#### **Customizing the Tests Lister**

The **Tests Lister** displays all tests taken by students in the current program year. This includes tests added to your online account through eTests, and paper tests, either scanned or added by manual data entry. This is the "go-to" lister for monitoring the validity of test results. The default schema in the tests lister includes columns for test scores below the accurate range and conservative estimate scores. Customizing this lister further could help you to detect possible test-taker behavior for tests administered with eTests, such as:

- How much time did the student spend on the test?
- Was the student speeding through the test?
- Did the student finish the test within normal test time?
- Did the student run out of time, and the test timed out?

Follow these steps to customize the Tests Lister to help identify suspect test results to investigate.

Step		S	creen			Description
1.		Organization Students Classes Frograms Tests Costificator Employment Places of Emp	Records	Reports	Tools Help	<ul> <li>From the Menu bar at the top,</li> <li>Click Tests.</li> </ul>
2.	Assessment Date Date (12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018	<ul> <li>▶ Form</li> <li>▼</li> <li>♥</li> <li>♥&lt;</li></ul>	Scale         •           229         -           218         -           204         -           222         -           214         -           233         -           243         -           209         -           227         -           224         -           214         -           197         -           235         -           245         -	Accurate Yes Yes Yes Yes Yes Yes Yes Yes Yes Ye	Conservative Estimate Ves No	<ul> <li>The Tests lister default schema:         <ul> <li>Sorts on the most current Assessment Date.</li> </ul> </li> <li>Includes columns for:         <ul> <li>Form</li> <li>Scale Score</li> <li>Accurate (scores)</li> <li>Conservative Estimate (scores)</li> </ul> </li> </ul>



Assessment Date	• Form	Scale			
	T	• Score	Accurate     No	<ul> <li>Conservative Estimate</li> </ul>	• To filter for scores below the <b>Accurate</b> range,
6/12/2018 6/12/2018 6/12/2018	033M 083R 981L	229 218 204	V/A Yes	Yes No No	<ul> <li>Click the filter icon in the Accurate column.</li> </ul>
6/12/2018 6/12/2018 6/12/2018 6/12/2018	033M 985L 037M 187R	233 247 243	Yes Yes Yes	No No No No	<ul> <li>From the drop-down menu,</li> <li>Check No.</li> </ul>
					• Click <b>Ok</b> .
Assessment Date 7 5/10/2018 4/26/2018 4/17/2018	<ul> <li>◆ Forn</li> <li>▼</li> <li>985L</li> <li>986L</li> <li>187R</li> </ul>	Scale Score	Accurate     No     No     No     No	Conservative Estimate 7 1 0 1 0	<ul> <li>Scores below the Accurate range are invalid.</li> <li>Retesting is required for both pre- and post-tests.</li> </ul>
3/23/2018 3/23/2018 3/21/2018 3/21/2018 3/13/2018	031M 081R 986L 982L 982L		No No No No	1 o 1 o 1 o 1 o	<ul> <li>Invalid scores are not reportable.</li> <li>The test record should not be deleted from the database to retain historical data for tracking and accountability.</li> </ul>
		Accura No No No			<ul> <li>Check the <b>Red X Box</b> on the <b>Accurate</b> column filter.</li> <li>This removes the column filter and returns the <b>Tests</b> lister to its last configuration.</li> </ul>
Assessment		Scale		Conservative	
Date T 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018	v         033M           083R         981L           037M         033M           985L         037M           037M         187R	229 218 204 222 214 233 247 243	Yes Yes Yes Yes Yes Yes Yes Yes Yes	Yes Yes Yes N/A No Yes No No No	<ul> <li>To filter for Conservative Estimate scores,         <ul> <li>Click the filter icon in the Conservative Estimate column.</li> </ul> </li> <li>From the drop-down menu,         <ul> <li>Check Yes.</li> </ul> </li> </ul>
	<ul> <li>6/12/2018</li> <li>6/12/2018</li> <li>6/12/2018</li> <li>6/12/2018</li> <li>6/12/2018</li> <li>4/26/2018</li> <li>4/17/2018</li> <li>3/23/2018</li> <li>3/21/2018</li> <li>3/21/2018</li> <li>3/13/2018</li> <li>3/13/2018</li> <li>6/12/2018</li> </ul>	6/12/2018       033M         6/12/2018       037M         6/12/2018       037M         6/12/2018       187R	6/12/2018       033M       24         6/12/2018       037M       247         6/12/2018       037M       247         6/12/2018       037M       247         6/12/2018       187R       243	6/12/2018       033M       2         6/12/2018       985L       233       Yes         6/12/2018       037M       247       Yes         6/12/2018       187R       243       Yes         6/12/2018       187R       243       Yes         5/10/2018       985L       -       No         4/26/2018       986L       -       No         4/26/2018       986L       -       No         3/23/2018       031M       -       No         3/23/2018       081R       -       No         3/21/2018       986L       -       No         3/21/2018       982L       -       No         3/13/2018       982L       -       No         3/13/2018       982L       -       No         -       No       N       -       No         -       No       N       -       No         -       No       N       -       No         3/13/2018       982L       -       No       N         -       No       N       -       No       N         -       No       N       -       No	6/12/2018       033M       2       vs       No         6/12/2018       037M       247       Yes       No         6/12/2018       037M       247       Yes       No         6/12/2018       037M       247       Yes       No         6/12/2018       187R       243       Yes       No         6/12/2018       187R       243       Yes       No         5/10/2018       985L       -       No       0         4/26/2018       986L       -       No       0         4/26/2018       986L       -       No       0         3/23/2018       081R       -       No       0         3/21/2018       982L       -       No       0         3/13/2018       982L       -       No       0         3/13/2018       982L       -       No       No         NO       No       No       No       No         Yours       Yes       No       No       No         Yours       Yes       Yes       No       No         Yulas       Yes       Yes       No       No         Yulas       Yes



Step			Scree	n		Description
7.	Assessment Date 7 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018	● Form ▼ 033M 031M 985L 027R 027R 187R 985L 083R	<ul> <li>Scale Score</li> <li>229</li> <li>209</li> <li>240</li> <li>202</li> <li>196</li> <li>262</li> <li>240</li> <li>231</li> </ul>	Accurate     Ves     Yes	Conservative Estimate Yes Yes Yes Yes Yes Yes Yes Yes Yes	<ul> <li>Conservative Estimate scores are valid and reportable.         <ul> <li>Retesting is required for pretests.</li> <li>Check with your State Assessment Policy for further guidance if/when retesting is required for post-tests.</li> </ul> </li> </ul>
8.	Assessment Date         •           12/2018         033           12/2018         983           12/2018         021           12/2018         021           12/2018         021           12/2018         083           12/2018         083           12/2018         083           12/2018         083           027R         187R           985L         085R           085R         085R           085R         985L	Form	Scale Score Show / Show	Accurate Additional Form Age Additional Form A	Conservative Estimate Yes X ation in Minutor age e IIS s t Reason n No No No No No	<ul> <li>Add the Retested column to identify Tests excluded from reports and 3<sup>rd</sup> Party Exports.</li> <li>Right-mouse-click in the column header.</li> <li>From the drop-down menu of additional columns,</li> <li>Click Show Retested to produce a list of potential retakes.</li> <li>Click the filter icon in the Retested column.</li> <li>From the drop-down menu, <ul> <li>Check Yes.</li> <li>Click Ok.</li> </ul> </li> </ul>
10.	ant o Form o T T	Scale Score T	Accurate	Conservativ Estimate Yes	Retested	<ul> <li>If students <b>Retested</b>, those test records would appear in the list.</li> <li>If no tests appear, that's worth investigating!</li> <li>Check the <b>Red X Box</b> to remove both filters and move on</li> </ul>



Step	Screen	Description
11.	nent Form Scale Accurate Conservative Estimate Form Hide Retested	• Right-mouse-click in the <b>Retested</b> column.
12.	033M       2       Show Additional Form         083R       21       Show Additional Form         Show Additional Form       Scale       Accurate         V       Hide Is Accurate       Vestimate         Hide Is Accurate       Vestimate       Vestimate         6/12       Show Additional Form       es         Show Agessesment Duration in Minutes       es       No	<ul> <li>Select Hide Retested.</li> <li>Right-mouse click in the Accurate column header.</li> </ul>
13.	6/12         Show Assessment Duration in Minutes Chow Accessment Type         fes         No           6/12         Chow Accessment Type         ies         No           6/12         Form         Scale         • Duration (minutes)         • Accurate         • Conservative Estimate           v         v         v         v         v         v           033M         229         32:15         Yes         Yes           083R         218         23:02         Yes         No           083R         218         23:02         Yes         No           037M         222         18:35         Yes         No           033M         214         28:49         Yes         No           033M         214         28:49         Yes         No           033M         214         28:49         Yes         No           037M         247         51:20         Yes         No           037M         247         51:20         Yes         No           031M         209         14:11         Yes         Yes           985L         227         27:30         Yes         No	<ul> <li>Select Show Assessment Duration in Minutes.</li> <li>The Duration column tells you the total number of Minutes the student spent taking the test.</li> <li>When students spend less time than appropriate for the test form level and modality, this is another area to address.</li> </ul>
14.	Assessment Date       Form       Scale Score       Duration (minutes)       Accurate         Hide Scale Score       229       32:15       Yes       Yes         Hide Scale Score       218       23:02       Yes       No         Show Additional Form Show Age       204       32:49       Yes       No         Show Assessment Type       Show Modality Show Class Descript       Yes       No         Show Class Extende       Show Notive Language       Yes       No         Show Class Extende       Show Rave Score       Yes       No         Show Consent Statu       Show Scoring Date       Show Scoring Date       Yes       No         Show Scoring Date       Show Scoring Status       Show SSID       Show SSID       No	<ul> <li>To gain additional insight into test-taker behavior while taking the test,         <ul> <li>Right-mouse click in the Scale Score column header.</li> <li>Select Show Raw Score.</li> </ul> </li> <li>Take note of Raw Score results compared to the Duration minutes.</li> </ul>



Step				Screen	-		Description		
15.	◆ Form 4     ▼	Raw Score	<ul> <li>Scale</li> <li>Score</li> </ul>	<ul><li>Duration (minutes)</li></ul>	<ul><li> Accurate</li><li>▼</li></ul>	<ul> <li>Conserva Estimate</li> </ul>	• If <b>Duration</b> is low and <b>Raw score</b> is low,		
	033M 083R 981L 037M 033M 985L	28 23 29 9 19 29	229 218 204 222 214 233	32:15 23:02 32:49 18:35 28:49 27:15	Yes Yes Yes Yes Yes Yes	Yes No No No No	<ul> <li>There is a high probability the student clicked through the test rapidly.</li> </ul>		
	037M 187R 031M 985L 038M 985L 083R 085R	27 22 22 25 10 14 9 28	247 243 209 227 224 214 197 235	51:20 37:27 14:11 27:30 32:51 26:20 25:20 20:44	Yes Yes Yes Yes Yes Yes Yes Yes Yes	No Yes No No No No No	<ul> <li>Even though results may be Accurate, retesting should be considered.</li> <li>If the Duration is low and the Raw score is</li> </ul>		
	187R 985L 187R 187R 985L 083R	23 13 23 23 36 16	245 213 245 245 240 208	34:01 30:35 29:44 41:40 25:38 34:28	Yes Yes Yes Yes Yes Yes	No No No Yes No	<ul> <li>high,</li> <li>That's a good indicator that the test was too easy for the student.</li> </ul>		
							<ul> <li>And if the Conservative Estimate is 'Yes,' that's confirmation the student should be retested.</li> </ul>		
16.			Conservent	quest Invert Ok	Terminate Test Reason		<ul> <li>Another column to consider adding, <ul> <li>Show Terminate Test Reason.</li> </ul> </li> <li>This will tell you more about the timing of the test.</li> </ul>		
17.	User: Adı	Sche	tor 43 Ver Print ma name: Save xport Rese	sion: 3.0 build Default) Edit Sch (Default ename De import Ca t to Default	32 ?	Pages More fiew	<ul> <li>If you want to save the additional columns and column configuration when you reopen the Tests Lister, remember to save the schema!         <ul> <li>Click More from the Toolbar at the top right for the 'more' buttons.</li> <li>Click Edit Schema.</li> </ul> </li> </ul>		
	<b>Reme</b> r You car schema	<b>nber!</b> 1 alwa	ays res	et listers	to their c	lefault	<ul> <li>Save as 'your' Default schema on your TE Client or enter a Schema name.</li> <li>Click Save.</li> </ul>		