Testing (TMS) Module User Guide

July 23, 2004

Purpose

The CIS Testing module allows centers to score, record, and report students' TABE test results and GED Practice Test results.

Overview

Three main screens make up the Testing module:

- **Scans Test Results**: Allows users to feed test answer sheets into the scanner so the results of the tests can be stored in the CIS database and can later be printed.

- **Modifies Test Information**: Displays all students' test results. Allows modification of GED Practice Test information (PA, PB, PC, PC, and PE) and manual entry of GED Practice Test results.

- **Install Scanner**: Allows user to install the scanner to work with CIS/TMS module

- **Grades tests**: Grades the scanned test answer sheets against answer keys to produce the score.

- **Allow user to view test diagnostic information**

- **Produces Reports**: Test Listing Report, Master Testing Roster Report and TABE Test Progress Report.

Three main reports are available through the Testing module:

- **Test Listing Report:** Displays a list of active tests available to users.

- **Master Testing Roster Report:** Provides a complete list of student's testing history, including TABE and GED practice testing.

- **TABE Test Progress Report:** Displays information about a student's TABE test progress.

To use the Testing Module:

1. Click the Testing icon from CIS's main menu. The Testing window opens.
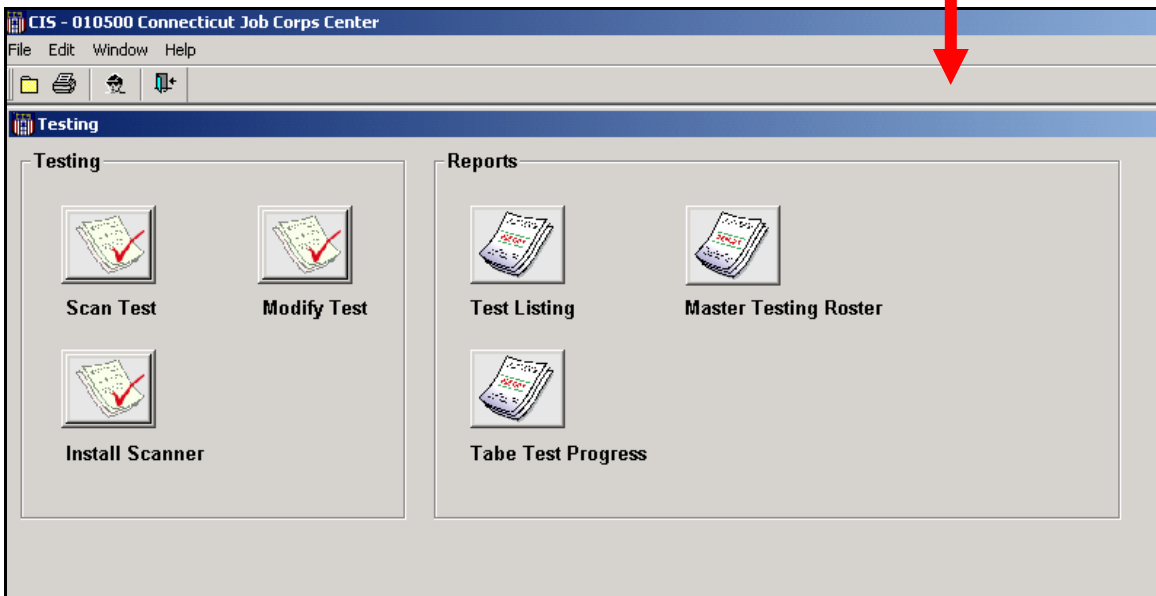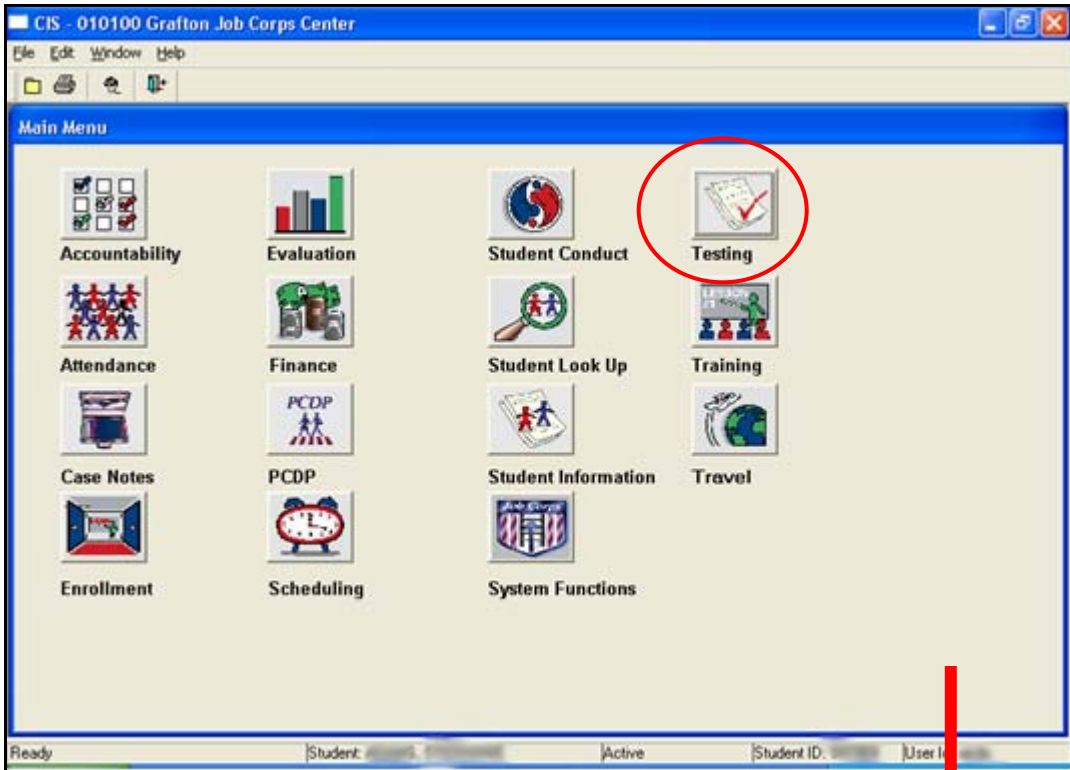
To use the Scan Test window:

1. Select the student from the Student Look-Up window.

2. Click **Testing -> Scan Test** from the CIS Main menu. The Scan Test list opens for the selected student. The Scan Test window automatically searches for a scanner.

    Note: If you have not installed a scanner, you will get a pop-up message stating "Please install scanner software" when you click the Scan test button. To do so, click the Install Scanner icon from the Testing main menu.

3. Load scanner with test forms and click the **Scan** button. Test forms are scanned according to their identification number.

4. A scanned record is created for the student.

The figure below illustrates the Scan Test window. The tests listed in the Test Type list have been scanned for the selected student. A green checkmark ☑ in the left-hand column indicates the record has no errors and is ready to be saved (for example, the first three records in the figure above). An arrow ➡ in the left-hand column indicates an error occurred for that record.   **[Note: if the arrow notation appears, identify the source of the problem (see Modify Test Detail on pages 7,8 and 9), correct it and re-scan the test. This is absolutely essential for TABE tests results to be correctly recorded in CIS.]**
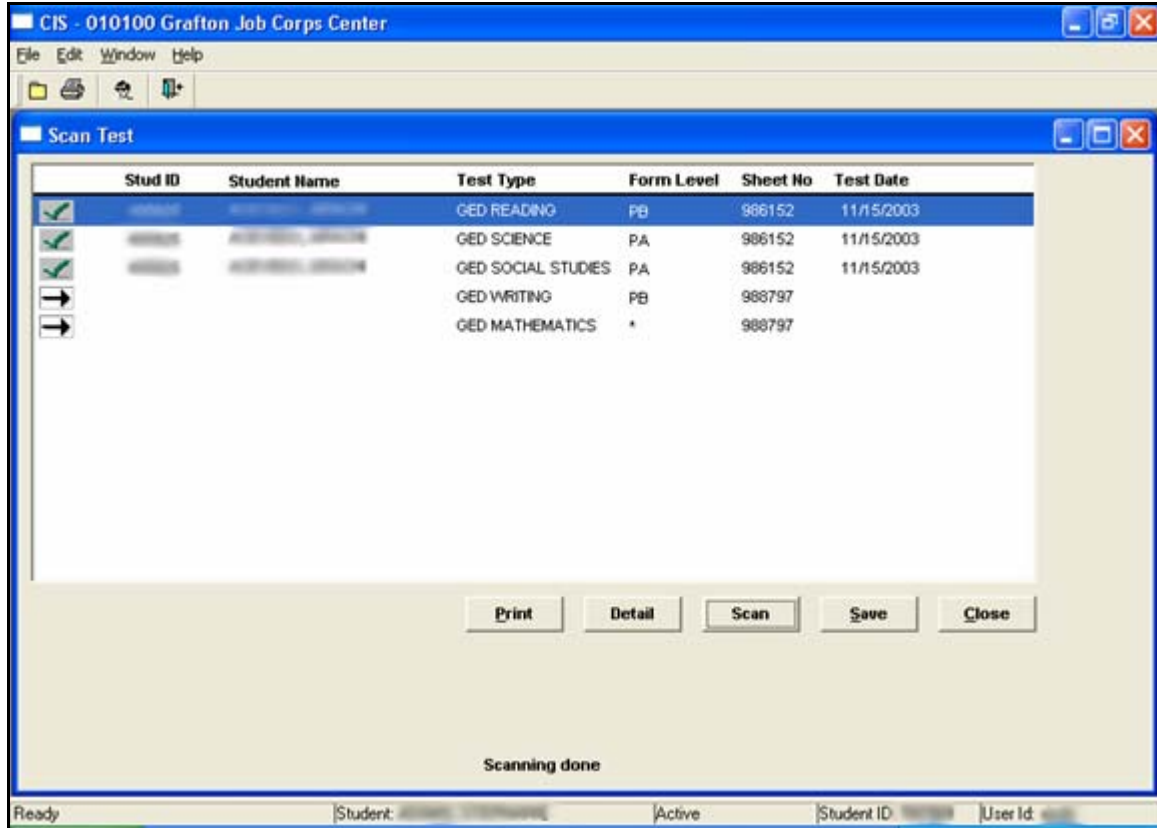
The following information is displayed in the Scan Test window (see figure above):

- Student ID number

- Student Name

- **Test Type:** Indicates test type, for example GED Science, GED Writing, or TABE Mathematics.

- **Form Level:** Indicates form level of a test, for example PA,PB,7A,8A.

- **Sheet No.:** The unique identification number on the sheet of the GED test set. **Note: TABE test or custom tests do not have a Sheet No.**

- **Test Date:** The date the exam is taken.

To use the Modify Test Detail window:

The Modify Test Detail window allows answers to be viewed and GED Practice Test information to be changed for a particular test. **TABE test information cannot be modified.** It also allows for tests to be graded and printed. To open a test, highlight the record in the list and click the **Detail** button; or, double-click the record in the list. The Modify Test Detail window opens (shown below) and displays student answers for questions 1 to 20. To view all test questions, scroll to the right.

Note: The example below shows test details for the selected student's GED Reading test.

- To grade a test, click the **Grade** Button.

- To print the screen, click the **Print** button.

- To exit the Modify Test Detail window, click the **Cancel** button.

- To change an answer, click the appropriate radio button for the question you wish to change. Then, click the **OK** button. **TABE tests cannot be modified.**

Note: The example below illustrates the Modify Test Detail screen for a TABE Mathematics test. The Modify Test Detail screen for a mathematical test differs from a reading or writing test because scoring data is available in the upper right-hand corner, as shown below. To view this information in the Modify Test Detail screen, scroll completely to the right.

The figure below shows the Modify Test Detail window for a record with an error. The error's description is displayed at the bottom of the window. In the example below, the test's second sheet, containing the Student ID number, is missing from the record. Since the Student ID number is missing, detail for the student's GED Writing record cannot be found. Notice how there are no answers marked for this test.

This particular test had an arrow beside it in the Scan Test window on page 4.

Scan Test detects the following errors and lists them in the Modify Test Detail window:

- A missing second sheet

- Student inactive at center

- Multiple form levels selected

- Inactive tests

- No test form selected

- Invalid Identification Number on second sheet of GED /TABE test

- Invalid TABE test codes

If an error is found in the record, the test can be rescanned.

To rescan a test:

1. Click the **Cancel** button from the Modify Test Detail window.

2. Rescan the forms.

3. Click the **Yes** button when asked if you want to replace the old record with the new scan.

4. Click the **Save** button. If any errors occur while saving, they will appear at the bottom of the Scan Test screen.

To use the Modify Test window:

1. Select the student from the Student Look-Up window.

2. Click **Testing -> Modify Test** from the CIS Main menu. The Modify Test window opens and all tests taken by the selected student are displayed.

Note: If a student has *not* been selected when the Modify Test icon is clicked, the Student Look-Up window automatically appears.
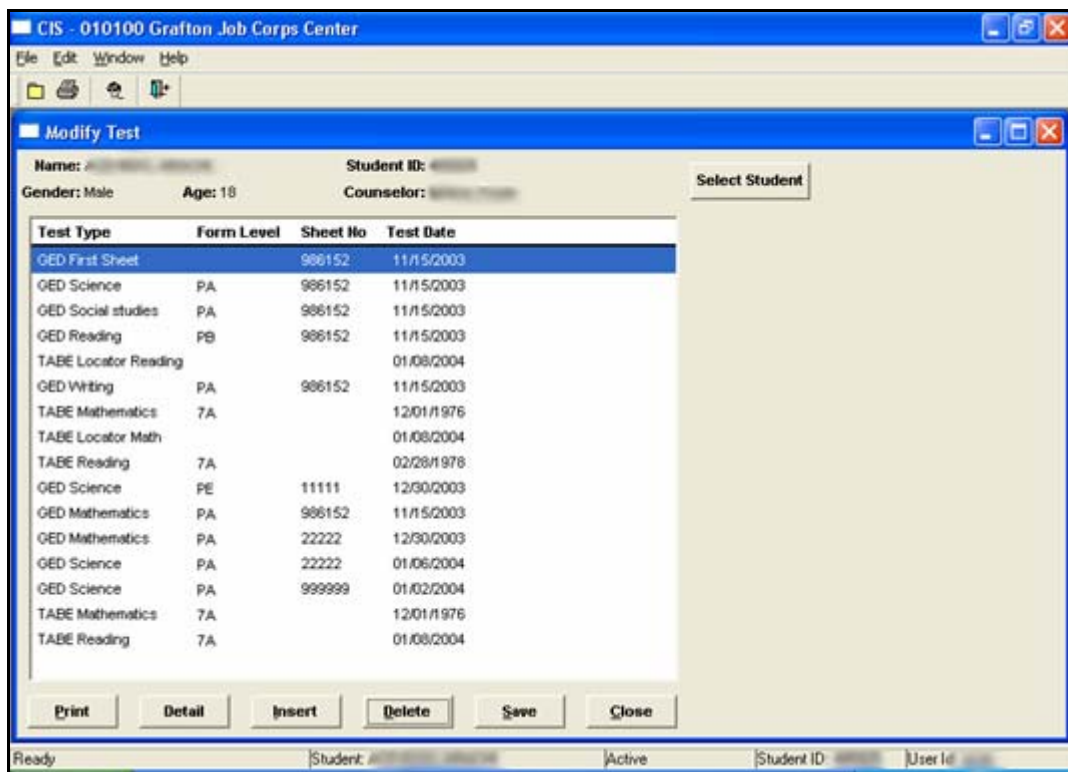
You can perform the following actions in the Modify Test window:

- To view or edit test information, select a test from the list and click the **Detail** button. The Modify Test Detail window opens. For more information about how to modify test information using the Modify Test Detail window, see page 5.

  Note: TABE tests cannot be modified.

- To delete test information, select a test from the list and click the **Delete** button.

  Note: Currently, TABE tests cannot be deleted.

- To refresh the screen and view another student's data, click the **Select Student** button, or, click the Student Look-Up icon in the upper left-hand corner of the window.

- To save any changes made in this screen, click the **Save** button before exiting.

- To create a new test, click the Insert button:

To manually enter GED Practice test results:

1. Click the **Insert** button. The Modify Test Detail window opens (shown below).

2. Select the Test Type, the Test Form Level, the Test Date, the Sheet Number, and the Test Format Code from the corresponding drop-down menu.

3.   Select answers for the new test by clicking the appropriate radio button for the corresponding question.

Note: To grade this test, click the Grade button.

4.   Click the **OK** button when finished. You are returned to the Modify Detail screen.

5.   Click the **Save** button to save the newly entered test information. If this test already exists in the database, the user will be prompted to replace the old test information with the newly entered test results.

Note: TABE tests cannot be modified. TABE tests can only be scanned using the Scan Test window.

Testing Reports

Two reports are available through the Testing module:

Test Listing Report

Displays a list of active tests available to scan at the center. Run the Test Listing Report to get list of tests. Here are instructions that tell students where to bubble the marks for a particular test on green TABE test form.

Test	Job Corps General Purpose Form Portion to Complete
TABE Locator Reading	User will bubble marks on front side (Part A) of the form from 1 to 17.
TABE Locator Math	User will bubble marks on front side (Part A) of the form from 1 to 18.
TABE Reading	User will bubble marks on front side (Part A) of the form from 1 to 50
TABE Mathematics	Users will bubble marks on back side of the form
Computation Math	User will bubble marks on Part B of the form from 1 to 25
Applied Math	User will bubble marks on Part C of the form from 1 to 50

Master Testing Roster Report

- Provides a complete list of each student's testing history, including TABE and GED practice testing. Retrieve students by enrollment date..