



At-a-Glance

Tracking Re-tests and Exit Standards

In order to accurately track and report multiple occurrences of a test, the following guidelines should be observed.

Initial administration of a test

The test information should be entered; this includes tests and scores, or exemption/omission codes; use the *1st day of the month* as the test date.*

Re-test 1

A second instance of the same test should be entered; use the *10th day of the month* as the test date.*

Re-test 2

The third instance of the same test should be entered; use the *20th day of the month* as the test date.*

Principal's Decision for Exit Standards

The fourth instance of the same date should be entered; use the *25th day of the month* as the test date. An appropriate test exemption/omission code should be entered. This information is not included in scan.spl or .sco files; it must be entered manually.

For more information on policies and procedures related to High School Exit Standards: <http://www.ncpublicschools.org/accountability/policies/highschoolexit>

Example: a student has multiple instances of a US History test:	Example: a student is not required to take the Algebra I test due to his IEP:
12/1/07 - USHI test, scale score 138, achievement level II	6/1/08 - ALG1 reason code 'V'
12/10/07 - USHI re-test 1, scale score 140, achievement level II	
6/20/08 - USHI re-test 2, scale score 145, achievement level II	
7/25/08 - USHI Principal's decision, Reason code 'P'	