

# Assessment Administration

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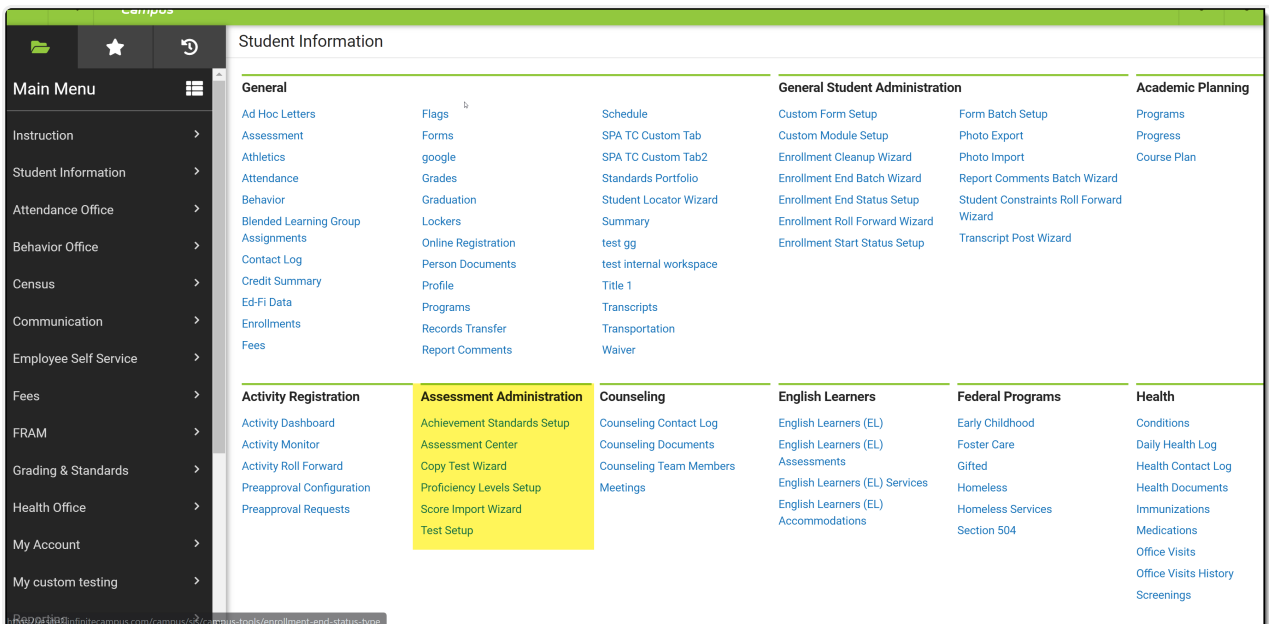
[Establish Test Structures at the District Level](#) | [Establish Test Structures at the State Level](#) | [Record Tests Through Assignments](#) | [Manage Test Accommodations](#) | [Import Student Scores](#) | [Enter Student Scores](#) | [View Student Assessment Scores](#) | [Analyze Tests Aligned to Standards and Assignments](#)

**Classic View:** Assessment

**Search Terms:** Assessment

Assessment tools allow a user to create test structures, import external test scores, track student test results, store Federal Reporting. Assessment tools are available throughout the product.

See the [Tool Rights \(Assessment\)](#) article for an explanation of Tool Rights associated with this module.



Assessment Administration Tools

## Establish Test Structures at the District Level

Topic	Tool
Establish <b>Proficiency Levels</b> to align state proficiency levels to federal ones.	<a href="#">Proficiency Levels</a>

Topic	Tool
Create <b>Achievement Standards</b> to align state proficiency levels to score ranges and use in scoring tests for Accountability purposes. <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>See the <a href="#">Workflow of Proficiency Levels and Achievement Standards</a> article for an explanation of how these tools interact.</p> </div>	<a href="#">Achievement Standards</a>
Modify custom test fields as needed.	<a href="#">Custom Attribute</a>
Create Tests: <ul style="list-style-type: none"> <li>• Enter <b>General Test Details</b>.               <ul style="list-style-type: none"> <li>◦ Include an Assessment Type of GEN for general tests or ALT for tests using Achievement Standards.</li> </ul> </li> <li>• Enter <b>Test Type Details</b> describing the type of test, whether teachers score the test and where scores are displayed.</li> <li>• Select <b>Score Field Details</b> to indicate what kinds of scores will be reported.</li> <li>• Select the <b>Achievement Standard</b> used to score the test for Accountability purposes and the <b>NCLB Test Details</b>.</li> <li>• Enter <b>Result Statuses</b> to indicate how the test will be scored locally.</li> </ul>	<a href="#">Assessment Center</a>
Or create tests by copying and modifying the details that differ.	<a href="#">Assessment Copy Wizard</a>

## Establish Test Structures at the State Level

Topic	Tool
Establish <b>Proficiency Levels</b> to align state proficiency levels to federal ones.	<a href="#">Proficiency Levels</a>
Create <b>Achievement Standards</b> to align state proficiency levels to score ranges and use in scoring tests for Accountability purposes.	<a href="#">Achievement Standards</a>
Modify custom test fields as needed.	<a href="#">Custom Attribute</a>

Topic	Tool
<p>Create Tests:</p> <ul style="list-style-type: none"> <li>• Enter <b>General Test Details</b>. <ul style="list-style-type: none"> <li>◦ Include an Assessment Type of GEN for general tests or ALT for tests using Achievement Standards.</li> </ul> </li> <li>• Enter <b>Test Type Details</b> describing the type of test, whether teachers score the test and where scores are displayed.</li> <li>• Select <b>Score Field Details</b> to indicate what kinds of scores will be reported.</li> <li>• Select the <b>Achievement Standard</b> used to score the test for Accountability purposes and the <b>NCLB Test Details</b>.</li> <li>• Enter <b>Result Statuses</b> to indicate how the test will be scored locally.</li> </ul>	<a href="#">Assessment Center</a>
Alternately, create tests by copying and modifying the details that differ.	<a href="#">Assessment Copy Wizard</a>
Publish from the State Edition to the District Edition.	<a href="#">Publish Test</a>

## Record Tests Through Assignments

Topic	Tool
First, align a created test to a Standard. The standard must have <b>Teacher Scored</b> marked to be assessed in this way.	<a href="#">Standards Bank</a>
Then, align that standard to a course.	<a href="#">Standards</a>
Next, add the Standard to a category in a section of the course. Tests will be scored based on the options selected in the <a href="#">Grade Calculation Options</a> .	<a href="#">Categories</a>
Finally, align the Standard to an assignment. The assignment can then be graded using the: <ul style="list-style-type: none"> <li>• <a href="#">Grade Book</a></li> <li>• <a href="#">Posting By Task</a> tool</li> <li>• <a href="#">Scoring editor</a> in the assignment.</li> </ul>	<a href="#">Assignments</a>

Topic	Tool
<p>The following reports can be used to analyze tests administered through assignments:</p> <ul style="list-style-type: none"> <li>• <a href="#">Assignment Standards</a> - Report shows which standards are aligned to assignments.</li> <li>• <a href="#">Student Assessment Summary</a> - Report lists students' best test results for the selected tests.</li> <li>• <a href="#">Student Summary</a> - Report lists assignment scores, which can include assignments aligned to standards that include tests.</li> <li>• <a href="#">Course Standards</a> - Report lists standards aligned to courses.</li> <li>• <a href="#">Standards Alignment</a> - Report includes tests aligned to standards.</li> </ul> <p>The <a href="#">Standardized Tests</a> tool also provides student assessment scores compared to various other points of data.</p>	<p><a href="#">Campus Instruction Reports</a></p> <p><a href="#">Grading and Standards Reports</a></p> <p><a href="#">Standardized Test</a></p>

Tests can be aligned to Courses for reporting purposes without being linked to a Standard or Assignment using the [Course Assessment](#) tab. Teacher-scored assessments aligned in this way can be scored using the [Posting By Task](#) tool.

## Manage Test Accommodations

Topic	Tool
Test Accommodations for individual students can be entered in Special Education IEPs, which differ by state.	<a href="#">Documents</a>
Generate a list of students' accommodations using the Test Accommodations Report.	<a href="#">Test Accommodations</a>

## Import Student Scores

Topic	Tool
Import scores from an external agency.	<a href="#">Score Import Wizard</a>

## Enter Student Scores

Topic	Tool
Import scores from an external source.	<a href="#">Score Import Wizard</a>

Topic	Tool
Publish from the State Edition to the District Edition.	<a href="#">Publish Test</a>
Use the Posting By Task tool to grade teacher-scored assessments. Assessments can be added to a <a href="#">course</a> and scored using this tool without being linked to a Standard or Assignment.	<a href="#">Posting By Task</a>
Enter scores on the student's Assessment tool in Student Information.	<a href="#">Student Assessment</a>
Scores can also be transferred to a student record using the Records Transfer if the record being transferred includes test data.	<a href="#">Records Transfer</a>

## View Student Assessment Scores

Topic	Tool
View scores on the student's Assessment tool in Student Information: <ul style="list-style-type: none"> <li>• At the District level</li> <li>• At the State level</li> <li>• For Teacher-scored tests</li> <li>• As a printed document</li> </ul>	<a href="#">Student Assessment</a>
View scores that display on transcripts by generating a Transcript for the student or on the Transcripts tool.	<a href="#">Transcripts</a>  <a href="#">Student Transcript</a>
Generate a <a href="#">Test Results</a> report to view student test results and details based on the selected criteria.	<a href="#">Test Results Report</a>

## Analyze Tests Aligned to Standards and Assignments

Topic	Tool
Use these reports to determine where tests are aligned to standards and standards aligned to assignments: <ul style="list-style-type: none"> <li>• <a href="#">Standards Alignment</a> - Report includes tests aligned to standards.</li> <li>• <a href="#">Course Standards</a> - Report lists standards aligned to courses.</li> <li>• <a href="#">Assignment Standards</a> - Report shows which standards are aligned to assignments.</li> </ul>	<a href="#">Campus Instruction Reports</a>  <a href="#">Grading and Standards Reports</a>

Topic	Tool
<p>Use these reports to analyze student scores on tests administered through assignments:</p> <ul style="list-style-type: none"> <li>• <a href="#">Student Assessment Summary</a> - Report lists students' best test results for the selected tests.</li> <li>• <a href="#">Student Summary</a> - Report lists assignment scores, which can include assignments aligned to standards that include tests.</li> </ul>	<a href="#">Campus Instruction Reports</a>