

## Records -> Tests

**Content:** The Tests lister maintains a list of all students who were administered a test. Acceptable tests are those yielding a scale score and published by CASAS, TABE, GAIN and BEST.

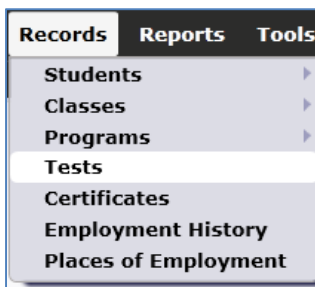
**Created:** Whenever a test is administered. Students are duplicated.

**Tip:** Use the filter for the scale score column in order to specify a range of scores such as 200 to 215.

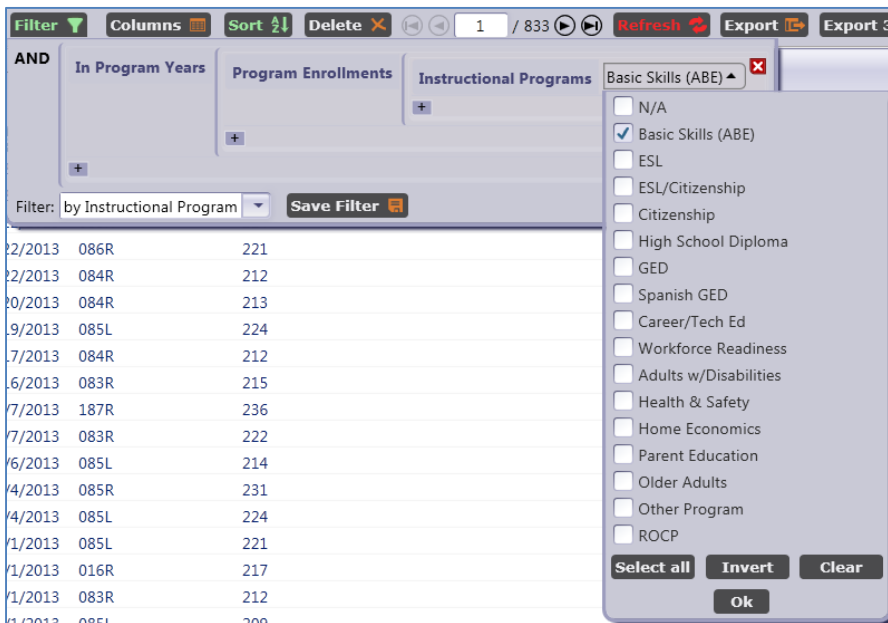
**Use to:** Find students who completed a particular test form or who achieved specific test scores.

### Example(s) Using this Lister:

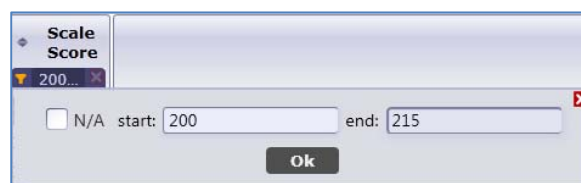
1. On the Records menu, select Tests.



2. Click Refresh.
3. Click the Filter button. Open the Filter drop box and select by Instructional Program.



4. Once Instructional Programs appears, select ABE, as in the graphic below. Click OK.
5. In this dataset, the filter reduces the number of tests from 833 to 120.
6. Refer to the Scale Score column and click the Add Filter button. Specify the scale score range from 200 to 215.



7. In this dataset, the Test Lister item count is now N = 23.
8. Click the double arrow above the Scale Score column to arrange the tests in order from lowest score to highest. Clicking the arrow a second time arranges from highest score to lowest.

**Scale Score**

▼ 200... ✕

202

202

205

205

206

9. Note that appraisal scores appear in the search, but sort separately from the other tests.

Site	Student ID	Name	Assessment Date	Form	Scale Score
1 - North Campus	098509389	Robin A Aljmaner	9/19/2012	130M	214
1 - North Campus	340993385	Dustin P Andrews	10/17/2012	130M	212