Georgia Online Formative Assessment Resource (GOFAR) User Guide

Assessment and Accountability

Statewide Longitudinal Data System (SLDS)
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<th>Changed By</th>
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<td>0.1</td>
<td>10/08/2014</td>
<td>1st draft</td>
<td>Leslie N Harmon</td>
</tr>
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<td>1.0</td>
<td>10/23/2014</td>
<td>Production Delivery</td>
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<tr>
<td>1.1</td>
<td></td>
<td>• Modified content for Test Options.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• Added note for the <strong>Number of Questions</strong> field. (12/1)</td>
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<td></td>
<td></td>
<td>• Update content for passcodes usage and functionality.</td>
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<td></td>
<td></td>
<td>• 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 <strong>Item Bank</strong> or <strong>Test Creation</strong> tab”.</td>
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<td>• Added new screen shots for Student view test results.</td>
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<td>1.2</td>
<td>12/1/2014</td>
<td>• Added content for the <strong>Print Test</strong> and <strong>Answer keys</strong> functionality.</td>
<td>Leslie N Harmon</td>
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<td></td>
<td></td>
<td>• Modified the content for the Lock and Unlock buttons to <strong>Push to Test Administration and Pull from Test Administration</strong>.</td>
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<td>• Modified the <strong>Test Assignment</strong> functionality which includes the <strong>Student Pass code</strong> and <strong>Scoring Pass code</strong> UI changes</td>
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<td>1.2</td>
<td>01/30/2015</td>
<td>• Added content for the <strong>Publish?</strong> Feature. Updated UI for the new buttons in Test Assignment and Test Management (Save and Publish to Students) – District and Teacher roles</td>
<td></td>
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<td></td>
<td></td>
<td>• Updated primary menu bar to include <strong>GOFAR Resources</strong> and <strong>Recent Updates</strong> tabs – District and Teacher roles</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Added note for <strong>Coming Soon</strong> in the GOFAR Student portal.</td>
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<td>• Added content for the District</td>
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<td>Changed By</td>
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<td>1.4</td>
<td>04/23/2015</td>
<td>Added note detailing District and User assigned reports for teachers.</td>
<td>Leslie N Harmon</td>
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<td>1.5</td>
<td>05/01/2015</td>
<td>Updated screen shots to reflect the UI changes for the Random Test Creation and Add / Edit Test dialog boxes.</td>
<td>Leslie N Harmon</td>
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<tr>
<td></td>
<td>05/26/2015</td>
<td>Updated content and screen shots to reflect the students’ ability to view selected and constructed response tests after completing them.</td>
<td>Leslie N Harmon</td>
</tr>
<tr>
<td>1.6</td>
<td>06/26/2015</td>
<td>Added content for the Reset and Reopen feature for the student test.</td>
<td>Leslie N Harmon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Updated screen shots to reflect the new Reset and Reopen buttons in the UI.</td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>07/21/2015</td>
<td>Added content and screenshots for Useful Resources tab</td>
<td>Margaret P Samuel</td>
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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:

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Bank</td>
<td>Contains items that Teachers can select to add to a test.</td>
</tr>
<tr>
<td>Test Creation</td>
<td>Enables the Teacher to create, edit, clone, preview or delete a test.</td>
</tr>
<tr>
<td>Test Administration</td>
<td>Enables the Teacher to assign, manage, report, print and score a test.</td>
</tr>
</tbody>
</table>
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.
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:

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

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.

**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**.
**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.

### 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.

<table>
<thead>
<tr>
<th>Score</th>
<th>Designation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Thoroughly Demonstrated</td>
<td>The student demonstrates a thorough understanding of the standards assessed.</td>
</tr>
<tr>
<td>3</td>
<td>Clearly Demonstrated</td>
<td>The student demonstrates a clear understanding of the standards assessed.</td>
</tr>
<tr>
<td>2</td>
<td>Basically Demonstrated</td>
<td>The student demonstrates a basic understanding of the standards assessed.</td>
</tr>
<tr>
<td>1</td>
<td>Minimally Demonstrated</td>
<td>The student demonstrates a minimal understanding of the standards assessed.</td>
</tr>
<tr>
<td>0</td>
<td>Incorrect or Irrelevant</td>
<td>The response is incorrect or irrelevant.</td>
</tr>
</tbody>
</table>

**Snakes in the Sky**

Look up in the sky. What is it? Is it a plane? No, it's a snake!

Are snakes really fly? Since they look like they are flying, people often think snakes can fly, even though they do not actually fly. Snakes have no wings. Because the snake is not a bird, it can only move by crawling or slithering, not fly. Most snakes glide through the air, using their long, flexible bodies to glide through the wind. However, some snakes can glide short distances, much like how they do when moving along the ground.
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.
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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Test with Selected Filters</td>
<td>Enables you to create a test using filter options (i.e. grade, subject, domain, etc.).</td>
</tr>
<tr>
<td>Cart</td>
<td>Enables you to add items and create a test from the items in the cart.</td>
</tr>
<tr>
<td>Add New Test</td>
<td>Enables you to create a new test.</td>
</tr>
</tbody>
</table>

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. 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.

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. Select the **Avoid Previously used questions** option to avoid duplication of questions in the test.
4. Under **Number of Questions** use the up arrow to select the desired number of questions to include.

---

**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).
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.

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.
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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a name for the test.</td>
</tr>
</tbody>
</table>
| 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:  
                          | • 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.  
                           | 1. Click **Push to Test Administration** to lock the test. An information message displays.  
<pre><code>                       | 2. Click **OK**. |
</code></pre>
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pull from Test Administration</td>
<td>The test is rendered available for editing.</td>
</tr>
<tr>
<td></td>
<td>1. Click <strong>Pull from Test Administration</strong> to unlock the test. An information message displays.</td>
</tr>
<tr>
<td></td>
<td>2. Click <strong>OK</strong>.</td>
</tr>
<tr>
<td></td>
<td>3. Click <strong>Save</strong>.</td>
</tr>
<tr>
<td></td>
<td>4. Close the window when you are finished creating the test details.</td>
</tr>
<tr>
<td>Delete</td>
<td>Removes the test from the system.</td>
</tr>
<tr>
<td>Print</td>
<td>Prints the test to the designated printer.</td>
</tr>
<tr>
<td>Clone the Test</td>
<td>Creates a copy of the test. The District User will not have the ability to change any attributes or test details.</td>
</tr>
<tr>
<td>Preview</td>
<td>Provides an onscreen view of the test.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Save   | Retains the options selected for the test.  
1. Click **Save** to save the test details.  
2. Click **OK**.  
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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>View the default option selections.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Test Details tab to continue creating the test details.</td>
</tr>
<tr>
<td>3.</td>
<td>Click Save to save the test details information</td>
</tr>
<tr>
<td>4.</td>
<td>Close the window.</td>
</tr>
</tbody>
</table>

The default values are populated based on the items that are in the test.

A test with at least one System level item will default the test to a System Level test.

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.
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.
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.

| MPELAAA107139 | Preview | Remove |
| MPELAAA99259 | Preview | Remove |
| MPELAAA99299 | Preview | Remove |

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.
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.
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 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.

![Image of Preview the Test](image)

**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. Please note that the answer is captured in GOFAR.
3. 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.
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 District user with the following options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Assignment</td>
<td>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.</td>
</tr>
<tr>
<td>Test Management</td>
<td>Enables the District User to manage, score, report and print existing tests.</td>
</tr>
<tr>
<td>Test Scoring</td>
<td>The District User can grade student tests as well as support the District in grading student test.</td>
</tr>
<tr>
<td>Test Reset/Reopen</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Filter Type</th>
<th>Option Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Select the grade from the list. Multiple grades may be selected.</td>
</tr>
<tr>
<td>Subject</td>
<td>Select the subject from the list. Multiple subjects may be selected.</td>
</tr>
<tr>
<td>Level</td>
<td>Current selections are • System Bank • Teacher Bank</td>
</tr>
</tbody>
</table>

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.

- 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.

   ![Image](image_url)

   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. **Submitted Successfully** confirmation message displays.

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

   ![Image](image_url)

   -OR-

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

   ![Image](image_url)
14. Click **Close**. The **Test Administration** window displays.

- 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 to **Assigned**.
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 table below provides details on the Test Management Search Filter options for the District user.

<table>
<thead>
<tr>
<th>Filter Type</th>
<th>Option Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Select the grade from the list. Multiple grades may be selected.</td>
</tr>
<tr>
<td>Subject</td>
<td>Select the subject from the list. Multiple subjects may be selected.</td>
</tr>
<tr>
<td>Test Status</td>
<td>See the table below for the Test Status descriptions.</td>
</tr>
</tbody>
</table>

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

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**.
**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.
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.

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

The status will change to Complete after the teacher reviews the test.
5. Select a constructed response question to view the student responses. The question content appears in the window.

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.
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.

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.
<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Registration</td>
<td>Test has not been assigned to a student / group.</td>
</tr>
<tr>
<td>Assigned</td>
<td>Test assigned by a teacher to a group of students.</td>
</tr>
<tr>
<td>Registered</td>
<td>Student logs in to take the test.</td>
</tr>
<tr>
<td>Pending review</td>
<td>Student submits test with Constructed Response items for review by a teacher.</td>
</tr>
<tr>
<td>Completed</td>
<td>Student completes a Constructed Response item.</td>
</tr>
<tr>
<td></td>
<td>District User completes grading a Constructed Response item.</td>
</tr>
</tbody>
</table>
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.
5. Click **Yes** to reset or reopen the student test.
6. Notify the student that the test is available for them to continue.

![Confirm dialog]

---

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

![Confirm dialog]
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.

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.
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

1. Log on to your Student Information System (SIS).
2. Select the Statewide Longitudinal Data System (SLDS) link. The SLDS main window opens.
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.

<table>
<thead>
<tr>
<th>Report View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>By School</td>
<td>Provides response metrics for assessment tests by school. Includes the test name and test form name.</td>
</tr>
</tbody>
</table>

Click View Report after selecting the dates and View options.

Click the plus (+) sign to view the test name and then click again to view the test form name.

Click the bar graph to view assessment metrics by student.
Understanding the Information in the Assessment Response Reports – All Levels View

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

<table>
<thead>
<tr>
<th>Report View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Levels</td>
<td>Provides assessment response metrics for student tests for districts and schools. Includes the test name, test form name, subject, domain name and item number.</td>
</tr>
</tbody>
</table>

![Georgia Online Formative Assessment Resource Assessment Response Report](image)

- 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.

<table>
<thead>
<tr>
<th>Report Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>Provides overall assessment metrics for the test name, domain, standard and the item levels.</td>
</tr>
</tbody>
</table>

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.
### 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.

![Student Proficiency Report](image)
The **Student Proficiency Report** shown below provides % **Not Proficient** assessment metrics by student.

<table>
<thead>
<tr>
<th>Report Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Proficiency Report</strong></td>
<td>Provides % <strong>Not Proficient</strong> assessment metrics by student.</td>
</tr>
</tbody>
</table>
**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.
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.
Metrics Reporting

GOFAR Reports provide the following metrics for the student tests:

<table>
<thead>
<tr>
<th>Proficiency Metric</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Correct</td>
<td>Represents the % of students with the correct response in a test group.</td>
</tr>
<tr>
<td>% Of Correct Response</td>
<td>A graphical representation of the % of students with the correct response in a test group.</td>
</tr>
<tr>
<td>Proficient</td>
<td>Meets the required level of learning.</td>
</tr>
<tr>
<td>Not Proficient</td>
<td>Does not meet the required level of learning.</td>
</tr>
</tbody>
</table>

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.

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

Georgia Online Formative Assessment Resource Assessment Proficiency Report

Assessment: ELA Test for Middle School kid, 2014_EL_A1_Pretest_Sep

<table>
<thead>
<tr>
<th>Domain</th>
<th>% Correct</th>
<th>% Of Correct Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Standards</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Category View</th>
<th>Graphical View</th>
</tr>
</thead>
</table>
| - 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. |

---

**Georgia Online Formative Assessment Resource**

**Student Proficiency Report**

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

[Diagram showing category links and legend with examples of incorrect and correct responses.]
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.

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:

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

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.

**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 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.
**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**

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.

<table>
<thead>
<tr>
<th>Score Designation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Thoroughly Demonstrated</td>
</tr>
<tr>
<td>3</td>
<td>Clearly Demonstrated</td>
</tr>
<tr>
<td>2</td>
<td>Basically Demonstrated</td>
</tr>
<tr>
<td>1</td>
<td>Minimally Demonstrated</td>
</tr>
<tr>
<td>0</td>
<td>Incorrect or Irrelevant</td>
</tr>
</tbody>
</table>

---

**Storks in the Sky**

Look up in the sky. Is it an airplane? No, it's a stork!

Can storks really fly? Storks do not fly like birds, but they can glide with their wings outstretched. Their wings are broad and strong, which allows them to fly over long distances. Storks also use their long necks to spot food sources, and their sharp beaks are perfect for catching fish and small animals. In this part of the world, storks are a common sight, soaring gracefully through the sky on long flights, making them an integral part of the local ecosystem.**
**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.
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.
## 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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Test with Selected Filters</td>
<td>Enables you to create a test using filter options (i.e. grade, subject, domain, etc.).</td>
</tr>
<tr>
<td>Cart</td>
<td>Enables you to add Items and create a test from the items in the cart.</td>
</tr>
<tr>
<td>Add New Test</td>
<td>Enables you to create a new test.</td>
</tr>
</tbody>
</table>
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 Test Creation – By Random Selection: window appears.

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.

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.

> **Information!**

Please add at least one assessment item

[OK]

**Note:** 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.
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](image)

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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a name for the test.</td>
</tr>
<tr>
<td>Student Navigation</td>
<td><strong>No Skipping</strong> – Student must answer question before further navigation is allowed (previous / forward). <strong>Able to Skip</strong> – Student has the option to continue navigation in test (previous / forward).</td>
</tr>
</tbody>
</table>
| Score Type                  | Options are:  
  • 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. |
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| 2. Click **OK**.    | ![Information!](image) Test form is pushed to Test Administration
|                     | ![OK](image)                                    |
| 3. Click **Save**.  |                                                   |
| 4. Close the window when you are finished creating the test details. | ![Information!](image) Test form is pulled from Test Administration
|                     | ![OK](image)                                    |
| 3. Click **Save**.  |                                                   |
| 4. Close the window when you are finished creating the test details. | ![Information!](image) Test form is pulled from Test Administration
<p>|                     | <img src="image" alt="OK" />                                    |
| Pull from Test Administration | The test is rendered available for editing. 1. Click <strong>Pull from Test Administration</strong> to unlock the test. An information message displays. 2. Click <strong>OK</strong>.         |
| 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                | Retains the options selected for the test. 1. Click <strong>Save</strong>. 2. Click <strong>OK</strong>. |</p>
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Close the window when you are finished creating the test details.</td>
</tr>
</tbody>
</table>

![Alert](Alert.png)

Alert!

Test has been saved successfully...

OK

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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>View the default option selections.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Test Details</strong> tab to continue creating the test details.</td>
</tr>
<tr>
<td>3.</td>
<td>Click <strong>Save</strong> to save the test details information</td>
</tr>
<tr>
<td>4.</td>
<td>Close the window.</td>
</tr>
</tbody>
</table>

- The default values are populated based on the items that are in the test.
- A test with at least one system level item will default the test to a system level test.

### 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**

---

**Description**

Minimally met learning objectives

---

**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.

- 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.

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.

   **i** 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.

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.

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Assignment</td>
<td>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.</td>
</tr>
<tr>
<td>Test Management</td>
<td>Enables the teacher to manage, score, report and print existing tests.</td>
</tr>
<tr>
<td>Test Scoring</td>
<td>The teacher can grade student tests as well as support the District in grading student test.</td>
</tr>
<tr>
<td>Test Reset/Reopen</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Filter Type</th>
<th>Option Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Select the grade from the list. Multiple grades may be selected.</td>
</tr>
<tr>
<td>Subject</td>
<td>Select the subject from the list. Multiple subjects may be selected.</td>
</tr>
<tr>
<td>Test Status</td>
<td>See the table below for the Test Status descriptions.</td>
</tr>
</tbody>
</table>

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

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.
**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.

---

**Print Token**

Test Token Information

- **651 - Effingham County**
- **Test Form Name:** 231 - Test For Today 1
- **Fiscal Year:** 2015
- **Token:** 29132

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jasmin</td>
<td>Aponte</td>
<td>Assigned</td>
</tr>
<tr>
<td>Albin</td>
<td>Alsworth</td>
<td>Assigned</td>
</tr>
<tr>
<td>Julia</td>
<td>Apgate</td>
<td>Assigned</td>
</tr>
<tr>
<td>Isabella</td>
<td>Apgate</td>
<td>Assigned</td>
</tr>
<tr>
<td>Gamy</td>
<td>Austin</td>
<td>Assigned</td>
</tr>
<tr>
<td>Gavin</td>
<td>Alridge</td>
<td>Assigned</td>
</tr>
<tr>
<td>Taylor</td>
<td>Hutchinson</td>
<td>Assigned</td>
</tr>
<tr>
<td>Kyle</td>
<td>Vanwagen</td>
<td>Assigned</td>
</tr>
<tr>
<td>Gabriel</td>
<td>Hardchoa</td>
<td>Assigned</td>
</tr>
<tr>
<td>Harley-Alice</td>
<td>Dowschoy</td>
<td>Assigned</td>
</tr>
<tr>
<td>Autumn</td>
<td>Bennett</td>
<td>Assigned</td>
</tr>
<tr>
<td>Joey</td>
<td>Cheng</td>
<td>Assigned</td>
</tr>
<tr>
<td>Granda</td>
<td>Mink</td>
<td>Assigned</td>
</tr>
<tr>
<td>Jackson</td>
<td>Gohobond</td>
<td>Assigned</td>
</tr>
<tr>
<td>Rayna</td>
<td>Hinkle</td>
<td>Assigned</td>
</tr>
<tr>
<td>Benjamin</td>
<td>Westley</td>
<td>Assigned</td>
</tr>
<tr>
<td>Zoey</td>
<td>Woods</td>
<td>Assigned</td>
</tr>
<tr>
<td>Elle</td>
<td>Noden</td>
<td>Assigned</td>
</tr>
<tr>
<td>Biljahn</td>
<td>Jackson</td>
<td>Assigned</td>
</tr>
<tr>
<td>Chrystal</td>
<td>Blakett</td>
<td>Assigned</td>
</tr>
<tr>
<td>Dylan</td>
<td>Edwards</td>
<td>Assigned</td>
</tr>
<tr>
<td>Ben</td>
<td>Tisdale</td>
<td>Assigned</td>
</tr>
</tbody>
</table>
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 teacher clicks review to grade the test for each student.

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

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.
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.

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

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.
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 GOFAR report link in SLDS
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.

<table>
<thead>
<tr>
<th>Report Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>Provides overall assessment metrics for the test name, domain, standard and the item levels.</td>
</tr>
</tbody>
</table>

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

Click the arrow to navigate through the report levels.

Click a bar graph to view a student metrics report for the assessment category.
### 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.
The **Student Proficiency Report** shown below provides % **Not Proficient** assessment metrics by student.

<table>
<thead>
<tr>
<th>Report Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Proficiency Report</strong></td>
<td>The report provides assessment metrics by student.</td>
</tr>
</tbody>
</table>

![Student Proficiency Report](image_url)

The report provides a summary of student proficiency across different tests and standards. It highlights which students are not proficient in certain areas and provides a breakdown of the assessment metrics.
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.

---

**Georgia Online Formative Assessment Resource**

**Assessment Proficiency Report**

Assessment: ELA Test for Middle School kid, 2014_ELAL_G1_Pretest_Sep

<table>
<thead>
<tr>
<th>Domain</th>
<th>% Correct</th>
<th>% of Correct Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Standards</td>
<td>50 %</td>
<td>5.16</td>
</tr>
</tbody>
</table>

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.
Metrics Reporting

GOFAR Reports provide the following metrics for the student tests:

<table>
<thead>
<tr>
<th>Proficiency Metric</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Correct</td>
<td>Represents the % of students with the correct response in a test group.</td>
</tr>
<tr>
<td>% Of Correct Response</td>
<td>A graphical representation of the % of students with the correct response in a test group.</td>
</tr>
<tr>
<td>Proficient</td>
<td>Meets the required level of learning.</td>
</tr>
<tr>
<td>Not Proficient</td>
<td>Does not meet the required level of learning.</td>
</tr>
</tbody>
</table>

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.

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

Georgia Online Formative Assessment Resource
Assessment Proficiency Report

Assessment: ELA Test for Middle School kid, 2014_ELAL_G1_Pretest_Sept

<table>
<thead>
<tr>
<th>Domain</th>
<th>% Correct</th>
<th>% Of Correct Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Standards</td>
<td>50%</td>
<td>8/16</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Category View</th>
<th>Graphical View</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
<td>Provides a graphical view of the student test assessment results (i.e. Not Proficient, Proficient).</td>
</tr>
<tr>
<td>Click the category link to drill down to the next category and view assessment report results.</td>
<td>Click the category link to view student proficiency report metrics.</td>
</tr>
</tbody>
</table>
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.

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

---

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

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