Adding Certification Criteria to an Academic Program

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Tool Search: Academic and Graduation Programs

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.

Certification Criteria Editor for Academic Programs

Certification Criteria List Fields

Field	Description
Certification *Required*	Use the drop-list to select the Certification. Certifications are added in 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.
State Code(s)	A value must be entered in either this field or the Test Code field.
Subject	Use the drop-list to select the subject of the certification. Options are added in the Core Attribute/Dictionary under Test > Subject.

Field	Description
Score Evaluation *Required*	Indicates how a student's assessment results affect the completion of the requirement. A test requirement can be set to one of three modes: • Count of Passing Tests • One Score At or Above • Sum of Scores At or Above 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. The selection here also determines whether the Minimum Raw Score, Minimum Scale Score, or the Count fields require a value.
Minimum Raw Score	Requires a numeric value entered that represents the minimum score needed to pass this requirement, depending on the selected **Score Evaluation**. This value overrides a passing score set on the Results on the Assessment Setup. • When the **Score Evaluation** is set to *Count of Passing Tests*, this field is disabled. • When the **Score Evaluation** is set to *One Score At or Above*, 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 **Score Evaluation** is set to *Sum of Scores At or Above*, 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	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. • When the **Score Evaluation** is set to *Count of Passing Tests*, this field is disabled. • When the **Score Evaluation** is set to *One Score At or Above*, 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 **Score Evaluation** is set to *Sum of Scores At or Above*, 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	Indicates how many tests are required to pass the requirement depending on the selected Score Evaluation. • When **Score Evaluation** is set to *Count of Passing Tests*, users must enter a value in this field. • When **Score Evaluation** is set to *One Score At or Above*, this field is disabled. • When **Score Evaluation** is set to *Sum of Scores At or Above*, this field is disabled.
Preview Test List	Displays the matching tests based on the entered test codes, state codes and subject selection.

Establish Certification Criteria

1. From the main screen, select the Academic Program to which to add the certification.
2. Open the **Certification Criteria** tab.
3. Use the Certification Name drop-list to select the certificate for the program. Certifications are added in the Core Attribute/Dictionary under ProgramParticipation > Certification Name.
4. Next, if applicable, enter the **Test Code(s)** for the program. A value must be entered in either this field or the State Code field.
5. If applicable, enter the **State Code(s)** for the program. A value must be entered in either this field or the Test Code field.
6. Use the **Subject** drop-list to indicate the subject of the test requirement.
7. Click the **Preview** link to verify all appropriate tests are added.
8. Select the desired **Score Evaluation** 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 **New Certification** button to add additional test requirements to the Academic Program.
13. When finished, be sure to save the certification to the program.

Delete a Certification

To remove a certification criteria from the program, find the certification to remove and press the red Delete button in the upper-left corner of the certification criteria.