

Standardized Test Score Configuration

Updated Jul 15, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

Test scores are managed by type (specific test) and by score type (subject area of the test type).


Schools can track test scores for each standardized test students take on the "Test Scores" tab on their person record.

Standardized Test Types

The standardized test type refers to the name of the specific test (e.g. ACT, ERB, PSAT, etc.).

To view a list of all standardized test types in the system, select the 'Standardized Test Type' link on System homepage > Configuration > Other. Common standardized tests will be included in this query. New standardized test types can be added as needed.

To add a new standardized test type:

1. On the System homepage, hover over the "Add" button  and select "Standardized Test Type."
2. Enter the name of the test in the Description field.
3. Select the 'Enabled' checkbox if the test type is currently an active test type tracked by the school.
4. Add the Standardized Test Type.

To hide an existing standardized test type:

1. On the System homepage, navigate to the Standardized Test Types query in center column and click to open.
2. Find the test type that needs to be hidden.
3. Uncheck the 'Enabled' checkbox.
4. If the Importer Enabled checkbox is checked, uncheck that checkbox as well.


5. Update the record using the green Update button at the top of the query.

Standardized Test Score Type

The standardized test score type refers to the subject area of the specific test (e.g. ERB – English). Entering test score types for each standardized test allows for scores to be broken into primary, secondary, and tertiary scores, providing a stratified view of the test information.

To view a complete list of all standardized test score types in the system, select the ‘Standardized Test Score Types’ link on System homepage > Configuration > Other. Score types are also displayed on the “Standardized Test Scores” tab on the Test Type record so schools can easily view which score types belong to which test. Common standardized test score types will be available. New standardized test score types can be added as needed.

To add a new standardized test score type:

1. On the System homepage, hover over the “Add” button  and select “Standardized Test Score Type.”
2. Enter the name of the test score type in the ‘Description’ field.

Note: A recommended naming convention is to prefix the name of the test score type with the test name to distinguish from the multiple types entered per test (e.g. ERB – English).

3. Use the drop-down menu in the ‘Test Type’ field to select the test to which this score type belongs.
4. Select whether the score type is a primary, secondary, or tertiary score.
 - o **Primary:** the total score of the test (e.g. ERB – Total).
 - o **Secondary:** the score of a specific subject area (e.g. ERB – English).
 - o **Tertiary:** additional scores within a specific test subject area.
5. Add the Standardized Test Score Type.

To hide an existing standardized test score type:

1. On the System homepage, navigate to the Standardized Test Score Types query in center column and click to open.
2. Find the test score type that needs to be hidden.
3. Uncheck the ‘Enabled’ checkbox.
4. Update the record using the green Update button at the top of the query.

Student Test Score Tracking

System Standardized Test: 226 - Abbott, Sheila UPDATE

ALL GENERAL Last Modified: Tue 6:52 am - Jul 05 2011 by afraser Audit Log

General

PERSON Abbott, Sheila

TEST TYPE ACT

TEST DATE 07/03/18

TEST YEAR 2015

GRADE LEVEL Grade 9


TEST ADMINISTERED BY

NOTES

Add Record

Score Type	Score		
ACT Math	30		
ACT Reading	29		
ACT Science	26		
ACT Composite	28		

Standardized test scores can be added and tracked per student per test. Students' standardized test scores may be searched using the 'Find Standardized Tests' query located on the Admissions, Guidance, and System homepage. To view a specific student's standardized tests record from the query results, select the magnifying glass in the 'Detail' column.

To add a new standardized test record for a student, On the System homepage, hover over the "Add" button  and select "Add Standardized Tests." When the standardized test record is added, all test score information will be visible on the Test Score tab on the person detail screen.

General

- **Person:** enter the name of the student whose test scores are being added.
- **Test Type:** use the drop-down menu to select the test type (e.g. ACT, ERB, PSAT, etc.).
- **Test Date:** enter the date on which the test was taken.
- **Test Year:** use the drop-down menu to select the year the test was taken.
- **Grade Level:** use the drop-down menu to select the grade level of the student at the time the test was taken.
- **test Administered By:** enter an individual or organization that administered the test to the student.
- **Input Grid:** use the input grid to enter the score for each score type (the specific subject area of the test type).

Notes

Enter any additional information about the test on the Notes tab.

Score Entry

Student scores for each standardized test are entered on the Standardized Test record. From the

input grid on the detail screen, select the score type from the dropdown option and enter the student's score for that particular subject area of the test. Any additional information about the score may be entered in the 'Notes' field on the score type record.

Reporting

If you want to compare student/candidate scores on different test types, go to "Find Standardized Test". There are calculated fields for each test score type that will pull through allow you to compare each person.

Security

Test score data can be accessed, added, updated, and reported on by users with **Guidance_1**, **Admissions**, **Standardized_test_admin**, and **SysAdmin** security roles. The **Standardized_test_reader** security role has read-only access to test scores.
