

How it Works: TESTS (See PowerSource Article #55950)

Create a Test

Follow the steps below to create a test:

1. Log into the District.
2. Navigate to Start Page > District > [Grading Functions] Tests > **New**.
3. Populate the following fields, then submit the page.
 - **Name:** Used to query the tests for reports and DATs (data access tags).
 - **Type:** Used for reference only.
 - **Description:** Used for reference only.

Option	Value
Name	ACT
Type	National
Description	College Admissions Test, Norm-referenced

NOTE: Since many students re-take the college entrance tests in an attempt to improve scores, you may want to create Test Names such as: ACT_1, ACT_2, ACT_3, ACT_4 for storing data for multiple attempts.

Here is an example of the setup for multiple attempts:

Name	Test Type	Description	Edit Scores
ACT_1	National	American College Test	Edit Scores
ACT_2	National	American College Test	Edit Scores
ACT_3	National	American College Test	Edit Scores
ACT_4	National	American College Test	Edit Scores
ACT_5	National	American College Test	Edit Scores
ACT_6	National	American College Test	Edit Scores

New		
Score Name	Description	Sort Order
ACT_1_Eng	English	1
ACT_1_Math	Math	2
ACT_1_Reading	Reading	3
ACT_1_Science	Science	4
ACT_1_Composite	Composite	5
ACT_1_Writing	Writing	6
ACT_1_Eng/Writ	English/Writing	7

(Edit Scores)

Create Test Scores

Follow the steps below to create test scores:

1. Log into the District.
2. Navigate to Start Page > District > [Grading Functions] Tests.
3. Click on **Edit Scores** next to the appropriate test.

Name	Test Type	Description	Edit Scores
ACT	National	College Admissions Test, Norm-referenced	Edit Scores

4. Populate the following fields; then submit the page.
 - **Name:** Used to query the test score for reports and DATs (data access tags).
 - **Sort Order:** Used to sort the test score on the Test Scores page.
 - **Description:** Used for reference only.

Option	Value
Name	<input type="text" value="ACT_Composite"/>
Sort Order	<input type="text" value="1"/>
Description	<input type="text" value="Composite score for ACT test."/>

Example List of Test Scores for ACT Test:

Score Name	Description	Sort Order
ACT_Composite	Composite score for ACT test.	<input type="text" value="1"/>
ACT_English	English score for ACT test.	<input type="text" value="2"/>
ACT_Reading	Reading score for ACT test.	<input type="text" value="3"/>
ACT_Mathematics	Math score for ACT test.	<input type="text" value="4"/>
ACT_Science	Science score for ACT test.	<input type="text" value="5"/>

New		
Score Name	Description	Sort Order
ACT_2_Eng	English	<input type="text" value="1"/>
ACT_2_Math	Math	<input type="text" value="2"/>
ACT_2_Reading	Reading	<input type="text" value="3"/>
ACT_2_Science	Science	<input type="text" value="4"/>
ACT_2_Composite	Composite	<input type="text" value="5"/>
ACT_2_Writing	Writing	<input type="text" value="6"/>
ACT_2_Eng/Writ	English/Writing	<input type="text" value="7"/>

(Example: 2nd Attempt)

NOTE: If Test Names were created at the District level as suggested above, to allow storage of multiple attempts, such as "ACT_1", "ACT_2", etc., you will want to create corresponding Score Names as well, such as, "ACT_1_Composite", "ACT_1_English", "ACT_1_Reading", then for the next attempt, create Score Names like: "ACT_2_Composite", "ACT_2_English", "ACT_2_Reading", etc. (See example above.)

Enter Test Scores

Follow the steps below to enter test scores:

1. Log into the appropriate School.
2. Select a student from the Start Page.
3. Choose the **Test Scores** student screen.
4. Select a Test from the **Enter New Test** drop-down menu and click Submit.

Enter New Test:

5. Enter the Date that the test was taken, the Term in which the date falls, and the Grade Level of the student when the test was taken. These fields can be referenced by the Tests DAT (data access tag) for reports.
6. Populate the test score fields. These fields can also be referenced by the Tests DAT (data access tag) for reports.
7. Submit the page.

Test	ACT		
Date	4/17/2008		
Term	08-09 Semester 2		
Grade Level	12		
Score	Number Percent Alpha		
ACT_Composite	34		
ACT_English	27		
ACT_Reading	27		
ACT_Mathematics	28		
ACT_Science	34		

Test	ACT_1		
Date	6/9/2011		
Term	10-11 Semester 2		
Grade Level	11		
Score	Number Percent Alpha		
ACT_1_Eng	20	50	
ACT_1_Math	23	68	
ACT_1_Reading	27	81	
ACT_1_Science	23	71	
ACT_1_Composite	23	69	
ACT_1_Writing	9	0	
ACT_1_EngWrit	21	55	

Ex: 1st Attempt ACT

Example Completed Test Entry for Student

Test	Test Date	Grade Level	Description
ACT	4/17/2008	12	College Admissions Test, Norm-referenced

Enter New Test:

Test	Test Date	Grade Level	Description
ACT_1	6/9/2011	11	American College Test

Test Score Record in [StudentTestScore] Table

When test scores are entered for a student on the Test Scores student screen, a record is created in the [StudentTestScore] table. Follow the steps below to view the record:

1. Locate the student's **internal ID** on the bottom/middle of the Teacher Comments student screen.
2. Navigate to Start Page > System > DDE.
3. Select the **[StudentTestScore]** Table.
4. Search for **StudentID = [ID from step #1]**.

Current Table: StudentTestScore (88)
Current Records in Selection: 0 List View Table View
Export Records Match Selection Table View Setup
Select all 2437 records in this table
Search StudentTestScore
StudentID = 20543

5. It is possible to search for additional criteria if the student has many test score records.

AlphaScore
ID
NumScore
PercentScore
StudentID
StudentTestID
TestScoreID

6. Click on **Search all x records in this table**.
7. Click on **List View**.
8. Select the appropriate record.

The record in the image below responds to the ACT_Mathematics score seen on the Test Scores student screen. The AlphaScore is blank, the NumScore is 28 and the PercentScore is 0.

Display Record: StudentTestScore

ID	2437
AlphaScore	
NumScore	28
PercentScore	0
StudentID	2 Adair, Brandon Apple Grove High School 1
StudentTestID	1
TestScoreID	4

Test	Number	Percent	Alpha
ACT			
Date	4/17/2008		
Term	08-09 Semester 2		
Grade Level	12		
Score	Number	Percent	Alpha
ACT_Composite	34	0	
ACT_English	27	0	
ACT_Reading	27	0	
ACT_Mathematics	28	0	
ACT_Science	34	0	

Report on Test Scores

Refer to Knowledgebase article [5982](#) for information on how to report on test scores.

Relationship Between Test Tables

