

Grade	Subject	Domain	Published to Students
Grade 8	Science	Physical Science	No

Test Identifier Grade 8 Science

Test Form Name

Test Form Description

Start date 1/30/2015

End date 1/31/2015

Test Day Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun ☒

Test Time Start Time: 7:00 AM End Time: 5:00 PM

Student Passcode 62920

Scoring Passcode 55239

Student Information

Select student: Y1 - Homeroom / 06 - Section 205 (00.00000060)

- ☐ Kaylee Bauer
- ☐ Sara Bevil
- ☐ Jonathan Conyers
- ☒ Ruel Corneal
- ☒ Olivia Denning
- ☐ Austin Dixon
- ☐ Shaile Dixon
- ☐ Brynnden Edwards
- ☐ Trinity Garvin
- ☐ Adam Gibbons
- ☐ Katelynn Goldstone
- ☐ Dylan Housh
- ☐ Laidarus Johnson
- ☐ Colby Kulkari
- ☐ Anthony Patterson
- ☐ Christopher Robinson
- ☐ Cameron Rollins
- ☐ Makayla Rowe
- ☐ Zymia Schuman
- ☐ Brion Valencuela

Selected student:

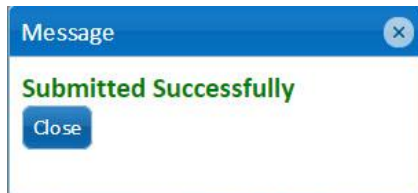
GTID	First Name	Last Name	
1234567890	Sara	Bevil	<input type="button" value="Remove"/>
1234567891	Ruel	Corneal	<input type="button" value="Remove"/>
1234567892	Olivia	Denning	<input type="button" value="Remove"/>

The table below provides details on the Test Management Search Filter options for the Teacher.

Filter Type	Option Description
Grade	Select the grade from the list. Multiple grades may be selected.
Subject	Select the subject from the list. Multiple subjects may be selected.
Test Status	See the table below for the Test Status descriptions.

Test Status	Description
Pending Registration	Test has not been assigned to a student / group.
Assigned	Test assigned by a teacher to a group of students.
Registered	Student logs in to take the test.
Pending review	Student submits test with Constructed Response items for review by a teacher.
Completed	Student completes an Constructed Response item. Teacher completes grading an Constructed Response item.

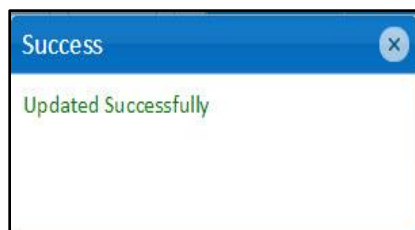
- The Student Information section of the **Test Management** window provides an assessment status for the student (s).
 - For assigned tests that have not yet been taken you can choose to delete (**Remove**) the test from the student assignment list.
1. Click **Save** to save any changes made. A confirmation message displays.



2. Click **Close** to close the confirmation message.

-OR-

3. Click **Save and Publish to Students** to make the test available to the students. An **Updated Successfully** confirmation message displays.



4. You also have the option to **Close** the window or **Print** the information.

The screenshot shows the "Test Management" window for "System: K11 - Effingham County" and "School: 0203 - Ebenezer Middle School". The "Test Information" section includes fields for Grade (Grade 2), Subject (Language Arts), Course (Literary Comprehension, Conventions), Test Type (Test Assigned), Test Status (Test Assigned), and Published to Students (Yes). It also has fields for Test Identifier, Test Form Name, Test Form Description, Start date, End date, Test Day, Start Time, End Time, Student Password, and Scoring Password. The "Student Information" section shows a list of students with columns for GTID, First Name, Last Name, Status, Review Test, and buttons for Review, Remove, Reassign, and Resend. A red box highlights the "Save and Unpublish for Students" button at the bottom.



If the test has been made available to the student you may change the availability of the test by clicking **Save and Unpublish for Students**.

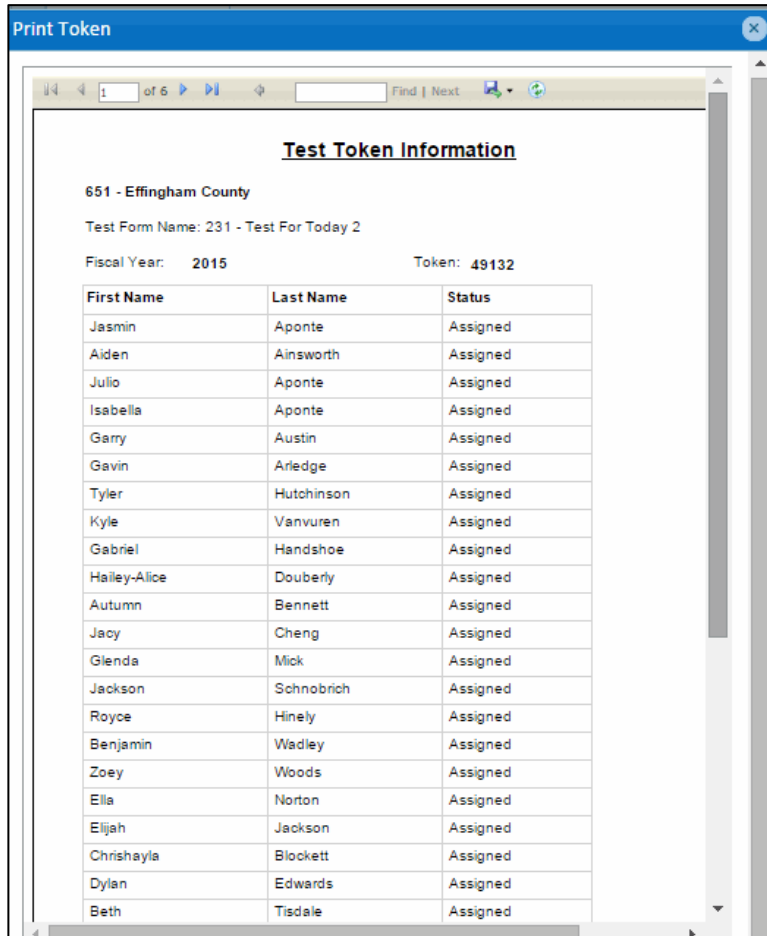
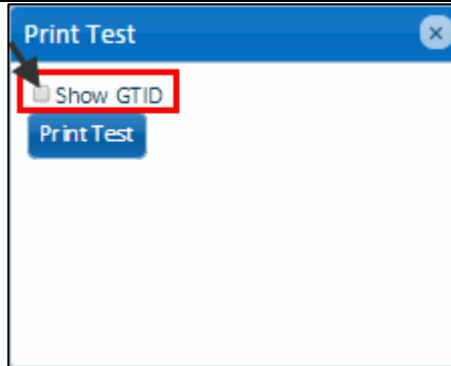
This screenshot focuses on the "Student Information" section of the Test Management window. It shows a list of students with columns for GTID, First Name, Last Name, Status, Review Test, and buttons for Review, Remove, Reassign, and Resend. A red box highlights the "Save and Unpublish for Students" button at the bottom, which is also pointed to by an arrow from the text above.

Print Test

The Print Test feature provides the option to print the student test assignment and passcode information containing the GTID or without the GTID.

To print the student passcodes for the test perform the following steps.

1. From the **Test Management** window, in **Student Information** click **Print**. The **Print Test** dialog box appears.
2. To view the student GTID's with the student test passcodes, click **Show GTID**.
3. Click **Print Test**. The **Print Token** window appears.
– OR –
4. Click **Print Test** to view student test passcodes without the student GTID's.



Test Scoring

District level tests are assigned to hundreds of students. Teachers may be asked to support the Districts in scoring the student tests due to the high volume of tests. The District User will provide a scoring passcode to the teachers to allow them to score the student tests.



Only Constructed Response items are scored. Selected Response items are scored by GOFAR.

Teacher Scoring Student Test for the District (or for another Teacher within a school)

To access the student test using the scoring passcode perform the following steps.

1. From the **Test Administration** tab, select **Test Scoring**.
2. Enter the scoring passcode in the **Search test (s)** box.
3. Click **Search** to retrieve the student test.

The screenshot shows the 'Test Scoring' section of the GOFAR application. At the top, there are tabs: 'Item Bank', 'Test Creation', 'Test Administration', 'GOFAR Resources', and 'Recent Updates'. The 'Test Administration' tab is selected. Below the tabs, the 'Test Scoring' section has a search box labeled 'Search test(s)' containing the text '12345'. To the right of the search box is a 'Search' button, which is highlighted with a red rectangular box. Below the search box, there is a 'Search Result' section with a table header and a 'Refresh Status' button.

The teacher clicks review to grade the test for each student.

The status will change to **Complete** after the teacher reviews the test.

The screenshot shows the 'Test Scoring' section with the search results displayed in a table. The search box now contains '58099' and the 'Search' button is visible. The 'Search Result' section shows a table with the following columns: 'Ref Test Name', 'Test Name', 'System ID', 'School Code', 'GTID', 'Status', and 'Review Test'. The 'Status' column is highlighted with a red rectangular box. The table contains five rows of data, all with a status of 'Pending Review'. Each row has a 'Review' button next to it.

Ref Test Name	Test Name	System ID	School Code	GTID	Status	Review Test
2014_System Test for Grade 1	QA Test for Admin	111		1234567890	Pending Review	Review
2014_System Test for Grade 1	QA Test for Admin	111		1234567891	Pending Review	Review
2014_System Test for Grade 1	QA Test for Admin	111		1234567892	Pending Review	Review
2014_System Test for Grade 1	QA Test for Admin	111		1234567893	Pending Review	Review
2014_System Test for Grade 1	QA Test for Admin	111		1234567894	Pending Review	Review

4. Select a constructed response question to view the student responses. The question content appears in the window.



The teacher can grade the Constructed Response item when the status equals **Completed** and the **Review** button is active.

SLDS Groups Resources Learning Tool IIS Dashboard Growth Model GGM MVC GOFAR Logout

Review

Test 100814 Finish Scoring

Nigel Kirkland

Select Question to see the contents...

W0312109

W0312110

Select a Constructed Response item.

5. Scroll down to view the rubric.
6. Select the appropriate response in the rubric based on the student response to the question.
7. Click **Submit**.



Rubrics and Exemplar files can be viewed during the test scoring process.

SLDS Groups Resources Learning Tool IIS Dashboard Growth Model GGM MVC GOFAR Logout

Review

Extended Test - Sept_MS Finish Scoring

Christopher Robinson

EJA12006036

EJA12091005

How is the need for training and exercise a challenge for households?

Part B

Traits that present problems for a household today (or make a breed less popular with some people) were often considered valuable traits to dog owners throughout history. Write a brief paragraph asserting this claim. Use examples from the article to support your response.

Be sure to complete ALL parts of the task.

ABCD EFG

Below is a generic rubric. To view a detailed item-specific rubric for scoring this item, click 'View Sample Paper' above. You will also see annotated student responses.

Score	Designation	Description
4	Thoroughly Demonstrated	The student demonstrates a thorough understanding of the standards assessed.
3	Clearly Demonstrated	The student demonstrates a clear understanding of the standards assessed.
2	Basically Demonstrated	The student demonstrates a basic understanding of the standards assessed.
1	Minimally Demonstrated	The student demonstrates a minimal understanding of the standards assessed.
0	Incorrect or Irrelevant	The response is incorrect or irrelevant.

Assign score : 3

SUBMIT

Scoring Constructed Response Tests

The **Constructed Response** tests contain questions that require additional responses from the student. The Teacher can score these tests in GOFAR when the student has completed the test. These tests are teacher created and owned tests.

To score a Constructed Response test perform the following tasks.

1. From the **Test Administration** tab, click **Test Management**.
2. In **Search Filters**, select the desired filters and click **Search**.
3. In the **Search Result** area locate the test you want to score.
4. Click **Manage** to view the test information. The Test Management window with the Test Information appears.

The screenshot shows the GOFAR Test Management interface. On the left, there are 'Search Filters' for Grade, Subject, and Test Status. The main area displays a 'Search Result' table with columns: Test Form Name, Test Name, Test Status, Test Published, Ready For Reporting, and action buttons (Manage, Report, Print). Two rows are highlighted with red boxes: '2014_ELA_Test for Week 4' and '2014_ELA_Test for Week 4' (ELA test grade 1 Reading). The 'Manage' button for the second row is also highlighted with a red box.

Test Form Name	Test Name	Test Status	Test Published	Ready For Reporting	Manage	Report	Print
2014_ELA_Test for Week 4	651 - Test 2	Test Assigned	Yes	No	Manage	Report	Print
2014_ELA_Test for Week 4	ELA test grade 1 Reading	Test Assigned	Yes	No	Manage	Report	Print
2014_Math_MS	MS Math	Test Assigned	Yes	No	Manage	Report	Print
2014_Math_G1_Sem1	MS Math	Test Assigned	Yes	No	Manage	Report	Print
2014_MS Test_ELA	Test 1 ELA	Test Assigned	Yes	No	Manage	Report	Print
2014_ELA_demo test	Demo Test 1	Test Assigned	Yes	No	Manage	Report	Print
2014_ML_G10_0909	Mark Test	Test Assigned	Yes	No	Manage	Report	Print
2014_LNH_ML10	Mark Test 2 All multiple	Test Assigned	No	No	Manage	Report	Print

5. Under **Selected student** click the **Review** button. The **Review** window appears. The status must equal **Completed**. See the table below for **Status** column definitions.

Student Information

Refresh Status

Select student:

- ☐ Y1 - Homeroom / 08 - Section 408 (00.0000080)
- ☐ Y1 - Language Arts / 08 (*) - Section 107 (23.0130081)
- ☐ Y1 - Language Arts / 08 (*) - Section 207 (23.0130081)
- ☒ Eric Ames
- ☒ Hans Ames
- ☒ Grace Baumann
- ☒ Daniel Bennett
- ☒ Matthew Burnham
- ☒ Jaden Casley
- ☒ Hailey Chambers
- ☒ Mena Clinton
- ☒ Adelaide Gordon
- ☒ Cane Harris
- ☒ Lia Henderson

Add

Selected student:

GTID	First Name	Last Name	Status	Review Test				
0123456789	Trolista	Dillard	Assigned	Review	Remove	Reset	Reopen	
002234455	Zekell	Walls	Assigned	Review	Remove	Reset	Reopen	
345678901	Camryn	Flowers	Assigned	Review	Remove	Reset	Reopen	
3333444422	Alyssa	Almerigotti	Pending Review	Review	Remove	Reset	Reopen	
2233445566	Brenden	Young	Assigned	Review	Remove	Reset	Reopen	

Save

Save and UnPublish to Students

Close

Print

	Status	Description
	Pending Registration	Test has not been assigned to a student / group.
	Assigned	Test assigned by a teacher to a group of students.
	Registered	Student logs in to take the test.
	Pending review	Student submits test with Constructed Response items for review by a teacher.
	Completed	Student completes an Constructed Response item. Teacher completes grading an Constructed Response item.

Test Reset /Reopen

There are circumstances that arise when a student is taking an assessment test and the test is interrupted prior to completion. The teacher can reset or reopen the test for the student to allow them to complete the test. The student must notify the teacher that their test was interrupted in order to get the test reset or reopened.

- The Reset option will allow the student to restart the test from the beginning.
- The Reopen option will let the student continue the test at the point where they stopped the test.

Reset or Reopen a Student Test via Test Management

The teacher can restart or reopen a test for a student as required. To reset or reopen a student test perform the following steps.

1. From the **Test Administration** tab, click **Test Management**.
2. Select the test from the list that you need to reopen or reset.
3. Click **Manage**. The **Test Management** window appears.
4. In **Student Information** under **Selected Student** locate the student and click **Reset** or **Reopen** as applicable. A confirmation message appears.

Test For Name	Test Name	Test Status	Test Published	Manage	Report	Print
2015_ELA_View_Summer	SR Test	Test Assigned	Yes	Manage	Report	Print
2015_ELA_UNH_ViewTest	SR Test	Test Assigned	Yes	Manage	Report	Print
2015_ELA_Grade 6_Weekly Test	Test ELA	Test Assigned	Yes	Manage	Report	Print
2015_ELA_new_test_MS	Test ELA	Test Assigned	Yes	Manage	Report	Print
2015_Test for reset_June24	SR Test	Test Assigned	Yes	Manage	Report	Print
2015_ResetTest_June24	May Test 20	Test Assigned	Yes	Manage	Report	Print
2014_ResetReopen_ELA_UNH_0625	New Test process UNH	Test Assigned	Yes	Manage	Report	Print
2015_0625_UNH_RR	New Test process UNH	Test Assigned	Yes	Manage	Report	Print
2015_CR_Doc_Update	CR Item - UNH	Test Registration Completed	Yes	Manage	Report	Print
2015_Reopen_Summer_Review	New Test process UNH	Test Assigned	Yes	Manage	Report	Print

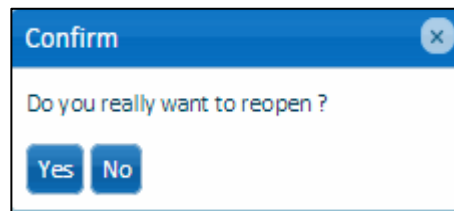
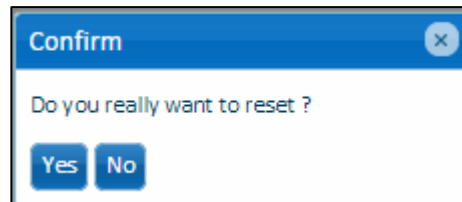
GTID	First Name	Last Name	Status	Review Test	Remove	Reset	Reopen
0123456789	Zharla	Baker	Completed	Review	Remove	Reset	Reopen
002234455	Killian	Barnes	Assigned	Review	Remove	Reset	Reopen
2233445566	Jason	Albritton	Assigned	Review	Remove	Reset	Reopen
1234567891	Austin	Alexander	Assigned	Review	Remove	Reset	Reopen
345678901	Madison	Arce	Assigned	Review	Remove	Reset	Reopen
3333444422	Jaylen	Brutcher	Not Registered	Review	Remove	Reset	Reopen

Click Reset or Reopen as applicable.

5. Click **Yes** to reset or reopen the student test.
6. Notify the student that the test is available for them to continue.



The student can log back in to GOFAR and continue with the test.



Reset or Reopen a Student Test via the Test Administration Tab

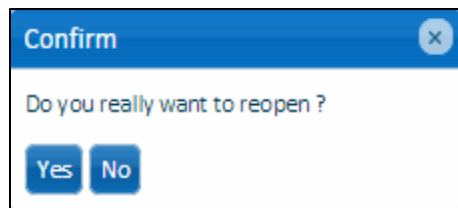
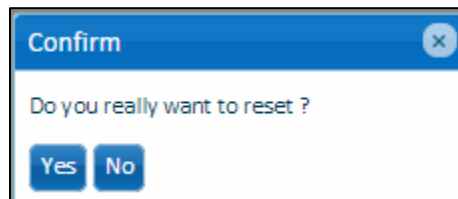
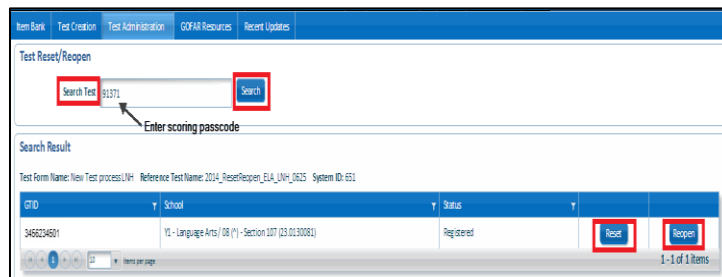
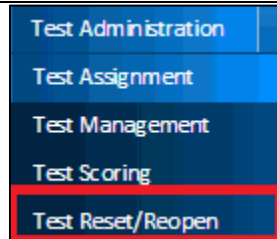
The teacher can reset or reopen a student's test by using the scoring passcode for the assigned test by using the **Test Reset / Reopen** option in the Test Administration tab.

To reset or reopen a student test using the Test Reset / Test Reopen option perform the following steps.

1. From the **Test Administration** tab, click **Test Reset / Reopen**. The Test Reset / Test Reopen dialog appears.
2. In **Search Test** enter the scoring passcode for the test you wish to reset or reopen.
3. Click **Search**. The test is shown in the Search Result section.
4. Click **Reset** or **Reopen** as applicable for the test. A confirmation message appears.
5. Click **Yes** to reset or reopen the student test as applicable.
6. Notify the student that the test is available for them to resume.



The student can log back in to GOFAR and continue with the test.



The teacher may request that another teacher within the school score a test(s) created by the teacher. The teacher must provide the scoring passcode to another teacher within the school to score the test (s).

Useful Resources

The useful resources tab has additional information for GOFAR users. Go to the [Gofar Resources](#) page to access Gofar User's Guide, Quick Start Guides and Contact Information.

Item Bank	Test Creation	Test Administration	Useful Resources	Recent Updates														
Search Filters		Search																
<div>Add Test with selected filters</div>		<div>GOFAR Resources</div>																
		<div>Internal Documents</div>																
<table><thead><tr><th>Filter Type</th><th>Filter On</th></tr></thead><tbody><tr><td>Grade</td><td>Select Items...</td></tr><tr><td>Subject</td><td>Select Items...</td></tr></tbody></table>		Filter Type	Filter On	Grade	Select Items...	Subject	Select Items...	<table><thead><tr><th></th><th>Passage Id</th></tr></thead><tbody><tr><td>▶ ELA120006021</td><td>12000603</td></tr><tr><td>▶ ELA120006020</td><td>12000603</td></tr><tr><td>▶ ELA120006028</td><td>12000609</td></tr></tbody></table>				Passage Id	▶ ELA120006021	12000603	▶ ELA120006020	12000603	▶ ELA120006028	12000609
Filter Type	Filter On																	
Grade	Select Items...																	
Subject	Select Items...																	
	Passage Id																	
▶ ELA120006021	12000603																	
▶ ELA120006020	12000603																	
▶ ELA120006028	12000609																	

Internal Documents

To access commentary for Foundations of Math, click on 'Internal Resources' available in the 'Useful Resources' dropdown. You will view the Math Foundations Documents in this page.

Item Bank	Test Creation	Test Administration	Useful Resources	Recent Updates
Math Foundation Documents				
Document Name				
Module 1 Assessment Guide Number Sense and Quantity				View
Module 1 Foundations of Algebra Number Sense and Quantity Commentary				View
Module 2 Assessment Guide Arithmetic to Algebra				View
Module 2 Foundations of Algebra Arithmetic to Algebra Commentary				View
Module 3 Assessment Guide Proportional Reasoning				View
Module 3 Foundations of Algebra Proportional Reasoning Commentary				View
Module 4 Assessment Guide Equations and Inequalities				View
Module 4 Foundations of Algebra Equations and Inequalities Commentary				View
Module 5 Assessment Guide Quantitative Reasoning with Functions				View
Module 5 Foundations of Algebra Quantitative Reasoning with Functions Commentary				View
Pre and Post Assessment Guide				View
PrePost Foundations of Algebra Assessment Commentary				View

Assessment Proficiency Reports – Teacher Level

GOFAR provides assessment reports that provide key metrics data for the teacher on the skill level of the students. The reports are accessed from the **Teacher Dashboard** in SLDS via the **Test Management** option in GOFAR. The student proficiency reports provide assessment data based on the following categories:

- Test Name
- Test Domain
- Standard
- Item



Reports generated by District and School users are viewable by teachers for all students assigned to their class.

Accessing the Assessment Proficiency Reports in SLDS

To view the Assessment Proficiency Report, access the **SLDS Teacher Dashboard**.

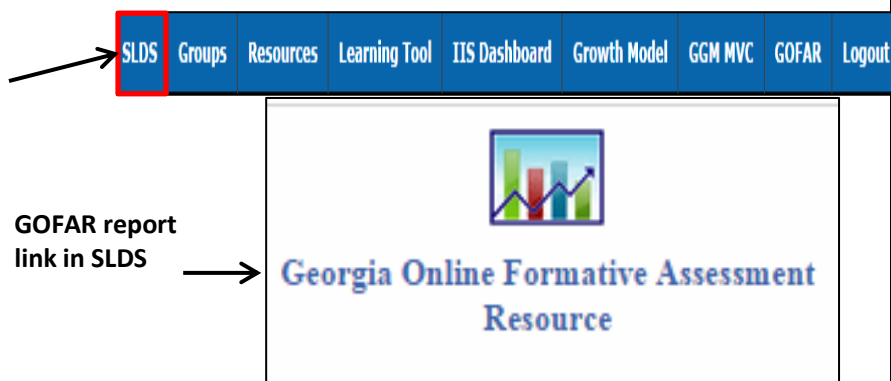
1. Log on to your Student Information System (SIS).
2. Select the State Longitudinal Data System (**SLDS**) link. The SLDS main window opens.
3. From the SLDS main window, scroll down and select the **Georgia Online Formative Assessment Resource** link (bottom right). The main window for the Assessment Proficiency Report appears with the **Test** category as the default view.



Please allow 10 minutes for the assessment proficiency reports to become active in SLDS after a student completes a test or after a teacher grades a test.



The Gofar link does not show up until there are some results to display for a



student.

Understanding the Information in the Assessment Proficiency Reports

The Assessment Proficiency Reports provide multiple levels of reporting to help the teacher evaluate the test results. The tables below provide details on the reporting categories.


Report Category	Description
Assessment	Provides overall assessment metrics for the test name, domain, standard and the item levels.

Click the arrow to navigate through the report levels.

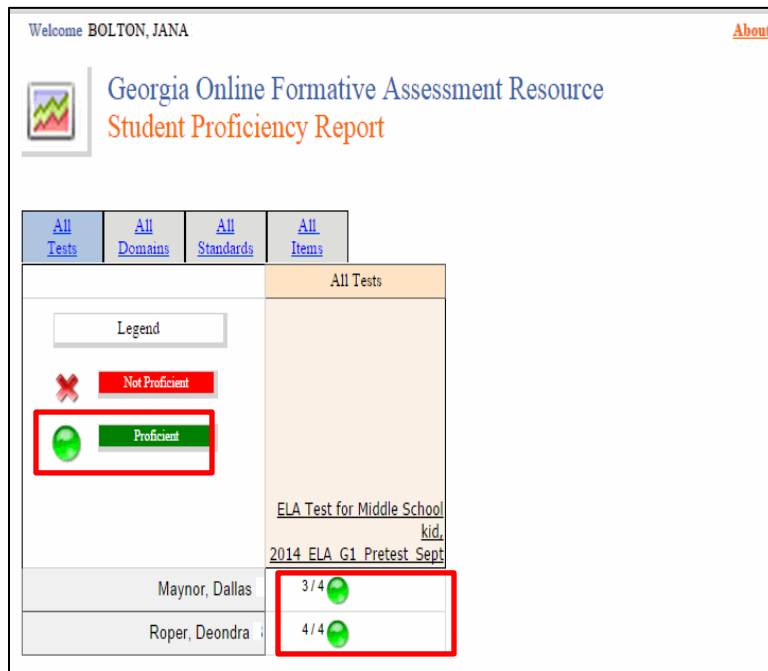
Click the link for the test name to view Domain information.

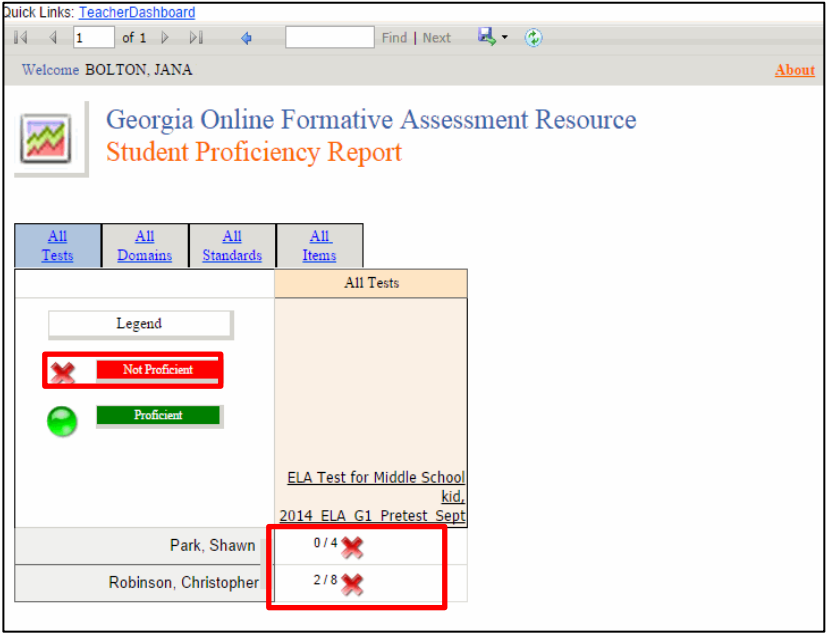








Click a bar graph to view a student metrics report for the assessment category.

Test	Number Proficient	Percent Proficient
ELA Test for Middle School kid 2014_ELA_G1_Pretest_Sept	2	50.0 % (2)
ELA Test for Middle School kid 2014_Lang Arts Test_Sept Pretest	2	50.0 % (2)
Extended Test - Sept_MS_2014_MS ELA Test	1	100.0 % (1)
Semester 1 - Test 1, 2014	0	100.0 % (1)

Report Category	Description
Student	Provides assessment metrics for individual students parallel to the assessment category (e.g. test name, domain, standard and item).
	The bar graphs shown in the Test view are represented in detail by student in the Student Proficiency reports below.

The **Student Proficiency Report** shown below provides % **Proficient** assessment metrics by student.



Report Category	Description				
<p>The Student Proficiency Report shown below provides % Not Proficient assessment metrics by student.</p>					
 <p>Quick Links: TeacherDashboard</p> <p>Welcome BOLTON, JANA About</p> <p>Georgia Online Formative Assessment Resource Student Proficiency Report</p> <p>All Tests All Domains All Standards All Items</p> <p>Legend</p> <p> Not Proficient</p> <p> Proficient</p> <p>All Tests</p> <p>ELA Test for Middle School kid. 2014 ELA G1 Pretest Sept</p> <table> <tr> <td>Park, Shawn</td><td>0 / 4 </td></tr> <tr> <td>Robinson, Christopher</td><td>2 / 8 </td></tr> </table>		Park, Shawn	0 / 4 	Robinson, Christopher	2 / 8 
Park, Shawn	0 / 4 				
Robinson, Christopher	2 / 8 				

Assessment Proficiency Report by Domain

The Assessment Proficiency Report provides metrics by Domain.

To view Domain related metrics from the default view in SLDS (click the back arrow in the breadcrumb navigation) perform the following steps.

1. Click a test name in the list to view the assessment metrics by Domain.
2. You can view the % **Correct** and the % **of Correct Response** for the selected Domain.
3. Click the bar graph to view assessment metrics by student.

Quick Links: [TeacherDashboard](#)

1 of 1 Find | Next

Georgia Online Formative Assessment Resource
Assessment Proficiency Report

Assessment: ELA Test for Middle School kid, 2014_ELA_G1_Pretest_Sept

Domain	% Correct	% Of Correct Response
Language Standards	50 %	8/16

Proficiency by Standard

Annotations:
 - Arrow pointing to the table headers: % Correct and % Of Correct Response
 - Arrow pointing to the bar graph: View assessment metrics by student.

Student Proficiency Report by Domain

The Student Proficiency Report provides metrics per student within an Assessment category.

Click the bar graph in the Assessment Proficiency report view, to view the proficiency metrics per student.

Quick Links: [TeacherDashboard](#)

Welcome BOLTON, JANA [About](#)

Georgia Online Formative Assessment Resource Student Proficiency Report

Assessment: ELA Test for Middle School kid, 2014_ELA_G1_Prestest_Sept

All Tests	All Domains	All Standards	All Items
	All Domains		
		Language Standards	
		Maynor, Dallas	3 / 4
		Park, Shawn	0 / 4
		Robinson, Christopher	1 / 4
		Roper, Deondra	4 / 4

OAS Student ProficiencyDS

Metrics Reporting

GOFAR Reports provide the following metrics for the student tests:

Proficiency Metric	Description
% Correct	Represents the % of students with the correct response in a test group.
% Of Correct Response	A graphical representation of the % of students with the correct response in a test group.
Proficient	Meets the required level of learning.
Not Proficient	Does not meet the required level of learning.

Report Navigation

Assessment Proficiency Reports

The Assessment Proficiency reports provide a category view and a graphical view. Each view provides an in-depth analysis for the featured category. The table below provides details on report navigation for the different views.

Category View	Graphical View
Shown on the left side of the Assessment Proficiency Report	Bar graph indicating percent correct and percent incorrect per category.
Click the category link to drill down to the next category and view assessment proficiency report results.	Click the bar graph to drill down to the next category and view student proficiency report metrics.

Quick Links: [TeacherDashboard](#)

Georgia Online Formative Assessment Resource
Assessment Proficiency Report

Assessment: ELA Test for Middle School kid, 2014_ELA_G1_Prestest_Sept

Domain	% Correct	% Of Correct Response
Language Standards	50 %	8/16

Proficiency by Standard

Student Proficiency Reports

The Student Proficiency reports provide a category view and a graphical view. Each view provides an in-depth analysis for the featured category. The table below provides details on report navigation for the different views.

Category View	Graphical View
<ul style="list-style-type: none"> The category links are shown in the columns at the top of the window. The Legend provides details on the graphic depictions for the students (as applicable). 	Provides a graphical view of the student test assessment results (i.e. Not Proficient, Proficient).
Click the category link to drill down to the next category and view assessment report results.	Click the category link to view student proficiency report metrics.

Welcome ARNSDORFF, YVONNE T - Effingham County High School - Effingham County [About](#) Wednesday, September 3, 2014

Georgia Online Formative Assessment Resource

Student Proficiency Report

Assessment: ELA test grade 1 Reading, 2014_ELA_Test for Week 4

[All Tests](#) [All Domains](#) [All Standards](#) [All Items](#) ← Category Links

ELACC1L1
ELACC1L1

Legend ← Legend

Incorrect
Correct

3

Fowler, Daniel L. ✖

Hutcheson, Logan C. ✖

OAS Student Proficiency

Student Level Role

GOFAR enables students in Georgia's public schools to access practice tests or teacher created tests.

After taking an assessment, students can view reports aligned to the state curriculum that show instructional strengths and needs.

Accessing GOFAR Student Dashboard

Student Access to GOFAR

To access the Student GOFAR portal perform the following steps.

* Enter as a Guest

1. Enter the following URL in the address bar:
<https://gofar.gadoe.org/GOFARWeb>
The GOFAR main window appears.
2. Select the option **Enter as Guest User** to take a practice test
3. Click **Submit**. The filter selection window appears.

-OR-

Teacher Assigned Test

1. Enter the following URL in the address bar:
<https://gofar.gadoe.org/GOFARWeb>
The GOFAR main window appears.
2. For Teacher assigned tests, enter your **Georgia Test Identifier (GTID)** in the box for teacher assigned tests.
3. Enter the **Test Pass Code**.
4. Click **Submit**. The filter selection window appears.

Georgia Online Formative Assessment Resource (GOFAR)

Please Sign In

Enter as Guest User **Coming Soon!** ☐

Georgia Test Identifier (GTID):

Test Pass Code:



The **Enter as Guest** option will be implemented in GOFAR in the near future.

Georgia Online Formative Assessment Resource (GOFAR)

Please Sign In

Enter as Guest User **Coming Soon!** ☐

Georgia Test Identifier (GTID):

Test Pass Code:

Accessing Teacher Assigned Test

Taking Student Practice Self-Test

Taking a Student Practice Test

The student performs the following steps to take a practice test.

1. Select a grade from the list in the **Filter On** column.
2. Select a subject from the list in the **Filter On** column.
3. Click **Search**. The available tests are shown in the list on the right of the screen.
4. Click **Take Test**. The student test appears. The student answers the questions in the test.

Filter Type	Filter On	Title	Description		
Select Grade:	Grade 1	Public Grade 1 ELA Reading Std Test		Take Test	See Results
Select Subject:	Language Arts	Public Grade 1 ELA Speaking & Listening Test		Take Test	See Results

Logout Clear Search

1 - 2 of 2 items

5. Click **Next** to go to the next question in the test.
6. Click **Previous** to return to the previous question in the test.
7. Click **Check Response** to update the Item response Indicator.
8. Click **Finish Test** when complete. A **Confirmation Required** message appears.

The screenshot displays the GOFAR test interface. At the top, the test title "LNH UAT Evening 091014" is shown next to a "Test timer" displaying "29 : 42 : 50". A "Finish Test" button is in the top right. Below the title bar, a list of items is shown on the left: "LNH UAT Evening 091014", "NPELAAA109871", "MATS408" (highlighted with a red border), "ELA120005017", and "ELA120910031". An arrow points from the text "The Item Response Indicator validates the test response." to the "MATS408" item. The main area shows the question "Which number is greater than 15?" with three radio button options: 14, 15, and 16. At the bottom, there are three buttons: "Previous", "Check response", and "Next".



Item Response Indicator Legend

Blue – indicates the question has not been answered.

Red – indicates question is active or has not been answered.

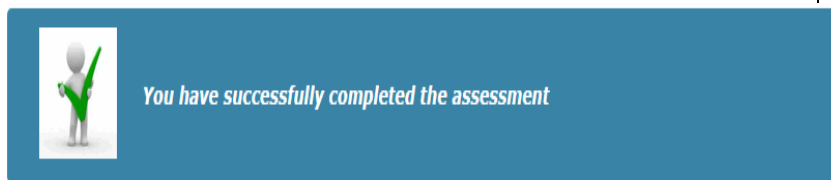
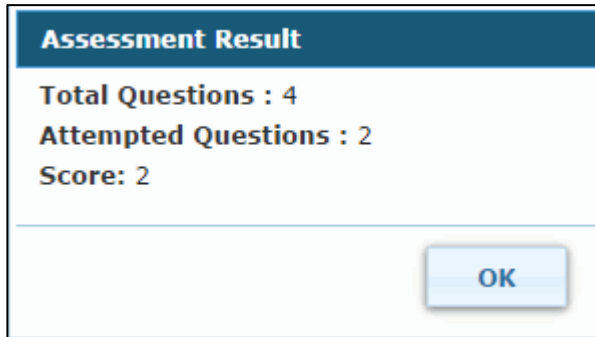
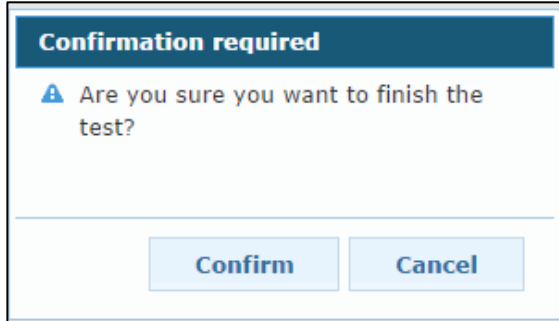
Green – indicates question answered (correct or incorrect response).

Orange – indicates that the **Next** button was selected after answer selection.



Students may also click the item title to navigate through the test.

9. Click **Confirm** to complete the test. The **Assessment Result** message appears.
10. Click **OK**. A message indicating that the student successfully completed the assessment appears.
11. Close the window when complete.



Viewing the Results of the Practice Test

To view the results of the practice test, return to the student assessment main window.

- Click **See Results**. The student test result window appears.
- Close the window when you are finish viewing the test results.



When the student logs out of the portal, the test results are deleted from GOFAR.



Taking a Teacher Assigned Test

The teacher may assign a test to a student as required. The student will be notified by the teacher that they have been assigned a test to complete and they are provided a test passcode.

1. Enter the following URL in the address bar:
<https://gofar.gadoe.org/GOFARWeb> provided. The GOFAR student dashboard main window appears.
2. Enter your **Georgia Test Identifier (GTID)** in the box for teacher assigned tests.
3. Enter the **Test Pass Code**.
4. Click **Submit**. The Student landing page appears.

5. Click **Take Test**. The test appears. The student answers the questions in the test.

System and School Information				
Fiscal Year	System	School		
2015	651 - Effingham County	0290 - Effingham County Middle School		

Teacher and Student Information			
Teacher Name	Student GTID	Student Last Name	Student First Name
	*****	Asbill	Autumn

Test Information				
Title	Description	Grade	Subject	No Of Questions
2014_ELA_LNH_Prettest	Validate enhancement	Grade 5	Language Arts	2

Please verify all the above information are correct and Click Take Test button to continue...

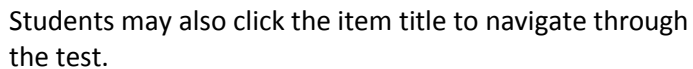
[Take Test](#)
[Logout](#)
[View Result](#)

-
- LNH UAT Evening 091014
- 29 : 42 : 50 Test timer
- Finish Test
- LNH UAT Evening 091014
- LNH UAT Evening 091014 >> MATS408 | Score : 0
- MPELAA109871
- MATS408
- ELA120005017
- ELA120910031
- Which number is greater than 15?
- ☒ 14
- ☐ 15
- ☐ 16
- ☐ 17
- The Item Response Indicator validates the test response.
- Previous
- Check response
- Next




Red – indicates question is active or has not been answered.

Orange – indicates that the **Next** button was selected after answer selection.



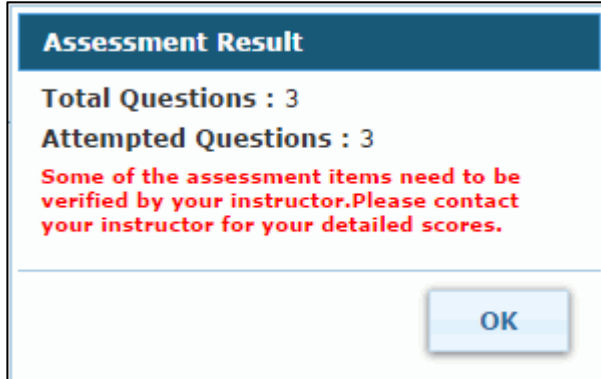
Confirmation required

 Are you sure you want to finish the test?

Confirm

Cancel

11. Click **OK**. A message indicating that the student successfully completed the assessment appears.
12. Close the message window when complete. The student landing window displays.



You have successfully completed the assessment

Viewing the Results of the Selected Response Test

To view the test score from a selected response test immediately after taking the test, perform the following steps.

1. From the student landing window click **View Result** to view the test score. The **Student Test Result** window displays.
2. Click **Close** when complete.



For a test with selected response and constructed response items, the constructed response items will be corrected by the teacher. The teacher will notify the student when the test score is available to view.

System and School Information				
Fiscal Year	System	School		
2015	651 - Effingham County	0290 - Effingham County Middle School		

Teacher and Student Information			
Teacher Name	Student GTID	Student Last Name	Student First Name
	*****	Asbill	Autumn

Test Information				
Title	Description	Grade	Subject	No Of Questions
2014_ELA_LNH_Pretest	Validate enhancement	Grade 5	Language Arts	2

Please verify all the above information are correct and Click Take Test button to continue...

Student Test Result	
Your Score : 1 out of 2	
Description	Value
Total Number of Questions	2
Selected Response	1 out of 2
Points Earned	1
Points Possible	2
<input type="button" value="Close"/>	

Viewing the Results of the Constructed Response Test



The teacher will notify the student when the test score is available to view for a constructed response test.

To view the test score from a constructed response test perform the following steps.

1. Enter the following URL in the address bar:
<https://gofar.gadoe.org/GOFARWeb> provided. The GOFAR student dashboard main window appears.
2. Enter your **Georgia Test Identifier (GTID)** in the box for teacher assigned tests.
3. Click **Submit**. The student landing window appears.
4. Upon receiving notification from the teacher that test scores are ready for viewing, click **View Result**. The **Student Test Result** window appears.

System and School Information				
Fiscal Year	System	School		
2015	651 - Effingham County	0290 - Effingham County Middle School		

Teacher and Student Information			
Teacher Name	Student GTID	Student Last Name	Student First Name
	*****	Asbill	Autumn

Test Information				
Title	Description	Grade	Subject	No Of Questions
2014_ELA_LNH_Prestest	Validate enhancement	Grade 5	Language Arts	2

Please verify all the above information are correct and Click Take Test button to continue...

Take Test Logout **View Result**

Description	Value
Total Number of Questions	4
Selected Response	0 out of 0
Points Earned	0
Points Possible	0
Constructed Response	8 out of 16
Points Earned	8
Points Possible	16

Close