


# Add a Test Record and Enter Test Record Data

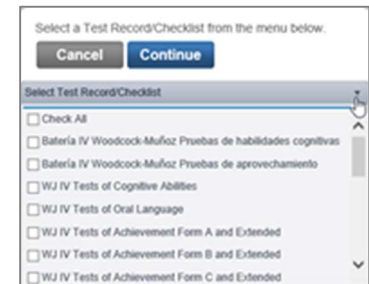
## Riverside Score™ Quick Guide

Once an examiner accesses *Riverside Score* and adds examinees, the examiner can add test records and enter test data. Once test data is committed, examiners can access scores and reports.

- First, be sure that the examinee for which you are recording data is added to *Riverside Score*.
- When adding test records note that:
  - Adding a single test record allows you to move directly to the test record data entry page
  - Adding multiple test records opens the **Examinee Information** page. To add test record data, click the name of the test to which you want to add data
- When saving or committing test records note that:
  - Test record data can be saved or committed
  - You can save test record data that is incomplete or likely to be edited
  - Only commit test record data that is complete and ready for report creation. Once committed, the test date field is locked and edits can only be made for another 90 days.

### To add Test Records:

- 1 Sign in to <https://www.riversidescore.com> using your unique username and password. The *Riverside Score* Dashboard appears.
- 2 In the **Caseload Folder** or **Shared Caseload Folder**, click the folder containing the examinee for which you are adding the test record. The list of examinees in the selected caseload folder appears.
- 3 In the **My Recent Examinees** field, locate the examinee and click the **Add** icon (). A list of test records appears.
- 4 In the **Select a Test Record** list, select the test record form to be added and click **Continue**. The selected test record page appears. Examinee information fields appear at the top of the page. When you click in a field, instructions for that field are provided below the header of the test. Fields with an asterisk (\*) are required.



**Note:** For each examinee, you can only add the same test record form twice each year.

- 5 Complete the examinee information:
  - For the **use adjusted school year** field: if different from August 16 to June 15, date of testing, and grade are necessary to obtain normative scores.
  - **Date of Testing** is the only required field.
  - In the **Examinee** field, start typing. Any examinees in the system that match will appear. You can select one.

WJ IV Tests of Oral Language			
Name: <input type="text" value="Stephanie Wilson"/>	Date of Birth: 03/02/2005		Age: <input type="text"/>
School <input type="text"/>	Education <input type="text"/>	Organization <input type="text"/>	<input type="checkbox"/> Use adjusted school year
Teacher <input type="text"/>	Occupation <input type="text"/>	Department <input type="text"/>	
Examiner <input type="text"/>	Date of Testing* <input type="text"/>	Group ID <input type="text"/>	Grade (must be entered to access grade norms) <input type="text"/>

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The test score sections are provided below the examinee information. These sections and fields vary depending on the **Product** and **Test Record** selected.

**Oral Language Scores**

1. Picture Vocabulary	<input type="text"/>	
2. Oral Comprehension	<input type="text"/>	
3. Segmentation	<input type="text"/>	
4. Rapid Picture Naming	<input type="text"/>	Time <input type="text" value="2:00"/>
5. Sentence Repetition	<input type="text"/>	
6A. Understanding Directions Picture 1	<input type="text"/>	6B. Pictures 2-3 <input type="text"/> 6C. Pictures 4-5 <input type="text"/> 6D. Picture 6 <input type="text"/>

**6** Click in each applicable score field and record the scores for each test. Refer to the scoring instructions provided at the top of the page for guidance.

**7** (Optional) Scroll to the **Test Observations** section and record the scores.

**Test Session Observations**

1. Level of conversational proficiency	<input type="text"/>
2. Level of cooperation	<input type="text"/>
3. Level of activity	<input type="text"/>
4. Attention and concentration	<input type="text"/>
5. Self-confidence	<input type="text"/>

**8** Click one of the following buttons at the bottom of the page to complete the process to add test records.

- **Examinee Information** to access additional options for the examinee.
- **Save** to save the test record entries. The record is available for edits but not available for report creation.
- **Commit Test Record** to save the test record entries and make them available for report creation.
- **Run Report** to advance to the **Create Report** page (This button is active only if you have committed the test record.)

<input type="button" value="Examinee Information"/>	<input type="button" value="Run Report"/>	<input type="button" value="Commit Test Record"/>	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>
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