

Hi All,

Thank you for allowing me the opportunity to share my experience and knowledge with you at the Horse Program Training this past weekend in Spanish Fork. Linked is the presentation without audio. Scroll on the bubbles to zoom in and access more details or to zoom out. <https://prezi.com/view/2sVrC1TiEPHIn01FwXRI/> Below are a few reminders at a glance.

### **Ways to reduce tied tests**

The key to reducing ties is to find variability in the youth's performance and knowledge. There are four ways to reduce or prevent tied tests. They are:

1. Shorten your test time-limits. While the test is an open-book test, you don't want to allow so much time that the youth can look up every answer in their books. They should answer the majority of the questions from their own knowledge and only look up one or two questions they feel uncertain about. The state tests are set at 45-minutes for all age divisions. Sage Allen shared with us that Salt Lake County has set their time limits as 40-minutes for Juniors, 35-minutes for Intermediates, and 30-minutes for Seniors. As the youth become more familiar with the curriculum material, the test time limits need to re-evaluated.
2. Increase the number of questions on the test. As the number of questions increases, so does the variability in test performance.
3. Ask questions that require the youth to apply their knowledge and ask questions where the answer can't be found using ctrl-F. Just remember to ensure there is a definite right answer that can be proven with references from the study materials. Subjective questions will cause a difficult time with grievances.
4. Award partial credit for partially correct answers. Manually grade all questions where the youth types their answer and also manually grade the checkbox type questions and adjust the computer grading to award the youth partial points for any part of the answers that is correct. Those fractions of points really differentiate the knowledge levels among the youth and the variance within their test performance and helps prevent tied scores.

### **Common Errors**

Errors and grievances are usually a result of improper test set-up including not using the correct question types when writing the test, errors in the answer key, or editing the test questions once youth have begun taking their tests.

Remember: when writing your tests, a youth can only select one option for their answer on a multiple choice question type. If you want them to select multiple options, such as with questions that ask the youth to "select all that apply", you need to use checkboxes as the question type.

Also, don't forget to set up your answer key and use the pencil icon to add feedback with reference to where the correct answer is found within the study materials. Add the feedback to every question. In addition to the reference, the feedback on the questions where youth have to type their answers, should include the correct answer. Including the correct answer in the feedback makes the manual grading easier on you and faster to complete.

Finally, remember you can edit the answer keys once they have started testing and before you release test scores, but don't edit the test questions after testing has begun. Once you release test scores, any edits to questions or answer keys should prompt a re-release of test scores with an explanation of what was changed. The best practice is to use the preview button and view the test from the youth's perspective. Put yourself in their shoes and ask yourself if you'd feel like the test questions are fair and make sure that there is a definite right/wrong answer to each question.

## **Scoring in Bulk**

To score in bulk, grade by the question instead of by the individual. This way you only grade the questions that need manual grading and award the points in groups. Be sure to save the changes you make to the grades. During the setup, remember to change the settings from "release immediately upon submission" to "release later after manual grading" and then once you have finished grading the tests, don't forget to release the scores.

## **Test Question Bank**

This was a topic we didn't get to during the presentation due to the time constraints, but I know it's something you all desire to learn about. Most online testing utilities have a way to create a test question bank. The way to create and use a test question bank in Google Forms is by using the import question feature. You can learn more about the import question feature and see screenshots in the presentation by zooming in under the import a question icon bubble. To navigate to the correct location, to zoom in click or scroll on the bubbles following this path:

- Creating a Google Form Test (Large 2nd bubble on start page)
- Setting up Structure and Adding Questions (2nd medium-sized bubble)
- Editing Tools (bottom bubble)
- Import a Question (2nd bubble down on the right)
- Consideration (green bubble on the bottom left)

Once you have navigated to the correct slides you will see screen shots of what it looks like using Google Forms Import a Question feature. All Google Forms are automatically saved to the account holder's Google Drive Folder. When you click on the import question icon (looks like a piece of paper with a right arrow on it), Google will bring up a screen of all the Google Forms held in your Google Drive folders, including all the past tests you've created. Select the form that has the question(s) you wish to import into the test you're currently creating. Once you've selected the form, you'll be taken back to your test and on the right hand side of the screen will be all the questions from the form you selected. Click the question, questions, or whole sections you wish to import and push the import button and they will be added to your test. You can then drag them to rearrange or edit them as desired. If you want to add questions from a different form you can repeat the process, or click the blue "Change Form" words at the top of the form question list on the right hand side of the screen.

## **Ideas for Sharing the Work of Creating a Test Question Bank**

- When Volume II was released, Box Elder County's horse council collaboratively wrote questions for Marci. I set up a blank Google Form with Marci and each Horse Council member set up as editors. Then I add a blank section for each horse council member titled with their assignment. Each horse council member was assigned to write a dozen questions from specific pages within the new volume II book by a specific deadline. (I think we had about 2-weeks, and I did have to remind a member or two to complete their assignment, but overall, everyone did their part.) With a 8-member horse council, Marci had a 96-question test bank ready to use, complete with answer keys and feedback. Once the test question bank was complete, she could simply revoke editor rights from the horse council members and take over ownership of the question bank.
- With Volume I, we tried a multi-county collaboration, but because we weren't specific enough in the assignment and there wasn't visible accountability, we didn't realize the success we hoped to see. I'm sure we've all had experience with group projects where everyone wants the project results, but not everyone contributes to achieve the results. We experienced that sort of problem.
- Use the Rank Advancement program to your advantage and take a "two birds, one stone" approach. Under the Youth Level 1 Rank Citizenship and Personal Development section, you might help them write a goal to better their personal development in the test by creating a google form and writing a specified

number of test questions and sharing the form with you as an editor. Then you can import those questions into your own test bank to use on a future test. The child will feel proud and a sense of accomplishment when they see their question pop up on a test. Youth Rank Levels 2-5 also have a similar mastery requirement to work with their club leader or county staff to come up and write in their own mastery requirement. Both Leader ranks specifically include writing questions for tests or quiz bowl.

### **Test Question Bank Considerations**

There are a few points to consider in regards to test question banks.

- Who will be the steward of your test question bank? Meaning, who will keep it up to date and accurate? And who will keep it organized? Every time we change the rulebook, all of your rulebook questions have to be updated. Who is going to do that or will you just edit the answer key feedback on the questions that you add into your test when you are creating your tests?
- Who will you grant access to your test question bank? When a volunteer or youth asks you for practice tests or questions to study from will you give them your test question bank to memorize and study from?
- Will ownership of the test bank be transferred with turnover? Horse Council and volunteer positions see frequent turnover. Will you lose test question banks each year?

Google Forms allows three types of collaborators, owner, editor(s), viewer(s). There can only be 1 owner, but ownership can be transferred. You can have multiple editors. Editors have nearly full rights. They can view, edit, and delete questions and answer keys. Editors can also view and delete responses. (No one can edit responses.) Viewers are your test takers. They can only view and answer questions. They don't have any editing rights or capabilities and cannot see the answer key while taking their test.

### **Quilgo Timer**

Here is the link to the 7:07 minute video on adding a Quilgo Timer. <https://youtu.be/ggieFSdBmG8> Quilgo has also created Quilgo Forms that are in the Beta testing phase. They are very similar to Google Forms, but lack the grid type questions. This year I will still create the tests using Google Forms because I do like to use the grid type questions, and then I will add the Quilgo timer like the state test has been done since going online 2020. If you want to use just one utility, feel free to join the beta test for the Quilgo Form and see how you like it.

Now that you have learned more about using Google Forms with the Quilgo timer, I hope you will find more success and efficiencies in administering your horse program tests online. Thank you again for allowing me the opportunity to present to you.

Sincerely,

Shiree Clark  
Secretary | Utah 4-H Western Horse Council