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 Menu bar at top,
		Classes Frograms Tests Costificator Employmen Places of Er				o Click Tests .
2.	 Assessment Date 	♦ Form ₹	 Scale Score 	◆ Accurate ▼	 Conservative Estimate 	• The Tests 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	 Includes columns for:
	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	• Conservative Estimate (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	 To filter for scores below Accurate range, Click the filter icon in the Accurate column. From the drop-down menu, Check No. Click Ok.
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	 Scores below Accurate range are invalid. Retesting is required for both preand post-tests. Invalid scores are not reportable. The test record should not be deleted from the database in order to retain historical dat for tracking and accountability.
5.			o N		 Check the Red X Box on the Accurate column filter. This removes the column filter and returns the Tests lister to its last configuration.
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	 To filter for Conservative Estimate scores, Click the filter icon in the Conservative Estimate column. From the drop-down menu, Check Yes. Click Ok.

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Step			Scree	n		Description
8.	Assessment 0/12/2018 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	 Conservative Estimate scores are valid and reportable. Retesting is required for pretests. Check with your State Assessment Policy for further guidance if/when retesting is required for post-tests. Add the Retested column to identify Tests
	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	 excluded from reports and 3rd Party Exports. Right mouse-click in the column header. From the drop-down menu of additional columns, Click Show Retested to produce a list of potential retakes.
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	 Click the filter icon in the Retested column. From the drop-down menu, Check Yes. Click Ok.
10.	ant Form T	Scale Score T	Accurate	Conservative Estimate	e • Retested	 If students Retested, those test records would appear in the list. If no tests appear, that's worth investigating! Check the Red X Box to remove both filters and move on

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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 Retested column. • Select Hide Retested .
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	 Right-mouse click in the Accurate column header. Select Show Assessment Duration is Minutes.
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	 The Duration column tells you the total number of Minutes the student spent taking the test. When students spend less time than appropriate for the test form level and modality, this is another area to address.
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

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Step			9	Screen			Description
15.	≎ Form ▼		 Scale Score 	 Duration (minutes) 	 Accurate 	Conserva Estimate	• If Duration is low and Raw score 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	 There is a high probability the student clicked through the test rapidly. Even though results may be Accurate, retesting should be considered. If Duration is low and Raw score is high, That's a good indicator the test was too easy for the student. And if Conservative Estimate is 'Yes', that's confirmation the student should be retested.
16.			Conse Estim Consel Error Time Out Station Rec Console Re Lect all	uest quest	Clear		 Another column to consider adding, Show Terminate Test Reason. This will tell you more about the timing of the test.
17.	User: A	rt 🕞 🚺	Print American ema name: Save R export 1	ename Del		Pages More Tiew	 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! Click More from the Toolbar at top right for 'more' buttons. Click Edit Schema.
				et listers t	to their c	lefault	 Save as 'your' Default schema on your TE Client, or enter a Schema name. Click Save.