

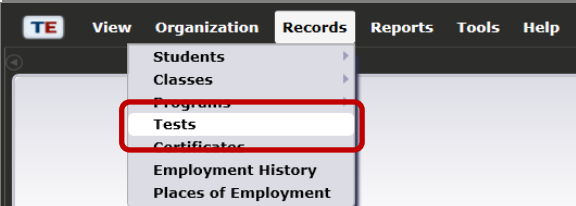
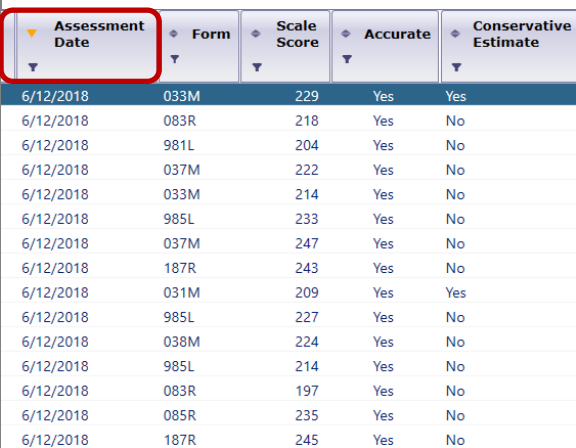
Customizing the Tests Lister

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.

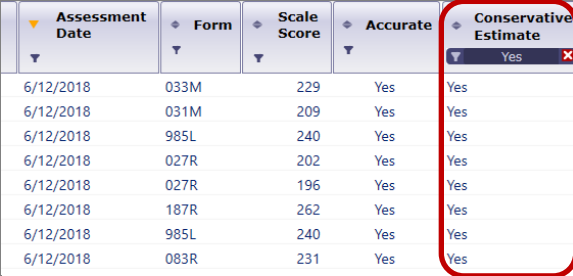
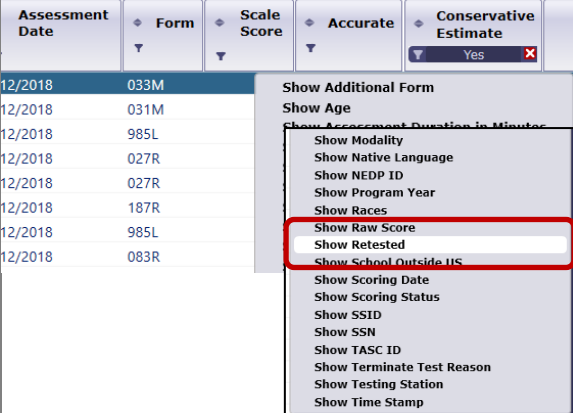
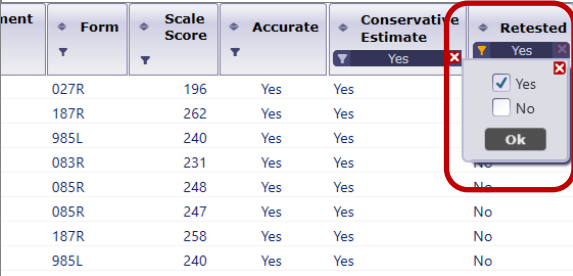

Customizing this lister further could help you to detect possible test-taker behavior for tests administered with eTests such as:

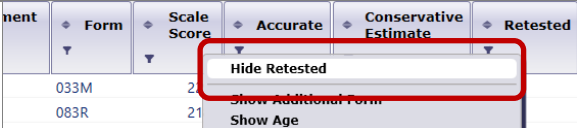
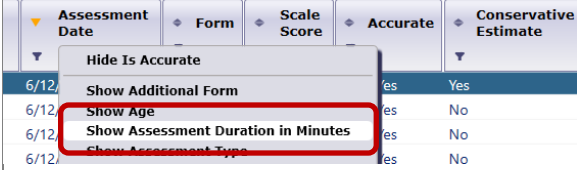

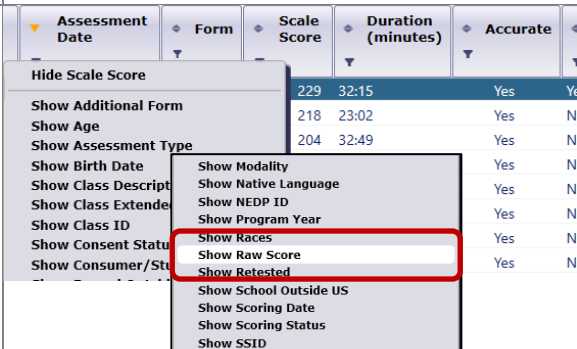
- How much time did the student spend on the test?
- Was the student speeding through the test?
- Did the student finish the test within normal test time?
- Did the student run out of time and the test timed out?

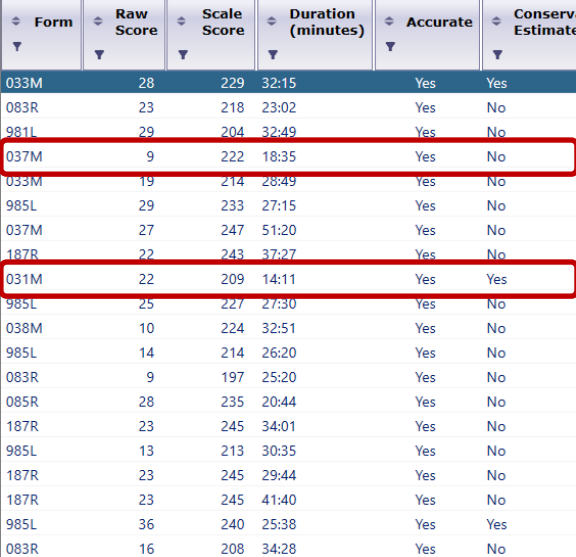
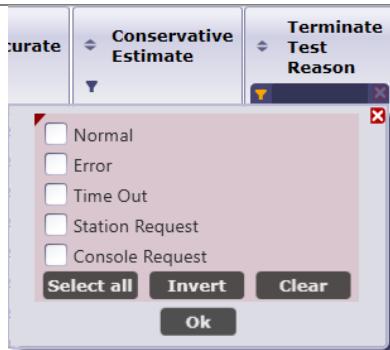
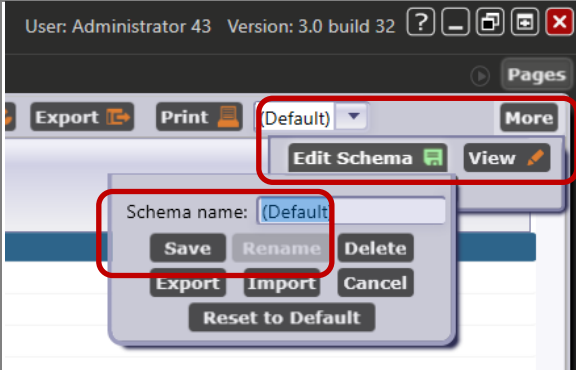
Follow these steps to customize the **Tests Lister** to help identify suspect test results to investigate.

Step	Screen	Description																																																																																
1.		<ul style="list-style-type: none">From the Menu bar at top,<ul style="list-style-type: none">Click Tests.																																																																																
2.	 <table><thead><tr><th>Assessment Date</th><th>Form</th><th>Scale Score</th><th>Accurate</th><th>Conservative Estimate</th></tr></thead><tbody><tr><td>6/12/2018</td><td>033M</td><td>229</td><td>Yes</td><td>Yes</td></tr><tr><td>6/12/2018</td><td>083R</td><td>218</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>981L</td><td>204</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>037M</td><td>222</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>033M</td><td>214</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>985L</td><td>233</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>037M</td><td>247</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>187R</td><td>243</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>031M</td><td>209</td><td>Yes</td><td>Yes</td></tr><tr><td>6/12/2018</td><td>985L</td><td>227</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>038M</td><td>224</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>985L</td><td>214</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>083R</td><td>197</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>085R</td><td>235</td><td>Yes</td><td>No</td></tr><tr><td>6/12/2018</td><td>187R</td><td>245</td><td>Yes</td><td>No</td></tr></tbody></table>	Assessment Date	Form	Scale Score	Accurate	Conservative Estimate	6/12/2018	033M	229	Yes	Yes	6/12/2018	083R	218	Yes	No	6/12/2018	981L	204	Yes	No	6/12/2018	037M	222	Yes	No	6/12/2018	033M	214	Yes	No	6/12/2018	985L	233	Yes	No	6/12/2018	037M	247	Yes	No	6/12/2018	187R	243	Yes	No	6/12/2018	031M	209	Yes	Yes	6/12/2018	985L	227	Yes	No	6/12/2018	038M	224	Yes	No	6/12/2018	985L	214	Yes	No	6/12/2018	083R	197	Yes	No	6/12/2018	085R	235	Yes	No	6/12/2018	187R	245	Yes	No	<ul style="list-style-type: none">The Tests lister default schema:<ul style="list-style-type: none">Sorts on most current Assessment Date.Includes columns for:<ul style="list-style-type: none">FormScale ScoreAccurate (scores)Conservative Estimate (scores)
Assessment Date	Form	Scale Score	Accurate	Conservative Estimate																																																																														
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Step	Screen	Description
7.		<ul style="list-style-type: none"> Conservative Estimate scores are valid and reportable. <ul style="list-style-type: none"> Retesting is required for pretests. Check with your State Assessment Policy for further guidance if/when retesting is required for post-tests.
8.		<ul style="list-style-type: none"> Add the Retested column to identify Tests excluded from reports and 3rd Party Exports. <ul style="list-style-type: none"> Right mouse-click in the column header. From the drop-down menu of additional columns, <ul style="list-style-type: none"> Click Show Retested to produce a list of potential retakes.
9.		<ul style="list-style-type: none"> Click the filter icon in the Retested column. From the drop-down menu, <ul style="list-style-type: none"> Check Yes. Click Ok.
10.		<ul style="list-style-type: none"> 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...

Step	Screen	Description
11.		<ul style="list-style-type: none"> Right-mouse click in the Retested column. <ul style="list-style-type: none"> Select Hide Retested.
12.		<ul style="list-style-type: none"> Right-mouse click in the Accurate column header. <ul style="list-style-type: none"> Select Show Assessment Duration in Minutes.
13.		<ul style="list-style-type: none"> 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.		<ul style="list-style-type: none"> To gain additional insight about test-taker behavior while taking the test, <ul style="list-style-type: none"> Right-mouse click in the Scale Score column header. Select Show Raw Score. Take note of Raw Score results compared to the Duration minutes.

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085R	28	235	20:44	Yes	No																																																																																																																											
187R	23	245	34:01	Yes	No																																																																																																																											
985L	13	213	30:35	Yes	No																																																																																																																											
187R	23	245	29:44	Yes	No																																																																																																																											
187R	23	245	41:40	Yes	No																																																																																																																											
985L	36	240	25:38	Yes	Yes																																																																																																																											
083R	16	208	34:28	Yes	No																																																																																																																											
16.		<ul style="list-style-type: none">• Another column to consider adding,<ul style="list-style-type: none">○ Show Terminate Test Reason.• This will tell you more about the timing of the test.																																																																																																																														
17.	 <p>Remember! You can always reset listers to their default schema.</p>	<ul style="list-style-type: none">• 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 style="list-style-type: none">○ Click More from the Toolbar at top right for 'more' buttons.○ Click Edit Schema.• Save as 'your' Default schema on your TE Client, or enter a Schema name.<ul style="list-style-type: none">○ Click Save.																																																																																																																														