

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

The screenshot shows the SIS dashboard for a student named MARIANNA HIGGINS. The dashboard is divided into several sections. At the top, there is a navigation bar with tabs like Search, List, Registration, Enrollment, IS Staff Assoc, Discipline, Classes, MA, Med, Special Programs/Accomm, TOMS, Sports/Clubs, Tests, Transcripts, Cume, and Profile. Below this, the 'Dashboard' tab is selected. The main content area includes sections for Parents/Guardians, Siblings, Master Agreement, Attendance History, and Test Score History. A red arrow points to a magnifying glass icon in the Test Score History section.

- 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

The screenshot shows the 'Add New Test Score' form. At the top, there are dropdown menus for 'All Years' and 'All Tests', and a link to 'Export all to CSV'. Below these, the 'Add New Test Score' button is highlighted with a red circle. The form itself has a table with columns: Test, Subtest, Date, Score, Mark, Last Updated, and Login. Below the table, there is a section for entering test information. It includes fields for Test, Subtest, Test Grade Level, Test Date, Raw Score, and Interpreted Results. The 'Save' button is highlighted with a red circle.

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

Saving new test score

Please be aware, all actions are logged.
If you still want to continue then type "CONFIRM" (in all caps) and click 'Continue'.

Confirm:

All Years All Tests [Export all to CSV](#)

[Add New Test Score](#) Showing Year: All Years and Test: All Tests

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

Student >> Ludlow, Tristian	Add Test Score
No test scores entered for this student	
Student >> Luzano, Marco	Add Test Score
No test scores entered for this student	
Student >> Mahan, Meghan	Add Test Score
No test scores entered for this student	
Student >> Malaspino, Jessica	Add Test Score
No test scores entered for this student	

- Step 3. Choose Test and Subtest from dropdown or create a new custom test

Test Score Center

Adding test score for student: Ludlow,Tristian

Test: SAT Subject Test Subtest: Mathematics Level 1

OR Create Custom custom category:

[Add/Edit Custom Fields](#)

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

Raw score:

Interpreted result:

*Please type CONFIRM
in the box above to delete.

- 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 Current Version Pre-Algebra Version DOMA Current Algebra 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 v

- 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: No file selected.

- 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.

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