Steps to Manage Test Records with Inaccurate Scores

This information describes how to manage test records in TOPSpro Enterprise with scores below (⋆) and above (♦) the accurate range.

Scores Below the Accurate Range (⋆)

If a student achieves a score below the accurate range on a pretest,
1. Do not delete the test from the database. Retain the record for historical data tracking / auditing and for determining the next appropriate / assigned test (NAT).*
2. Retest the student with a test from the next-lower level for accurate placement. CASAS eTests will present the NAT automatically.
3. *Do not mark the replaced test as “Retested” in the database.

If a student achieves a score below the accurate range on a progress / post-test,
1. Do not delete the test from the database. Retain the record for historical data tracking / auditing and for determining the next appropriate / assigned test (NAT).**
2. Retest the student with a test from the next-lower level. CASAS eTests will present the NAT automatically.
3. **Do not mark the replaced test as “Retested” in the database.

Conservative Estimate Scores (♦)

If a student achieves a conservative estimate score, which is above the accurate range, on a pretest,
1. Retest the student with the next higher-level test within one week of the initial pretest.
2. The new assessment score replaces the conservative estimate score.
3. Mark the replaced pretest as “Retested” in the database. This will exclude the conservative score from reports and retain the record for historical data tracking / auditing.

If a student achieves a conservative estimate score on an appropriate level progress-/post-test, and received approximately 70-100 hours of instruction,
1. Retesting on a progress-/post-test is not required (unless required by your State or Local Agency Assessment Policy).
2. Retesting is recommended before the student starts another instructional term. CASAS eTests will present the NAT automatically.
3. Do not mark the progress-/post-test as “Retested” in the database (unless required by your State or Local Agency Assessment Policy).