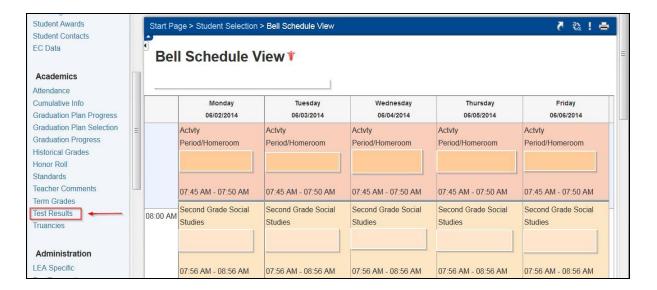# Entering Read to Achieve Scores

Use the following steps to enter test scores for a student record.
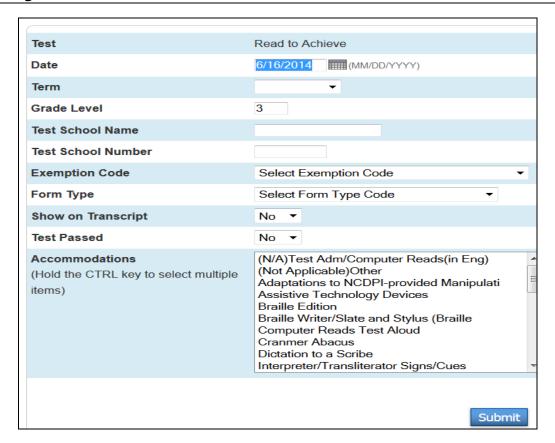
Navigation: Start Page > Select student > Academics > Test Results

1. Select a student.
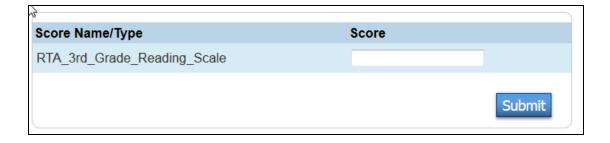2. Click `Test Results` under the `Academics` section.

3. Select `Read to Achieve` from the `Enter New Test` drop-down menu and click `Submit`.
4. Complete the following data entry fields then click `Submit`:
   a. Enter the `Date` the test was taken.
   b. Select the `Term` in which the date falls.
   c. Enter the `Grade Level` of the student when the test was taken.
   d. Enter the `Test School Name` where the test was taken.
   e. Enter the `Test School Number` where the test was taken.
   f. Select `Exemption Code` if there is one.
   g. Select `Yes` or `No` from the dropdown for `Test Passed`.

5. Populate the test **Score** fields with a **Y** or **N** (as needed for each test type) and click the **Submit** button.