AET Exam Center Tip Sheet

10/2/2024



FEATURES:	FUNCTION:	RESOURCE or BENEFIT:
Location: Teacher	Teacher Login	
- Tracker TAB/Exam Administration	1. Create/manage Exams	Exams created by AET Admin + Teacher created Exams
	2. View Results of Exams	Review results, attempts, by student, score average
Location: Student	Student Login	
- Profile Tab/Exam (Test Your Knowledge)		Students can test online, classroom & CDE/LDE content
Create and Manage Exams:	Build New or Upload Existing Exams	Use the Exam Builder
	a. Teachers create classroom assessments	A. Manually create your own questions
	b. Teachers create CDE practice assessments	Multiple Choice
		2. Checkmark correct answer
		3. Questions and answers are radomized per student
		4. Can use photos, graphs, charts etc as part of the question
		5. Upload whole test files (already in existence)
		B. Pull questions from existing test banks
		Add a selected question from a bank
		2. Add a number of random questions from bank
Settings on Exam Delivery:	Set Options for Test Delivery	Setting Options for Exams
		1. Exam name and year
		2. # of questions in each attempt (full/partial)
		3. # of attempts allowed and time limit
		4. Randomize, student availability, open/close time
		5. See test key responses after test
		6. Instructions for assessment
Test Resources:	Save, Print, Test Key, Stats	Test Options for Additional Use
		1. Print for hard copy use
		2. Pull and Print entire test with key
		3. Review test stats
		4. Make a copy of a test
		5. Archive or Delete
Rationale for Use:	All tests digitally saved in 1 location	Pros and Cons
		Upload your already created tests to the testing platform
		2. Can edit unit tests annually to reflect changes in content
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		3. Make copy of previous test and add new material
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		 Make copy of previous test and add new material Eliminates grading tests! or Quizzes! Creates % scores for course grades Can offer multiple attempts
		 Make copy of previous test and add new material Eliminates grading tests! or Quizzes! Creates % scores for course grades Can offer multiple attempts SAVES TIME