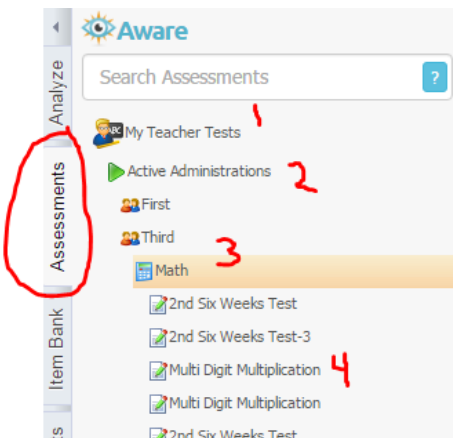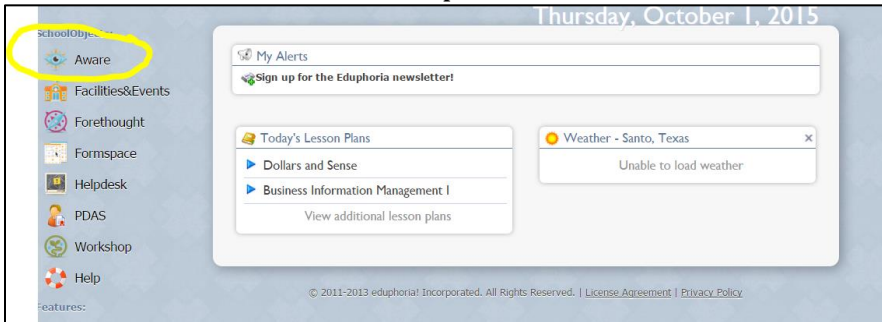# Archiving a Test
in Eduphoria Aware

Why archive?

All tests should be archived at the end of the school year. If a test from last year is still "active", then so is the student data. If you give the test to another group of students, you overwrite the data—giving you no comparison to go back to.
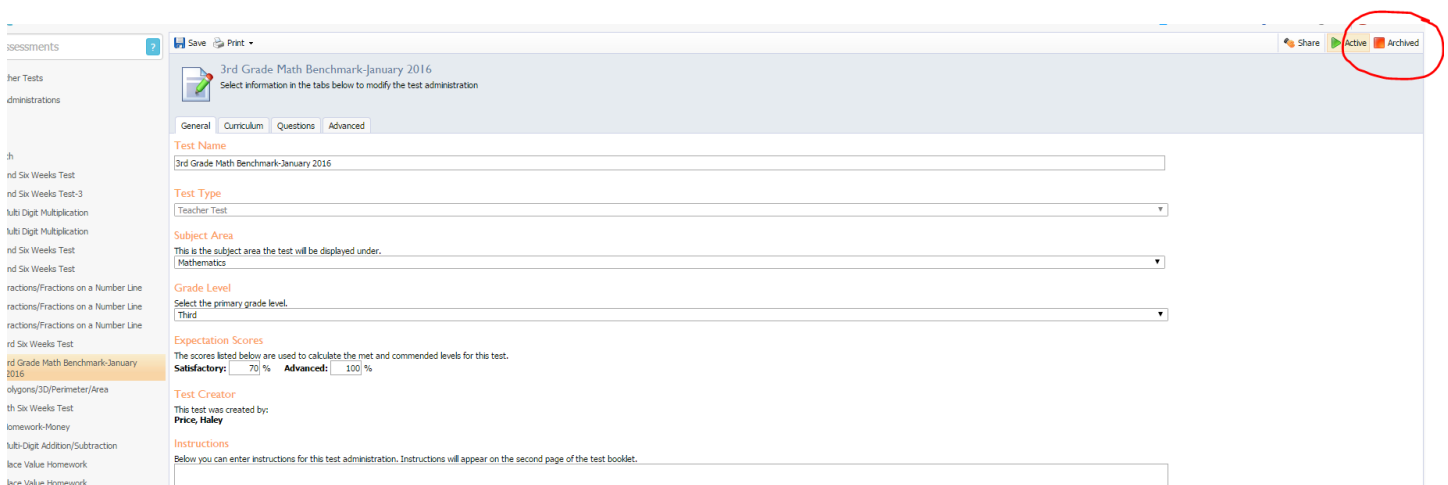
How do I archive?

- Login to Eduphoria
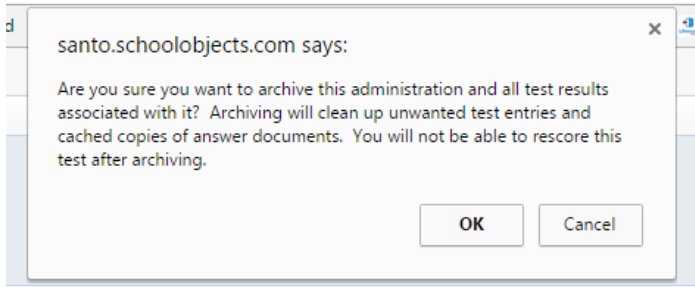- Access Aware within Eduphoria



Choose the "Assessments" tab

1. Click on My Teacher Tests
2. Choose Active Administrations
3. Choose your grade level/subject
4. Find a test from last year

When the test window appears, go to the top right-hand corner and choose "Archived".

You will get this warning box from Aware. All this means is that you will not be able to rescore THIS (last year's) test administration. Click on "OK". **Aware will spin or think for a moment. Be patient!**
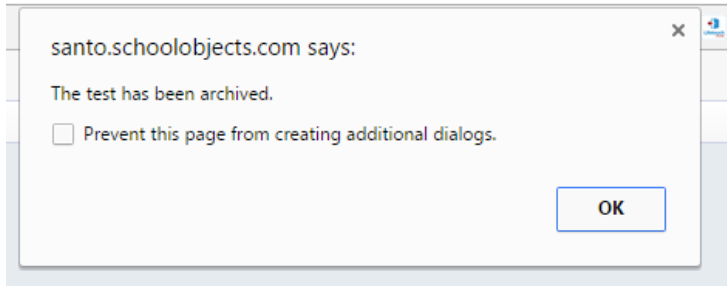
This box will pop up, telling you the archive process succeeded. **NEVER check the "Prevent this page from creating additional dialogs" box. Just click on "OK".**
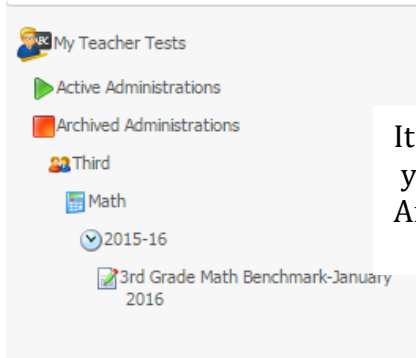
It will now move
 your test into
Archived Administrations.

> **When should I archive a test?**
>
> *** After each test administration is complete (all bubble sheets scanned)**
>
> *** At the end of the year**
>
> *My advice is after each test. Makes your list of Active tests shorter!*

==Repeat this process until you have archived all of your tests from prior years.==

OK, but I want to give the test again this year....
what do I do?
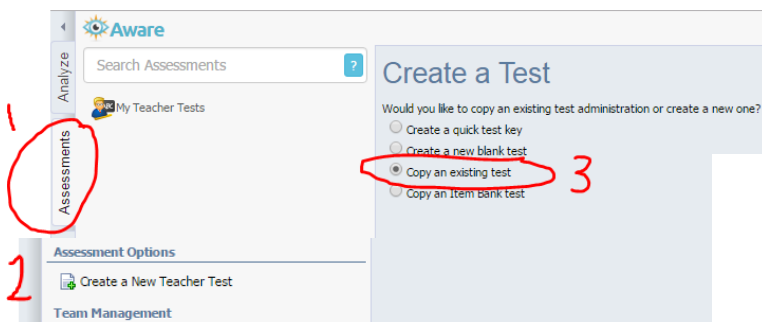
1. Go to the Assessments tab in Aware
2. Click on Create a New Teacher Test
3. **Choose "Copy an existing test"**

Select a Test

Select the previous administration to copy:

Tests:

- Teacher Test
  - 2015-2016
    - Third Grade
      - 2nd Six Weeks Test
      - 2nd Six Weeks Test-3
      - Multi Digit Multiplication
      - Multi Digit Multiplication
      - 2nd Six Weeks Test
      - 2nd Six Weeks Test
      - Fractions/Fractions on a Number Line
      - Fractions/Fractions on a Number Line
      - Fractions/Fractions on a Number Line
      - 3rd Six Weeks Test
      - Polygons/3D/Perimeter/Area
      - 4th Six Weeks Test
      - Homework-Money

Find

Drill down to find your test.
But all of my other tests are in here too? Why did I need to archive? **You archive to protect student data. When we run a heat map or any type of comparison reports, we need data from prior years.**

Test Details

Enter the title and dates for the benchmark administration:

Title:
3rd Grade Math Benchmark-January 2016

Grade Level
Third

Be sure to rename the test. You need to create your own naming system for your tests, so that you can identify year from year. Examples:
- *9-21-16 3rd Math Unit 1 Pre-test*
- *16-17 3rd Math Unit 1 Pre-test*
- *3 Math Unit 1 Pre-test 9-21-16*

The test will now show up under your My Teacher Tests, Active Administrations.

I want to give a pre-test to my science students at the beginning of the Unit. I want to give the same test at the end of the unit (post-test), so that I can measure growth.

1. Create the test with Aware test bank or with a quick test key.
2. Administer the test to students.
3. Scan in the answer documents.
   a. Be sure **all of the answer documents** are scanned in
   b. Create reports, look at test data, etc.
4. Archive this test administration, using the steps above.
5. Create your post-test by copying an existing test (your unit pre-test)
   a. Be sure you change the name from pre- to post-!
6. Administer the test to students.
7. Scan in the answer documents.
8. You now have 2 sets of data on the same test and can run a quintile or other reports/data views that will show you where student growth occurred!