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
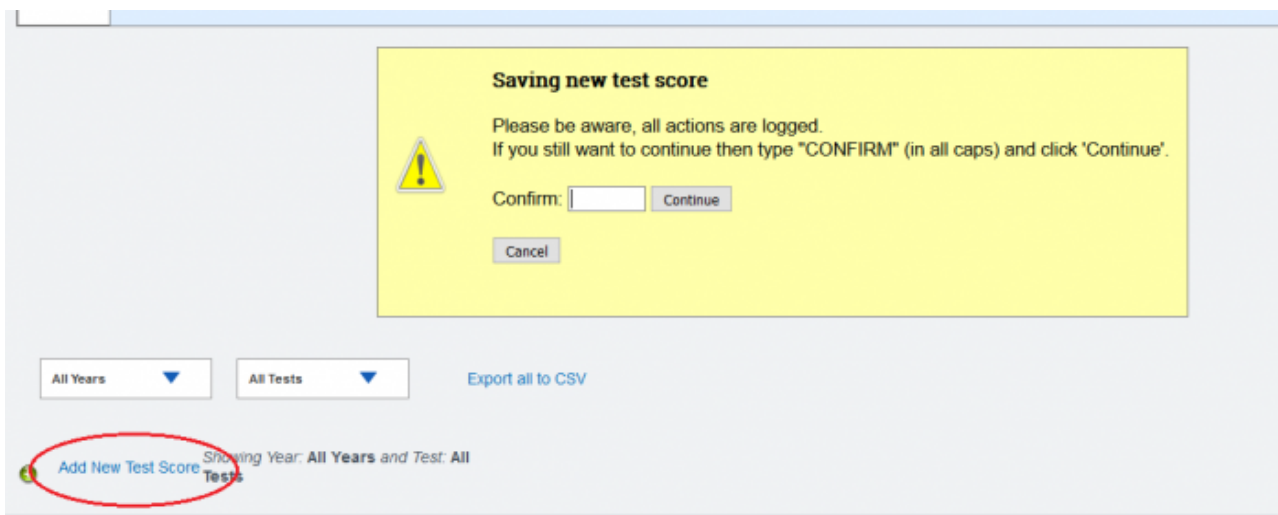
Part I

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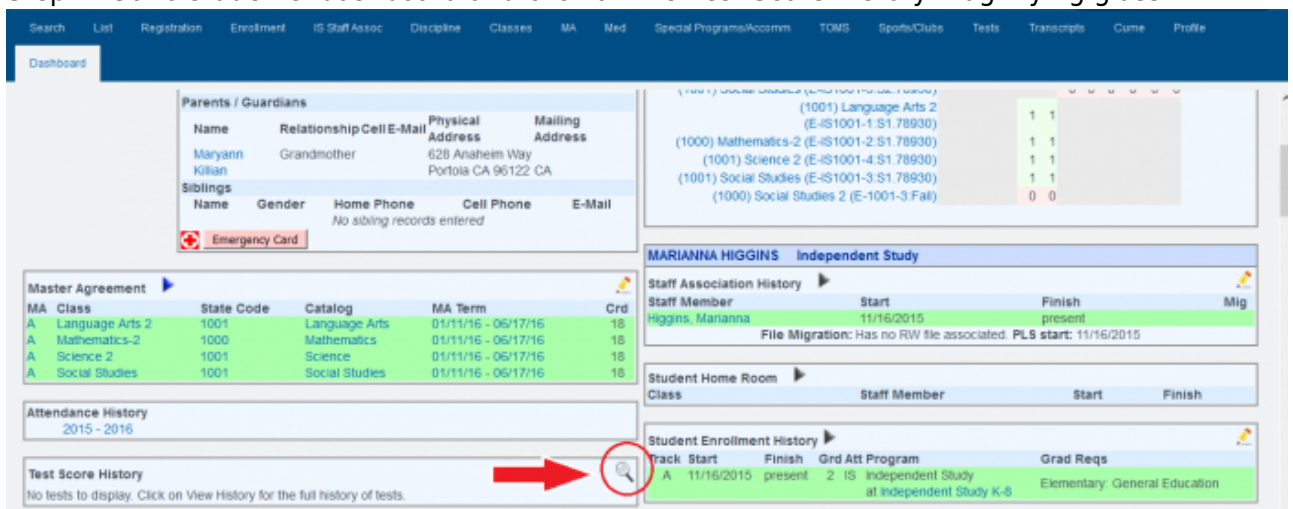
- Step 2. Click on Add New Test Score
- Step 3. Choose the test, subtest, test grade level, test date, raw score, and interpreted results (pass/fail, above or below grade level, basic, etc.) If your test type is not available in the dropdown, please refer to Part II of this manual
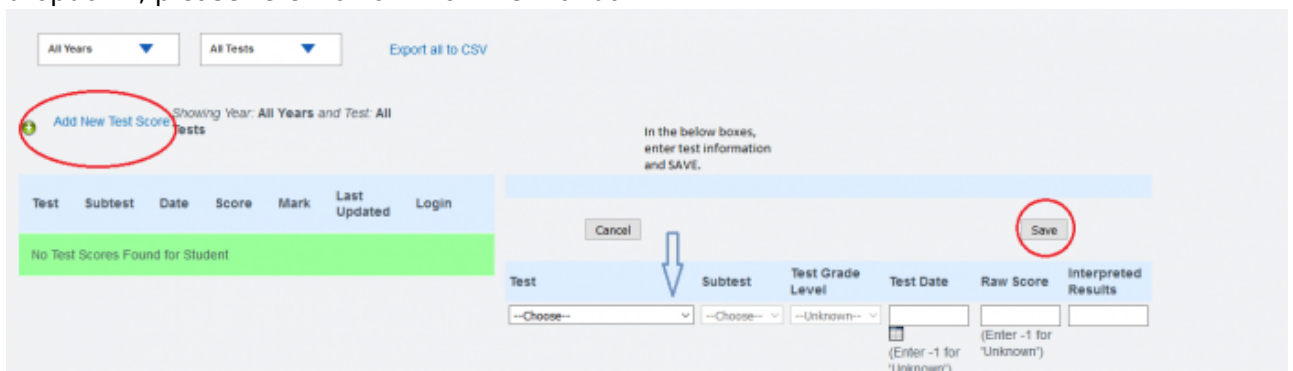
- Step 4. Click SAVE and type CONFIRM in the prompt box

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

Test Score Center

Test score entry for student: Ludlow,Tristian

Enter information for test: SAT Subject Test, subtest: Mathematics Level 1

Test date (mm/dd/yyyy): 03/20

Raw score:

Interpreted result:

Cancel   Delete!   Save

*Please type CONFIRM
in the box above to delete.

* If the date or raw score is not known, enter a "-1".

- Step 5. Type CONFIRM and Click SAVE

Importing Test Scores

To import your scores for State Standardized Tests (CAASPP, CSTs, CELDT, CA PFT, Scantron, NWEA, SAT, Renaissance STAR) save the document you receive by disk or from the state website to your desktop or a file on your computer. The file must be in a txt format.

CAHSEE is no longer in use

- Step 1. Go to Admin»Test Module»Scorefile Import

Scorefile Import allows the direct import of score file results directly into the School Pathways Test Tracker.
Begin by selecting the corresponding test and year of the scorefile you wish to import:

CAHSEE - California High School Exit Examination	STAR - State Testing And Reporting	CAASPP - State Testing And Reporting	CELDT - California English Language Development Test	CA PFT	Scantron	Let's Go Learn	NWEA	Renaissance STAR	SAT
All tests administered between 02/2008 and 05/2015 inclusive (tab delimited format required)	2009 2010 2011 2012 2013 2014 (fixed width format required) Quick Turnaround 2013 Quick Turnaround 2014 (tab delimited format required)	2015 (fixed width format required)	2008 - 2009 2009 - 2010 2010 - 2011 2011 - 2012 2012 - 2013 2013 - 2014 2014 - 2015 2015 - 2016 (fixed width format required)	Current Version (csv format required)	Current Version (csv format required)	DORA Current Version ADAM Current Version DOMA Pre-Algebra Current Version DOMA Algebra Current Version (csv format required)	Current Version (csv format required)	Current Version (csv format required)	SAT (Post 10/2015 fixed width format required)

OTHER
2nd Grade Benchmarks - Math ⌄
GO

- Step 2. Choose a file by clicking Browse and then Load

Test Import

Return to Scorefile Import

Please select a score file to import below.

This needs to be a field of comma separated values (CSV) including a header that includes (but is not limited to) the fields below:

- studentid
- firstname
- lastname
- testdate
- rawscore
- interpretedresults
- subtest

Optional Fields:

- birthdate
- gender
- middlename or middleinitial

File Selected: [Browse...] No file selected. [Load]

- Step 3. If you have any "no match" errors, click the CHANGE button to rematch the student file and Assign. When all students have a match, click to Import Now.

— *Last Updated by Max Williams on 2016/03/28 20:38*

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