

# InformationNOW – Standardized Tests

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## About this Guide

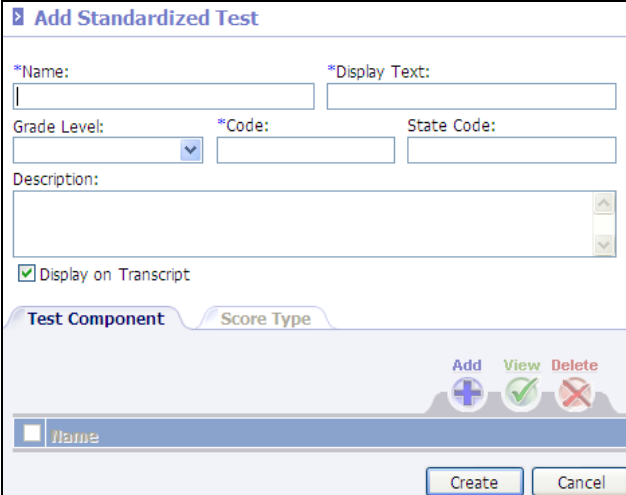
This Quick Reference Guide provides an overview of the options available for tracking standardized tests in InformationNOW.

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## Creating Standardized Tests

To create a standardized test in InformationNOW, perform the following steps.

1. Go to **System Preferences | Setup**.
2. Select **Standardized Tests** from the available list and click **Refresh**. Existing tests will display.
3. To enter a new test, click **Add**.



The screenshot shows the 'Add Standardized Test' form. It includes the following fields and controls:

- \*Name:** Text input field.
- \*Display Text:** Text input field.
- Grade Level:** Dropdown menu.
- \*Code:** Text input field.
- State Code:** Text input field.
- Description:** Text area with scrollbars.
- Display on Transcript**
- Test Component** and **Score Type** tabs.
- Buttons: **Add** (plus icon), **View** (checkmark icon), **Delete** (X icon).
- Table header: **Name**.
- Create** and **Cancel** buttons at the bottom.

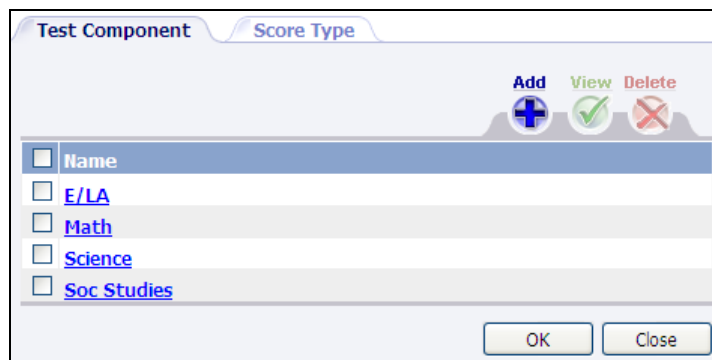
4. Complete the fields. Required fields are indicated with an asterisk (\*).
  - **\*Name:** Enter the name of the test. Since the date that the student took the test may be entered on the student's record, it is not recommended that users name the test with the year or date as part of the test name (i.e., do not use *ACT 2010*).
  - **\*Display Text:** The display text will print on the transcript and the transcript-landscape reports.
  - **Grade Level:** Select the grade level of students who will be taking this test.
  - **Code:** Enter a unique identifier for this test.
  - **State Code:** Where applicable, enter the appropriate code for this test for state reporting purposes.
  - **Description:** Enter a brief description for this test.
  - **Display on Transcript:** Check if this test is to be displayed on student transcripts. Users also have the ability to select this option on the individual student records.

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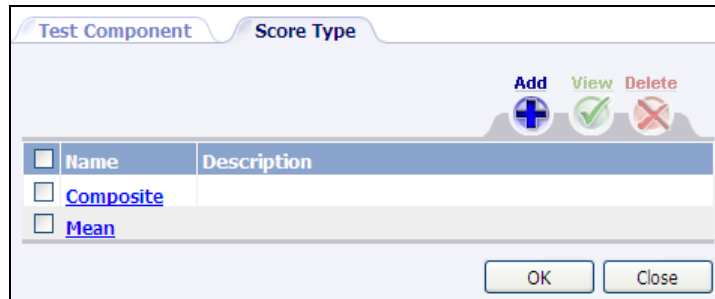
WARNING! If the user checks or unchecks the *Display On Transcript* option and clicks **OK**, this will overwrite any options that have been set on the individual student's standardized test record.

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5. Click **Create**.
6. The record will be saved. Use the *Test Component* and *Score Type* tabs to enter the various types of scores that may be recorded for this test. These elements must be created before a test result file from the testing facility may be imported.
  - **Test Components:** Enter the various sections of the test for which a student may receive a score. For example, to import the E/LA, Math, Science or Social Studies scores for the ACT, users should create components for each of these four sections. If using the **Import Student Test Scores** option, users will not be required to import every section. Users may select which sections to import at that time. See "Import Student Test Scores" on page 7 for more details.



- **Score Type:** Enter the various score types that a student may receive for a test. Ex. *Composite, Mean*. If using the **Import Student Test Scores** option, users will not be required to import every section. Users may select which sections to import at that time. See "Import Student Test Scores" on page 7 for more details.



7. Click **OK** to save the changes.

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## Assigning Tests to Students

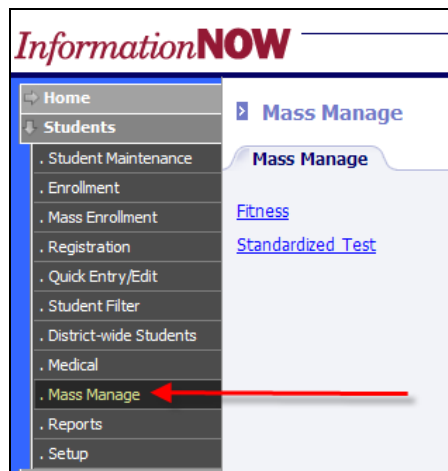
Note: If the district has received a test result file from a testing facility and uses the **Import Student Test Scores** instructions to import student test results, it is not necessary to assign tests to students before importing scores. The test records will be created for the student during the import process.

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### By Group

A test may be assigned to a group of students. To assign a test to a group of students, perform the following steps:

1. Go to **Students | Mass Manage**.



2. Select **Standardized Test**.
3. Review the steps and click **Next**.

Note: A message will display if no standardized tests have been created. To create standardized tests, go to **System Preferences | Setup**. Select **Standardized Tests** from the lookup list and click **Refresh**. Click **Add** to insert a new record.

Also, if a school is to be assigned to the test record indicating the school at which the students took the test, schools should be created under **School/District | School**.

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**Mass Assign Standardized Test**

**Mass Assign Standardized Test**

**Directions**

Step 1. Enter criteria to build a list of students.  
 Step 2. Select one or more students.  
 Step 3. Set Standardized Test values to be assigned.  
 Step 4. Press 'Assign' to complete the process

**Note:** Duplicates will not be assigned

Cancel < Back Next >

4. Enter the search criteria to create a list from which students may be selected (ex. *Grade Level 11*).

**Mass Manage**

**Mass Assign Standardized Test**

Step 1. Enter criteria to build a list of students.

**Criteria**

First Name:  Last Name:

Student Number:  Date of Birth:  ...

Social Security Number:  Gender:

Phone:  State ID Number:

Grade Level:   Homeroom:  [Find](#)

Section Number:  [Find](#)  Currently Enrolled Students

**Filter**

Student Filter:

Cancel < Back Next >

5. Click **Next**.
6. The resulting list of students will display. Use the **Add >**, **Add All >>**, **< Remove** or **<< Remove All** buttons to move students to the right hand side of the screen who are to be assigned the test.

**Mass Manage**

**Mass Assign Standardized Test**

Search Criteria: [Grade Level = 11](#)

Step 2. Select one or more students.

Student List	Selected Students
S1001 - F - 11 - Adams, Amy Louise S1040 - M - 11 - Agassi, Benjamin S1004 - M - 11 - Aikman, Tom S1090 - M - 11 - Anderson, Brent S1006 - M - 11 - Anderson, Hank S1088 - M - 11 - Ant, Adam S1087 - F - 11 - Bassett, Angela S1056 - M - 11 - Hanks, Anthony S1089 - F - 11 - London, Jessica S1055 - M - 11 - Pacino, Albert S1046 - F - 11 - Portman, Nicole S1048 - F - 11 - Swank, Helen S1047 - F - 11 - Tyler, Linda S1057 - M - 11 - Washington, Daniel	

7. Click **Next**.

**Mass Manage**

**Mass Assign Standardized Test**

Search Criteria: [Grade Level = 11](#)

Step 2. Select one or more students.

Student List	Selected Students
	S1001 - F - 11 - Adams, Amy Louise S1040 - M - 11 - Agassi, Benjamin S1004 - M - 11 - Aikman, Tom S1090 - M - 11 - Anderson, Brent S1006 - M - 11 - Anderson, Hank S1088 - M - 11 - Ant, Adam S1087 - F - 11 - Bassett, Angela S1056 - M - 11 - Hanks, Anthony S1089 - F - 11 - London, Jessica S1055 - M - 11 - Pacino, Albert S1046 - F - 11 - Portman, Nicole S1048 - F - 11 - Swank, Helen S1047 - F - 11 - Tyler, Linda S1057 - M - 11 - Washington, Daniel

8. Select the test to be assigned to the select group of students. Required fields are indicated with an asterisk (\*).

**Mass Assign Standardized Test**

**Assign Standardized Test**

**Standardized Test**

\*Standardized Test:

\*Date:  ...  ...  [Find](#)

- **\*Standardized Test:** Select the test to be assigned to the students.
- **\*Date:** Enter the date the test was taken or is to be taken. If unsure, enter the most likely date.
- **Grade Level:** A grade level may be assigned to the student's test record indicating the grade level of the student at the time the test was taken. For example, if the test was taken when the students were in 10<sup>th</sup> grade, select grade level 10 here.

- **School:** A school may be assigned to the student’s test record indicating the school at which the test was taken. For example, if the test was taken at Anytown High School, select it from the list.

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Note: Schools must first be created under **School/District | School**.

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9. Click **Assign**. The records will be added to the students. To verify, go to **Students | Student Maintenance**. Search for and select to **View** the student. Select the **Standardized Tests** link from the *Manage* menu on the left.

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Note: Duplicates will not be assigned where *Standardized Test, Date, Grade Level* and *School* are the same as an existing student standardized test record. When duplicate records are encountered during the assignment procedure, the student will be skipped.

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## By Student

To assign a test to a single student, perform the following steps:

1. Go to **Students | Student Maintenance**.
2. Search for and select to **View** a student.
3. Click **Standardized Tests** under the *Manage* menu on the left. Existing tests will display.
4. To insert a new record click **Add**.
5. Select the test to be assigned to the student by clicking on the name of the test that appears as a blue link or by bulleting the test and clicking **Next**.

The screenshot shows a dialog box titled "Assign Test" with a tab labeled "Tests". It contains a table with the following columns: Name, Display Text, Description, and GR. There are two rows of data:

Name	Display Text	Description	GR
<input type="radio"/> ACT	ACT		
<input type="radio"/> SAT	SAT		

At the bottom right of the dialog are three buttons: "Cancel", "< Back", and "Next >".

6. *Name, Display Text* and *Description* will display and may not be edited. Complete the fields. Required fields are indicated with an asterisk (\*).

The screenshot shows a dialog box titled "Add Standardized Test" with a tab labeled "Assign Test". It contains the following fields:

- Name: ACT
- Display Text: ACT
- Description: (empty text area)
- \*Date: (empty text field with an ellipsis button)
- Grade Level: (dropdown menu)
- School: (empty text field with a "Find" link)
- Display on Transcript

At the bottom right of the dialog are three buttons: "Cancel", "< Back", and "Create".

- **Date:** Enter the date the student took the test or use the ellipsis button to select the date from a calendar view.
- **Grade Level:** Select the grade level of the student at the time the test was taken.

- **School:** Click **Find** to search for the school at which the student took the test. Schools must first be created under **School/District | School** before it may be selected here.
- **Display on Transcript:** Check if this test is to appear on this individual student's transcript.

## Import Student Test Scores

### Create the Import Layout

To import student state-assigned ID numbers, the import layout must be created. Go to **Utilities | File Imports**. Select the *Tests* tab.

Note: A delimited, fixed width or XML file must be obtained from the testing facility. The district must also obtain the layout for the file in order to create the import layout in *InformationNOW*.

The file must contain a unique student identifier that corresponds with one of four student numbers in *InformationNOW* (*Alternate, SSN, State ID Number* or the system-assigned *Student Number*). During the import, the records will be matched to the student based on one of these numbers.

All Standardized Tests that have been entered under **System Preferences | Setup** will display. To set up the import for the test, click the name of the test that appears as a blue link or bullet the test and click **View**.

**ACT - Edit Import Settings**

**Criteria**

\*File Type:  Delimiter:  \*Student Identifier:  Requirements Minimum:  Numeric  Text  Overwrite Existing

Header Record

Test Date:  Standard  Separated  Not in File  MM/dd/yyyy  \*Assign Grade Level:   Assign to Currently Enrolled School

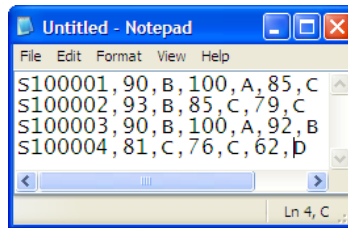
**Layout**

	Column Index	Start Position	Length	XML Tag	
Student Identifier*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Record Type	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Record Type Identifier: <input type="text"/>
<b>Test Date</b>					
Standard	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Month	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Scores</b>					
<input type="checkbox"/> E/LA					Requirement Minimum: <input type="text"/>
<input type="checkbox"/> Composite	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Mean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Math					
<input type="checkbox"/> Composite	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Mean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Science					
<input type="checkbox"/> Composite	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Mean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Soc Studies					
<input type="checkbox"/> Composite	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Mean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **File Type:** Select the type of the file that was received from the testing facility that contains the student scores to be imported (*Delimited, Fixed, XML*). Based on the type of file selected, various fields will become active throughout the screen.

- **Delimited:** Delimited indicates a file that contains one row per student. The data elements within the row have been separated by a delimiter such as a comma or colon.

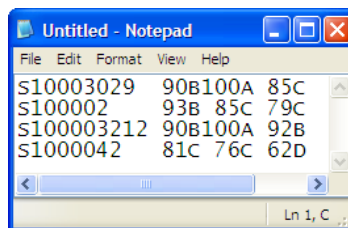
Sample Comma-Delimited File: Notice each field is separated by a comma.



If *Delimited* is selected, use the *Column Index* column in the layout section of the screen to enter the column or field # that contains the data to be imported.

- **Fixed:** Fixed indicates a file that contains fields that are a specified width. The data elements within the row are typically not separated by a delimiter such as a comma or colon.

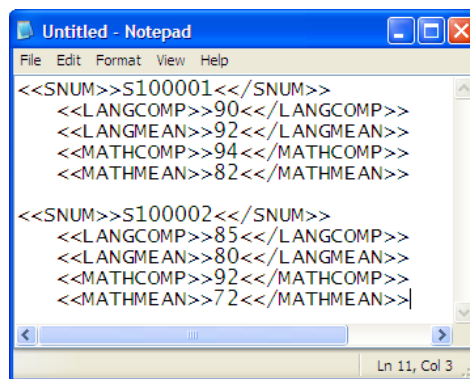
Sample Fixed Width File: Notice how there is no delimiter between each field. Each field has the same starting position (i.e., 90, 93, 90 and 81 all line up directly in the same column).



If *Fixed Width* is selected, use the *Start Position* and *Length* fields to indicate the starting position and the length of each field that contains data that is to be imported.

- **XML:** XML indicates a file that contains fields that are denoted with XML tags.

Sample XML File: Notice how each field is surrounded by an identifying tag (ex. <<SNUM>>)



If *XML* is selected, use the *XML tag* column to indicate the tag surrounding the data to be imported. It is not necessary to enter the << or >> characters. Only the name of the field (ex. *SNUM*) needs to be entered in the fields provided.

- **Delimiter:** If the file type to be imported is delimited, enter the field delimiter in the field provided (ex. a comma(,) or a semi-colon (;)).

- **\*Student Identifier:** Select the student ID number in *InformationNOW* that is to be used to match up student records from the file to be imported. Select Alternate Student Number, *Social Security Number*, *State ID Number* or *Student Number*.
- **Requirements Minimum:** During the import, a student's score may be marked as *Meets Requirement*. Select if the student score record is to be marked as *Meets Requirement* based on a numeric value or a specific text value. For example, if a student score is to be marked as *Meets Requirement* if the student receives a numeric value of 100, select **Numeric**. If the student score is to be marked as *Meets Requirement* if the student has a *Y* in a specific field, select **Text**. Requirement Minimum will be entered under the *Scores* section of the screen. More details regarding the Requirements Minimum are discussed later in this document.
- **Overwrite Existing:** Check if the import file was previously imported and user is re-importing the file and wishes to overwrite any existing test result records for the selected test.
- **Header Row:** Check if the file being imported contains a header row. If checked, the header row will be ignored during the import process. This setting will be ignored if importing a file type of *XML*.
- **Test Date:** If the import file contains the date of the test and it is to be imported, select the type of date. For example, if the import file date to be imported is in *MM/DD/YYYY* format, select **Standard**. If the date within the import file is in a separated format where the date is broken down into multiple fields separated by a comma, select **Separated**. If the test date is not in the import file, select **Not In File** and enter the test date in the field provided.
- **Assign Grade Level:**
  - **Current Grade Level:** If selected, the student's current grade level on their *Main* tab will be will be assigned to the test record when created.
  - **Grade Level Attached To Test:** If selected, the grade level assigned to the test will be assigned to the student when the test record is created. To see the grade level assigned to the test, go to **System Preferences | Setup**. Select **Standardized Tests** from the drop list and click **Refresh**. Select to **View** the test to view the Grade Level assigned to the test. This is the grade level that will be assigned to the test record that is created for the student during the import.
- **Assign to Currently Enrolled School:** If selected, the school in which the student is currently enrolled will be assigned to the **School** field on the test record as it is created during import. If the student is enrolled in multiple schools, the school with the most current enrollment date will be assigned.
- **Layout**
  - **Student Identifier:** Defines the location of the student number on which the records are to be matched during the import process.
    - If the file type is *Delimited*, enter the *Column Index* at which the student identifier is located.
    - If the file type is *Fixed*, enter the *Start Position* and the *Length* of the student identifier.
    - If the file type is *XML*, enter the *XML tag* used to categorize the student identifier (ex. <<*STUNUM*>>).
  - **Record Type Identifier:** If the import file contains multiple tests and users wish to only import results for one specific test, criteria may be entered to clarify the single test to be imported. For example, if the file contains multiple tests but the school only wishes to import the Language scores, users may enter the identifier within the import file that identifies the location of Language scores. All other test scores would be ignored.
    - If the file type is *Delimited*, enter the *Column Index* at which the test identifier is located and enter the *Record Type Identifier* in the field provided. For example, if column 4 has the word *Language*, indicating that this row is the student's language test results, enter a 4 in the *Column Index* field. Enter the word *Language* in the *Record Type Identifier* field. This indicates that if the column 4 has the word *Language*, the record is to be imported. All other records will be ignored.

- If the file type is *Fixed*, enter the *Start Position* and the *Length* of the test identifier and enter the *Record Type Identifier*. For example, if the field located at starting position 44 and length of 15 has the word *Language*, indicating that this row is the student’s language test results, enter a 44 in the starting position and enter a length of 15. Enter the word *Language* in the *Record Type Identifier* field. This indicates that if position 44 has the word *Language*, the record is to be imported. All other records will be ignored.
    - If the file type is *XML*, enter the XML tag used to identify the type of test and enter the *Record Type Indicator*. For example, if records with the XML tag of <<*Category*>>*Language* are to be imported, enter the XML tag of <<*Category*>> and enter the *Record Type Identifier* of *Language*. This indicates that any record with the XML tag of <<*Category*>> that contains the word *Language* is to be imported. All other records will be ignored.
  - **Test Date:**
    - Standard: Enter the location of the Standard Date. Only enabled when Test Date of *Standard* is selected.
    - Month: Enter the location of the month portion of the date in the import file. Only enabled when Test Date of *Separated* is selected.
    - Day: Enter the location of the day portion of the date in the import file. Only enabled when Test Date of *Separated* is selected.
    - Year: Enter the location of the year portion of the date in the import file. Only enabled when Test Date of *Separated* is selected.
  - **Scores:** A list of all the components (Ex. *Math, Science*) and score types (Ex. *Composite, Mean*) for the standardized test displays. Components and Score Types are set up when the test is created under **System Preferences | Setup | Standardized Tests** on the *Test Component* and *Score Type* tabs.
    - Place a check next to each component and score type to be imported. At least one score must be selected.
    - Based on the file type selected, enter the *Column Index (Delimited)*, *Start Position/Length (Fixed)* or *XML tag (XML)* to indicate the location within the import file for the data to be imported.
    - Requirement Minimum: If a student score is to be marked as *Meets Requirement* based on criteria within the import file, enter the minimum the student must receive in order to be marked as *Meets Requirement*. For example, if the student must receive a Math Composite score of 80 or higher to meet the requirements enter an 80 in the *Requirement Minimum* field next to *Math Composite* and select **Numeric** under the *Requirements Minimum* option at the top of the screen. Any students with a math composite score of 80 or higher will be marked as *Meets Requirement* for the math composite score. If the import file contains the word *PASS* to indicate that the student met the requirements, enter *PASS* in the *Requirement Minimum* field next to *Math Composite* and select **Text** under the *Requirements Minimum* option at the top of the screen. Any students with a math composite score of *PASS* will be marked as *Meets Requirement*.

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Note: If multiple scores are being imported for a component, ALL scores must meet the minimum in order for the component to be marked as *Meets Requirements*.

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Click **OK**.

The set up of the test layout is now complete.

## Importing Scores from a File

To import an electronic test results file for a standardized test, perform the following steps:

1. Go to **Utilities | File Imports** and select the *Tests* tab.
2. Click **Browse** to select the electronic file to be imported.
3. Select a Test to be imported. Only tests that were created under **System Preferences | Setup | Standardized Tests** will display.
4. Click **Import**.

The following conditions will cause a score to fail to import:

- If the student has an existing record for the selected test and date and *Overwrite Existing* is not selected, a message will display indicating *There is already a pre-existing score for this student*.
  - If the numeric requirements minimum is selected and the score field is not numeric, a message will display indicating *The score is not numeric, cannot determine if score meets requirement minimum*.
  - If the student identifier in the file does not match an existing student record, a message will display indicating *The student identifier does not match an existing student*.
  - If a required field (*student identifier, test date, score*) is missing from import record, a message will display indicating *A required field is missing from the import record*.
5. Click **Print** to print the page of results.
  6. Click **Done** to return to the *Test Import* screen.

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Note: The import file layout must first be created. See “Create the Import Layout” on page 7 for more details.

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## Manually Entering Student Standardized Test Scores

Scores may be manually entered for a test for a single student. To enter scores, perform the following steps:

1. Go to **Students | Student Maintenance**.
2. Search for and select to **View** a student.
3. Click the **Standardized Test** link under the *Manage* menu on the left.
4. To insert a new test record for the student, click **Add**.
5. Select the test by clicking on the test name that appears as a blue link or by bulleting the test and clicking **Next**.
6. Complete the fields provided. Required fields are indicated with an asterisk (\*).
  - **\*Date**: Enter the date the student took the test.
  - **Grade Level**: Select the grade level of the student at the time the test was taken.
  - **School**: Click **Find** to search for the school at which the student took the test. Schools must first be created under **School/District | School** before it may be selected here.
7. Click **Create**.

- Select the **Text Component(s)** for which scores are to be entered and click **View**. This screen will vary depending on the test that was created under **System Preferences | Setup**.

**Edit Standardized Test**

**Assign Test**

Name: ACT      Display Text: ACT

Description:

\*Date: 01/02/2010      Grade Level:      School:      Find

Test Component	Score Type	
	Composite	Mean
<input checked="" type="checkbox"/> E/LA		
<input checked="" type="checkbox"/> Math		
<input checked="" type="checkbox"/> Science		
<input checked="" type="checkbox"/> Soc Studies		

OK      Close

- Complete the fields as needed.

**Edit Score for E/LA**

Composite:

Mean:

Meets Requirements?

OK      Close

- If desired, check if the student *Meets Requirements* for this component based on the score received.
- Click **OK**.

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## Standardized Test Report

The standardized test report is available from the following menus:

- **Reports | All Reports**
- **Student Maintenance | Reports**
- **Student Maintenance | Select to View a student | Reports** menu on the left.
- **Classroom | Reports**
- **Classroom | Select to View a section | Reports** menu on the left.

- **Student Filter:** Select the filter of students to be included on the report. If no filter is selected, all currently enrolled students will be included. Note: The filter option is not available when printing from the individual student screens.
- **Start/End Date:** To only include tests with a specific date, enter the date range in the *Start* and *End* fields.
- **Test:** To print for only a select test(s), select it from the list or select to print for **All**.
- **Components:** To print for only a select component(s), select it from the list of select to print for **All**.
- **Meets Requirements:** Select to include students who have met the requirements (*Yes*), have not met requirements (*No*) or all (*Both*).
- **ID To Print:** Select to include *Alternate Student Number*, *Social Security Number*, *State Student ID* or *Student Number*.
- **Include:** Check to include any of the following
  - *Withdrawn Students*
  - *Report Parameters in Header*
  - *Components & Scores*