## **Entering Test Scores or Exemption Codes**

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

Academics		Welcome,	Help Sign Out
Attendance	HOME BASE INFORMATION SYSTEM		
Cumulative Info		School: Middle	Term: 14-15 Term 1
Graduation Plan Progress	Start Page > Student Selection > Test Results		78156
Graduation Plan Selection	<u>م</u>		
Graduation Progress			
Historical Grades	lest Results 1 0		
Honor Roll	The second secon		
Standards	BewerSchool Test Secret		
Teacher Comments	PowerSchool Test Scoles		
Term Grades			
Test Results	Enter New Test:	Submit	
Truancies	-		
	Teet Teet Date Grade Level Teet Name	Score Name Score	Type Score

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

Test Results <sup>(2)</sup>				
Mannality Tan	8	Adda.		
PowerSchool	Test Scores			
Enter New Test	8th Grade Math	Submit		
Test	8th Grade Reading 8th Grade Science ACT ACT Work Keys Ag Mechanics I	me		
	An Mechanics II	-		

- 4. Complete the following fields and then click **Submi t**:
  - 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 <u>Step 5</u>). Both fields <u>must</u> 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

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

- 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	
Notice the second second	
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)	Adaptations to DPI-Prov. Manipulatives Assistive Technology Devices Braille Edition Fraille Writer/Slate and Stylus Computer Reads Aloud Student Controlled Crammer Abacus Dictation to a Scribe Hospital Home Testing Interpreter/Trans. Signs/Cues Test Keyboarding Devices
	Submit

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

Enter Test Score(s)	
minimum minimum minimum 8	106640
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
	Submit

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