



ASSESSMENT: TEACHER USER GUIDE

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WHAT IS THE ASSESSMENT TOOL?

The Assessment area on the Macmillan Education Teacher App helps teachers to build and customise tests. Teachers can choose a ready-made test for their course, select questions from the question bank, or write their own questions.

The Assessment Gradebook allows teachers to give feedback for writing and speaking questions and also enables them to track student progress.

WHAT IS THE DIFFERENCE BETWEEN READY-MADE TESTS, FROM THE QUESTION BANK AND MY QUESTIONS?

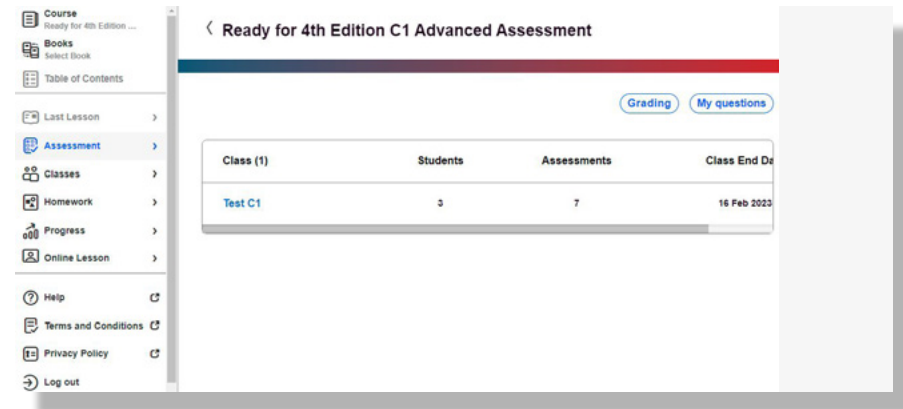
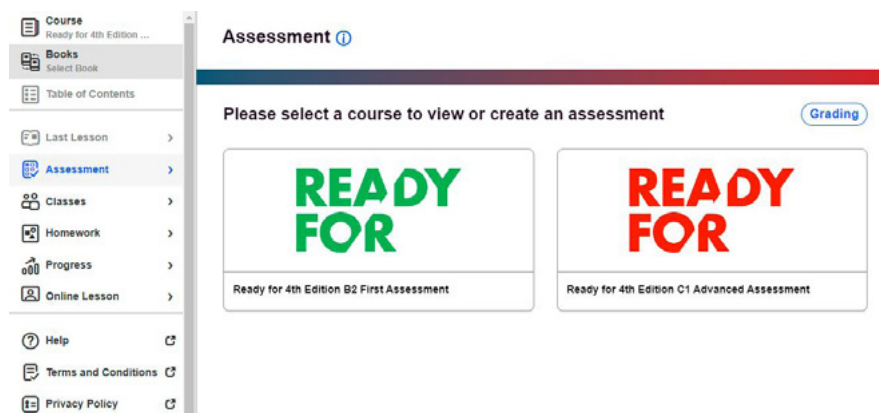
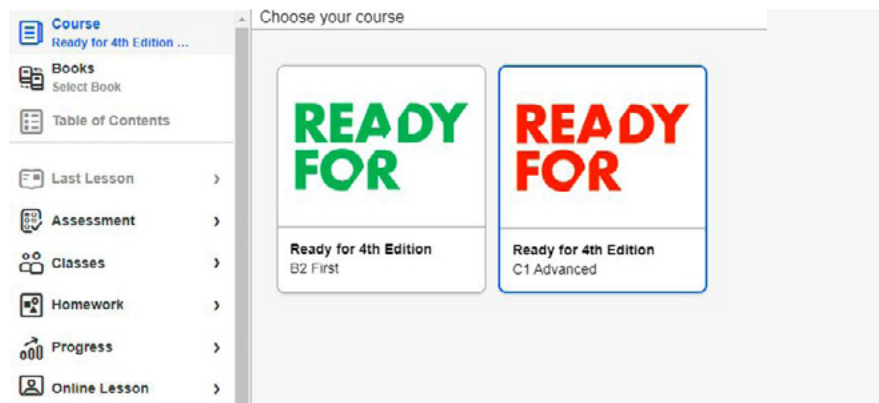
As teacher time is precious, to help save time, Macmillan has created ready-made tests aligned to the course to help you assess your students. The ready-made tests can be customised by adding and removing questions from the question bank as well as questions the teacher has created.

If you prefer you can create an assessment by searching and selecting questions from the question bank or you can create your own questions and assign them to an assessment.

CREATING AN ASSESSMENT USING READY-MADE TESTS

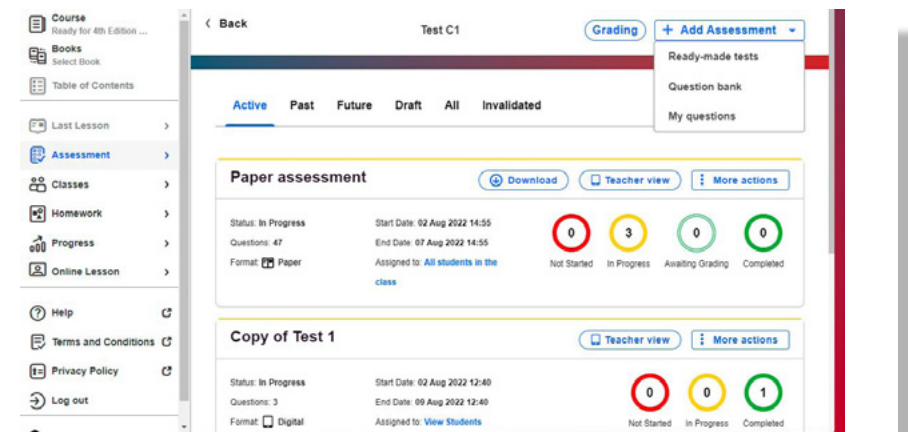
1 When accessing as a teacher for the first time, click on **Course** at the top of the navigation bar before clicking on the **Assessment** navigation item.

2 Click on your course tile and then select your class.



Please note that you will have to create a class before you can create an assessment.

3 Click on the class name and then **+Add Assessment**. From here you can select **Ready-made tests**.



CREATING AN ASSESSMENT USING READY-MADE TESTS

- 4 Once you have made your selection, you will be taken to the **Add Assessment** page. From here you can select the students you'd like to assign the assessment to.

Please note that you can assign students at a later date. If you don't assign your students at this stage, your assessment will be added to the Drafts section of the assessment dashboard.

Please note: Students need to activate the correct access code before they can receive an assessment you assign to them.

The screenshot shows the 'Add Assessment' page with a progress bar indicating three steps: 1. Select Students (active), 2. Select an Assessment, and 3. Settings. A yellow warning box contains the following text:

- It is not mandatory to select students at this stage. The Assessment will remain as a draft until you assign students.
- Students need to activate the correct access code before they can receive an assessment.

Below the warning box, there is a table titled 'Test C1' with a 'Select All (3)' button. The table has columns for 'First name', 'Last name', and 'Select'.

First name	Last name	Select
Student	Student	<input type="checkbox"/>

- 5 To assign a student, tick the **Select** box next to the student's name and click **Next Step**.

The screenshot shows the 'Add Assessment' page with a progress bar indicating three steps: 1. Select Students, 2. Select an Assessment (active), and 3. Settings. Below the progress bar, there is a table titled 'Ready for 4th Edition C1 Advanced Assessment' with a 'Test C1' section. The table has columns for 'Unit Tests', 'Mid-Course Test', and 'End-Of-Course Test'. To the right of the table, there is a text prompt 'Open a folder and select an assessment' and a magnifying glass icon.

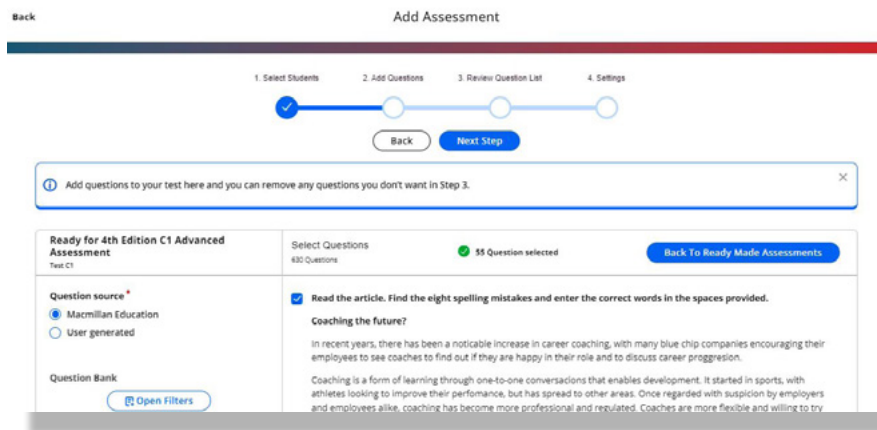
Unit Tests	Mid-Course Test	End-Of-Course Test

- 6 Click on the test you'd like to assign to your students. Use the arrows to open the folders and view the available tests.

CREATING AN ASSESSMENT USING READY-MADE TESTS

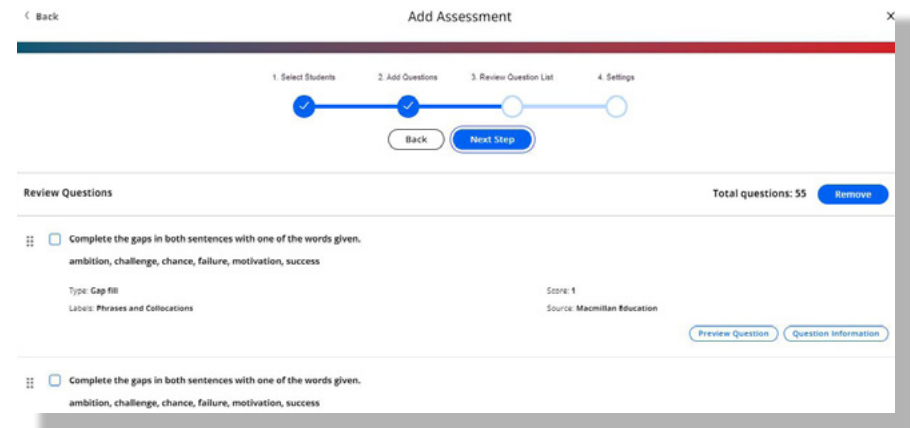
7 Click on the assessment name and you'll be able to view the questions that are included within the assessment. From here you can preview the question and view further details on the question. You can also click **Add/Remove questions** to make amendments to your assessment.

8 Use the **Open Filter** option to search for specific question types. Use the question source filter to view content created by **Macmillan Education**, or select **User generated** to view the questions you have created. Use the search bar to look up specific words or key phrases.



9 Once you've made your selection, click **Next Step**.

10 On the **Question Review List**, you can review the questions you've added to your assessment. From here you can preview the questions, change the order and remove questions.



11 Click **Next Step** to go to **Settings**.

- 12 You then need to finalise the assessment by adding the assessment name, start and end dates. From here you can also amend the assessment passing score and the test duration.

Please note that the assessment will be saved as a draft if you don't assign it to the students in your class.

You can also leave the start and end dates blank if you aren't ready to assign the assessment.

- 13 Next, select whether this is a digital or paper assessment.

Digital

If you select the Digital assessment format, you will have access to the following settings.

Click on information for further details on what each setting refers to.

The screenshot shows the 'Digital settings' interface. At the top, under 'Assessment format', the 'Digital' option is selected with a blue dot, and the 'Paper' option is unselected. Below this, there are two tabs: 'Digital settings' (active) and 'Information'. The 'Digital settings' tab is divided into 'Teacher settings' and 'Student settings'. Under 'Teacher settings', there are three toggle switches: 'Shuffle answers' (off), 'Randomize questions' (off), and 'Controlled start' (off). To the right of these is a 'Display Questions' section with a minus sign, '55', and a plus sign. Under 'Student settings', there are nine checkboxes arranged in three columns. The first column has 'Timer' (checked), 'Check answer' (unchecked), and 'Access previous questions' (checked). The second column has 'Review question status' (checked), 'Number of attempts' (unchecked), and 'Bookmark questions' (checked). The third column has 'Text highlighter' (checked), 'Skip questions' (checked), and 'Pause assessment to take a break' (unchecked). At the bottom of the settings panel, there are two buttons: 'Back' and 'Save Assessment'.

Click **Save Assessment** once you've finalised the settings.

PAPER ASSESSMENT SETTINGS

Paper

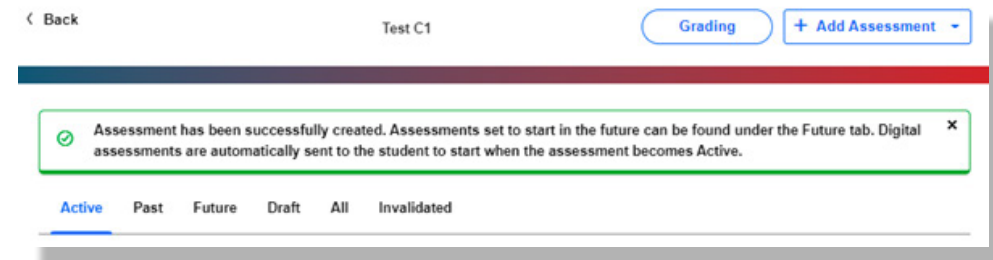
If you select the Paper assessment format you will see the following settings. From here you can choose whether to include a cover sheet and a score sheet as well as the option to add your school logo to the cover sheet as shown below.

Click on information for further details on what each setting refers to.

The screenshot shows the 'Paper settings' form with the 'Information' tab selected. It includes toggle switches for 'Include cover sheet' and 'Include score sheet', both of which are turned on. There is a text input field for 'School name' containing 'Test School'. Below this is a section for 'Add Assessment instructions to cover sheet' with a rich text editor. At the bottom, there is a toggle for 'Add school logo to cover sheet' (turned on) and a blue 'Upload School Logo' button. A note specifies 'Max 100px by 100px' and 'Format .jpg or .png'. At the very bottom are 'Back' and 'Save Assessment' buttons.

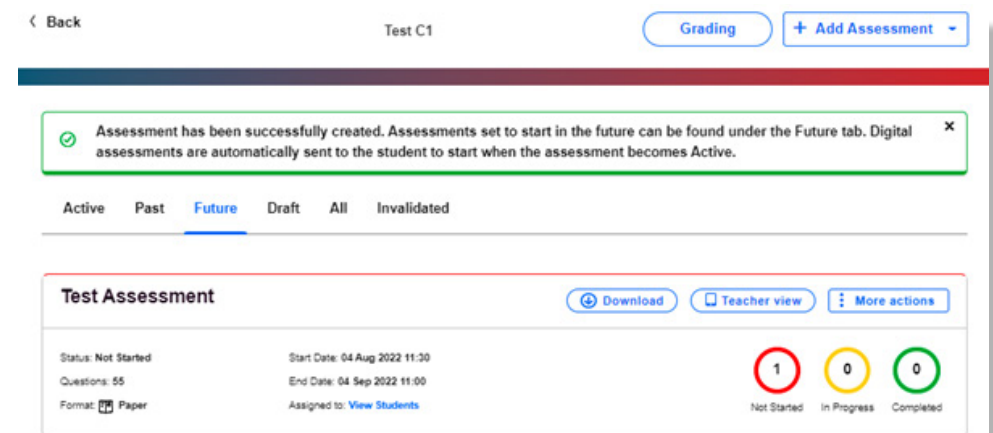
Click **Save Assessment** once you've finalised the settings.

You will then see an onscreen confirmation that your assessment has been created.



Downloading paper assessment files

If you have created a paper assessment you can go to the assessment listing screen to download the files to print them out.



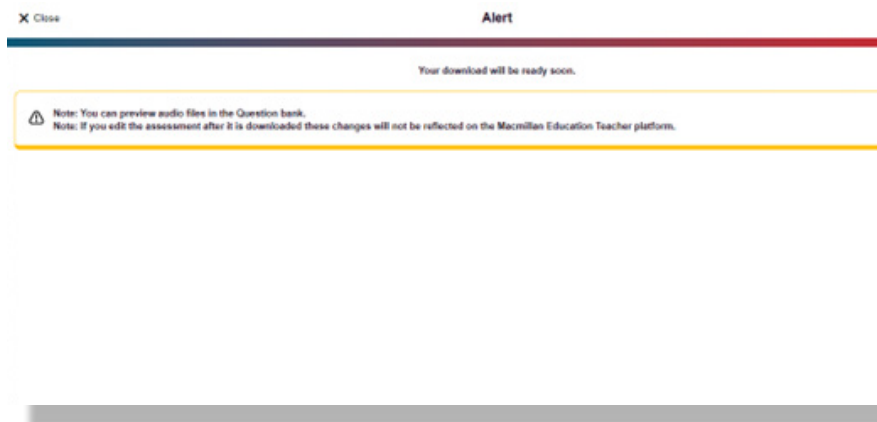
PAPER ASSESSMENT SETTINGS

A Find the assessment you want to print and click **Download**.



B Once it's ready you can click on the downloaded zip file to access the assessment files in both PDF and Word format.

Please note the zip file may take a couple of minutes or more to download.



C You can then access and print the paper tests in PDF and Word format as well as access the audio files and audio transcripts if you included listening questions in the assessment. The teacher question sheet with answer key is also available plus the cover sheet and score sheet if you chose to add these files on the Settings screen.

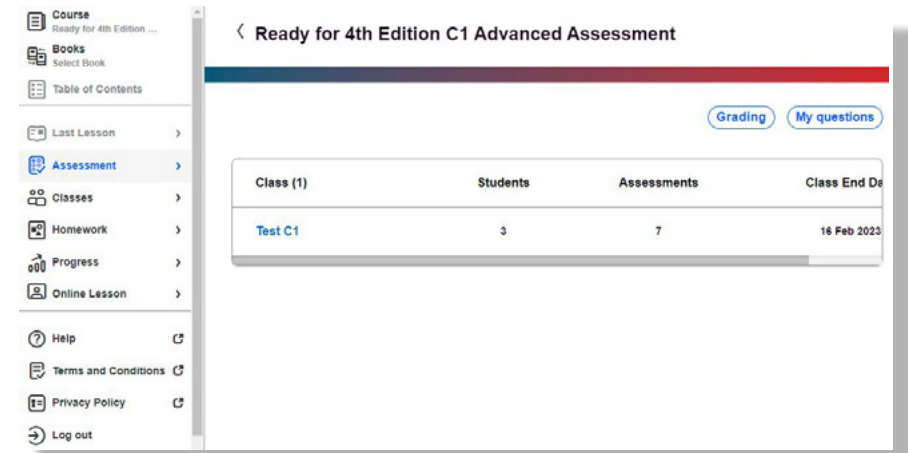
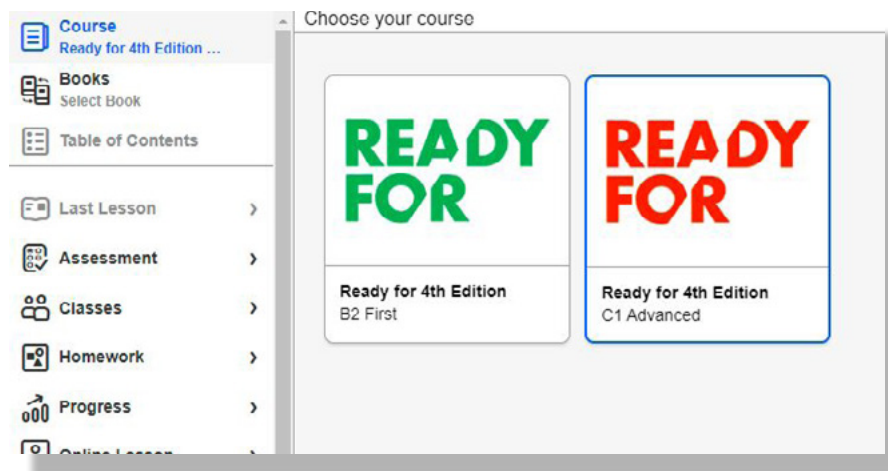
Name	Type
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Audio_Transcript_8.4.2022_11.20.14....	Kofax Power PDF Docum...
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Teacher_AnswerKey_Sheet_8.4.2022...	Kofax Power PDF Docum...
Test_Assessment_Q.51.mp3	MP3 Format Sound
Test_Assessment_Q.52.mp3	MP3 Format Sound
Test_Assessment_Q.53.mp3	MP3 Format Sound

Please note that if you are using the Firefox browser you will need to wait for the download to complete. Then refresh the browser in order to continue using the browser app.

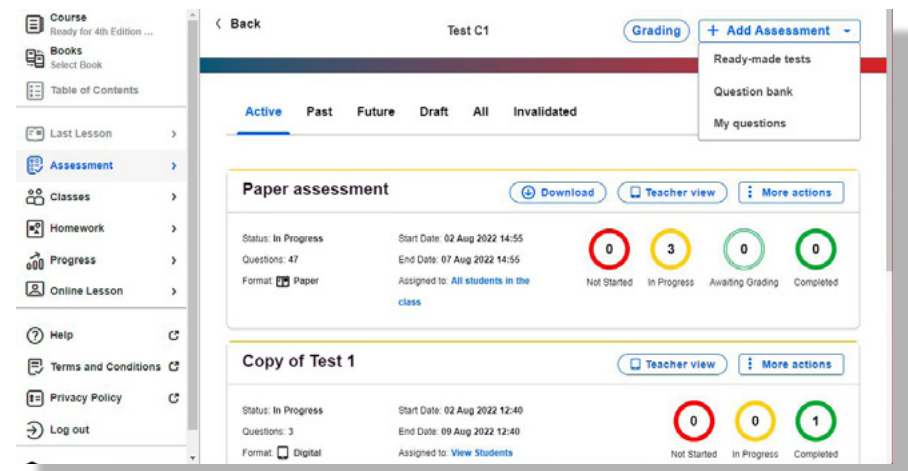
CREATING AN ASSESSMENT USING QUESTIONS FROM THE QUESTION BANK

1 Log into the Macmillan Education Teacher app and click on your course.

2 Then click **Assessment** to access the assessment feature.



3 Then click **+Add Assessment**. From here you can select **Question Bank** from the drop down menu.



CREATING AN ASSESSMENT USING QUESTIONS FROM THE QUESTION BANK

- 4 Once you have made your selection, you will be taken to the **Add Assessment** page. From here you can select the students you'd like to assign the assessment to.

Please note that you can assign students at a later date. If you don't assign your students at this stage, your assessment will be added to the drafts section of the assessment dashboard.

The screenshot shows the 'Add Assessment' page with a progress bar indicating three steps: 1. Select Students, 2. Select an Assessment, and 3. Settings. Step 1 is currently active. A yellow warning box contains the following text: 'It is not mandatory to select students at this stage. The Assessment will remain as a draft until you assign students.' and 'Students need to activate the correct access code before they can receive an assessment.' Below the warning box, there is a table for 'Test C1' with columns for 'First name', 'Last name', and 'Select'. A 'Select All (3)' button is located to the right of the table. The table has two rows, both labeled 'Student'.

- 5 To assign a student, tick the **Select** box next to the student's name and click **Next Step**.

- 6 From here you can filter the question source. Select **Macmillan Education** to view the questions created by us or select **User generated**. This will show any questions you have created yourself.

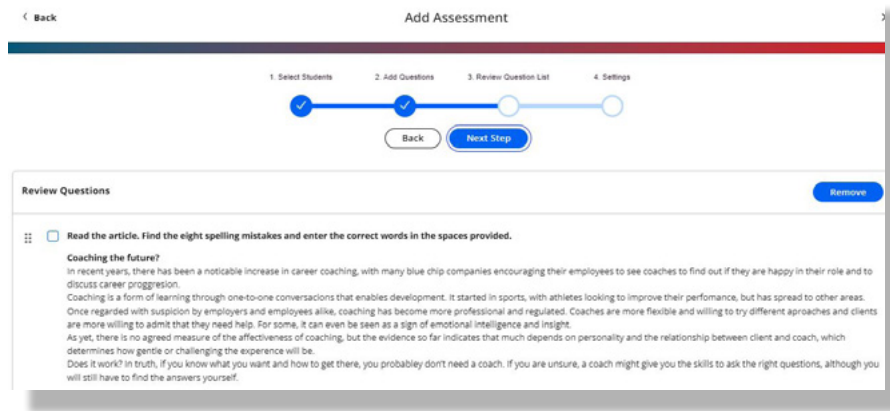
Tick the box next to the questions you'd like to add to the test. Use the **Open filters** or search bars to search for specific questions or key phrases. Use the **Preview question** feature to preview the questions before adding them to the assessment.


The screenshot shows the 'Add Assessment' page with a progress bar indicating four steps: 1. Select Students, 2. Add Questions, 3. Review Question List, and 4. Settings. Step 2 is currently active. The page is divided into two main sections. The left section, titled 'Ready for 4th Edition C1 Advanced Assessment', shows the 'Question source' as 'Macmillan Education' (selected) and 'User generated'. Below this is a 'Question Bank' section with an 'Open Filters' button and a search bar. The right section, titled 'Select Questions', shows '630 Questions' and a list of questions. The first question is 'Read the article. Find the eight spelling mistakes and enter the correct words in the spaces provided.' followed by 'Coaching the future?'. The text of the question is visible, and there is a checkbox to select it.

- 7 Click **Next Step** once you've made your selections.

CREATING AN ASSESSMENT USING QUESTIONS FROM THE QUESTION BANK

- 8 On the next screen you can review the questions. Tick the box next to the question if you'd like to remove it from the assessment and click **Remove**.



Tip: You can use this icon  to change the order that the questions will appear in the assessment. Click on the icon and drag it into place as required.

- 9 Click **Next Step** to go to the settings page once you have reviewed the questions.

- 10 You then need to finalise the assessment by adding the assessment name, start and end dates. From here you can also amend the assessment passing score and the test duration.

Please note that the assessment will be saved as a draft if you don't assign it to the students in your class.

You can also leave the start and end dates blank if you aren't ready to assign the assessment.

- 11 Next, select whether this is a digital or paper assessment.

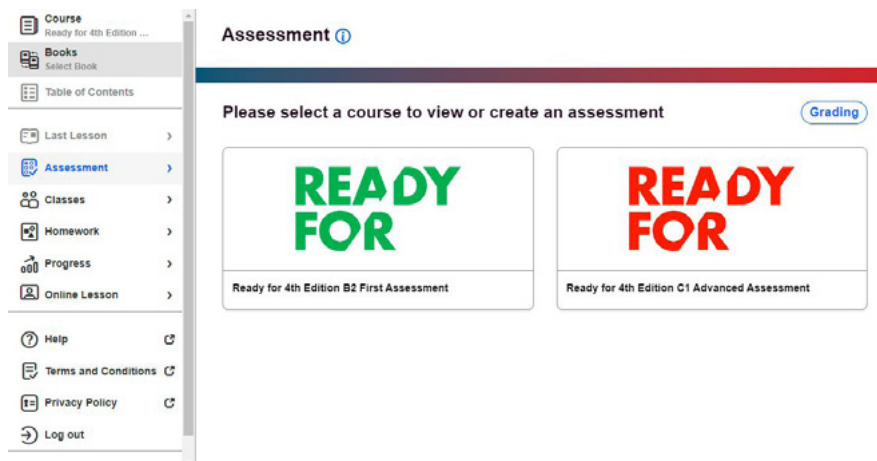
Refer to pages 5-7 for further information on the Digital and Paper Assessment settings.

CREATING YOUR QUESTIONS

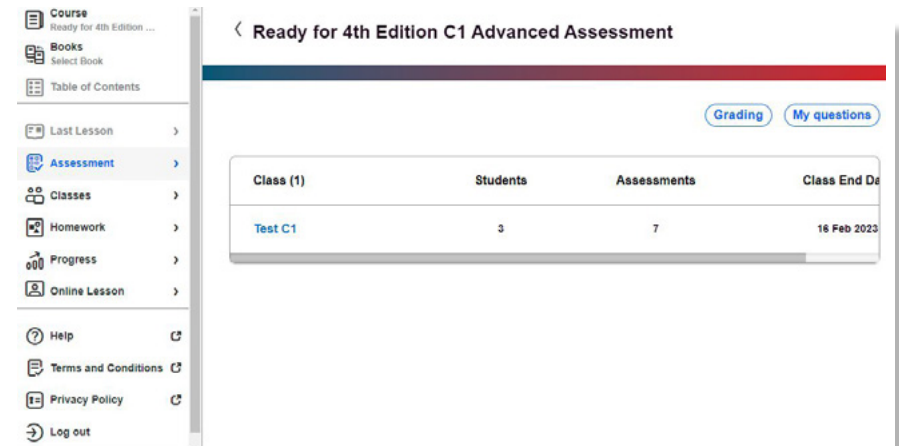
You can create your own questions, which you can then use to create an assessment or customise the assessments created using the Question Bank questions.

To create questions and Ready-made tests:

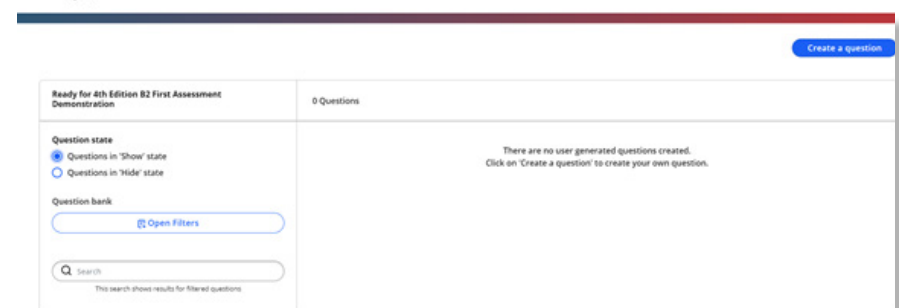
- 1 Select **Assessment** from the homepage.



- 2 Click on the course tile and then **My Questions**.



- 3 Click **Create a question**.



CREATING YOUR QUESTIONS

4 Choose the question type and click **Next Step**.

The screenshot shows the 'Create a question' interface. At the top, there's a progress bar with four steps: 1. Choose Question Type (active), 2. Configure Question, 3. Review Question, and 4. Label and Save. Below the progress bar, the 'Delivery Mode' is set to 'Digital and Paper'. Under 'Question Type', 'Multiple choice (one correct answer)' is selected with a radio button, and 'Text entry (long)' is unselected. At the bottom, there are 'Back' and 'Next Step' buttons. A disclaimer at the very bottom states: 'By submitting this content, you warrant and represent that the content is original, or that you have the right to make it available, and it does not breach or infringe anyone else's rights. Please refer to our [Terms and Conditions](#).'

5 Complete the mandatory fields and click **Next Step**.

The screenshot shows the 'Create a question' interface at Step 2: Configure Question. The progress bar at the top shows Step 2 is active. The 'Question Type' is 'Multiple choice (one correct answer)'. The 'Interaction' field has a text area with the instruction 'Read the instructions and select the best answer(s) that are in the correct position'. Below this is a 'Question text (optional)' field with a text area containing 'Normally people have a lot of hair on their heads'. The 'Maximum score (choose number between 0.1)' field is set to '1'. The 'Answer options' field has a text area with 'Normally', 'Always', and 'Never'. At the bottom, there are 'Back' and 'Next Step' buttons.

Tip: You will not be able to change the scores after saving the question.

Tip: You will not be able to edit the number of answers after saving the question. You can edit the text of the answers.

CREATING YOUR QUESTIONS

- 6 Once you have reviewed the question click **Next Step** to continue. Click **Back** if you need to make changes.

Back

Create a question

1. Choose Question Type 2. Configure Question 3. Review Question 4. Label and Save

Read the instructions and select the two adverbs that are in the incorrect position

Normally/Always/Never I get out of bed at midday.

☐ Normally ☐ Always ☐ Never

Back Next Step

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- 8 Click **Save** to save your question.

Your question will now be available in the **My Questions** area ready to be added to your assessment.

- 7 Add one or more labels to identify your question.

Back

Create a question

1. Choose Question Type 2. Configure Question 3. Review Question 4. Label and Save

Please select or add a label.

Delivery Mode: Digital and Paper

Question Type: Multiple choice (one correct answer)

Course: Ready for 4th Edition C1 Advanced Assessment

Add one or more labels to identify your question

☒ C1 Advanced

☐ Grammar exercises

☐ Topic Hierarchy

☐ Word Formation

Advanced options

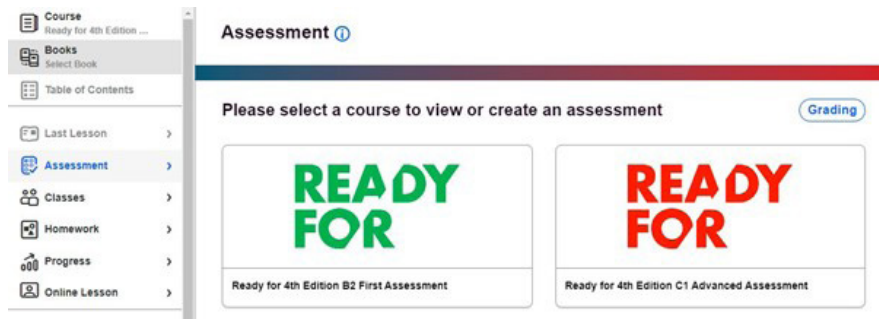
Add or select custom labels

Back Save

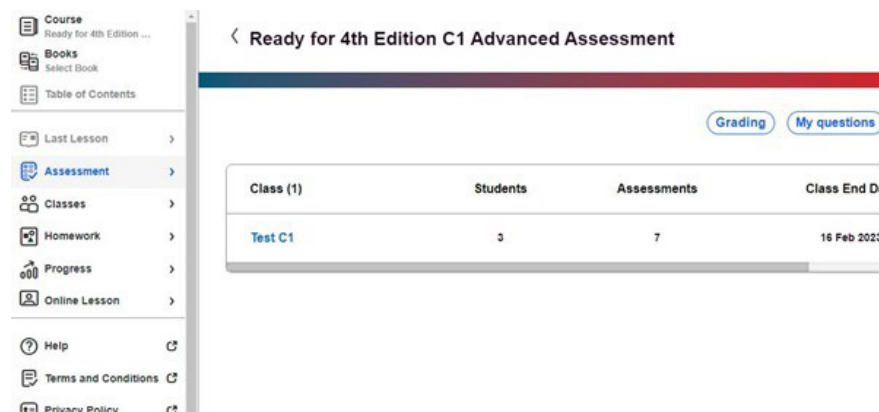
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CREATING AN ASSESSMENT USING MY QUESTIONS

- 1 Log into the Macmillan Education Teacher app and click **Assessment**.

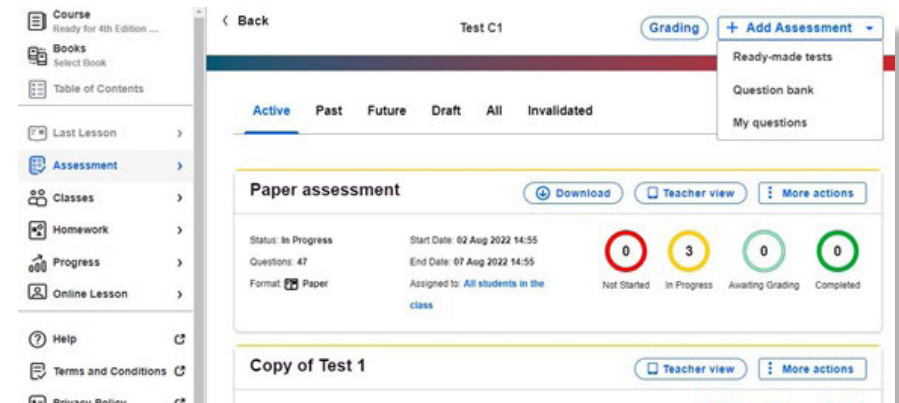


- 2 Click on your course tile and then select your class.



Please note that you need to create a class before you can create an assessment.

- 3 Click **+Add Assessment** and then select **Question Bank**.



- 4 Select the student(s) you would like to assign the assessment to and click **Next Step**.



CREATING AN ASSESSMENT USING MY QUESTIONS

5 Click **User generated** under **Question source**.

6 Tick the box next to the questions you want to add to the assessment and then click **Next Step**.

7 Review the questions and make any necessary changes. Click **Next Step**.

8 You then need to finalise the assessment by adding the assessment name, start and end dates.

From here you can also amend the assessment passing score and the test duration.

Please note that the assessment will be saved as a draft if you don't assign it to the students in your class.

You can also leave the start and end dates blank if you aren't ready to assign the assessment.

9 Next, select whether this is a digital or paper assessment.

Refer to pages 5-7 for further information on the Digital and Paper Assessment settings

Digital Assessment Settings

Setting	Description
Assessment name	When saving an assessment the name always needs to be unique.
Start date and time / End date and time	This is the timeframe within which students can do and submit the assessment. Students within your class can do the assessment at any day and time within the timeframe. If these fields are left blank the assessment will be saved as a draft, ready for you to add a start and end date and time at a later date. Saving as a draft enables you to prepare assessments in advance.
Total score	This is the total score that can be given for the assessment.
Passing score	The passing score is set as default as 50% of the total score though it can be increased or decreased.
Test duration	This is switched on as default and set as 30 minutes. The test duration can be increased or decreased.
Shuffle answers	This setting is used to shuffle the available answer options of each question of the assessment.
Randomise questions	When switched on, this feature will automatically randomise the questions of digital assessments, therefore students within your class will see the questions in a different order.
Controlled start	This can be switched on for the whole class. When switched on, this controls the start of the assessment so students start at the same time. As the students are starting and ending the assessment at the same time, if you select a controlled start you are unable to customise the number of attempts that each student can do.

Setting	Description
Display questions	This setting enables you to display a smaller number of questions for the assessment out of the total questions selected. This means that each student may receive a different set of questions. We recommend only using this feature when all questions selected have the same score to ensure the overall assessment score is the same for each student.
Timer	When switched on, the student will see a timer when they are doing the assessment so they always know how much time they have left to submit the assessment.
Check answers	This setting allows the students to check whether the given answer is correct while attempting a particular question during an assessment.
Access previous questions	This setting, if enabled, displays the Previous button which enables the student to access the previous question
Review question status	If this setting is enabled, your students will easily be able to see a drop down list at the top right of the screen when doing the assessment which shows the questions they have answered, those they haven't yet attempted, as well as the activities they have bookmarked.
Number of attempts	This setting decides the number of times the students can attempt the assessment.
Bookmark questions	This setting allows students to bookmark any question while attempting the assessment.
Text highlighter	This setting, when switched on, allows the student to use a text highlighter.
Skip questions	This setting, if enabled, allows students to skip any question without giving an answer and move to the next one.
Pause assessment to take a break	This setting, if enabled, allows students to pause the assessment for a break while the timer stays active. This locks all the previously viewed and attempted questions, and prevents the student from changing previously viewed questions later, once they resume the test after their break.

Paper Assessment Settings

Setting	Description
Assessment name	The assessment name needs to be unique.
Start date and time / End date and time	This is the timeframe within which students can do and submit the assessment. Students within your class can do the assessment at any day and time within the timeframe. If these fields are left blank the assessment will be saved as a draft, ready for you to add a start and end date and time at a later date. Saving as a draft enables you to prepare assessments in advance.
Total score	This is the total score that can be given for the assessment.
Passing score	The passing score is set as default as 50% of the total score though it can be increased or decreased.
Test duration	This is switched on as default and set as 30 minutes. The test duration can be increased or decreased.
Include cover sheet	<p>A cover sheet is optional and can be added as the first page of a paper assessment to provide students with an overview of the assessment and any further instructions you would like to provide. Another advantage of the cover sheet is that it covers the question sheet to ensure students see the questions at the same time. The cover sheet will automatically include the following details:</p> <ul style="list-style-type: none"> • Assessment Name • Course • Assessment Date • Test Duration • Class name • Total Score <p>There will be a free area for the Student to add their name to the cover sheet. Note that if the cover sheet is not printed out the teacher will need to inform the Students of the test duration.</p>

Setting	Description
Include score sheet	A score sheet is optional and can be printed out if you prefer to mark the assessment on the score sheet rather than on the student question sheet. The top of the score sheet will contain all the same details as the cover sheet and the score for each question will automatically be included to help save time when grading the assessment.
School name	By providing the School name it will be also added to the cover sheet.
Assessment instructions	In the text box you can add any instructions or any further information about the assessment that you would like students to read before starting the assessment.
School logo	If you add the school logo it will display at the top of the cover sheet.

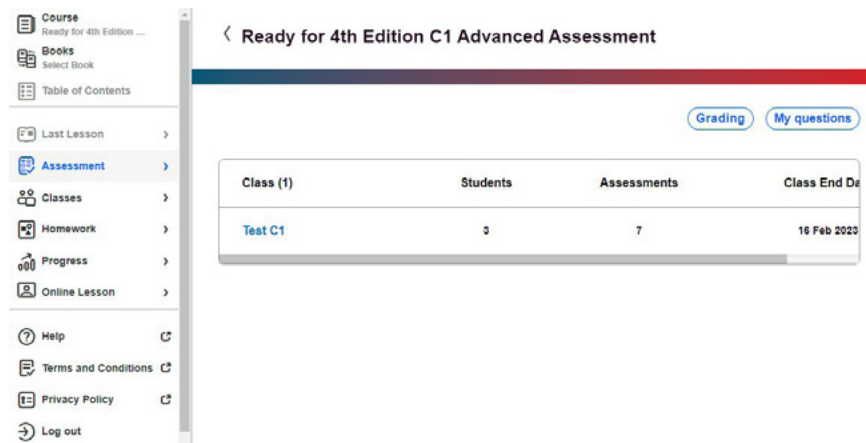
ASSIGNING THE ASSESSMENT TO MY STUDENTS

There are two options available when assigning the assessment to your students.

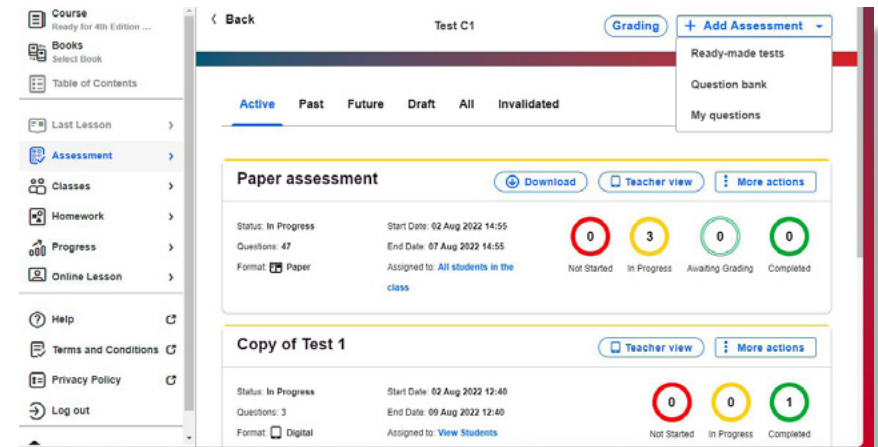
Assigning students when you first create the assessment

You can assign your students when you go to create your assessment.
To assign the assessment:

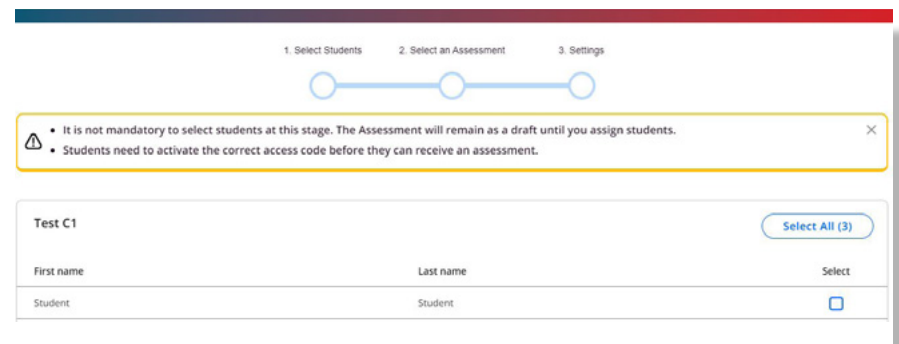
- 1 Go to **Assessment**.
- 2 Select the relevant course and class.



- 3 Click **+Add Assessment** and choose from **Ready-made tests**, **Question bank** or **My Questions**.



- 4 On the first screen select the names of the students you'd like to assign and click **Next Step**.



ASSIGNING THE ASSESSMENT TO MY STUDENTS

Assigning the assessment at a later date

To enable teachers to prepare, assessments can be created and saved as a draft to be assigned to students at a later date. To save an assessment as a draft do not select any students when creating an assessment and/or leave the start date and time and end date and time fields blank.

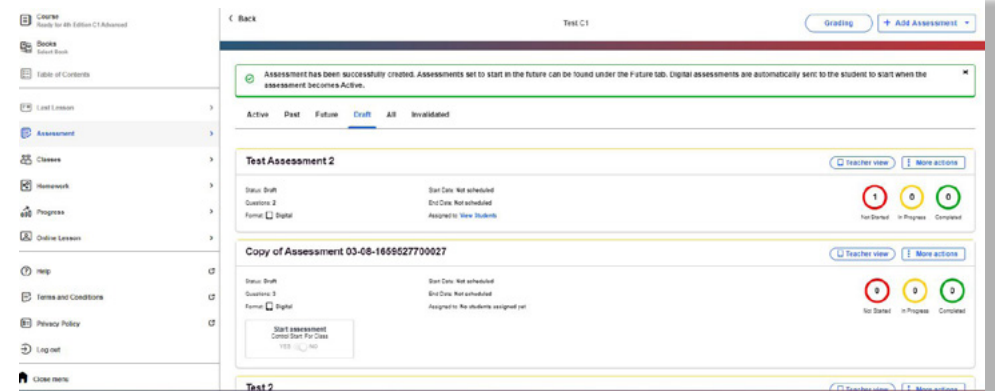
When the assessment is saved you will be able to find it under the **Draft** tab.

To view your draft assessments:

- 1 Go to **Assessment** and select the class.
- 2 Click **Draft** and then **More actions** next to the relevant assessment and click **Edit Assessment**.
- 3 Select your students and click **Next Step**.
- 4 Make any other changes as required and click **Save**.

5

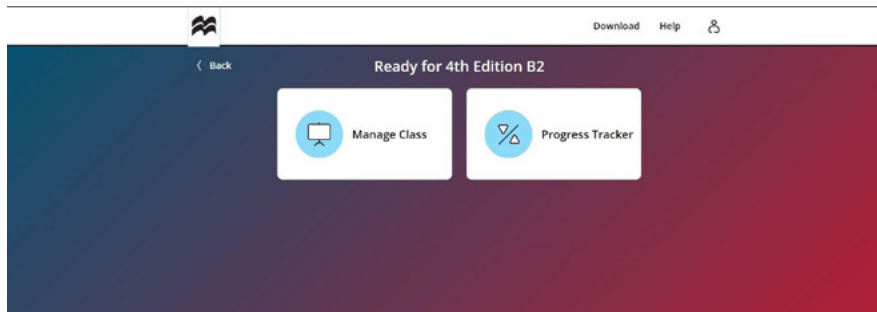
The assessment will be visible to your students on the date and time you have selected.



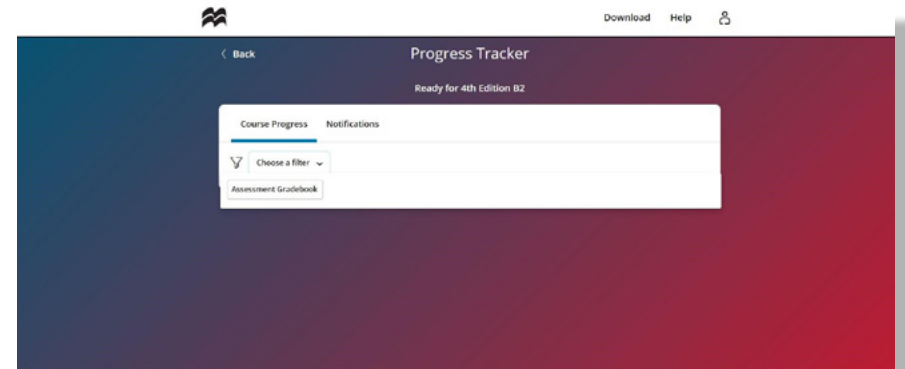
VIEWING MY STUDENT'S ASSESSMENT GRADES

You can view your student's assessment grades via the Progress Tracker.

- 1 Go to **Progress**.
- 2 Select the class then click **Progress Tracker**.



- 3 Click **Choose a filter** and select **Assessment Gradebook**.



VIEWING MY STUDENT'S ASSESSMENT GRADES

Assessment Gradebook - Ready for 4th Edition B2 First Assessment Demonstration - Ready for 4th Edition B2 First Assessment Demonstration Class

Class average score (all assessments)
83%

Assessment Demo 2

Assessment Demo 2

Start Date: February 14, 2022 End Date: February 15, 2022

Questions
4

Completion Rate
1/1

Class average score (this assessment)
83%

Download PDF

Download CSV

Select all

Student	Submitted	Time Spent	Latest Score & %	Attempts	Responses	Select
MacmillanEducation AssessmentStudent	15 Feb 2022 15:30	00:01:31	5/6 83%	1/1	<div>View</div>	<input type="checkbox"/>

4 Click on the name of the assessment you'd like to download the report for.

5 Then click **Select** and click either **Download PDF** or **Download CSV** to download a copy of the report.

Assessment Gradebook - Ready for 4th Edition B2 First Assessment Demonstration - Ready for 4th Edition B2 First Assessment Demonstration Class

Class average score (all assessments)
83%

Assessment Demo 2

Assessment Demo 2

Start Date: February 14, 2022 End Date: February 15, 2022

Questions
4

Completion Rate
1/1

Class average score (this assessment)
83%

Download PDF

Download CSV

Select all

Student	Submitted	Time Spent	Latest Score & %	Attempts	Responses	Select
MacmillanEducation AssessmentStudent	15 Feb 2022 15:30	00:01:31	5/6 83%	1/1	<div>View</div>	<input checked="" type="checkbox"/>

6 If you'd like to view the answers your students submitted or add new feedback, click **Select** next to the student's name, then **View** under the Responses column.

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VIEWING MY STUDENT'S ASSESSMENT GRADES

7 Then click **Review** and **Download Performance**.

Assessment Gradebook - Ready for 4th Edition B2 First Assessment Demonstration - Assessment Demo 2

MacmillanEducation AssessmentStudent

Percentage Score
83 %

Class Average Score
83 %

Attempt	Correct Answer	Latest Attempt Score	%	Action
1	3/4	5/6	83	Review and Download Performance

2 Enter your feedback and click **Save**.

Overall Assessment feedback to Student

Feedback

Cancel Save

Adding Feedback

1 To add feedback click **Add Feedback**.

Download Report As PDF

MacmillanEducation AssessmentStudent

Percentage Score
83 %

Score
5/6

Questions Attempted
3/4

Time taken
00:01:31

Overall Assessment feedback to Student

Add Feedback

Viewing your student's answers

1 To view your student's answers scroll down the page to the questions section. You can then view your student's answers as well as the correct answers.

Question 1/5

Student's Answers

Correct Answer

Complete the sentence with the correct form of one of the verbs given.

accept, announce, answer, book, buy, cook, hear, leave, sleep, tell, visit, wait

I can't stand **waiting** in line for anything!

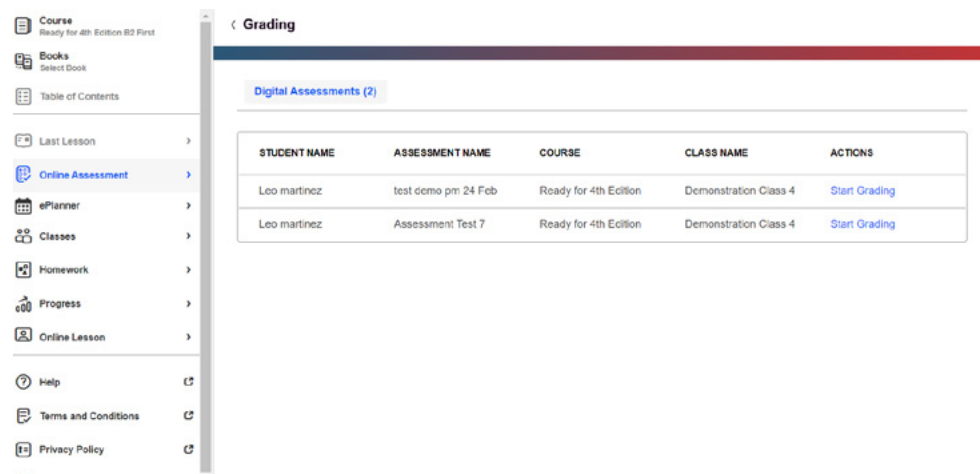
MARKING OPEN GRADABLE ACTIVITIES FOR DIGITAL ASSESSMENTS

As a teacher, you can mark any writing and speaking activities you have added to an assessment. Any questions that require marking will have a Teacher marked icon so that you see how many questions you are adding to an assessment that require marking.

To view your student's answers and mark writing and speaking questions, click the **Grading** button.

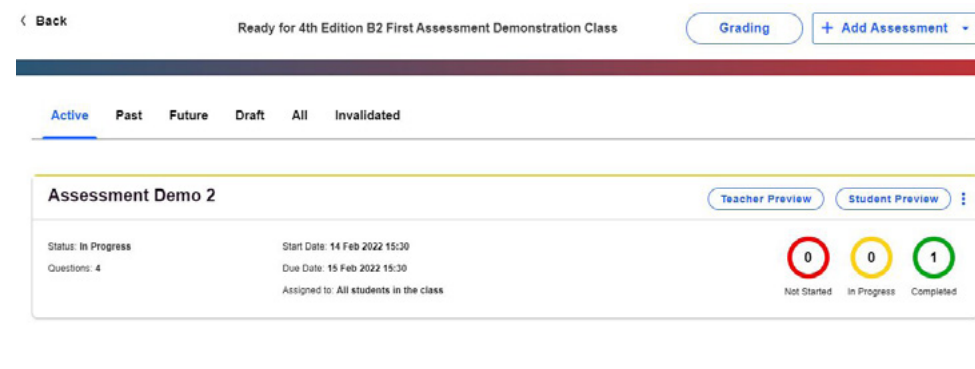
You will be able to view the following information:

- Student Name
- Assessment Name
- Course
- Class Name
- Actions



If you would like to share the answers to a digital assessment with the whole class, you can do so by following the steps below:

- 1 Return to **Assessment** and click on the class name.
- 2 Click **Teacher Preview**.

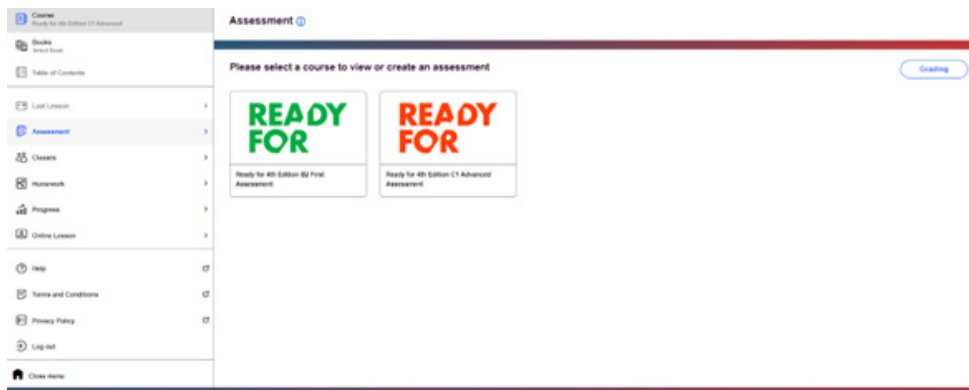


- 3 You can then click through the assessment and go through the correct answers with your class.

GRADING PAPER ASSESSMENTS

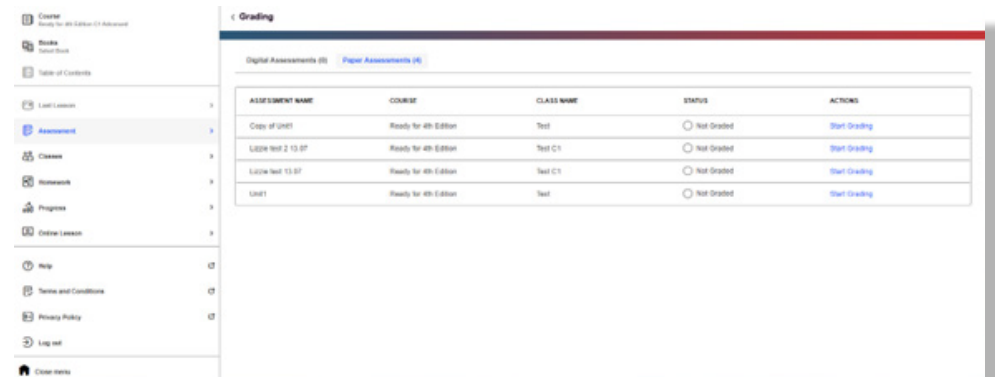
To grade a paper assessment:

- 1 Click on your course tile.

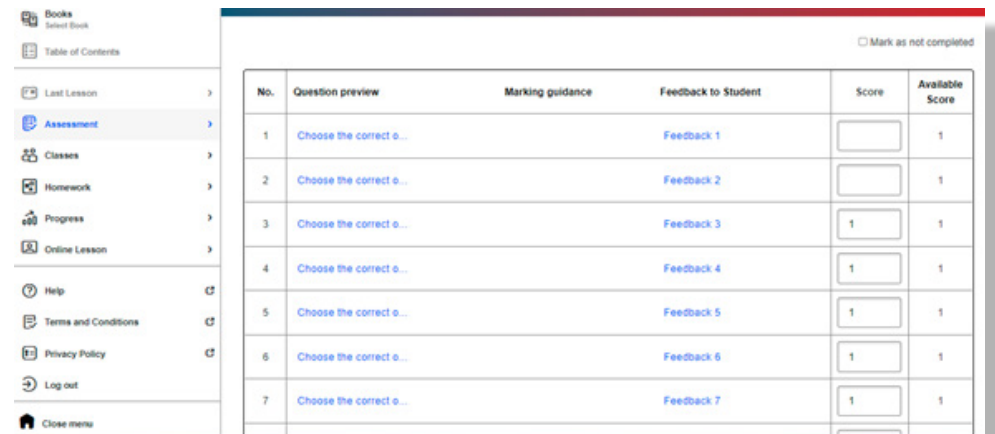


- 2 Select your class and then click **Grading**.

- 3 Click on **Paper Assessments**, find the assessment you want to grade and click **Start Grading**.



- 4 Add the score into the **Score** box.



GRADING PAPER ASSESSMENTS

- 5 Click **Save and Continue** to move to the next list of questions to grade.

The screenshot shows a sidebar on the left with navigation options: Course, Books, Table of Contents, Last Lesson, Assessment (highlighted), Classes, Homework, Progress, Online Lesson, Help, Terms and Conditions, Privacy Policy, Log out, and Close menu. The main area displays a table of questions:

No.	Question preview	Feedback	Score	Available Score
12	Complete the sentenc...	Feedback 12	<input type="text" value="1"/>	1
13	Complete the sentenc...	Feedback 13	<input type="text" value="1"/>	1
14	Complete the sentenc...	Feedback 14	<input type="text" value="1"/>	1
15	Complete the sentenc...	Feedback 15	<input type="text" value="1"/>	1
16	Complete the sentenc...	Feedback 16	<input type="text" value="1"/>	1
17	Complete the gap in ...	Feedback 17	<input type="text" value="1"/>	1
18	Complete the gap in ...	Feedback 18	<input type="text" value="1"/>	1
19	Complete the gap in ...	Feedback 19	<input type="text" value="1"/>	1
20	Complete the gap in ...	Feedback 20	<input type="text" value="1"/>	1

At the bottom of the table are two buttons: 'Previous' and 'Save and Continue'.

- 6 On the final screen you will see the students total score.

The screenshot shows a sidebar on the left with navigation options: Books, Table of Contents, Last Lesson, Assessment (highlighted), Classes, Homework, Progress, Online Lesson, Help, Terms and Conditions, Privacy Policy, Log out, and Close menu. The main area displays a table of questions:

No.	Question preview	Marking guidance	Feedback to Student	Score	Available Score
41	Complete the sentenc...		Feedback 41	<input type="text" value="1"/>	1
42	Complete the sentenc...		Feedback 42	<input type="text" value="1"/>	1
43	Read the text below...		Feedback 43	<input type="text" value="1"/>	8
44	Read about four peop...		Feedback 44	<input type="text" value="1"/>	10
45	You will hear five s...		Feedback 45	<input type="text" value="1"/>	5
46			Feedback 46	<input type="text" value="1"/>	10
47	Answer the three que...		Feedback 47	<input type="text" value="1"/>	10
Total score				47.00	85

- 7 You can add feedback to your students for each question of the assessment and/or for the overall assessment. Once you have added your comments click **Mark as Graded**.


The screenshot shows a sidebar on the left with navigation options: Progress, Online Lesson, Help, Terms and Conditions, Privacy Policy, Log out, and Close menu. The main area displays a form titled 'Overall Assessment feedback to Student' with a text area for 'Add your feedback' and a character count 'Characters: 1000 remaining'. At the bottom are two buttons: 'Previous' and 'Mark as Graded'.

8 On the next screen click **Submit grade**.

STATUS	ACTIONS
✓ Grading Completed	Submit grade

9 Click **Yes** to submit the grading for your student. Please note you can't make any amendments once you've submitted the grade.

✕ CloseAlert



Are you sure you want to submit the grading for this student?
You will not be able to undo this action.

NoYes

Your student will be able to see the score they've achieved for their assessment and the feedback comments you submitted when accessing the Progress area of the Macmillan Education Student app.

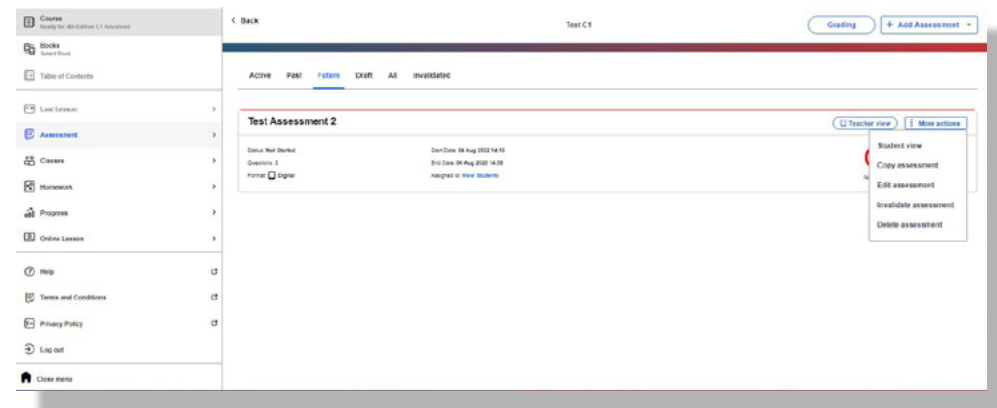
EDITING AN ASSESSMENT

If the assessment is active, you cannot make any changes to the content. You can only amend the assessment end date, as some students may have already started the assessment.

However, if your assessment is saved as a draft or has a future start date you can add and remove questions in the assessment and change the start and end dates. Follow the steps below to make edits to the assessment.

- 1 Go to **Assessment**.
- 2 Find the assessment you would like to edit.
- 3 Click on the **More Actions** icon and click **Edit Assessment**.
- 4 On the **Select Students** screen you can assign the assessment to new students or resend it to the same students. Click **Next** to continue.
- 5 On the **Add Questions** screen you can add and remove questions. Use the tick boxes to select and deselect questions. Click **Next** once you've made your changes.

- 6 On the **Review Question List** screen you can do a final review of your assessment and select and deselect questions as required.
- 7 Once you have made your selections click **Next Step**.
- 8 On the final **Settings Screen** you can edit the name of the assessment, the start date and time, the end date and time as well as extra settings such as the timer.
- 9 Click **Save Assessment** once you've finished making your changes.

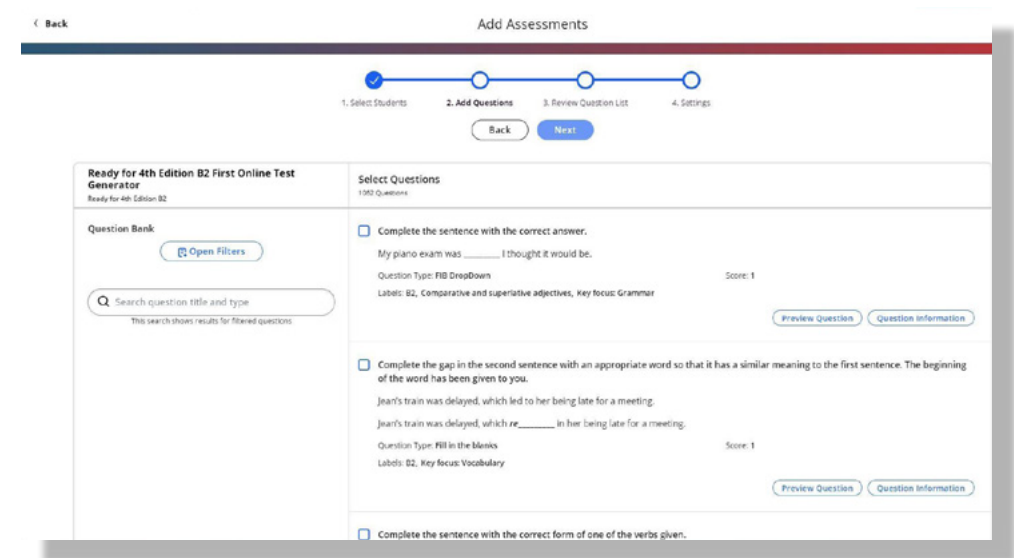


You can copy an existing assessment in order to create a new version.
To copy the assessment:

- 1 Go to the **Assessment** dashboard and find the assessment you'd like to copy.
- 2 Click **More Actions** and select **Copy Assessment**.
- 3 Select the class and click **Save**.
- 4 You can then go through the assessment and make the necessary changes.

As a teacher you can view the question ID for the questions you have included in your assessment.

You can view this information by clicking the **Question information** button to view the question ID.



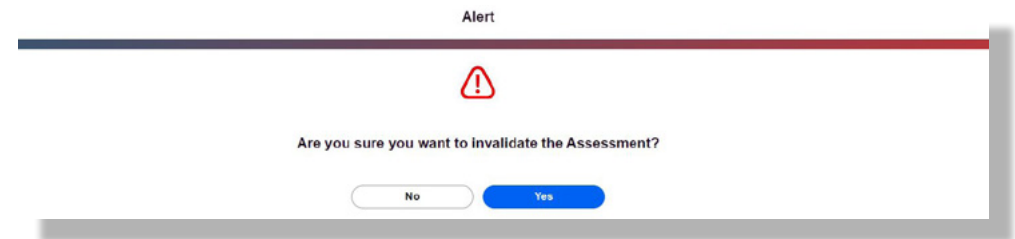
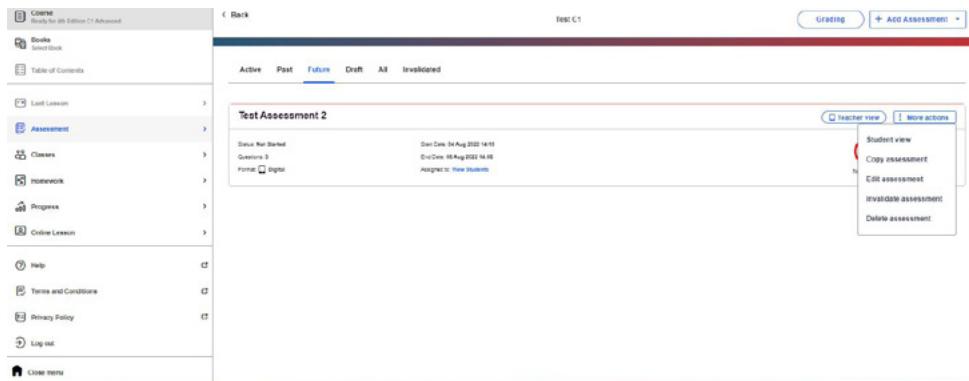
If you have a query regarding the questions you have included in your assessment or need technical assistance, you can include the question ID in the information you send to the Customer Support team.

INVALIDATING AN ASSESSMENT

If an assessment has been set up incorrectly and is no longer valid, and is in your drafts or has a future start date you can invalidate it.

To invalidate the assessment:

- 1 Go to **Assessment**.
- 2 Click on the class and then **More actions** next to the relevant assessment.
- 3 Click **Invalidate Assessment**.



- 4 Click **Yes** to invalidate the assessment.

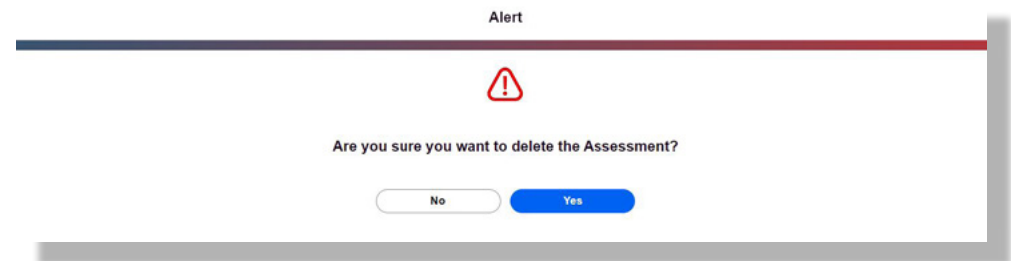
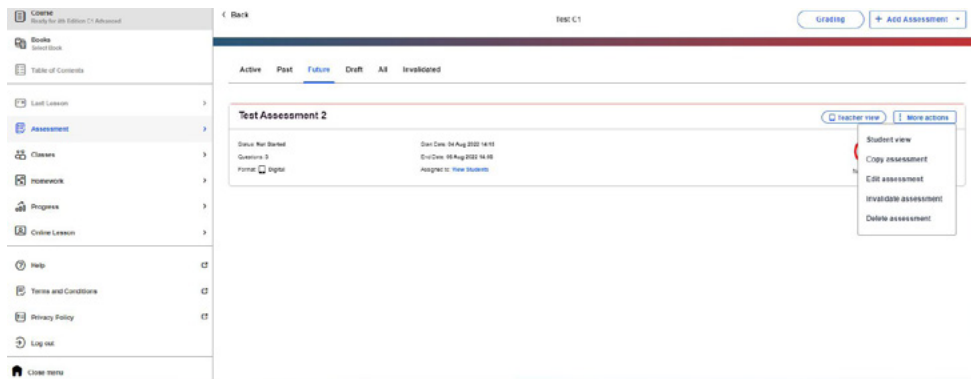
Please note that this action is only available for assessments that have a future start date or that haven't yet been assigned to students and are in drafts. This action cannot be reversed.

DELETING AN ASSESSMENT

If an assessment has been set up incorrectly and is no longer valid and is in your drafts or has a future start date you can delete it.

To delete the assessment:

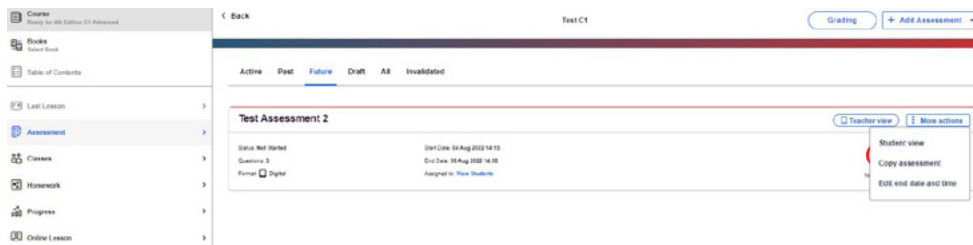
- 1 Go to **Assessment**.
- 2 Click on the class and then **More actions** next to the relevant assessment.
- 3 Click **Delete Assessment**.



Please note that this action is only available for assessments that have a future start date or that haven't yet been assigned to students and are in drafts. This action cannot be reversed.

You can preview the assessment and view it from a student or teacher view.

After saving the assessment click on **Teacher view** or click on the **More actions** icon to access the **Student view**.

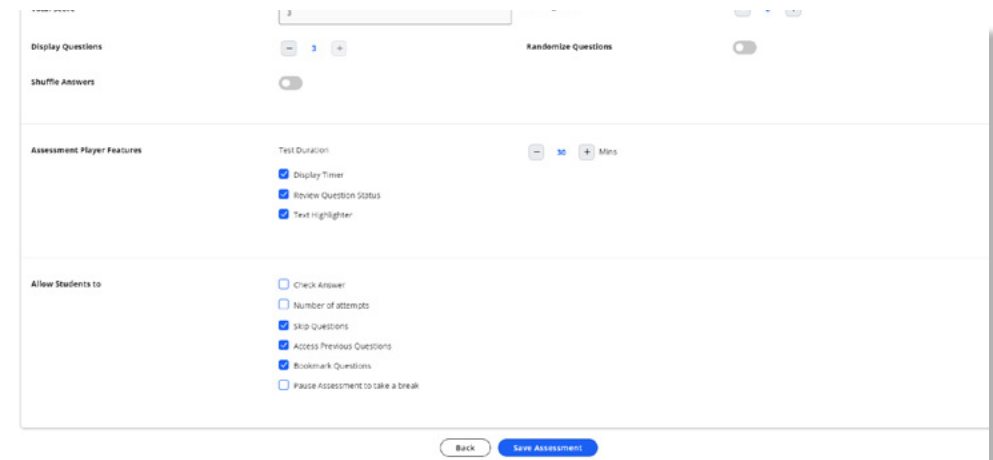


When you create the assessment, you can enable your students to re-attempt the assessment.

You can customise the number of attempts on the settings screen under **Allow students to**.

Go to **Number of attempts** and you can edit the number of possible attempts.

You can also customise whether you want your students to be able to view the correct answers. Click the plus and minus icons accordingly next to **Check answer** to update this.



CAN STUDENTS RE-ATTEMPT THE ASSESSMENT?

If you create the assessment with a controlled start, your students won't be able to re-attempt the assessment.

If you would like your students to be able to re-attempt their assessment, don't set a controlled start when you set up the assessment.

Back Add Assessments

1. Select Students 2. Select an Assessment 3. Settings

Back Save Assessment

Assessment Settings Preview Assessment Save Assessment

Assessment Name Enter Assessment Name

Start Date & Time

End Date & Time

The Assessment will remain as a draft until you enter the start date and time and the end date and time.

Control Start

Total Score 75 Passing Score - 38 +

CAN STUDENTS VIEW THE CORRECT ANSWERS IN THE ASSESSMENT?

When you create the assessment, you can enable your students to check the correct answers.

You can customise this option on the settings screen under **Allow students to**.

Tick the **Check answer** box and you can edit the number of times the students can check their answers.

CONTROLLED START FOR CLASS

If you would like your class to all start the assessment at the same time you can use the controlled start to ensure this. You can edit this on the settings screen under **Control Start** feature. If you would like to control the start for the whole class move the toggle to **Control start for class**.

Once you've saved your assessment you will be able to view the assessment on the assessment dashboard.



The screenshot shows the assessment settings dashboard. On the left, it says 'Status: Not Started' and 'Questions: 5'. In the center, it shows 'Start Date: 20 Jul 2021 11:15', 'Due Date: 23 Jul 2021 13:05', and 'Assigned to: View Students'. On the right, there are three circular progress indicators: 'Not Started' with a red border and the number 1, 'In Progress' with a yellow border and the number 0, and 'Completed' with a green border and the number 0. At the bottom left, there is a 'Start assessment' button and a 'Control Start: For Class' toggle switch set to 'NO'.

You can then move the toggle to **YES** once you are ready for the class to start the assessment.

Please note that the **Number of attempts** option will be disabled on the settings screen if you select a controlled start.


If you would like your students to be able to re-attempt the assessment do not use the controlled start feature.

ACCESSING THE OLD TEST GENERATOR

If your course previously gave you access to the Test Generator you can still access it via your account on Macmillan Education Everywhere.

[< Back](#)

Ready for 4th Edition




Macmillan Education Apps


Ready for B2 First 4th Edition

Ready for B2 First 4th Edition


Subscription expiry date: 20 Jun 2022

 Teacher's Resource Centre

View

 Test Generator

View

 Online Test Generator

View

USEFUL LINKS



Macmillan Education Everywhere

System requirements

Support

Macmillan Education
4 Crinan Street
London N1 9XW, UK

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