

Assessment Administration

Last Modified on 02/02/2026 3:10 pm CST

Assessment tools allow a user to create test structures, import external test scores, track student test results, and 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 Proficiency Levels to align state proficiency levels to federal ones.	Proficiency Levels
Create Achievement Standards to align state proficiency levels to score ranges and use in scoring tests for Accountability purposes.	Achievement Standards
<p>See the Workflow of Proficiency Levels and Achievement Standards article for an explanation of how these tools interact.</p>	
Modify custom test fields as needed.	Custom Attribute

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

Establish Test Structures at the State Level

Topic	Tool
Establish Proficiency Levels to align state proficiency levels to federal ones.	Proficiency Levels
Create Achievement Standards to align state proficiency levels to score ranges and use in scoring tests for Accountability purposes.	Achievement Standards
Modify custom test fields as needed.	Custom Attribute
<p>Create Tests:</p> <ul style="list-style-type: none"> • Enter General Test Details. <ul style="list-style-type: none"> ◦ Include an Assessment Type of GEN for general tests or ALT for tests using Achievement Standards. • Enter Test Type Details describing the type of test, whether teachers score the test, and where scores are displayed. • Select Score Field Details to indicate what kinds of scores will be reported. • Select the Achievement Standard used to score the test for Accountability purposes and the NCLB Test Details. • Enter Result Statuses to indicate how the test will be scored locally. 	Assessment Center
Create tests by copying and modifying the details that differ.	Assessment Copy Wizard
Publish from the State Edition to the District Edition.	Publish Test

Record Tests Through Assignments

Topic	Tool
First, align a created test to a Standard. The standard must have Teacher Scored marked to be assessed in this way.	Standards Bank
Then, align that standard to a course.	Standards
Next, add the Standard to a category in a section of the course. Tests will be scored based on the options selected in the Grade Calculation Options .	Categories
Finally, align the Standard to an assignment. The assignment can then be graded using the: <ul style="list-style-type: none"> • Grade Book • Post Grades tool • Scoring editor in the assignment. 	Assignments
The following reports can be used to analyze tests administered through assignments: <ul style="list-style-type: none"> • Assignment Standards - Report shows which standards are aligned to assignments. • Student Assessment Summary - Report lists students' best test results for the selected tests. • Student Summary - Report lists assignment scores, which can include assignments aligned to standards that include tests. • Course Standards - Report lists standards aligned to courses. • Standards Alignment - Report includes tests aligned to standards. The Standardized Tests tool also provides student assessment scores compared to various other points of data.	Campus Instruction Reports Grading and Standards Reports Standardized Test

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 [Post Grades](#) tool.

Manage Test Accommodations

Topic	Tool
Test Accommodations for individual students can be entered in Special Education IEPs, which differ by state.	Documents

Topic	Tool
Generate a list of students' accommodations using the Test Accommodations Report.	Test Accommodations

Import Student Scores

Topic	Tool
Import scores from an external agency.	Score Import Wizard

Enter Student Scores

Topic	Tool
Import scores from an external source.	Score Import Wizard
Publish from the State Edition to the District Edition.	Publish Test
Use the Posting By Task tool to grade teacher-scored assessments. Assessments can be added to a course and scored using this tool without being linked to a Standard or Assignment.	Post Grades
Enter scores on the student's Assessment tool in Student Information.	Student Assessment
Scores can also be transferred to a student record using the Records Transfer if the record being transferred includes test data.	Records Transfer

View Student Assessment Scores

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

Analyze Tests Aligned to Standards and Assignments

Topic	Tool
<p>Use these reports to determine where tests are aligned to standards and standards aligned to assignments:</p> <ul style="list-style-type: none">• Standards Alignment - Report includes tests aligned to standards.• Course Standards - Report lists standards aligned to courses.• Assignment Standards - Report shows which standards are aligned to assignments.	Campus Instruction Reports Grading and Standards Reports
<p>Use these reports to analyze student scores on tests administered through assignments:</p> <ul style="list-style-type: none">• Student Assessment Summary - Report lists students' best test results for the selected tests.• Student Summary - Report lists assignment scores, which can include assignments aligned to standards that include tests.	Campus Instruction Reports