

Entering Test Scores or Exemption Codes

This document details the method to enter test scores or exemption codes to a student record.

Navigation: Start Page > Select student > Test Results

1. From the **Start Page**, select a student.
2. Under **Academics**, select **Test Results**.
3. At the **Test Results** screen, select a Test from the **Enter New Test** drop-down menu and click **Submit**.

4. Complete the following fields and then click **Submit**:
 - a. **Date** - enter the **Date** that the test was taken. (See Testing Coordinator for Guidance)
 - b. **Term** - select the **Term** in which the date falls.
 - c. **Grade Level** - enter the **Grade Level** of the student when the test was taken.
 - d. **Test School** - enter the name of the school where the test was taken.
 - e. **Test School Number** - enter the school number where the test was taken.
 - f. **Exemption Code** - Enter the **exemption reason code** for the test.

Important: For students who have transferred from another State and are missing test scores, enter the same code in the **Exemption Code** and **Test Score** fields (entered in [Step 5](#)). Both fields *must* be populated. Select 'S' for 'Transfer/course credit –no EOC taken or 'H' for 'Transfer without an EOG score', for Grade 8 to indicate a transferred in student without a test scores. A

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'G' code is to be manually entered if the medical exception has been approved by NCDPI.

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- g. **Form Type** – Describe. Does selection here affect reports other areas, or screens?
- h. **Show on Transcript** - select 'Yes' if the score should show on the transcript.
- i. **Test Passed** - select 'Yes' if the student passed the test.
- j. **Accommodations** – Select Accommodation(s) if applicable.

New Student Test	
Test	8th Grade Math
Date	10/6/2014 (MM/DD/YYYY)
Term	
Grade Level	8
Test School Name	
Test School Number	
Exemption Code	H Transfer without an EOG score
Form Type	Default Form
Show on Transcript	Yes
Test Passed	Yes
Accommodations (Hold the CTRL key to select multiple items)	<ul style="list-style-type: none">Adaptations to DPI Prov. ManipulativesAssistive Technology DevicesBraille EditionBraille Writer/Slate and StylusComputer Reads Aloud Student ControlledCranmer AbacusDictation to a ScribeHospital Home TestingInterpreter/Trans. Signs/Cues TestKeyboarding Devices
<input type="button" value="Submit"/>	

5. Optionally, to populate the test score fields (as needed for each test type), click the **Submit** button.

Enter Test Score(s)	
Score Name/Type	Score
8th_Grade_Math_Development_Scale	4
8th_Grade_Math_Pass_Fail	80
8th_Grade_Math_Achievement_Level	88
8th_Grade_Math_Percentile	70
<input type="button" value="Submit"/>	

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