Test Scores in PowerSchool
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Tests Scores in PowerSchool

Before creating test scores in PowerSchool determine how many tests are needed and create a naming structure. Also decide which scores will be recorded for the test. This will make coding and importing easier.

Create Tests

1. Change the school at the top of the page to District Office
2. Click the District link on the left side of the page
3. Click the Tests link (in the Grading Functions area)
4. Click New
5. Name the Test
   a. Ex: NWEA_3_Fall
6. Choose the Type of Test
   a. National
   b. State
   c. District
   d. Local
   e. School
   f. Other
7. Describe the test – optional
8. Click Submit

Add Score Types to the Test

1. Change the school at the top of the page to District Office
2. Click the District link on the left side of the page
3. Click the Tests link
4. Click Edit Scores to the right of the test
5. Click New
6. Name the Score Type
   a. Language
   b. Math
   c. Reading
7. Enter a Sort Order – optional
   a. If Sort Order is not used the score types are sorted alphabetically
   b. Try to sort scores in order they are displayed on results

Note: This list of test applies to all schools using this PowerSchool server.
Tests Scores in PowerSchool

sheets so manual entry is easier
5. Enter a description – optional
6. Click Submit

**Enter Test Scores for an Individual Student**
1. Select a student
2. On the left side of the screen click Test Scores (in the Academics area)
3. Choose the Test in the drop down
4. Enter the testing date
5. Choose the Term to which the date corresponds
6. Enter the Grade level the student was in when taking the test
7. Enter the scores
   a. Can use the types of scores however
   b. Percent can be used to record the percentile the student scored
   c. Alpha can be used to record CTB scores
8. Click Submit

**Edit Test Scores for a Student**
1. Select a student
2. On the left side of the screen click Test Scores (in the Academics area)
3. Click on the Name of the test needing scores or information edited
4. Change the necessary information
5. Click submit

**Pull Test Scores into a PowerSchool Report**

~(test) is the generic code to pull test scores.

The test code uses a variety of parameters to determine which date will print
- Name – name of the test
- Score – name of the score type
- Which – which of multiple tests should be printed
  - Which=First
    - first test taken
  - Which=Last
    - last test taken
• default parameter for the Which code
  o Which=Best
    ▪ best test taken
  o Which=term.Current
    ▪ pulls the test taken in the current term
  o Which=Term.xxxx
    ▪ specify which term to pull the test from
    ▪ Ex: which=term.1701 will pull from Semester 1 of the 2007-2008 school year
  o Which=Grade.xx
    ▪ specify the grade level to pull the test from
    ▪ Ex: which=grade.3 will pull the scores for the test taken during 3rd grade

• Type
  o Type=Num
    ▪ Pulls the value entered into the Num box for the score specified
  o Type=Percent
    ▪ Pulls the value entered into the Percent box for the score specified
  o Type=Alpha
    ▪ Pulls the value entered into the Alpha box for the score specified

• Result
  o Value = prints the actual value in the score type box
    ▪ When used in the code without the which code it pulls the value from the first test
  o Sum = sums the values of the scores
    ▪ If more than one set of scores entered for the same test and which test to pull is not specified the scores from all tests will automatically sum
  o Avg
    ▪ Averages all the scores entered for the specified test and score
  o Date
    ▪ Prints the date associated with the specified test
  o Count
    ▪ Prints the number of scores entered for the specified test and score
  o Min
    ▪ Prints the minimum value for all the entered scores on the specified test and score
  o Max
    ▪ Prints the maximum value for all the entered scores on the specified test and score

• Format
  o Determines how the result of the test code will print on the report
**Test Codes and What They do**

Examples:
Student has two entries of the same test – grade level, date and term are different

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
<th>Grade Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWEA_3_Fall</td>
<td>9/15/2007</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NWEA_3_Fall</td>
<td>11/1/2007</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

~(tests;name=NWEA_3_fall;which=current;type=num)
Result = 1020
*The student had 2 tests recorded for the fall, one in Quarter 1, one in Quarter 2. It added up the num scores for each score type in both tests and printed the value.*

~(tests;name=NWEA_3_fall;score=reading;which=term.1703;type=num)
Result = 365
*Prints the Num score for NWEA_3_Fall Reading test attached to Quarter 2. TermID for the 2007-2008 Quarter 2 is 1703. Don’t need to make Tests for each testing season!*

~(tests;name=NWEA_3_fall;score=reading;which=grade.3;type=num)
Result = 15
*Prints the Reading numerical score from the NWEA_3_Fall tests attached to grade level 3 Don’t need to make tests for each grade level*

~(tests;name=NWEA_3_fall;score=reading;type=num)
Result = 365
*Prints the numerical reading score from the most recent test*
Software - Tests Scores in PowerSchool

~(tests;name=NWEA_3_fall;score=reading;type=num;result=value)
Result = 15
*Prints the numerical reading score from the first test*

~(tests;name=NWEA_3_fall;score=reading;type=percent;result=value)
Result = 8
*Prints the reading percent score from the first test*

~(tests;name=NWEA_3_fall;score=reading;which=last;type=Alpha;result=value)
Result = P
*Pulls the reading alpha score from the most recent test*

~(tests;name=NWEA_3_fall;score=math;type=num;result=avg)
Result = 153
*Averages the two math scores*

~(tests;name=NWEA_3_fall;score=math;type=num;result=count)
Result = 2
*Counts how many math scores entered for the test*

~(tests;name=NWEA_3_fall;score=math;type=num;result=min)
Result = 30
*Prints the lowest score for the test score*

~(tests;name=NWEA_3_fall;score=math;type=num;result=max)
Result = 275
*Prints the highest score for the test score*

ACT – still need to make multiple tests so multiple ACT scores can be pulled onto the Transcript.
If there are more than one set of scores entered for the same test need to use the which code
to specify the exact test scores to pull onto the report. Students can take ACT scores at multiple
times during their junior and school year.

**Importing Test Scores**

**Create Spreadsheet**
Spreadsheet to import scores must contain and cannot contain anything else.
You can add the students name while working with the data, but remove before final save and
import into PowerSchool

1. Student_number or studentID
2. Test Date
3. Grade_level
Tests

Scores in PowerSchool

a. Grade level student was in when student took the test

4. Test Scores for the score types
   a. Know the name of the score types and know if the scores should go into the number, percent or alpha box

5. After spreadsheet is filled out save as a Text (tab delimited) file

Example Spreadsheet

<table>
<thead>
<tr>
<th>student_number</th>
<th>test date</th>
<th>grade_level</th>
<th>reading_number</th>
<th>math_number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>210100</td>
<td>9/12/2007</td>
<td>10</td>
<td>213</td>
</tr>
<tr>
<td>3</td>
<td>210085</td>
<td>9/12/2007</td>
<td>10</td>
<td>226</td>
</tr>
<tr>
<td>4</td>
<td>210080</td>
<td>9/12/2007</td>
<td>10</td>
<td>214</td>
</tr>
<tr>
<td>5</td>
<td>210110</td>
<td>9/12/2007</td>
<td>10</td>
<td>219</td>
</tr>
<tr>
<td>6</td>
<td>210075</td>
<td>9/12/2007</td>
<td>10</td>
<td>219</td>
</tr>
<tr>
<td>7</td>
<td>210112</td>
<td>9/12/2007</td>
<td>10</td>
<td>212</td>
</tr>
<tr>
<td>8</td>
<td>210205</td>
<td>9/12/2007</td>
<td>10</td>
<td>221</td>
</tr>
<tr>
<td>9</td>
<td>210045</td>
<td>9/12/2007</td>
<td>10</td>
<td>219</td>
</tr>
<tr>
<td>10</td>
<td>210115</td>
<td>9/12/2007</td>
<td>10</td>
<td>217</td>
</tr>
<tr>
<td>11</td>
<td>210070</td>
<td>9/12/2007</td>
<td>10</td>
<td>201</td>
</tr>
<tr>
<td>12</td>
<td>210008</td>
<td>9/12/2007</td>
<td>10</td>
<td>229</td>
</tr>
<tr>
<td>13</td>
<td>210058</td>
<td>9/12/2007</td>
<td>10</td>
<td>204</td>
</tr>
<tr>
<td>14</td>
<td>210093</td>
<td>9/12/2007</td>
<td>10</td>
<td>215</td>
</tr>
<tr>
<td>15</td>
<td>210015</td>
<td>9/12/2007</td>
<td>10</td>
<td>218</td>
</tr>
<tr>
<td>16</td>
<td>210033</td>
<td>9/12/2007</td>
<td>10</td>
<td>223</td>
</tr>
<tr>
<td>17</td>
<td>210055</td>
<td>9/12/2007</td>
<td>10</td>
<td>220</td>
</tr>
<tr>
<td>18</td>
<td>210055</td>
<td>9/12/2007</td>
<td>10</td>
<td>194</td>
</tr>
<tr>
<td>19</td>
<td>210120</td>
<td>9/12/2007</td>
<td>10</td>
<td>180</td>
</tr>
<tr>
<td>20</td>
<td>210010</td>
<td>9/12/2007</td>
<td>10</td>
<td>170</td>
</tr>
<tr>
<td>21</td>
<td>210058</td>
<td>9/12/2007</td>
<td>10</td>
<td>178</td>
</tr>
<tr>
<td>22</td>
<td>209160</td>
<td>9/12/2007</td>
<td>10</td>
<td>195</td>
</tr>
</tbody>
</table>

Importing into PowerSchool

Scores cannot be imported for inactive students

1. Click the Special Functions link on the left side of the page
2. Click Importing and Exporting
3. Choose Quick Import
4. Choose Test Scores in the Table drop down
5. Click the Browse button
6. Locate the file with the test scores
7. Click Import
8. Choose the Test to import the scores into
9. Click Submit
10. Make sure columns on spreadsheet match up to the correct fields in PowerSchool
11. Check the box to Exclude first row
12. Click Submit

<table>
<thead>
<tr>
<th>Col#</th>
<th>From your file</th>
<th>-----&gt;</th>
<th>To PowerSchool</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>student_number</td>
<td>-----&gt;</td>
<td>Student Number</td>
</tr>
<tr>
<td>2.</td>
<td>test_date</td>
<td>-----&gt;</td>
<td>Test Date</td>
</tr>
<tr>
<td>3.</td>
<td>grade_level</td>
<td>-----&gt;</td>
<td>Grade Level</td>
</tr>
<tr>
<td>4.</td>
<td>reading_number</td>
<td>-----&gt;</td>
<td>Reading Num</td>
</tr>
<tr>
<td>5.</td>
<td>math_number</td>
<td>-----&gt;</td>
<td>Math Num</td>
</tr>
</tbody>
</table>

Check to exclude first row  

The lines below can be used to assign a constant value to field(s) in all of the imported records.

<table>
<thead>
<tr>
<th>From your file</th>
<th>-----&gt;</th>
<th>To PowerSchool</th>
</tr>
</thead>
</table>

13. If all the displayed lines are black all the date import
14. Red lines mean just the highlighted line did not import

**Importing: nwea_math_and_reading**

1. : Imported
2. : Imported
3. : Imported
4. : Imported
5. : Imported
6. : Imported
7. : Imported
8. : Imported
9. : Imported
10. : Imported
11. : Imported
12. : Imported
13. : Imported
14. : Imported
15. : Imported
16. : Imported
17. : Imported
18. : Imported
19. : Imported
20. : Imported
21. : Imported
Divide County Elementary  
2007-2008 School Year  

Providing All Students With The Opportunity To Learn And Become Responsible, Productive Citizens

Student: William Landsverk  
Teacher: Mrs. Johnson  
Grade: 6  
Principal: Mr. Palmer

## Title I Selection Information

A student qualifies for Title I services when at least two of their test scores in the subject area are at or below the listed cut score. Each subject area is evaluated separately.

<table>
<thead>
<tr>
<th>Subject</th>
<th>CTB</th>
<th>NWEA</th>
<th>Dibels</th>
<th>Gr. 5 Reading</th>
<th>Chapter Test Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Cut Score</td>
<td>Student Score</td>
<td>Cut Score</td>
<td>Student Score</td>
<td>Cut Score</td>
</tr>
<tr>
<td></td>
<td>P</td>
<td>PP</td>
<td>CTB</td>
<td>PP</td>
<td>NWEA</td>
</tr>
<tr>
<td></td>
<td>208</td>
<td>225</td>
<td>Dibels</td>
<td>83</td>
<td>134</td>
</tr>
<tr>
<td></td>
<td>Gr. 5 Reading</td>
<td>C</td>
<td>Gr. 5 Math</td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

**CTB** is not qualify for Title I Reading services. **PP** qualifies for Title I Math services.

### TEST AND SCORE LEGEND

- **CTB**  
  ND State Assessment for students in grades 3 - 8 and 11  
  A = Advanced  
  P = Proficient  
  PP = Partially Proficient  
  N = Novice

- **NWEA**  
  The NWEA Cut Score is the median of the scores from the students grade level and one grade level lower.

- **Dibels**  
  The Oral Reading Fluency (ORF) score is used for the Dibels test. The cut score is the lowest words per minute the student can score and still classify as reading at grade level.

- **Ch Test Avg**  
  Chapter Test Average is the average of all chapter tests in Math from the previous school year.