



Guide to Ending Incomplete Tests

Ending Incomplete Tests

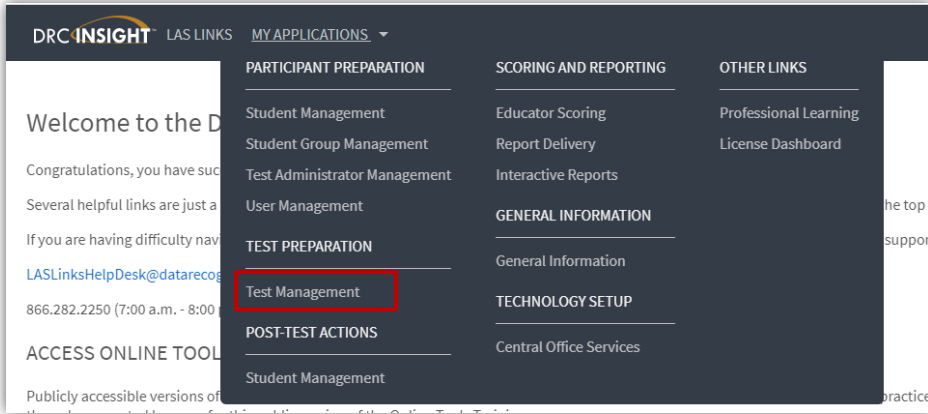


For scoring and reporting purposes, you must use the End Incomplete Test option for all Subtests that a student will not complete. For example: When the student is only able to complete 2 of 4 parts of a test, use the End Incomplete Test option to end the test and force a status of “complete” even though certain parts of a test were not administered or taken.

Ending Incomplete Tests



Click on MY APPLICATIONS >> Test Management:



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Ending Incomplete Tests



Test Sessions

Manage Test Sessions | Upload Multiple Test Sessions

Instructions

* Indicates required fields

Administration: District (LAS Links), School ((All))

Last Name, First Name, Student ID

Session, Test Administrator ((All))

LAS Links Form ((All)), Assessment ((All))

Show Sessions | Print All Tickets

Sessions | Status Summary

Instructions


Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Sample District	Sample School	Breanna	Grades 4-5 (Eng. C)	Not Started	10/11/2017	12/31/2024	[Icons]
<input type="checkbox"/>	Sample District	Sample School	ENGAK	Grade K (Eng. A)	Not Started	10/11/2017	12/31/2024	[Icons]
<input type="checkbox"/>	Sample District	Sample School	ENGBK	Grade K (Eng. B)	Not Started	10/11/2017	12/31/2024	[Icons]
<input type="checkbox"/>	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31/2024	[Icons]
<input type="checkbox"/>	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31/2024	[Icons]

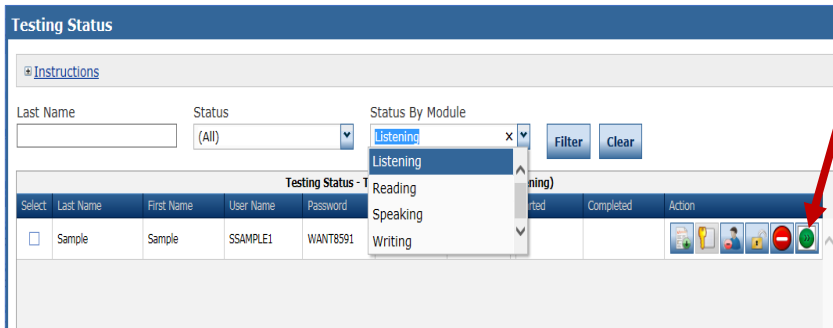
1. Click Show Sessions
2. Identify the session in which the student tested
3. Click on the Edit/Print Ticket Status icon from the Session Detail window

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Ending Incomplete Tests



1. Choose the Subtest (**Status by Module**) you would like to end
2. Click Filter
3. Choose the **Student**
4. Then select this icon 



Testing Status

Instructions

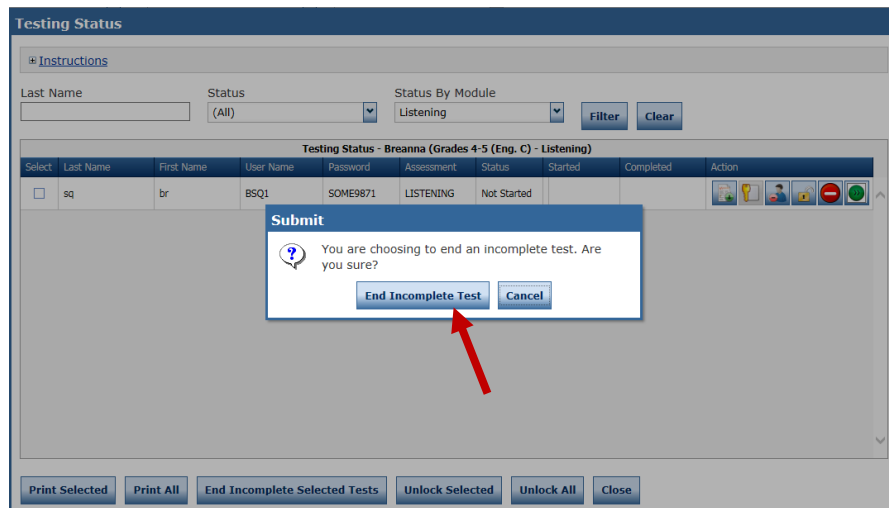
Last Name: Status: (All) Status By Module: Listening Filter Clear

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	Sample	Sample	SSAMPLE1	WANT8591	Reading	Listening			

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Ending Incomplete Tests



Testing Status

Instructions

Last Name: Status: (All) Status By Module: Listening Filter Clear

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	sq	br	BSQ1	SOME9871	LISTENING	Not Started			

Submit

?

You are choosing to end an incomplete test. Are you sure?

Print Selected Print All End Incomplete Selected Tests Unlock Selected Unlock All Close

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LAS Links Ordering Support
800-538-9547 Option 2
8:00a.m. – 4:30p.m. CST
Email: shelfcustomerservice@datarecognitioncorp.com

LAS Links Technical Support
866-282-2250 Option 2
8:00a.m. – 4:30p.m. CST
Email: laslinkshelpdesk@datarecognitioncorp.com