



SynergyTM

Student Information System

Synergy SIS[©]

Test History Administrator Guide



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ABOUT THIS GUIDE

SOFTWARE AND DOCUMENT HISTORY

Date	Volume	Edition	Revision	Content
August 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Update to include changes from the November 2009 release and the February and March 2010 patches
May 2011	1	1	3	Update to include changes from November 2010 release and subsequent patches
April 2013	1	1	4	Update to include changes from the March 2013 release of Synergy SIS 8.0.

CONVENTIONS USED IN THIS GUIDE

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



Tip – Suggests advanced techniques or alternative ways of approaching the subject.



Note – Provides additional information or expands on the topic at hand.



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

NAVIGATION

To indicate how to find screens, this guide uses shorthand like **Synergy SIS > Test History > Student Test**, which means: In the Navigation Tree (also called PAD Tree), click **Synergy SIS** (if necessary to open it), then **Test History** (if necessary to open it), and then **Student Test**.



Synergy SIS Navigation Tree

If the Navigation Tree pane itself is not open, click the Tree button.



Tree Button

BEFORE YOU BEGIN

Before using any of the Edupoint family of software products, please make sure the computer hardware and software meet the minimum requirements.



Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers and extra toolbars in the browser before logging in to any Edupoint product.

Chapter One: TEST SETUP

This chapter covers:

- ▶ How to set up the objectives and scores used in tests
- ▶ How to set up a part-based test
- ▶ How to set up an objective-based test
- ▶ How to set up a test group analysis
- ▶ How to import test results

OVERVIEW

This guide covers the setup of Test History, where the results of student tests can be recorded. Any test can be recorded here, from state-mandated test to college entrance exams or school-created tests.

The security options available for the Test History screens are also described here. The companion guide, the *Synergy SIS – Test History User Guide*, illustrates how to enter and modify test history information and print related reports.

The configuration of specific state-mandated tests is explained in a separate guide.

The screens described in this guide:

- The **Class Test Analysis** screen lists all students in a given section and displays the results of the selected test.

Class Test Analysis
 Section ID: 0013 Course Title: Env Science School Year: 2012-2013 Description: Environmental Science

Test Analysis
 Section ID: 0013 Course ID: SC50 Course Title: Env Science Staff Name: Blasdel W. Wendy Room Name: 124

Test Analysis Options
 Test Group Analysis: SAT Test Group Analysis Part: Show Most R Test Display Type: Show Most R
 Only Show Students With Results

Score Type Filter: Highlight Performance Levels

Test Analysis for SAT

Line	Student	Date	Math		Verbal	
			Perf Lvl	Raw Score	Perf Lvl	Raw Score
1	Anderson, Paula N.					
2	Asturias, Jesse A. JR					
3	Barker, Juan B.					
4	Beck, Cynthia L.					
5	Bernal, Amanda N.					
6	Bradshaw, Gloria					
7	Cartwright, Peter M.					
8	Clark, Samuel J.	04/24/2012		620		560
9	Cutright, Roger P.					
10	Day, Kathy M.					
11	Dillon, Lori K.					
12	Edwards, Charles M.	05/25/2012		450		420
13	Forrest, Henry E.					

Figure 1.1 – Class Test Analysis Screen

- The **Student Test** screen lists all tests taken by the selected student.

Student Test
 Student Name: Ackley, Brian R. School: Hope High School Status: Active Homeroom: P-10

Student Test | Waiver
 Last Name: Ackley First Name: Brian Middle Name: R Suffix: Perm ID: 913948 Grade: 12 Gender: Male

Filter Options

Tests

Line	Admin Date	Test Name	School Year	School Name	Grade	Test Type	Test Level	Test Form	Test Group	Pass/Fail Indicator	Test Details
1	09/27/2010	PSAT	2011			Fall					Show Details
2	03/28/2011	Proficiency	2011			Fall					Show Details
3	09/27/2011	PSAT	2011			Fall					Show Details
4	05/25/2012	SAT	2011			Fall					Show Details

Figure 1.2 – Student Test Screen

IMPLEMENTATION CONSIDERATIONS

Almost any type of test results can be recorded in Synergy SIS, from state-mandated tests to college entrance exams to course-specific assignments. These test results can then be added to reports such as the student transcript. A list of the tests to be tracked will be needed for the configuration, as well as the details of how the results will be reported, such as the types of scores and the test sections.

The lookup tables that can be modified by the school district are listed below. The values used by these tables need to be gathered before setting up the Test History screens as outlined in this guide.

- **Performance Level** – descriptions of the possible levels of performance. This table is used throughout most of the test screens.
- **Test Type** – the possible types of tests, which could be seasonally based or list types such as college entrance.
- **Test Group** – to assist with analysis, tests may be grouped for comparison. This table lists the possible groups, such as AP or college entrance.
- **Test Compare Types** – for reporting and analysis, this table lists the possible comparison codes to be used.
- **NCLB Proficiency Level** – descriptions of the levels of performance defined by the No Child Left Behind Act.
- **Test Part Compare Types** – similar to the overall test comparison code, this code categorizes each test part for comparison.
- **NCLB Type** – the name of the equivalent part for NCLB.
- **Pass/Fail Indicator** – terms used at the district to describe a pass/fail rating.
- **Waiver Outcome** – the result of an application for a waiver or exemption.

LOOKUP TABLES

On test-related screens are several lists where pre-populated values can be selected. The values in each list are stored in a lookup table. Lookup tables can be modified using **Synergy SIS > System > Setup > Lookup Table Definition**. Some lookup tables are considered “product-owned.” The values in product-owned tables have been hard-coded into Synergy SIS, and cannot be changed. The other tables can be modified to match the needs of the district.

To modify a lookup table’s values:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Find the table that needs to be changed by clicking a node under **Lookup Table Maintenance**. Most of the lookup tables for the test-related screens are found under the node **K12.TestInfo**.
3. Once the table is located, click the **Add** button to add a new code.

Name: **Performance Levels** Namespace: **K12.TestInfo** Locked: **N**
 Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1		FFB	Falls Far Below						
2		A	Approaches						
3		M	Meets						
4		E	Exceeds						

Figure 1.3 – Performance Levels Lookup Table

4. Set the order in which values are displayed by entering numbers in the **ListOrder** column. If the numbers in the **ListOrder** field are the same or are all-blank, the **Code** is used to sort the list, and then the **Description**.
5. Enter a code for the item in the **Code** column. This value must be unique.
6. Enter a description of the code in the **Description** column.
7. For conversion from another student records system., enter the code used in the old system in the **Other SIS** column.
8. If appropriate, enter a start date and end date may be entered for the code in the **Status** column. If a code is inactive, it shows in data already entered but it is not available for selection for new records.
9. **State Code**, **Alt Code 3**, and **Alt Code SIF** are not needed, as this information is not uploaded to the state. The check box at the top of the table, **Use Code as the State Code**, is also not used.
10. Click the **Save** button at the top of the screen.

Synergy SIS > Test History > Setup > Objective Setup has the following list:

The screenshot shows the 'Objective Setup' interface. At the top, it displays the description 'PO 1. Compare and order real numbers'. Below this, there is a section for 'Objective Performance Levels' with a sub-description 'PO 1. Compare and order real numbers'. The main part of the screen is a table titled 'Performance Levels' with an 'Add' button. The table has four columns: 'Line', 'Performance Level', and 'Default Mastery %'. The 'Performance Level' column contains dropdown menus with the following options: 'Falls Far Below', 'Approaches', 'Meets', and 'Exceeds'. The 'Default Mastery %' column contains the values 20.00, 40.00, 60.00, and 80.00. A red box highlights the 'Performance Level' column and its dropdown options.

Line	Performance Level	Default Mastery %
	Falls Far Below	20.00
	Approaches	40.00
	Meets	60.00
	Exceeds	80.00

Figure 1.4 – Objective Setup Screen

- **Performance Level** – a list of descriptions of the possible levels of performance. This table is used throughout most of the test screens. The lookup table is located under **K12.TestInfo**, and the table name is **Performance Levels**.

Synergy SIS > Test History > Setup > Score Type Setup has the following list:

The screenshot shows the 'Score Type Setup' interface. It features a table with columns: 'Line', 'Display Order', 'Score Description', 'Alpha Numeric', and 'State Score Code'. There are 'Add' and 'Show Detail' buttons at the top right. The table lists six score types: 'Raw Score', 'Scale Score', 'Grade Equivalent', 'National Percentile', 'Curve Equivalent', and 'Stanine'. The 'Alpha Numeric' column contains dropdown menus, all of which are set to 'Numeric Scores'. A red box highlights the 'Alpha Numeric' column and its dropdown options.

Line	Display Order	Score Description	Alpha Numeric	State Score Code
1	1	Raw Score	Numeric Scores	
2	2	Scale Score	Numeric Scores	
3	3	Grade Equivalent	Numeric Scores	
4	4	National Percentile	Numeric Scores	
5	5	Curve Equivalent	Numeric Scores	
6	6	Stanine	Numeric Scores	

Figure 1.5 – Score Type Setup Screen

- **Alpha Numeric** – types of scores (Alpha or Numeric). The lookup table is located under **K12.TestInfo**, and the table name is **Alpha Numeric**. This table is a product-owned table and cannot be changed.

Synergy SIS > Test History > Setup > Test Category has no lists that you can change.

The **Basic Information** tab of **Synergy SIS > Test History > Setup > Test Definition** has the following lists:

The screenshot shows the 'Test Definition' screen with the following fields and values:

- Test Name:** ACT
- School Year:** 2011-2012
- Test Status:** Currently In Use
- Basic Information Tab:** Scores, Parts
- Test Scan ID:** 9002
- Test Name:** ACT
- School Year:** 2011-2012
- Test Details Section:**
 - Test Description:** ACT
 - Test Definition Code:** Parts
 - Test Type:** Fall
 - Test Level:** (empty)
 - Test Form:** (empty)
 - Test Group:** (empty)
 - Test Name Code:** (empty)
 - Test Compare Code:** (empty)
 - Test Category:** (empty)
 - Test Subcategory:** (empty)
- Auto Tally All Summary Parts:**
- Hide Test In Student Test History:**

Figure 1.6 – Test Definition Screen

- **Test Definition Code** – The values in this list are hard-coded, and there is no associated lookup table.
- **Test Type** – types of tests, which could be seasonally based or list types such as college entrance. The lookup table is located under **K12.TestInfo**, and the table name is **Test Type**.
- **Test Group** – to assist with analysis, tests may be grouped for comparison. This table lists the possible groups such as AP or college entrance. The lookup table is located under **K12.TestInfo**, and the table name is **Test Groups**.
- **Test Name Code** – code required for reporting in some states. The lookup table is located under **K12.TestInfo.Setup**, and the table name is **Test Name Code**.
- **Test Compare Code** – for reporting and analysis, this table lists the possible comparison codes to be used. The lookup table is located under **K12.TestInfo**, and the table name is **Test Compare Types**.
- **Calculate Scores** – (objectives-based tests only) these values are not stored in a lookup table but are hard-coded into Synergy SIS. They indicate how Synergy SIS is to treat scores on Objective tests.
- **Test Category** – The values in this list are from the **Test Category** screen, not from a lookup table.
- **Test Subcategory** – The values in this list are from the **Test Category** screen, not from a lookup table.

The **Scores** tab of **Synergy SIS > Test History > Setup > Test Definition** has the following lists:

- **Score Description** – scores defined on the **Score Type Setup** screen, not in a lookup table.

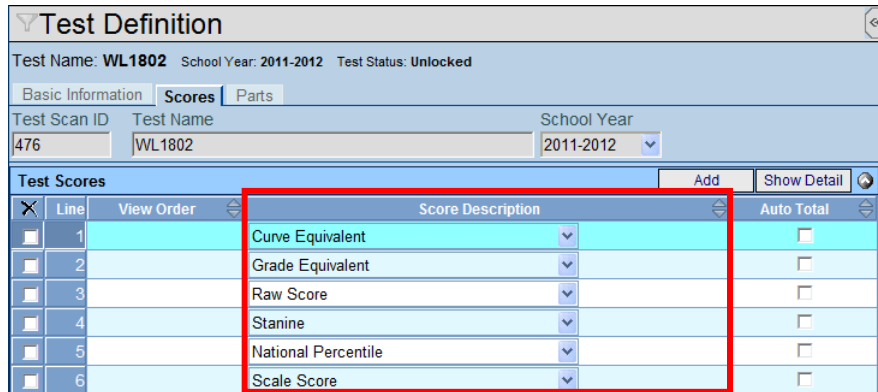


Figure 1.7 – Test Definition Screen, Scores Tab

- In the detail screen, **NCLB Proficiency Level** – descriptions of the levels of performance defined by the NCLB Act. The lookup table is located under **K12.TestInfo**, and the table name is **Nclb Proficiency Level**.

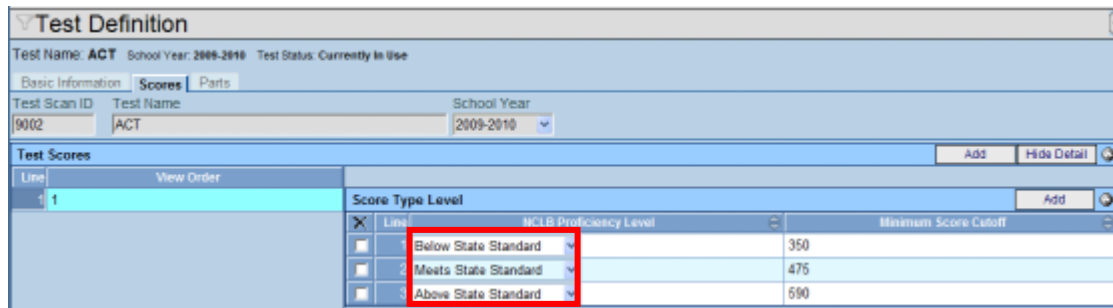


Figure 1.8 – Test Definition Screen, Scores Tab, Detail Screen

The **Parts** tab of **Synergy SIS > Test History > Setup > Test Definition** has the following lists:

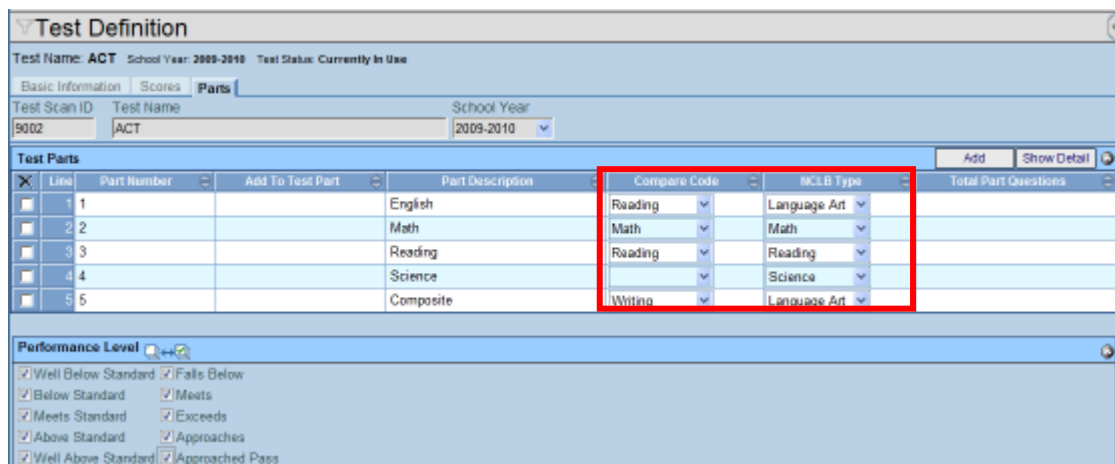


Figure 1.9 – Test Definition Screen, Parts Tab

- **Compare Code** – similar to the overall test comparison code, this code categorizes each test part for comparison. The lookup table is located under **K12.TestInfo**, and the table name is **Test Part Compare Types**.
- **NCLB Type** – the name of the equivalent part for NCLB. The lookup table is located under **K12.TestInfo**, and the table name is **NCLB Types**.

The **Questions** tab of **Synergy SIS > Test History > Setup > Test Definition** does not have any lists.

The main and detail screens of the **Objectives** tab of **Synergy SIS > Test History > Setup > Test Definition** have the following lists:

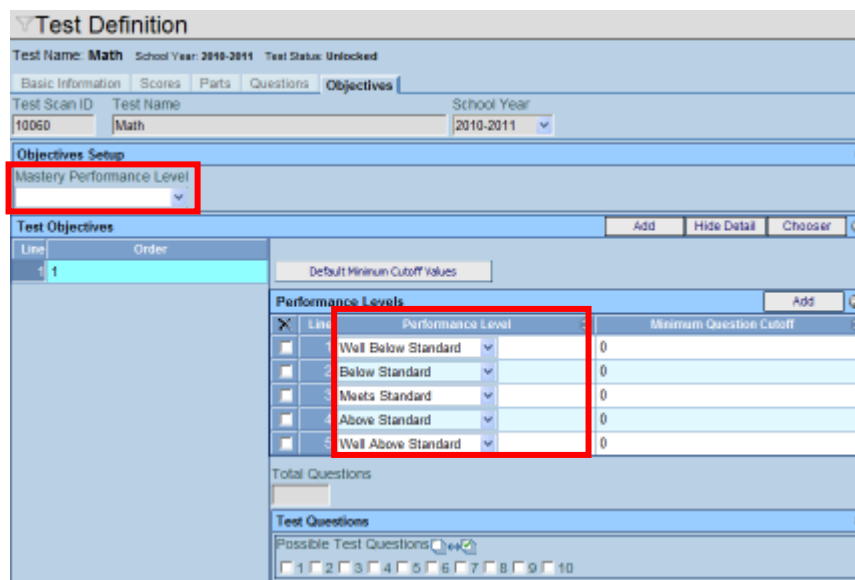


Figure 1.10 – Test Definition Screen, Objectives Tab, Detail Screen

- **Mastery Performance Level** and **Performance Level** – both fields use the same lookup table, which contains descriptions of possible levels of performance. This table is used throughout most of the test screens. The lookup table is located under **K12.TestInfo**, and the table name is **Performance Levels**.

Synergy SIS > Test History > Setup > Test Group Analysis does not have any lists.

Synergy SIS > Test History > Setup > Test Group Definition has the following lists:

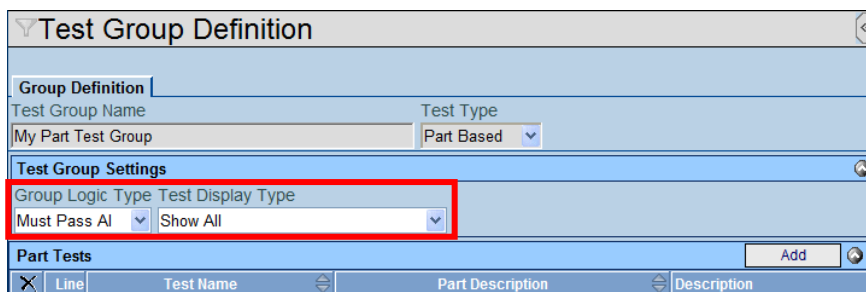


Figure 1.11 – Test Group Definition Screen

- **Group Logic Type** – this list cannot be changed.
- **Test Display Type** – which of multiple scores to display. The lookup table is located under **K12.TestInfo**, and the table name is **Test Display Type**. This table is product owned and can't be changed.

Synergy SIS > Test History > Setup > Test Import has no lists that you can change.

The lists on **Synergy SIS > Test History > Class Test Analysis** are all based on the values in the **Test Group Analysis** setup.

The **Student Test** tab of **Synergy SIS > Test History > Student Test** has the following lists:

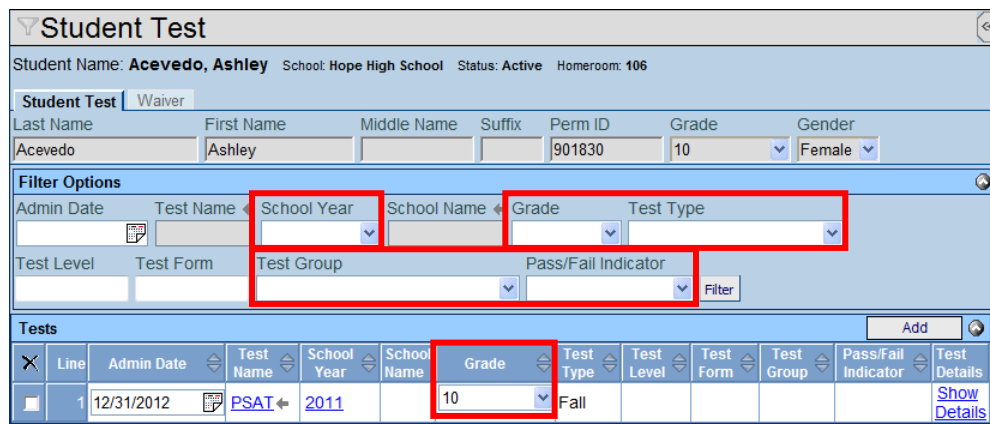


Figure 1.12 – Student Test Screen, Student Test Tab

- **School Year** – school year during which the test was taken
- **Grade** – the student's grade level when the test was taken
- **Test Type** – the type of test taken, as specified in the Test Definition
- **Test Group** – the test's test group, as specified in the Test Definition
- **Pass/Fail Indicator** – terms used at the district to describe a pass/fail rating. The lookup table is located under **K12.TestInfo**, and the table name is **Pass Fail**.

The **Waiver** tab of **Synergy SIS > Test History > Student Test** has the following lists:

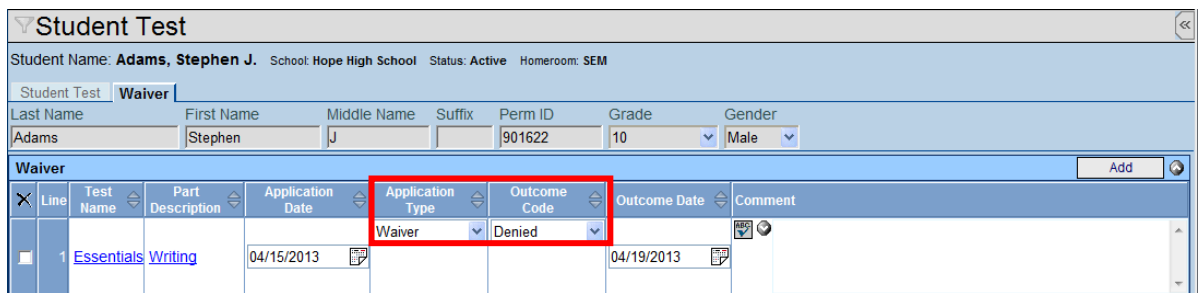


Figure 1.13 – Student Test Screen, Waiver Tab

- **Application Type** – whether the application is for a waiver or an exemption. The lookup table is under **K12.TestInfo**, and the table name is **Application Type**. This table is product owned and can't be changed.
- **Outcome Code** – the result of the application for a waiver or exemption. The lookup table is under **K12.TestInfo**, and the table name is **Waiver Outcome**.

The **Basic Information** tab of the **Student Test Detail** screen accessed by clicking a **Show Details** link on **Student Test** has the following lists:

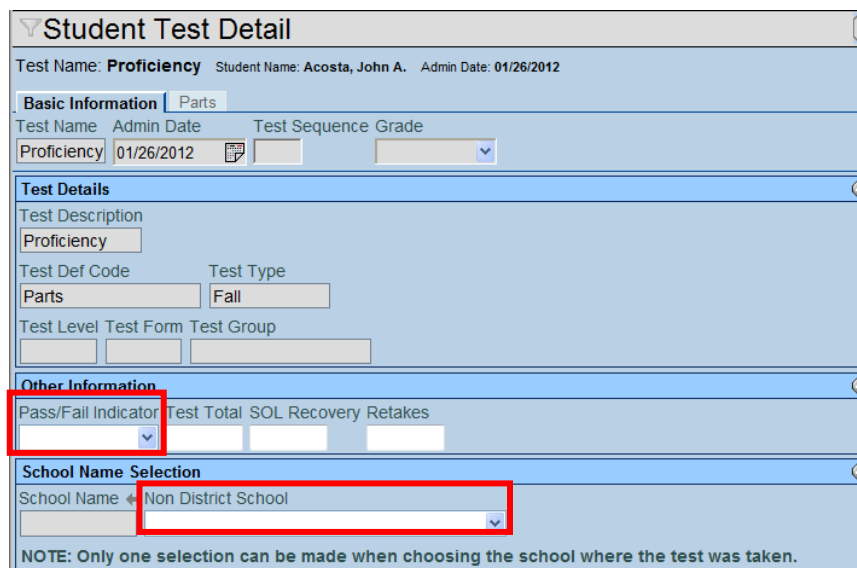


Figure 1.14 – Student Test Detail Screen, Basic Information Tab

- **Pass/Fail Indicator** – terms used at the district to describe a pass/fail rating. The lookup table is located under **K12.TestInfo**, and the table name is **Pass Fail**.
- **Non-District School** – schools not in the district, at which students take courses or tests. This list is from **Synergy SIS > System > Setup > Non-District School**, and not from a lookup table.

The **Parts** tab of the **Student Test Detail** screen has the following lists:

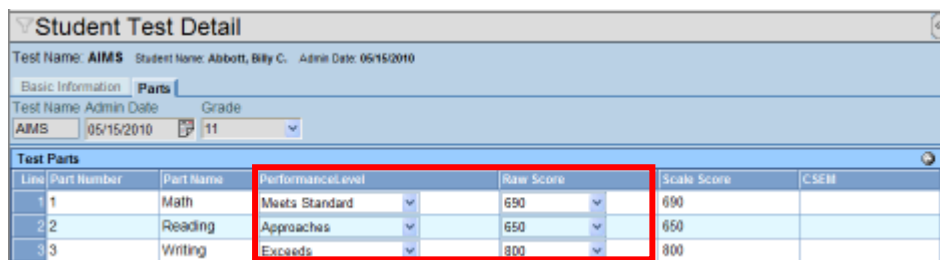


Figure 1.15 – Student Test Detail Screen, Parts Tab

- **Performance Level** – levels of performance. This table is used throughout most of the test screens. The lookup table is located under **K12.TestInfo**, and the table name is **Performance Levels**.

The **Objectives** tab of the **Student Test Detail** screen has no lists that you can change.

The **Questions** tab of the **Student Test Detail** screen has no lists that you can change.

SCORE TYPE SETUP

To define the types of scores that can be recorded for tests in Synergy SIS:

1. Go to **Synergy SIS > Test History > Setup > Score Type Setup**.

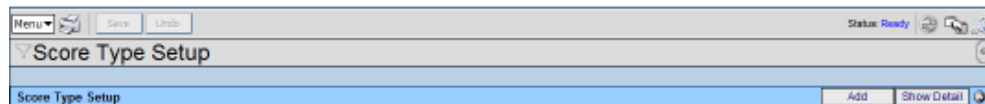


Figure 1.16 – Score Type Setup Screen

2. Click the **Add** button to add a new type of score, and a new blank line appears in the grid.

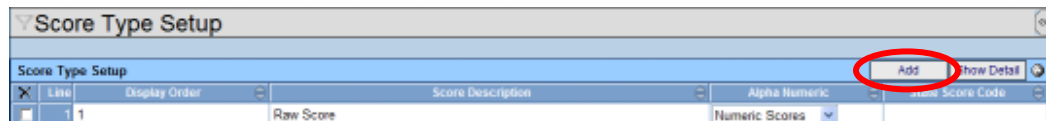


Figure 1.17 – Score Type Setup Screen, Adding

3. Enter the order in which the score types should be displayed in a list in the **Display Order** column. Each line must be assigned a unique number.
4. Enter the name of the score type in the **Score Description** column.
5. Select the type of score from the **Alpha Numeric** list. Scores can be either **Alpha Scores** or **Numeric Scores**.
6. If the state has established a code for this score type, enter the state code in the **State Score Code** column.
7. Click the **Save** button at the top of the screen to save the new score type. To add additional scores types, click the Add button again and follow steps 3-7. Common score types are Raw Scores, Scaled Scores, Curve Equivalent & Stanine.

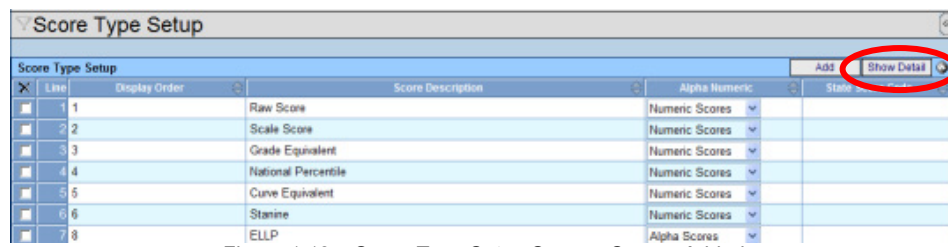


Figure 1.18 – Score Type Setup Screen, Scores Added

8. If the scores are a fixed list, the list of scores can be entered in the detail screen of the score type. If a list of scores is entered for a score type, it displays as a list instead of an open-entry numeric text box. To enter the list of scores, click the **Show Detail** button.

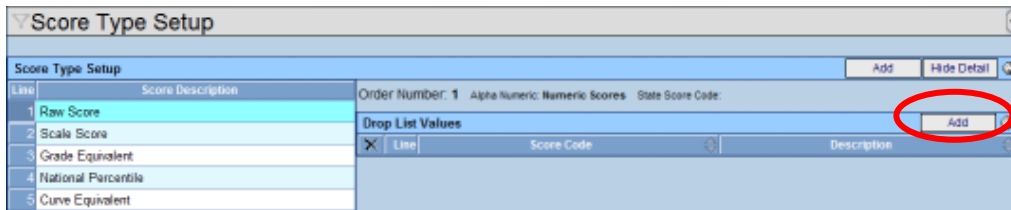


Figure 1.19 – Score Type Setup, Detail Screen

9. Click the score type on the left side of the screen.
10. To add a code, click the **Add** button in the **Drop List Values** section, and a new blank line appears.
11. Enter a code for the score in the **Score Code**, and enter the name of the score in the **Description** column.
12. To add another score, click the **Add** button again. When all the scores have been entered, click the **Save** button at the top of the screen to save the scores.

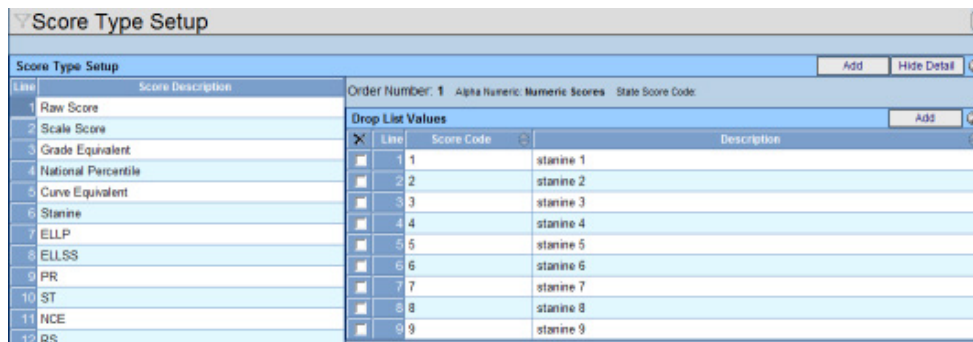


Figure 1.20 - Score Type Setup, Detail Screen

DEFINING A PART-BASED TEST

There are two types of tests that can be defined in Synergy SIS: a part-based test or an objectives-based test. A combined definition that tracks both parts and objectives can also be created. A part-based test tracks student scores on the defined parts of the test. For example, a college entrance exam such as the SAT is considered a part-based test since the scores are reported for each part such as Math. An objective-based test tracks student scores based on the defined objectives covered in the test. A test created by a teacher to measure a student's progress towards meeting a state standard for math such as "Compare and order real numbers" would be considered an objective-based test. The questions that address each objective are mapped in the test definition so that the performance on each objective can be tracked.

To create a part-based test definition:

1. Go to **Synergy SIS > Test History > Setup > Test Definition**.

Figure 1.21 – Test Definition Screen

2. Click the **Add** button at the top of the screen, and a new **Test Definition** screen opens.

Figure 1.22 – Test Definition Screen, Adding

3. Enter the name of the test in the **Test Name** box.
4. Select the **School Year** from the list. While the **School Year** records the first year the test was in use, it can be used in any school year.
5. Enter a description of the test in the **Test Description** box.
6. Select the type of test in the **Test Definition Code** list. For a parts-based test, select **Parts**.
7. Select a category for the test from the **Test Type** list. This is a district-specific code that can be used to indicate such things as the season in which the test is administered or a required test such as ELL (English Language Learners) or ECE (Early Childhood Education).
8. Enter a description of the **Test Level**. This is a district-specific value that can be used to indicate the grade level in which the test is administered, or if it is an honors-level test.
9. If a form is associated with a test, the name of the form can be entered in the **Test Form** box.
10. Select a group to assign to the test from the **Test Group** list. This is a district-specific list that can be used to group together tests such as by subject or by a type of test such as all the college entrance exams.
11. Select a **Test Name Code** if this data is required for state reporting.
12. Select a group of tests that can be used for comparison against the current test from the **Test Compare Code** list. This is a district-specific list that can be used to group tests together for comparison by grade level, or subject, or other type.
13. The **Calculate Scores** list is used for objective-type tests, and should be left blank for part-based tests.
14. If there is an overall score that consists of a total of other test parts, this score can automatically be calculated by checking **Auto Tally All Summary Parts**. **The score type must also be set to Auto Total**. For more information about the Auto Total function in the scores, see step 21 below.
15. If the test should not be displayed in the **Student Test** screen, check the **Hide Test in Student Test History** box. This is primarily used for the ELL and ECE tests that are entered in the **English Language Learners** screen and the **Childhood Assessments** screen.
16. If unique identifiers for student test instances are required, check the **Require Student Test ID** box. This check box appears only if configured to do so at the district level, by means of the **Display Student Test ID** check box on the **System** tab of **Synergy SIS > System > Setup > District Setup**.
17. Click the **Save** button at the top of the screen.

18. Once the test has been saved, two additional tabs appear for part-based tests: the **Scores** tab and the **Parts** tab. Click the **Scores** tab to define which score types are used by this test.

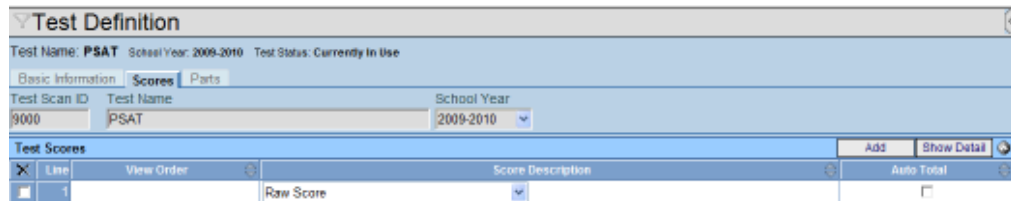


Figure 1.23 – Test Definition Screen, Scores Tab

19. Click the **Add** button in the **Test Scores** grid to add a new test score type, and a new blank line appears.

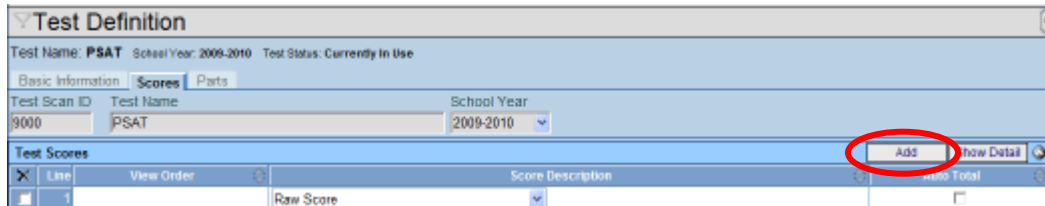


Figure 1.24 – Test Definition Screen, Scores Tab, Adding

20. Enter the order in which the scores should be displayed in the **Screen Order** column. Each number in this column must be unique.
21. Select the type of scores used by this test from the **Score Description** list.
22. If there is an overall score that consists of a total of other test parts, this score can automatically be calculated by checking the **Auto Total** box. The **Auto Tally All Summary Parts** on the Basic Information tab must also be checked for this function to work. For more information about the Auto Tally All Summary Parts function, see step 13 above.
23. Click the **Save** button at the top of the screen to save the changes.
24. To define the performance levels for each score type, click the **Show Detail** button.

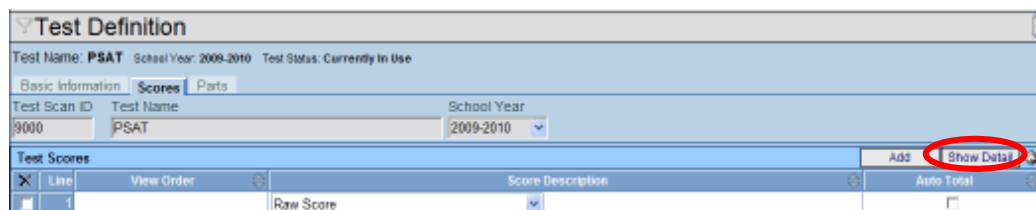


Figure 1.25 – Test Definition Screen, Scores Tab

25. Click the **Add** button in the **Score Type Level** section to add a new level for the scores.

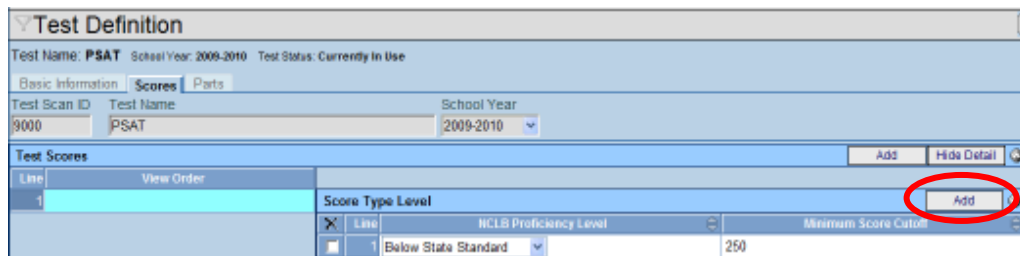


Figure 1.26 – Test Definition Screen, Scores Tab, Detail Screen

26. To measure the level against the NCLB Proficiency Level descriptions, select an **NCLB Proficiency Level** from the list.
27. Enter the minimum score required to attain this level in the **Minimum Score Cutoff** column.
28. To add additional levels, click the **Add** button for each level. When all desired levels have been added, click the **Save** button at the top of the screen.
29. To define the parts that make up the test, click the **Parts** tab.

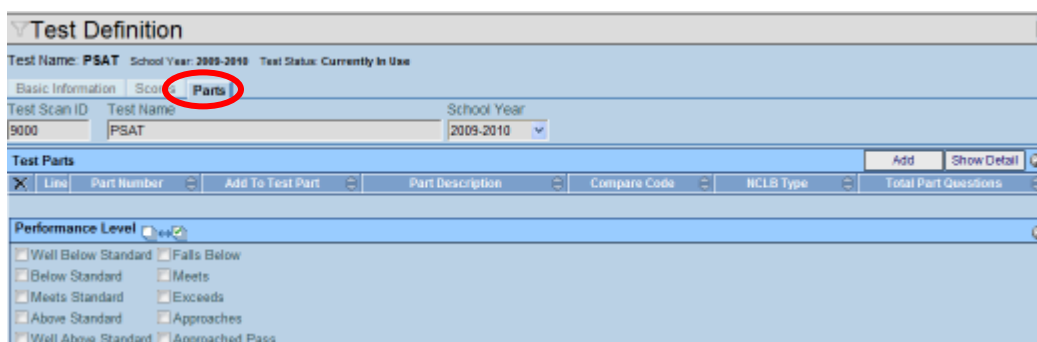


Figure 1.27 – Test Definition Screen, Parts Tab

30. To add a new part, click the **Add** button in the **Test Parts** grid.

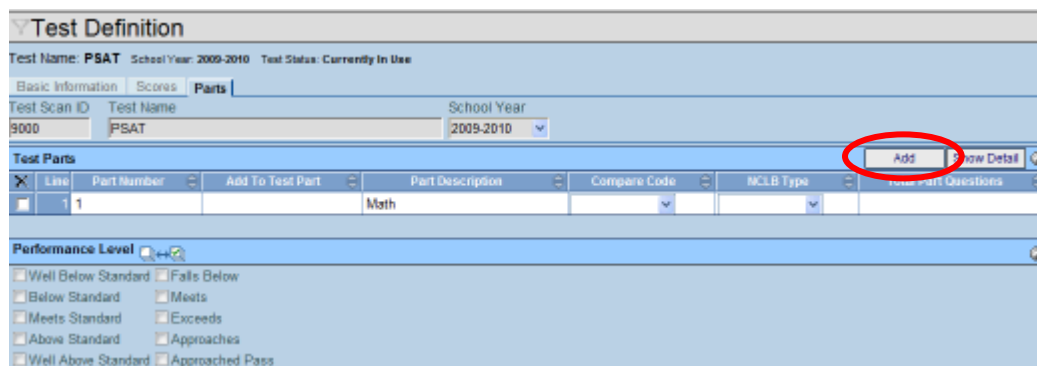


Figure 1.28 – Test Definition Screen, Parts Tab, Adding

31. To specify the order in which the parts are listed in the **Student Test** screen, enter a number in the **Part Number** column. Each number must be unique.
32. If there is an overall part that is a total of the scores attained in other parts, the overall part number can be entered in the **Add to Test Part** column. For example, in the grid shown below the Composite part is made up of the English, Math, Reading, and Science parts.

Part Number	Add To Test Part	Part Description
1	5	English
2	5	Math
3	5	Reading
4	5	Science
5		Composite

Figure 1.29 - Add to Test Part Example

33. Enter the name of the part in the **Part Description** column.

34. If this part can be compared to parts in other tests, select the **Compare Code** for the part from the list. This is a district-defined list specific to the parts, which is different from the Test Compare Code that is used to compare entire tests.
35. If this part can be compared to a test part defined by No Child Left Behind, select the **NCLB Type** from the list.
36. The **Total Part Questions** column can only be edited in the detail screen of the parts, as outlined below.
37. Select the **Performance Levels** that can be selected for each part by checking the boxes in front of each level.
38. To add additional parts, click the **Add** button for each part. When all desired parts have been added, click the **Save** button at the top of the screen.
39. To add additional details to each test part, click the **Show Detail** button.

The screenshot shows the 'Test Definition' screen for a 'PSAT' test. The 'Parts' tab is active, displaying a table with the following data:

Line	Part Number	Add To Test Part	Part Description	Compare Code	NCLB Type	Total Part Questions
1	1		Math			

At the bottom of the screen, there is a 'Performance Level' section with several checkboxes for selecting performance levels.

Figure 1.30 – Test Definition Screen, Parts Tab

40. Click the **Line** number of the part to modify on the left side of the screen.

The screenshot shows the 'Test Definition' screen for a 'PSAT' test, displaying the 'Detail Screen' for Line 1. The 'Line' column in the table is highlighted in red. The 'Test Part' details section includes the following fields:

Long Description	Short Description	State Part Code
Math	Math	

The 'Test Part Exception List' section includes a checkbox for 'Raw Score'.

Figure 1.31 – Test Definition Screen, Parts Tab, Detail Screen

41. To list the total number of questions for the part, enter the number of questions in the **Total Part Questions** box.
42. A longer description for the part can be entered in the **Long Description** box. An abbreviated name for the part can be entered in the **Short Description** box.

43. If a code has been assigned to the part by the state, enter it in the **State Part Code**.
44. If this part does not use one of the score types defined for the test, check the box for the score type in the **Test Part Exception List** section. The box for this score type will then be grayed out for this part in the Student Test screen so the score cannot be added for the part.
45. Click the **Save** button at the top of the screen.

Once a test definition has been created, most fields can be edited simply by clicking in them and making the changes. However, to change the **Test Name** or **School Year**:

1. Click the **Menu** button at the top of the screen.
2. Select **Edit Test Data**.

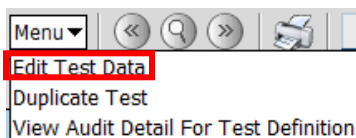


Figure 1.32 – Editing Test Name & School Year

3. Make the changes, and click the **Save** button.



Reference – Instructions on how to setup the English Language Learners test and the Childhood Assessment test are covered in the *Synergy SIS – State Data Reporting Administrator Guide* since these test configurations are unique.

DEFINING AN OBJECTIVE-BASED TEST

An objective-based test tracks student scores based on the defined objectives covered in the test. A test created by a teacher to measure a student's progress towards meeting a state standard for math such as "Compare and order real numbers" would be considered an objective-based test. To setup an objectives-based test, the objectives need to be added to Synergy SIS first before a test definition can be created.

Objectives Setup

To setup the objectives to be used in a test:

1. Go to **Synergy SIS > Test History > Setup > Objective Setup**.

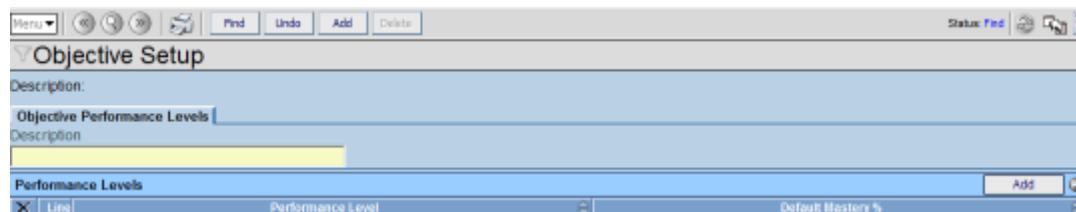


Figure 1.33 – Objective Setup Screen

- Click the **Add** button at the top of the screen, and a new **Objective Setup** screen opens.

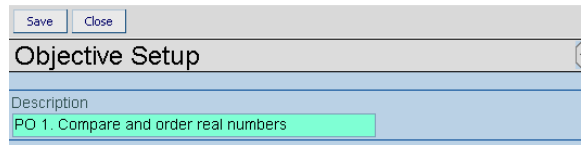


Figure 1.34 – Objective Setup Screen, Adding

- Enter a **Description** of the objective, and click the **Save** button to add the objective.
- Once the objective is saved, the Performance Levels that are tracked for each objective can be defined. Click the **Add** button in the **Performance Levels** section to add a new level.



Figure 1.35 – Objective Setup, Adding Performance Levels

- Select the **Performance Level** from the list. The Performance Levels are district-defined, and could be a marks list or a list of below or above standards.
- Enter the percent of questions that need to be correct to attain this performance level in the **Default Mastery %** column.
- To add additional levels, click the **Add** button for each level. When all desired levels have been added, click the **Save** button at the top of the screen.

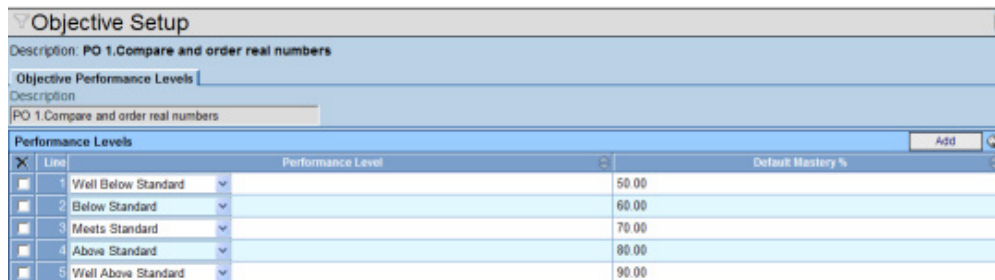


Figure 1.36 – Objective Setup Screen, Completed

Once an objective has been created, most fields can be edited simply by clicking in them and making the changes. However, to change the description of the objective:

- Click the **Menu** button at the top of the screen.
- Select **Edit TestDefObjective Data**.

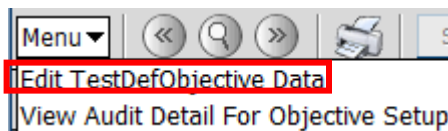


Figure 1.37 – Editing Objective Description

- Make the desired changes, and click the **Save** button to save the changes.

Objective-Based Test Definition

To setup the test definition for an objectives-based test:

1. Go to **Synergy SIS > Test History > Setup > Test Definition**.

The screenshot shows the 'Test Definition' window with a toolbar at the top containing 'Menu', 'Find', 'Undo', 'Add', and 'Delete'. The 'Add' button is circled in red. Below the toolbar, the window title is 'Test Definition'. There are two tabs: 'Basic Information' and 'Parts'. The 'Basic Information' tab is active and contains the following fields:

- Test Name: [Text Input]
- School Year: [Dropdown Menu]
- Test Scan ID: [Text Input]
- Test Name: [Text Input]
- School Year: [Dropdown Menu]

The 'Test Details' section contains the following fields:

- Test Description: [Text Input]
- Test Definition Code: [Dropdown Menu]
- Test Type: [Dropdown Menu]
- Test Level: [Text Input]
- Test Form: [Text Input]
- Test Group: [Dropdown Menu]
- Test Name Code: [Dropdown Menu]
- Test Compare Code: [Text Input]
- Test Category: [Dropdown Menu]
- Test Subcategory: [Dropdown Menu]
- Auto Tally All Summary Parts
- Hide Test In Student Test History

Figure 1.38 – Test Definition Screen

2. Click the **Add** button at the top of the screen, and a new **Test Definition** screen opens.

The screenshot shows the 'Test Definition' window with the 'Add' button clicked. The fields are now filled with data:

- Test Name: [Green Highlighted Text]
- School Year: [Green Highlighted Dropdown]
- Test Scan ID: [Text Input]
- Test Name: [Green Highlighted Text]
- School Year: [Green Highlighted Dropdown]

The 'Test Details' section contains the following fields:

- Test Description: [Green Highlighted Text]
- Test Definition Code: [Green Highlighted Dropdown]
- Test Type: [Green Highlighted Dropdown]
- Test Level: [Text Input]
- Test Form: [Text Input]
- Test Group: [Dropdown Menu]
- Test Name Code: [Dropdown Menu]
- Test Compare Code: [Text Input]
- Test Category: [Dropdown Menu]
- Test Subcategory: [Dropdown Menu]
- Auto Tally All Summary Parts
- Hide Test In Student Test History

Figure 1.39 – Test Definition Screen, Adding

3. Enter the name of the test in the **Test Name** box.
4. Select the **School Year** from the list. While the School Year records the first year the test was in use, it can be used in any school year.
5. Enter a description of the test in the **Test Description** box.
6. Select the type of test, Parts, **Objectives**, or **Objectives and Parts**, from the **Test Definition Code** list. **For an objectives-based test, select Objectives.**
7. Select a category for the test from the **Test Type** list. This is a district-specific code that can be used to indicate such things as the season in which the test is

- administered or a required test such as ELL (English Language Learners) or ECE (Early Childhood Education).
8. Enter a description of the **Test Level**. This is a district-specific value that can be used to indicate the grade level in which the test is administered, or if it is an honors-level test.
 9. If a form is associated with a test, the name of the form can be entered in the **Test Form** box.
 10. Select a group to assign to the test from the **Test Group** list. This is a district-specific list that can be used to group together tests such as by subject or by a type of test such as all the college entrance exams.
 11. Select a **Test Name Code** if this data is required for state reporting.
 12. Select a group of tests that can be used for comparison against the current test from the **Test Compare Code** list. This is a district-specific list that can be used to group tests together for comparison by grade level, or subject, or other type.
 - 13.
 14. Select how the scores for each objective should be calculated from the **Calculate Scores** list. Scores can be set to **Calculate Objective Scores** based on the answers entered for each questions, or **Manually Update Objective Scores** so the objective scores are manually entered if not all questions are multiple choice.
 15. Since **Auto Tally All Summary Parts** is only used for part-based tests, this box should be left unchecked.
 16. If the test should not be displayed in the Student Test screen, check the **Hide Test in Student Test History** box. This is primarily used for the ELL and ECE tests that are entered in the English Language Learners screen and the Childhood Assessments screen.
 17. Click the **Save** button at the top of the screen. Two additional tabs appear for objective-based tests: the **Questions** tab and the **Objectives** tab.
 18. Click the **Questions** tab to define the questions on this test.

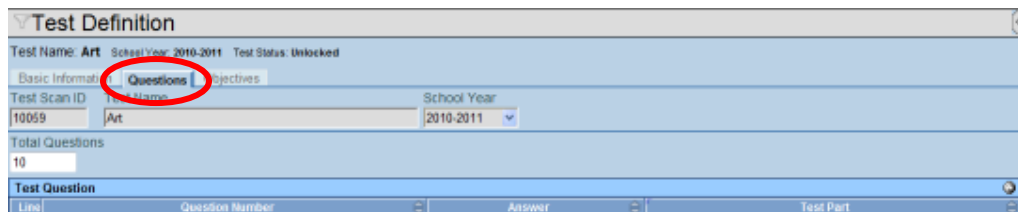


Figure 1.40 – Test Definition Screen, Questions Tab

- Enter the number of questions on the test in the **Total Questions** box, and click the **Save** button at the top of the screen. A line for each question is added to the **Test Question** grid.

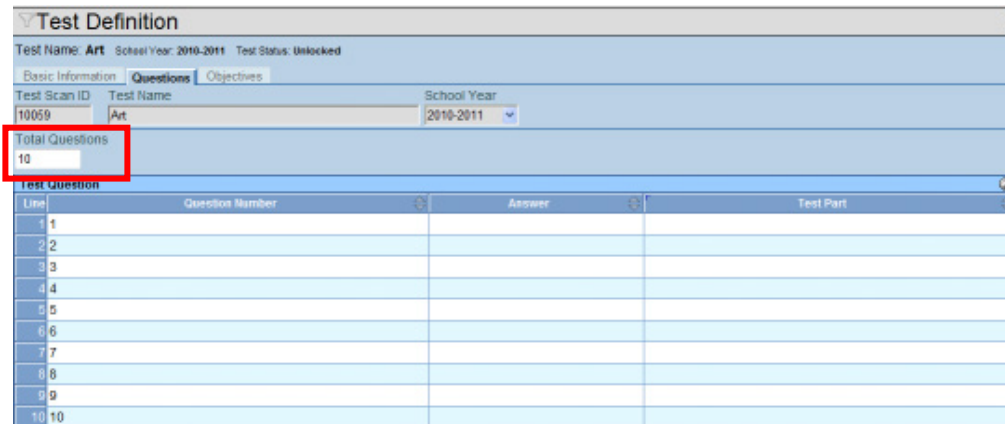


Figure 1.41 – Test Definition Screen, Questions Tab, Grid Populated

- Enter the correct answer for each question, either numeric or alpha, in the **Answer** column. The **Test Part** column is only used for combination tests that have both parts and objectives.

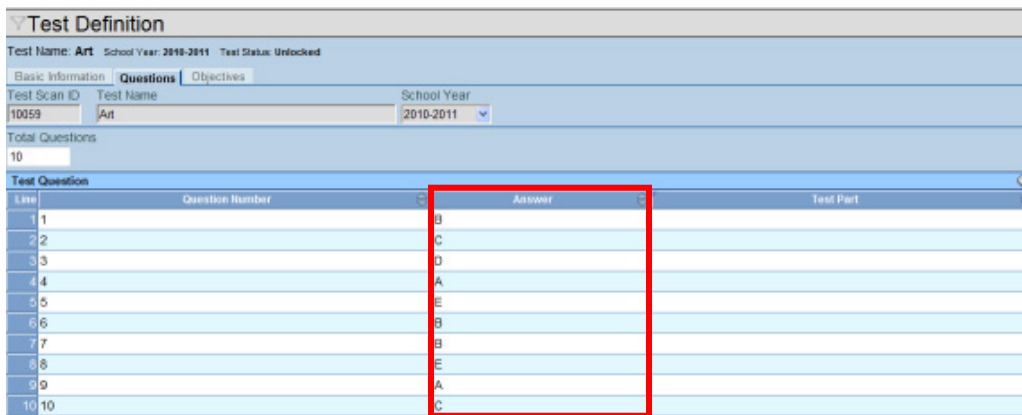


Figure 1.42 – Test Definition Screen, Questions Tab, Answers Completed

- Click the **Save** button at the top of the screen to save the answers.
- Click the **Objectives** tab.

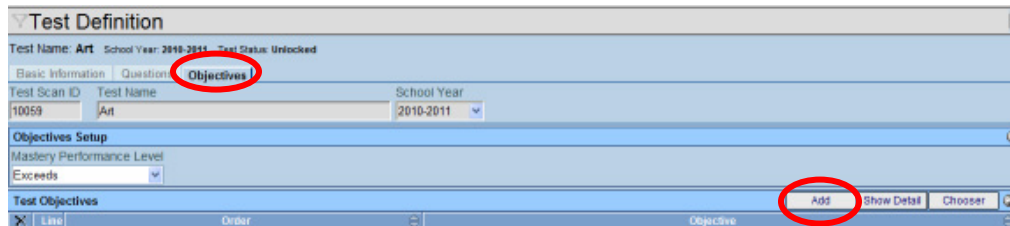


Figure 1.43 – Test Definition Screen, Objectives Tab

23. To add objectives one at a time, click the **Add** button in the **Test Objectives** section. The **Find TestDefObjective** screen opens.

Figure 1.44 – Find TestDefObjective Screen

24. Enter all or part of the objective name in the **Objective Description** box.
25. Click the **Find** button at the top of the screen. All objectives meeting the criteria entered are displayed.

Figure 1.45– Find TestDefObjective Screen, Finding & Selecting

26. Click the **Objective** to add and click the **Select** button. The objective is added to the **Test Objectives** grid.

Figure 1.46 – Test Definition Screen, Objective Added

27. To add multiple objectives at one time, click the **Chooser** button. The **Chooser** screen opens.

Figure 1.47 – Chooser Screen

- Enter all or part of the objective name in the **Objective Description** box and click **Find**. All objectives meeting the criteria entered are displayed in the **Find Result** section.

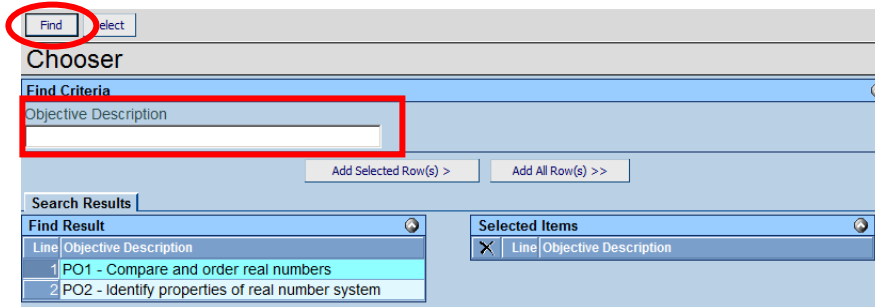


Figure 1.48 – Chooser Screen, Finding Objectives

- Click multiple objectives by holding the Shift key down while clicking, and then click the **Add Selected Row(s)>** button. To add all of the objectives listed, click the **Add All Row(s)>>** button. The selected rows are transferred to the **Selected Items** grid.

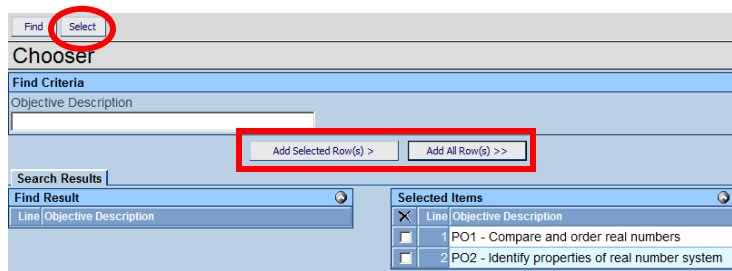


Figure 1.49 – Chooser Screen, Selecting Items

- Click the **Select** button, and all of the objectives in the **Selected Items** grid are added to the **Test Objectives** grid.

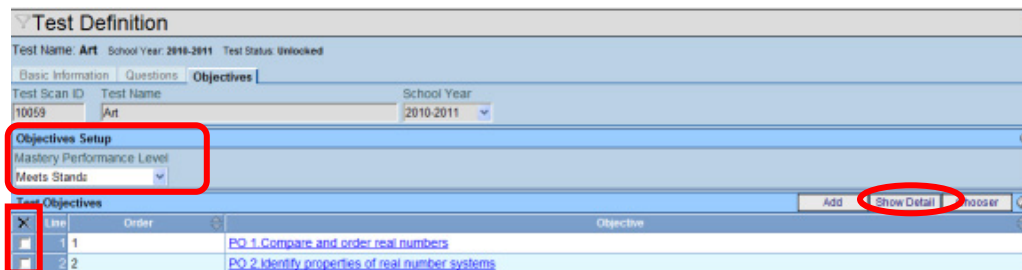


Figure 1.50 – Test Definition Screen, Objectives Tab, Objectives Added

- To define which performance level indicates that the students have mastered the objective, select the performance level from the **Mastery Performance Level** list. This list is defined by the district.
- Click the **Save** button at the top of the screen.

33. To match each objective to a group of questions, click the **Show Detail** button and click the **Line** number of the objective to define on the left side of the screen.

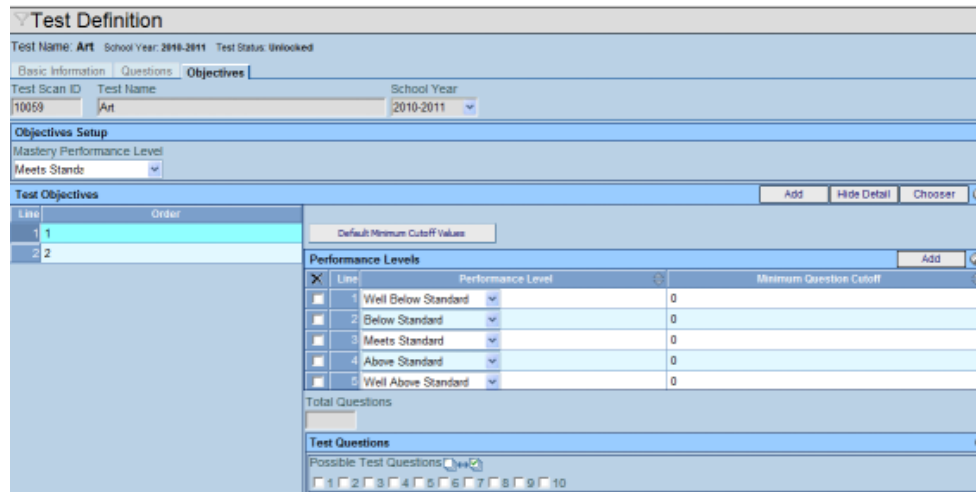


Figure 1.51 – Test Definition Screen, Objectives Tab, Detail Screen

34. Select the questions that apply to the objective by checking the boxes in front of the questions in the **Test Questions** section.
35. Click the **Save** button at the top of the screen, and the **Total Questions** box shows the number of questions checked off.

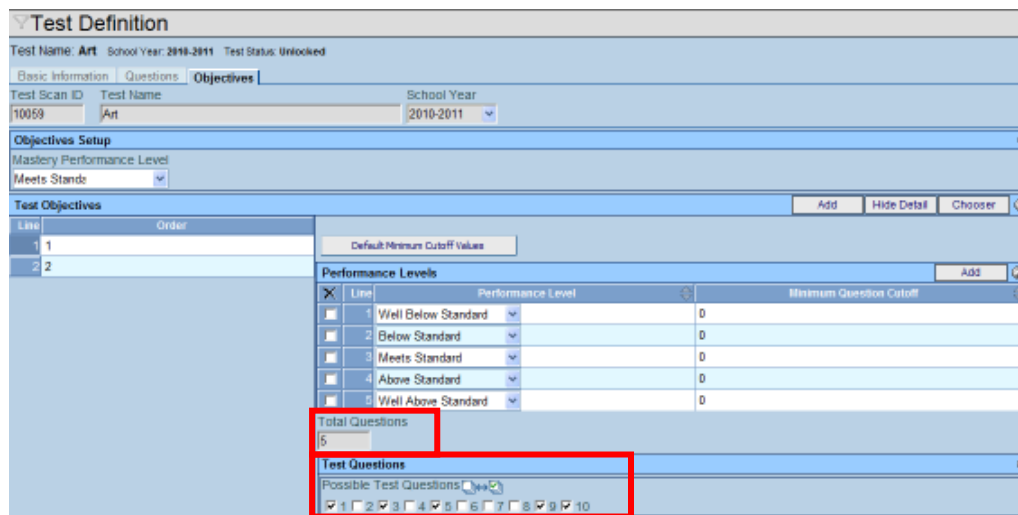


Figure 1.52 – Test Definition Screen, Objectives Tab, Detail Screen

- Note that all of the defined performance levels have been added by default to the **Performance Levels** grid. To define the number of questions that need to be answered correctly for the objective highlighted to attain each performance level, enter the number of questions in the **Minimum Question Cutoff** column. To enter the cutoffs automatically, click the **Default Minimum Cutoff Values** button.

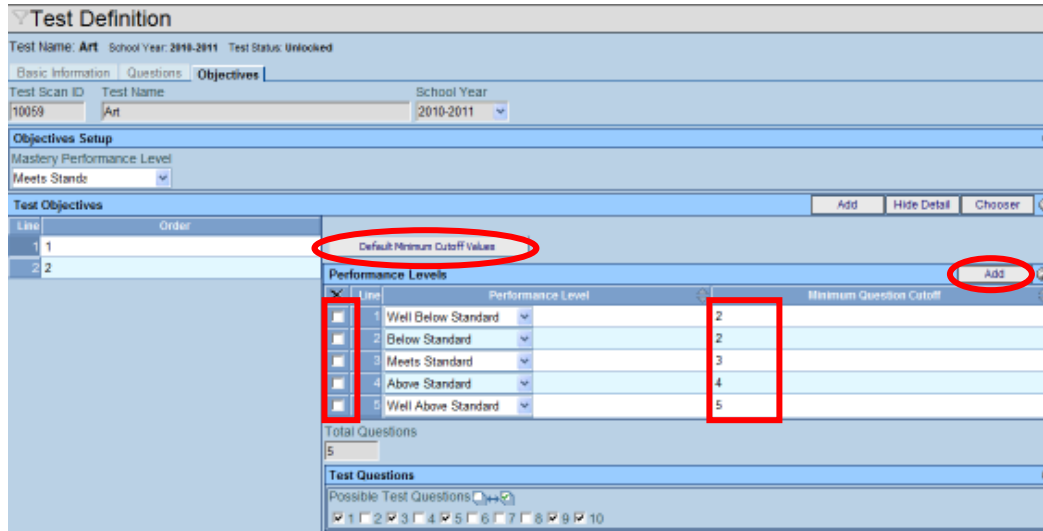


Figure 1.53 – Test Definition Screen, Objectives Tab, Detail Screen

- To add a performance level, click the **Add** button to add a new line and select the **Performance Level** from the list in the new line.
- Click the **Save** button at the top of the screen.

Once a test definition has been created, most fields can be edited simply by clicking in them and making the changes. However, to change the **Test Name** or **School Year**:

- Click the **Menu** button at the top of the screen, and select **Edit Test Data**.

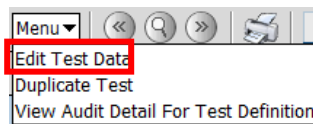


Figure 1.54 – Editing Test Name & School Year

- Make the changes, and click the **Save** button.

DEFINING A COMBINATION TEST

Tests can also be defined as both objectives and parts-based. To define an objectives and parts based test, use the instructions above for both types of tests. Select **Objectives and Parts** as the **Test Definition Code** on the **Basic Information** tab, and all four types of tabs are displayed: Scores, Parts, Questions, and Objectives.

The screenshot shows the 'Test Definition' screen with the 'Objectives & Parts' tab selected. The 'Test Definition Code' dropdown is set to 'Objectives and Parts' and the 'Test Type' dropdown is set to 'Spring'. Other fields include Test Name: Math, School Year: 2010-2011, and Test Scan ID: 10060.

Figure 1.55 – Test Definition Screen, Objectives & Parts

The only setup needed for a combination test that is different from the parts or objectives setup is found on the **Questions** tab. In the **Test Part** column, select the **Part** that belongs to each question from the list.

The screenshot shows the 'Test Definition' screen with the 'Questions' tab selected. A table lists 10 questions with their respective answers and test parts. The 'Test Part' column is highlighted in red, showing 'Real Numbers' for each question.

Line	Question Number	Answer	Test Part
1		C	Real Numbers
2		A	
3		B	
4		C	Real Numbers
5		E	Real Numbers
6		A	
7		B	
8		B	Real Numbers
9		E	
10		C	

Figure 1.56 – Test Definition Screen, Questions Tab

COPYING A TEST DEFINITION

Since setting up a test definition can be somewhat complex, it can be helpful to copy an existing definition if the new test is similarly configured. To copy an existing test definition:

1. Find the test to copy in the **Test Definition** screen using either the Scroll buttons or Find mode.

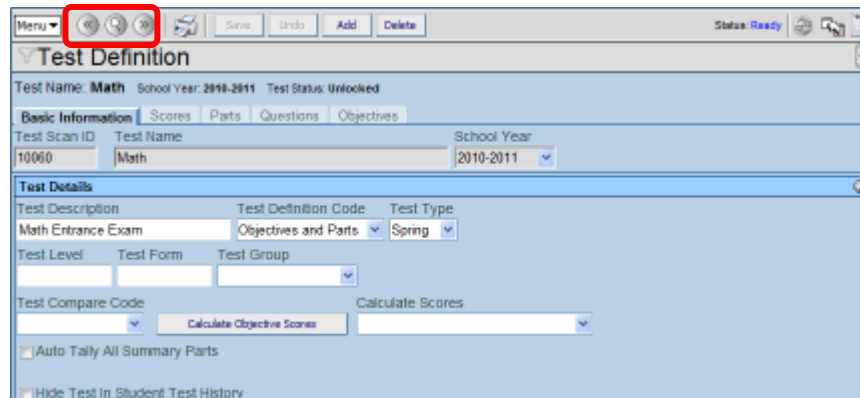


Figure 1.57 – Test Definition Screen

2. Click the **Menu** button, and select **Duplicate Test**.

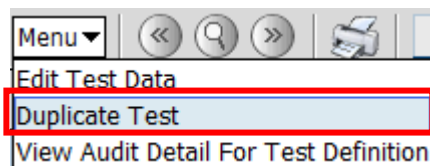


Figure 1.58 – Menu Options, Test Definition Screen

3. The **Duplicate Test Definition** screen appears with the current test's information. Enter a new **Test Name** and **Test Description** for the new test, and change any other information as needed.

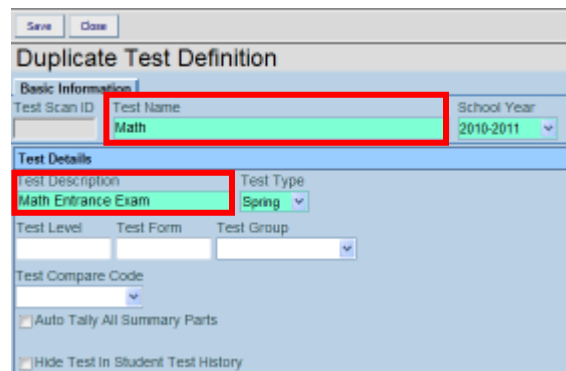


Figure 1.59 – Duplicate Test Definition Screen

4. Click the **Save** button, and then modify any test information needed for the new test.

TEST GROUP ANALYSIS

Creating a test group for analysis allows teachers and other school personnel to get an overview of students' scores on a particular test by section quickly. The test groups defined are displayed in both the **Class Test Analysis** screen and in the TEACHERVUE software.

To setup a test group for analysis:

1. Go to **Synergy SIS > Test History > Setup > Test Group Analysis**.

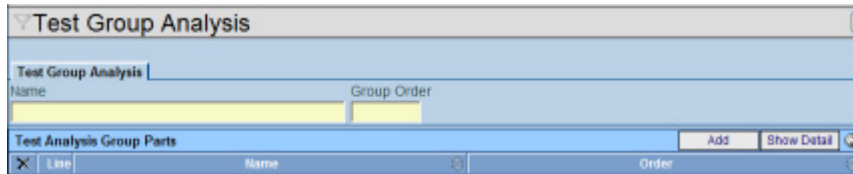


Figure 1.60 – Test Group Analysis Screen

2. Click the **Add** button at the top of the screen to add a group. A new **Test Group Analysis** screen opens.

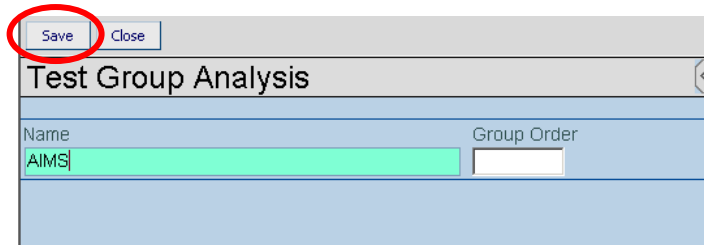


Figure 1.61 – Test Group Analysis Screen, Adding

3. Enter the **Name** of the test group, and assign the group an order number in the **Group Order** box. If multiple tests are setup for analysis, they appear in the order entered in the **Group Order** box.
4. Click the **Save** button at the top of the screen.
5. Click the **Add** button in the **Test Analysis Group Parts** section to add a new line. Add enough lines for each part of the test to be analyzed.

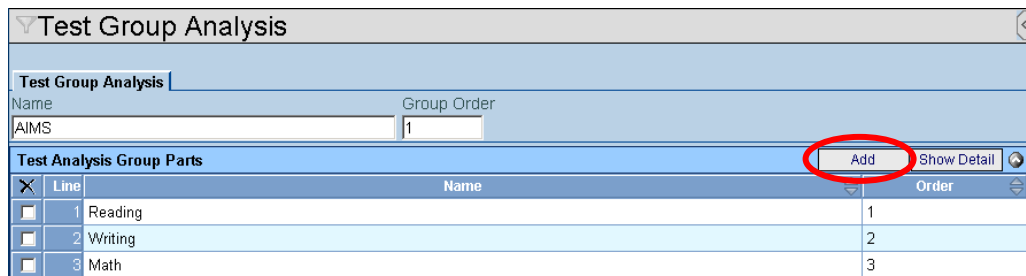


Figure 1.62 – Test Group Analysis Screen, Adding Parts

6. Enter the **Name** of each part. To indicate the order in which the parts should be displayed, enter the **Order** number for each part.
7. Click the **Save** button at the top of the screen to save the parts.

- Finally, each test analysis group part needs to be mapped to the corresponding test part. To map the test part, click the **Show Detail** button.

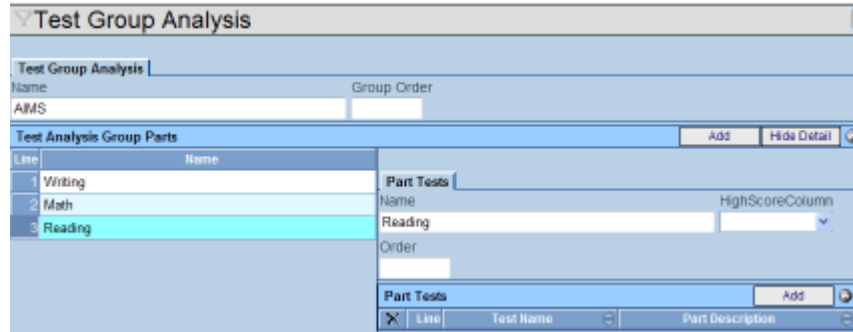


Figure 1.63 – Test Group Analysis Screen, Show Detail

- Select the part to map on the left side of the screen, and click the **Add** button in the **Part Tests** section. The **TestGroupAnalysisPartTestDetail** box opens.

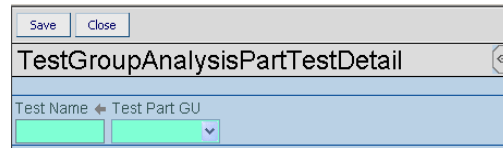


Figure 1.64 – Test Group Analysis Part Test Detail Screen

- To select the test to be used in the analysis, click the gray arrow next to the **Test Name** field. The **Find: Test** screen opens.

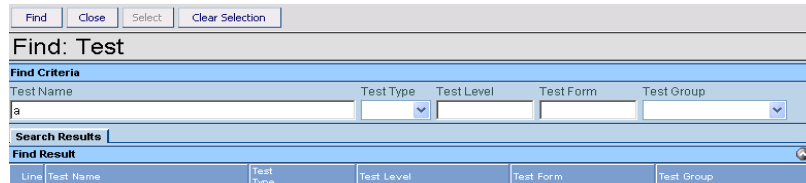


Figure 1.65 – Find Test Screen

- Enter the criteria by which to find the test, and click the **Find** button. Tests may be searched for by name, type level, form, or group.

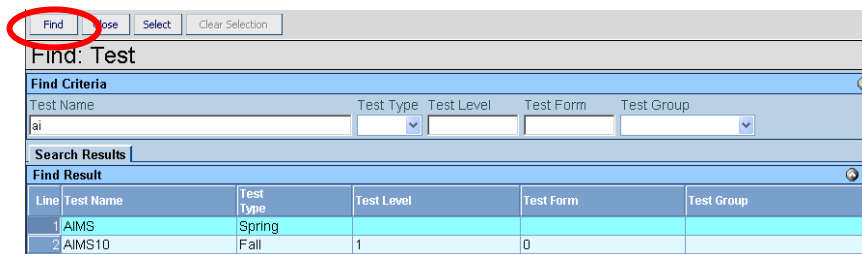


Figure 1.66 – Find Test Screen, Selecting

- Click the desired test under **Search Results**, and then click the **Select** button.

13. Select the part of the test that corresponds with the part in the test group analysis from the **Test Part GU** list.

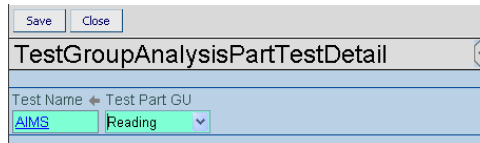


Figure 1.67 – Test Group Analysis Part Test Detail Screen

14. Click the **Save** button at the top of the screen, and the test and part description are listed in the detail screen of the **Test Group Analysis**.

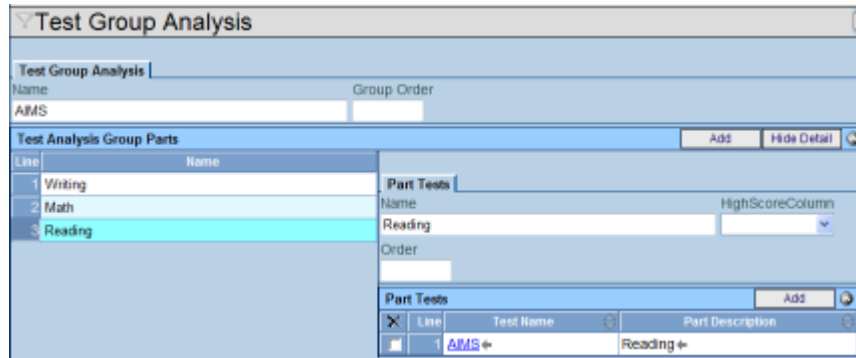


Figure 1.68 – Show Detail, Test Group Analysis Screen

15. Select the score type to be shown in the **High Score Column**.
16. Repeat steps 8-15 for each part of the test to be analyzed.

TEST GROUP DEFINITION

The **Test Group Definition** screen is used to group tests that can meet the graduation requirements needed for districts using Verified Credit. These test groups are selected and processed through the **Student Course History Verified Credit Update** screen. To create a new Test Group Definition:

1. Go to **Synergy SIS > Test History > Setup > Test Group Definition**.

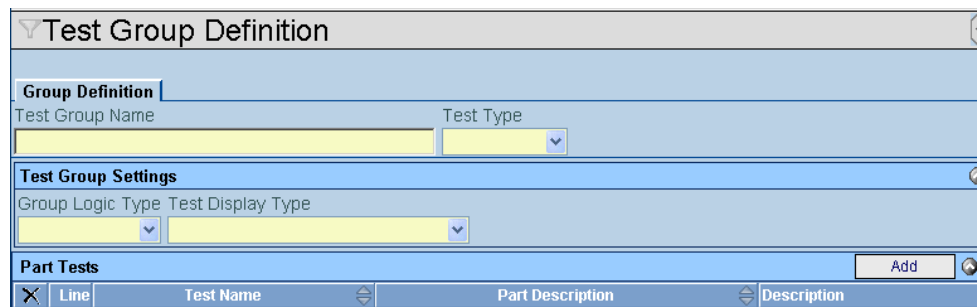


Figure 1.69 - Test Group Definition Screen

- Click the **Add** button at the top of the screen. A new **Test Group Definition** screen opens in a separate window.

The screenshot shows a window titled 'Test Group Definition'. At the top left, there are two buttons: 'Save' (circled in red) and 'Close'. Below the title bar, there are two input fields: 'Test Group Name' with a text entry box and 'Test Type' with a dropdown menu.

Figure 1.70 – Adding a Test Group Definition

- Enter a name for the test group in the **Test Group Name** field.
- Select the **Test Type** that will be used in the group. This can be either **Part-Based** or **Objective-Based**.
- Click the **Save** button at the top of the screen.
- Once the new definition has been saved, select the **Group Logic Type** from the Test Group Settings. For a student to meet the requirements of the test group, they can either be required to attain a passing score for all tests in the group is **Must Pass All Test Rules** is selected, or be required to pass just one test if **Must Pass One Test Rule** is chosen.

The screenshot shows the 'Test Group Definition' window with the following details:

- Group Definition:** Test Group Name: UC Eligibility - ACT; Test Type: Part Based.
- Test Group Settings:** Group Logic Type: Must Pass All; Test Display Type: Show Highest Score.
- Part Tests:** A table with columns 'Line', 'Test Name', 'Part Description', and 'Description'. An 'Add' button is circled in red at the bottom right of this section.

Figure 1.71 – Test Group Definition Created

- The **Test Display Type** determines which test is displayed if the student has taken the chosen tests multiple times. Select **Show Most Recent** to show the test most recently taken, **Show Highest Score** to show the test with the highest score, **Show Highest Perf Lvl, Most Recent** to show the test with the highest performance level or the most recent, **Show Highest Perf Lvl, Highest Score** to show the test with the highest performance level or the one with the highest score, or **Show All** to display all tests.
- Click the **Save** button at the top of the screen to save the changes to the **Group Logic Type** and **Test Display Type**.
- To select the tests that are part of the group, click the **Add** button in the **Part Tests** grid.

10. The **Test Requirement Part Definition** screen opens. To select the test, click the gray arrow next to **Test Name**. The **Find: Test** screen opens.

Figure 1.72 – Test Requirement Part Definition Screen

11. To find the test definition, enter search criteria and click the **Find** button. The test definitions meeting the criteria appear in the **Find Result** grid.

Line	Test Name	Test Type	Test Level	Test Form	Test Group

Figure 1.73 – Find: Test Screen

12. Click the name of the test to add, and click the **Select** button.

Line	Test Name	Test Type	Test Level	Test Form	Test Group
1	ACT with Writing	Fall			

Figure 1.74 – Selecting the Test

13. Select the **Part** name from the list.

Figure 1.75 – Completed Test Requirement Part Definition

14. To filter the tests' eligibility by date range, enter the beginning date in the **Admin Begin** field. Enter the last date in the **Admin End** field. This filters tests based on the date the student took the test as entered in the **Student Test** screen. These dates may also be selected at the time the test group is processed in the **Student Course History Verified Credit Update** screen.
15. Specify the **Passing Criteria** that will be used for this test part. Three types of criteria may be used: score-based, performance Level, or pass/fail. If more than one passing criteria is defined, the student is considered passing if they meet at least one of the types of the criteria defined. They do not have to match all defined criteria types.
16. To define the passing criteria using the score, select the **Score Type** from the list. The score types are defined during the **Test History** set up in **Synergy SIS > Test History > Setup > Score Type Setup**. Enter the minimum passing score in the **Test Req Min Score** box.
17. To define the passing criteria using the **Performance Level**, check boxes in the **Performance Level** section for all performance levels that are considered passing.
18. To define the passing criteria using **Pass Fail**, check the boxes in the **Pass Fail** section that are considered passing (usually just the **Pass** box).
19. To specify the grade or ranges of grades to which this requirement applies, select the beginning and ending grades from the **Grade Begin** and **Grade End** lists. For example, the test may need to be passed by the end of the 10th grade so the beginning grade would be 11 and the end grade would be 12.
20. Click the **Save** button to save the test part requirement definition.

21. To add another test to the group, click the **Add** button again and repeat steps 10-20.

The screenshot shows the 'Test Group Definition' window. It includes a 'Group Definition' section with 'Test Group Name' set to 'UC Eligibility - ACT/SAT' and 'Test Type' set to 'Part Based'. Below this is the 'Test Group Settings' section with 'Group Logic Type' set to 'Must Pass All' and 'Test Display Type' set to 'Show Highest Score'. At the bottom is the 'Part Tests' table with an 'Add' button.

Line	Test Name	Part Description	Description
1	ACT with Writing	Composite	Raw Score>25
2	SAT	Reasoning	Raw Score>580

Figure 1.76 - Completed Test Group Definition

22. To edit the passing criteria for the tests, click a link in the **Description** column.

23. To edit the test definition, click a link in the **Test Name** column.

24. To edit the name of the test group or the test type, click the **Menu** button and select **Edit TestGroup Data**.



Figure 1.77 – Menu, Test Group Definition



Reference : For more about Verified Credit and its use in calculating graduation requirements, please see the *Synergy SIS – Course History Administrator Guide* and the *Synergy SIS – Course History User Guide* .

IMPORTING TEST RESULTS

If you receive test results in electronic files, you can import them in two ways:

- Using the **Test Import** screen. See instructions below.
- Using the Generic Data Conversion software. See instructions in the *Synergy SIS - Data Conversion Guide*.

To import test results through the **Test Import** screen:

1. Create a test import definition with details about the file containing the results and about how to bring data into Synergy SIS.
In many cases, you will then use the same test import definition each time you receive results for the corresponding type of test.
2. Upload the file, and import the test results.

To create a test import definition:

1. Go to **Synergy SIS > Test History > Setup > Test Import.**

The screenshot shows the 'Test Import' configuration window. At the top, there are navigation buttons (Menu, Find, Undo, Add, Delete) and a 'Validate Test Import Definition' button. The main area is divided into several sections:

- Test Import Definition:** Includes fields for 'Test Import Definition Name', 'Test Name', and 'File Layout Type'.
- Import Options:** Contains 'Scores Per Row', 'Replace Type', 'Part Filter Column', 'Part Filter Start', and 'Part Filter Length'.
- Test Import Definition (Detailed):** Includes 'Delimiter', 'Custom Delimiter', 'Has Header Row', 'Total Length of Row', 'Total Number of Columns', 'Test Date Import Type', 'Test Date Default', 'Test Date Column', 'Test Date Start', 'Test Date Length', 'Test Filter Column', 'Test Filter Start', 'Test Filter Length', and 'Test Filter Value'.
- Grade/School/Pass/Fail:** Fields for 'Grade Level Column', 'Grade Level Start', 'Grade Level Length', 'School Code Column', 'School Code Start', 'School Code Length', 'Pass/Fail Column', 'Pass/Fail Start', and 'Pass/Fail Length'.
- Student Lookup Definition:** Fields for 'SIS Number Column', 'SIS Number Start', 'SIS Number Length', 'State Number Column', 'State Number Start', and 'State Number Length'.
- Row Definition:** A table with columns: Line, Enabled, Test Part (Part Number, Part Description), Test Score (Description), Column, Start, Length, and Filter Value.

Figure 1.78 - Test Import Screen

2. Click the **Add** button at the top of the screen. A new **Test Import** screen opens.

This is a smaller version of the 'Test Import' screen, appearing as a modal window. It has 'Save' and 'Close' buttons at the top left. Below the title bar, it contains the same 'Test Import Definition Name', 'Test Name', and 'File Layout Type' fields as the main screen.

Figure 1.79 - Test Import Screen, Adding an Import Definition

3. Enter a **Test Import Definition Name**.
4. Click the gray arrow next to **Test Name**. The **Find: Test** screen opens.

The 'Find: Test' screen is shown with the following details:

- Header: 'Hope High School (2012-2013 : Show only active)' and 'User: Admin User'.
- Buttons: 'Find', 'Close', 'Select', 'Clear Selection'.
- Title: 'Find: Test'.
- Find Criteria:** Fields for 'Test Name', 'Test Type', 'Test Level', 'Test Form', and 'Test Group'.
- Search Results:** A table with columns: Line, Test Name, Test Type, Test Level, Test Form, and Test Group.

Figure 1.80 - Find: Test Screen

5. Enter search criteria, and click the **Find** button.
6. Click the desired test in the **Find Result** grid, and click the **Select** button.
7. In the **File Layout Type** list, select whether the input file has character-delimited fields or fixed field lengths.

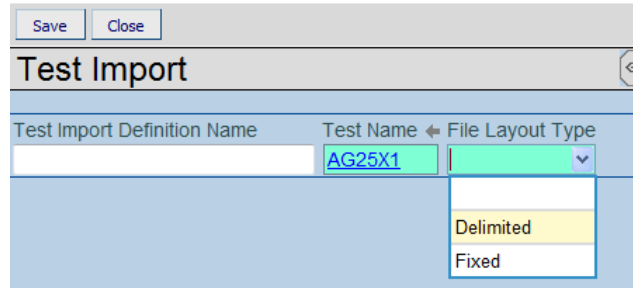


Figure 1.81 - Test Import Screen, Selecting File Layout Type

8. Click the **Save** button.
9. Enter appropriate data. Which fields appear depends on the **File Layout Type** of the test import definition and on your selections in various lists.
 - **Scores Per Row** – whether scores are all in one row or each in its own row.
 - **Part Filter Start** – For a fixed layout, if the test has multiple parts, the position in the row where the part to import starts.
 - **Part Filter Length** – For a fixed layout, if the test has multiple parts, the length of the field that starts the part to import?
 - **Part Filter Column** – For a delimited layout and one row per score, if the test has multiple parts, which column starts the part to import.
 - **Replace Type** – whether existing data is updated or replaced.
 - **Delimiter** – If the import file is a delimited file, the delimiter used.
 - **Custom Delimiter** – If **Delimiter** is **User Defined**, the custom delimiter.
 - **Has Header Row** – Check the box if the test import file has headers.
 - **Total Length of Row** – For a fixed layout, the total characters in a row.
 - **Total Number of Columns** – For a delimited layout, the number of columns in the data file.
 - **Test Date Import Type** – date to use as the date of the test.
 - **Test Date Default** – if **Test Date Import Type** is **Default to Value**, the date to use.
 - **Test Date Column** – For a delimited layout, if the test date is contained in the import file, the column in which it appears.
 - **Test Date Start** – For a fixed layout, the position in the row where the date of administration starts.
 - **Test Date Length** – For a fixed layout, the length of the date.
 - **Test Filter Column** – For a delimited layout, if more than one test is included in the file, which column starts the test to import.

- **Test Filter Start** – For a fixed layout, if more than one test is included in the file, the position in the row where the test name starts.
- **Test Filter Length** – For a fixed layout, if more than one test is included in the file, the length of the field that contains the name of the test to import.
- **Test Filter Value** – If more than one test is included in the file, the name of the test to import.
- **Grade Level Column** – For a delimited layout, the column number where the student’s grade level is stored.
- **Grade Level Number Start** – For a fixed layout, the position in the row where the grade level starts.
- **Grade Level Number Length** – For a fixed layout, the length of the grade level.
- **School Code Column** – For a delimited layout, the column where the school code is stored.
- **School Code Number Start** – For a fixed layout, the position in the row where the school code starts.
- **School Code Number Length** – For a fixed layout, the length of the school code.
- **Pass/Fail Column** – For a delimited layout, the column where the pass/fail indicator is stored.
- **Pass/Fail Start** – For a fixed layout, the position in the row where the pass/fail indicator starts.
- **Pass/Fail Length** – For a fixed layout, the length of the pass/fail indicator.
- **SIS Number Column** – For a delimited layout, the column where the SIS number for the student is stored.
- **SIS Number Start** – For a fixed layout, the position in the row where the student’s SIS number starts.
- **SIS Number Length** – For a fixed layout, the length of the SIS number.
- **State Number Column** – For a delimited layout, the column where the state ID for the student is stored.
- **State Number Start** – For a fixed layout, the position in the row where the student’s state ID starts.
- **State Number Length** – For a fixed layout, the length of the state ID.
- **Last Name Column** – For a delimited layout, the column where the last name of the student is stored.
- **Last Name Start** – For a fixed layout, the position in the row where the where the student’s last name starts.
- **Last Name Length** – For a fixed layout, the length of the last name.
- **First Name Column** – For a delimited layout, the column where the first name of the student is stored.

- **First Name Start** – For a fixed layout, the position in the row where the student’s first name starts.
 - **First Name Length** – For a fixed layout, the length of the first name.
 - **Birthdate Column** – For a delimited layout, the column where the birthdate of the student is stored.
 - **Birthdate Start** – For a fixed layout, the position in the row where the student’s birthdate starts.
 - **Birthdate Length** – For a fixed layout, the length of the birthdate.
10. In the **Row Definition** grid:
- Check and uncheck boxes in the **Enabled** column to include and exclude data.
 - For a fixed layout, enter the **Start** position and the **Length** of each score field.
 - For a delimited layout, enter **Column** number of each score field.
11. Click the **Save** button.
12. Optionally, configure translation of raw scores to defined performance levels or to pass and fail:
- a. Click the **Translate** tab.

The screenshot shows the 'Test Import' window with the 'Translate' tab selected. At the top, there are fields for 'Test Import Definition Name' (State Standards Test), 'Test Name' (AG99X1), and 'File Layout Type' (Delimited). Below this are two tables:

Translate Performance Level			Add
Line	Translate Value	Performance Level	
1		Falls Far Below	
2		Approaches	
3		Meets	
4		Exceeds	

Translate Pass/Fail			Add
Line	Translate Value	Pass Fail	
1		Fail	
2		Fail	
3		Pass	
4		Pass	

Figure 1.82 - Test Import Screen, Translate Tab

- b. For each score to translate, click the **Add** button in the appropriate section, enter the score in the **Translate Value** column, and select the performance level or pass/fail value.
13. Click the **Save** button.
14. Click the **Validate Test Import Definition** button.

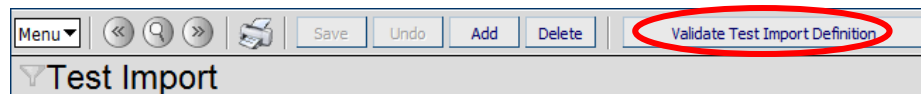


Figure 1.83 - Test Import Screen, Validating a Test Import Definition

A message indicates whether additional setup is required or the test import definition is valid.

To upload a results file and import the results:

1. Go to **Synergy SIS > Test History > Setup > Test Import**.
2. Click the **Import Files** tab.

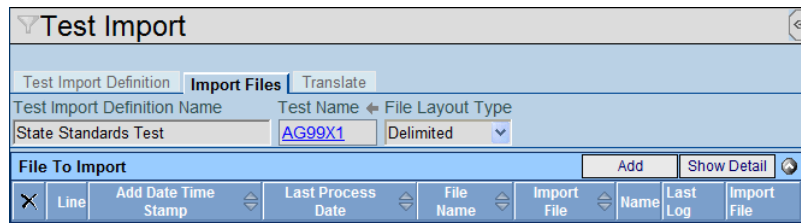


Figure 1.84 - Test Import Screen, Import Files Tab

3. In the **File To Import** section, click the **Add** button.
4. Click the **Browse** button, locate and select the test results file, and click the **Upload** button.

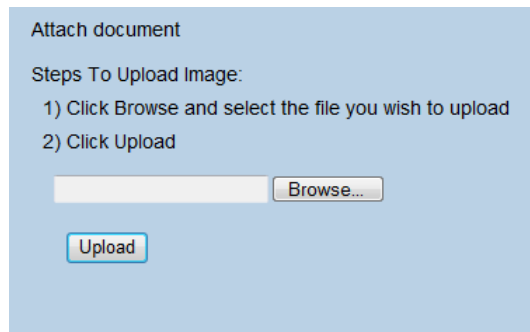


Figure 1.85 - Attach Document Screen

5. Click the **Import File** button.

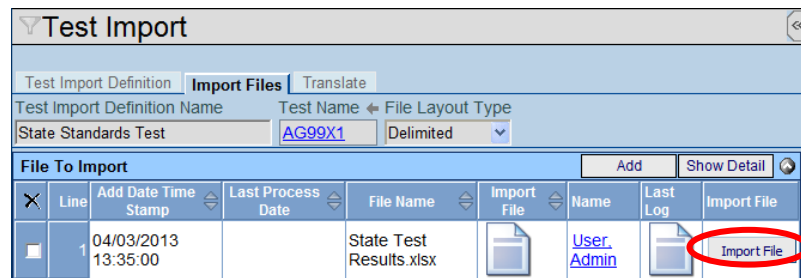


Figure 1.86 - Test Import Screen, Importing a File

Once a test import definition has been created, most fields can be edited simply by clicking in them and making the changes. However, to change the **Test Import Definition Name** or **File Layout Type**:

1. Click the **Menu** button at the top of the screen.
2. Select **Edit TestImportDef Data**.

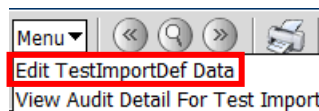


Figure 1.87 – Editing Test Import Definition Name and File Layout Type

3. Make the changes, and click the **Save** button.

Chapter Two: SECURITY

This chapter covers:

- ▶ Security nodes for the test history screens

Security for the screens discussed in this guide is defined by two options: the **PAD Security** screen and the **Security Definition** screen. Both screens are found under **Synergy SIS > System > Security**. How each of these screens works and how security is defined is covered in detail in the *Synergy SIS - Security Administrator Guide*. This chapter outlines where security is defined in the **Security Definition** screen.

OBJECTIVE SETUP SECURITY

The adding and editing of objectives in **Synergy SIS > Test History > Setup > Objective Setup** is controlled by this security node:

K12.TestInfo.Setup.TestDefObjective

The **Performance Levels** grid of the screen is controlled by this security node:

K12.TestInfo.Setup.TestDefObjLevel

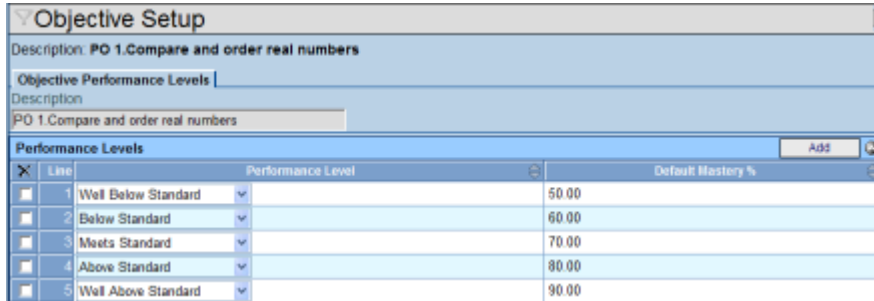


Figure 2.1 – Objective Setup Screen

SCORE TYPE SETUP SECURITY

The main part of **Synergy SIS > Test History > Setup > Score Type Setup** is controlled by this security node:

K12.TestInfo.Setup.TestScoreDefinition

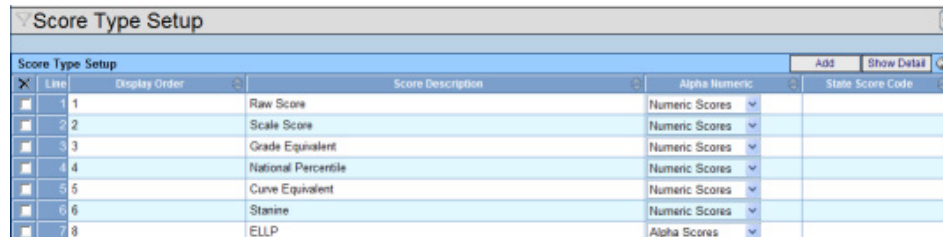


Figure 2.2 - Score Type Setup Screen

The detail screen of each score type, the **Drop List Values**, is controlled by this security node:

K12.TestInfo.Setup.TestScoreDefintionDrpVals

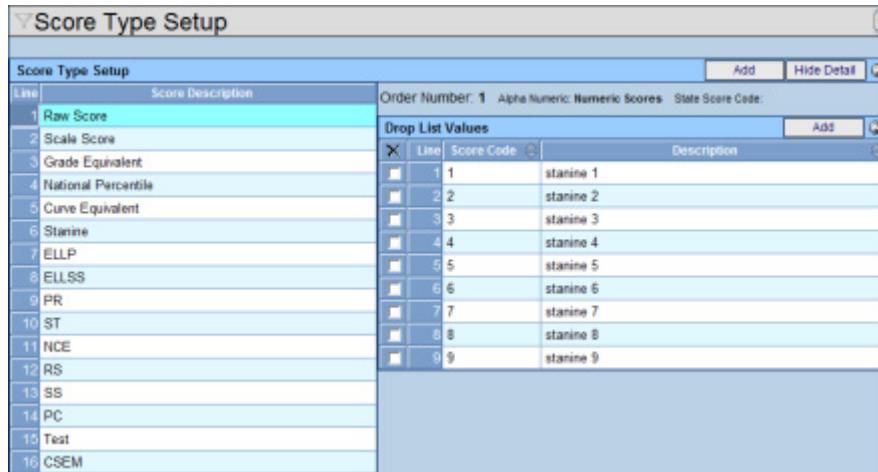


Figure 2.3 - Score Type Setup Screen, Detail Screen

The following security node does not provide a visible change in security on the screens:

- K12.TestInfo.Setup.TestScoreDefintionUI

TEST DEFINITION SECURITY

Each tab in **Synergy SIS > Test History > Setup > Test Definition** is controlled by a different security node or nodes. The **Basic Information** tab is controlled by this security node:

K12.TestInfo.Setup.Test

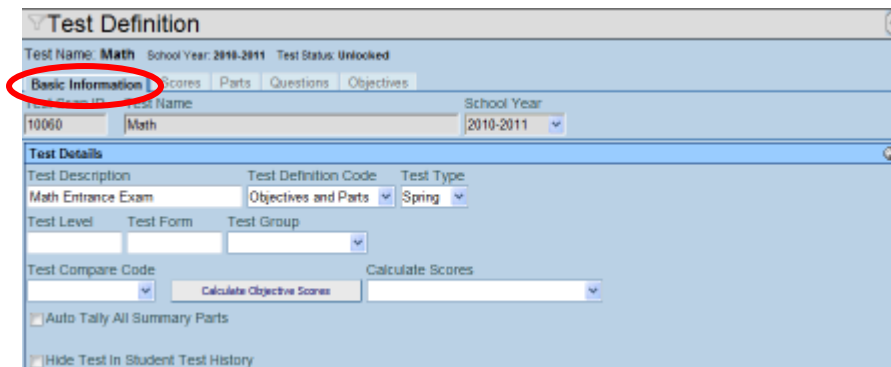


Figure 2.4 – Test Definition Screen, Basic Information Tab

The main screen of the **Scores** tab is controlled by this security node:

K12.TestInfo.Setup.TestScoreType

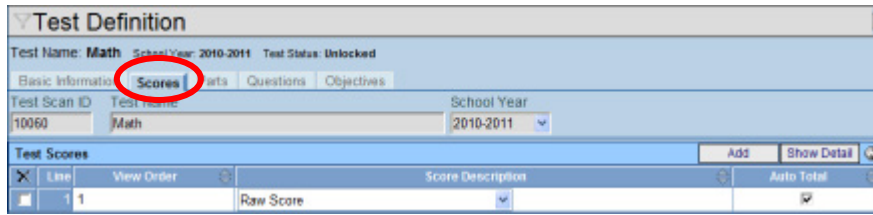


Figure 2.5 - Test Definition Screen, Scores Tab, Main Screen

The detail screen of the **Scores** tab is controlled by the node:

K12.TestInfo.Setup.TestScoreTypeLevel

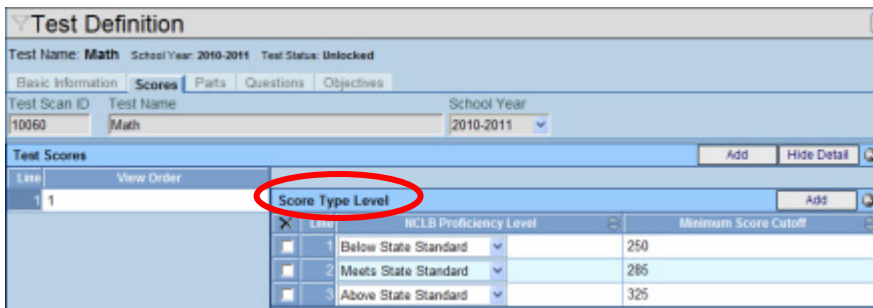


Figure 2.6 – Test Definition Screen, Scores Tab, Detail Screen

The main screen of the **Parts** tab is controlled by two security nodes. The **Test Parts** section at the top is controlled by this security node:

K12.TestInfo.Setup.TestPart

The **Performance Level** section at the bottom is controlled by this security node:

K12.TestInfo.Setup.TestPerformanceLevelList

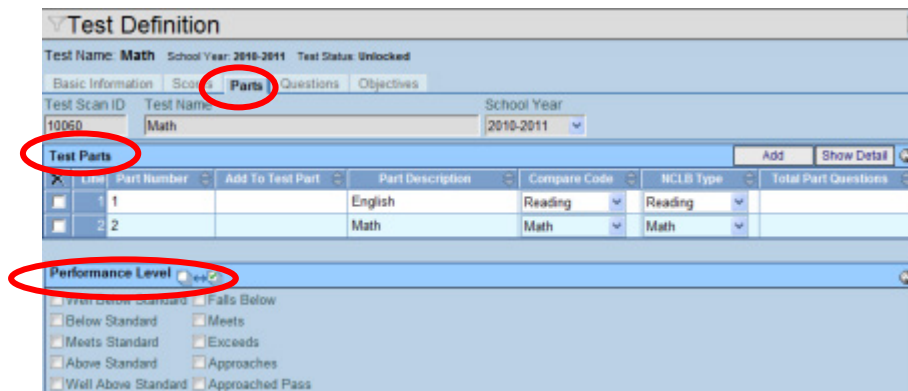


Figure 2.7 – Test Definition Screen, Parts Tab, Main Screen

The detail screen of the test parts is controlled by two security nodes. The **Test Part** and **Test Part Details** sections are controlled by the same security node that controls the **Test Parts** section in the main screen:

K12.TestInfo.Setup.TestPart

The bottom section, the **Test Part Exception List**, is controlled by this security node:

K12.TestInfo.Setup.TestPartScoreExcept

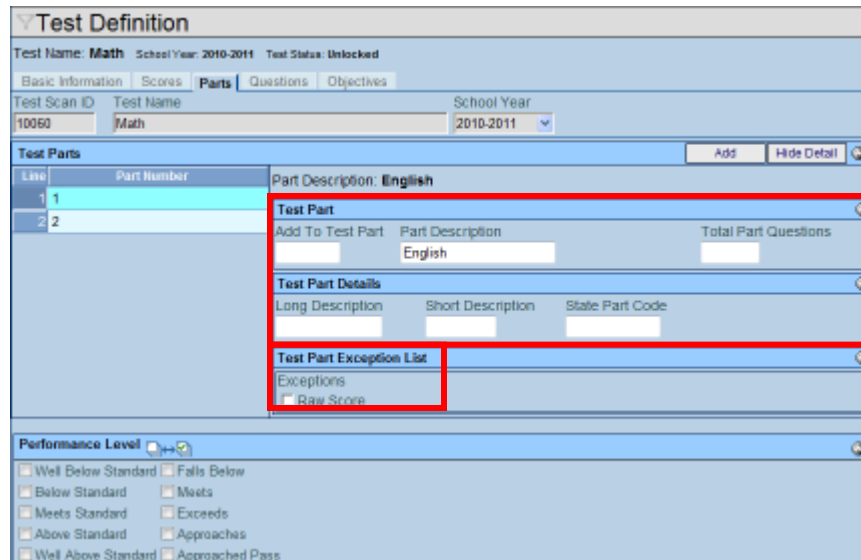


Figure 2.8 – Test Definition Screen, Parts Tab, Detail Screen

The **Questions** tab is controlled by this security node:

K12.TestInfo.Setup.TestQuestion

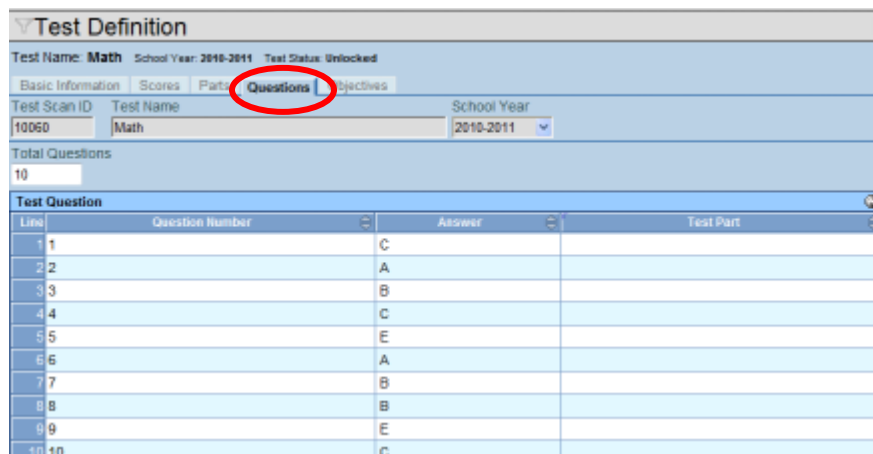


Figure 2.9 – Test Definition Screen, Questions Tab

The main screen of the **Objectives** tab is controlled by this security node:

K12.TestInfo.Setup.TestObjective

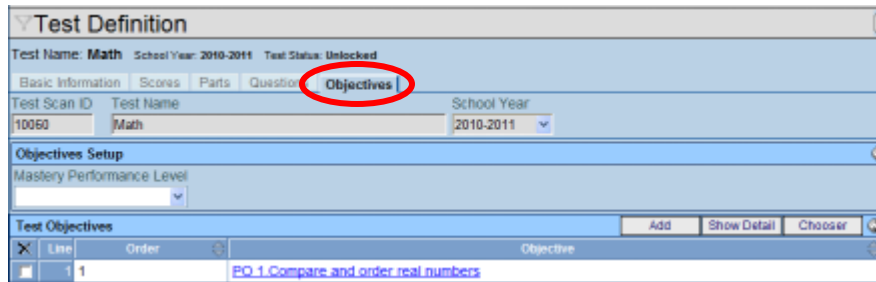


Figure 2.10 – Test Definition Screen, Objectives Tab, Main Screen

The detail screen of the **Objectives** tab is controlled by two security nodes. The **Performance Levels** section at the top is controlled by this security node:

K12.TestInfo.Setup.TestObjectiveLevel

The **Test Questions** section at the bottom is controlled by this security node:

K12.TestInfo.Setup.TestObjectiveQuestion

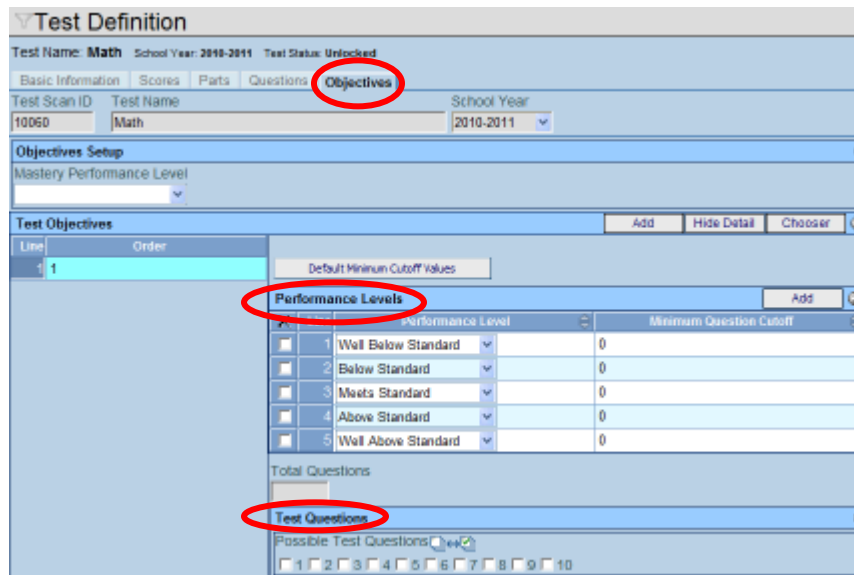


Figure 2.11 – Test Definition Screen, Objectives Tab, Detail Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.TestInfo.Setup.TestObjectiveLevelUI
- K12.TestInfo.Setup.TestDefinitionUI
- K12.TestInfo.Setup.TestQuestionDetailUI
- K12.TestInfo.Setup.TestPartDetailUI
- K12.TestInfo.Setup.TestQuestionObjective

TEST GROUP ANALYSIS SECURITY

Synergy SIS > Test History > Setup > Test Group Analysis is controlled by three security nodes. Adding, deleting, and editing the test groups are controlled by this security node:

K12.TestInfo.Setup.TestGroupAnalysis

The **Test Analysis Group Parts** section is controlled by this security node:

K12.TestInfo.Setup.TestGroupAnalysisPart



Figure 2.12 – Test Group Analysis Screen

In the detail screen of each part, the **Part Tests** section is controlled by this security node:

K12.TestInfo.Setup.TestGroupAnalysisPartTest

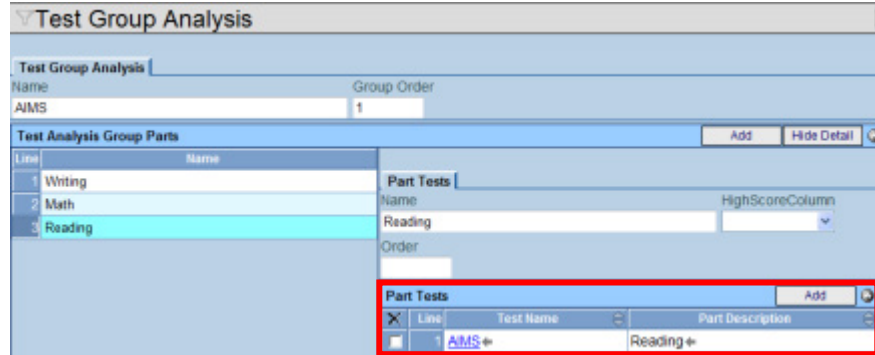


Figure 2.13 – Test Group Analysis Screen, Detail Screen

The following security node does not provide a visible change in security on the screens:

- K12.TestInfo.Setup.TestGroupAnalysisPartTestUI

CLASS TEST ANALYSIS SECURITY

Synergy SIS > Test History > Class Test Analysis is controlled by this security node:

K12.TestInfo.ClassTestAnalysisGrid

However, since the data in this screen is not editable, this has a negligible effect.

The screenshot shows the 'Class Test Analysis' interface. At the top, it displays 'Section ID: 1077', 'Course Title: Am Govt', 'School Year: 2010-2011', and 'Description: American Government'. Below this, there are input fields for 'Section ID' (1077), 'Course ID' (SS51), 'Course Title' (Am Govt), 'Staff Name' (Jackson, Kathy), and 'Room Name' (216). The 'Test Analysis Options' section includes dropdown menus for 'Test Group Analysis' (AIMS), 'Test Group Analysis Part' (Reading), and 'Test Display Type' (Show All), along with a checkbox for 'Only Show Students With Results'. A 'Score Type Filter' and 'Highlight Performance Levels' section are also present. The main data table, titled 'Test Analysis for AIMS', has columns for 'Line', 'Student', 'Date', 'Part List', 'Raw Score', 'Scale Score', and 'CSEM'. The first row shows student 'Abbott, Billy C.' with a date of '05/15/2010', a part list of 'Approaches', a raw score of '650', and a scale score of '650'. Other students listed include Addington, Paula M., Coleman, Jose L., Colpitts, Howard F., Cooley, Carolyn A., Crum, Richard J., Crum, William R., Decker, Lori, Devisme, Roger L., Dianes, Ruth T., and Duffin, Brian E.

Line	Student	Date	Part List	Raw Score	Scale Score	CSEM
1	Abbott, Billy C.	05/15/2010	Approaches	650	650	
2	Addington, Paula M.					
3	Coleman, Jose L.					
4	Colpitts, Howard F.					
5	Cooley, Carolyn A.					
6	Crum, Richard J.					
7	Crum, William R.					
8	Decker, Lori					
9	Devisme, Roger L.					
10	Dianes, Ruth T.					
11	Duffin, Brian E.					

Figure 2.14 – Class Test Analysis Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.TestInfo.ClassTestAnalysisUI
- K12.TestInfo.ClassTestAnalysisPerformanceList
- K12.TestInfo.ClassTestAnalysisScoreTypeFilter

TEST GROUP DEFINITION SECURITY

Synergy SIS > Test History > Setup > Test Group Definition is controlled by the security node:

K12.TestInfo.Setup.TestGroup

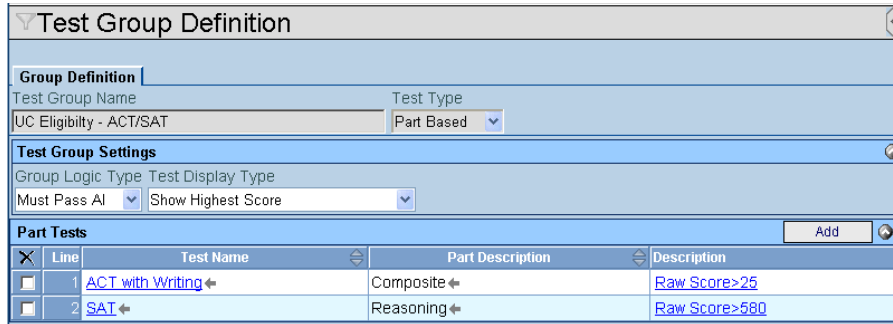


Figure 2.15 – Test Group Definition Screen

The **K12.TestInfo.Setup.TestGroupTest** node controls the **Part Tests** grid and most of the **Test Requirement Part Definition** screen.

The **K12.TestInfo.Setup.TestGroupTestDetail** node also controls the test name, part, admin begin, and admin end fields on the **Test Requirement Part Definition** screen.

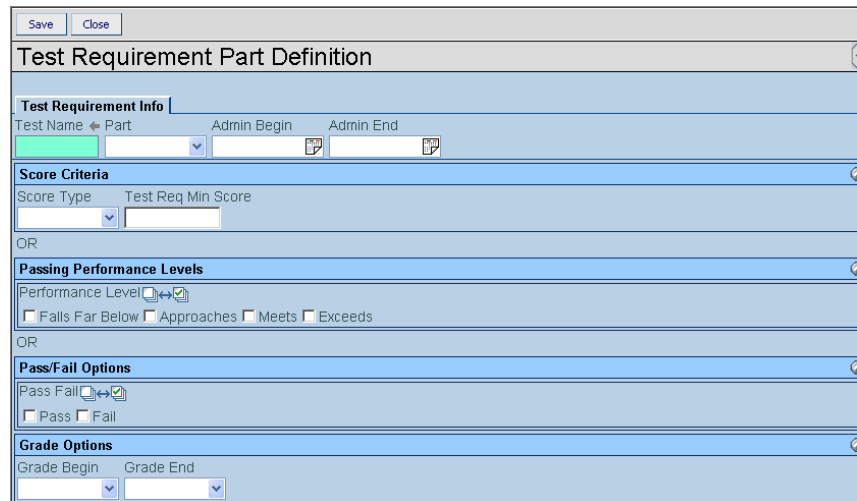


Figure 2.16 – Test Requirement Part Definition Screen

The **K12.TestInfo.Setup.TestGroupTestPerfList** node controls the **Passing Performance Levels** section on the **Test Requirement Part Definition** screen.

The **K12.TestInfo.Setup.TestGroupTestPassList** node controls the **Pass/Fail Options** section on the **Test Requirement Part Definition** screen.

The following security nodes do not provide a visible change in security on the screens:

- K12.TestInfo.Setup.TestGroupUI

TEST IMPORT SECURITY

Synergy SIS > Test History > Setup > Test Import is controlled by the security nodes:

K12.TestInfo.Setup.TestImportDef
K12.TestInfo.Setup.TestImportDef
K12.TestInfo.Setup.TestImportDefFile
K12.TestInfo.Setup.TestImportDefFileLog
K12.TestInfo.Setup.TestImportDefRow
K12.TestInfo.Setup.TestImportDefTeanslatePassFail
K12.TestInfo.Setup.TestImportDefTranslatePassFail
K12.TestInfo.Setup.TestImportDefTranslatePerfLvl
K12.TestInfo.Setup.TestImportDefUI

Details will appear in the next update of this guide.

STUDENT TEST SECURITY

Synergy SIS > Test History > Student Test is controlled by this security node:

K12.TestInfo.StudentTest

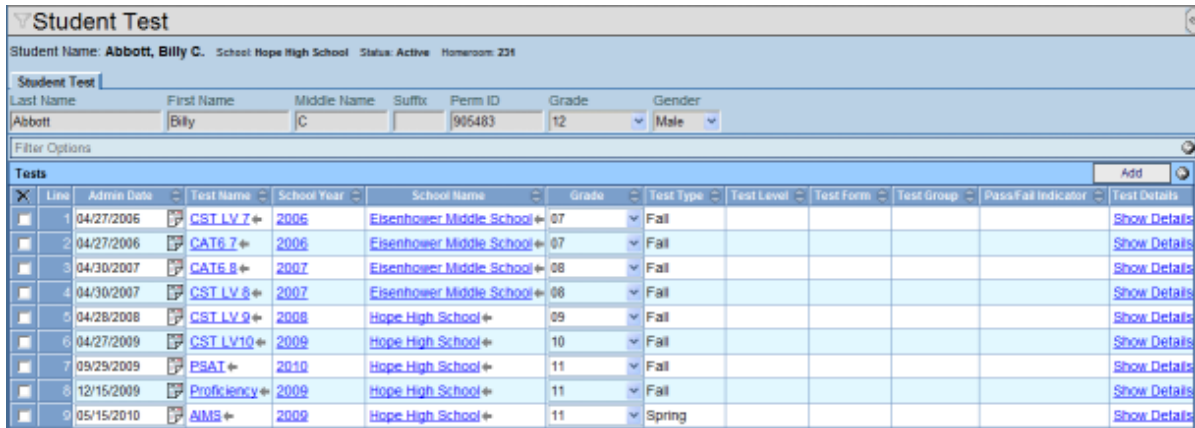


Figure 2.17 – Student Test Screen

This security node also controls the **Basic Information** tab of the detail screen of each test.

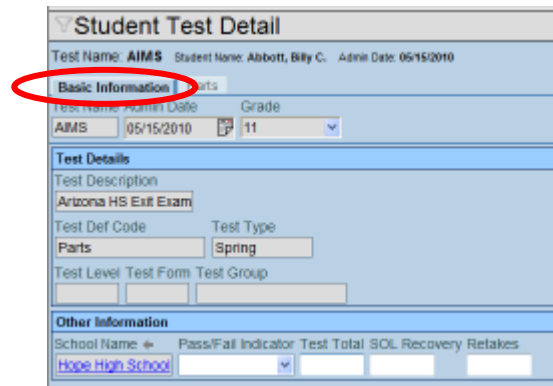


Figure 2.18 – Student Test Detail Screen, Basic Information Tab

The **Parts** tab of the detail screen is controlled by this security node:

K12.TestInfo.StudentTestPartGrid

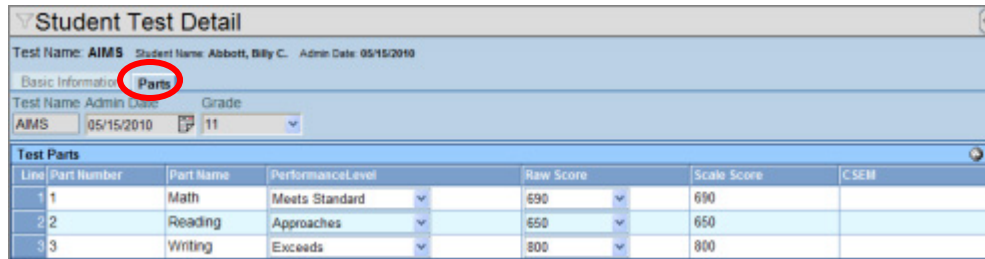


Figure 2.19 – Student Test Detail Screen, Parts Tab

The **Objectives** tab of the detail screen is controlled by this security node:

K12.TestInfo.StudentTestObjective

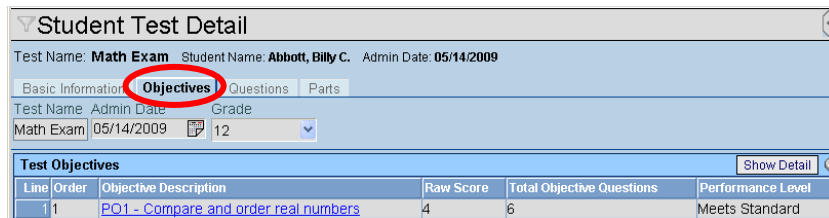


Figure 2.20 – Student Test Detail Screen, Objectives Tab

The detail screen of each objective on the **Objectives** tab is controlled by this security node:

K12.TestInfo.StuObjTestGrid

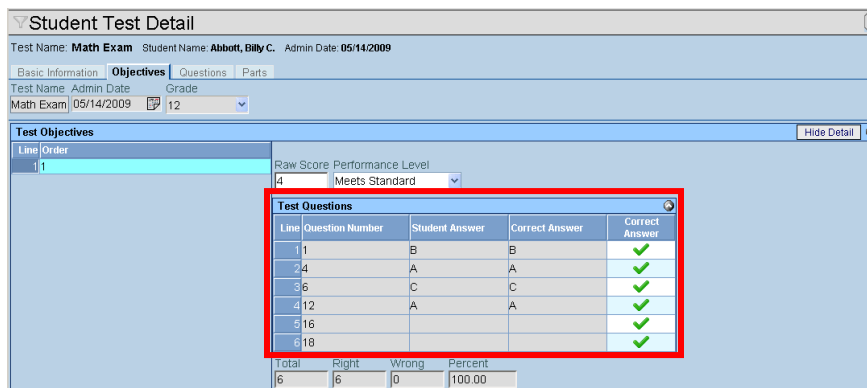
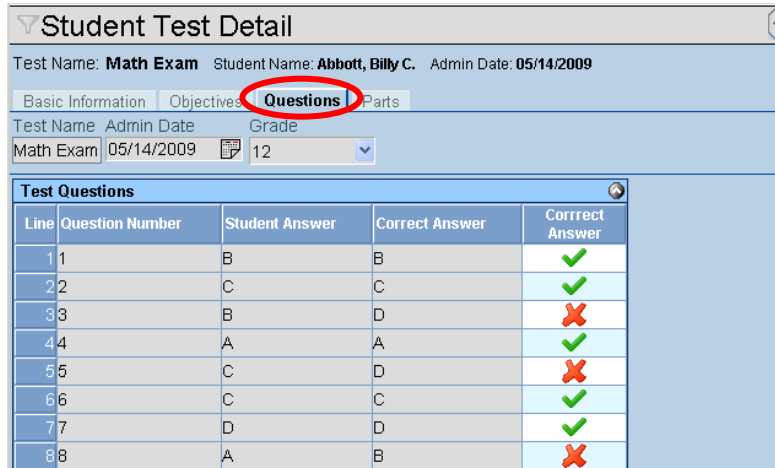


Figure 2.21 – Student Test Detail Screen, Objectives Tab, Detail Screen

The **Questions** tab of the detail screen is controlled by this security node:

K12.TestInfo.StuTestQuestionGrid



Line	Question Number	Student Answer	Correct Answer	Correct Answer
1	1	B	B	✓
2	2	C	C	✓
3	3	B	D	✗
4	4	A	A	✓
5	5	C	D	✗
6	6	C	C	✓
7	7	D	D	✓
8	8	A	B	✗

Figure 2.22 – Student Test Detail Screen, Questions Tab

The scores for the ELL and Early Childhood Educations tests, as outlined in the state data reporting guide, are controlled by the node **K12.TestInfo.StudentTestPartScore**.

The following security nodes do not provide a visible change in security on the screens:

- K12.TestInfo.StudentTestDetailUI
- K12.TestInfo.StudentTestUI
- K12.TestInfo.TestQuestionObjUI
- K12.TestInfo.StudentTestPart
- K12.TestInfo.StudentTestWaiver

TEST HISTORY REPORTS SECURITY

While report security options are available on the **Security Definition** screen, it is recommended to use only the PAD tree security to control access to reports.

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