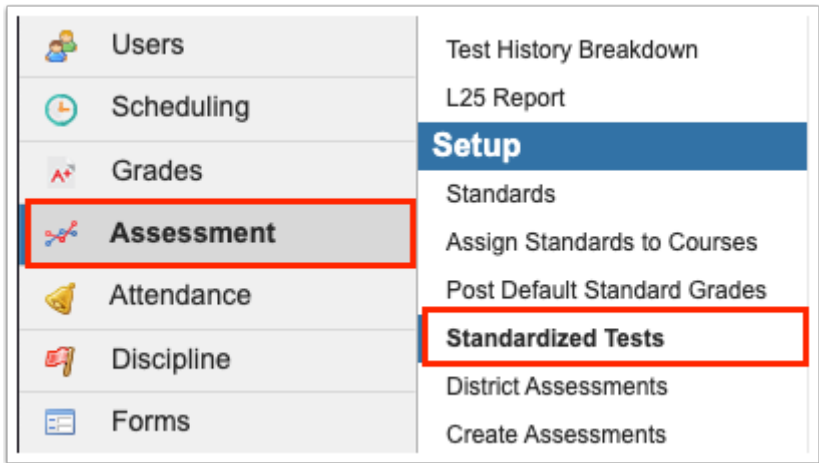


Standardized Tests

The Standardized Tests screen is used to set up the parameters of a district's standardized tests, including each test part and its corresponding score type. From the Standardized Tests screen, administrators build the outline of the standardized tests' scores that will be imported into Focus with the Import Tools. After setting up Standardized Tests and Score Types, the Focus Importer can be used to Match Student IDs and/or migrate Standardized Test data into Focus, where the data can be reviewed, tracked, and analyzed in a number of other Focus features, including Test History, Test History Report, Test History Breakdown, State Performance Reports and Advanced Reports.

Overview of Standardized Tests Set Up

1. In the **Assessment** menu, click **Standardized Tests**.



2. This navigates to the Standardized Tests screen, where a list of Standardized Tests is displayed to the left. Click any existing test to review more of its details, including its Short Name, Test Parts, Score Types, etc.

Select Student/Staff

Standardized Tests

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Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Setup Tests

Setup Test Types

Setup Score Types

Setup Score Ranges

Save

☐ FAS Tests
 Tests

ACT, PLAN - APL

Advanced Placement Test - APT

American College Testing Program - ACT

American College Testing Program, Enhanced - ACE

Basic Achievement Skills Inventory - BSI

B.E.S.T. Standards

Cambridge Advanced International Certificate of Education (AICE) - CAI

College Placement Test - CPT

Comprehensive Adult Student Assessment System (CASAS) - CAS

Comprehensive English Language Learning Assessment (CELLA) - CEL

Comprehensive Test of Basic Skills (CTBS) - CTB

Developmental Reading Assessment

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) - DIB

Early Childhood Observation System (ECHOS) - ECH

FCAT Writing Assessment Program - WAP

Florida Alternate Assessment - FAA

Title:

ACT, PLAN - APL

Short Name:

APL

Test Type:

College Readiness

Score Types:

Scale Score (Expanded Standard Score) (SS), National Percentile (NP), Florida Percentile (FP)

Allow profiles to modify:

Data Support, Assessment & Accountability, Assessment & Accountability Admin, SIS Info Speci...

Include in Post Secondary transcript:

No

Include in Inter-District transcript:

No

Score Type for Min Score:

Raw Score

Test Parts:

8 Parts

Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Passing Score	Score Types	Max Syear
English	APL ENG	94	-	-	Yes		Scale Score (Expanded Standard Score), National Percentile, Florida Percentile	-
Geometry	APL GEOM	GM	-	-	Yes		Scale Score (Expanded Standard Score), National Percentile, Florida Percentile	-
Math	APL MATH	95	-	-	Yes		Scale Score (Expanded Standard Score), National Percentile, Florida Percentile	-
Pre-Algebra/Algebra	APL PALG	P1	-	-	Yes		Scale Score (Expanded Standard Score), National Percentile, Florida Percentile	-
Reading	APL READ	92	-	-	Yes		Scale Score (Expanded Standard Score), National Percentile, Florida Percentile	-

Print

Help

Logout

The test's current parameters will display in the center of the Standardized Test screen; any field underlined in blue can be modified, as well as pull-downs.

Setup Tests

Setup Score Types

Setup Score Ranges

Save

☐ FAS Tests
 Tests

ACT, PLAN - APL

Advanced Placement Test - APT

American College Testing Program - ACT

American College Testing Program, Enhanced - ACE

Basic Achievement Skills Inventory - BSI

Cambridge Advanced International Certificate of Education (AICE) - CAI

College Placement Test - CPT

Comprehensive Adult Student Assessment System (CASAS) - CAS

Comprehensive English Language Learning Assessment (CELLA) - CEL

Comprehensive Test of Basic Skills (CTBS) - CTB

Developmental Reading Assessment

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) - DIB

Title:

ACT, PLAN - APL

Short Name:

APL

Score Types:

Scale Score (Expanded Standard Score) (SS), National Percentile (NP), Florida Percentile (FP)

Allow profiles to modify:

System Administrator, Data Support, Assessment & Accountability, Assessment & Accountability...

Include in Post Secondary transcript:

Filter

Include in Inter-District transcript:

Check all visible Clear selected

Score Type for Min Score:

☐ Lesson Planning Teacher
 ☒ System Administrator
 ☐ Attendance Secretary
 ☐ Teacher
 ☐ No Access
 ☐ School Guidance Counselor
 ☐ Contractor-Administrative Services
 ☐ School Admin
 ☒ Data Support
 ☐ Executive

Test Parts:

8 Parts

Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Passing Score	Score Types	Max Syear
English	APL ENG							
Geometry	APL GEOM							
Math	APL MATH	95	-	-	Yes		Scale Score (Expanded Standard Score), National Percentile, Florida Percentile	-

3. To delete a test, click the **delete** button (black minus sign) to the left of its title.

Setup Tests

Setup Score Types

Setup Score Ranges

☐ FAS Tests

Tests

ACT, PLAN - APL

Advanced Placement Test - APT

American College Testing Program - ACT

American College Testing Program, Enhanced - ACE

Basic Achievement Skills Inventory - BSI

Cambridge Advanced International Certificate of Education (AICE) - CAI

College Placement Test - CPT

Comprehensive Adult Student Assessment System (CASAS) - CAS

Title:

STAR - SAR

Short Name:

SAR

Score Types:

Scale Score (Expanded Standard Score) (S), Score/Fluency-Correct WPM (WM), Instructional Reading Level (IRL), Percentile Rank (PR), Student Growth Percentile (SGP)

Allow profiles to modify:

System Administrator, Data Support, Assessment & Accountability, Assessment & Accountability...

Include in Post Secondary transcript:

No

Include in Inter-District transcript:

No

Score Type for Min Score:

Raw Score

For information on how to add a new Standardized Test see [Setting Up Tests](#).

i All Profiles that have been granted editing rights for test history are also able to edit/add any test, unless, otherwise restricted. To review and edit Profiles data, navigate from the Users menu to Profiles. For more information, see [Profiles](#).

4. Once the test has been opened for editing, you can edit the Title, the Short Name, and the Score Types. You can also identify specific profiles that have access to modify the test using the Allow profiles to modify pull-down. Choose whether or not you would like to Include in Post Secondary transcript and/or Include in Inter-District transcript, as well as the Score Type for Min Score.

Setup Tests

Setup Score Types

Setup Score Ranges

☐ FAS Tests

Tests

ACT, PLAN - APL

Advanced Placement Test - APT

American College Testing Program - ACT

American College Testing Program, Enhanced - ACE

Basic Achievement Skills Inventory - BSI

Cambridge Advanced International Certificate of Education (AICE) - CAI

College Placement Test - CPT

Comprehensive Adult Student Assessment System (CASAS) - CAS

Comprehensive English Language (CTBS) - CTB

Developmental Reading Assessment

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) - DIB

Early Childhood Observation System (ECHOS) - ECH

FCAT Writing Assessment Program - WAP

Florida Alternate Assessment - FAA

Florida Assessments for Instruction in Reading (FAIR) Grades 3-12 - FAR

Florida Assessments for Instruction in Mathematics (FAIM) Grades 3-12 - FIM

Title:

STAR - SAR

Short Name:

SAR

Score Types:

Scale Score (Expanded Standard Score) (SS), Normal Curve Equivalent (NC), Grade Equivalent (GE), Lexile Score (LX), Raw Score/Fluency-Correct WPM (WM), Instructional Reading Level (IRL), Percentile Rank (PR), Student Growth Percentile (SGP)

Allow profiles to modify:

System Administrator, Data Support, Assessment & Accountability, Assessment & Accountability...

Include in Post Secondary transcript:

No

Include in Inter-District transcript:

No


Score Type for Min Score:

Raw Score

Test Parts:

3 Parts

Title	Score Type	Transcript	Passing Score	Score Types
Early Literacy	Scale Score (Expanded Standard Score)	Yes		Scale Score (Expanded Standard Score), Grade Equivalent, Percentile Rank, Student Growth Percentile
Mathematics	Normal Curve Equivalent	Yes		Scale Score (Expanded Standard Score), Normal Curve Equivalent, Grade Equivalent, Percentile Rank, Student Growth Percentile
Reading	Grade Equivalent	Yes		Scale Score (Expanded Standard Score), Normal Curve Equivalent, Grade Equivalent, Lexile Score, Raw Score/Fluency-Correct WPM, Instructional Reading Level, Percentile Rank, Student Growth Percentile

 It is important that the **Short Name** entered and the **Score Types** selected conform to DOE allowable options.


5. If wanting to edit the **Score Types**, click on the field to open a variety of selections from which to choose. Select the check box next to the score type you'd like to include.


Short Name: ECG

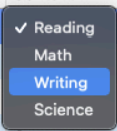
Score Types:

<input checked="" type="checkbox"/> Raw Score (RS)	<input checked="" type="checkbox"/> Scale Score (Expanded Standard Score) (SS)	<input type="checkbox"/> National Percentile (NP)
<input type="checkbox"/> Normal Curve Equivalent (NC)	<input type="checkbox"/> Grade Equivalent (GE)	<input type="checkbox"/> Local Stanine (LS)
<input type="checkbox"/> Lexile Score (LX)	<input type="checkbox"/> National Stanine (NS)	<input type="checkbox"/> FWAP Final Score (FS)
<input type="checkbox"/> FCAT Objective Performance Index (PI)	<input checked="" type="checkbox"/> Achievement Level (AL)	<input checked="" type="checkbox"/> Pass/Fail (PF)
<input type="checkbox"/> Developmental Score (DS)	<input type="checkbox"/> ECHOS Observed Status (OS)	<input type="checkbox"/> Final Rating (FR)
<input type="checkbox"/> BASI Growth Scale Value (GV)	<input type="checkbox"/> FL Alt Assessment Growth Level (GL)	<input type="checkbox"/> FL Alt Assessment Status Level (SL)
<input type="checkbox"/> Raw Score / Comprehension Explicit (CE)	<input type="checkbox"/> Raw Score / Comprehension Implicit (CI)	<input type="checkbox"/> Florida Percentile (FP)
<input type="checkbox"/> Raw Score Grade of Final Passage (GP)	<input type="checkbox"/> Percent Accuracy (PA)	<input type="checkbox"/> Passage Number (PN)
<input type="checkbox"/> Probability of Success (PS)	<input type="checkbox"/> Standard Score (ST)	<input type="checkbox"/> Target Passage Number (TP)
<input type="checkbox"/> Raw Score/Fluency-Correct WPM (WM)	<input type="checkbox"/> Not Applicable (ZZ)	<input checked="" type="checkbox"/> Points Possible (PP)
<input type="checkbox"/> Tape Test Level (TTL)	<input type="checkbox"/> Exemption (EX)	<input type="checkbox"/> ALT-ACCESS Proficiency Level (AAPL)
<input type="checkbox"/> Below Expectations (BE)	<input type="checkbox"/> CASAS Form (CF)	<input type="checkbox"/> CASAS Level (CL)
<input type="checkbox"/> College Career Ready (EBRW) (CCRE)	<input type="checkbox"/> College Career Ready (Math) (CCRM)	<input type="checkbox"/> Converted Score (CS)
<input checked="" type="checkbox"/> Enrollment Status (ES)	<input type="checkbox"/> Instructional Reading Level (IRL)	<input type="checkbox"/> Meeting Expectations (ME)
<input type="checkbox"/> National Test Taker Percentile (NTTP)	<input type="checkbox"/> Number Attempted (NT)	<input checked="" type="checkbox"/> PAS Code (PAS)
<input type="checkbox"/> Percentile Rank (PR)	<input type="checkbox"/> Reporting Category (RC)	<input type="checkbox"/> Reporting Status (RPT)

6. At the bottom of the page is the **Test Parts** section. The fields here can also be modified, if needed. Click in any of the fields to edit.

Test Parts: 56 Parts 

Search 

Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Passing Score	Score Types	Max Year
Art History	APT AH	1A		-	Yes		Scale Score (Expanded Standard Score)	-
Art Studio General	APT ASG	1C		-	Yes		Scale Score (Expanded Standard Score)	-
Biology	APT BY	1D		-	Yes		Scale Score (Expanded Standard Score)	-
Calculus AB	APT CLAB	1E		-	Yes		Scale Score (Expanded Standard Score)	-
Calculus AB Subscore	APT CABS	2G		-	Yes		Scale Score (Expanded Standard Score)	-
Calculus BC	APT CLBC	1F		-	Yes		Scale Score (Expanded Standard Score)	-
CAMB II & Credit Seminar	APT CCS	C6		-	Yes		Scale Score (Expanded Standard Score)	-



It is recommended that you set up the score types before adding Test Parts. See [Setting Up Score Types](#) for more information.

a. To add a test part, scroll to the bottom of the listed Tests Parts until you get to a the last section; here you will see a plus sign instead of the delete sign (minus sign).

b. In this row, enter the **Title**, **Short Name**, **Subject Code**, etc.

Title: The Title is the test part that will display in the test history for students.

Short Name: The Short Name is the key code for the specific item and is used when importing data.

Subject Code: The Subject Code is a secondary identifier available for test parts and is used with state reporting.

Subject Content: The test part can be assigned Subject Content that is used as a filter in Performance Reports.

Sort Order: The Sort Order of the test parts determines the order in which the parts will display in the test history for students.

Transcript: The check box indicates whether or not the test part should be included in the students' transcripts.

Passing Score: The Passing Score is used to determine if students have passed the test. This feature is especially useful in conjunction with the Graduation Requirements "Assessment" Type. See Grades > [Graduation Requirements](#) for more information.

Score Types: The Score Types indicate the data that is reported for the test part.

Max Year: Select the maximum year from the pull-down to determine when the selected test part become inactive.

Include in Inter-District transcript:

No

Test Parts:


5 Parts


Search

	Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Min Scale Score	Score Types
-	Two Dimensional Geometry	TWDIGTY	G2	-	-	Yes	-	Raw Score, Scale Score (Expanded Standard Score), Achievement Level, Pass/Fail, Points Possible, Enrollment Status, PAS Code, Retaker Status, T-Score
+	Three Dime	THRDGT		-		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Raw Score <input checked="" type="checkbox"/> Scale Score (Expanded Standard Score) <input checked="" type="checkbox"/> Achievement Level <input checked="" type="checkbox"/> Pass/Fail <input checked="" type="checkbox"/> Points Possible <input checked="" type="checkbox"/> Enrollment Status <input checked="" type="checkbox"/> PAS Code <input checked="" type="checkbox"/> Retaker Status <input checked="" type="checkbox"/> T-Score

c. Once the information has been added, you can either press **Enter** while clicked into a field to save the data, or select the **Save** button at the top of the screen.

7. Click the **delete** button (black minus sign) to remove a test part.

Test Parts:
5 Parts 

Search 

	Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Score Types
-	Three Dimensional Geometry	THRDGTY	G3	-	-	Yes	Raw Score, Scale Score (Expanded Standard Score), Achievement Level, Pass/Fail, Points Possible, Enrollment Status, PAS Code, Retaker Status, T-Score
-	Trigonometry and Discrete Mathematics	TRIGDIMA	G4	-	-	Yes	Raw Score, Scale Score (Expanded Standard Score), Achievement Level, Pass/Fail, Points Possible, Enrollment Status, PAS Code, Retaker Status, T-Score
-	Two Dimensional Geometry	TWDIGTY	G2	<input checked="" type="checkbox"/> Reading <input type="checkbox"/> Math <input type="checkbox"/> Writing <input type="checkbox"/> Science	-	Yes	Raw Score, Scale Score (Expanded Standard Score), Achievement Level, Pass/Fail, Points Possible, Enrollment Status, PAS Code, Retaker Status, T-Score

☒ Raw Score
 ☒ Scale Score (Expanded Standard Score)

8. When all modifications have been made, click **Save**.

Setup Tests Setup Score Types Setup Score Ranges

Save

☐ FAS Tests

Tests

- ACT, PLAN - APL
- Advanced Placement Test - APT
- American College Testing Program - ACT
- American College Testing Program, Enhanced - ACE
- Basic Achievement Skills Inventory - BSI
- Cambridge Advanced International Certificate of Education (AICE) - CAI
- College Placement Test - CPT
- Comprehensive Adult Student Assessment System (CASAS) - CAS
- Comprehensive English Language Learning Assessment (CELLA) - CEL
- Comprehensive Test of Basic Skills (CTBS) - CTB
- Developmental Reading Assessment

Title: ACT, PLAN - APL

Short Name: APL


Score Types: Scale Score (Expanded Standard Score) (SS), National Percentile (NP), Florida Percentile (FP)


Allow profiles to modify: System Administrator, School Admin, Data Support, Assessment & Accountability, Assessment ...

Include in Post Secondary transcript: No

Include in Inter-District transcript: No

Score Type for Min Score: Raw Score

Test Parts:
8 Parts 

Search 

	Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Passing Score	Score Types	Max Syeay
-	English	APL ENG	94	-	-	Yes		Scale Score (Expanded Standard Score), National Percentile, Florida Percentile	-
-	Geometry	APL GEOM	GM	-	-	Yes		Scale Score (Expanded Standard Score), National Percentile, Florida Percentile	-

Setting Up Test Types

The Setup Test Types tab allows users to create test types in order to determine how tests are grouped when reviewing Test History. Once test types are set up here, they must be assigned from the [Setup Test](#) tab using the Test Type pull-down.

1. In the **Assessment** menu, click **Standardized Tests**.

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Test History Breakdown

L25 Report

Setup

Standards

Assign Standards to Courses

Post Default Standard Grades

Standardized Tests

District Assessments

Create Assessments

2. Click the **Setup Test Types** tab.

Select Student/Staff ▼

Standardized Tests

Lizette Garcia

Focus High School - 0041 ▼

SIS

Admin ▼

2022-2023 ▼

4th 9 Weeks ▼

ERP

Setup Tests

Setup Test Types

Setup Score Types

Setup Score Ranges

Setup Test Types

Save

Filter: OFF

Title ↕	Sort Order ↕	Default ↕
		<input type="checkbox"/>
College Readiness	3	<input type="checkbox"/>
State Assessments	1	<input checked="" type="checkbox"/>
Progress Monitoring	2	<input type="checkbox"/>

All existing test types are displayed including the Title, Sort Order, and Default types.

3. Enter a new test type in the top row. Start by entering the **Title** in the provided text box.

Setup Tests

Setup Test Types

Setup Score Types

Setup Score Ranges

Setup Test Types

Save

Filter: OFF

Title ↕	Sort Order ↕	Default ↕
State Assessments	1	<input checked="" type="checkbox"/>
College Readiness	3	<input type="checkbox"/>

4. Enter the **Sort Order** in the text box to determine in what order the test type displays in the test history pull-down located on the student's record.

nces Activities Referrals **Test History** Audit Trail Grad ISP Page Files SSS Choice Billing

Filter by Test Type: State Assessments

Algebra I EOC Pass Date	(Y) 09/09/2	State	
US History EOC Pass Date		State	
Graduation Reading Requirement Pass Date		Community/volunteer	Z
Preferred Name	Chan	Met Online Course Req	Met

5. Select the **Default** check box to make the test type the default selection in the Filter by Test Type pull-down located on the student's record. If selected as default, the sort order becomes irrelevant unless multiple test types are flagged as default. If none of the test types are set as the default, the pull-down will default to All.

Lizette Garcia Focus High School - 0041
Admin 2022-2023 4th 9 Weeks

Referrals **Test History** Audit Trail Grad Files SSS Choice Billing

Filter by Test Type: State Assessments

Preferred Name	Chan	Algebra I EOC Pass Date	(Y) 09/09/2019
Biology I EOC Pass Date		US History EOC Pass Date	
Geometry EOC Pass Date		Graduation Reading Requirement Pass Date	
Met Online Course Req	Met		

6. Press the **Enter** key to save the line of data. The line turns yellow when committed.

Setup Tests
Setup Test Types
Setup Score Types
Setup Score Ranges

Setup Test Types
Save

Filter: OFF

Title ↕	Sort Order ↕	Default ↕
		<input type="checkbox"/>
State Assessments	1	<input checked="" type="checkbox"/>
College Readiness	3	<input type="checkbox"/>

7. Click **Save**.

Setup Tests
Setup Test Types
Setup Score Types
Setup Score Ranges

Setup Test Types
Save

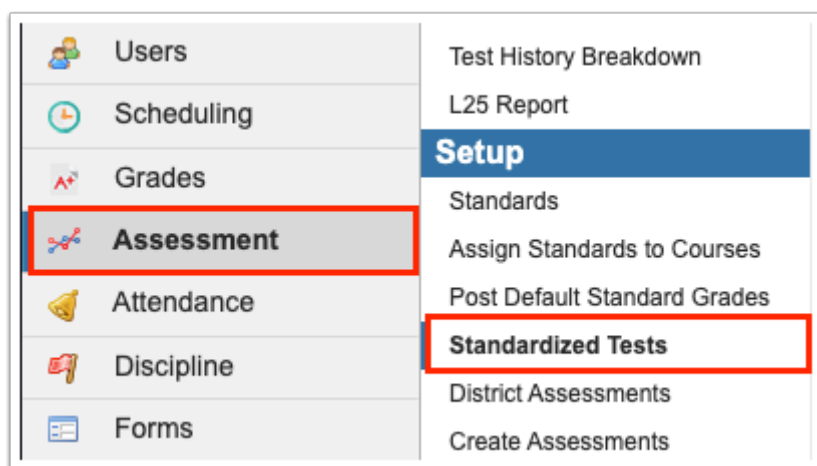
Filter: OFF

Title ↕	Sort Order ↕	Default ↕
		<input type="checkbox"/>
State Assessments	1	<input checked="" type="checkbox"/>
College Readiness	3	<input type="checkbox"/>

Setting Up Score Types

- i Before adding Test Parts on the Setup Tests tab, it's recommended that the score types be set up first. Score Types are not test-specific, so they will be available to be attached to any test in your setup.

1. In the **Assessment** menu, click **Standardized Tests**.



2. Click the **Setup Score Types** tab.

The screenshot shows the 'Setup Score Types' tab in the 'Standardized Tests' section. The table lists 60 score types. The columns are: Title, Short Name, Sort Order, Data Type, Pull-Down Options, Transcript, Min Score, and Max Score. The table is filtered to show 60 score types. The first five rows are visible:

Title	Short Name	Sort Order	Data Type	Pull-Down Options	Transcript	Min Score	Max Score
Pass/Fail	PF	12	Pull-Down	Y N	Yes	-	-
Tab Test Level	TTL	31	Pull-Down	A D E L M 114R 116R 11R 12R 9841	Yes	-	-
CASAS Form	CF	-	Pull-Down	A A B C D 9	Yes	-	-
CASAS Level	CL	-	Pull-Down	10 11OL 11PB 12OL	Yes	-	-
TABE Test Form	TTF	-	Pull-Down		Yes	-	-

! It is recommended that district-level administrators manage this set up. Even between district schools, tests' short names and titles must identically correspond with previously used short names that will be in the data being imported. If there is any inconsistency in the short name/title setup of standardized tests' score types, the imported data will not migrate properly. If not set up properly, it will not be reported to the state, FASTER, or display in the Graduation Requirements Report.

On the Setup Score Types tab, the following information is displayed: Title, Short Name, Sort Order options, Data Type, Pull-Down Options, Transcript options, Min Score, and Max Score.

Setup Tests

Setup Score Types

Setup Score Ranges

53 Score Types

Search

Save

	Title	Short Name	Sort Order	Data Type	Pull-Down Options		Transcript	Min Score	Max Score
-	Raw Score	RS	1	Numeric			Yes	-	-
-	Scale Score (Expanded Standard Score)	SS	2	Numeric			Yes	-	-
-	National Percentile	NP	3	Numeric			Yes	-	-
-	Normal Curve Equivalent	NC	4	Numeric			Yes	-	-

3. Click into any of the fields underlined in blue to edit. You can also type directly into the Pull-Down Options text box to add or edit data.


	Title	Short Name	Sort Order	Data Type	Pull-Down Options		Transcript	Min Score
-	Tab Test Level	TTL	31	Pull-Down	A D E L		Yes	
-	CASAS Form	CF	-	Numeric Alphanumeric ✓ Pull-Down	114R 116R 11R 12R 13R		Yes	-

4. To delete a score type, click the **delete** button (black minus sign) in the first column.


	Title	Short Name	Sort Order
-	Tab Test Level	TTL	31
-	CASAS Form	CF	-

i The Numeric Data Type is stored in the scores field, while Alphanumeric is stored in a different field; therefore, if a Score Type is changed/edited, the data will not appear via the interface, until it is moved to the correct field.

5. To add a score type, scroll to the bottom of the listed score types until you get to the last section; here you will see a plus sign instead of the delete sign (minus sign).

53 Score Types 

Search



Save

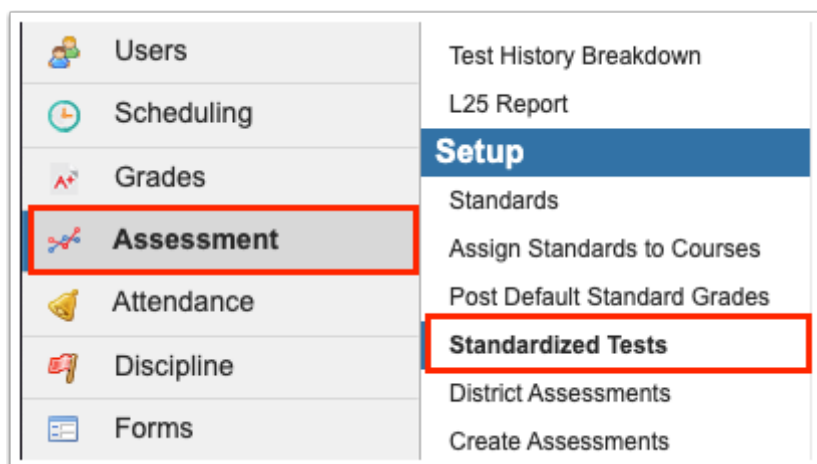
	Title	Short Name	Sort Order	Data Type	Pull-Down Options	Transcript	Min Score	Max Score
-	Retaker Status	R	-	Alphanumeric		Yes	-	-
-	Student Growth Percentile	SGP	-	Numeric		No	-	-
-	TABE Test Form	TTF	-	Pull-Down	9 10	Yes	-	-
-	Transitional Level	TL	-	Numeric		Yes	-	-
-	T-Score	TS	-	Numeric		Yes	-	-
+	Reporting S	RPT		<div>Numeric ✓ Alphanumeric Pull-Down</div>		<input checked="" type="checkbox"/>		

6. In this row, enter the **Title**, **Short Name**, **Sort Order**, etc.

7. Once the information has been added, you can either press **Enter** while clicked into a field to save the data, or click the **Save** button at the top of the screen.

Setting Up Score Ranges

1. In the **Assessment** menu, click **Standardized Tests**.



2. Click the **Setup Score Ranges** tab.

Select Student/Staff ▼
Standardized Tests

Lizette Garcia
Focus High School - 0041 ▼
SIS

Admin ▼
2022-2023 ▼
4th 9 Weeks ▼
ERP

Setup Tests
Setup Test Types
Setup Score Types

Setup Score Ranges

Filter: OFF

Test ▼	Test Part ▼	Test Form ▼	Score Type ▼	Level ▼	Min ▼	Max ▼
ACT, PLAN - APL ▼	English ▼		Florida Percentile ▼			

i The Setup Score Ranges tab allows you to set a min and max test score and allows teachers to enter test scores as well. Teachers will have the ability to modify/enter test scores only if permission is granted via Setup Tests > Allow profiles to modify pull-down. For more information see the section titled, [Setting Up Tests](#).

Upon navigating to the Setup Score Ranges screen, you will see score ranges for tests that have already been set up.

Setup Tests

Setup Score Types

Setup Score Ranges

Filters: OFF

	Test ⬆	Test Part ⬆	Test Form ⬆	Score Type ⬆	Level ⬆	Min ⬆	Max ⬆
	ACT, PLAN -... ⬇	English ⬇	⬇	Florida Percentile ⬇	⬇		
⛔	Florida Com... ⬇	SSS Reading ⬇	⬇	Developmental Score ⬇	⬇	140	181
⛔	Florida Com... ⬇	SSS Reading ⬇	⬇	Developmental Score ⬇	⬇	86	1045
⛔	Florida Com... ⬇	SSS Reading ⬇	⬇	Developmental Score ⬇	⬇	182	197
⛔	Florida Com... ⬇	SSS Reading ⬇	⬇	Developmental Score ⬇	⬇	182	197
⛔	Florida Com... ⬇	SSS Reading ⬇	⬇	Developmental Score ⬇	⬇	198	209
⛔	Florida Com... ⬇	SSS Reading ⬇	⬇	Developmental Score ⬇	⬇	198	209
⛔	Florida Com... ⬇	SSS Reading ⬇	⬇	Developmental Score ⬇	⬇	210	226

3. From here, if needed, you can edit any of the fields by using the pull-down or clicking into any of the text fields.

4. Click the **delete** button (red minus sign) to remove scores.

Setup Tests
Setup Score Types
Setup Score Ranges

Filters: OFF

	Test ⬆	Test Part ⬆	Test Form ⬆
	ACT, PLAN -... ⬆	English ⬆	⬆
✖	Florida Com... ⬆	SSS Reading ⬆	⬆
✖	Florida Com... ⬆	SSS Reading ⬆	⬆
✖	Florida Com... ⬆	SSS Reading ⬆	⬆

5. To add a new score range, begin entering information into the top line starting with selecting the **Test** from the pull-down. The tests listed here pull from tests set up on the Setup Tests tab; for more information about setting up tests, see [Setting Up Tests](#).

	Test ⬆	Test Part ⬆	Test Form ⬆
	ACT, PLAN -... ⬆	English ⬆	⬆
✖	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Filter</div> <div style="background-color: #007bff; color: white; padding: 2px 5px; margin-bottom: 5px;">ACT, PLAN - APL</div> <div style="padding: 2px 5px;">Advanced Placement Test - APT</div> <div style="padding: 2px 5px;">American College Testing Program - ACT</div> <div style="padding: 2px 5px;">American College Testing Program, Enhanced - ACE</div> <div style="padding: 2px 5px;">Basic Achievement Skills Inventory - BSI</div> <div style="padding: 2px 5px;">Cambridge Advanced International Certificate of Education (AICE) - CAI</div> <div style="padding: 2px 5px;">College Placement Test - CPT</div> <div style="padding: 2px 5px;">Comprehensive Adult Student Assessment System (CASAS) - CAS</div> <div style="padding: 2px 5px;">Comprehensive English Language Learning Assessment (CELLA) - CEL</div> <div style="padding: 2px 5px;">Comprehensive Test of Basic Skills (CTBS) - CTB</div>		

6. Select the **Test Part** from the pull-down, such as Geometry, English, etc.

	Test ⬆	Test Part ⬆	Test Form ⬆	Score Type ⬆	Level ⬆	Min ⬆	Max ⬆
	American Co... ⬆	Pre-Algebra/Algebra ⬆	⬆	National Percentile ⬆	⬆	116	570
✖	Florida Com... ⬆	SSS Reading ⬆	⬆	Developmental Score ⬆	⬆	140	181
✖	Florida Com... ⬆	SSS Reading ⬆	⬆	Developmental Score ⬆	⬆	86	1045

7. If the test uses a specific **Test Form**, select it from the corresponding pull-down.

8. Choose a **Score Type**, the options here vary based on the test selected.

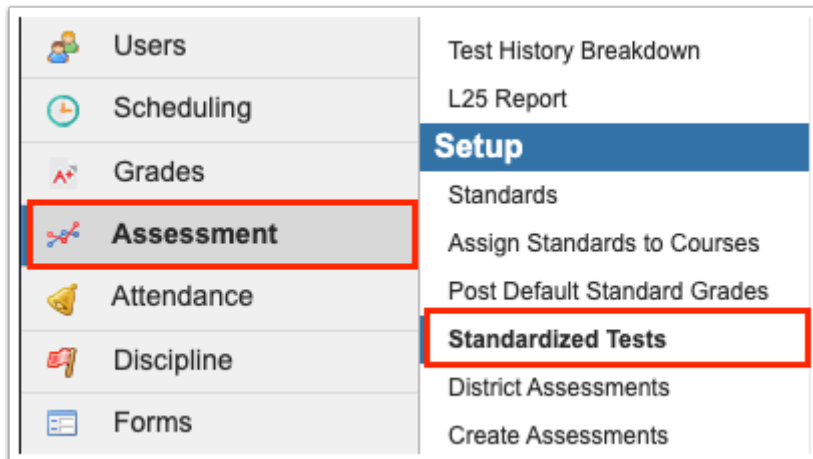
9. If applicable, select a **Level**.

10. Set the **Min** and **Max** scores.

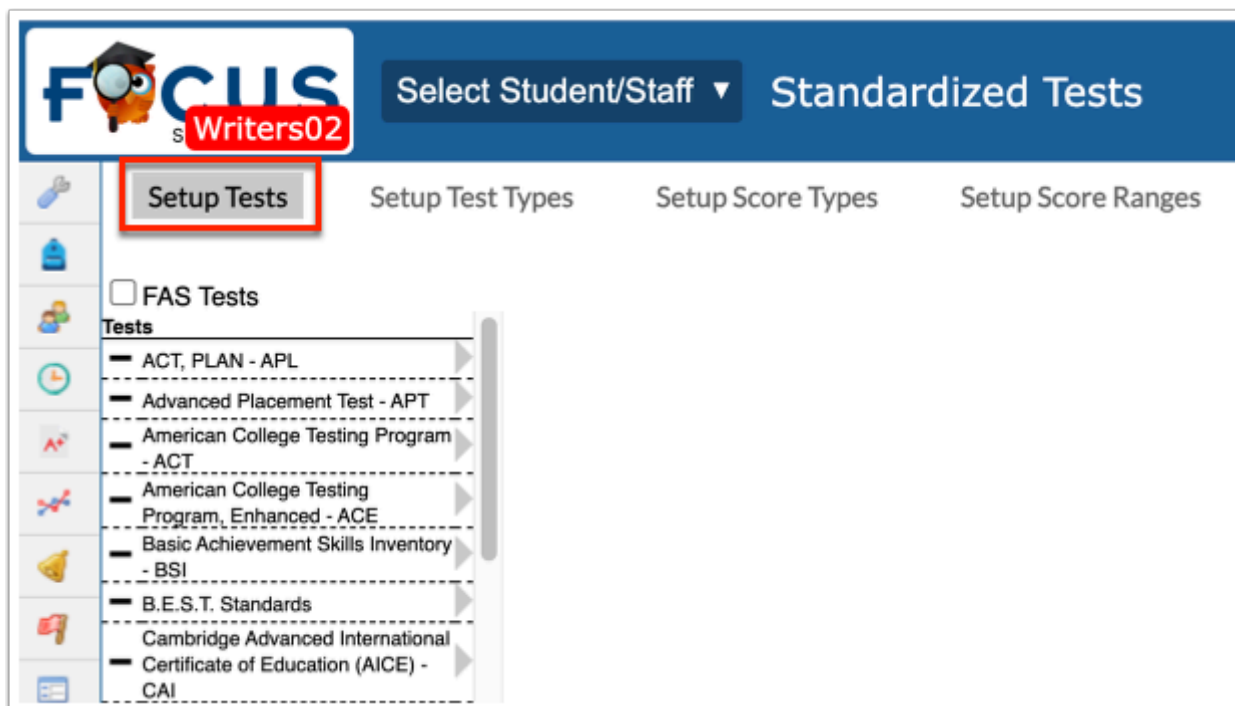
11. When finished, click into one of the text fields and press **Enter** to commit the line of data. The line will turn blue when saved and a delete button (red minus sign) will appear.

Setting Up Tests

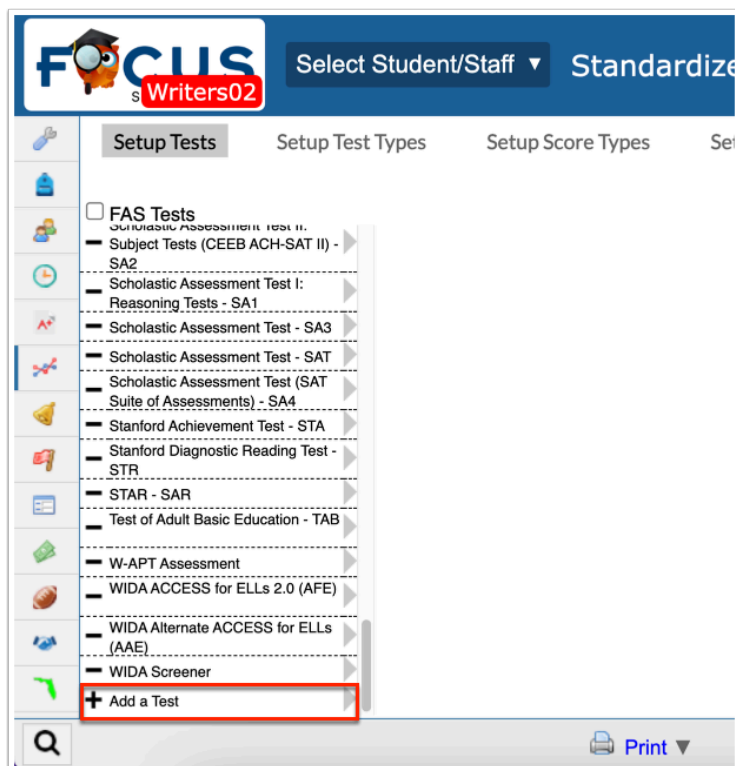
1. In the **Assessment** menu, click **Standardized Tests**.



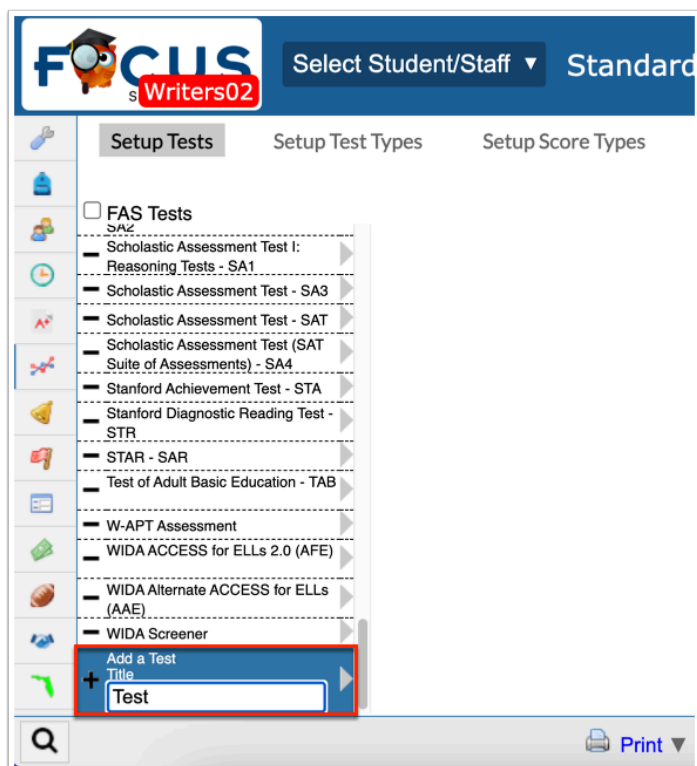
2. Click the **Setup Tests** tab.



3. A list of existing Standardized Tests displays down the left side. To create a new Standardized Test, click on **+ Add a Test** at the bottom of the list and enter a title for the new test.



4. Clicking on + Add a Test, will prompt you to enter a **Title**. Enter the Title then press **Enter** to save the data and begin adding information for the new standardized test.



5. A new test module will display for the setup of the new Standardized Test. Enter the same **Short Name** found in the data you will be importing into Focus; these short names must match for imported data to migrate to Focus correctly.

Title: Postsecondary Education Readiness Test (PERT)

Short Name:

Test Type:

Score Types: -

Allow profiles to modify:

Include in Post Secondary transcript: No

Include in Inter-District transcript: No

Score Type for Min Score: Raw Score

Test Parts:

No Parts were found.

Search

	Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Passing Score	Score Types	Max Syear
+	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>		<input type="text"/>

6. Select the type of test from the **Test Type** pull-down to determine how the test is categorized when viewing students' test history record. Test Types must first be set up from the [Setup Test Types](#) tab.

Title: Postsecondary Education Readiness Test (PERT)

Short Name: PERT

Test Type: College Readiness

Score Types: -

Allow profiles to modify:

Include in Post Secondary transcript: No

Include in Inter-District transcript: No

Score Type for Min Score: Raw Score

Test Parts:

No Parts were found.

Search

	Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Passing Score	Score Types	Max Syear
+	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>		<input type="text"/>

7. Click on the **Score Types** field to display the created Score Types. Check all of the Score Types used throughout this Standardized Test; score types per test parts are specified in the Test Parts section explained in the next step. See [Setting Up Score Types](#) for more information.

<input type="checkbox"/> Raw Score (RS)	<input type="checkbox"/> Scale Score (Expanded Standard Score) (SS)	<input type="checkbox"/> National Percentile (NP)
<input type="checkbox"/> Normal Curve Equivalent (NC)	<input type="checkbox"/> Grade Equivalent (GE)	<input type="checkbox"/> Local Stanine (LS)
<input type="checkbox"/> Lexile Score (LX)	<input type="checkbox"/> National Stanine (NS)	<input type="checkbox"/> FWAP Final Score (FS)
<input type="checkbox"/> FCAT Objective Performance Index (PI)	<input type="checkbox"/> Achievement Level (AL)	<input type="checkbox"/> Pass/Fail (PF)
<input type="checkbox"/> Developmental Score (DS)	<input type="checkbox"/> ECHOS Observed Status (OS)	<input type="checkbox"/> Final Rating (FR)
<input type="checkbox"/> BASI Growth Scale Value (GV)	<input type="checkbox"/> FL Alt Assessment Growth Level (GL)	<input type="checkbox"/> FL Alt Assessment Status Level (SL)
<input type="checkbox"/> Raw Score / Comprehension Explicit (CE)	<input type="checkbox"/> Raw Score / Comprehension Implicit (CI)	<input type="checkbox"/> Florida Percentile (FP)
<input type="checkbox"/> Raw Score Grade of Final Passage (GP)	<input type="checkbox"/> Percent Accuracy (PA)	<input type="checkbox"/> Passage Number (PN)
<input type="checkbox"/> Probability of Success (PS)	<input type="checkbox"/> Standard Score (ST)	<input type="checkbox"/> Target Passage Number (TP)
<input type="checkbox"/> Raw Score/Fluency-Correct WPM (WM)	<input type="checkbox"/> Not Applicable (ZZ)	<input type="checkbox"/> Points Possible (PP)
<input type="checkbox"/> Tabe Test Level (TTL)	<input type="checkbox"/> Exemption (EX)	<input type="checkbox"/> ALT-ACCESS Proficiency Level (AAPL)

Score Types:

8. In the **Allow profiles to modify** pull-down, select the profiles that can add or edit student test data for the test. One or multiple profiles can be selected.

<input type="checkbox"/> Retaker Status (R)	<input type="checkbox"/> Student Growth Percentile (SGP)	<input type="checkbox"/> TABE Test Form (TTF)
<input type="checkbox"/> Test Reporting Flag (TF)	<input type="checkbox"/> Transitional Level (TL)	<input type="checkbox"/> T-Score (TS)
<input type="checkbox"/> Writing Flag (WF)		

Allow profiles to modify: System Administrator, Guidance Care Counselor

Include in Post Secondary transcript: No

Include in Inter-District transcript: No

Score Type for Min Score: Raw Score

Test Parts:

No Parts were found.

Search

Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Passing Score	Score Types
					<input checked="" type="checkbox"/>		

i Profiles that will add or edit student test data for a test need both View and Edit permissions for Test History in Users > [Profiles](#) > Assessments tab. Then, in Standardized Tests, the users (profiles) who have given access to add or edit student test data can be set for each test.

! When using the **Allow profiles to modify** functionality, every standardized test must have at least one profile selected, such as a system administrator profile. If no profiles are selected for a test, then all profiles with Edit permissions to Test History can add or edit student test data for that test.

9. Select **Include in Post Secondary transcript** and/or **Include in Inter-District transcript** to indicate that the scores of the test should be included on post-secondary transcripts or inter-district transcripts.

☐ Retaker Status (R)☐ Student Growth Percentile (SGP)☐ TABE Test Form (TTF)☐ Test Reporting Flag (TF)☐ Transitional Level (TL)☐ T-Score (TS)☐ Writing Flag (WF)

Allow profiles to modify:

System Administrator, Guidance Care Counselor

Include in Post Secondary transcript:

No

Include in Inter-District transcript:

Highest Score

Score Type for Min Score:

Raw Score

Test Parts:

No Parts were found.

Title

Short Name

Subject Code

Subject Content

Sort Order

Transcript


Passing Score

Score Types


10. Select the **Score Type for Min Score** to determine which scores to use for the Min Score in the Grades > [Graduation Requirements Report](#) and/or the Promotion Requirements Report. One of the following selections must be made from the pull-down to use the Min Score:

- Scores with a Numeric Score Type: You can choose a minimum numeric score.
- Scores with a Pull-Down Score Type with two possible options: You can choose which option is "Pass."

If a Numeric Score Type is selected, the min score will be chosen for each test part. If a Pull-Down Score Type is selected, the passing score will be set at the test level.





You must first add an Assessment "Type" via Grades > [Graduation Requirements](#) > Graduation Programs and Requirements tab, then you can select Score Type for Min Score.



When a Test Part does not use the selected "Score Type for Min Score," that part will not be used to calculate if the student satisfied the test history requirements for the [Graduation Requirements Report](#).

11. Under Test Parts, enter the information for each part. Enter the same Short Name found in the data you will be importing into Focus; these short names must match for imported data to migrate to Focus correctly. All of the Score Types checked above will appear as options in this section.

Test Parts:
5 Parts 

Search 

	Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Min Scale Score	Score Types
-	Two Dimensional Geometry	TWDIGTY	G2	-	-	Yes	-	Raw Score, Scale Score (Expanded Standard Score), Achievement Level, Pass/Fail, Points Possible, Enrollment Status, PAS Code, Retaker Status, T-Score
+	Three Dime	THRDGTY		-		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Raw Score <input checked="" type="checkbox"/> Achievement Level <input checked="" type="checkbox"/> Points Possible <input checked="" type="checkbox"/> PAS Code <input checked="" type="checkbox"/> T-Score <input checked="" type="checkbox"/> Scale Score (Expanded Standard Score) <input checked="" type="checkbox"/> Pass/Fail <input checked="" type="checkbox"/> Enrollment Status <input checked="" type="checkbox"/> Retaker Status

Title: The Title is the test part that will display in the test history for students.

Short Name: The Short Name is the key code for the specific item and is used when importing data.

Subject Code: The Subject Code is a secondary identifier available for test parts and is used with state reporting.

Subject Content: The test part can be assigned Subject Content that is used as a filter in Performance Reports.

Sort Order: The Sort Order of the test parts determines the order in which the parts will display in the test history for students.

Transcript: The check box indicates whether or not the test part should be included in the students' transcripts.

Passing Score: The Passing Score is used to determine if students have passed the test. This feature is especially useful in conjunction with the Graduation Requirements "Assessment" Type. See Grades > [Graduation Requirements](#) for more information.


Score Types: The Score Types indicate the data that is reported for the test part.

Max Year: Select the maximum year from the pull-down to determine when the selected test part become inactive.

12. Press **Enter** or click the **Save** button in the top-right corner to add the new Test Part. Continue adding test parts as needed.

Additional Features

Click the **floppy disk** icon to export the listed data to an Excel spreadsheet.



Select Student/Staff ▼
Standardized Test

Setup Tests
Setup Test Types
Setup Score Types
Setup Score f

60 Score Types

Title	Short Name	Sort Order	Data Type
- Pass/Fail	PF	12	Pull-Down
- Tab Test Level	TTL	31	Pull-Down
- CASAS Form	CF	-	Pull-Down
- CASAS Level	CL	-	Pull-Down

Data can be sorted by clicking on any of the headers. Click once for ascending results; click twice for descending results. In the image shown, results have been sorted by clicking on Short Name twice; therefore, the listed students start with W.

Test Parts:
11 Parts

Search

Title

Short Name

Subject Code

Subject Content

Sort Order

Transcript

Score Types

- Word Meaning

WORDMEAN

WR

-

-

Yes

Lexile Score, Normal Curve Equivalent, Pass/Fail, Raw Score, National Percentile, Scale Score (Expanded Standard Score), Not Applicable, Points Possible

- Word/Phonic Attack/Analysis

WORD

13

-

-

Yes

Lexile Score, Normal Curve Equivalent, Pass/Fail, Raw Score, National Percentile, Scale Score (Expanded Standard Score), Not Applicable, Points Possible

- Vocabulary (valid beginning 2010-11)

VOCAB

12

-

-

Yes

Lexile Score, Normal Curve Equivalent, Pass/Fail, Raw Score, National Percentile, Scale Score (Expanded Standard Score), Not Applicable, Points Possible

- Reading Process (valid beginning 2010-11)

READPRO

F6

-

-

Yes

Lexile Score, Normal Curve Equivalent, Pass/Fail, Raw Score, National Percentile, Scale Score (Expanded Standard Score), Not Applicable, Points Possible

- Reading Application (valid beginning 2010-11)

READAPP

F5

-

-

Yes

Lexile Score, Normal Curve Equivalent, Pass/Fail, Raw Score, National Percentile, Scale Score (Expanded Standard Score), Not Applicable, Points Possible

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

Secure | https://demo.focusschoolsoftware.com/hollyh/Modules.php?modname=Assessment/StandardizedTests.php&modfunc=setup_tests&test_id=155&page=1&LO_di...

11 Parts

Search

Title	Short Name	Subject Code	Subject Content	Sort Order	Transcript	Score Types
- Word Meaning	WORDMEAN	WR	-	-	Yes	Lexile Score, Normal Curve Equivalent, Pass/Fail, Raw Score, National Percentile, Scale Score (Expanded Standard Score), Not Applicable, Points Possible
- Word/Phonic Attack/Analysis	WORD	13	-	-	Yes	Lexile Score, Normal Curve Equivalent, Pass/Fail, Raw Score, National Percentile, Scale Score (Expanded Standard Score), Not Applicable, Points Possible
- Vocabulary (valid beginning 2010-11)	VOCAB	12	-	-	Yes	Lexile Score, Normal Curve Equivalent, Pass/Fail, Raw Score, National Percentile, Scale Score (Expanded Standard Score), Not Applicable, Points Possible
- Reading Process (valid beginning 2010-11)	READPRO	F6	-	-	Yes	Lexile Score, Normal Curve Equivalent, Pass/Fail, Raw Score, National Percentile, Scale Score (Expanded Standard Score), Not Applicable, Points Possible
- Reading Application (valid beginning 2010-11)	READAPP	F5	-	-	Yes	Lexile Score, Normal Curve Equivalent, Pass/Fail, Raw Score, National Percentile, Scale Score (Expanded Standard Score), Not Applicable, Points Possible

If looking for specific information housed within the resulting data, type the information in the **Search** text box provided and press **Enter**.

Setup Tests Setup Score Types Setup Score Ranges

2 Score Types

Save

tabe

Title	Short Name	Sort Order	Data Type	Pull-Down Options	Transcript	Min Score	Max Score	Relevance
- Tab Test Level	TTL	31	Pull-Down	A D E L M 9 10	Yes	-	-	
- TABE Test Form	TTF	-	Pull-Down		Yes	-	-	
+			Numeric		<input checked="" type="checkbox"/>			

Use the **Filter** text box located at the top of each pull-down for a quick search. Begin typing the name or number of the desired field.

Title: ACT, PLAN - APL
Short Name: APL
Test Type: College Readiness
Score Types: Scale Score (Expanded Standard Score) (SS), National Percentile (NP), Florida Percentile (FP)
Allow profiles to modify: Data Support, Assessment & Accountability, Assessment & Accountability Admin, SIS Info Speci...
Include in Post Secondary transcript:
Include in Inter-District transcript:
Score Type for Min Score:

Test Parts:
 8 Parts

	Title	Short Name
-	English	APL ENG
-	Geometry	APL GEOM

☐ Exact [Check all](#) [Clear](#)
☐ Data Entry
☒ Data Support
☐ AE Data Support
☐ AE Survey Data
☐ School Help Desk-Data Support
☐ Athletics
☐ Attendance Manager
☐ Attendance Secretary
☐ Attendance District level
☐ ERP-Teacher tab view access from HR>Employee

[Print](#) [Help](#) [Logout](#)

a. Select the **Exact** check box to filter results based on the information entered exactly, as opposed to pulling partial matches.

Title: ACT, PLAN - APL
Short Name: APL
Test Type: College Readiness
Score Types: Scale Score (Expanded Standard Score) (SS), National Percentile (NP), Florida Percentile (FP)
Allow profiles to modify: Data Support, Assessment & Accountability, Assessment & Accountability Admin, SIS Info Speci...
Include in Post Secondary transcript:
Include in Inter-District transcript:
Score Type for Min Score:

Test Parts:
 8 Parts

	Title	Short Name
-	English	APL ENG

☒ Exact [Check all](#) [Clear](#)
☐ Data Entry
☒ Data Support
☐ AE Survey Data
☐ AE Data Support
☐ School Help Desk-Data Support

Percentile, Florida Percentile

Click **Check all** automatically select all options in the pull-down. Click **Clear** to automatically clear all selections in the pull-down.

Title:

ACT, PLAN - APL

Short Name:

APL

Test Type:

College Readiness

Score Types:

Scale Score (Expanded Standard Score) (SS), National Percentile (NP), Florida Percentile (FP)

Allow profiles to modify:

Data Support, Assessment & Accountability, Assessment & Accountability Admin, SIS Info Speci...

Include in Post Secondary transcript:

Include in Inter-District transcript:

Score Type for Min Score:

Test Parts:

8 Parts

	Title	Short Name
-	English	APL ENG
-	Geometry	APL GEOM

Q data

☐ Exact

Check all Clear

☐ Data Entry

☒ Data Support
 ☐ AE Data Support
 ☐ AE Survey Data
 ☐ School Help Desk-Data Support
 ☐ Athletics
 ☐ Attendance Manager
 ☐ Attendance Secretary
 ☐ Attendance District level
 ☐ ERP-Teacher tab view access from HR>Employee

Print

Help

Logout