

# Using the AET Exam Center

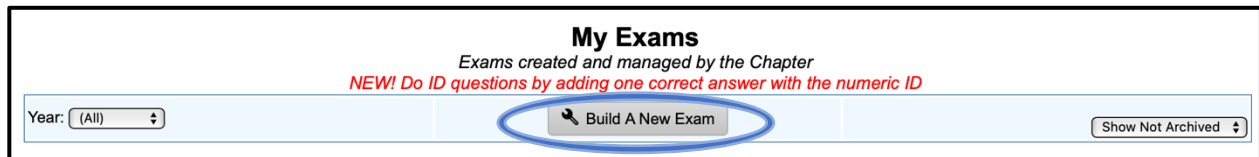
**Purpose:** *This guide will assist in creating, implementing and reviewing student assessments that can contribute to classroom learning and CDE/LDE preparation.*

## Create Exams

### Step 1: Access Exam Administration

- Click "TRACKER TAB" then Create Manage Exams

### Step 2: USE Build New Exam - allows manual entry of questions



- Click **ADD New Question**

#### A. Manual Question Add

1. Enter the new question in New Question Text Box
2. Enter each answer (multiple choice) in Answer Choice Text Box  
*NOTE: Answers can be text or numbers that correlate with an ID Sheet as well*
3. Add checkmark in box for the correct answer  Correct?
4. Click **+ Add the New Question**
5. Repeat steps 1-4 to generate as many questions as desired for the assessment

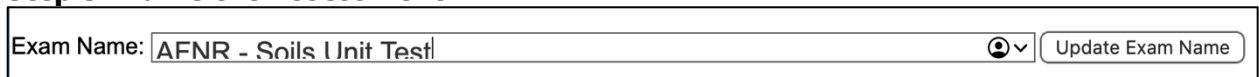
#### B. Add Questions from Existing Test Bank

1. Click the " Add Questions from Banks or Existing Exams"
2. Choose an Exam or Bank from the dropdown to view questions
3. Click **VIEW**

#### 2 ways to add questions from banks

- a. Scroll test bank and select questions that are to be added, then **+ Add Question**
  - b. Random question selection
    - Enter the number of questions to ADD from the bank, then **+ Add Random**
- \*\*These will appear on the new test in grey*

### Step 3: Name the Assessment



- Click and type in the Exam Name, then click "Update Exam Name"

### Step 4: Edit Questions or Answers

- Return to the "Questions in this Exam Tab"
- Click **EDIT Question**

1. Review each question and all answers, make edits/deletes as needed
2. Add a file upload for the question (photo, graph, scenario, etc.)
  - Click "Choose File" and then "Upload Selected File"
  - The picture will then appear above the question

**NOTE:** *Once an exam has had a student take it, questions can longer be edited*

## Manage Exam Settings

### Step 5: Identify Exam Settings

- Click "Back to List of Exams"

**My Exams**  
Exams created and managed by the Chapter  
*NEW! Do ID questions by adding one correct answer with the numeric ID*

Year: (All) Build A New Exam Show Not Archived

| Date Created             | Name                 | Creator                                  | # Total Questions | Available to Students? | # Attempts | Whole Exam File Uploads | View/Edit Questions | Settings   | Copy              |
|--------------------------|----------------------|--|-------------------|------------------------|------------|-------------------------|---------------------|------------|-------------------|
| 10/5/2024<br>11:11:14 AM | AFNR Soils Unit Test | National FFA/SAE Test Account w/AET (ZZ) | 11                | ✗<br>No students       | 0          | 0 Files                 | Edit Questions      | PDF<br>Key | Archive<br>Delete |

#### Choose Settings:

- Confirm Test Name and Select Year
  - Determine # of questions in each attempt and time (minutes) for each attempt
  - Maximum # of attempts allowed
  - Make questions randomized? Y or N
  - Make test available to Students - Use YES only when ready to open the testing window
    - can set open and close times
  - Choose students eligible for exam
    - can select individual students, or by grade, course, teacher, custom group
  - Allow students to see responses alongside the exam key after submission
- NOTE:** allowing students to see the key on multiple attempts may not support investigative learning
- Write exam instructions for students to see at the time of testing

### Step 6: Manage Exam Document

- Create a PDF to print, [Click PDF](#)
- Print exam with questions and answer key, [Click KEY](#)
- Create a copy of any test to update new lesson, [Click COPY](#)
- To archive an exam, [Click ARCHIVE](#)
- To delete an exam, [Click DELETE](#)
- See exam question/answer frequency and stats, [Click STATS](#)

## View Results for Exams

- Click the Tracker TAB, and choose

**Exam Attempts**  
← Back to Exams

Last Name Starts With:

Attempts After:  - Attempts Before:

Filter by Exam: (All Shown)

Student Finder Reset

- All Students
- Grade Levels
- FFA Membership
- Custom Groups

| Exam Name           | Student       | View Attempt                      | Best Attempt % | Latest Attempt % | Average % |
|---------------------|---------------|-----------------------------------|----------------|------------------|-----------|
| Ag Knowledge Test 1 | Charlie Brown | <a href="#">View 1 Attempt(s)</a> | 60             | 60               | 60 %      |
| AFNR Pre-Test       | Charlie Brown | <a href="#">View 1 Attempt(s)</a> | 67             | 66.66666         | 67 %      |

## **Using the AET Exam Center**

- Sort student exams in Student Finder: grade, teacher, course
- Enter student last name to locate individual student
- Locates exams by attempt dates before and after determined date
- Filter exams by Exam Name

### **Step 7: Review Results**

- Select "View Attempts" to see student exam stats - time stamps, %/# correct & answered
- Click "View" to see exam questions, student answers and key