#### **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 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			Screen	l		Description
1.	TE View	Organizatio Students	n Record	s Reports	Tools Help	• From the <b>Menu bar</b> at top,
		Classes Frograms Tests Costificator Employmen Places of Er				o Click <b>Tests</b> .
2.	<ul> <li>Assessment Date</li> </ul>	♦ Form ₹	<ul> <li>Scale</li> <li>Score</li> </ul>	◆ Accurate ▼	<ul> <li>Conservative</li> <li>Estimate</li> </ul>	• The <b>Tests</b> lister default schema:
	6/12/2018 6/12/2018	033M 083R	229 218	Yes Yes	Yes No	• Sorts on most current Assessment
	6/12/2018	981L	210	Yes	No	
	6/12/2018	037M	222	Yes	No	Date.
	6/12/2018	033M	214	Yes	No	
	6/12/2018	985L	233	Yes	No	<ul> <li>Includes columns for:</li> </ul>
	6/12/2018	037M	247	Yes	No	
	6/12/2018	187R	243	Yes	No	• Form
	6/12/2018	031M	209	Yes	Yes	
	6/12/2018	985L	227	Yes	No	• Scale Score
	6/12/2018	038M	224	Yes	No	• Scale Score
	6/12/2018	985L	214	Yes	No	
	6/12/2018	083R 085R	197 235	Yes	No	• Accurate (scores)
	6/12/2018 6/12/2018	085R 187R	235	Yes Yes	No	
	0/12/2010	10/K	240	res	NO	• <b>Conservative Estimate</b> (scores)

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Step		Scr	een		Description
3.	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 6/12/2018	Y         Y         Sc           033M         083R         981L         037M           033M         985L         033M         033M	ale ore 229 N/A 218 Yes 204 No 222 Ok 233 Yes 247 Yes 243 Yes	Conservative Estimate  Yes No	<ul> <li>To filter for scores below Accurate range, <ul> <li>Click the filter icon in the Accurate column.</li> </ul> </li> <li>From the drop-down menu, <ul> <li>Check No.</li> <li>Click Ok.</li> </ul> </li> </ul>
4.	Assessment Date 7 5/10/2018 4/26/2018 4/17/2018 3/23/2018 3/23/2018 3/21/2018 3/21/2018 3/13/2018		ale ore - No - No - No - No - No - No - No - No	Conservative Estimate	<ul> <li>Scores below Accurate range are invalid. <ul> <li>Retesting is required for both preand post-tests.</li> </ul> </li> <li>Invalid scores are not reportable.</li> <li>The test record should not be deleted from the database in order to retain historical dat for tracking and accountability.</li> </ul>
5.			o N		<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>
6.	Assessment 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		Accurate       229     Yes       218     Yes       204     Yes       212     Yes       213     Yes       214     Yes       233     Yes       247     Yes       243     Yes	Ves Ves Ves Ves 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> <li>Click Ok.</li> </ul> </li> </ul>

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Step			Scree	n		Description
8.	Assessment 0/12/2018 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 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 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 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 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 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 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 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 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 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 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 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 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 6/12/2018 6/12/2018	v         Portion           033M         031M           985L         027R           027R         187R           985L         083R	Scale     Score     Z29     209     240     202     196     262     240     231  Scale     Score		Conservative Estimate Yes Yes Yes Yes Yes Yes Yes Yes Yes Ye	<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> <li>Add the Retested column to identify Tests</li> </ul>
	12/2018         03           12/2018         98           12/2018         02           12/2018         02           12/2018         18           12/2018         98	33M 11M 55L 17R 17R	Show A Show A Sh Sh Sh Sh Sh Sh Sh Sh Sh Sh Sh Sh Sh	Additional Form Age Verscewast Duries ow Modality ow Native Languag ow Nety Languag ow Recess ow Raw Score ow Retested ow Scoring Date ow Scoring Status ow Testing Station ow Testing Station	uis t Reason	<ul> <li>excluded from reports and 3<sup>rd</sup> Party Exports.</li> <li><b>Right</b> 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> </ul>
9.	nent  Form T 027R 027R 187R 985L 083R 085R 085R 187R 985L	Scale Score 196 262 240 231 248 247 258 240	Yes Yes Yes Yes Yes Yes Yes	Conservati Estimate     Yes	Retested Yes No No No No	<ul> <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 Form T	Scale Score T	Accurate	Conservative Estimate	e • 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>

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Step	Screen	Description
11.	Form     Scale     Accurate     Conservative     R       Y     Y     Hide Retested       033M     2     Show Additional Form       083R     21     Show Age	• Right-mouse click in the <b>Retested</b> column. • Select <b>Hide Retested</b> .
12.	Assessment Date       Form       Scale Score       Accurate       Estim         Hide Is Accurate       Y       Y       Hide Is Accurate       Y       Y         6/12       Show Additional Form       es       Yes       Yes         6/12       Show Additional Form       es       No         6/12       Show Assessment Duration in Minutes       es       No         6/12       Show Assessment Type       No       es       No	<ul> <li>Right-mouse click in the Accurate column header.</li> <li>Select Show Assessment Duration is Minutes.</li> </ul>
13.	ent         • Form         • Scale Score         • Duration (minutes)         • Accurate         • Conse Estim           033M         229         32:15         Yes         Yes         Yes           083R         218         23:02         Yes         No           033M         222         18:35         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>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)       Accuration (minutes)         Hide Scale Score       7       7         Hide Scale Score       229       32:15       Yes         Show Additional Form Show Age       218       23:02       Yes         Show Assessment Type       Show Notive Language       Yes         Show Class Descript       Show Modality       Yes         Show Class Extende       Show Notive Language       Yes         Show Consent Statu       Show Races       Yes         Show Consumer/Stu       Show Races       Yes         Show School Outside US       Show Scoring Date       Yes	Nt     O     Right-mouse click in the Scale Score       Nt     column header.       Nt     coloct Cheve Reve Score

### Listers



Step			9	Screen			Description
15.	≎ Form ▼		<ul> <li>Scale</li> <li>Score</li> </ul>	<ul> <li>Duration (minutes)</li> </ul>	<ul> <li>Accurate</li> </ul>	Conserva Estimate	• If <b>Duration</b> is low and <b>Raw score</b> is low,
	033M 083R 981L 037M 985L 037M 187R 031M 985L 083R 085R 187R 985L 187R 985L 187R 985L 187R 985L 083R	28 23 29 9 27 22 25 10 14 9 28 23 13 23 23 36 16	229 218 204 222 214 233 247 243 209 227 224 214 197 235 245 245 245 245 245 245 245 245 245	32:15           23:02           32:49           18:35           28:49           27:15           51:20           37:27           14:11           27:30           32:51           26:20           20:44           34:01           30:35           29:44           41:40           25:38           34:28	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Yes No No No No No No No No No No No No No	<ul> <li>There is a high probability the student clicked through the test rapidly.</li> <li>Even though results may be Accurate, retesting should be considered.</li> <li>If Duration is low and Raw score is high,</li> <li>That's a good indicator the test was too easy for the student.</li> <li>And if Conservative Estimate is 'Yes', that's confirmation the student should be retested.</li> </ul>
16.			Conse Estim Consel Error Time Out Station Rec Console Re Lect all	uest quest	Clear		<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: A	rt 🕞 🚺	Print American ema name: Save R export 1	ename Del		Pages More Tiew	<ul> <li>If the additional columns and configuration of columns is something you want to save for when you reopen the Tests Lister, remember to save the schema!         <ul> <li>Click More from the Toolbar at top right for 'more' buttons.</li> <li>Click Edit Schema.</li> </ul> </li> </ul>
				et listers t	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>