



ASSESSMENT TECHNOLOGY, INCORPORATED

A Guide for Galileo K-12 Online Assessment Planner -- Initial Reviewer

Once a user has been set up as a reviewer he or she will login to Galileo and have access to the Test Review tools. To access these tools and begin the reviewing process he or she will follow these steps:

1. Click the **Assessment** tab.
2. Click the Test Review link under **Test Construction**. *The Test Review option only appears for those users set up as Reviewers. It will disappear from view if a user is removed as a reviewer.*
3. Select the **Library** that houses the benchmark assessment.
4. Select the **Test**. All the test items on this test will appear.
5. (Optional, generally reserved for Final Reviewer) In the **General Comments** box, enter any general comments about the assessment and make suggestions for future item development.

General Comments and Suggestions for Future Item Development

6. Read each test question while considering the objective/learning standard. Evaluate the question, answer and distracters.
7. Select a choice from the following: "Not Reviewed", "Accept", "Replace." Please note: if you wish to "Replace" the test question you must provide comments. Your comments should be limited to the difficulty and/or type of question;

ATI does not change the words within a question.

Subject: AZ-M05: 5th Grade Math
Standard: S1C2 UNDERSTAND AND APPLY NUMERICAL OPERATIONS AND THEIR RELATIONSHIP TO ONE ANOTHER
Objective: M05-S1C2-04: Divide with whole numbers

2.

What is the quotient?

$9 \overline{)279}$

- A 21
B 30
C 31
D 41

Initial Item Review

- Not Reviewed
 Accept
 Replace (please comment)

Comments (please be specific)

Should be replaced with division problem in which first digit in quotient is not a 0.

8. When all items have been reviewed click on the **Save Review** button.

- Not Reviewed
 Accept
 Replace (please comment)

Comments (please be specific)

Save Review

Delete Review

Once all Initial Reviewers have saved their input, the Final Reviewer may now login and do a final review of the test.

Delete Review

If during the review process, you want to reset the assessment to the ATI-delivered version, click on **Delete Review** button. All previous reviewer's comments and replaced questions for this assessment are no longer available.