

SAS Ixp™ Test History Training Guide

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Course Description

This course provides you with instructions for defining the types of standardized tests and proficiency tests that your school administers to students or that students take at locations other than your school. It also provides instructions for entering and maintaining student test data (including scores and dates taken) for all standardized, proficiency, and college entrance tests that students take at your school or at off-site locations.

Expected Outcomes

Upon completion of this course, you will be able to:

- Define the types of local and standardized tests taken by students at your school.
- Define the types of proficiency and literacy tests that your school administers to students.
- Add parts to tests.
- View and maintain standardized test data for students.
- View and maintain proficiency test data for students.
- View and maintain college entrance exam data for students.
- Export college entrance exam data to other applications.
- Use the atoms in Extended Testing History folder to replace atoms in the Test History folder.
- Add test score types.
- Define test score masks.
- Record student test histories.



Course Description



Test History

You access the Test History folder from the SASIxp™ Modules Globe. The atoms in the Test History folder enable you to define types of tests; maintain, view, and change student test scores; and enter and maintain college entrance exam test scores.

This section covers these atoms:

- Standard Test Definitions
- Proficiency Test Definitions
- Standardized Testing
- Proficiency
- College Entrance

Standard Test Definitions Atom

The Standard Test Definitions atom enables you to define the types of standardized and local tests that the students at your school take. For each test type, you can:

- Define various test parts.
- Specify whether to print test scores on transcripts.
- Specify how to label test scores on reports.



Test History

- Specify whether to convert scores from one type to another (for example, raw to standard or standard to percentile).

Once you have defined standard tests, you can add, modify, and view student standardized testing information using the Standardized Testing atom.

The atoms in the Extended Testing History folder are intended to replace the Standard Test Definitions atom and the Standardized Testing atom in the Test History folder. The new atoms in the Extended Testing History folder provide you with additional functionality. If you are just beginning to work with student test history records, use the atoms in the Extended Test History folder so that you can take advantage of their expanded capabilities.

The Standard Test Definitions atom consists of two screens:

- Standard Test Definitions screen
- Standard Test Control screen

Standard Test Definitions Screen

Ln	Num	Add	Title	Max	Short 1	Short 2	Long 1	Long 2
1	1	2	Reading Vocabulary	40	Read	Voc	Reading	Vocab
2	2	1	Reading Comprehension	50	Read	Comp	Reading	Comp
3	3		Reading Total	90	Ttl	Read	Total	Reading

Treat as Proficiency w/ Parts

Standard Test Def 3 Parts in Test Undo Save



Standard Test Definitions Screen Fields

Field Name	Description
Test ID	Unique number of the test.
Test Name	Unique descriptive name of the test.
Parts	Number of parts to the test.
Trnscript	Indicates whether the test score prints on transcripts.
Ln	Line number of the test part.
Num	<p>Part number of the test. Typically each test part, as well as a total part score or total test score, receives a test part number. For example, you might assign test part number 1 to Reading Vocabulary, 2 to Reading Comprehension, and 3 to Total Reading. If available, use the norms tables from the test publisher's guide when assigning test part numbers.</p> <p>Note: Do not enter a negative number, a number greater than 18, or a number greater than the number displayed in the Parts field above the matrix.</p>
Add	<p>Indicates the test part number to which the score for the current test part record should be added. For example, if you are defining test part 3 and you want the score for test part 3 to be added to the score for test part 2, type 2 in the Add field in the test part 3 record.</p> <p>Note: The system does not perform calculations based on data in the Add fields. You must perform calculations manually.</p>
Title	Descriptive name of the test part (such as Verbal, Math, Reading, Standard Writing).



Test History

Field Name	Description
Max	Maximum raw score that can be earned on the test part.
Short 1 Short 2	Brief (4-character) labels for the test part. The system prints short label 1 above short label 2 in narrow column headings on labels.
Long 1 Long 2	Longer (8-character) labels for the test part. The system prints long label 1 above long label 2 in column headings on reports.
Need Pass	Minimum score required to pass the test part.

Standard Test Control Screen

Standard Test Control Screen Fields

Field Name	Description
Raw to Standard	Converts a raw score (actual number of correct responses) to a standard score.



Field Name	Description
Standard to Equivalent	Converts a standard score to a grade equivalent score.
Standard to Percentile	Converts a standard score to a percentile ranking.
Standard to Grade Equivalent	Converts a standard score to a normal curve equivalent score (1 to 99).
Raw to Grade Equivalent	Converts a raw score to a grade equivalent score.
Raw to Percentile	Converts a raw score to a percentile ranking.
Grade to Percentile	Converts a grade equivalent score to a percentile ranking.

Using the Standard Test Definitions Atom

These instructions describe how to add standard test definition records to the system and to add and delete parts from standard tests.

Adding Standard Test Definitions

1. Open the Standard Test Definitions atom.
2. From the Data menu, select Add Standard Test Definition. The system displays a blank Standard Test Definition screen.
3. In the **Test ID** field, type a unique test ID.
4. In the **Test Name** field, type a unique descriptive name for the test.
5. In the **Parts** field, type the number of test parts.
6. In the **Transcript** field, select Yes from the pop-up list to print scores from the test on student transcripts. (Leave the field blank if you do not want test scores to print on transcripts.)
7. Click **Save** to save the test definition record (or click **Undo** to erase the data).
8. Click **Close**.



Adding Test Parts to Standard Tests

1. Open the Standard Test Definitions atom and display the Standard Test Definition screen.
2. Locate the appropriate standard test record.
3. From the Standard Test Def menu, select Add Test Part. The system adds a new line to the matrix.
4. In the **Num** field, type the test part number that you are defining.

Do not enter a negative number, a number greater than 18, or a number greater than the number displayed in the **Parts** field.

Change the number displayed in the **Parts** field if you need to add more parts to a test.

5. In the **Add** field, type the test part number to which the score for the current test part record should be added (if applicable).

The system does not perform calculations based on data in the **Add** fields. You must perform calculations manually.

6. In the **Title** field, type a descriptive name for the test part.
7. In the **Max** field, type the maximum raw score that can be earned on the test part.
8. In the **Short 1** and **Short 2** fields, type short (4-character) labels for the test part. The system prints short label 1 above short label 2 in narrow column heading on labels.
9. In the **Long 1** and **Long 2** fields, type longer (8-character) labels for the test part. The system prints long label 1 above long label 2 in column headings on reports.
10. In the **Need to Pass** field, type the minimum score required to pass the test part.
11. Click **Save** (or click Undo to erase the data).
12. Repeat Steps 3 through 11 to add additional parts to the test. After you finish adding all test parts to the test, click **Close**.



Deleting Test Parts from Standard Tests

1. Open the Standard Test Definitions atom and display the Standard Test Definition screen.
2. Locate the appropriate standard test record.
3. Click the line number (**Ln**) to highlight the row of the test part that you want to delete.
4. From the Standard Test Def menu, select Delete Test Part.

Do not delete a test part if scores have been recorded already for that test part in the Standardized Testing atom. The deletion invalidates the test, and the system cannot display data for the test.

5. Click **Save** to delete the test part record permanently from the system (or click **Undo** to restore the record).
6. Click **Close**.

Selecting Score Conversions

You can select test score conversions that you want the system to perform and display in the Test History atom and reports. To select score conversions:

1. Open the Standard Test Definitions atom and display the Standard Test Cntrl screen.
2. Select the checkbox next to each score conversion that you want the system to perform.
3. Click **Save** (or click **Undo** to restore previous settings). These settings remain in the system until you change them again.
4. Click **Close**.

Proficiency Test Definitions Atom

The Proficiency Test Definitions atom enables you to define the type of proficiency tests that your school administers to students. All proficiency tests display in each student's record even if test results have not been recorded in a student's record or if a student has not taken the test. For each proficiency test, you can:

- Define the total number of test questions.



Test History

- Specify the number of correct responses required to pass.
- Define the total number of test objectives.
- Specify the number of achieved objectives required to pass.

Once you have defined proficiency tests, you can add, modify, and view student standardized testing information using the Proficiency atom.

Prof Test Definition Screen

Ln	Test Name	Abbrev Name	Type	Total Questions	Total Qst Needed	Total Objectives	Total Obj's Needed
1	Math 9 - State	MTH9s	P	20	15	10	7
2	Math 10	MTH10	M	50	40	20	15
3	Math 10 - State	MTH10s	P	20	15	10	7
4	Math 9	MTH9	M	50	40	20	15
5	Reading 9	READ9	R	50	40	20	15
6	Reading 9 - State	READ9s	P	20	15	10	7
7	writing	wRITE	w	15	10	5	4
8	Other	OTHER	O	25	20	15	10
9	Literacy	LITERACY	L	20	15	10	7

9 Proficiency Test Definition(s) in the list

Close

Prof Test Definition Screen Fields

Field Name	Description
Ln	Line number for the proficiency test definition record.
Test Name	Unique descriptive name for the proficiency test.
Abbrev Name	Abbreviated name (up to 8 characters) for the proficiency test.



<i>Field Name</i>	<i>Description</i>
Type	Proficiency test type: <ul style="list-style-type: none">• Proficiency• Literacy• Other
Total Questions	Total number of questions included in the test.
Totals Qst Needed	Total number of questions that a student must answer correctly to pass the test.
Total Objectives	Total number of objectives included in the test.
Total Objs Needed	Total number of objectives a student must achieve to pass the test.

Using the Proficiency Test Definitions Atom

These instructions describe how to add and delete proficiency test definitions.

Adding Proficiency Test Definitions

1. Open the Proficiency Test Definitions atom.
2. From the Data menu, select Add Prof Test Definition. The system adds a new line to the matrix.
3. Complete the fields by typing data or selecting from a list.
4. Click **Save** (or click **Undo** to erase the data).
5. Click **Close**.

Deleting Proficiency Test Definitions

1. Open the Proficiency Test Definitions atom.
2. Click the line number (**Ln**) to highlight the row of the proficiency test definition record that you want to delete.



3. From the Data menu, select Delete Prof Test Definition.

Do not delete a proficiency test definition if scores have been recorded already for that test in the Proficiency atom. The deletion invalidates the test, and the system cannot display or retrieve data for the test.

4. Click **Save** to delete the proficiency test definition record permanently from the system (or click **Undo** to restore the record).
5. Click **Close**.

Standardized Testing Atom

The Standardized Testing atom enables you to maintain, view, and change student test scores for standardized tests administered by your school. From the Standard Test Definitions atom, you can choose to print standardized test scores entered in this atom on student transcripts.

The atoms in the Extended Testing History folder replace the Standard Test Definitions atom and the Standardized Testing atom in the Test History folder. The new atoms in the Extended Testing History folder provide you with additional functionality. If you are just beginning to work with student test history records, use the atoms in the Extended Test History folder so that you can take advantage of their expanded capabilities.

The Standardized Testing atom consists of two screens:

- Standardized Testing screen
- Standardized Testing Detail screen



Std. Testing Screen

Abbott, Christine						Std. Testing	
Last Name	First Name	Middle Name	Grd	Gen	Student ID		
Abbott	Christine	A	10	F	3		
Ln	Test ID	Test Description	Test Date	Grd	Month	Off-site	
1	A	Basic Proficiency Test	03/30/00	10	April		
2	M12	Math Final	03/30/00	10	April		

Std. Testing Screen Fields

Field Name	Description
Test ID	Unique number of the test.
Test Description	Unique descriptive name of the test.
Test Date	Date the student took the test.
Grd	Student's grade level at the time the student took the test.
Month	Student's grade level month at the time the student took the test.
Off-Site	Indicates whether the student took the test at your school or at another location (Blank indicates your school, Yes indicates another location).



Test History

Standardized Testing Detail Screen

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Abbott	Christine	A	10	F	3

Test ID	Test Description
A	Basic Proficiency Test

Test Date	Grade	Month	Off-site
03/30/00	10	March	

Nm	Test Part	Max	Add	Raw	Std	G/E	Pct	Sta	C/E	Mst
1	Art History - European	100		75						N
2	Art History - Asian	100		95						Y
3	Art History - Western	50		48						Y

Standardized Testing Detail Screen Fields

Field Name	Description
Test ID	Unique number of the test.
Test Name	Unique descriptive name of the test.
Adm Date	Date the student took the test.
Grd	Student's grade level at the time the student took the test.
Month	Student's grade level month at the time the student took the test.
Off-Site	Indicates whether the student took the test at your school or another location (Blank indicates your school, Yes indicates another location).
Nm	Part number of the test part.
Title	Descriptive name of the test part.



Field Name	Description
Max	Maximum raw score that can be earned on the test part.
Add	Indicates the test part number to which the score for the current test part record should be added. (The system does not perform these calculations).
Raw	Number of correct responses on the test part.
Std	Standard or scale score for the test part.
G/E	Grade equivalent of the raw score for the test part. This number is currently expressed as a grade number only.
Pct	Percentile ranking of the student's score on the test part compared to other students who took the test.
Sta	Stanine score on a scale of 1 (lowest) to 9 (highest).
C/E	Normal curve equivalent on a scale of 1 (lowest) to 9 (highest).
Mst	Mastery of the test part.

Using the Standardized Testing Atom

These instructions describe how to view, add, and change standardized test history data for individual students.

Viewing Student Test History Data

1. Open the Standardized Testing atom.
2. Locate the appropriate student record.
3. In the **Test ID** column, locate the test record that you want to view. Tests display in alphabetical order, then by date.
4. Double-click the line number (**Ln**) for the test record that you want to view. The system displays the Standardized Testing Detail screen.



5. Click **Close**.

Adding Standardized Testing Records

1. Open the Standardized Testing atom.
2. Locate the appropriate student record.
3. From the Data menu, select Add Test. The system displays the Standardized Testing Detail screen.
4. In the **Test ID** field, select a test ID from the list. The system displays test part information for the selected test in the Test Parts matrix.

You cannot edit test information that is dimmed (you must perform edits from the Standard Test Definitions atom).

5. Complete the **Grade**, **Month**, and **Off-Site** fields, then complete the available fields in the Test Parts matrix.
6. Click **Save** (or click **Undo** to erase the data).
7. Click **Close**.

Changing Standardized Testing Records

1. Open the Standardized Testing atom.
2. Locate the appropriate student record.
3. In the **Test ID** column, locate the test record that you want to change. Tests display in alphabetical order, then by date.
4. Double-click the line number (**Ln**) for the test record that you want to view. The system displays the Standardized Testing Detail screen.
5. In the **Test ID** field, select a test ID from the list. The system displays test part information for the selected test in the Test Parts matrix.

You cannot edit test information that is dimmed from here (you must perform edits from the Standard Test Definitions atom).

6. Change information in the **Grade**, **Month**, and **Off-Site** fields or any available fields in the Test Parts matrix.
7. Click **Save** (or click **Undo** to restore previous data).
8. Click **Close**.

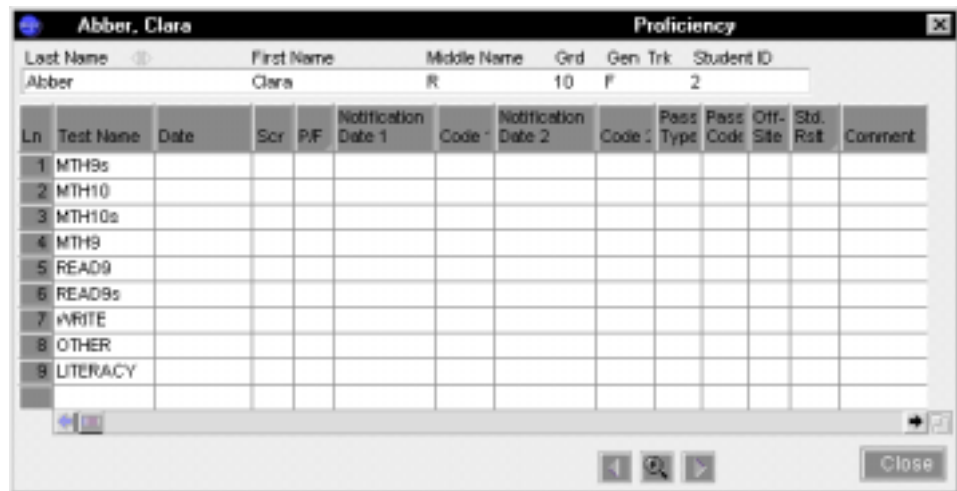


Proficiency Atom

The Proficiency atom enables you to enter, maintain, and view student test scores for proficiency, literacy, and other types of tests. All proficiency tests display in each student’s record even if test results have not been recorded in a student’s record or if a student has not taken the test.

To print proficiency test data on student transcripts, select the **Include Proficiency** checkbox on the Header/Footer Options tab of the Transcript Definition atom.

Proficiency Screen



Proficiency Screen Fields

Field Name	Description
Ln	Line number of the item.
Test Name	Abbreviated name of the test.
Date	Date the student took the test.
Scr	Score the student earned on the test.



Test History

Field Name	Description
P/F	Alphanumeric score code representing the student's proficiency. Standard values are passed (P), failed (F), or blank for test not taken. Leave this field blank if the student did not take the test.
Notification Date 1	Date that the student's parent or guardian received notification about whether the student passed or failed the first test attempt.
Code 1	Indicates how the student's first test results were communicated to the student's parent or guardian.
Notification Date 2	Indicates whether the student passed (P) or failed (F) the second test attempt. Leave blank if the student did not take the test.
Code 2	Indicates how the student's second test results were communicated to the student's parent or guardian.
Pass Type	For literacy tests, a code that indicates how the test was taken (for example, verbal or written).
Pass Code	For literacy tests, indicates how the student earned a passing grade on the test. Codes are established by your school (examples are T = Passed by Teacher, C = Took a Course, E = Took an Exam).
Off-Site	An X in this field indicates that the student took the test at a location other than your school.
Std Rslt	Indicates the standard result of the test (for example, passed or did not pass).
Comment	Additional comments that pertain to the test proficiency.



Recording Proficiency Data

1. Open the Proficiency atom.
2. Locate the appropriate student record.
3. In the **Test Name** column, locate the proficiency test record for which you want to record data.
4. Complete the remaining fields by typing information or selecting from a list.
5. Click **Save** (or click **Undo** to erase unsaved data).
6. Click **Close**.

College Entrance Atom

The College Entrance atom enables you to enter and maintain college entrance exam test scores. You can enter up to three dates of SAT scores, ACT scores, and achievement test scores for English Composition, Math Level 1, and Math Level 2. You also can enter up to 20 dates of scores for other tests such as the SAT II Subject Level Test.

From the Course History atom, you can choose to print college entrance exam scores on student transcripts.



College Entrance Screen

Abbott, Christine						College Entrance	
Last Name	First Name	Middle Name	Grd	Gen	Student ID		
Abbott	Christine	A	10	F	3		

SAT Scores				Other Scores			
Mo	Yr	Verbal	Math	Mo	Yr	Name	Score
2	00	685	598				

ACT Scores			English Scores			Math 1 Scores			Math 2 Scores		
Mo	Yr	Score	Mo	Yr	Score	Mo	Yr	Score	Mo	Yr	Score
3	00	35	10	99	635	3	99	576	7	99	235

College Entrance Screen Fields

Field Name	Description
Mo	Month student took the exam.
Yr	Year student took the exam.
Score	Score student received on the exam.
Verbal	Displays on the SAT Scores section only. The score on the Verbal part of the SAT exam.
Math	Displays on the SAT Scores section only. The score on the Math part of the SAT exam.
Name	Displays on the Other Scores section only. The name of a college entrance exam (other than an exam in another section on the screen).



Using the College Entrance Atom

These instructions describe how to add and update student scores on college entrance exams.

Adding College Entrance Records

1. Open the College Entrance atom.
2. Locate the appropriate student record.
3. Go to first available line in the section for the exam for which you are recording data.
4. Complete the remaining fields by typing information or selecting from a list.
5. Click **Save** to save the new test data (or click **Undo** to erase unsaved test data).

Updating College Entrance Records

1. Open the College Entrance atom.
2. Locate the appropriate student record.
3. Go to any field that you want to change and type new data or select another item from the list.
4. Click **Save**.
5. Click **Close**.

Exporting College Entrance Data

You can export college entrance exam data into spreadsheet files. The system creates six export files (one for each exam section). The system exports section data in this order:

- SAT Scores
- Other Scores
- ACT Scores
- English Scores
- Math 1 Scores
- Math 2 Scores



Exporting College Entrance Exam Data

1. Open the College Entrance exam atom.
2. From the Data menu, select Export List. The Export File Name dialog box displays.
3. Select the drive and folder where you want save the data file.
4. In the **File name** field, type a name for the data file (using the Microsoft® Excel .XLS file extension is recommended).

There is a separate export and prompt for each screen which names each data file, helping distinguish data files that have already been exported.

5. Click **Save** to save the data in the designated file and location (or click **Cancel** to terminate the export).
6. Repeat Steps 3 through 5 for each section. Each section requires an export file name.
7. Click **Close**.

2

Extended Test History

Atoms in the Extended Test History folder are similar to the other Test History atoms, but they expand the capabilities of the Test History atoms.

If you are just beginning to work with student test history records, you should use the atoms in the Extended Test History folder so that you can take advantage of their additional functionality.

You can access the Extended Testing History folder from the Test History folder. This section covers these Extended Testing History atoms:

- Extended Testing Converter (149)
- Test Score Definition (146)
- Test Definition (147)
- Testing History (148)

Extended Testing Converter Atom

Use the Extended Testing Converter atom to manage and give access to all state-mandated student-testing scores and information records. This atom converts or transfers the standard test history records into extended testing records. This atom is geared toward District offices, but individual schools can use it.

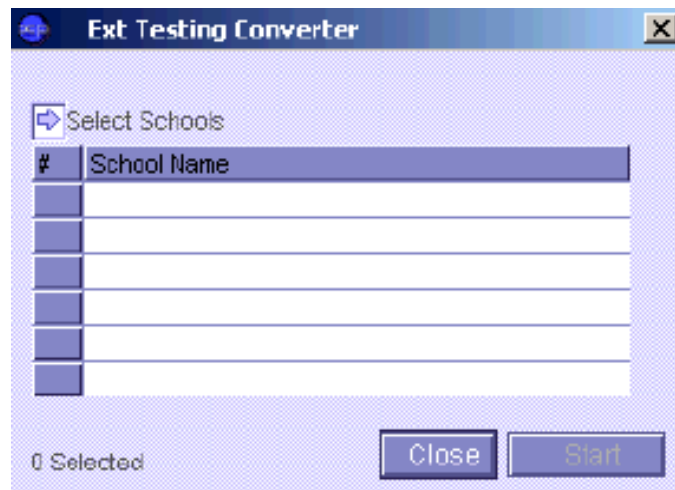


Extended Test History

If the extended testing database files already contain definitions that match the Test ID used in standard test history records, the converted history records refer to the existing definitions. You can change the definitions to use extended testing history additional features. (Make sure there are at least as many test parts as contained in standard testing.)

To process previous school years, you need to run the school and year atom to set the desired environment prior to running.

Ext Testing Converter Screen



Ext Testing Converter Screen Fields

Field Name	Description
#	The number of the item.
Select Schools	Link arrow displays the Select Schools screen to enable you to select target schools.
School Name	Name of the school that you have selected from the Select School screen.

Select Schools Screen

The Select Schools screen contains two sections; the left side contains the available selections, and the right side contains the items you selected.



Select Schools Screen Fields

Field Name	Description
Locate	This field quickly finds the school you want. For example, to locate Dobson High, start typing Dobson in this field. The Available Selections list moves to the first school in the list that starts with "D".
Available selections	Lists the school names that are available for selection. When you double-click and select a school name, the school moves from this list and displays in the Selections list.
Selections	Displays selections you have made from the Available Selections list. The section title displays the number of records selected in parentheses. The maximum that you can select is 20 schools.

Converting Test History

1. Open the Ext Testing Converter atom.
2. Select the appropriate school from the Select Schools screen. Click **Done** to return to the Ext Testing Converter screen.



Extended Test History

3. Click **Start** to begin the conversion process.
4. If the extended testing files do not exist, you are asked whether to create the files (ATPA). These files are required to continue the conversion.

The conversion process can be very time-consuming.

5. A log file AETCLOG.txt records the completed schools and errors that may occur. The log is in the Datafile directory.

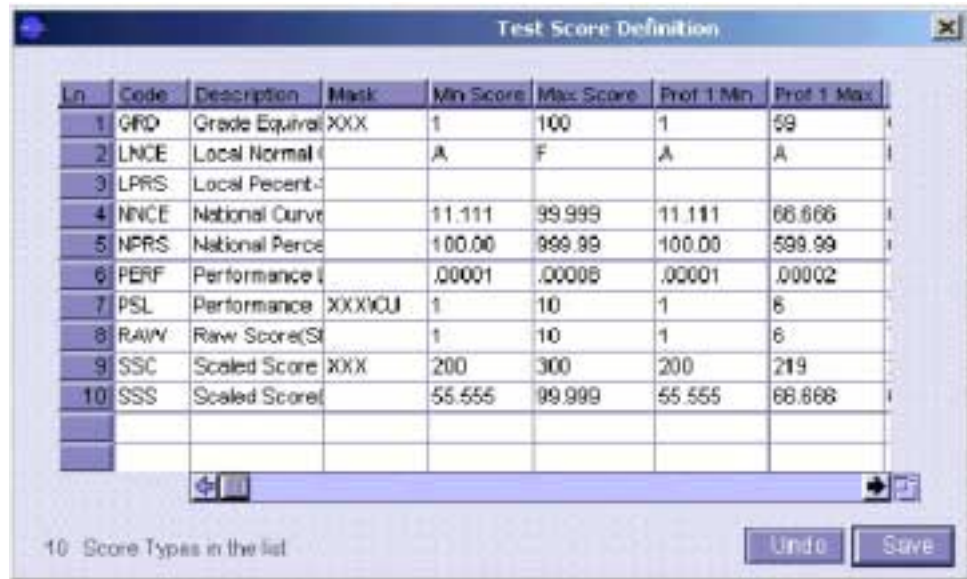
Standard history records that are missing their corresponding definition records are transferred without a definition. You can manually add test definitions into either Standard or Extended testing with the same test ID as the history records.

Test Score Definition Atom

Use the Test Score Definition atom to define an unlimited number of numeric or alphanumeric test score types. You can use these score types when you define tests using the Test Definition atom.

You can also use the Test Score Definition atom to define score masks, which control the look of the test score raw data when the system displays or prints the data.

Test Score Definition Screen



Test Score Definition Screen Fields

Field	Description
Ln	Line number for the test score type record.
Code	Text that prints as a column heading for the test score type in a score matrix.
Description	Description of the test score type.
Mask	Combination of literals, mask digits, and parameters that controls how a test score displays or prints.
Min Score	Minimum score possible for a score type (used for numeric scores only). This field is optional.
Max Score	Maximum score possible for a score type (used for numeric scores only). This field is optional.



Field	Description
Prof 1 Min	<p>Proficiency level 1 minimum score</p> <ul style="list-style-type: none">• The value in this field must equal the overall minimum score value.• If you enter a value in the Prof 1 Max field, you must enter a value in this field or the system returns an error.• The value in this field must be less than or equal to the value in the Prof 1 Max field.
Prof 1 Max	<p>Proficiency level 1 maximum score</p> <ul style="list-style-type: none">• The value in this field must fall within the overall minimum and maximum score values.• If you do not enter a value in the Prof 2 Min field, the value in this field must equal the overall maximum score value.• If you enter a value in the Prof 1 Min field, you must enter a value in this field or the system returns an error.• The value in this field must be greater than or equal to the value in the Prof 1 Min field.
Prof 2 Min	<p>Proficiency level 2 minimum score</p> <ul style="list-style-type: none">• The value in this field must fall within the overall minimum and maximum score values.• The value in this field must be exactly 1 greater than the value in the Prof 1 Max field.• If you enter a value in the Prof 2 Max field, you must enter a value in this field or the system returns an error.• The value in this field must be less than or equal to the value in the Prof 2 Max field.



<i>Field</i>	<i>Description</i>
Prof 2 Max	<p>Proficiency level 2 maximum score</p> <ul style="list-style-type: none">• The value in this field must fall within the overall minimum and maximum score values.• If you do not enter a value in the Prof 3 Min field, the value in this field must equal the overall maximum score value.• If you enter a value in the Prof 2 Min field, you must enter a value in this field or the system returns an error.• The value in this field must be greater than or equal to the value in the Prof 2 Min field.
Prof 3 Min	<p>Proficiency level 3 minimum score</p> <ul style="list-style-type: none">• The value in this field must fall within the overall minimum and maximum score values.• The value in this field must be exactly 1 greater than the value in the Prof 2 Max field.• If you enter a value in the Prof 3 Max field, you must enter a value in this field or the system returns an error.• The value in this field must be less than or equal to the value in the Prof 3 Max field.



<i>Field</i>	<i>Description</i>
Prof 3 Max	<p>Proficiency level 3 maximum score</p> <ul style="list-style-type: none">• The value in this field must fall within the overall minimum and maximum score values.• If you do not enter a value in the Prof 4 Min field, the value in this field must equal the overall maximum score value.• If you enter a value in the Prof 3 Min field, you must enter a value in this field or the system returns an error.• The value in this field must be greater than or equal to the value in the Prof 3 Min field.
Prof 4 Min	<p>Proficiency level 4 minimum score</p> <ul style="list-style-type: none">• The value in this field must fall within the overall minimum and maximum score values.• The value in this field must be exactly 1 greater than the value in the Prof 3 Max field.• If you enter a value in the Prof 4 Max field, you must enter a value in this field or the system returns an error.• The value in this field must be less than or equal to the value in the Prof 4 Max field.



<i>Field</i>	<i>Description</i>
Prof 4 Max	<p>Proficiency level 4 maximum score</p> <ul style="list-style-type: none">• The value in this field must fall within the overall minimum and maximum score values.• The value in this field must equal the overall maximum score value.• If you enter a value in the Prof 4 Min field, you must enter a value in this field or the system returns an error.• The value in this field must be greater than or equal to the value in the Prof 4 Min field.

Proficiency Level Minimum and Maximum Values

- Proficiency level 1 is the lowest rating for a test score. Proficiency level 4 is the highest rating for a test score type. You must enter minimum and maximum values in the proficiency level fields in sequential order. For example, you cannot enter minimum and maximum values for proficiency level 2 without first entering minimum and maximum values for proficiency level 1.
- You cannot combine alpha and numeric grade values within proficiency levels for a test score type. You must either use all alpha or all numeric values.
- All numeric values within proficiency levels for a test score type must have the same number of decimal places.

Adding and Deleting Test Score Types

| You can add or delete an unlimited number of test score types.

Adding Score Types

1. Open the Test Score Definition atom.
2. From the Data menu, select Add Score Type.
3. Complete the remaining fields.



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4. Click **Save**.
5. Click **Close**.

Deleting Score Types

1. Open the Test Score Definition atom.
2. Click the **Ln** (Line) field associated with the test score type that you want to delete.
3. From the Data menu, select Delete Score Type.
4. Click **Save**.
5. Click **Close**.

Sample Standardized Test Scores

Score Type	Description
Scale Score	Score used to describe achievement levels on a continuum that, in most cases, spans the complete grade range of K-12. They are typically 3-digit numbers ranging from 100s to low 900s. Low 100s to 200s are typical scores for kindergarten and 800s to 900s are typical for twelfth graders.
Standard Score	Derived score that produces an arbitrarily assigned mean (average) and standard deviation that express how far a student's test score differs from the mean. The difference is measured in standard deviation units.
Percentile Score	One of the 99 point scores that divide a ranked distribution into groups, each of which contains 1/100 of the scores. This score is the point in the score distribution below which falls the percentage of cases indicated by the percentile. It tells you how a student's test score relates to the scores of all other students. For example, the 73 rd Percentile Score denotes the score or point at which 73 percent of the scores fall in a distribution.

Score Type	Description
Normal Curve Equivalent Score	Normalized standard score that has a mean of 50 and was constructed to have a standard deviation of 21.06
Grade Equivalent Score	Score that indicates the year and month of school for which a student's level of performance is typical. For example, a student might take a standardized test in fourth grade, and results of that test are then calculated for a grade equivalency score, which might be 5 – 2. This score illustrates that the student performed as well as a student in the second month of the fifth grade.
Percent Correct	Resulting score from the number of correct items answered divided by the total number in the subtest. For example, a subtest might have a total of 27 items and a student correctly answers 22 of the items. The student's percent correct score is 81, which is $(22/27) \times 100 = 81$.
Raw Score	Score that reflects the number of correct answers a student received on a subtest. For example, a student might have answered 23 out of 30 questions correctly on a specific subtest.

Defining a Score Mask

You can define a score mask to indicate how the raw data of test scores displays and prints. A mask can contain literals (characters such as % and \$), up to 7 digits (represented by an X), and special parameters preceded by a backslash (\). The digits in an actual score display in place of the mask digits.

Because an X in the mask represents a digit, you cannot use X as a literal in your mask.



You can define score masks of up to 40 characters. However, large masks with many literal characters and padding take up a lot of space on reports and might cause fields to print improperly.

Mask Parameters

The six mask parameters are:

- Rounding options
- Padding options
- Justify options
- Capitalization options
- Alphanumeric options
- Field width options

You must precede each parameter with a backslash, whether the mask contains single or multiple parameters.

Rounding Options (\R)

If a score must be truncated, the system automatically rounds up each score when the truncated digit is 5 or greater. The \R parameter enables you to change how the truncated digit is rounded.

- The \RX option, where X represents a value between 1 and 9, forces rounding to occur on the specified number. For example, \R6 forces rounding when the truncated digit is 6 or greater. If the final digit is 5 or less, no rounding occurs.
- The \R0 option turns off rounding. The system drops all digits after the truncation point.

Padding Options (\P)

The \P parameter controls padding in numeric and alphanumeric scores.

If a mask contains more characters than an actual score, the system automatically places extra characters (padding) in the score. For numeric scores, 0 is used as padding. For alphanumeric scores, spaces are used for padding.

- The \PO option forces the mask to use zeros for padding.
- The \PS option forces the mask to use spaces for padding.
- The \PL option forces padding only to the left of the decimal.



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- The \PR option forces padding only to the right of the decimal.
- The \PN option turns off padding.

Justify Options (\J)

The \J parameter controls the justification of the score.

- The \JL option forces the score to display left justified.
- The \JR option forces the score to display right justified.

Capitalization Options (\C)

The \C parameter controls whether the system capitalizes alphabetic characters.

- The \CL option forces the system to display alphabetic characters in lower case.
- The \CU option forces the system to display alphabetic characters in upper case.

Alphanumeric Options (\A)

The \A parameter forces masking to treat a raw score as an alphanumeric value and fill in all mask digits from the left (instead of noting the decimal point and filling in the mask digits to the right, then to the left of the decimal).

If the raw score includes non-numeric values (such as %), the system automatically applies the \A parameter.

You might use this option if you receive scores from your test provider in a standardized non-decimal format. For example, a raw score of 8550 with a mask of XX.X\A displays as 85.5.

Field Width Options (\+X), (\-X)

Because scores display in the SASIxp product using non-proportional fonts, the default widths of some score fields may not be wide enough to display some scores correctly (depending on how the mask formats the score).



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- Use the \+X option, where X represents a value between 1 and 9, to increase the size of a field in 5% increments. Higher values allot more space per character. For example, \+6 increases the space allotment by 30% per character.
- Use the \-X option, where X represents a value between 1 and 9, to decrease the size of a field in 5% increments. Higher values allot less space per character. For example, \-4 decreases the space allotment by 20% per character.

Mask Formatting Examples

Masks control the display format of test scores. This section contains four examples of masks.

Example 1

No Mask		Unformatted Score: 94.56
Mask 1:	XX.X	Formatted Score: 94.6
Mask 2:	XXX	Formatted Score: 095
Mask 3:	XX.XX%	Formatted Score: 94.56%
Mask 4:	XXX.XXX	Formatted Score: 094.560

If a mask contains more characters than an actual score, the system automatically places extra characters (padding) in the score. Rounding occurs if the system must truncate digits. Use \P and \R parameters to control padding and rounding, respectively.



Example 2

No Mask		Unformatted Score: a+
Mask 1:	X	Formatted Score: a
Mask 2:	XX\CU	Formatted Score: A+

In Mask 1, the single X causes the system to drop the plus (+) from the score display. In Mask 2, the \CU parameter forces the system to display the alphabetic score in uppercase.

Example 3

No Mask		Unformatted Score: 9550
Mask:	XX.X	Formatted Score: 50
Mask:	XXX.X\A	Formatted Score: 95.5
Mask:	XX.XX%	Formatted Score: 95.50%

Because the first mask does not contain either the \A parameter or a nonnumeric value and the mask does not have an explicit decimal point, the system assumes that the decimal point is to the right of the last digit. The system completes the mask digits to the left of the decimal first (0 followed by 5) and drops the remaining raw score digits (5 and 9) because they have no matching mask digits. Because there are no digits to the right of the decimal in the raw score, there are no corresponding digits in the formatted score.



Example 4

No Mask		Unformatted Score: ABC
Mask:	Sem1=X	Formatted Score: Sem1=A
Mask:	Sem2=X	Formatted Score: Sem2=B
Mask:	Sem3=X	Formatted Score: Sem3=C

You can use literals in a mask (such as Sem1=) to separate characters in a score. You can use this technique to store more than one score inside of a single score field.

Test Definition Atom

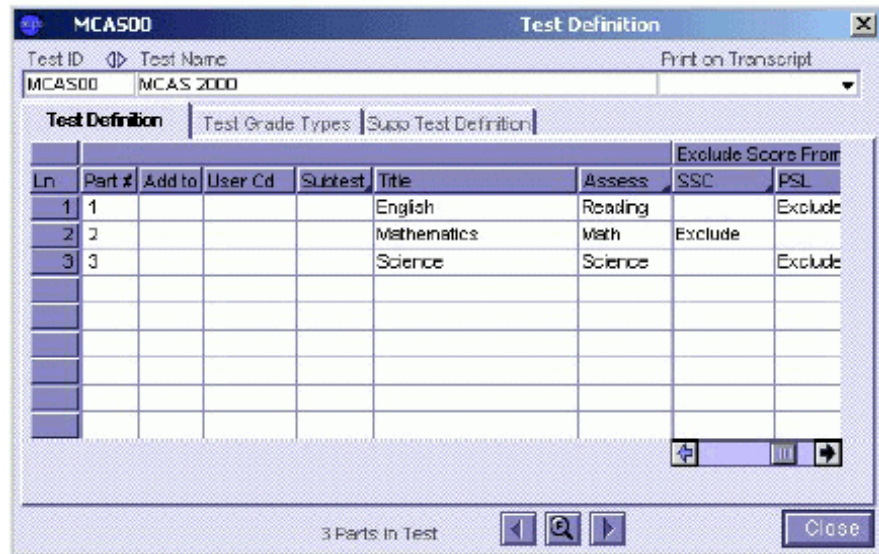
Use the Test Definition atom to define the types of standardized and local tests that the students at your school take. Once you define the standard tests, you can add, modify, and view student standardized testing information using the Testing History atom.

Test Definition Atom Common Fields

<i>Field</i>	<i>Description</i>
Test ID	Unique number of the test.
Test Name	Unique descriptive name of the test.
Print on Transcript	Indicates whether the test score prints on transcripts. Note: Select the Include Extended Test History checkbox in Test History Options tab of the Transcript Definition atom (139) to view Extended Test History scores in the transcript.



Test Definition Tab



Test Definition Tab Fields

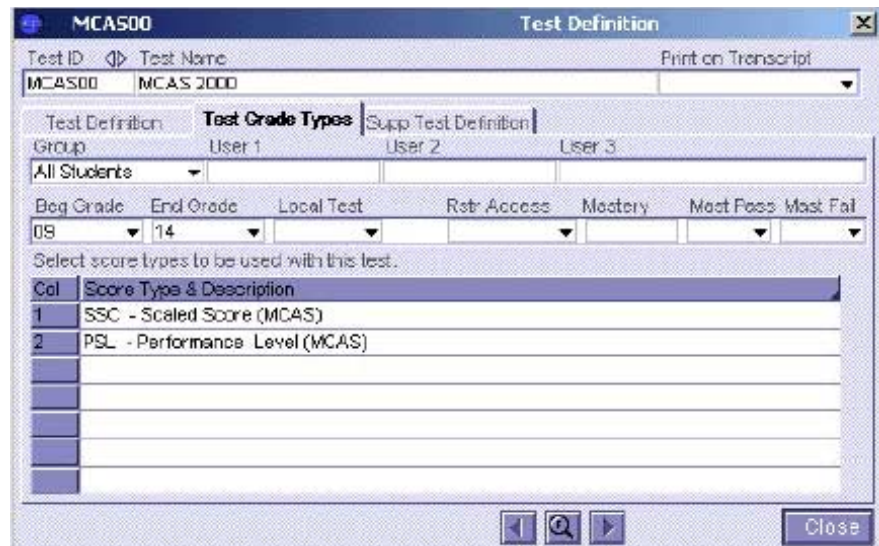
<i>Field</i>	<i>Description</i>
Ln	Line number of the test record
Part #	<p>Part number of the test. Tests can have up to 18 parts. Typically each test part, as well as a total part score or total test score, receives a test part number. For example, you might assign test part number 1 to Reading Vocabulary, 2 to Reading Comprehension, and 3 to Total Reading. If available, use the norms tables from the test publisher's guide when assigning test part numbers.</p> <p>Note: Do not enter a negative number, a number greater than 18, or a number that has already been used as a test part number.</p>



Field	Description
Add to	<p>Indicates the test part number to which the score for the current test part record should be added. For example, if you are defining test part number 3 and you want the system to add the score for test part 3 to the score for test part 2, then type 2 in the Add to field in the test part 3 record.</p> <p>Note: The system does not perform calculations based on data in the Add fields. You must perform calculations manually.</p>
User Cd	User-defined field. You can use this field to store text that you type or you can use the Tables Definition atom (62) to associate the field with a table of choices that you define.
Title	Descriptive name of the test part, for example, Verbal, Math, Reading, or Standard Writing
Assess	State assessment area. You must assign proficiency levels to at least one of the score types in the test part that corresponds to the assessment area or the system returns an error.
Max	Maximum raw score that can be earned on the test part
Short 1 / Short 2	Brief labels for the test part. The system prints short label 1 above short label 2 in narrow column headings on labels.
Long 1 / Long 2	Longer labels for the test part. The system prints long label 1 above long label 2 in column headings on reports. This field defines the subtests of the standard tests.
Passing	Minimum score required to pass the test

<i>Field</i>	<i>Description</i>
Exclude Score From Test Part	<p>Whether you can enter a score for a score type. These fields are available when you add score types for a test on the Test Grade Types tab.</p> <ul style="list-style-type: none"> • A blank field value means you can enter a score for the score type in the Testing History atom. • An Exclude field value means you cannot enter a score for the score type. The system shades cells for excluded score types in the matrix on the Testing History Detail screen. • If you exclude a score, the TES02 and TES03 reports display a blank score. The TES03 exception report ignores excluded score types. <p>Note: This option is not available in version 5.0 of the SASixp software.</p>

Test Grade Types Tab



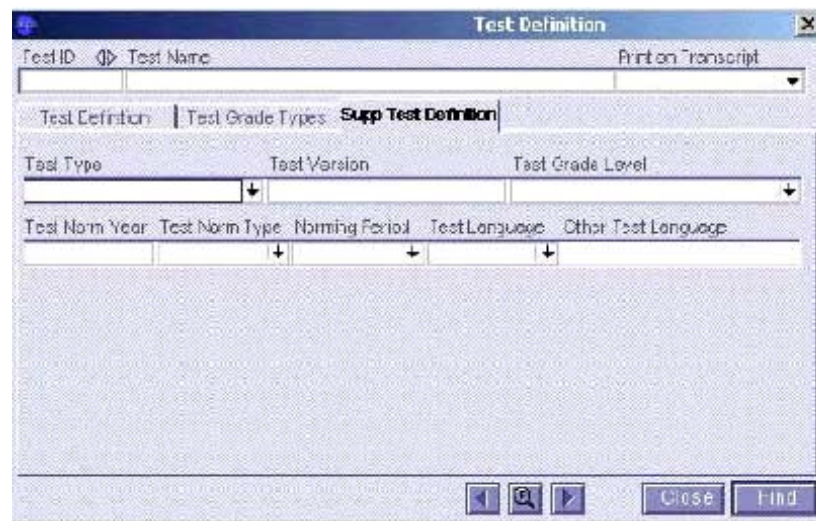


Test Grade Types Tab Fields

Field	Description
Group	Group of students who take the test <ul style="list-style-type: none"> ● C - College Entrance ● E - Elementary Student Only ● M - Middle Schl Only ● H - High Schl Only ● U - All Students
User 1 - 3	These fields are user-defined. You can use these fields to store text that you type or you can use the Tables Definition atom to associate these fields with tables of choices that you define.
Beg Grade	Lowest grade that takes the test.
End Grade	Highest grade that takes the test.
Local Test	Indicates if the test is used by the school site, rather than district-wide. If a test is defined with this option, the test data does not follow the student during the new year rollover or transfer processes.
Rstr Access	Indicates access rights to the test records. <ul style="list-style-type: none"> ● Y – Restricted, cannot add, update, or delete test records. ● N – Limited, can add test records. ● <blank> – Not Restricted, can add, update, or delete test records.
Mastery	Text that prints to indicate that a student achieved test mastery (received passing scores on all test parts).
Mast Pass	Character used in the raw score data to indicate the student achieved mastery (passed).

Field	Description
Mast Fail	Character used in the raw score data to indicate the student did not achieve mastery (failed).
Col	Number of the record.
Score Type & Description	Type of score and the score type description (from the Test Score Definition atom).

Supp Test Definition (Supplemental Test Definition) Tab



Supp Test Definition Tab Fields

Field	Description
Test Type	Test or assessment code
Test Version	Test version
Test Grade Level	Typical grade level when the test is given
Test Norm Year	Year the test was normed



Field	Description
Test Norm Type	Type of norming used for the test
Norming Period	Time of year when the test was normed
Test Language	Language in which the test is administered
Other Test Language	Other language in which the test is administered. You must enter a value in this field if the value in the Test Language field is 99 (Other non-English) or the system returns an error.

Adding Test Definitions and Test Parts

Adding Test Definitions

1. Open the Test Definition atom.
2. From the Data menu, select Add Test Definition.
3. In the **Test ID** field, type a unique test ID.
4. In the **Test Name** field, type a unique descriptive name for the test.
5. In the **Print on Transcript** field, select the Yes option from the pop-up list to print scores from the test on student transcripts. Leave the field blank if you do not want test scores to print on transcripts.
6. Click **Save**.
7. Click **Close**.

Deleting Test Definitions

1. Open the Test Definition atom and display the Test Definition tab.
2. Click the **Ln** field associated with the test definition that you want to delete.
3. From the Data menu, select Delete Test Definition.

Do not delete a test definition if scores have been recorded already for that test part. You cannot retrieve lost student data for a test part.



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4. Click **Save** to delete the test definition permanently from the system. A confirmation message displays.
5. Click **OK** to permanently delete the records or click **Cancel** to return to the Test Definition screen.

Adding Parts to Tests

1. Open the Test Definition atom and display the Test Definition tab.
2. Locate the test record to which you want to add a test part.
3. From the Test Definition menu, select Add Test Part. The system adds a new line to the matrix and displays the next available test part number in the **Part # (Part Number)** field.

You can change a test part number, but do not perform any changes to test parts that have already received score data or your data will display incorrectly in the Testing History atom.

4. In the **Add To** field, type the test part number to which the system should add the score for the current test part record (if applicable).

The system does not perform calculations based on data in the **Add To** fields. You must perform calculations manually.

5. In the **Title** field, type a descriptive name for the test part.
6. In the **Max** field, type the maximum raw score that can be earned on the test part.
7. In the **Short 1** and **Short 2** fields, type short labels for the test part. The system prints short label 1 above short label 2 in narrow column headings on labels.
8. In the **Long 1** and **Long 2** fields, type longer labels for the test part. The system prints long label 1 above long label 2 in column headings on reports.
9. In the **Passing** field, type the minimum score required to pass the test part.
10. Click **Save**.
11. Click **Close**.



Deleting Parts from Tests

1. Open the Test Definition atom and display the Test Definition tab.
2. Locate the test record from which you want to delete a test part.
3. Click the **Ln** field associated with the test part that you want to delete.
4. From the Test Definition menu, select Delete Test Part.

Do not delete a test part if scores have been recorded already for that test part. The system may lose test data or display it incorrectly in the Testing History atom.

5. Click **Save** to delete the test part record permanently from the system .
6. Click **Close**.

Adding Test Groups and Score Types to Tests

You can specify student test groups (from a pre-defined list) who must take a particular test. You can also designate up to seven score types for each test. (You can define score types in the Test Score Definition atom.)

Adding Score Types and Test Groups to Tests

1. Open the Test Definition atom.
2. Select the Test Grades Types tab.
3. Locate the test record to which you want to add a score type or group.
4. In the **Group** field, select a group of students who take the test from the pop-up list.
5. In the **User 1**, **User 2**, and **User 3** fields, enter information about the user.

You can use these fields to store text that you type or you can use the Tables Definition atom to associate these fields with tables of choices that you define.



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6. In the **Beg Grade** and **End Grade** fields, enter or select the lowest and highest grades, respectively, that take the test.

If you want to enter a grade other than one listed on the drop-down menu, delete the Grade (GRD) table from the **Table** column associated with the **BegGrade** and **EndGrade** field record rows in the Test Definition (ATED) file using the File Definition Pro atom (134).

7. In the **Local Test** field, select Y - Yes to indicate the test was administered locally.
8. In the **Rstr Access** field, select the appropriate option to add, edit, or delete data for the tests. If you select Y, you must have mass change rights to make a change.
9. In the **Mastery** field, select Y - Yes if you want to print if a student achieves mastery on the test. Leave blank if you do not want to print that information.
10. In the **Mast Pass** (Mastery Passed) field, type the character used in the raw score data that indicates that the student achieved mastery on the test.
11. In the **Mast Fail** (Mastery Failed) field, type the character used in the raw score data that indicates that the student did not achieve mastery on the test.
12. In the first **Score Type & Description** field, select the score type that you want to use from the pop-up list.
13. Repeat Step 11 for up to seven score types per test.
14. Click **Save** .
15. Click **Close**.

Deleting Score Types from Tests

1. Open the Test Definition atom and select the definition from which you want to delete score types.
2. Select the Test Grade Types tab.



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3. Select the cell containing the score type you want to delete, and choose a blank to remove the score type.

Do not delete a score type if scores have been recorded already for the test. The system may lose test data or display it incorrectly in the Testing History atom.

4. Click **Save**.
5. Click **Close**.

Testing History Atom

The Testing History atom enables you to view, maintain, and change test scores for students at your school. You can choose to print test scores on student transcripts from the Course History atom.

Testing History Screen

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Torres	Katie	K	10	F	1515

Ln	Test ID	Test Name	Adm Date	Grd	Month	Off-site
1	VLT07	Virginia Literacy Test 7	10/15/99	10	October	

Navigation icons: Back, Search, Forward, Close



Testing History Screen Fields

Field Name	Description
Ln	Line number for the test history record.
Test ID	Unique number or ID of the test.
Test Name	Unique descriptive name of the test.
Adm Date	Date the test was administered. (A specific test can be taken only once on a particular day).
Grd	Student's grade level at the time the student took the test.
Month	Grade level month that the student took the test.
Off-Site	Indicates whether the student took the test at your school or at another location (Blank indicates your school, Yes indicates another location).



Testing History Detail Screen

To reach the Testing History Detail screen, double-click a line (Ln) on the Testing History screen for more information.

Shaded cells indicate that a score has been excluded from the test part, using the Test Definition atom. You can't enter a score for these test parts.

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Abassi	Elisa		11	F	7

Test ID	Test Name
231	Staff test

Adm Date	Grd	Month	Adm Schl#	Admin School Name
01/01/00	09	February	998	ELEMENTARY DAILY N/SCHEDULE N/TRACK

Comments	Off-Site	User 1	User 2	User 3

Test Parts							
Nm	Title	Max	Add	RAW	G/E	PCT	Mastery
1	geography	50					
2	literature	40					

Testing History Detail Screen Fields

Field Name	Description
Test ID	Unique number of the test.
Test Name	Unique descriptive name of the test.
Adm Date	Date the student took the test.
Grd	Student's grade level at the time the student took the test.
Month	Grade level month that the student took the test.



Field Name	Description
Admin Schl#	School number of the school in which the test was administered.
Adm School Name	Name of the school in which the test was administered.
Comments	You can enter comments about this test.
Off-site	Indicates whether the student took the test at your school or at another location (Blank indicates your school, Yes indicates another location).
User 1 - 3	User-defined field.
Test Parts Section	
Nm	Test parts number. This information is defined in the Test Definition atom.
Title	Descriptive name of the test part.
Max	Maximum score that can be earned on this part of the test.
Add	Part number of the test that should be added.
User-defined fields	Number of columns and the headings for these fields depend on the score types defined in the Test Score Definition atom.
Mastery	Indicates whether the student passed or failed the test part.
Edit scores - display without masks	Indicates whether to ignore a mask and display the raw score data. You must select this checkbox if you want to edit scores.

Using the Testing History Atom

These instructions describe how to view, add, and change test history data for individual students.



Viewing Student Test History Data

1. Open the Testing History atom.
2. Locate the appropriate student record.
3. In the **Test ID** field, locate the test record that you want to view.
4. Double-click the line number (**Ln**) of the test record that you want to view in detail to display the Testing History Detail screen.
5. Click **Close**.

Adding Test Records

1. Open the Testing History atom.
2. Locate the appropriate student record.
3. From the Data menu, select Add Test. The system displays the Testing History Detail screen.
4. In the **Test ID** field, select a test ID from the pop-up list. The system displays the test part information for the selected test.

You cannot edit test information that is dimmed on this screen (you must perform edits from the Test Definition atom).

5. In all available fields on the screen (including the Test Parts section), type information or select an item from the pop-up list.

If you want to enter a grade other than one listed on the drop-down menu, delete GRD from the **Table** field of Grade in the ATEs file using the File Definition Pro atom.

6. Click **Save** (or click **Undo** to erase the data).

Changing Test Record Information

1. Open the Testing History atom.
2. Locate the appropriate student record.
3. In the **Test ID** field, locate the test record for which you want to change information and double-click the test record line number (**Ln**). The system displays the Testing History Detail screen.



4. In all available fields on the screen (including the Test Parts section), type new information or select a different item from the pop-up list.
5. Click **Save** (or click **Undo** to restore previous data).

Test History Menu Options

<i>Menu Option</i>	<i>Description</i>
Test Results (TES01)	Prints test results for selected students. For each student, the report displays student ID, name, birth date, sex, entry date, grade level, ethnic code, ESL status, special ed status, and test part mastery status (pass/fail). For more details, see the Test History section in the <i>SAS/XP™ Sample Reports Guide</i> .
Standard Test Results (TES02)	Generates a report for selected students that includes the test name, test date, school at which the test was administered, name and number of each test part, and the student's score for each test part. For more details, see the Test History section in the <i>SAS/XP™ Sample Reports Guide</i> .
Detailed Test Results (TES03)	Generates a report of all tests that lists names and IDs of students who have taken the test, student grade level, score type, name of test and sub-tests, test dates, and student sub-test scores. For more details, see the Test History section in the <i>SAS/XP™ Sample Reports Guide</i> .
Selected Tests Comp (TES04)	Generates a report that compares student scores for up to three tests. The report indicates test codes and descriptions, sub-test codes and descriptions, student names, IDs, and sub-test scores. For more details, see the Test History section in the <i>SAS/XP™ Sample Reports Guide</i> .



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<i>Menu Option</i>	<i>Description</i>
Format Score	Changes numeric test scores to be right-justified and zero-padded. This enables reports to correctly sort on scores and query on score values. This option only displays if you are a security officer.



Training Evaluation – SASIxp™ Test History

Pearson School Systems

We hope this class met your expectations and needs. Please give us your evaluation of the session so that we can continue to improve our curriculum, training materials, and effectiveness as instructors.

Instructor _____ Date _____
 District _____ Location _____

<i>Were you satisfied that the ...</i>	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>N/A</i>
Instruction					
Material was covered in enough depth	4	3	2	1	
Time provided to cover the material was adequate	4	3	2	1	
Pace of instruction was appropriate	4	3	2	1	
Explanations were complete	4	3	2	1	
The questions you asked were answered	4	3	2	1	
Content was delivered in a well-organized fashion	4	3	2	1	
Training handouts were useful	4	3	2	1	
Use of hands-on activities was effective	4	3	2	1	
Course was effective overall	4	3	2	1	



<i>Were you satisfied that the ...</i>	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	N/A
Instructor					
Presentation and teaching skills	4	3	2	1	
Knowledge of the material	4	3	2	1	
Pleasant and encouraging manner	4	3	2	1	
Respectful and courteous treatment of participants	4	3	2	1	
District Controlled Factors					
Physical training environment was appropriate	4	3	2	1	
Workstations were operational and loaded with SASIxp educational software prior to the scheduled start time	4	3	2	1	
Equipment functioned properly	4	3	2	1	
Participants were free from interruptions	4	3	2	1	
Participants came with a positive attitude	4	3	2	1	

<i>Were you satisfied that you can...</i>	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	N/A
Objectives – SASIxp Test History					
Define the types of local and standardized tests that students at your school take	4	3	2	1	
Define the types of proficiency and literacy tests that your school administers to students	4	3	2	1	
Add parts to tests	4	3	2	1	



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Were you satisfied that you can...	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	N/A
View and maintain standardized test data for students	4	3	2	1	
View and maintain proficiency test data for students	4	3	2	1	
View and maintain college entrance exam data for students	4	3	2	1	
Export college entrance exam data to other applications	4	3	2	1	
Use the atoms in the Extended Testing History folder to replace atoms in the Test History folder	4	3	2	1	
Add test score types	4	3	2	1	
Define test score masks	4	3	2	1	
Record student test histories	4	3	2	1	

Comments/Suggestions for Training:



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