TestWiz™
Entering Test Scores or Item Responses

Updated: January 8, 2018
Overview

Some tests may require you to enter scores or item responses into TestWiz. Some tests, such as the DIBELS, require that you enter raw scores into TestWiz so that TestWiz can create other scores for reporting. Some tests may have been administered outside of TestWiz; these require that you enter item responses into TestWiz. Tests that are scanned and scored or taken online might include Open Response (OR) items; these items require a teacher to examine student responses and manually enter scores for them.

TestWiz allows you to manually enter raw test scores, individual item scores, or item responses/answers.

Note: Your user account must have permission to enter scores or item responses if you want to enter raw scores or responses.

This document explains how to manually enter raw scores, item scores, or item responses. Other types of scores such as derived scores, performance levels, or benchmark goals can be built into TestWiz as look-up tables and often do not need to be entered manually.

Enter Test Scores or Item Responses

When you enter scores or answers manually, the students are grouped according to their teachers or Course Sections.

Follow these steps to enter test scores or item responses for a particular test:

1. In TestWiz, click Utilities located on the upper right of the top menu bar.
2. Hover over Test Management and choose Enter Scores or Responses from the drop-down list.
3. On the Enter Scores or Responses page, use the drop-down lists to make selections.

Note: This page allows you to choose either a class according to assigned teachers or to a Course, if course enrollment information is available. Regardless, you may follow the remainder of the instructions in this document. The process is the same, but the fields are slightly different. If you are working with course information, you may also want to refer to the separate document, “Working with TestWiz When Course Data is Available.”
For detailed help on each selection, click “More information about this page...” located at the top of the screen. More information appears. Click the Help link for additional information about the fields on the page.

**Note:** When selecting a Test Administration in Step 2, be sure to select the Test Administration with the correct name and date. If you do not see a Test Administration of a particular name or date, it may not yet exist. If it does not already exist, click Create New Test Administration. This brings you to another page where you can create the Test Administration. When the Test Administration is created, return to this page and select the Test Administration.

**Selecting Teacher Types:** If your organization uses Teacher Types, choose a Teacher Type other than Current Location. The Current Location field is often a placeholder in TestWiz that gets overwritten when new data is imported. However, if there are no Teacher Types other than the Current Location, choose a teacher from the teachers listed under Current Location.

**Selecting Courses:** Each course is represented by a name in this format: [Teacher Name]-[Course]-[Section]-[Academic Term Abbreviation]

4. Click Next.

5. The names of the students appear. Enter the raw scores or responses in the boxes to the right of each student’s name and ID. You may use the number keypad on your keyboard for efficiency. Click the [Enter] or [Tab] keys to move from one score to the next. For more information on entering scores or item responses, refer below to “Tips for Entering Scores or Item Responses.”

6. Click Next when you are finished entering scores or responses, even if you have not yet entered them all. A message appears asking if you want to score students.

7. Click OK. If you entered raw scores, the scores are converted from raw scores to benchmark scores. If you entered item responses, they are scored.

When the process is completed, you see a message indicating how many student records were modified. If you
Tips for Entering Scores or Item Responses

- You can hover the cursor over a column name to see more information about the item or score such as the full name of the score, the item type, the correct answer (when applicable), and the maximum points allowed for an item. The example below shows an Open Response item whose scores should be entered for Items 4 and 6. The yellow pop-up information appears when hovering over the column title.

- If the last column on the screen is not completely displayed, click **Nudge** to move it.

- If you enter an invalid score or response, a flame of fire appears next to the cell and you are obliged to make a correction before scoring can take place.

- If a test contains any technology-enhanced items (TEIs), you cannot edit the scores for these items. These are scored when students take the test online. Their cells are grayed out.

If you are viewing or entering item scores for an Open Response item or a Text Entry item:

- You may enter a score directly or click on the pencil icon to see the item, the scoring rubric if one exists, and the student’s response (if they entered it online).
You may enter/edit the score in the Score box and click Save.

If you are entering item responses:

- You may be entering values such ABCD or numbers such as 1234, depending on whether the Test Specification for the test has the answers set to **Alphabetic** or **Numeric**. You may also be entering Open Response item responses.

- If items are **alphabetic**, you must enter responses as A, B, C, D, or E. If an item has options such as EFGH or FGHJ, you must “map” the responses to ABCDE and enter a value from A to E. For example, if an item has EFGH options and the student’s response was “F”, you must enter “B.”

- If items are **numeric**, you must enter responses as 1, 2, 3, 4, or 5.

- For items that are **True/False** enter responses as A (True) or B (False) if the items are alphabetic, or as 1 (True) or 2 (False) if the items are numeric.

- For items that are **Yes/No** enter responses as A (Yes) or B (No) if the items are alphabetic, or as 1 (True) or 2 (False) if the items are numeric.

### Create Reports

Once you’ve entered raw test scores or answers for a test, you may create reports following these general steps:

1. Select a test: If you are on the Home Page, click on **Select a Test for Reporting** from the menu bar; if you are in the **Utilities** console, choose **Select a Test for Reporting** from the **Home** menu.
2. Click on a test (or anywhere on the row) for which you entered scores or answers.
3. Choose a **Reporting Group** and **Report Type**.
4. Select an appropriate **Teacher Type/Location**. If you entered according to teacher assignment. Alternatively, if you entered students grouped by Course, choose “Original Location” as the **Teacher Type/Location**.
5. Click **Preview Report**.

**Related Documents**

Refer to these separate documents as needed. To get to them, go to the Welcome page of TestWiz and click **Help Documents** on the left sidebar.

- **Working with TestWiz When Course Data is Available**—general considerations if your group works with course data rather than teacher type assignments.

- **Working with DIBELS Assessments**—specific details for working with a DIBELS assessment that is key-entered manually.

- **Viewing and Printing Reports**—steps for viewing, printing, and exporting a report.

**Contact Information**

Please contact Certica Solutions for help using TestWiz.

**Toll-free Help line:** 877-456-8949  
**Alternate line:** 978-456-3464  
**Email:** TestWiz@CerticaSolutions.com  
**FAX:** 978-456-3391