

Testing Assistant

Quick Reference

Using the application

Accessing the application

- 1 Open a web browser, and then type `lexmark.remark.cloud`.
- 2 Type your username and password.
- 3 Click **Next**.

Creating a test

- 1 Access the application.
- 2 Select a class, and then click **New Test**.
- 3 Type a test name, and then select whether you want to create the test from scratch or use an existing answer sheet design.

Note: If you choose to design the test from scratch, the Test Designer section appears. If you use an existing answer sheet design, then select the design from the Answer Sheet Designs list.

- 4 Click **Save Test**.
- 5 From the Edit Test page, in the Test Designer section, do the following to add sections to your answer sheet:

- a Configure the design settings, and then click **Save Design Settings**.

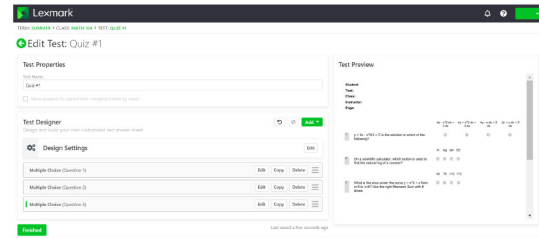
Note: To let students send their completed answer sheets using email, from the Test Properties section, select **Allow students to submit their completed test answer sheets by email**.

- b To add questions, click **Add**, and then select the question type.

- c Configure the settings, and then click **Save Section**.

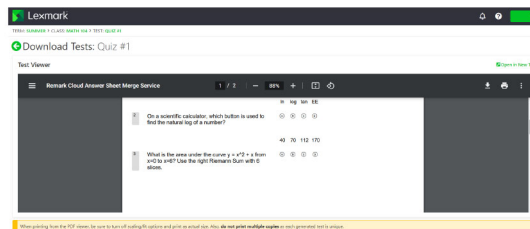
Note: Open-response questions require students to type or write their answers in phrases or sentences, such as essays or short explanations.

- d To add elements, click **Add**, and then select an element.
- e Configure the settings, and then click **Save Section**.
- f Click **Finished**.



Printing tests

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 Click **Distribute**, and then click **For Paper (Download and Print)**.
- 4 Select the students who are taking the test, and then click **Download Tests**.
- 5 Print the test.



Note: You can print the test using plain paper.

Grading a test

You have two options when grading tests. You can scan the answer sheets from your Lexmark MFP or upload the answer sheets manually to the cloud server.

Scanning tests

Scanning tests is the recommended method. This method lets you scan the answer sheets from your Lexmark MFP. The scanned answer sheets are sent to the cloud server and are graded automatically. The Lexmark MFP is configured to produce high-quality images which result to high-level grading accuracy.

Before you begin, make sure that the Grade Test application is installed on your MFP. For more information, see the *Grade Test Administrator's Guide*.

Note: You can also send tests to your email using the scan to email function of your Lexmark MFP.

- 1 Load the completed answer sheets into the automatic document feeder tray or on the scanner glass.
- 2 From the home screen, touch the application icon.
- 3 Touch **Scan**.

Uploading tests manually

If a Lexmark MFP is not configured to send tests directly to the cloud, then you can upload tests manually to the cloud. Use your Lexmark MFP to scan files to a PDF, and then upload the files to the Lexmark Testing Assistant application. To ensure the quality of the test files, use scans of the tests instead of photos.

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 Click **Grade**.
- 4 Browse to or drag your scanned tests to the Grade Tests page.
- 5 Click **Grade Tests**.

Note: The score percentage per student is shown in the Student section.

Grading online tests

As students submit their online tests, they automatically get graded on the Test page, except for open-response questions that you must grade manually.

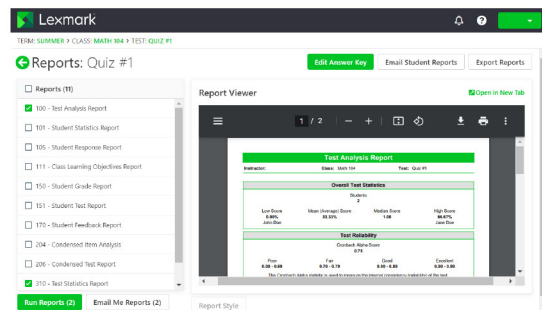
- 1 On the Test page, click **Open Responses** in the Test Summary section.
- 2 In the Grade (n-Point Max) field, enter the score for the open-response question.

Note: In the Grade (n-Point Max) field, **n** is the maximum possible score for that question. If you enter any number higher than the maximum score, then the exceeding points are considered as extra credit.

- 3 Navigate through the answers using the **Previous Response** and **Next Response** buttons.
- 4 Click **Save Grades**.
- 5 On the Test page, click the student name in the Respondent Scores section, and then review the data.

Generating reports

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 From the Test Breakdown section, click **Reports**.
- 4 Select your preferred reports.



- 5 Click **Run Reports**.

Exporting data

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 From the Respondent Scores section, click **Export Data**.
- 4 Do either of the following:
 - In the Export Data As menu, select a file format, and then download or email the file.
 - In the Export Gradebook As menu, select a gradebook software, and then download or email the file.