

TEST REPORT CODES ASSIGNMENT & INVALIDATING A TEST

The Test Report Codes (aka Test Completion Codes in PBT) assignment and test invalidating information is found on page 55 of the Science SBA Portal User Guide.

Link to Science User Portal Guide

https://sba.onlinehelp.measuredprogress.org/wp-content/uploads/sites/10/2019/02/Portal_User_Guide_Spring_2019.pdf

View test session details

From the Test Sessions page:

- Locate the test session in the Test Session table, and then click View Details/Student Logins in the column on the right.

Test Report Codes (Clear)

- Withdrawn Before Test Completion (01)
- Non-Allowed Modification (02)
- Language Exempt for Reading Only (03)
- Medical Emergency (04)
- Parental Refusal (05)
- Other Non-Completion (06)
- Test Irregularities (07)
- Absent (08)

Close

The Test Session Details page displays the session access code(s):

Session Sequence	Session Name	Access Code
1	Session 1	3736477
2	Session 2	7412489
3	Session 3	1128403

The Test Session Details table contains the following information for each student assigned to the test session:

- Student's first name and last name
- Student's user name and password
- Form assigned to the student
- Test report codes
- Test session status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed

Tip: When the testing window ends, check the Test Sessions Details page to ensure all students who took the test are listed as **Finished**.

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Test Report Codes (Clear)

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When you are done, click **Back to Test Sessions**.

Test Report Code	Status	Date/Time Started	Date/Time Completed
01	Session 1: In Progress	1/8/2019 12:39:50 PM	Invalidate

You must assign a Test Completion Code AND click on the "Invalidate" flag for a test to be VOIDED or NOT TO BE SCORED

Form Name	Test Report Code	Status
		Session 1 :Finished (Reactivate)
High School English SBA Science Form 2	+	Session 2 :Finished (Reactivate)
		Session 3 :Finished (Reactivate)
		Session 1 :Finished (Reactivate)
High School English SBA Science Form 3	+	Session 2 :Finished (Reactivate)
		Session 3 :Finished (Reactivate)

Expand the 'plus' symbol to see the Test Report Codes

REMINDER: Remember that this “Test Report Code” will determine if the student receives a score or not. If a test report code was entered by mistake, make sure to go back and ‘clear’ it so that nothing is marked.