ASSESSMENT:
TEACHER USER GUIDE

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WHAT IS
THE ASSESSMENT TOOL?

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

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.

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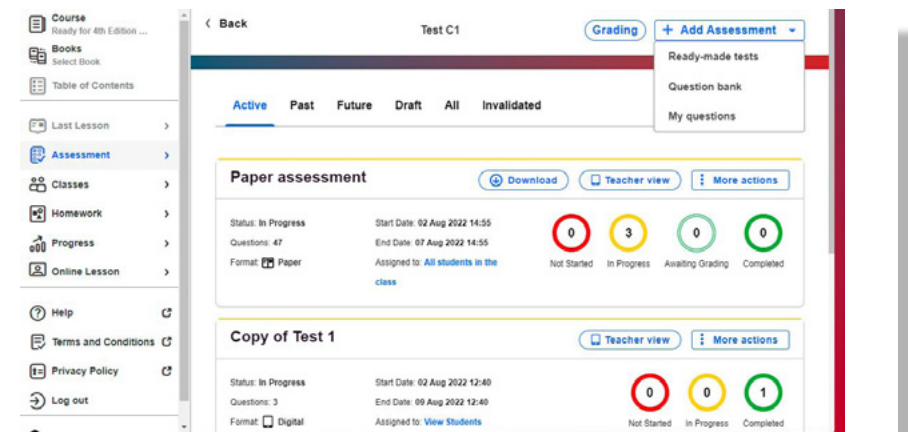
1 When accessing as a teacher for the first time, click on **Course** at the top of the navigation bar before clicking on the **Assessment** navigation item.

2 Click on your course tile and then select your class.
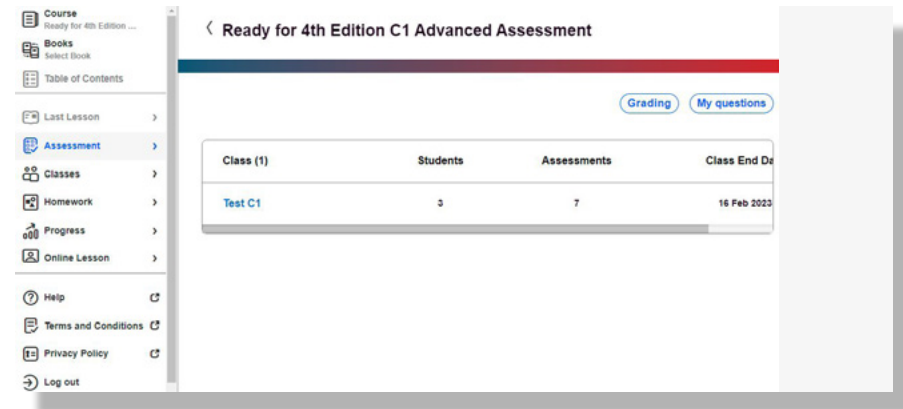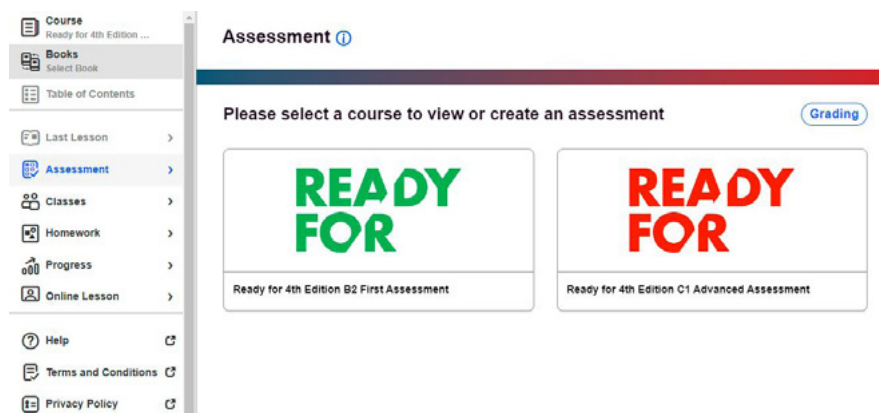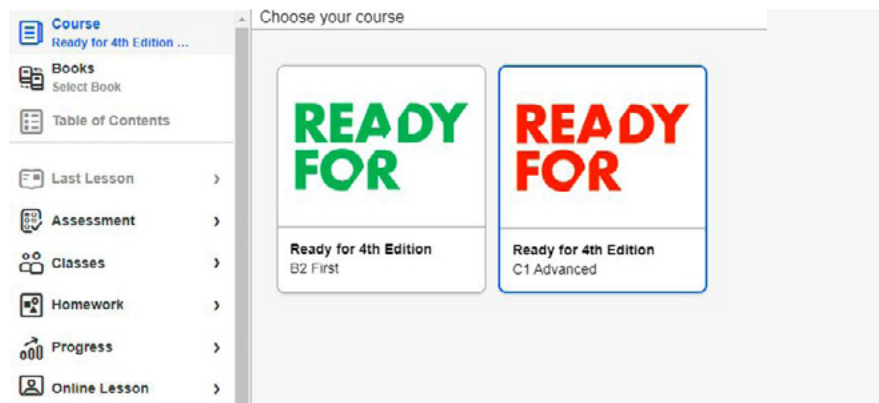
Please note that you will have to create a class before you can create an assessment.

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

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.

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

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.

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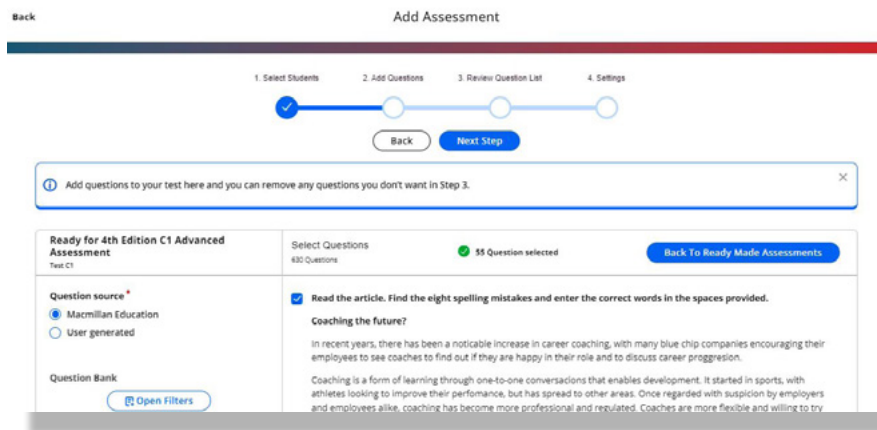
9 Once you've made your selection, click **Next Step**.

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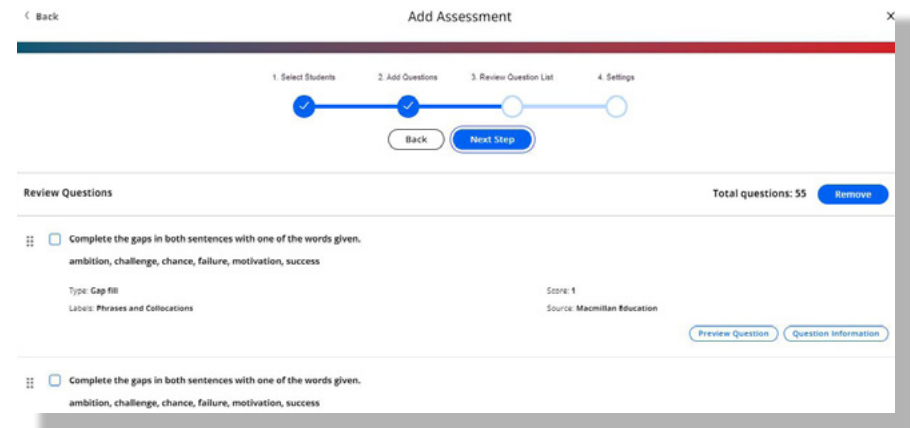
11 Click **Next Step** to go to **Settings**.

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.

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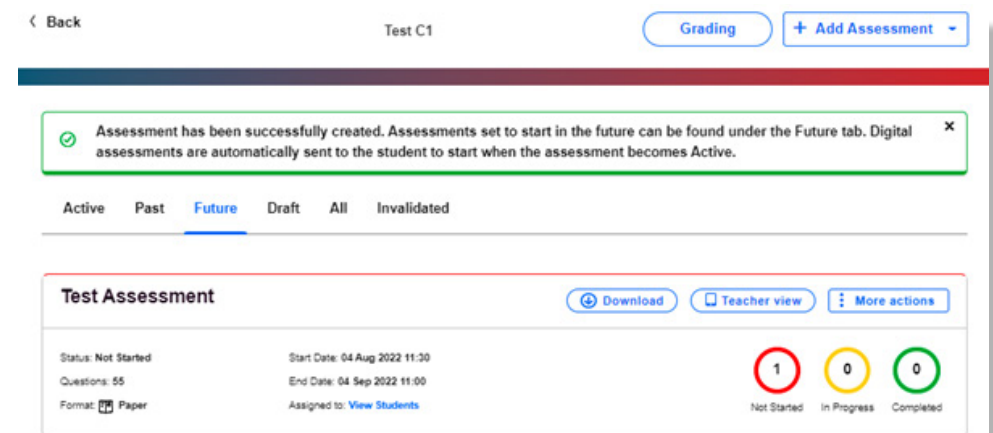

Click **Save Assessment** once you've finalised the settings.

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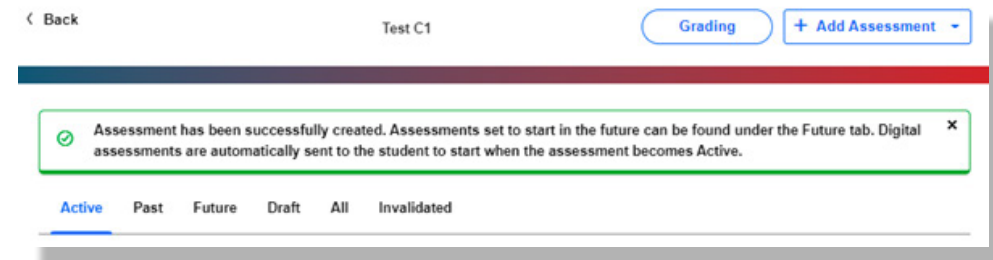
Downloading paper assessment files

If you have created a paper assessment you can go to the assessment listing screen to download the files to print them out.
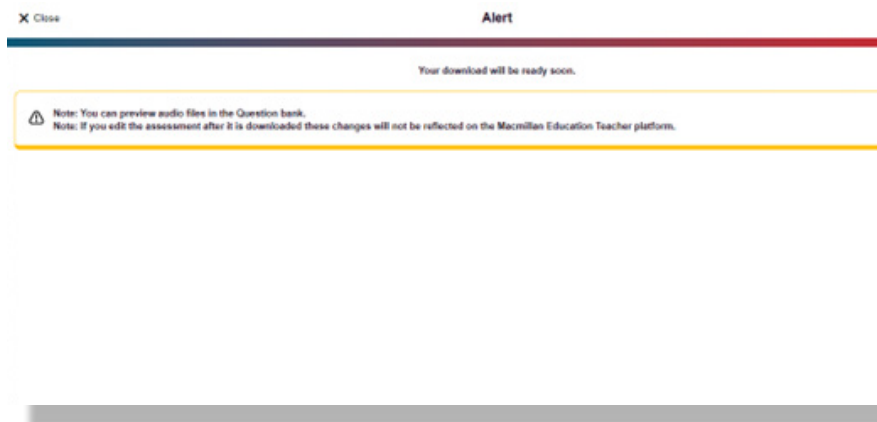
A Find the assessment you want to print and click **Download**.

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.

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.

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

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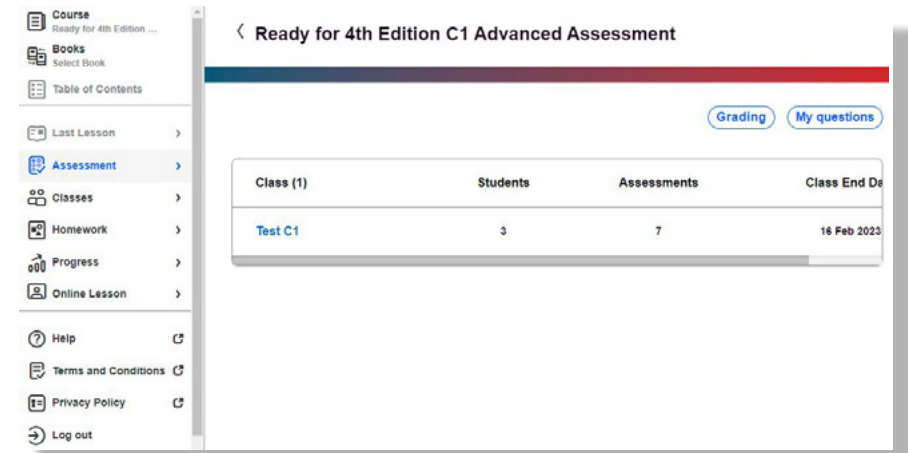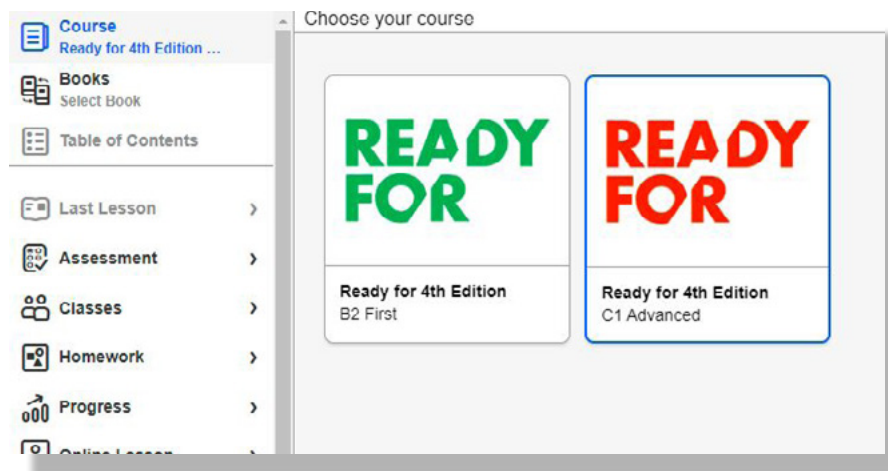
3 Then click **+Add Assessment**. From here you can select **Question Bank** from the drop down menu.

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.
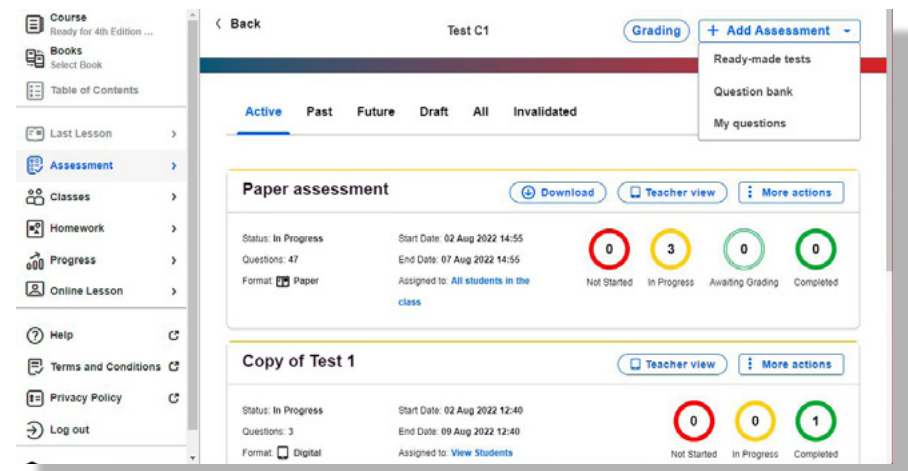

5 To assign a student, tick the **Select** box next to the student's name and click **Next Step**.

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.

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

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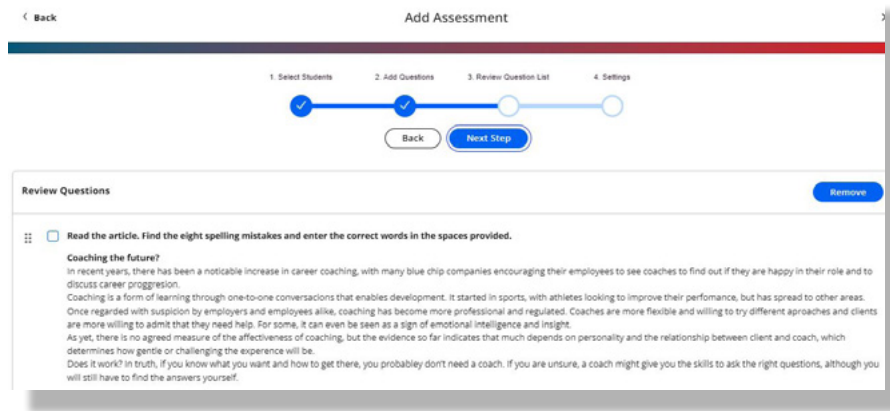
Tip: You can use this icon ⁞⁞ *to change the order that the questions will appear in the assessment. Click on the icon and drag it into place as required.*

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.
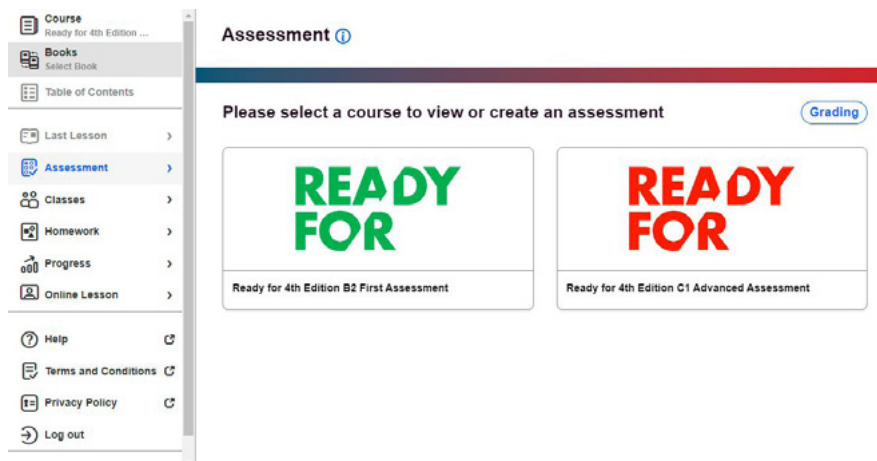
2 Click on the course tile and then **My Questions**.
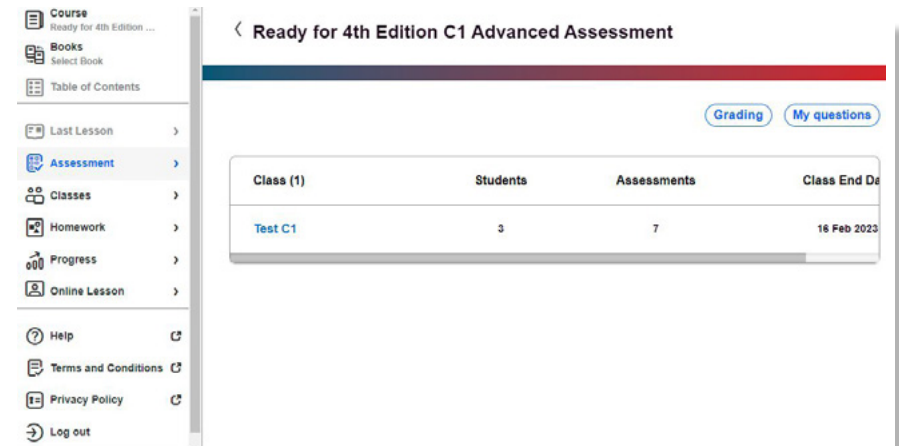
3 Click **Create a question**.

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

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

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.

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

7 Add one or more labels to identify your question.

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.

CREATING AN ASSESSMENT
USING MY QUESTIONS

1 Log into the Macmillan Education Teacher app and click **Assessment**.
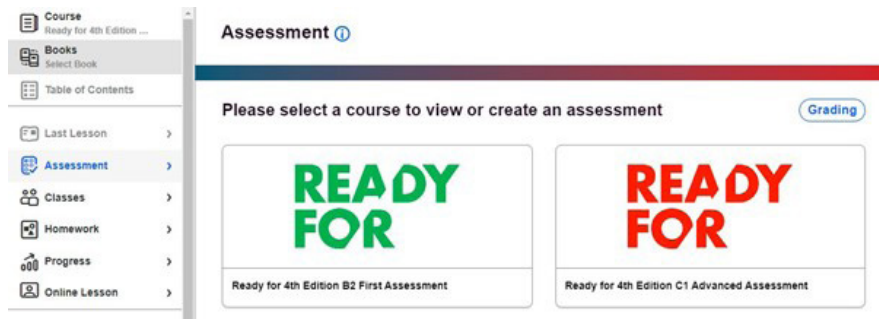
2 Click on your course tile and then select your class.
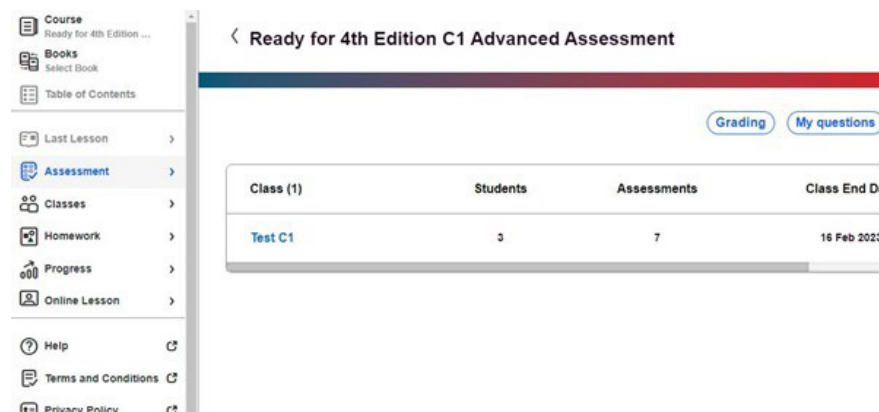
Please note that you need to create a class before you can create an assessment.

3 Click **+Add Assessment** and then select **Question Bank**.
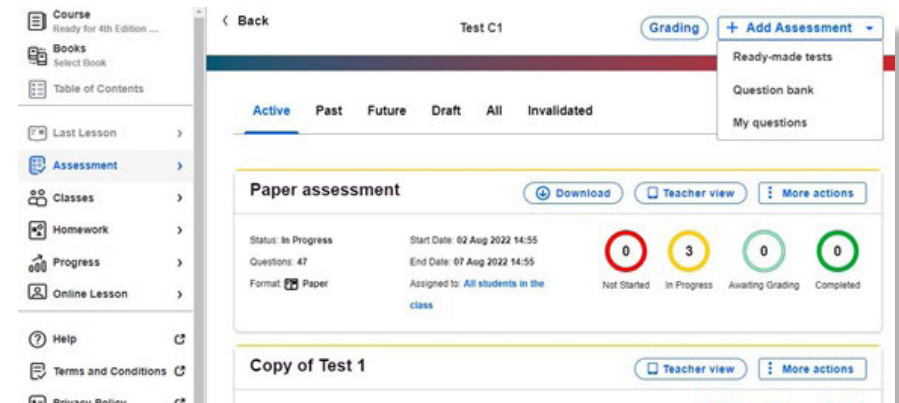
4 Select the student(s) you would like to assign the assessment to and click **Next Step**.

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.

SETTINGS

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	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: • Assessment Name • Course • Assessment Date • Test Duration • Class name • Total Score 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.

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.

There are two options available when assigning the assessment to your students.
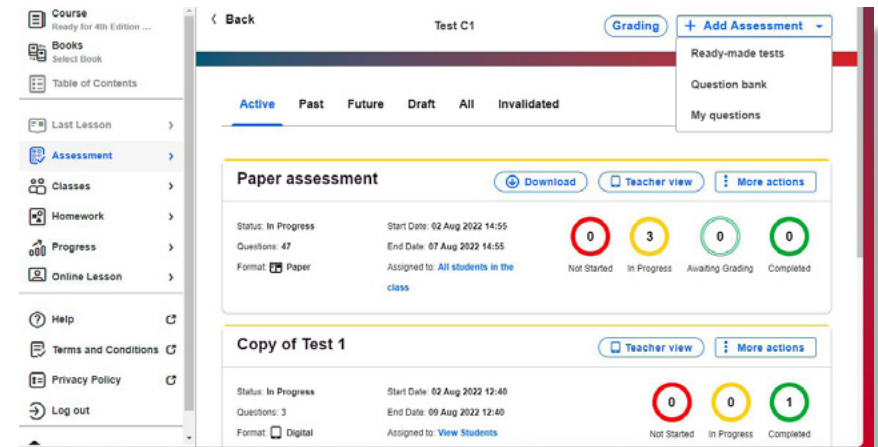
Assigning students when you first create the assessment

You can assign your students when you go to create your assessment. To assign the assessment:
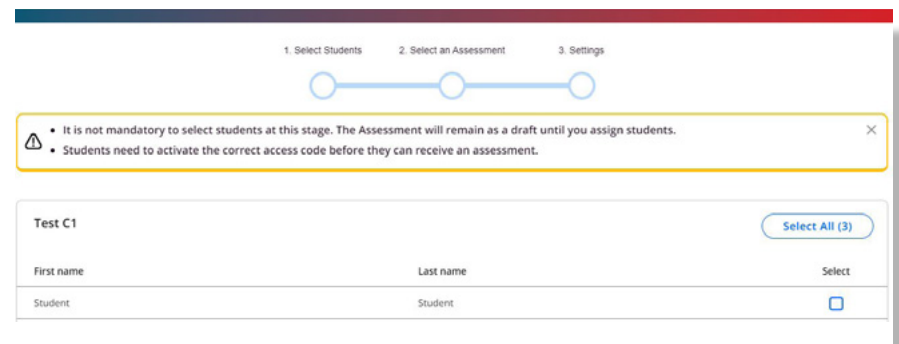
1 Go to **Assessment**.

2 Select the relevant course and class.
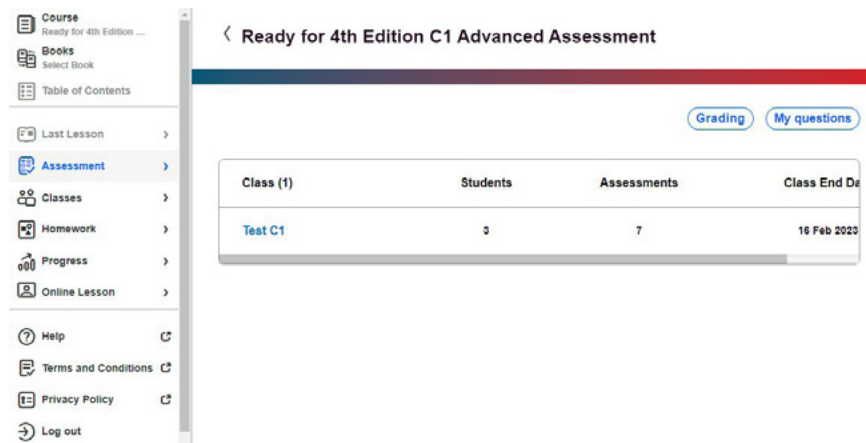
3 Click **+Add Assessment** and choose from **Ready-made tests**, **Question bank** or **My Questions**.

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

Assigning the assessment 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.
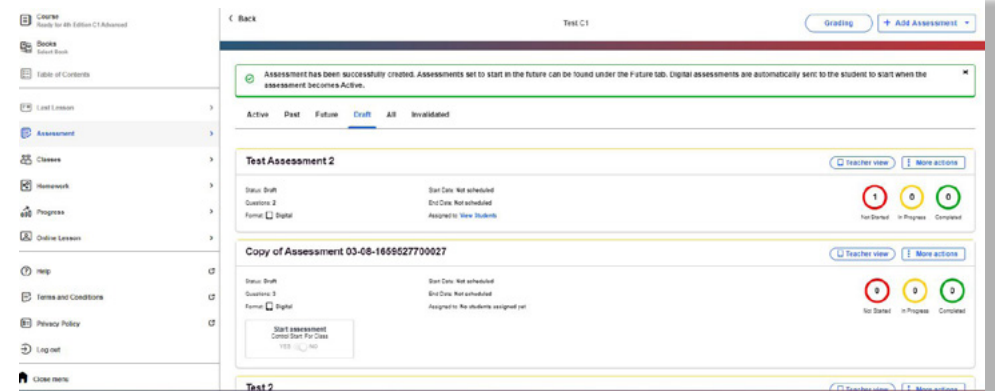
VIEWING MY STUDENT'S ASSESSMENT GRADES

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

1 Go to **Progress**.

2 Select the class then click **Progress Tracker**.
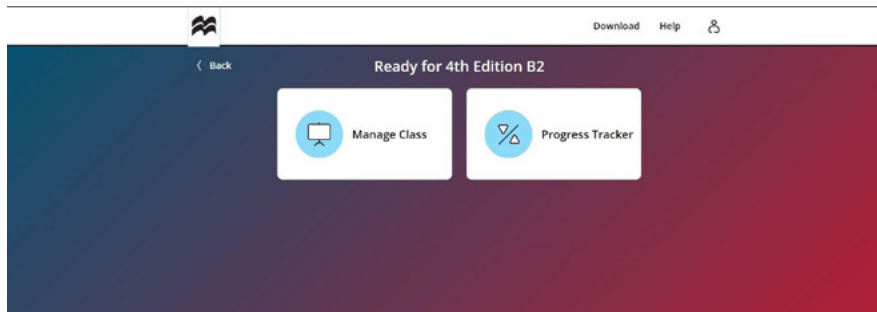
3 Click **Choose a filter** and select **Assessment Gradebook**.

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

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.

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.

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

Adding Feedback

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

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

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.

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.
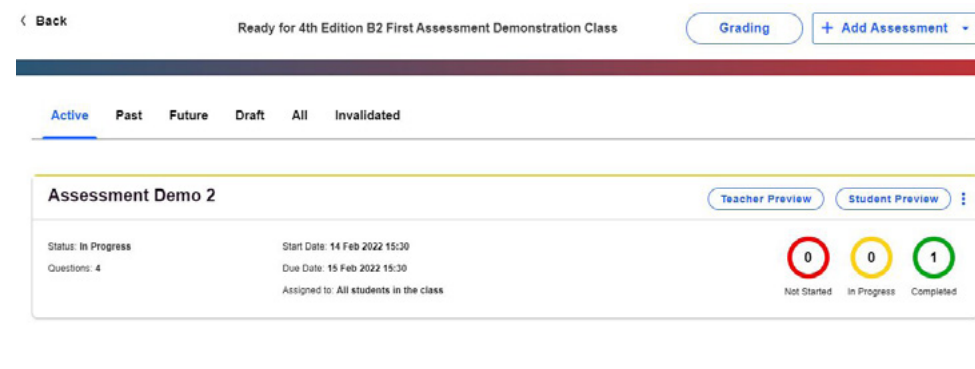
You will be able to view the following information:
- Student Name
- Assessment Name
- Course
- Class Name
- Actions
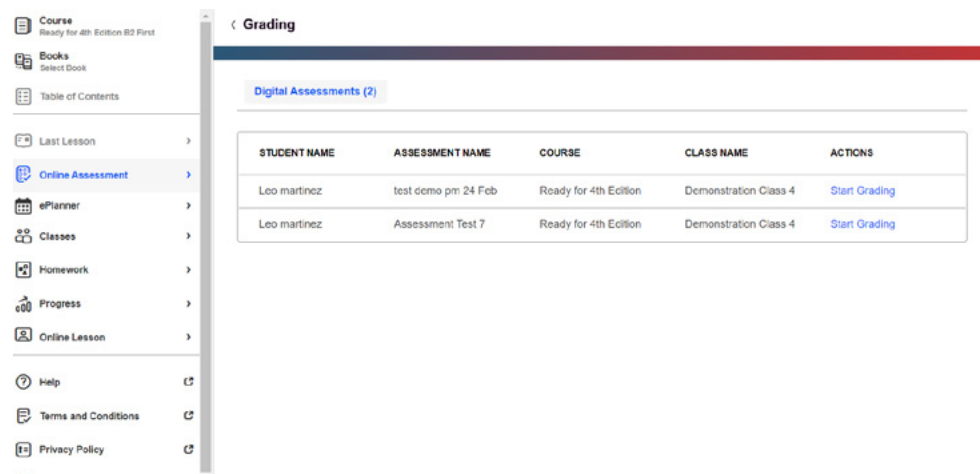
If you would like to share the answers to a digital assessment with the whole class, you can do so by following the steps below:

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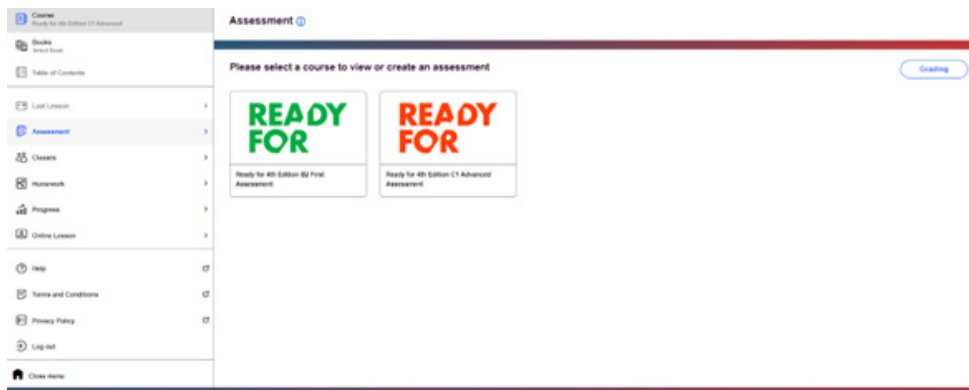
2 Click **Teacher Preview**.

3 You can then click through the assessment and go through the correct answers with your class.
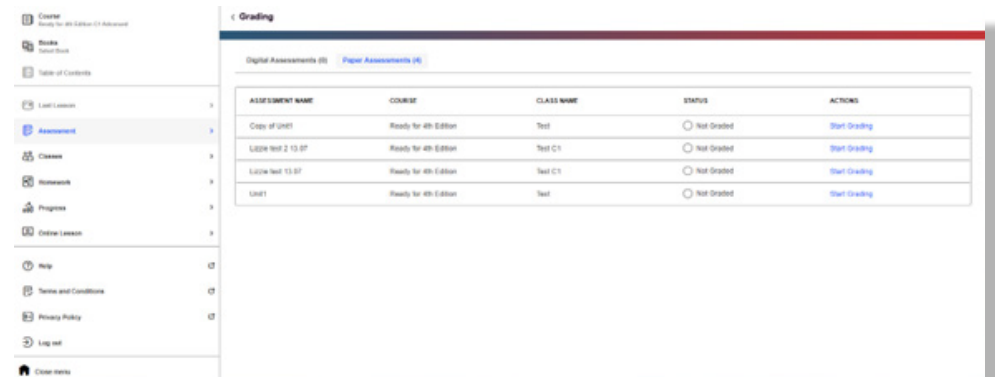
To grade a paper assessment:
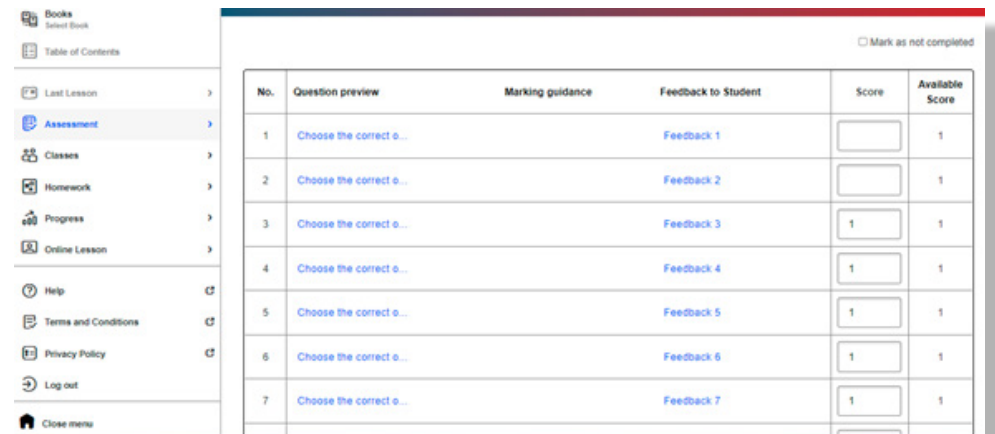
1   Click on your course tile.

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.

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

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

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**.

8 On the next screen click **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.

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.

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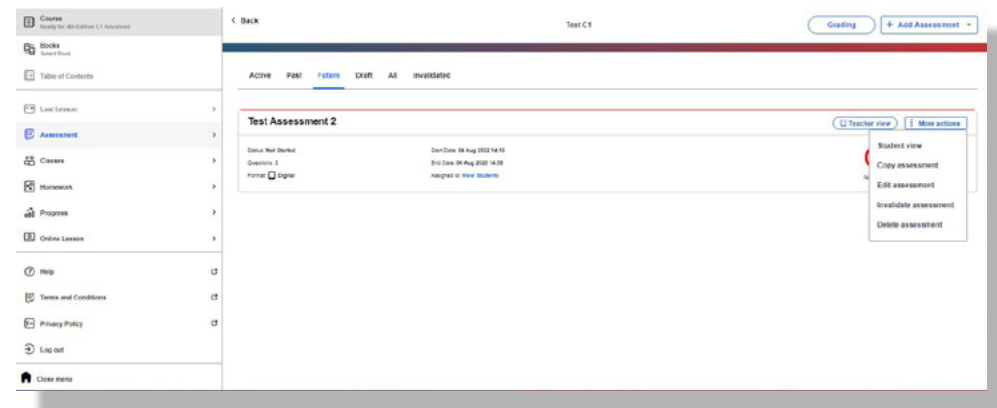
You can copy an existing assessment in order to create a new version. To copy the assessment:

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.
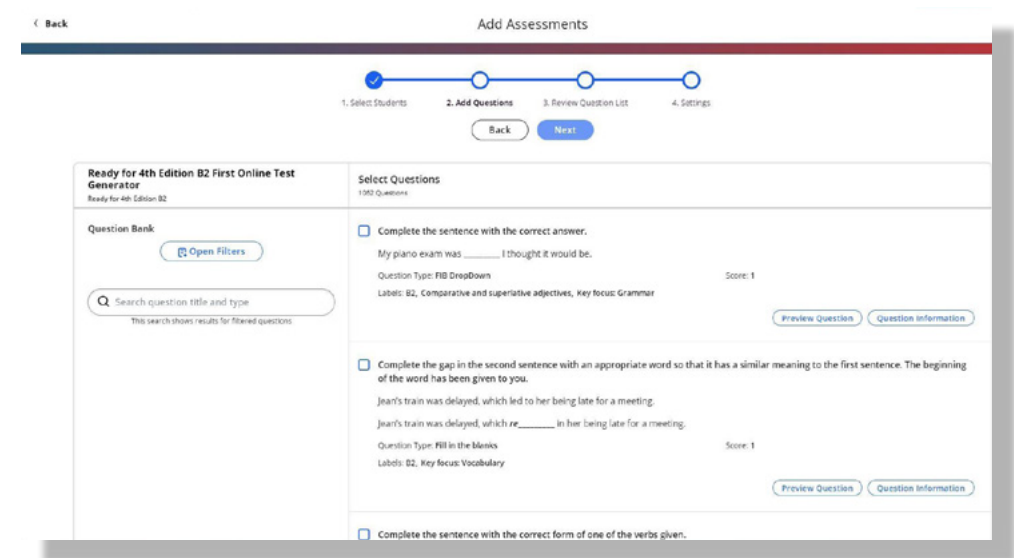

If you have a query regarding the questions you have included in your assessment or need technical assistance, you can include the question ID in the information you send to the Customer Support team.

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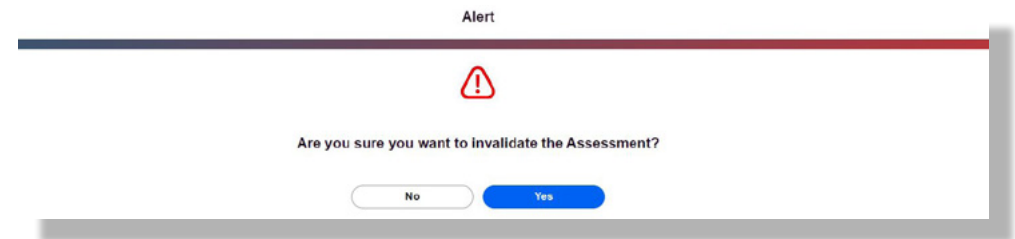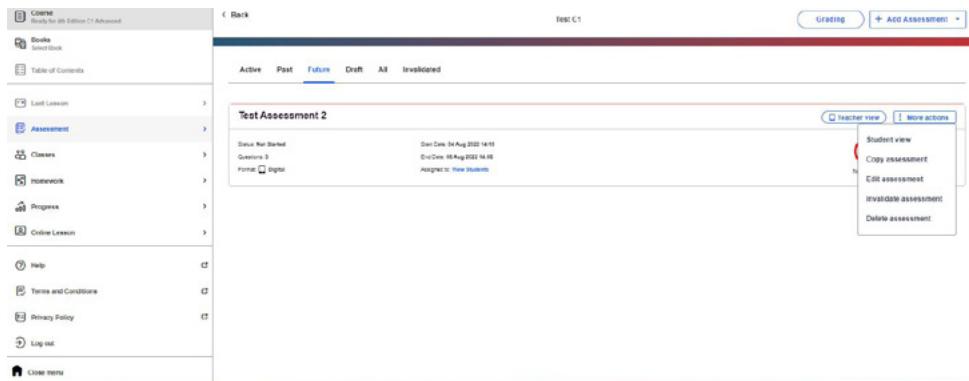
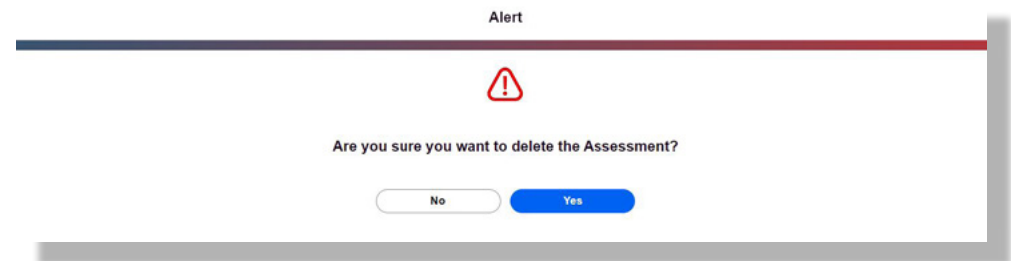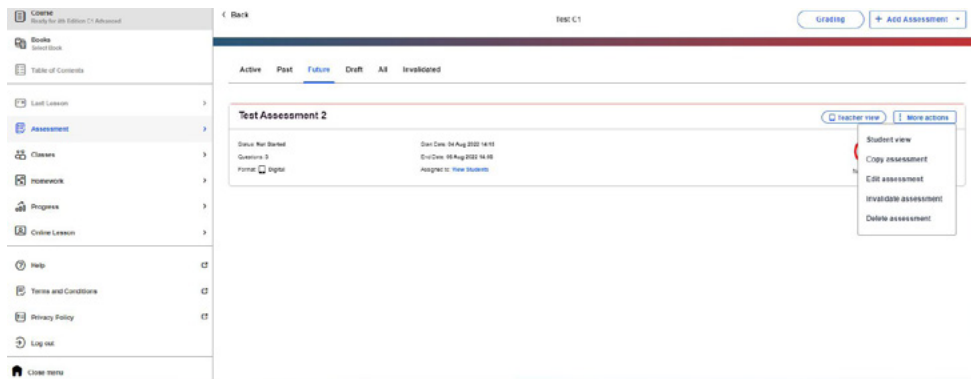**4** Click **Yes** to invalidate the assessment.

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.

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.
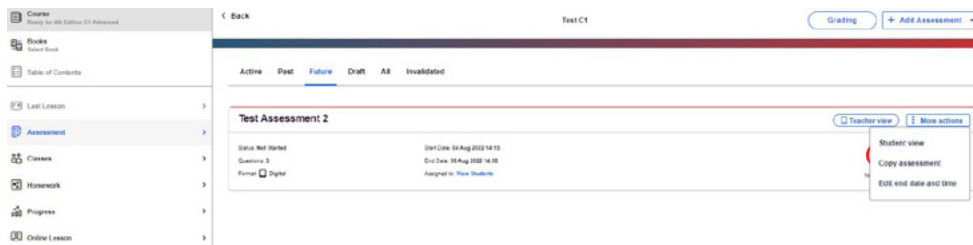
To delete the assessment:

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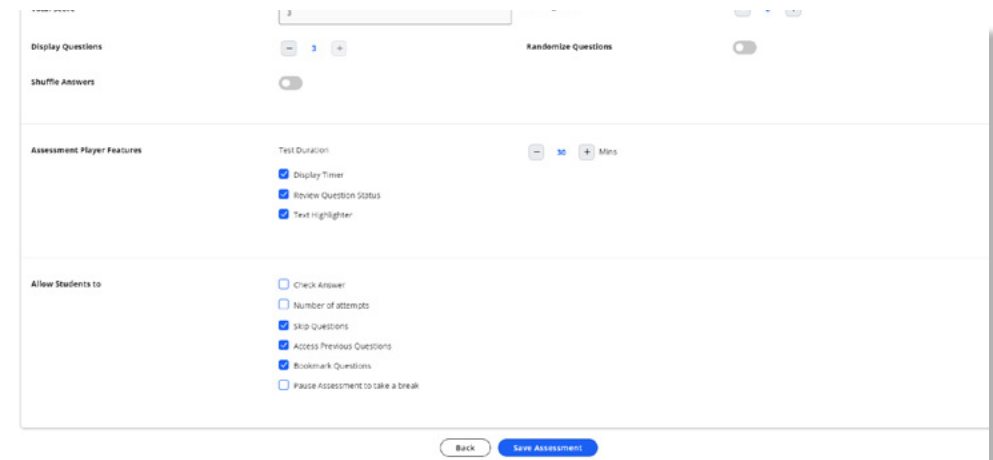
If you create the assessment with a controlled start, your students won't be able to re-attempt the assessment.

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.

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.

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.

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.

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

USEFUL LINKS

Macmillan Education Everywhere

System requirements

Support

macmillan
education