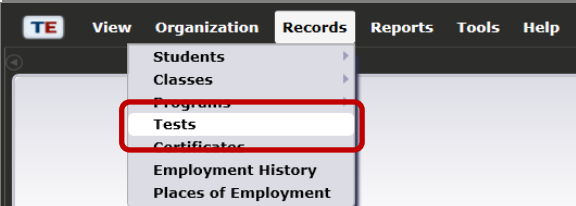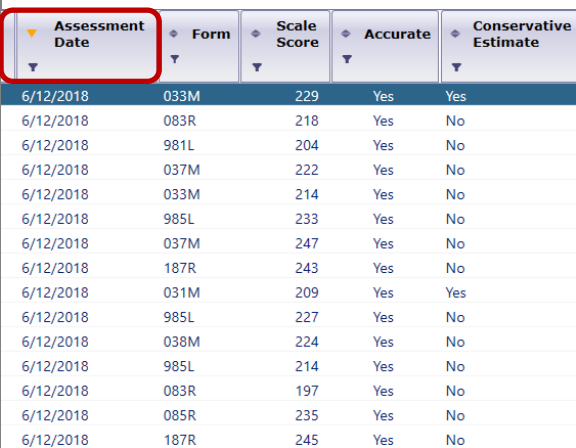## Customizing the Tests Lister

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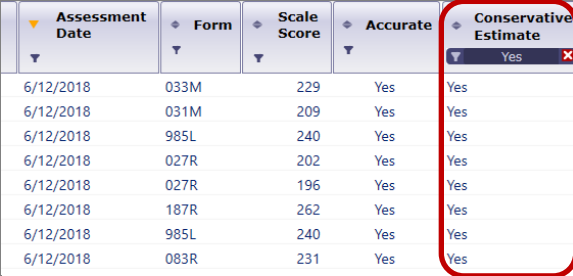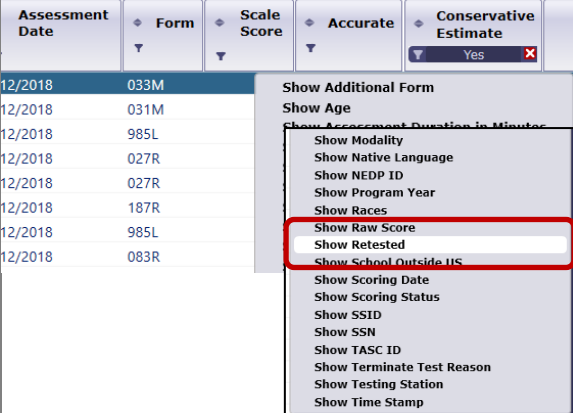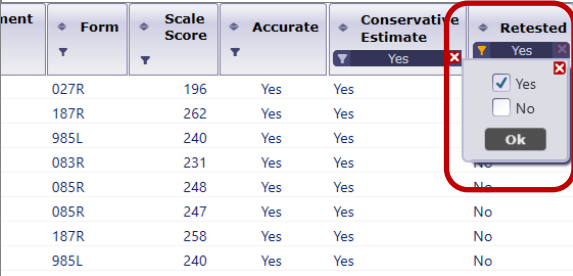 below accurate range and conservative estimate scores. Customizing this lister further could help you to detect possible test-taker behavior for tests administered with eTests such as:
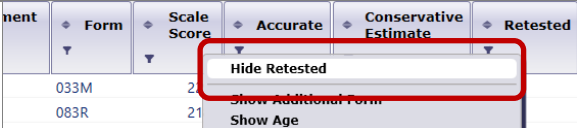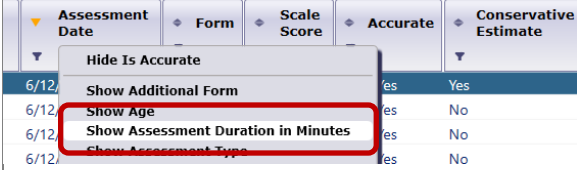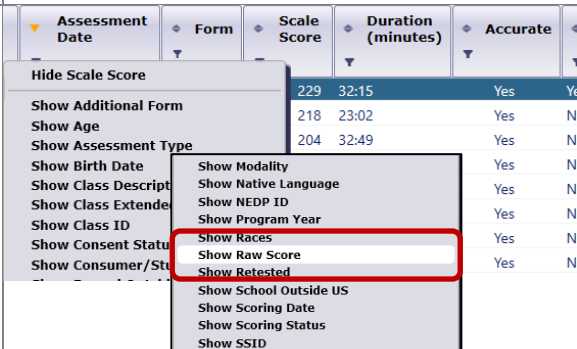
- How much time did the student spend on the test?
- Was the student speeding through the test?
- Did the student finish the test within normal test time?
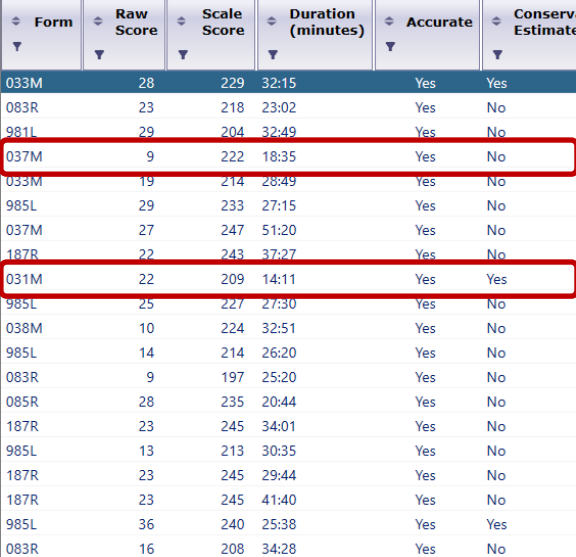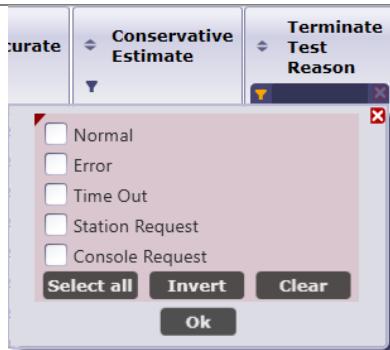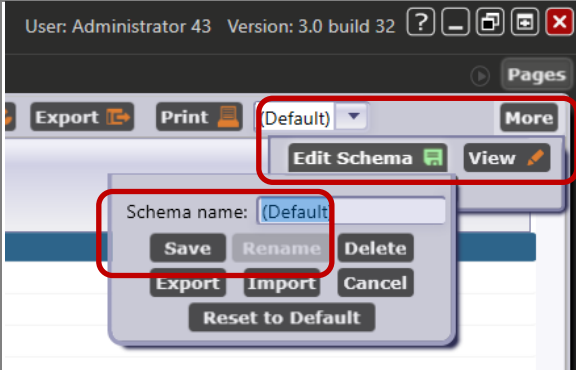- Did the student run out of time and the test timed out?

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

| Step | Screen | Description |
|---|---|---|
| 1. |  | - From the **Menu bar** at top,<br>  o Click **Tests**. |
| 2. |  | - The **Tests** lister default schema:<br>  o Sorts on most current **Assessment Date.**<br>- Includes columns for:<br>  o **Form**<br>  o **Scale Score**<br>  o **Accurate** (scores)<br>  o **Conservative Estimate** (scores) |

| Step | Screen | Description |
|---|---|---|
| 3. |  | • To filter for scores below **Accurate** range,<br><br>   o Click the filter icon in the **Accurate** column.<br><br>• From the drop-down menu,<br><br>   o Check **No**.<br><br>   o Click **Ok**. |
| 4. |  | • Scores below **Accurate** range are invalid.<br><br>   o Retesting is required for both pre- and post-tests.<br><br>• Invalid scores are not reportable.<br><br>• The test record should not be deleted from the database in order to retain historical data for tracking and accountability. |
| 5. |  | • Check the **Red X Box** on the **Accurate** column filter.<br><br>• This removes the column filter and returns the **Tests** lister to its last configuration. |
| 6. |  | • To filter for **Conservative Estimate** scores,<br><br>   o Click the filter icon in the **Conservative Estimate** column.<br><br>• From the drop-down menu,<br><br>   o Check **Yes**.<br><br>   o Click **Ok**. |

# Listers

| Step | Screen | Description |
|---|---|---|
| 7. |  | • **Conservative Estimate** scores are valid and reportable. <br><br>    o Retesting is required for pretests. <br><br>    o Check with your **State Assessment Policy** for further guidance if/when retesting is required for post-tests. |
| 8. |  | • Add the **Retested** column to identify **Tests** excluded from reports and 3rd Party Exports. <br><br>    o **Right** mouse-click in the column header. <br><br> • From the drop-down menu of additional columns, <br><br>    o Click **Show Retested** to produce a list of potential retakes. |
| 9. |  | • Click the filter icon in the **Retested** column. <br><br> • From the drop-down menu, <br><br>    o Check **Yes**. <br><br>    o Click **Ok**. |
| 10. |  | • If students **Retested**, those test records would appear in the list. <br><br> • If no tests appear, that's worth investigating! <br><br> • Check the **Red X Box** to remove both filters and move on… |

| Step | Screen | Description |
|------|--------|-------------|
| 11. |  | • Right-mouse click in the **Retested** column.<br><br>    o Select **Hide Retested**. |
| 12. |  | • Right-mouse click in the **Accurate** column header.<br><br>    o Select **Show Assessment Duration in Minutes**. |
| 13. |  | • The **Duration** column tells you the total number of **Minutes** the student spent taking the test.<br><br>• When students spend less time than appropriate for the test form level and modality, this is another area to address. |
| 14. |  | • To gain additional insight about test-taker behavior while taking the test,<br><br>    o Right-mouse click in the **Scale Score** column header.<br><br>    o Select **Show Raw Score**.<br><br>• Take note of **Raw Score** results compared to the **Duration** minutes. |

# Listers



| Step | Screen | Description |
|---|---|---|
| 15. |  | • If **Duration** is low and **Raw score** is low,<br><br>   o There is a high probability the student clicked through the test rapidly.<br><br>   o Even though results may be **Accurate**, retesting should be considered.<br><br>• If **Duration** is low and **Raw score** is high,<br><br>   o That's a good indicator the test was too easy for the student.<br><br>   o And if **Conservative Estimate** is 'Yes', that's confirmation the student should be retested. |
| 16. |  | • Another column to consider adding,<br><br>   o **Show Terminate Test Reason.**<br><br>• This will tell you more about the timing of the test. |
| 17. | <br><br>*Remember!*<br>You can always reset listers to their default schema. | • 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!<br><br>   o Click **More** from the **Toolbar** at top right for 'more' buttons.<br><br>   o Click **Edit Schema.**<br><br>• Save as 'your' **Default** schema on your TE Client, or enter a **Schema** name.<br><br>   o Click **Save**. |