

Test History

Viewing Test History (S734)

The Test History Sub-menu displays a list of all standardized tests the student has taken. It also displays the administration date, the school year and grade level for each test. **Only tests that should be included in the student's transcript should have YES in that field. Double-click on the Yes to EXCLUDE the test and its scores.**

Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
FCAT 2.0 (FC2)	04/28/2014	2013-2014	08				C	Yes	011	0401	

- Click on the grey triangle next to the test name to view test scores (S735).

Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
Standard Achievement Test (STA)	03/12/2008	2006-2008	K3					No	01		
Test Parts											
Test	Local Score (LS)	Percent Correct Equivalent (PCE)	Percent Correct (PC)	Raw Score (RS)	National Percentile (NP)	State Percentile (SP)	Developmental Score (DS)	Achievement Level (AL)	Points Possible (PP)	Local Score (LS)	Test Level (TL)
COMPREH				0		-422					0009
MATH				12		-429					0009
N/A											N/A
Standard Achievement Test (STA)	03/12/2008	2006-2008	K3					No	01		
Standard Achievement Test (STA)	03/12/2008	2007-2008	02					No	01		
Florida Comprehensive Assessment Test (FCAT)	03/12/2008	2008-2009	03					No	01		
Florida Comprehensive Assessment Test (FCAT)	03/12/2008	2009-2010	04					No	01		

Entering Test History

Standardized test results are typically imported into student records. However, based on profile permissions, users have the ability to manually enter or update student test data, such as district assessments.

- Click on the student's **Test History** sub-menu. Locate the row of blank Test fields.

Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
N/A	1	2	3	4	N/A	N/A	5				

- Select the **Test** from the drop down
 - Enter the **Date** the test was administered
 - Enter the **School Year** the test was administered
 - Enter the student's **Grade Level** at the time the test was administered
 - Check this box if the test score should be Included in the Transcript; otherwise, leave blank**
 - Click the Save button after all applicable fields have been completed
- Click the **grey arrow** after the **Test Name** to enter the scores for the applicable test parts.
 - Click Save.

1 Test Administration											Filter	11
Test	Administration Date	School Year	Grade/Level	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administers			
Florida Comprehensive Assessment Test (FCAT)	02/28/2018	2014-2015	10	-	-	-	10	No	61			
11 Test Parts												11
Title	Raw Score (RS)	Scale Score (Expanded Standard Score) (SS)	National Percentile (NP)	Normal Curve Equivalent (NCE)	Lexile Score (LX)	Achievement Level (AL)	Pass/Fail (PF)	Developmental Score (DS)	Not Applicable (ZZ)			
SSS Reading	62	418	-	-	-	5	Y	334	-			
Vocabulary	8	-	-	-	-	-	-	-	-			
Reading Application	13	-	-	-	-	-	-	-	-			
Literary Analysis Fiction/Nonfiction	11	-	-	-	-	-	-	-	-			
Informational Text/Research Process	12	-	-	-	-	-	-	-	-			