

# Introduction

## What is ParTEST?

ParTEST is a versatile software application that allows you to create instructions, item banks, objectives, questions, tests, and generate reports. Items from Skills Connection can be imported into ParTEST in order to create an Item Bank and Test.

You can import the ParTEST Key into ParSCORE (as well as Classroom Wizard) for scoring. After you have completed the Scoring of the Students forms, the Item Analysis data can be posted from ParSCORE back into the Item Banks for generating reports and analyzing test questions in ParTEST.

With ParTEST Online you can setup an online test for computer based test scoring. The score data (student responses) can be “scored” into ParSCORE for further reports and for posting of the Item Analysis data to the ParTEST Item Banks.

## Contacting Scantron



### Product Support

Our Technical Support Department can be reached at (800) 445-3141 or by Fax at (949) 639-7512 or by E-mail: [Support@Scantron.com](mailto:Support@Scantron.com)

We are open Monday through Friday – 5:30 a.m. to 4:30 p.m. (Pacific Time Zone). Closed Weekends and Holidays.

On the Web:                      <http://www.scantron.com>

Telephone:                      (800) 722-6876

Address: World Headquarters  
Scantron Corporation    34 Parker    Irvine, CA 92618-1604

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## What's New?

ParTEST v6.5 includes the following additional features:

**Set Font for Entire Test (6.5.1)** – Users can select a certain font size and font type to be applied to an entire test.

**Add Multiple Secondary Users (6.5.2)** – Users can add up to five secondary users for Instructions, Item Banks and Tests.

**Insert Other Graphic Types (6.5.3)** – Users can insert JPG, GIF and TIF files into questions, in addition to BMP files.

**Insert Special Characters (6.5.4)** – Users can insert special characters and symbols into questions.

Note: Resolutions to previous issues are also included in ParTEST v6.5. For a list of these resolutions, please contact Scantron Technical Support at [support@scanton.com](mailto:support@scanton.com).

## System Requirements for ParTEST 6.5

- Windows 98, NT, 2000, ME, XP (Pentium Processor, 500 MHz or greater recommended)
- Novell Network (Must have the *latest* version of Novell Client installed)
- Windows 2000, NT, or 2003 Server (for Network/LAN versions)
- 150 MB free hard disk space
- 32 MB RAM minimum
- VGA color monitor (SVGA recommended)
- Serial port and serial cable, or USB port and USB adapter cable
- HP-compatible laser printer (HP Laserjet 4 or greater recommended)

## How To Upgrade from an Earlier Version of ParTEST 6.x to 6.5

- ParTEST v6.0 or higher must be installed in order to upgrade to ParTEST v6.5.
- ParTEST v6.5 includes all previous enhancements as well.
- **ParTEST Network (LAN) Version Upgrade:**

*Note: Installation from a Windows 98 client to a LAN server is not supported. ParTEST Network should be installed from a Windows 2000 or XP client.*

1. If you have ParTEST LAN installed, please make sure no other users are running the application while you are running the setup.
2. Double-click on the "ParTEST 6.5 Network-Server Upgrade.exe" file. When the setup prompts you to specify the folder path, select the ParTEST application folder you previously installed on the server. Select Change Folder to change the folder path if necessary.
3. Select OK to continue the upgrade process.

4. On all client computers, navigate to the location on your network where you installed ParTEST 6.5 LAN, open the Client Setup folder, and double-click the Setup.exe file to upgrade client computers.

**ParTEST Single Workstation Version Upgrade:**

1. Double-click on the “ParTEST 6.5 Single User Upgrade.exe” file. When the setup prompts you to specify the folder path, select the ParTEST application folder you previously installed on your computer. Select Change Folder to change the folder path if necessary.
2. Select OK to continue the upgrade process.

For assistance, please contact Scantron Technical Support at (800) 445-3141 or [support@scantron.com](mailto:support@scantron.com). (Monday – Friday, 5:30am – 4:30pm PST, except holidays)

## Using the Training Workbook

The Training Workbook is designed for use during instructor lead training.

Please refer to the User's Guide for complete details.

## Icons used in this Training Workbook



Note regarding topic

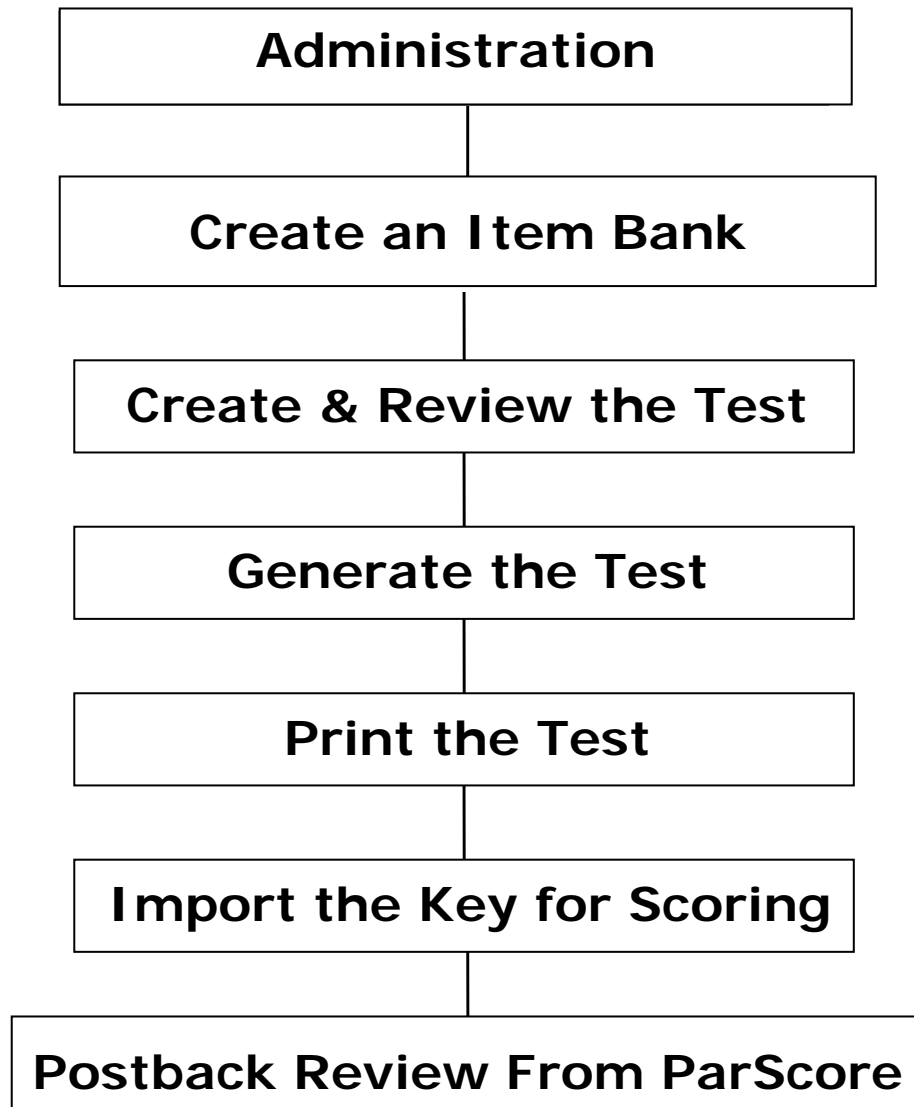


Caution/Warning!

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## The “Whole” Picture



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# Managing ParTEST

## System Administration

ParTEST has security features, which are designed to preserve data integrity. The system administrator tasks are to grant and remove user accounts and set up default attribute labels, keyword labels and lists, levels of difficulty and discrimination settings, the default font, and the ParTEST Online multimedia folder & directory path.



Users must have an active account to login and use ParTEST.

The creator of the Item Bank is considered the “Primary User”. A Primary user can assign read and write access to a single Secondary user. Public Read Access can be assigned to allow all ParTEST users access to the questions for their test.

## Administrator Login

- Select Start, Programs
- ParTEST
- ParTEST



The default Administrator Login Name and Password are:

Login Name: administrator

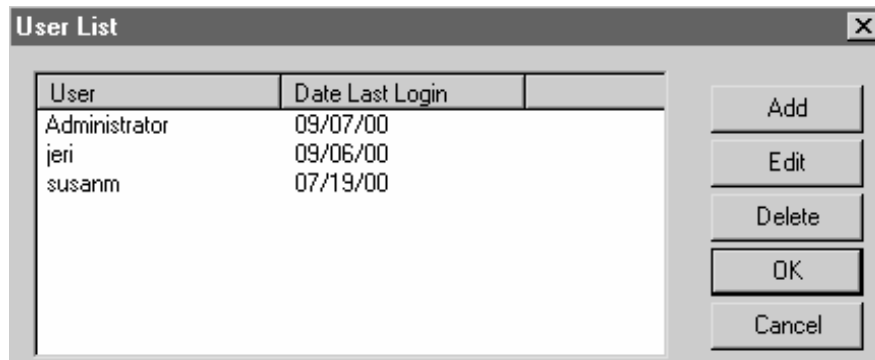
Password: partest

The screenshot shows a dialog box titled "ParTEST Login". It has two input fields: "User:" with the text "administrator" and "Password:" with the text "partest". To the right of the User field is an "OK" button, and to the right of the Password field is a "Cancel" button.

## Creating User Accounts

- Select the “Tools” pull-down menu
- Select “Administration”
- Select “Add”
- Enter the User Name and Password desired

From the User List you can Add, Edit, and Delete user accounts. You can edit a user if they forget their password.



When a new user is added to the user list a new folder is created (E.g.: U1222323) under the ParTEST directory. When the user creates Item Banks and Tests the files are stored and maintained in their user folder.

### Secondary and Public Access Rights:

The Primary user can assign two types of access rights: Secondary and Public. The Primary user can assign one Secondary user to each Item Bank and/or Test. Public Read Access cannot be assigned to a Test.

When you designate an Instruction or an Item Bank as public access, the Instructions and Questions in the Item Bank are available for all users to add to their tests.



We recommend that the Primary user use caution when deleting Instructions, Item Banks, Objectives, and Questions. If you delete these items, the questions and instructions are *invalid*, and the tests of the secondary and public users can no longer be used.

User Rights:

<b>Assigning User Security Access</b>					
<b>Type</b>	<b>User Type</b>	<b>Modify</b>	<b>Delete</b>	<b>Add</b>	<b>Other</b>
Item Bank	Primary	X	X	X	
	Secondary				
	Public				
Objective	Primary	X	X	X	
	Secondary				
	Public				
Question	Primary	X	X	X	X (lock)
	Secondary	X \$ &	X	X	#
	Public				#
Instruction	Primary	X	X	X	#
	Secondary	X			#
	Public				#
Test	Primary	X	X	X	X (print)
	Secondary				X (print)
	Public				
\$ if the question is unlocked & only if the Instruction or Question is not used on a Test # may add to a test					

A Secondary user can edit other test questions while the primary use is accessing another question within the same item bank.

## Defining Attributes *(Optional)*

Attributes are characteristics that describe the Item Banks. Attributes are Optional. The Administrator can change the eight default categories: City, State, County, School, District, Teacher, Level, and Term. Attributes identify the source of the item bank – use this option is the item bank is shared between multiple sites.

Attribute labels apply to all item banks. Changes and deletions affect all users. Only the System Administrator can define the attribute labels, but primary users can define unique attribute lists for their own Item Banks.

- Select the “Options” pull-down menu
- Default Attribute Labels
- Modify the Labels as desired

The Attribute Label is assigned by the Administrator  
The user assigns the Attribute List

City:	Tustin	Created by:	Jeri K. Foster
State:	CA	Type of Training:	On-Line & On-Site
County:	Orange County	Year:	2000
Software Product:	ParTEST	Month:	August

Examples of Attribute Labels and Lists:

Established Labels: City, State, County, Software Product, Created by, etc...



The Attributes are not related to the Questions within the Item Bank. Keyword Labels and Lists are used to describe the Questions.

## Defining Keywords Labels and Lists

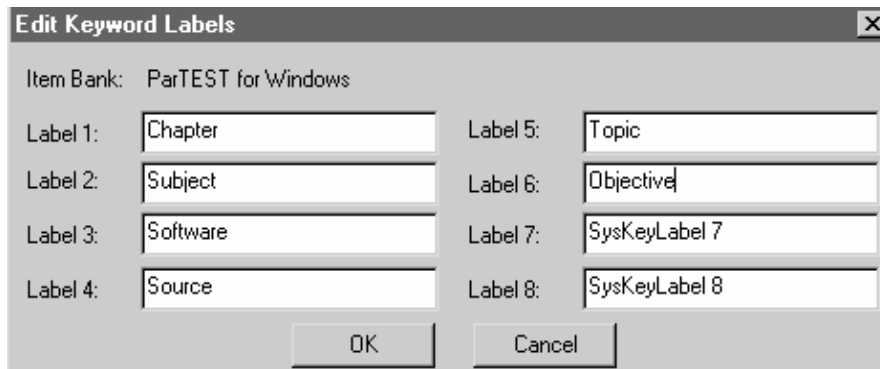
Keywords are characteristics that describe the questions created within Item Banks. There are eight default keyword labels/lists available for each question. The Administrator's default keywords labels and lists apply until the Primary user changes the Labels/Lists for each Item Bank.

You may want to use the Keyword Label and List as a reference to your state standards, a textbook, subject, chapter, and/or source.

The keyword lists can be searched when creating a new test, which would make locating all "Algebra" questions easier than looking at each question within an item bank. Once the search displays only these questions – I can select to add the questions individually or randomly.

### Defining Default Keyword Labels

- Select the "Options" pull-down menu
- Default Keyword Labels
- Modify the Labels as desired



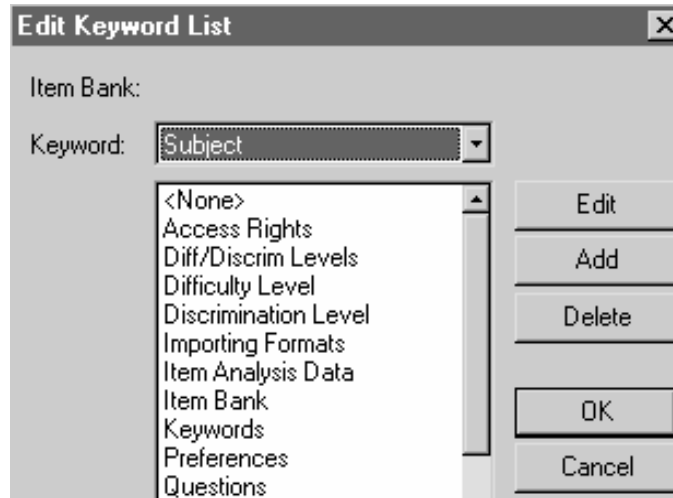
Label	Value
Label 1:	Chapter
Label 2:	Subject
Label 3:	Software
Label 4:	Source
Label 5:	Topic
Label 6:	Objective
Label 7:	SysKeyLabel 7
Label 8:	SysKeyLabel 8



You have 8 keyword labels and 250 items under each label.

## Defining Default Keyword Lists

- Select the “Options” pull-down menu
- Default Keyword Lists
- Select a Keyword from the pull-down menu
- Select Add to create a new keyword list item



### Examples of Keyword Labels and Lists

LABEL:	<b>Subject</b>	<b>Chapter</b>
LIST:	Keywords	Chapter 1
	Item Banks	Chapter 2
	Objectives	Chapter 3
	Questions	Chapter 4
	Preferences	Chapter 5
	Secondary Users	Chapter 6
		Appendix

## Assigning Keywords to Questions

Under the Keyword Tab for the Question - you can assign up to 8 Keywords to describe the question.

Keyword Lists

Within each Keyword Label you can create up to \_\_\_\_\_ keywords?

Answer	Score	Keyword	Item Analysis	Response Frequencies
Chapter:		Chapter 4	SysKeyLabel 5:	<None>
Subject:		Keywords	SysKeyLabel 6:	<None>
Software:		ParTEST	SysKeyLabel 7:	<None>
Source:		User Guide	SysKeyLabel 8:	<None>

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## Printing a Test Blueprint Report after the test is generated.

After you have generated the test - you can print or preview a Test Blueprint Report. The Test Blueprint will show you the Total Number of Questions, along with the breakdown per Keyword Label and List.

### Test Blueprint - ParTEST

Category	Keyword	Total Questions
<Overall Test>		32
1. Chapter	Appendix (A,B,C,D)	2
	Chapter 1	2
	Chapter 2	4
	Chapter 3	1
	Chapter 4	8
	Chapter 5	5
	Chapter 6	3
	Chapter 7	7
2. Subject	Access Rights	1
	Diff/Discrim Levels	1
	Difficulty Level	1

## Using the Keyword List with the ParSCORE Subtesting feature

Within the Subtesting feature in ParSCORE – you can import the Test file from ParTEST. The keyword lists will be used to set up individual Subtests per keyword list. You can generate 3 different types of Reports - Class Reports, Individual Student Reports, and Class Summary Reports based on this information.

Subtest Name	Versions	# Items	Min. % To Pass	Required To Pass	Select	Description
CHAPTER1	1	2	70	No	<input checked="" type="checkbox"/>	Chapter1
CHAPTER2	1	4	70	No	<input checked="" type="checkbox"/>	Chapter2
CHAPTER3	1	1	70	No	<input checked="" type="checkbox"/>	Chapter3
CHAPTER4	1	8	70	No	<input checked="" type="checkbox"/>	Chapter4
CHAPTER5	1	5	70	No	<input checked="" type="checkbox"/>	Chapter5
CHAPTER6	1	3	70	No	<input checked="" type="checkbox"/>	Chapter6
CHAPTER7	1	7	70	No	<input checked="" type="checkbox"/>	Chapter7
APPENDIX	1	2	70	No	<input checked="" type="checkbox"/>	Appendix (A,B,C,D)



Only the first "8" characters will be used for the Subtest Name. You can use the ParTEST Test File to setup the Subtests in ParSCORE version 3.0 or higher

## Setting Difficulty and Discrimination Levels

The levels of difficulty and discrimination are used to evaluate the questions. The default levels are for all Item Banks. Primary users can modify the default settings.



The data is posted by ParSCORE and cannot be entered by the keyboard. You must have ParSCORE version 3.0 or higher installed to use this feature.

### What is the Difficulty Level?

Question difficulty is the percentage of the total group of students who answered the question correctly. Difficulty levels help you determine if the question is Easy, Medium or Difficult based on the criteria you establish and the student tests scores posted from ParSCORE version 3.0 or higher.

Edit Levels of Difficulty Setting					
Administrative Default					
Label for Easy Level:	<input type="text" value="Easy"/>				
Label for Medium Level:	<input type="text" value="Medium"/>				
Label for Difficult Level:	<input type="text" value="Difficult"/>				
	Difficult		Medium		Easy
True-false (%):	<input type="text" value="Below 65"/>	<input type="text" value="65"/>	<input type="text" value="to less than 80"/>	<input type="text" value="80"/>	<input type="text" value="or above"/>
Multiple Choice (%):	<input type="text" value="Below 50"/>	<input type="text" value="50"/>	<input type="text" value="to less than 75"/>	<input type="text" value="75"/>	<input type="text" value="or above"/>
Matching (%):	<input type="text" value="Below 50"/>	<input type="text" value="50"/>	<input type="text" value="to less than 75"/>	<input type="text" value="75"/>	<input type="text" value="or above"/>

- Select the "Options" pull-down menu
- Select Default Levels of Difficulty Setting
- Change the Minimum and Maximum values if desired
- Change the Default Labels if desired

## What is the Discrimination Level?

Discrimination is the single best measure of the effectiveness of a question. It measures how well a question discriminates between those who have mastered the materials and those who have not.

Discrimination threshold levels help you determine if the question is Low, Medium, or High based on the student tests scores posted from ParSCORE version 3.0 or higher.

The screenshot shows a dialog box titled "Edit Levels of Discrimination Setting". It contains the following settings:

	Low	Medium	High
Administrative Default			
Label for Low Level:	Low		
Label for Medium Level:		Medium	
Label for High Level:			High
True-false Threshold (%):	Below 10	10 to less than 20	20 or above
Multiple Choice Threshold (%):	Below 15	15 to less than 30	30 or above
Matching Threshold (%):	Below 15	15 to less than 30	30 or above

- Select the "Options" pull-down menu
- Default Levels of Discrimination Setting
- Change the Minimum and Maximum values if desired
- Change the Default Labels if desired

## How does ParSCORE determine the Discrimination (PBCC)?

Item Discrimination is the single best measure of the effectiveness of an item. It measures how well an item discriminates between those who have mastered the material and those who have not.

The point biserial correlation coefficient (PBCC) measures the correlation between the correct answer on an item and the total test score of a student. The PBCC identifies items that correctly discriminate between high and low groups, as defined by the test as a whole. ParSCORE reports the point biserial for each item.

Generally, the higher the PBCC the better the item discrimination and the better the item. The following criteria is used to evaluate:

<u>PBCC</u>	<u>Interpretation</u>
.30 and above	Very good item
.29 to .20	Reasonably good item
.19 to .09	Marginal item; needs improvement
below .09	Poor item; reject or improve