# **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

		Parents / Guardia	ins			(1001) ORCHE ORGHES (1-	01) Language Arts 2		
		Name R Maryann G Killian Siblings Name Geno	der Home Phone No sibling reci	Address C2 CA Controls CA 96122 CA	E-Mail	(E- (1000) Mathematics-2 (E- (1001) Science 2 (E- (1001) Social Studies (E- (1000) Social Studies	is1001-1:S1.78930) iS1001-2:S1.78930) iS1001-4:S1.78930) iS1001-3:S1.78930) iS1001-3:S1.78930) is2 (E-1001-3:Fall)	1 1 1 1 1 1 1 1 0 0	
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- 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

All Years  All Tests  Export all to CSV								
Add New Test Score Showing Year: All Years and Test: All		in th ente and	ne below boxes, er test information SAVE.					
Test Subtest Date Score Mark Last Login Updated Login		Cancel	п			Save	)	
No Test Scores Found for Student	Test	1	Subtest	Test Grade Level	Test Date	Raw Score	Interpreted Results	
	Choose		v -Choose ∨	Unknown V	(Enter -1 for 'Unknown')	(Enter -1 for 'Unknown')		

• Step 4. Click SAVE and type CONFIRM in the prompt box

	Saving new test score Please be aware, all actions are logged.
1	If you still want to continue then type "CONFIRM" (in all caps) and click 'Continue'. Confirm: Continue Cancel

#### Part II

Add New Test Score

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

Year: All Years and Test: All

Q

• Step 2. Click "Add Test Score" for any student you want to start a new test score type

udent >> Ludlow, Tristian		Add Test Score
No test scores entered for this student		
udent s.s. Lunana, Harna		Add Test Cases
udent >> Luzano, Marco		Add Test Score
IND test scores entered for this student		
udent >> Mahan, Meghan		Add Test Score
No test scores entered for this student		
udent >> Malaspino, Jessica		Add Test Score
No test scores entered for this student		
Step 3. Choose Test and Subtest from dropdown or create a	a new custom test	
Test Score Center		
Adding test score for student: Ludlow,Tristian		
Test: SAT Subject Test	OR Create Custom	
Subtest: Mathematics Level 1	custom category:	
Cancel		NEXT

• Step 4. Enter date, score, and interpreted result

Test Score Cente	21		
Test score entry	for student: Ludlow,T	ristian	
Enter informatio	on for test: SAT Subjec	ct Test, su	ubtest: Mathematics Level 1
Test date (mm/dd/yyyy Raw score	): 03/20		* If the date or raw score is not known, enter a "-1".
Interpreted resul	t		
Cancel	Delete!	Save	
	in the box above to delete.		
<ul> <li>Step 5. Type CONFIR</li> </ul>	M 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

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 (lab deimted 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 (csw format required)	Current Version (csv format required)	DORA Current Version ADAM Current Version DOMA Current Pre-Algebra Version DOMA Current Algebra Version (csv format required)	Current Version (csv format required)	Current Version (csv format required)	SAT (Post 10/2015 fixe with format required)

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

To ad Image and	
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

From: https://schoolpathways.com/knowledgebase/ - School Pathways Knowledge Base Permanent link: https://schoolpathways.com/knowledgebase/doku.php?id=plsis:testscoreentering&rev=1481064700

Last update: 2016/12/06 22:51