

admin, testing

# Test Scores- Entering Standardized Test Scores

## Part I

- Step 1. Go to students' dashboard and click on the Test Score History magnifying glass

The screenshot shows the student dashboard for MARIANNA HIGGINS. The top navigation bar includes links for Search, List, Registration, Enrollment, IS Staff Assoc, Discipline, Classes, MA, Med, Special Programs/Accomm, TOMS, Sports/Clubs, Tests, Transcripts, Cume, and Profile. The dashboard is divided into several sections:

- Parents / Guardians:** Lists Maryann (Grandmother) and Kilian (No sibling records entered).
- Emergency Card:** A red button with a plus icon.
- Master Agreement:** A table showing MA, Class, State Code, Catalog, MA Term, and Crd.
- Attendance History:** A section for 2015 - 2016.
- Test Score History:** A section with a magnifying glass icon circled in red and a red arrow pointing to it. Below it, it says "No tests to display. Click on View History for the full history of tests."
- Independent Study:** A section for MARIANNA HIGGINS showing Staff Association History, Staff Member, Start, Finish, and Mig.
- Student Home Room:** A section showing Class, Staff Member, Start, and Finish.
- Student Enrollment History:** A section showing Track, Start, Finish, Grd Att Program, and Grad Reqs.

- 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 dropdowns for "All Years" and "All Tests", and a link to "Export all to CSV". Below these, the "Add New Test Score" button is circled in red. The form includes a table with columns: Test, Subtest, Date, Score, Mark, Last Updated, and Login. Below the table, there are input fields for Test, Subtest, Test Grade Level, Test Date, Raw Score, and Interpreted Results. The "Save" button is circled in red. A "Cancel" button is also present.

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

The screenshot shows the "Saving new test score" confirmation dialog box. It contains a warning icon and the text: "Please be aware, all actions are logged. If you still want to continue then type 'CONFIRM' (in all caps) and click 'Continue'." Below this text, there is a "Confirm:" label, a text input field, and a "Continue" button. There is also a "Cancel" button. At the bottom of the dialog, there are dropdowns for "All Years" and "All Tests", and a link to "Export all to CSV". The "Add New Test Score" button is circled in red.

## 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   | No test scores entered for this student | <b>Add Test Score</b> |
| Student >> Luzano, Marco      | No test scores entered for this student | Add Test Score        |
| Student >> Mahan, Meghan      | No test scores entered for this student | Add Test Score        |
| Student >> Malaspino, Jessica | No test scores entered for this student | Add Test Score        |

- 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:

Cancel NEXT

[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

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  | CELD - 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<br>2010<br>2011<br>2012<br>2013<br>2014<br>(fixed width format required)<br>Quick Turnaround 2013<br>Quick Turnaround 2014<br>(tab delimited format required) | 2015<br>(fixed width format required) | 2008 - 2009<br>2009 - 2010<br>2010 - 2011<br>2011 - 2012<br>2012 - 2013<br>2013 - 2014<br>2014 - 2015<br>2015 - 2016<br>(fixed width format required) | Current Version<br>(csv format required) | Current Version<br>(csv format required) | DORA Current Version<br>ADAM Current Version<br>DOMA Current Version<br>Pre-Algebra Version<br>DOMA Current Algebra Version<br>(csv format required) | Current Version<br>(csv format required) | Current Version<br>(csv format required) | SAT<br>(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:  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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