Assessment Center

Last Modified on 05/22/2025 11:27 am CDT

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The Assessment Center provides schools with the ability to create and manage assessments, establish proficiency statuses, and import student test scores from external testing agencies.

Assessment Center Homepage

See the [Assessment Center Tool Rights](#) article for details on recommended tool rights.

Assessment Center Homepage

Users can search for saved assessments from the homepage of the Assessment Center.

Test Structures

Assessments are displayed on the homepage using a Test Structure. Test Structures incorporate a single assessment and houses the attributes needed for test results. The Test Structure also controls how test elements display for students. A single test can be structured as a hierarchy where the "parent" test can contain "child" and "grandchild" tests to house test strands. Each parent/child of an assessment can be configured individually.

Test Hierarchy Example

Test Hierarchy Example	
Parent Test	AASA Grade 04
Child Test	ELA
Grandchild Tests	Reading for Information Reading for Literature Writing and Language

Assessment Center Homepage Fields

Field	Information
Search Tests	Input at least 3 characters to begin a search for a saved assessment.
Expand All	Expands all collapsed parent assessment folders to display associated child, grandchild, etc. assessments.
Filter by Test Status	Tests Status options: • **Active** • **All Tests** • **Archived** A test is archived if it should no longer be available for administration to students. Archived tests can be reactivated for use by deselecting the **Archived** checkbox on the Test Detail screen and clicking Save.

Filter by Test Type	Test Type options: • **All** • **District: Teacher Scored:** Teacher-scored tests that are local to and established by a school, district, or region. Teacher-Scored Assessments can be scored by teachers using the Standardized Test tool located in Instruction. • **District: Non-Teacher Scored:** Tests that are local to and established by a school, district, or region. • **State:** Tests local to a state and/or tests related to accountability tracking. State Assessments may be established by the district or Infinite Campus. • **National:** Federally recognized tests such as the SAT, ACT, and AP. National Assessments may be established by the district, by Infinite Campus, or published to district users through a State Edition.
New	Navigates to the Test Detail screen when selected. Step 1 - Test Detail allows users to create new tests and define the necessary assessment details including: • Test Information • Test Type • Display Settings • Score Fields • Result / Proficiency Statuses • Child Tests
Batch Queue	Opens a window to display reports for all the assessments the user has generated through the 'Save & Batch Test' option in Step 4-Test Mapping and the 'Save & Batch Import' option in Step 5-Import Data. • Results can be filtered by **Start Date / End Date**. • Click the blue arrow in the **Queued Time** field to display records in either ascending or descending order. • Select the report to download / open the file when the status display as **Completed**. • Use the **Refresh** button to update the list with the most current **Status**. Batch Queue List Start Date: MM/DD/YYYY End Date: MM/DD/YYYY | Report Title	Queued Time ↓	Status
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Example Import #1	11/20/2023 9:42:34 AM	COMPLETED
Example Import #2	11/20/2023 9:41:56 AM	COMPLETED	 1 - 2 of 2 items Refresh

Feedback	Directs users to a monitored Campus Community forum thread dedicated to feedback on the new assessment setup and score data import functionality.

Assessment Center Tools

See the following for more information on the different Assessment Center tools.

- Homepage: Search for and access saved assessments.
- Test Detail: Create new tests and define the necessary assessment details.
- Data File Detail: Select a data file to upload. The file is used in Step 3 - Map Data to create/edit the mapping of the data to be imported.
- Map Data: Map the data from the uploaded assessment data file to the database fields for import to a student's record in Infinite Campus.
- Test Mapping: Test data mappings for accuracy and make changes as needed before importing.
- Import Data: Import mapped data to the Campus system after all errors and warnings from the test mapping have been resolved.
- Publish: Publish test structures/test scores from the State Edition to District Edition users within the state.