

# Test Scores- Entering Standardized Test Scores

*Please remember these important facts when working in the SIS.*

*The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.*

The SIS allows you to manually enter test scores for any student for any test type

## Part I

- Step 1. Go to students' dashboard and click on the Test Score History magnifying glass 
- Step 2. Click on Add New Test Score
- Step 3. Choose the test, subtest, test grade level, test date, raw score, and interpreted results (pass/fail, above or below grade level, basic, etc.) If your test type is not available in the dropdown, please refer to Part II of this manual 
- Step 4. Click SAVE and type CONFIRM in the prompt box 

## Part II

If your test score is not in the TEST drop-down field (as in photo 2 above) follow the procedure described below

- Step 1. Go to Admin»Test Module» Scores for All Students
- Step 2. Click "Add Test Score" for any student you want to start a new test score type 
- Step 3. Choose Test and Subtest from dropdown or create a new custom test 
- Step 4. Enter date, score, and interpreted result 
- Step 5. Type CONFIRM and Click SAVE

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