

Getting Started with





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About AssessPrep

THE FUTURE

Transition from traditional paper and pencil to next generation digital assessments



Interactive Assessments

Give students more ways to understand and express their knowledge.



Flexibility

Online or Offline. In-class or at-home. Wherever the student is.



Faster Grading

Save time with assisted marking and get detailed insights into student learning.



Sustainable

Spare the trees and shift to digital. Over a 1000 trees saved so far.



Handwriting Agnostic

No more illegible handwriting. Save yourself the frustration. Students prefer typing too!



Secure and Robust

Optional lockdown mode with cloud backups.



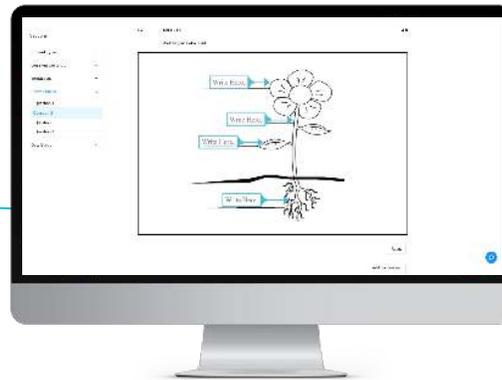
Introduction to AssessPrep

AssessPrep Overview



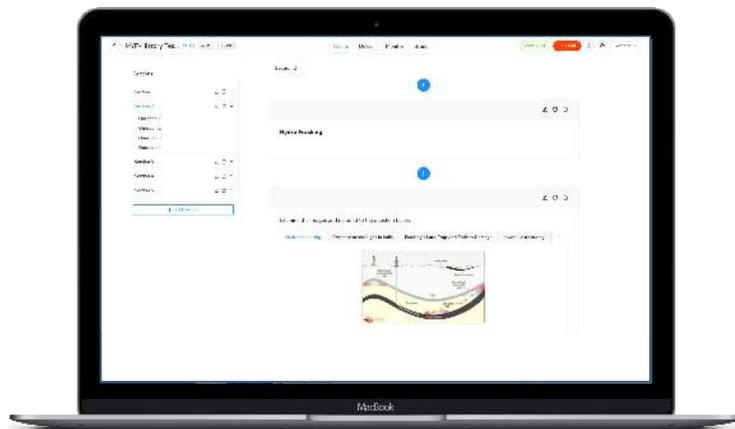
1. Create assessments (Web)

- Advanced tools to collaboratively author interactive assessments
- Create videos, images, simulations, MCQs, long-answer, label, match, flowchart, graphing, classification
- Re-use resources via Questionbank.



4. Grading and analytics (Web)

- Grade and give feedback/annotate student responses
- Examwise analytics that provide actionable insights



2. Deliver assessments (Web/Desktop App)

- Available for Windows and Mac
- Via any browser

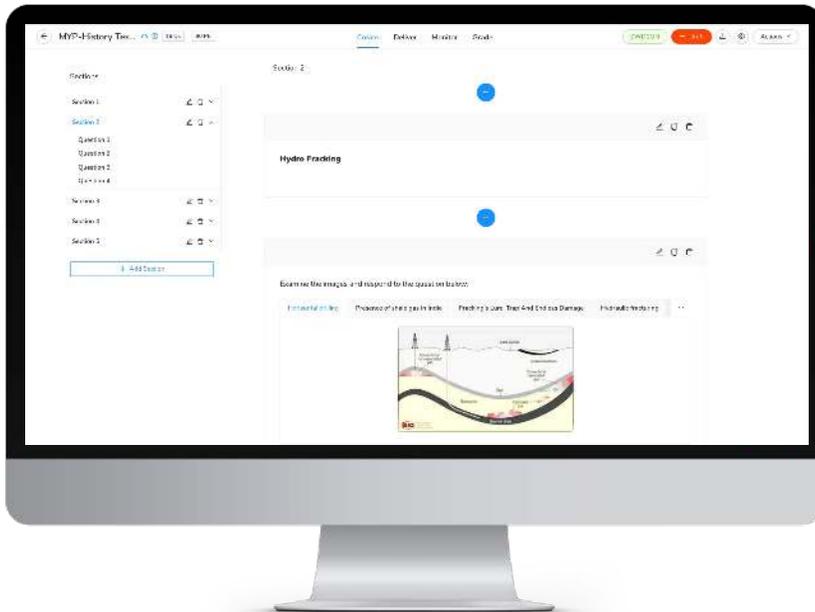


3. Live Dashboard (Web/Mobile App)

- Advanced tools to collaboratively author interactive exams
- Students can view & answer videos, images, simulations, MCQs, long-answer, label, match, flowchart, graphing, classification
- Re-use resources via questionbank.



Create Homework Assignments or High Stakes Assessments



Create new test

(All fields marked with * are required)

Test delivery mode*

Offline

*Secure for High Stakes
Via AP desktop application
Internet access not mandatory
Timed assessment*

Online

*Formative
Via any browser
Student needs internet access
Timed assessment optional*

Test title (eg. Mechanics of motion) *

Timed assessment

Test duration (minutes) *

Test scheduled at

Year *

Select other teachers to collaborate with: (optional)

Select Some Options

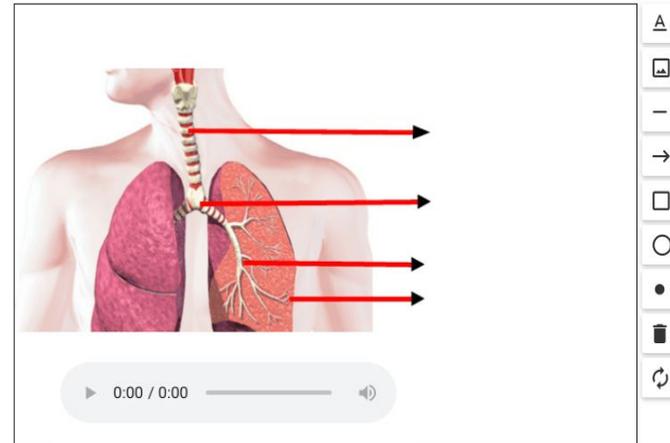
Marking type*

Marks/Points Criteria

Create quick online assessments/assignments that can be delivered via any browser.
Create high-stakes offline assessments that are delivered through our exam delivery application on Windows and Mac for full security mode.



Rich, interactive assessments with **auto-corrected** questions



Videos, audio, simulations, interactive questions enable teachers to create rich, interactive assessments

Now interactive questions like Label, Hotspot, Match, Classify, Sort and more will be auto-corrected, saving more time for teachers while grading

Fill in the blank lorem ipsum
 lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum
and this lorem ipsum lorem ipsum

Match the following

<input type="text" value="Stem 1"/>	<input type="text" value="Choice A"/>
<input type="text" value="Stem 2"/>	<input type="text" value="Choice B"/>
<input type="text" value="Stem 3"/>	<input type="text" value="Choice C"/>
<input type="text" value="Stem 4"/>	<input type="text" value="Choice D"/>



Reuse resources using QuestionBank



Insert resources from Library. Current subject: Physics

Search Library

Resource type

- Questions
- Subjective Interactive
- MCQ Short answer
- Videos
- Images
- Simulations
- Text

Criteria

- A B C D

SEARCH

RESET

SCHOOL QUESTIONBANK

IB QUESTIONBANK

Coming Soon

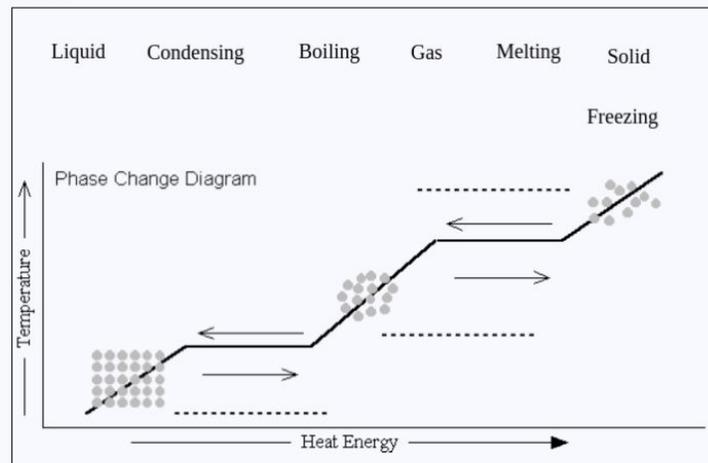


Q. Study the change of phase diagram.

(7.0 marks)

Drag and drop the options given to label the different parts of the diagram. Also identify the solid, liquid and gas state.

Interactive answer



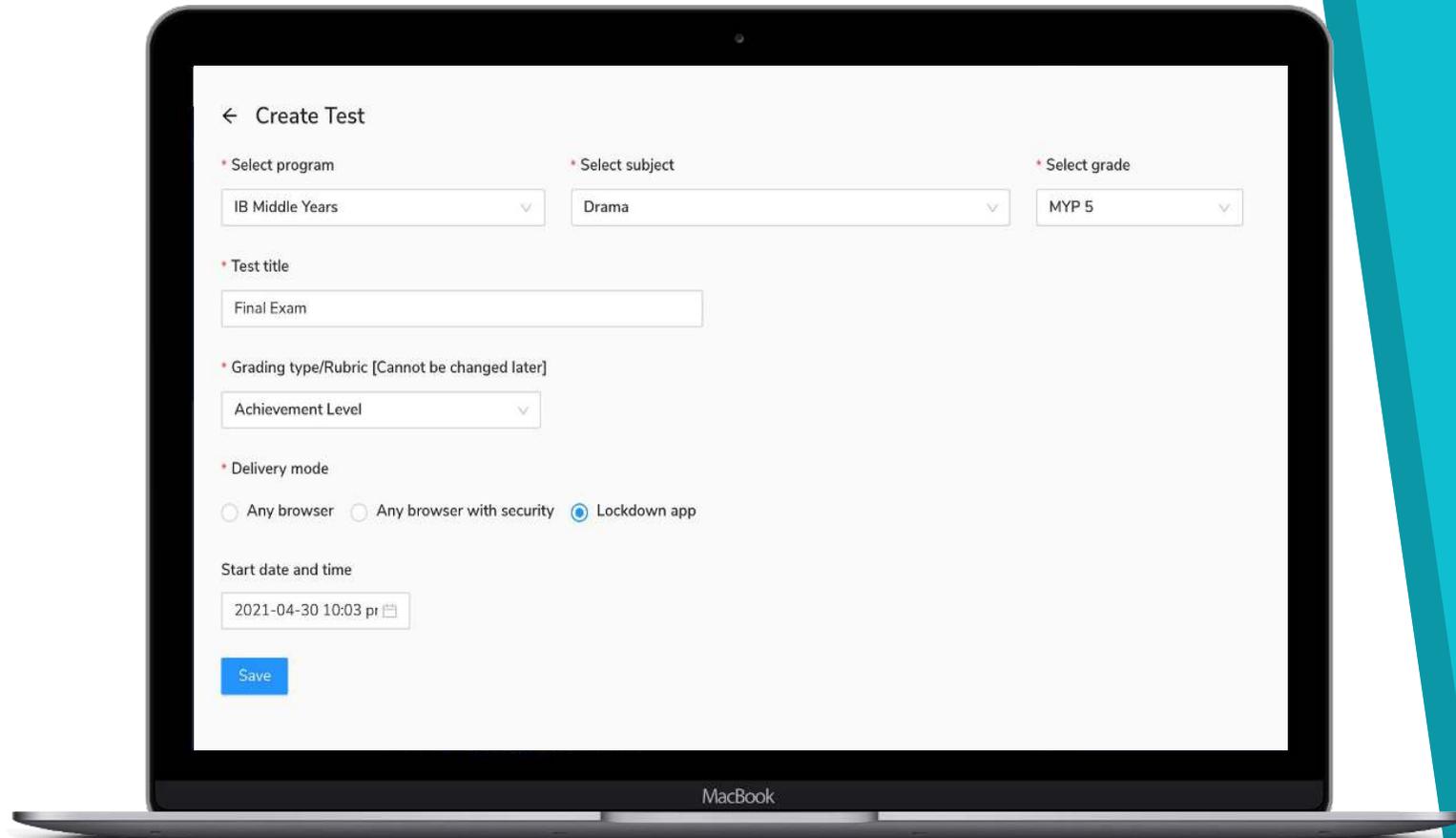
INSERT

CLOSE

The QuestionBank Library makes it easy for teachers to start from scratch and be able to re-use content from their school's own private repository, which will be added to each time a new question is created.



Deliver assignments quickly via any browser



Deliver high-stakes assessments via the Student Application



Dec 2017 Semester Exam - Grade 10 SL

[← Back To All Tests](#)

Access code

4FOGKY

Student code (6 character code)

ZXCASD

Full name

John Doe

START TEST

QUIT TEST

Secure and user-friendly interface

Delivered in lockdown mode via our Windows and Mac applications, or in online mode via any browser

Current Language : German

Last saved at: 6:53 PM

DEC 2017 SEMES... JOHN DOE - ZXCASD



87%

1:59

END TEST

Question 1 (40.0 marks)

Section A

In this section you will be assessed under criteria A.

A student should be able to:

- i) select appropriate mathematics when solving problems in both familiar and unfamiliar situations
- ii) apply the selected mathematics successfully when solving problems
- iii) solve problems correctly in a variety of contexts.

Question 1.1 (10.0 marks)

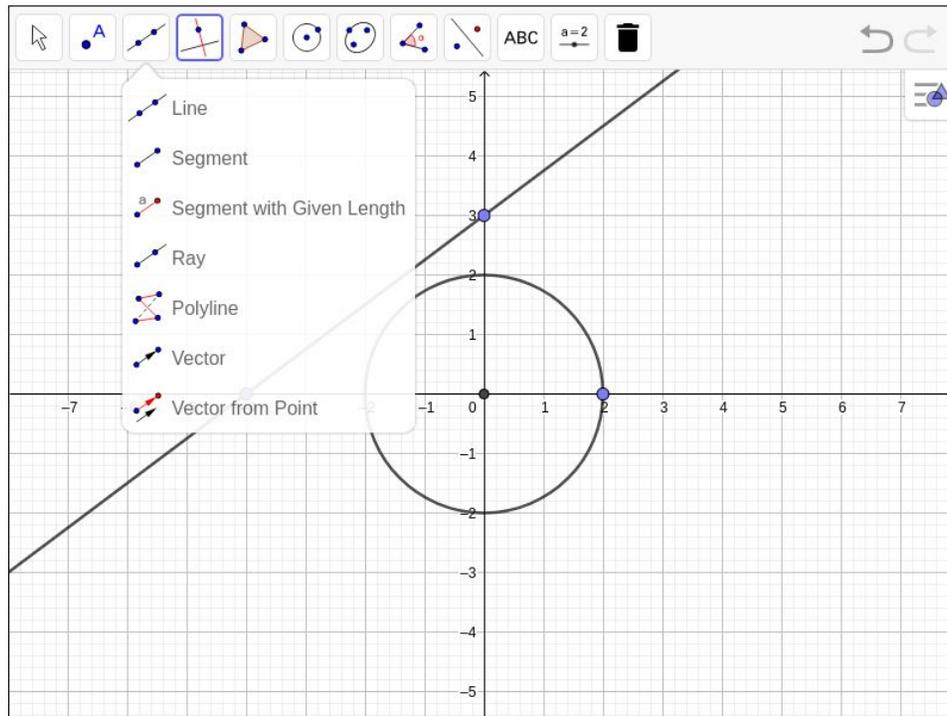
- a) State the domain and range for $((3, 5), (4, 5), (5, 6))$. [2]
- b) Evaluate the function $f(x) = 3x + 5$ for the value $f'(10)$. [2]
- c) Evaluate the function $f(x) = 3x + 5$ for the value $f(3x - 2)$. [3]
- d) If $k(x) = \frac{1}{x+2}$, find the value of p such that $k(p) = \frac{1}{4}$ [3]

B I U x² xⁿ

1	(40.0 marks)	+
1.1		
1.2		
1.3		
1.4		
2	(40.0 marks)	+
3	(20.0 marks)	+



Geogebra graphing tools and Calculators



Geogebra support will give teachers access to a really advanced yet simple tool to create graph based questions



TI calculator inside AssessPrep student app for High Stakes exams



Grading and analytics

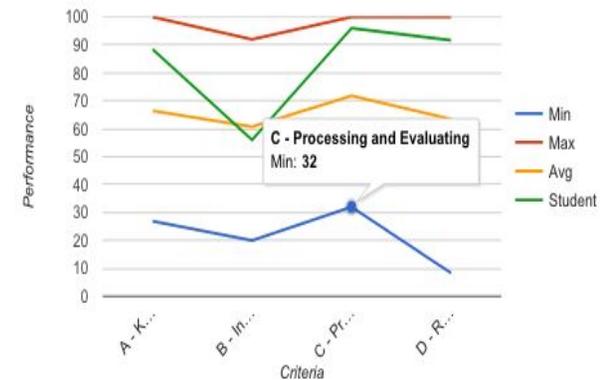


Students who have completed the test:

S NO.	STUDENT NAME	A - KNOWING AND UNDERSTANDING	B - INQUIRING AND DESIGNING	C - PROCESSING AND EVALUATING	D - REFLECTING ON IMPACTS OF SCIENCE	MARKS (TOTAL: 100.0)	PERFORMANCE	STATUS	CHECKED
1	Antara Verma	26.0	23.0	25.0	24.0	98.0	98.0%	▲	✓
2	Vishwakrit Choradia	26.0	20.0	25.0	24.0	95.0	95.0%	▲	✓
3	Nitzia Magoo	25.0	21.0	24.0	20.0	90.0	90.0%	▲	✓
4	Vyoam Ashok	23.0	18.0	23.0	23.0	87.0	87.0%	▲	✓
5	Yajur Madan	23.0	21.0	17.0	23.0	84.0	84.0%	▲	✓
6	Naina Saroha	23.0	14.0	24.0	22.0	83.0	83.0%	▲	✓

Teacher grades & annotations can be delivered to students online.

Criteria wise Performance



BIO_9 QUESTION PERFORMANCE STUDENT ANALYTICS

Avg: 65.64%

Min: 24%

Max: 98%

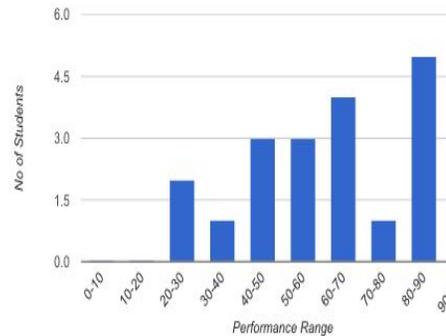
Low Performers

Sowmiya Yadav, Kazuya Takagi

High Performers

Antara Verma, Vishwakrit Choradia, Nitzia Magoo, Vyoam Ashok, Yajur Madan, Naina Saroha, Niharika Nair, Harshwardhan Kothari

Performance Range



CRITERIA	STUDENT MARKS	TOTAL MARKS
A - Knowing and Understanding	23.0	26
B - Inquiring and Designing	14.0	25
C - Processing and Evaluating	24.0	25
D - Reflecting on impacts of Science	22.0	24
TOTAL	83.0	100.0





Accessing AssessPrep

Logging into AssessPrep



Students and Teachers can log into AssessPrep via single-sign-on from ManageBac.

1. Navigate to <https://app.assessprep.com/>
2. Login with **ManageBac**.

You also have additional options to log in with either **Google** or **Microsoft**

China Schools 🇨🇳:

1. Navigate to <https://app.assessprep.cn>
2. Login with **ManageBac**.

You also have additional options to log in with either **Google** or **Microsoft**

AssessPrep

Email

Password

Login →

[Forgot password?](#)

Or Login With

ManageBac Google Microsoft



Enter your ManageBac email & password



Important Note: Users logging with ManageBac must have logged into their ManageBac account with their username & password at least once in order for this step to work.

Accounts Portal

Email

Password [Forgot your password?](#)

Remember me for 30 days (This is a trusted computer that only i have access to)

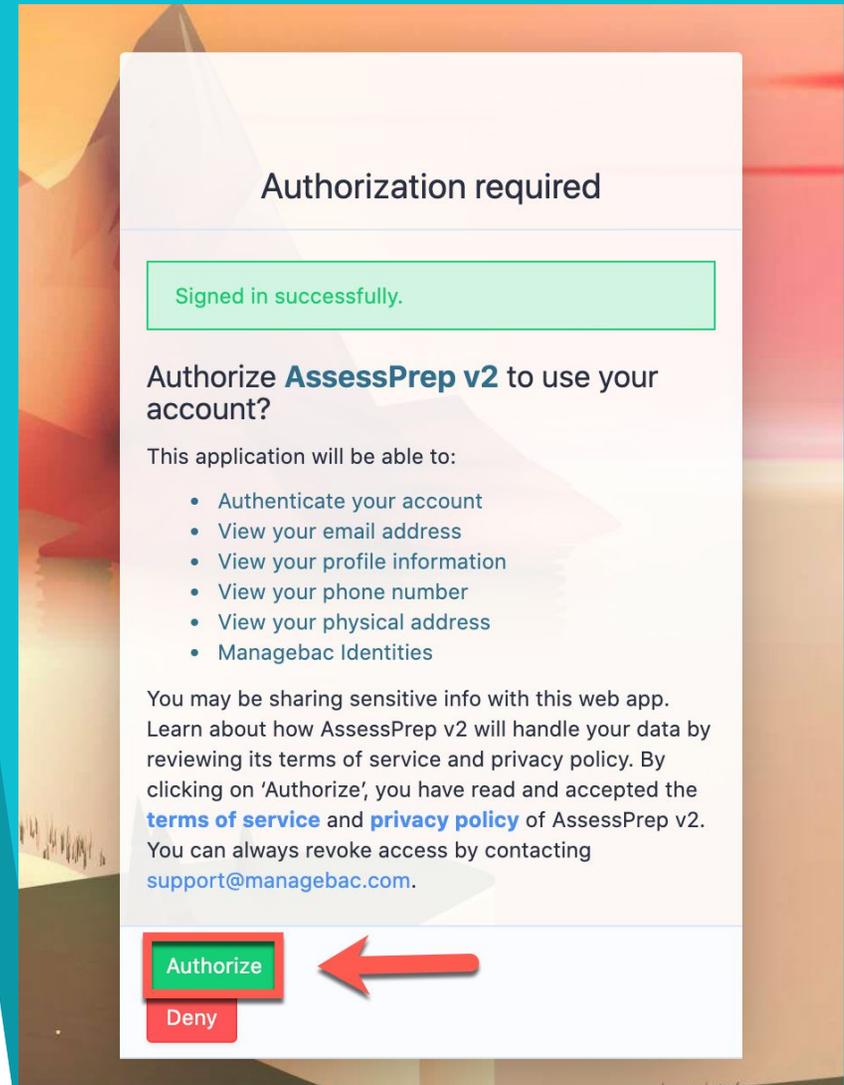
Sign-in

[Resend Welcome Email](#)

Click 'Authorize'



Review and Authorize the application to authenticate your account. You can view your personal information, and in some cases use the personal information from your Accounts Profile to populate your application account.



Switch between AssessPrep & ManageBac via Accounts Portal



Dashboard

Unit Calendar

IB Diploma: Biology (DP 2)

32 Units	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Evolution and Biodivers...	█									
Evolution and Biodivers...	█									
Evolution and Biodivers...	█									
Evolution and Biodivers...	█									
Evolution and Biodivers...	█									
Molecular biology	█									

Accounts Portal

Sharon Arese
Manage Account Portal

Linked Accounts

- Faria International School
Account Admin
- Faria IS
Administrator

Switch Services

- Atlas
Tailored Curriculum Management
- Schools Buddy
School-to-Home Portal
- OSC Study
All-in-One IB DP Revision
- AssessPrep
Online Exams & eAssessment
- AssessPrep v2**
Online Exams & eAssessment
- BridgeU
University & Careers Guidance

Once authorised, you can then switch between your ManageBac and AssessPrep accounts via the Launchpad in the upper right corner. Click **Accounts Portal** and then select ManageBac or AssessPrep.

Need Help Logging in?

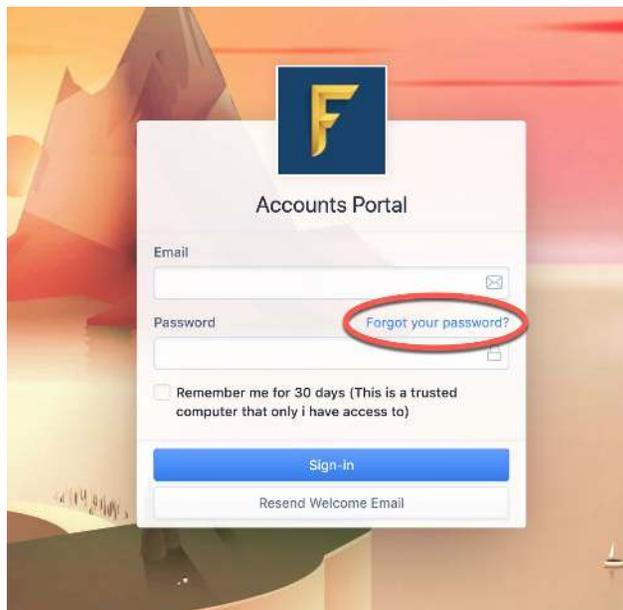


1. Go to your school's ManageBac login page and click "Forgot your password?" to reset the password for your ManageBac account.

The email address entered needs to match your ManageBac email address.

2. Check your inbox for an email where you can reset the password for your account. You will need to login to ManageBac with the new password.
3. Go to the AssessPrep login page and click "ManageBac" (if your school's ManageBac URL ends in *.cn*, navigate to app.assessprep.cn)
4. The page will redirect to the ManageBac Accounts Portal (accounts.faria.org), where you will enter your email and password again. You should be able to access AssessPrep from here.
5. If you are having trouble logging in at this step, please click "Didn't receive confirmation instructions?" to receive another confirmation email.

If you have logged in to the Accounts Portal previously but have forgotten your password, you should click "Forgot your password?" to reset the password for the Accounts Portal.





Creating Tests

Creating Tests



1 Click on My Assessments

Click on the '**My Assessments**' tab from the panel on the left side of the home page. The home page shows the list of all the tests currently in progress or already published with submissions.

The screenshot displays the AssessPrep user interface. On the left, a sidebar contains navigation options: 'My Assessments' (highlighted with a red box and a red arrow), 'Library', 'Classes', 'Help', 'Download apps', and 'My profile'. The top right of the interface shows the user's school 'Faria International School', role 'Teacher', and name 'Risa'. The main content area features a '+Create' button, a search bar, and filters for 'Select program', 'Status', and 'Scheduled time'. A 'Show archived' checkbox is also present. Below these filters, a card for a 'Demo Test - Editable' is shown, including a code '7YM7N9', subject 'MYP 5 Economics', creator 'Sharon Arese', date 'Oct 20, 2020', and points '50.0 pts'. The card also displays the test date 'Oct 15, 07:30 am', duration '60 mins', and score '50.0 pts'. Action buttons for 'Open', edit, and delete are visible on the right side of the card.



Creating Tests



- 2 Click on the + Create button to create a new test.

The screenshot shows the AssessPrep user interface. On the left is a navigation menu with the following items: My Assessments (highlighted), Library, Classes, Help, Download apps, and My profile. The main content area at the top features a '+Create' button, a search bar, and a 'Select prog' dropdown. Below this, a card for 'Demo Test - Editable' is visible, containing a green box with the ID '7YM7N9' and the text 'MYP 5 Economics Sharon Arese Oct 20, 2020 P'. A red arrow points from the bottom left towards the '+Create' button, which is also enclosed in a red rectangular box.



Creating Tests



- 3 Select the desired programme from the Select Programme dropdown menu.

AssessPrep

My Assessments

Library

Classes

Help

Download apps

My profile

← Create Test

* Select program

Select program ▾

- IB Diploma
- IB Career-related Programme
- IB Middle Years
- IB Enhanced Primary Years
- IB Primary Years Legacy
- Pearson Edexcel International ...
- Pearson Edexcel BTEC
- Pearson Edexcel IGCSEs

with security Lockdown app

Save



Creating Tests



- 4 Choose the desired subject from the Select subject Dropdown

The screenshot shows the 'Create Test' interface in the AssessPrep system. The form includes several fields: 'Select program' (set to 'IB Diploma'), 'Test title' (empty), 'Delivery mode' (radio buttons for 'Any browser' and 'Any browser with s'), and 'Start date and time' (calendar icon). The 'Select subject' dropdown is open, displaying a list of subjects: Mathematics, Mathematics: analysis and approaches, Mathematics: applications and interpretation, Sciences, Biology, Chemistry, Physics, and Environmental Systems & Societies. A red box highlights the dropdown menu, and a red arrow points to it from the right. The 'Save' button is visible at the bottom of the form.

The grade levels & subjects sync from your ManageBac Account Settings. So if a subject is missing on AssessPrep, it means it needs to be enabled from your ManageBac Account.



Creating Tests



5 Choose the desired grade from the Select grade Dropdown

AssessPrep Faria International School

My Assessments

Library

Classes

Help

Download apps

My profile

← Create Test

* Select program: IB Diploma

* Select subject: Chemistry

* Select grade: DP 2 (highlighted), DP 2, DP 1

* Test title: Test title

* Grading type/Rubric [Cannot be changed later]: Select rubric

* Delivery mode: Any browser Any browser with security Lockdown app

Start date and time: Start date and time

Save



Creating Tests



6 Give the test a title

← Create Test

* Select program
IB Diploma

* Select subject
Chemistry

* Select grade
DP 2

* Test title
Chemistry DP2 Mid Term

* Grading type/Rubric [Cannot be changed later]
Select rubric



Creating Tests



7 Select the Start date and time

The students will not be able to open the test before the selected date and time.

The screenshot shows the 'Create Test' interface with three dropdown menus: 'Select program' (IB Diploma), 'Select subject' (Chemistry), and 'Select grade' (DP 2). A date and time selection modal is open, displaying a calendar for May 2021. The date '4' is selected, and the time is set to 12:00 AM. A red box highlights the modal, and a red arrow points to the 'Start date and time' input field below it.

Su	Mo	Tu	We	Th	Fr	Sa	12	00	AM
25	26	27	28	29	30	1	01	15	PM
2	3	4	5	6	7	8	02	30	
9	10	11	12	13	14	15	03	45	
16	17	18	19	20	21	22	04		
23	24	25	26	27	28	29	05		
30	31	1	2	3	4	5	06		
							07		

Now

Start date and time



Creating Tests



- 8 Select the desired Grading method

Choose '**Achievement Level**' or '**Criteria with Points**'

* Grading type/Rubric [Cannot be changed later]

Achievement Level 

* Delivery mode

Any browser Any browser with security Lockdown app

Achievement Level = Points-based Grading

Criteria with points = IB MYP Criteria-based Grading. This option is only available for IB MYP.



Creating Tests



9 Select the desired Delivery mode

'Any browser' (without Security) - Allows the students to take such assessments via any available browser such as Google Chrome, Firefox, Safari, or Internet Explorer using active internet. Browser-based assessments are widely used for formative assessments, research work, online learning, etc. These assessments require less security and students are allowed to access other computer and internet resources during the exam.

* Delivery mode

Any browser Any browser with security Lockdown app

Start date and time

Start date and time

Save

'Any browser with Security' - Allows the students to take such assessments via any available browser such as Google Chrome, Firefox, Safari, or Internet Explorer using active internet, but with medium security. Once the student starts the test, the browser will enter the full-screen mode. In this mode, whenever the student leaves the test window, they'll get a 'focus lost' alert and the invigilator/proctor will be notified. This works incredibly well if you want to conduct an assessment with medium level security at short notice, without the need to install the lockdown app on student devices.

'Lockdown Application' - Allows the teachers to deliver the exams via a highly secure application, which operates in lockdown mode i.e. high security. The application does not allow the students to copy-paste, take screenshots, access any other web browser during the test. The application requires active internet to download the test and submit the final responses online. However, during the test, if the internet disconnects the students can still complete the test without any interruptions and it will export the student responses in an encrypted format to the computer desktop.



Creating Tests



10 Click the Save button

← Create Test

* Select program
IB Diploma

* Select subject
Chemistry

* Select grade
DP 2

* Test title
Chemistry DP2 Mid Term

* Grading type/Rubric [Cannot be changed later]
Points

* Delivery mode
 Any browser Any browser with security Lockdown app

Start date and time
2021-05-15 5:07 pm

Save



Creating Tests



11 Redirected to the My Assessments

Once you click on 'Save', you will be redirected to the **My Assessments**, as shown below.

The screenshot shows the AssessPrep interface. On the left, a sidebar contains navigation options: My Assessments (highlighted with a red box and an arrow), Library, Classes, Help, Download apps, and My profile. The top right of the page displays the user's school (Faria International School), role (Teacher), and name (Risa). The main content area features a '+ Create' button, a search bar, and filters for 'Select program', 'Status', and 'Scheduled time'. Below these are two assessment entries:

Assessment ID	Assessment Name	Details	Scheduled Time	Actions
E393DD	Chemistry DP2 Mid Term	DP 2 Chemistry Risa Aoki May 04, 2021 Points	May 15, 05:07 pm	Open, Edit, Delete
7YM7N9	Demo Test - Editable	MYP 5 Economics Sharon Arese Oct 20, 2020 Points	Oct 15, 07:30 am, 60 mins, 50.0 pts	Open, Edit, Delete



Creating Tests



Here you can also see the quick view of your created test, with **details** such as subject, grade, teacher name, start date and start time.

You will also get the following **options** for your test, as shown below :

1. **Status** - Shows the status of the test: Draft or Published.
2. **Open** - To start adding content and questions to your test **or** to view a created test.
3. **Edit** - To edit basic details (grade, test title, start date, start time and delivery mode).
4. **Duplicate** - To duplicate the entire test with all its basic details, content and questions.
5. **Archive** - To archive the test. When you click on this, the test will no more be visible on your 'My Assessments' page.

The screenshot displays two test cards in a list. The top card is titled "Chemistry DP2 Mid Term" with ID "E393DD", created by "Risa Aoki" on "May 04, 2021". It has a status of "Points" and a scheduled date of "May 15, 05:07 pm". The bottom card is titled "Demo Test - Editable" with ID "7YM7N9", created by "Sharon Arese" on "Oct 20, 2020". It has a status of "Points", a scheduled date of "Oct 15, 07:30 am", a duration of "60 mins", and a score of "50.0 pts".

Red annotations highlight the following elements:

- 1: A red circle around a minus sign icon on the left side of the top card, with an arrow pointing to it from a red circle labeled "1" below.
- 2: A red circle around the "Open" button on the right side of the top card, with an arrow pointing to it from a red circle labeled "2" below.
- 3: A red circle around the edit icon (pencil) on the right side of the top card, with an arrow pointing to it from a red circle labeled "3" below.
- 4: A red circle around the duplicate icon (two overlapping documents) on the right side of the top card, with an arrow pointing to it from a red circle labeled "4" below.
- 5: A red circle around the archive icon (trash can) on the right side of the top card, with an arrow pointing to it from a red circle labeled "5" below.





Building Questions

Adding Content & Questions to your Test



- 1 Click the Open button to start building the test

The screenshot shows a test management interface with the following elements:

- Filters:** +Create, Search, Select program, Status, Scheduled time, Show archived, Refresh.
- Test 1:** Chemistry DP2 Mid Term (ID: E393DD), DP 2 Chemistry, Risa Aoki, May 04, 2021, Points. Scheduled for May 15, 05:07 pm. The 'Open' button is highlighted with a red box and a red arrow.
- Test 2:** Demo Test - Editable (ID: 7YM7N9), MYP 5 Economics, Sharon Arese, Oct 20, 2020, Points. Scheduled for Oct 15, 07:30 am, 60 mins, 50.0 pts.

Adding Content & Questions to your Test



2 Add different Sections to the test

The **panel** on the left side of the page shows you the **Sections** of your test. '**Section 1**' has been automatically created for you. You can add additional sections as needed by clicking '**Add Section**'.

A section can comprise of:

1. A group of interrelated questions (e.g. questions from a single topic)
2. A group of questions that have a common attribute (e.g. questions that carry the same marks - 2 markers, 5 markers, etc.)
3. Questions of a single type (e.g. questions of a single type - MCQs, long Answers, etc.).

There is no limit to the number of sections in a test.

Chemistry DP2 M... 0 Qs 0 Pts

Create Deliver Monitor Grade

E393DD - Draft Actions

Sections

Section 1

+ Add Section

Adding Content & Questions to your Test



3 Add other teachers as Collaborators of the test

Collaborators are other teachers who can then help you in adding content or questions to the test, by logging in from their respective accounts.

To add collaborators, click the "Collaborate" button on the top right-hand corner of the Create page.



Adding Content & Questions to your Test



4 Add content and/or questions to the test

Now you can start adding content and questions by clicking on the 'Add' button.

Chemistry DP2 M... 0 Qs 0 Pts

Create Deliver Monitor Grade

E393DD - Draft

Sections

Section 1

+ Add Section

Adding Content & Questions to your Test



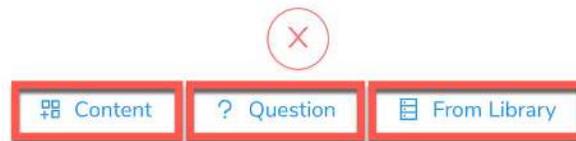
5 Add content and/or questions to the test

Once you click the 'Add' Button, you will see three options:

1. **Content** - To add content such as text, images, videos, etc.
2. **Question** - To add different types of questions such as MCQ, match, long answer, etc.
3. **From Library** - To add questions from previously created tests that have been stored in your school's central content repository.

Create Deliver Monitor Grade

Section 1



Click [here](#) for a detailed guide on various Content & Question types.

Create: Overview



Here on the Create tab, you can view an overview of the content and questions added to your test.

1. Click on the **Create** tab
2. This part shows the **total number of questions** and **total marks/points** of your test.
3. This part shows all the **sections** of your test.
4. This panel includes **5 options**: Publish, Rearrange, Upload resource sheet, Preview and Add collaborators.

Chemistry Asses... 32 Qs 100 Pts Create Deliver Monitor Grade CR1V7X - Draft Actions

Sections

- Section 1
 - Question 1
 - Question 2
 - Question 3
 - Question 4
 - Question 5
- Section 2
- Section 3
- Section 4
- Section 5

+ Add Section

Section 1

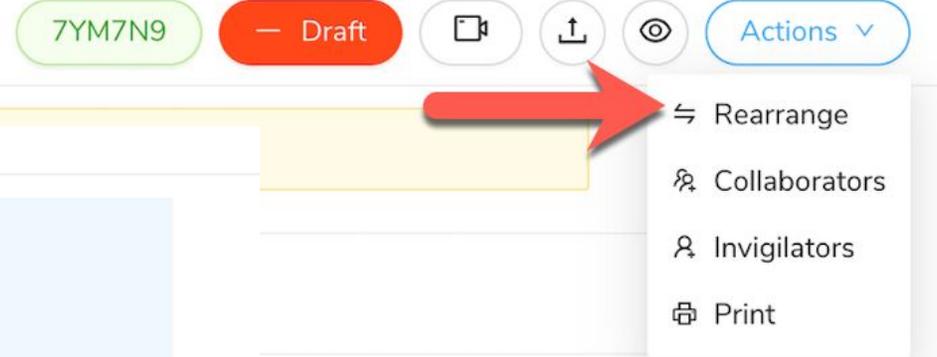
Video 1

GCSE Science Revision - Diffusion of Gases

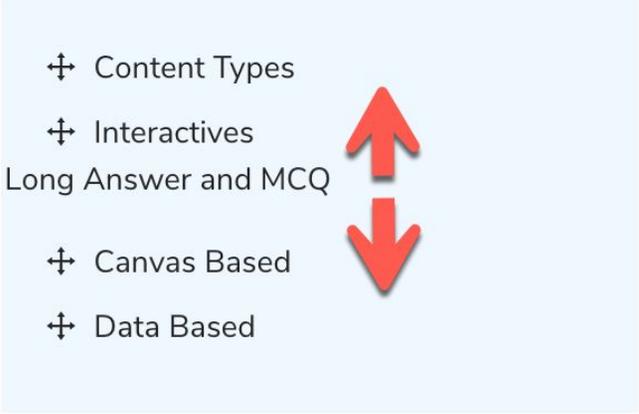
Watch later Share

Arrange Questions & Preview the Test

- 1 Click Actions > Rearrange to rearrange test sections or questions.



The screenshot shows the top navigation bar of the test editor. It includes a green ID '7YM7N9', a red 'Draft' button, and icons for video, upload, and eye. The 'Actions' dropdown menu is open, with a red arrow pointing to the 'Rearrange' option. Other options in the menu are 'Collaborators', 'Invigilators', and 'Print'.

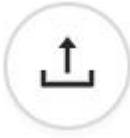


The screenshot shows a list of test sections: 'Content Types', 'Interactives', 'Long Answer and MCQ', 'Canvas Based', and 'Data Based'. A red double-headed arrow is positioned between 'Interactives' and 'Long Answer and MCQ', indicating the drag-and-drop functionality. Below this, a red arrow points to a blue checkmark icon in a circle, labeled 'Apply Changes'.

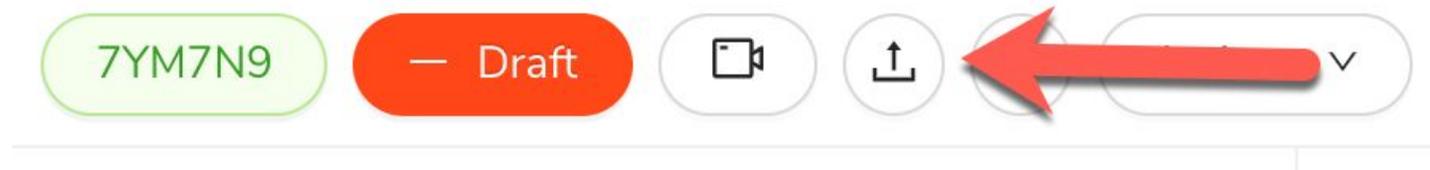
Once you click on the '**Rearrange**' icon, the page will appear to you as shown below. Now you can **drag and drop** different segments of your test and rearrange them in the desired sequence.

Arrange Questions & Preview the Test



2 Click  to upload a Resource sheet

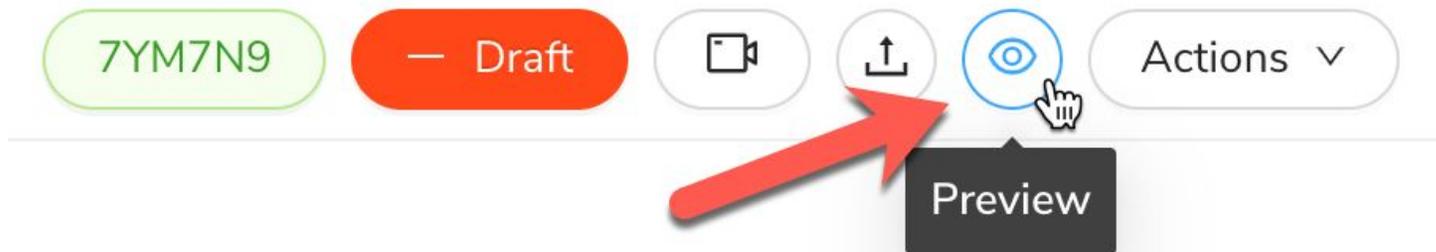
This allows you to upload any reference materials that can be viewed by the student throughout the test.



Arrange Questions & Preview the Test



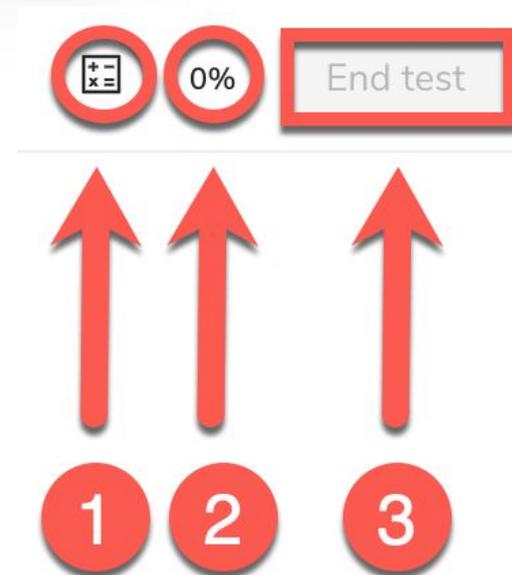
3 Click  to preview the test as a student



When you click on this icon, you will be redirected to the page where **you can start taking this test**, as a student would.

On the top right corner of this preview mode, you will see the following three icons:

1. **'Open Calculator'** icon (if enabled).
2. **'Test Progress'** icon, showing the progress as well as number of questions attempted so far.
3. **'End Test'** option, which is disabled in preview mode.



Arrange Questions & Preview the Test



4 Choose how you wish to Deliver the test

Once you are done editing your test and are satisfied with its presentation, you can now move to the **'Deliver'** Tab

Here, you can choose the appropriate settings and select classes/students before you Publish your test.

Detailed instructions for this step are available in the [Delivering AssessPrep Tests](#) guide.

The screenshot shows the 'Deliver' tab of an assessment software interface. The 'Deliver' tab is highlighted with a red box. The interface includes the following elements:

- Delivery mode:** Any browser, Any browser with security, Lockdown app.
- Start condition [NEW]:** Any time, Scheduled time, Join code.
- Start date and time:** 2020-10-15 2:30 pm.
- Options (highlighted with a red box):**
 - Timed assessment: 60
 - Calculator:
 - Allow upload documents:
 - AP video monitoring:
 - External video call link: (https://meet.google.com/loc2-jnct-vzs)
- Submit:** A blue button.
- Right Panel:** A yellow warning box states: "Please be careful that you can choose to deliver this test to multiple classes OR multiple students, not a combination of classes and students. Eg. If you change this from classes to students, classes will be removed." Below this, there are options for "Select classes", "Select students" (highlighted with a red box), and "Allow guests". A search bar for students is also present.
- Mapped students (8):** A list of students with their IDs: Rachel Epelbaum (22/KCE), Wesley Koolhaas (NFTTTE), John Doe (4T3KWWR), Emily Hill (F61RMW), Logan Smith (3ZZVEV), Natalie Dcruz (MPDN34), Candice White (KNQCV2), and Paul Cummins (N1ZGN6).

Enable Additional Options:

- Timed Assessment
- Calculator
- Allow upload documents
- AP Video Monitoring
- External video call link

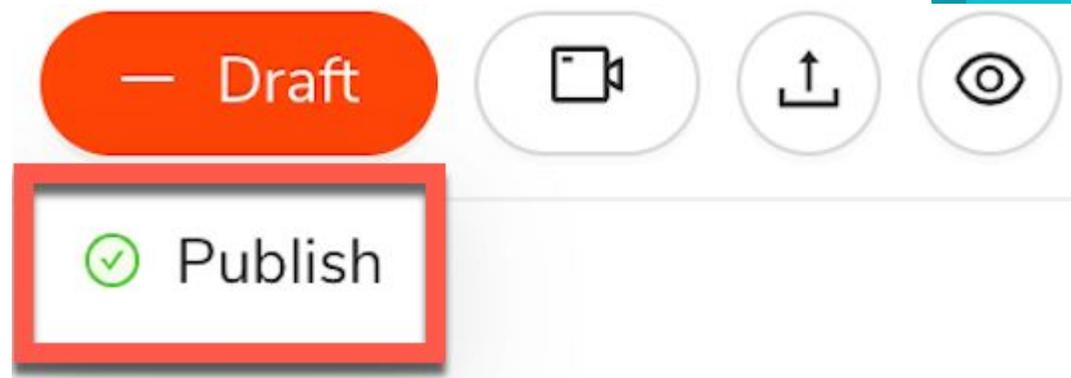
Arrange Questions & Preview the Test



5 Publish the test!

Finally you can click on the '**Publish**' icon on the top right corner panel, so as to allow your students to start attempting the test.

Note: Students will not be able to access the test until the designated time & date, even if the test is published.





Conducting Tests as a Teacher

Teacher & Admin View



1 Open the test from the My Assessments page

The screenshot shows the AssessPrep interface. On the left, a sidebar contains navigation options: Overview, My Assessments (highlighted with a red box), Library, Users, Classes, and Settings. The main content area displays a list of assessments. At the top, there is a '+Create' button, a search bar, and filters for 'Select program', 'Status', and 'Scheduled time'. A 'Show archived' checkbox is also present. The assessment list includes:

- MYP-History Test** (ID: ZWD1GN): MYP 5 History, Sharon Arese, Nov 17, 2020, Criteria with points. Scheduled for Nov 15, 11:00 pm, 80.0 pts. The 'Open' button is circled in red.
- MYP- English Lang and Lit Test** (ID: D7YD1T): MYP 5 Mathematics, Sharon Arese, Nov 17, 2020, Criteria with points. Scheduled for Nov 15, 09:30 pm, 80.0 pts.
- Physics MYP Mid-Term** (ID: 6FV9XC): MYP 5 Physics, Sharon Arese, Oct 23, 2020, Points. Scheduled for Oct 23, 12:30 am, 60 mins, 50.0 pts, 1.



Teacher & Admin View



2 Go to the Monitor tab

Chemistry Asses... 32 Qs 100 Pts

Create Deliver **Monitor** Grade

CR1V7X Published Actions

Sections

- Section 1
 - Question 1
 - Question 2
 - Question 3**
 - Question 4
 - Question 5
- Section 2
- Section 3
- Section 4
- Section 5

ethylamine (aq) on cotton wool HCl (aq) on cotton wool

Choose your answer from positions A, B, C and D. Give the reason for your choice.

A A

B B

C C

D D

Q4 Ethylamine reacts to form cation, ethylammonium. Write the word equation to show the reaction between ethylamine and HCl. 1.0



Teacher & Admin View



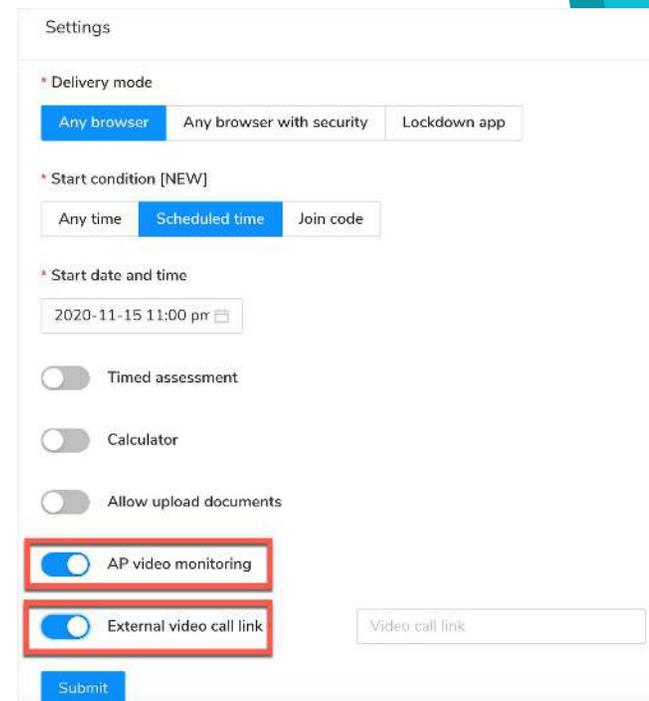
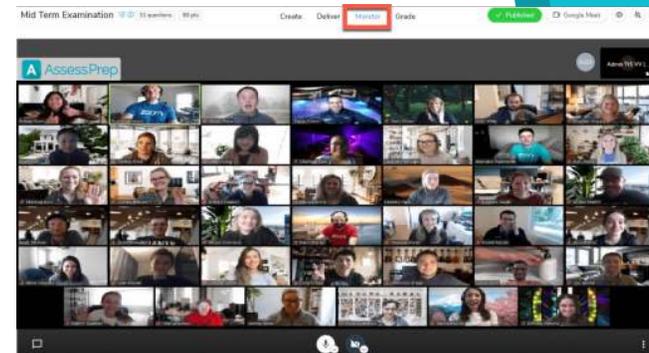
3 Monitor via video or chat

When you click on the '**Monitor**' Tab, you are taken to the '**Monitor**' Page as shown below, where you automatically join the 'Internal Video Call' (if you had earlier enabled 'AP Video Monitoring' in the 'Delivery' settings).

The **AP video monitoring** allows the teacher to monitor their students while they are taking an exam, using the video proctoring feature embedded within AssessPrep.

The teacher can mute/unmute a student, chat one-on-one with a student and even broadcast a message to all the students in one go.

Note : The option to enable Video Monitoring (Internal/External) is in 'Delivery' settings on the 'Deliver' tab, as shown below in the screenshot here.



Teacher & Admin View



4 Monitor via Live Invigilation

Via the Live Invigilation tab, you can see :

1. Each student's **progress**.
2. If they are **online** or **offline**.
3. The number of **uploads** by each student.
4. The **status** i.e. if they have **started**, **not started**, **ended** or **submitted** the test.
5. Option to '**Force Submit**'. This is needed when a student has not submitted their responses even after ending the test or after the time is over.

The screenshot displays the Live Invigilation interface for a student named Rachel Epelbaum. At the top, there are two student cards. The first card shows a progress bar at 0%, a red status indicator, and the text 'Rachel Epelbaum', '227KCF', and 'Started May 13, 16:14 pm'. The second card shows a progress bar at 0%, a red status indicator, and the text 'Rachel Epelbaum', '227KCE', and 'Started May 13, 09:53 am'. Below these cards is a summary table with four columns: 'All', 'Started', 'Ended', and 'Submitted'. The values are: All: 1, Started: 1, Ended: 0, Submitted: 0. At the bottom, there is a student card for Rachel Epelbaum with a progress bar at 0%, a red status indicator, and the text 'Rachel Epelbaum', '227KCE', and 'Started May 13, 09:53 am'. To the right of this card is a timer showing '01:19:39' and a 'Started' button. Further right is a red play button icon, a 'Chat' button, and an 'Ext...' dropdown menu.





Taking Tests as Student

Student View



1 View & start tests via the My Assessments tab

Click on the 'My Assessments' tab on the left navigation panel. Here, you will see all the tests assigned to you.

The screenshot shows the AssessPrep student interface. The top navigation bar includes the AssessPrep logo, a menu icon, a timer for a demo reset (01:51:45), the school name (Faria International School), the role (Student), and the user name (Rachel). The left navigation panel has 'My Assessments' highlighted with a red box. The main content area shows a search bar, filter tabs for 'Upcoming', 'Submitted', and 'All', and a 'Join' button. A yellow notification banner indicates a new version of AssessPrep for Mac OS is available. Below this, a 'Demo Test' card is highlighted with a red box. The card displays 'MYP 5 Economics Sharon Arese', a 60-minute duration, 50.0 points, and a 'Start' button. A 'Video call' button is also visible.

Student View



2 Join Video call and Start

Click on the **'video call'** button, to join the video call assigned by your teacher for invigilation.

Once you click on the **'video call'** button, another window with automatically open where you can ask to join the call.

 **Demo Test**
MYP 5 Economics Sharon Arese

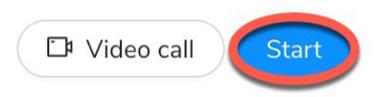
 60 mins  50.0 pts



Click on the **'Start'** button to start taking the test:

 **Demo Test**
MYP 5 Economics Sharon Arese

 60 mins  50.0 pts



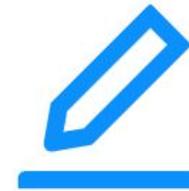
Student View



3 Join Video call and Start

Once you click on the '**Start**' button, the next screen as shown below, gives you :

1. The details of the test, such as **Points/Marks, Test duration** and **Number of questions**.
2. The '**Start Test**' button allows you to start attempting the test and will start your test countdown timer.



MYP 5 History Test

80.0 pts	80 mins	16 questions
Back to Home	Start Test	

Student View



3 Taking the test

On the **top right corner** of this window, a **panel** is visible with six options as shown below :

1. **Upload** - This button gives you the option of uploading pictures or pdfs of your handwritten answers by scanning a QR code on your mobile phone. *(discussed in detail in the next section)*
2. **Google Meet** - This button allows you to join the invigilation video call in case you were not able to do so earlier.
3. **Calculator** - This button allows you to open the calculator and use it for your calculations.
4. **Test Progress** - This icon shows you the number of questions attempted by you so far.
5. **Time Left** - This is a countdown timer which shows you the time left for you to complete your test.
6. **End Test** - This button allows you to end your test after you have completed it.

Note:

Depending on the settings selected by your teacher, you may not be able to view all of these features.



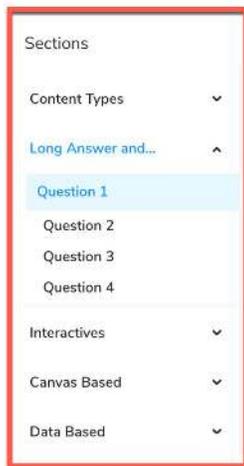
Student View



3 Taking the test

On the **left side** of this window, a **panel** is visible which shows students the **sections of their test**. When students click on a section, the questions of that section also become visible, as shown below.

Students can choose the section that they want to attempt and can start answering the questions for that section

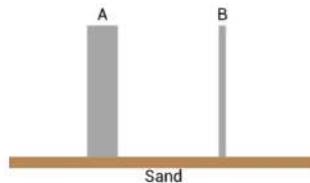


Long Answer and MCQ

Q1 LONG ANSWER

2.0

Two rods of the same weight and equal length have different thicknesses. They are held vertically on the surface of sand as shown in the figure.



Which one of them will sink more? Why?

Write here...

0 word

Click [here](#) for the full guide on completing a test as a student.



Student View



3 Taking the test

When your teacher has published a test in the '**Any Browser with Security**' mode, you will be shown a '**Focus Lost**' error message if you try to move outside the test window to access another tab/browser/resource/etc. A notification regarding the same will also be sent to your teacher.

On the 'Focus Lost' pop up, in the space provided, **type an explanation** as to why you were trying to access another tab/browser/resource and then click on '**Resume Test**'.

Focus lost

There was an attempt to move out of this test. This event has been logged and your invigilator will be notified. To resume the test, please enter an explanation and click on 'Resume test'.

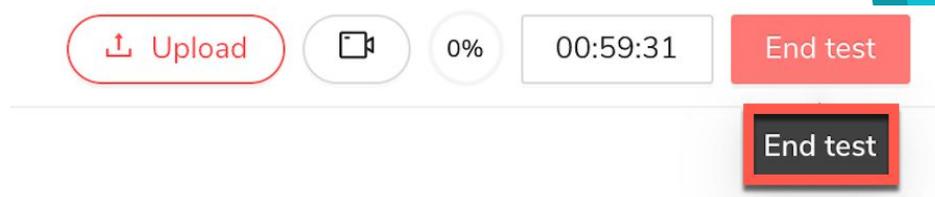


Student View



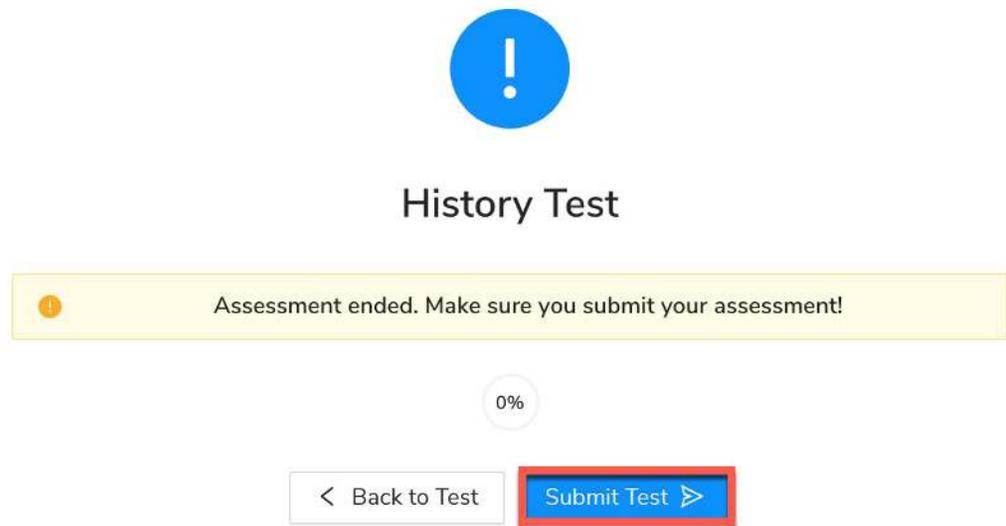
4 Submitting the test

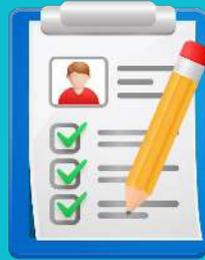
Students can finally choose to click on the **'End Test'** button on the top right corner panel, once they have completed their test.



Clicking **'End Test'**, students will be redirected to the window as shown here.

They can click **'Submit Test'** to submit their responses.





Grading Tests

Gradebook: **Teacher View**



1 View student test submissions

Click on the '**My Assessments**' tab on the left side panel of the home page and then type the name of your published assessment in the **search bar** to find it.

The screenshot shows the AssessPrep interface. On the left, a sidebar contains the following items: 'My Assessments' (highlighted with a red box), 'Library', 'Classes', 'Help', 'Download apps', and 'My profile'. The main content area features a top navigation bar with the AssessPrep logo, a hamburger menu, and user information: 'Demo will reset in 01:49:00', 'Faria International School', 'Teacher', and 'Risa R'. Below this is a toolbar with a '+Create' button, a search bar (containing 'Demo Test' and highlighted with a red box), and filters for 'Select program', 'Status', and 'Scheduled time'. A 'Show archived' checkbox is also present. The main area displays a card for 'Demo Test - Editable' with a red minus icon, a search icon, a cloud icon, a code '7YM7N9', and details: 'MYP 5 Economics Sharon Arese Oct 20, 2020 Points'. It also shows a red date 'Oct 15, 01:30 am', a yellow duration '60 mins', and a green score '50.0 pts'. Action buttons include 'Open', 'Edit', 'Copy', and 'Delete'.



Gradebook: Teacher View



1 View student test submissions

Once you open your test, you will be taken to the '**Create**' page, as shown below. Here, click on the '**Grade**' tab on the middle panel at the top.

Maths test... 30 Qs 91 Pts

Create Deliver Monitor **Grade** AJKF1X - Draft Actions

Sections

- Section 1
 - Question 1
 - Question 2
 - Question 3
- Section 2
- Section 3
- Section 4
- Section 5
- Section 6
- Section 7
- Section 8

Section 1

In a situation, two towns, **New York** and **Queens** have coordinates $(-5, 6)$ and $(9, -2)$ respectively and a rail track is laid along a line that can be written as the equation $ax + by + c = 0$. Stations are to be built to serve the two towns. All the distances are in the **kilometres**.

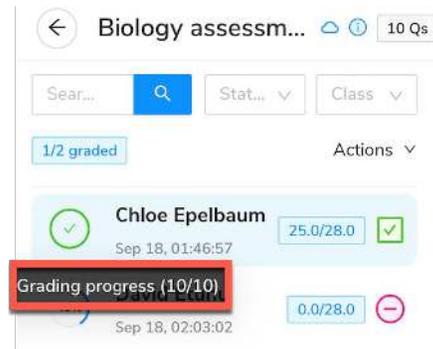
Situation Formula



Gradebook: Teacher View



1 View student test submissions



The **panel on the top** tells you :

1. **Name** of the student for whom you are currently grading a particular question.
2. The total **Points**/Marks obtained by the student.
3. The **Grading Progress** tells you how many questions you have graded so far for this particular student. ***This way, you will always know if you have left a particular question ungraded.***
4. Once you have graded all the questions for a student, you can click on '**Publish**' to let the student see their marks, answer explanations and your comments. You can also '**Print**' student responses of the particular student by clicking by the print icon as highlighted in yellow.



Gradebook: Teacher View



1 View student test submissions

This panel allows you to **move to the desired question** of the assessment.

1. **Previous** - click on this to go to the previous question in the selected section.
2. **Section** - use this drop down menu to move from one section of the assessment to another.
3. **Question** - use this drop down menu to move to a particular question of the selected section.
4. **Next** - click on this to go to the next question in the selected section.



Gradebook: Teacher View



1 View student test submissions

This **panel on the left side** of your page allows you to **search and select the student** from the search bar for which you want to start grading the assessment.

From the status bar, you can filter students by:

1. **Ungraded**- Check if you have left any student question ungraded before publishing the grades to the class.
2. **Unpublished**- Check if you have left any student whose grades are not yet published.

The screenshot shows the 'Biology assessm...' interface. At the top, there is a search bar with 'Sear...' and a magnifying glass icon, a 'Stat...' dropdown menu, and a 'Class' dropdown menu. Below the search bar, there is a '1/2 graded' status bar. A red box highlights a dropdown menu with 'Ungraded' and 'Unpublished' options. Below the dropdown, there are two student submission cards. The first card is for 'Chloe Epenbaum' with a green checkmark icon, a score of '25.0/28.0', and a green checkmark icon. The second card is for 'David Etuhu' with a 40% progress indicator, a score of '0.0/28.0', and a red minus icon.



Gradebook: Teacher View



1 View student test submissions

From the '**Actions**' tab, you can:

1. **Publish all results**- Click on '**Publish all results**' to publish the grades to all the students mapped to the test.
2. **Print all responses**- Click on '**Print all responses**' to print the student responses for all the students mapped to the test.
3. **Export to excel**- Click on '**Export to excel**' to export the student grades from AssessPrep to an excel file.

← Biology assessm... 10 Qs

Sear... Stat... Class

1/2 graded Actions

- ✓ Publish all results
- 🖨️ Export all to pdf
- 📄 Export all to excel

Chloe Epelk
Sep 18, 01:46:5

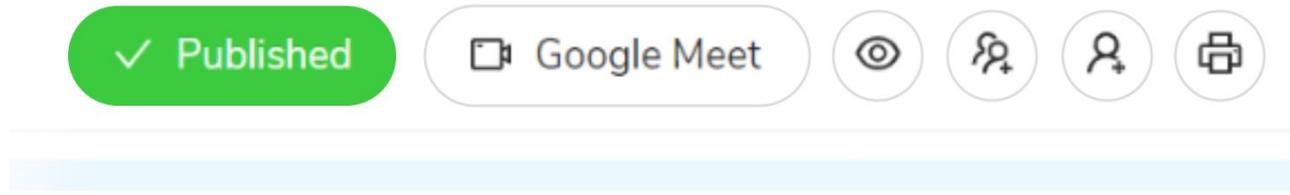
40% David Etuh
Sep 18, 02:03:02



Gradebook: **Teacher View**

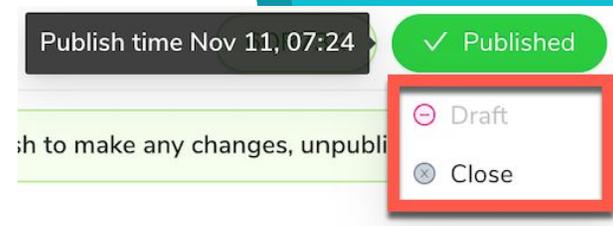


1 View student test submissions



On the **top right panel** the following options are available :

1. **Published/ Draft/ Close** - You can click on this button and choose '**Draft**' to unpublish the test, this will unpublish the test mapped to a particular classroom/ students. You can choose '**Close**' to close the submissions for this test. Once you click close, students will not be able to attempt/submit any answers.
2. **Google Meet** - Click on this to join the video call for invigilation while the students are taking the test. You can also share video call links for Zoom, Microsoft Teams.
3. **Preview**- Click on preview icon to check how the test will appear to the students.
4. **Collaborators** - Click this button to add other teachers as collaborators to this test. The teachers that you add can then help you in grading and evaluation.
5. **Invigilators** - Click this button to add other teachers as invigilators while the students are taking the test.
6. **Print** - Click on '**Print**' to print the questions of the test.



Gradebook: Teacher View

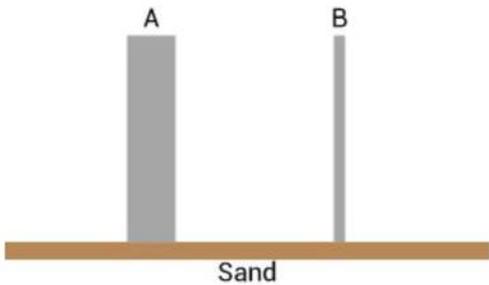


2 Marking tests & leaving feedback

If a student has **not attempted** a particular question, it will be shown on your page as shown above. AssessPrep **automatically assigns zero marks** on not attempted questions.

LONG ANSWER

Two rods of the same weight and equal length have different thicknesses. They are held vertically on the surface of sand as shown in the figure.



Which one of them will sink more? Why?

Not attempted

0 / 2.0

Comments

Submit



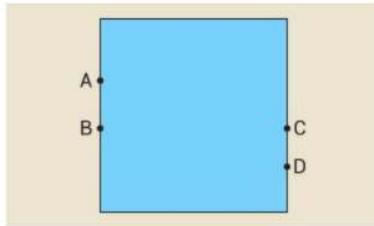
Gradebook: Teacher View



2 Marking tests & leaving feedback

If a student has typed a particular answer, you can check it and assign the marks accordingly by typing in the space provided.

MCQ MULTIPLE



A water tank has four taps fixed at points A, B, C, D as shown in the figure above.

The water will flow out at the same pressure from taps at:

A Point A

B Point B

C Point C

D Point D

∨ Explanation

Explanation: As B and C are at the same depth, the water will flow out at the same pressure from these two points.

1 / 2.0

Comments

Submit



Gradebook: Teacher View



3 Annotating Student Work

FILL TEXT

Potential energy is the energy an object has due to its

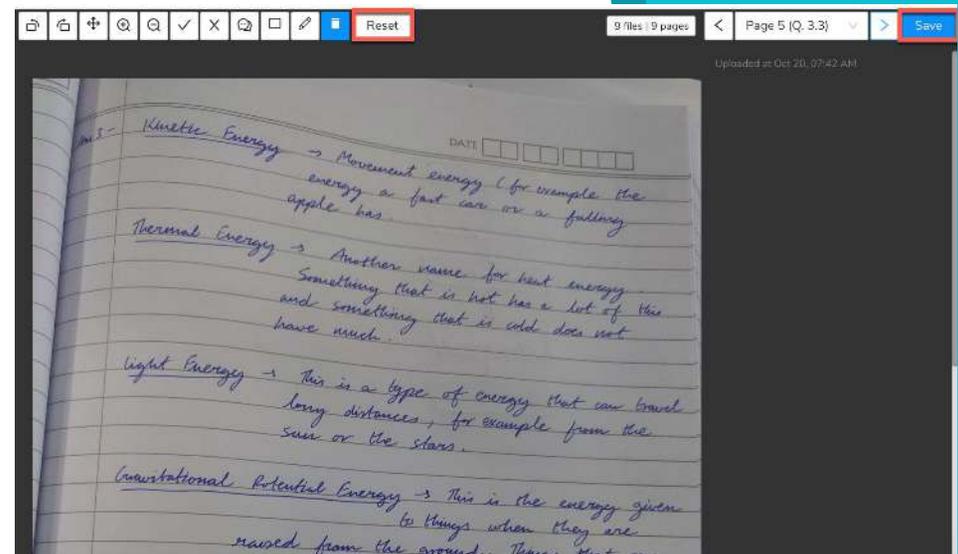
Kinetic energy is the energy an object has due to its

Correct



To annotate, click on view uploads on the top right

Click **Save Image** to save



The answers uploaded by students as images or documents appear with that particular question.

Click **Annotation features** to leave feedback directly on the student's work.

Click **Reset** to upload a new image



Gradebook: **Teacher View**



4 Publish Grades & Feedback

Once you have finished grading all the questions for a particular student, you can click the '**Publish Grading**' button on the top panel.

When you click this button, the **student will be able to see** :

1. Their Marks
2. Your comments and annotations
3. Explanations for the answers that you provided while creating the test

Wesley Koolhaa...

47.5/ 50.0

9 files

✓ Publish

View uploads

More ▾

If you wish to make any changes to the grading, you can click on '**Change Grading**', make the desired changes and then publish again.

Wesley Koolhaa...

47.5/ 50.0

9 files

Change grading

View uploads

More ▾



Gradebook: Teacher View



4 Publish Grades & Feedback

When you publish the grading for a particular student, a **green tick** will appear next to their name in your students panel on the left.

1/3 graded Actions ▾

	Candice White Oct 20, 07:45:46 9 files 20.0/50.0
	Emily Hill Oct 20, 05:45:31 0 files 39.0/50.0
	Wesley Koolha... Oct 20, 05:38:25 9 files 47.5/50.0



Gradebook: Teacher View



5 Students can view their test results via the My Assessments tab

1. Login as a student via app.assessprep.com.
2. *Students from China will use www.assessprep.cn*
3. Click **My Assessments** to see scores for previous tests as well as all upcoming tests.
4. Click **View Results** on the test for which you wish to see feedback.

The screenshot shows the AssessPrep student interface. At the top left is the AssessPrep logo. The top right shows a demo timer (01:24:15), school name (Faria International School), and user profile (Student Rachel R). The main content area is titled 'My Assessments' and features a search bar, filter tabs (Upcoming, Submitted, All), and a 'Join' button. A yellow notification banner states: 'AssessPrep v7.0.1 for Mac OS has been released. Please install the latest version' with a 'Download update' button. Below this, two test entries are listed:

- Maths test** (MYP 5 Mathematics Sharon Arese) with a 'Graded 25.0/91.0' status and a circled 'View results' button.
- Physics MYP Mid-Term** (MYP 5 Physics Sharon Arese) with 'Submitted' and 'Awaiting grading' status and an 'Upload' button.



Gradebook: Teacher View



5 Students can view their test results via the My Assessments tab

1. The **overall achievement** or total number of points earned will be displayed toward the top right.
2. Use the dropdown menus to search for **sections** of the test and specific **questions**. Click **'Next'** to move from one question to the next.
3. The **total** number of **points** earned **per question** as well as any teacher comments will be displayed on the right.
4. If provided, **answer explanations** can be found toward the bottom of the question. Or, select 'Correct' to see the correct answer.

The screenshot shows the Gradebook Teacher View interface. At the top, there are tabs for 'te', 'Deliver', 'Monitor', and 'Grade 1/3'. A dropdown menu is open, showing options like 'Content Types', 'Long Answer and MCQ', 'Interactives', 'Canvas Based', and 'Data Based'. The question text reads: 'Two rods of the same weight and equal length have different cross-sectional areas and are held vertically on the surface of sand as shown in the figure below.' Below the text is a diagram showing two rods, A and B, standing on a surface of sand. Rod A is wider and shorter, while Rod B is narrower and taller. The question asks: 'Which one of them will sink more? Why?'. A student's answer is shown in a text box: 'Rod B will sink more as it is narrow.' Below the answer is a dropdown menu labeled 'Explanation' which is expanded to show the correct answer: 'Rod B will go deeper because it has a smaller area of contact. Therefore, the same force'. On the right side of the interface, there is a score display showing '1 / 2.0' and a 'Submit' button.





FAQs

Frequently Asked Questions



How does the ManageBac integration work?

1. Setup - Via Public API token obtained from ManageBac.
2. Sync - Students & teachers, subjects, and classes sync over from ManageBac into AssessPrep according to the grade levels included in your AssessPrep subscription.
3. SSO - The Launchpad allows teachers and students to login seamlessly between ManageBac and AssessPrep. Switch between the systems from the top Launchpad.

Do grades sync between AssessPrep & ManageBac?

Not yet, but that is something we are working on for future development.

Can I use AssessPrep for only certain year levels and not others? For example, I only want MYP 5 classes using AssessPrep, not MYP 1-4.

Yes, users & classes sync to AssessPrep from ManageBac according to the year levels included in your account subscription. You can contact your Faria Account Manager to enable additional year levels.

How can I log into AssessPrep from ManageBac?

See [here](#) for guidance on how to log into AssessPrep.

Will AssessPrep function without a working internet connection?

The online browser options require an internet connection, however, the offline app does not. All teachers & students taking assessments should download the offline app. See our tutorial for further guidance on how to download the offline app [here](#).

Which versions of Mac and Windows are supported?

Mac: 10.12. and above.

Windows: 8 and above.



Frequently Asked Questions



What are the full system requirements for PC?

Students are able to complete the examinations using either a Windows PC or Mac, which meets the following minimum system requirements. The recommended specification should be met, where possible, as this will ensure optimum user experience.

Windows PC		
Component	Minimum	Recommended
CPU/Processor	Intel i3 CPU, equivalent or better	Intel i5 CPU, equivalent or better
Memory	2 GB RAM or more	4 GB RAM or more
Display	1280 x 768 screen resolution or higher, 13-inch display or higher	1280 x 1024 screen resolution or higher, 13-inch display or higher
Operating System	Microsoft Windows 8	Microsoft Windows 10
Hard Disk	2 GB of available hard-disk space	
Other	Headphones	Headphones and internet connection



Frequently Asked Questions



What are the full system requirements for Mac?

Students are able to complete the examinations using either a Windows PC or Mac, which meets the following minimum system requirements. The recommended specification should be met, where possible, as this will ensure optimum user experience.

Mac OS X		
Component	Minimum	Recommended
CPU/Processor	Intel i3 CPU, equivalent or better	Intel i5 CPU, equivalent or better
Memory	2 GB RAM or more	4 GB RAM or more
Display	1280 x 768 screen resolution or higher, 13-inch display or higher	1280 x 1024 screen resolution or higher, 13-inch display or higher
Operating System	Mac OS - 10.12 and above	
Hard Disk	2 GB of available hard-disk space	
Other	Headphones	Headphones and internet connection



Frequently Asked Questions



Is the Offline App secure?

Student responses are saved securely and the test resumes from the same point in case of computer restart. Also, the software blocks access to other files and applications, including Internet access in order to mitigate cheating.

Does the offline app have the same tools and behavior as the actual e-Assessment?

The layout of the offline app is almost identical to the testing experience from the IB e-Assessments. The app blocks out all other applications so the student cannot switch out of the test. The test is run completely offline so there is no concern about internet connection while running simulations. Responses are saved every 30 seconds so the test can resume from the same point in case of a computer restart.

Is there a question bank for the teachers to use?

Not yet but there will be soon. We are working with the IB to collate a number of realistic questions from each subject group so that teachers can sample these questions and create realistic MYP & DP assessments.

Currently, each question added on your account can be re-used via a school-based resource bank, filtering by question type or criteria.

What kind of support will we get for AssessPrep?

AssessPrep users can email our support team at support@assessprep.com and will receive a response within 24 hours. Online training is complimentary. Contact us at support@assessprep.com to schedule training.

I am not able to search for any test for my class.

Ensure you are accessing the correct AssessPrep platform. app.assessprep.com or app.assessprep.cn for schools in Mainland China

I am not able to submit the test online - it is only exporting the response file on the desktop.

The offline application always checks for an internet connection at the time of submission. If there is no internet present or any issues, it will auto-export the response file in an encrypted format to the desktop. Such files can be emailed to the teachers and can be uploaded further.



Frequently Asked Questions



Student - I am not able to type or the application stops responding at times.

Whenever there are issues like unable to type or the computer freezes, try to relaunch the application and can find the test under the 'Submission pending' tab. Choose to resume the test and can remotely request the invigilator code to the teachers.

**Remember do not submit the test due to any technical issues, always choose to quit the test. So that it can be resumed. Once the test is submitted further online submissions are not allowed.

What happens if I choose not to update the application to the latest versions.

The students will not have access to the newly added features, question types, security updates, and will not be able to request to resume any tests remotely. Moreover, old versions of the test progress will not be monitored.

Student submitted early by mistake

Once a test is submitted further edit/update is not allowed. We observed that some students when facing any issues during the test tend to submit, we request educating the students (Teachers as well) that in case of any issues they should quit or close the application instead of submitting. Which would eventually allow the students to resume any test once the issue is resolved and can recover the previous response.

Student quit by mistake

If a student quits the test by mistake, it is not a problem. They can re-launch the application and look for the test under the 'Submission pending' tab and can choose to start/resume. Also, the students with the latest version of the Application 6.0.1, can request the invigilator code to the teachers with a valid explanation and teachers can choose to approve/decline via the 'Attention needed' under the Live Invigilation. (At present not available to China schools).

Student code is wrong

The best way to resolve the missing student code is to have the student log in to their respective AssessPrep account. On the top right, they can view and make a note of their student code as shown in the below screenshot. The student code is unique and it never changes throughout their academic career with AssessPrep.



Frequently Asked Questions



Why would you use an Online test?

Online tests are useful for low-stake assessment or formative assessments; mostly helpful for quiz, homework, assignments. Online Browser with Security provides a middle ground where student clicks are tracked every time they click away from the test itself, while still hosting the test online.

What are the exact differences between Offline and Online tests?

The offline test works in a lockdown mode i.e. AP application blocks other applications in the background. Online tests can be taken via web browsers like Google Chrome. It is generally useful for low-stake assessment or formative assessments; mostly helpful for quiz, homework, assignments.

Can you change a test between Offline and Online at the last minute prior to running the test if needed?

Yes, the delivery mode of the test can be changed. If the test is published and students have given submissions you cannot change the delivery mode. You can only change the delivery mode Online to offline or vice-versa if the test is not published by the teacher. You can switch the delivery mode by choosing the "Edit Test" pencil icon, which will bring you to the Edit page:

* Delivery mode

Any browser Any browser with security Lockdown app



Frequently Asked Questions



If the test is online, and I include website links in the question, can the student access?

Yes, you can include website links in online tests.

Can I unarchive a task or any question after choosing the archive option?

No, at present if any task or question is archived can not be used again. It removes that task or question from that assessment and also removes them from the internal question library as well.

I do not see the option to 'Publish' the test from my test homepage.

Now the option to Publish the test is moved inside the test. You can also choose selected students or classes as well before publishing any test via the **Deliver** tab within any test.

The screenshot displays the assessment platform interface. At the top, there are navigation tabs: 'Create', 'Deliver', 'Monitor', and 'Grade'. The 'Deliver' tab is active. Below the tabs, there are buttons for 'Draft', 'Publish', and 'Actions'. The 'Publish' button is highlighted with a red box. The main content area shows a list of sections on the left, including 'Section 1' with five questions and 'Section 2' and 'Section 3'. The main content area displays a question titled 'Mobile phone use on planes: men...' with an image of a person in a blue uniform. A settings panel is open, showing options for delivery mode, start condition, start date and time, and various assessment settings like 'Timed assessment', 'Calculator', 'Allow upload documents', 'AP video monitoring', and 'External video call link'. The 'Deliver' tab is also active in the settings panel, showing options for 'Select classes', 'Select students', and 'Allow guests'. A list of mapped students is shown, including Rachel Epelbaum, Wesley Koolhaas, John Doe, Emily Hill, Logan Smith, and Natalie Drucz.





Help & Support

Self-Service Resources

Useful links:

- [Logging into AssessPrep](#)
- [Creating Tests](#)
- [Delivering Tests](#)
- [Grading Tests](#)
- [Demo Video](#)



Support:



For questions on configuring tests and selecting courses via ManageBac, please contact the **ManageBac Support team** via support@managebac.com



For questions on assessing or subscribing to AssessPrep, please contact the **AssessPrep Support team** via support@assessprep.com

Get started with AssessPrep today at:
<https://about.assessprep.com/#contact>



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