## 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.