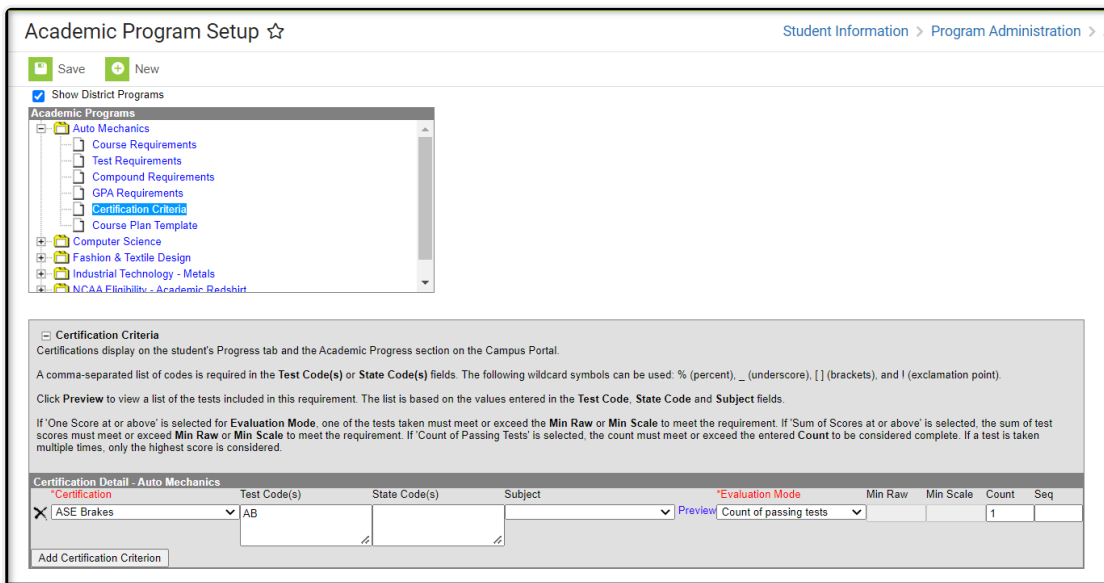


Enter Certification Criteria for Academic Programs

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Students may be able to earn certifications for passing assessments related to academic programs. The **Certification Criteria** section within **Academic Program Setup** allows users to define specific assessments and the scores needed for certification in relation to an academic program. After **Certification Criteria** has been set up, certifications can be batch added to students using the [Course Plan Administration](#) tool in the **Post certifications** mode.



Academic Program Certification Criteria

Certification Criteria Editor

Field	Description
Certification	Select the Certification that can be earned from the dropdown list. In order to see options here they must first be added to the Core Attribute/Dictionary under ProgramParticipation > Certification Name.
Test Code(s)	A value must be entered in either this field or the State Code field. If a Test Code is entered on the Assessment Setup tab, the same values need to be entered here. Wildcard values can be entered (% or _).
State Code(s)	A value must be entered in either this field or the Test Code field. If a State Code is entered on the Assessment Setup tab, the same values need to be entered here. Wildcard values can be entered (% or _).

Field	Description
Subject	This value matches the Subject selection on the Assessment Setup tab. Options are from the Test Attribute/Dictionary list.
Preview	Displays the matching tests based on the entered test codes, state codes and subject selection.
Evaluation Mode	<p>Indicates how a student's assessment results affect the completion of the requirement. A test requirement can be set to one of three modes:</p> <ul style="list-style-type: none"> • Count of Passing Tests • One Score At or Above • Sum of Scores At or Above <p>A requirement may be that the student must take and pass at least two state assessments for Science. The Evaluation Mode can be set to Count of Passing Tests, with a Count Value entered as 2.</p> <p>The selection here also determines whether the Minimum Raw Score, Minimum Scale Score and the Count fields require a value.</p>
Minimum Raw Score	<p>Requires a numeric value entered that represents the minimum score needed to pass this requirement, depending on the selected Evaluation Mode. This value overrides a passing score set on the Results on the Assessment Setup.</p> <ul style="list-style-type: none"> • When the Evaluation Mode is set to <i>Count of Passing Tests</i>, this field is disabled. • When the Evaluation Mode is set to <i>One Score At or Above</i>, a value must be entered in this field or in the Minimum Scale Score field, depending on which score option is used in the Test Detail. • When the Evaluation Mode is set to <i>Sum of Scores At or Above</i>, a value must be entered in this field or in the Minimum Scale Score field, depending on which score option is used in the Test Detail.
Minimum Scale Score	<p>Requires a numeric value entered that represents the minimum score needed to pass this requirement, depending on the selected Evaluation Mode. This value overrides a passing score set on the Results on the Assessment Setup.</p> <ul style="list-style-type: none"> • When the Evaluation Mode is set to <i>Count of Passing Tests</i>, this field is disabled. • When the Evaluation Mode is set to <i>One Score At or Above</i>, a value must be entered in this field or in the Minimum Raw Score field, depending on which score option is used in the Test Detail. • When the Evaluation Mode is set to <i>Sum of Scores At or Above</i>, a value must be entered in this field or in the Minimum Raw Score field, depending on which score option is used in the Test Detail.

Field	Description
Count	<p>Indicates how many tests are required to pass the requirement depending on the selected Evaluation Mode.</p> <ul style="list-style-type: none"> • When the Evaluation Mode is set to <i>Count of Passing Tests</i>, a value must be entered in this field. • When the Evaluation Mode is set to <i>One Score At or Above</i>, this field is disabled. • When the Evaluation Mode is set to <i>Sum of Scores At or Above</i>, this field is disabled.
Sequence	Enter a Sequence for each item if you would like to control the order of the certification criteria.
Add Test Requirement	Adds more rows to the Test Requirements Detail for the selected program.

Establish Certification Criteria

1. Select the Program from the **Academic Programs** tree and expand the options.
2. Select **Certification Criteria**. A **Certification Criteria Detail** table appears.
3. Select the **Certification** for the program.
4. Enter the **Test Codes** for the program.
5. Enter the **State Codes** for the program.
6. Enter the **Subject** for the test requirement.
7. Click the **Preview** link to verify all appropriate tests are added.
8. Select the desired **Evaluation Mode** for the test requirement.
9. Enter the **Minimum Raw Score** for the test requirement, if applicable.
10. Enter the **Minimum Scale Score** for the test requirement, if applicable.
11. Enter the **Count** for the test requirement, if applicable.
12. Click the **Add Certification Criterion** button to add additional test requirements to the Academic Program.
13. Click the **Save** icon when finished.