

Choosing an Exam

These are instructions on how to choose an exam to view or download.

1. To first find an exam, click on the “Exams” tab at the top of the page.

The screenshot shows the ZOOM! Data Source interface. The navigation menu at the top includes 'Assessments', 'Exams', 'Reports', 'Standards', 'Communication', 'Students', 'Programs', and 'Data'. The 'Exams' tab is highlighted with a red circle. A red arrow points to this tab from the text above. Below the navigation menu, there is a sidebar with 'EXAM GENERAL' and 'ITEM BANK' sections. The main content area features a green banner for 'Assessment Importing' and a section titled 'Exams List'. This section contains a table with columns for Subject Area, Academic Year, Grade, and Scope. Below the table is a search bar labeled 'Search by Exam ID:' and a 'Submit' button. A section titled 'Found 1 Exam' displays a table with columns for Status, Title, ID, Author, Exam Date, Share, Hide, Duplicate, and Delete. The table contains one entry: 'Los Angeles Charter School Science Partnership 3rd Grade Pre-Post Test for Students of Participating and Non-Participating Teachers. 2010.' with ID 18452, Author Jacques Bordeaux, and Exam Date 09/01/2010.

2. If you know the exact name of the exam you are looking for, type it into the “Quick Search” bar. This can be found right above the list of exams in the middle of the page, as shown in the graphic below. You do not need to click any buttons– the list will automatically update on its own.

The screenshot shows the 'Quick Search' bar at the top, which is circled in red. Below it, the search results are displayed in a table. The table has columns for Status, Title, ID, Author, Exam Date, Share, Hide, Duplicate, and Delete. The results are as follows:

Status	Title	ID	Author	Exam Date	Share	Hide	Duplicate	Delete
	Sample Exam	902	Samantha Mita	06/23/2010				
	Geometry BM4 09-10	857	Quang Nguyen	06/07/2010 - 06/25/2010				
	Precalculus BM4 09-10	858	Samantha Mita	06/07/2010 - 06/25/2010				

3. If you do not know the specific name of an exam, you can search for it using filters. Check the boxes next to the subject area, academic year, grade, and scope of the exam you're looking for, as seen in the graphic below.

Exams List

Subject Area	Academic Year	Grade	Scope
<input type="checkbox"/> English Language Arts	<input type="checkbox"/> 2009-2010	<input type="checkbox"/> 8 <input type="checkbox"/> 9	<input checked="" type="checkbox"/> ALS Benchmark
<input type="checkbox"/> History and Social Science	<input type="checkbox"/> 2008-2009	<input type="checkbox"/> 10 <input type="checkbox"/> 11	<input type="checkbox"/> District
<input type="checkbox"/> Life-Science	<input type="checkbox"/> 2007-2008	<input type="checkbox"/> 12	<input type="checkbox"/> District Benchmark
<input checked="" type="checkbox"/> Mathematics	<input type="checkbox"/> 2006-2007		<input type="checkbox"/> Glencoe
<input type="checkbox"/> Other			<input type="checkbox"/> User-Created
<input type="checkbox"/> Science			

Filter: [List All](#) Search by Exam ID:

4. Click the “Submit” button in the bottom right-hand corner of the box.

This will bring up a list, like the one seen below, of all the exams matching your search criteria.

Found 43 Exams | Quick Search:

Status	Title	ID	Author	Exam Date	Share	Hide	Duplicate	Delete	
	B2b CPM Geometry For remedial students	262	Michael Garner	06/12/2009					
	B2b CPM Algebra 1 For remedial students	263	Michael Garner	06/12/2009					
	B4 Geometry	247	Cristina de Jesus	06/02/2009					
	BM4 Pre-Calculus	249	Cristina de Jesus	06/02/2009					
	BM4 Algebra 2/Trigonometry	250	Cristina de Jesus	06/02/2009					
	BM4 CPM Alg 1	253	Cristina de Jesus	06/02/2009					
	BM4 CPM Algebra 2	254	Cristina de Jesus	06/02/2009					
	BM4 CPM Geometry	255	Cristina de Jesus	06/02/2009					
	BM4 Algebra 2	243	Cristina de Jesus	05/27/2009					
	B4 Algebra 1	234	Cristina de Jesus	05/19/2009					
	B2 CPM Alg 2	181	Cristina de Jesus	01/12/2009					
	B2 CPM Geometry	182	Cristina de Jesus	01/12/2009					
	B2 CPM Algebra 1	183	Cristina de Jesus	01/12/2009					
	B2 Trigonometry	184	Cristina de Jesus	01/12/2009					
	B2 Probability & Statistics	185	Cristina de Jesus	01/12/2009					
	B2 Algebra 2/Trigonometry	186	Cristina de Jesus	01/12/2009					
	B2 Pre-Calculus	187	Cristina de Jesus	01/12/2009					
	B2 Algebra 2	188	Cristina de Jesus	01/12/2009					

To choose the exam you'd like, just click on its name. You will be taken to the home page for that particular exam. If the exam has results, you will see data on your screen and have the option to view different types of reports.

We'll get to reporting on page 17. To find out how to use your exam, turn to the next page.