

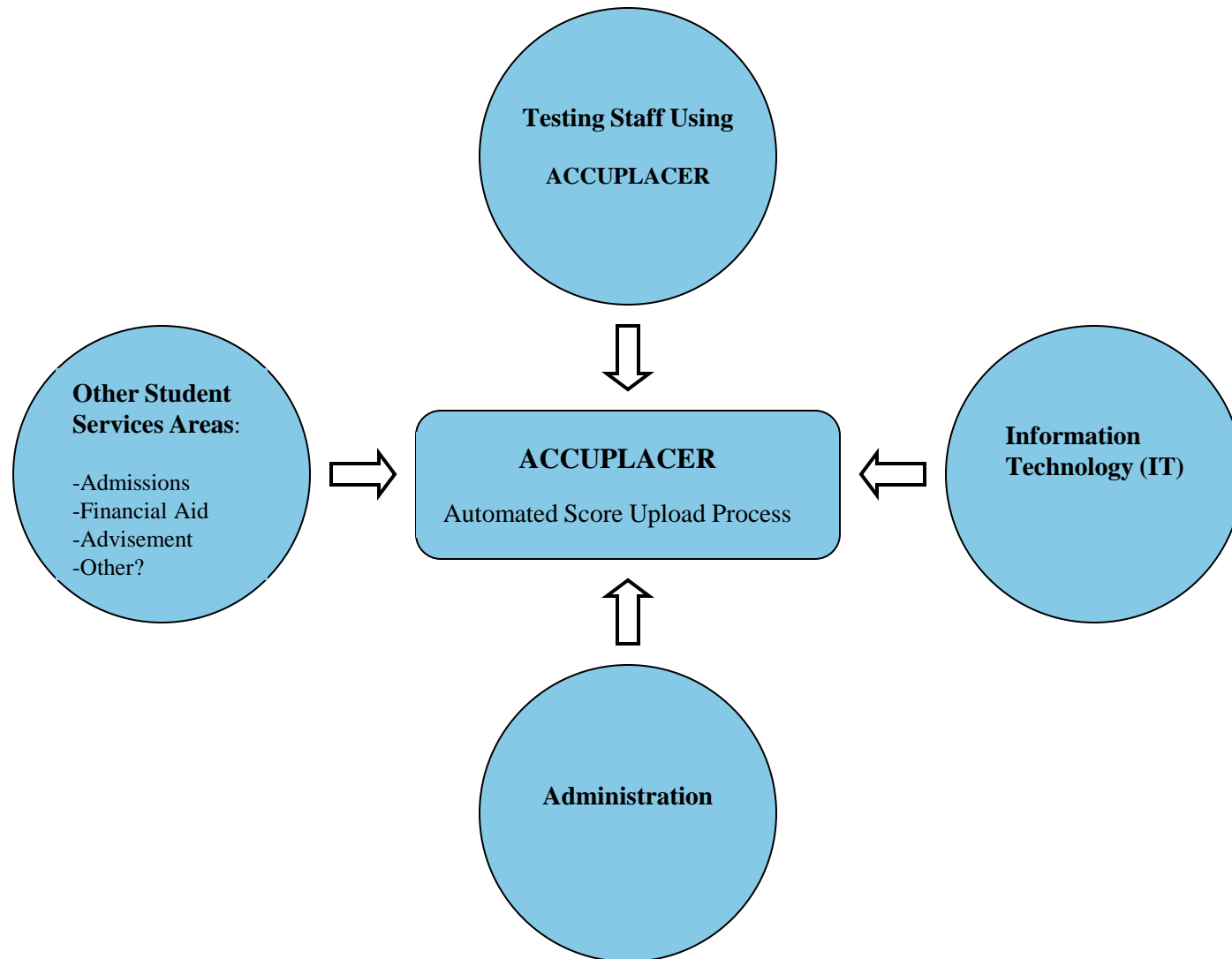


# Uploading Test Results to Your Institution's Student Database System

Ron Gordon, Gordon Associates, MO & Jim Cashon, Retired  
Institutional Test Administrator, FL

A Cooperative Effort by Testing Staff, Other  
Student Services Areas, and IT

# The Implementation Process-Whose Job is it?





# Understand How ACCUPLACER Works

## Important things to learn:

- What does the Fast Reporting feature provide?
- What does an exported file look like?
- How do you develop reports (more specifically, custom reports)?
- What role do you want ACCUPLACER to have within your institution's student system?
- What information do you want to export from ACCUPLACER to your student system?
- How do you set up ACCUPLACER to meet the needs of your institution?
- Generally, can you explain the system to someone else?

# Read ACCUPLACER Fast Reporting and Data Download Instructions

→ [Home](#) > [Test Setup](#) > [Create and Edit Branching Profiles](#) > [Create and Edit Test Settings](#) > [Edit Test Settings](#)  
> View/Edit Fast Reporting Settings

## View/Edit Fast Reporting Settings: 2010 Conference Demo

← Back Save Cancel

\* Indicates required fields

☐ Turn Off

☐ Automatic Email

Format: Pipe Delimited

Custom Format Options: Default Delimited File Definitions

Email Address:

[Default Delimited File Definitions](#)

☒ Automatic File Download

Format: Pipe Delimited

Custom Format Options: Default Delimited File Definitions

Mode: Hyper-text Link

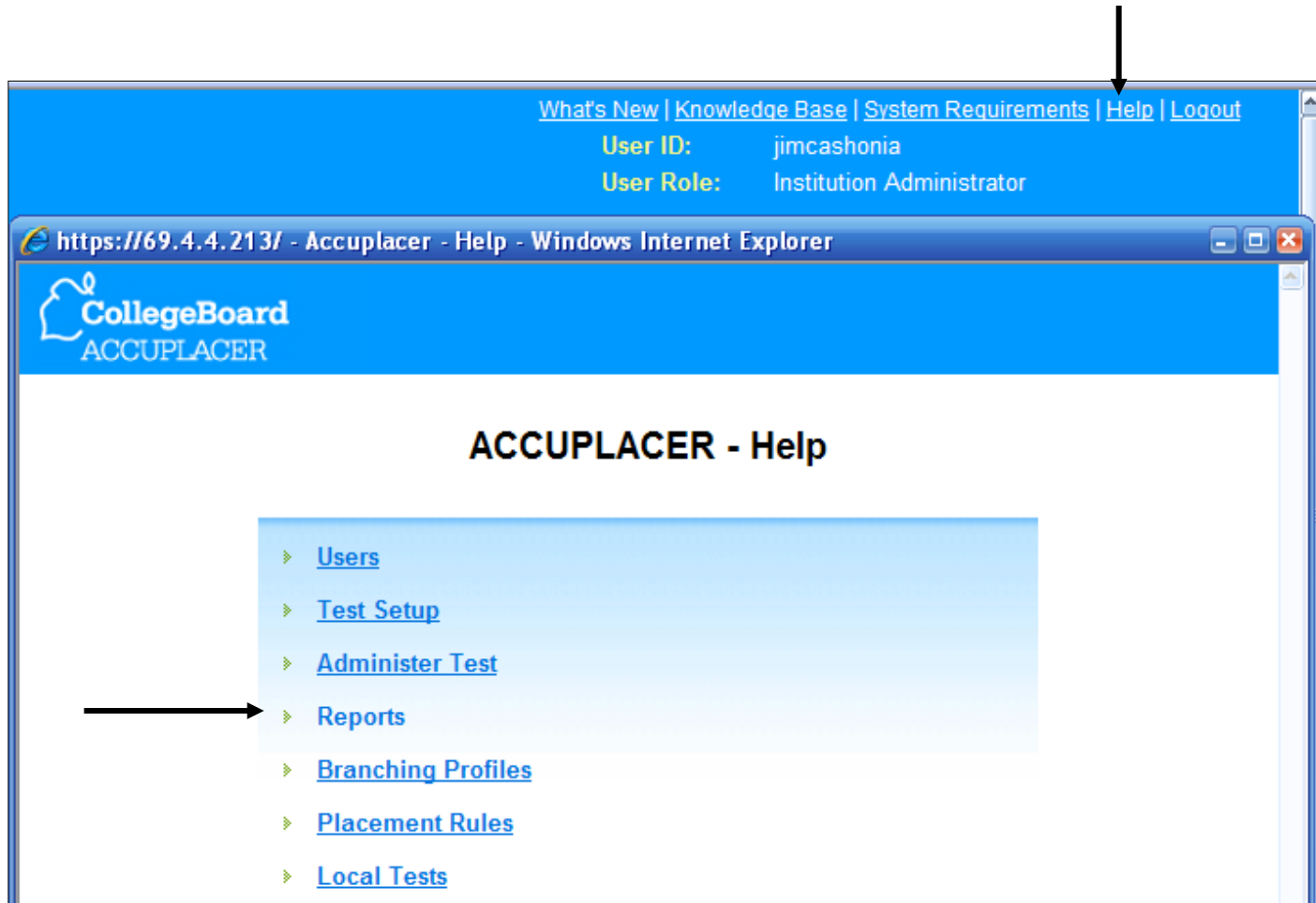
[Default Delimited File Definitions](#)

\*Destination Directory (for Windows OS): C:\Download

\*Destination Directory (for Macintosh OS): /root/user/Download

→ [Click here](#) for the Fast Reporting and Data Download Instructions.pdf  
[Click here](#) for instructions on setting up your local computer for Automatic Download

# Review Custom Reports Set Up Help:



# Considerations

**Talking Points for testing staff, IT staff, and other student services areas:**

- **When do student services staff and students need to access ACCUPLACER results in the student system? Upon completion? Daily? Weekly?**
- **How are test results used in the overall student registration process?**
- **Can students register online? Is this a factor that impacts your timeframe for uploading ACCUPLACER results?**
- **What information would you like displayed in your student system and where?**
- **What can your IT department provide based upon their resources and the capacity of your institution's student system?**
- **Other institution specific issues?**



# Make Your Case for Automating

- Testing staff can direct time used for entering scores to more productive activities helping students
- Test score and placement input errors will be minimized
- Score input will be more efficient and timely so students can be advised and registered more quickly
- Fits with institution's goals to provide better services without delaying students or causing them to make extra visits. One stop concept.
- Scores are readily available to Admissions, Advisement, Financial Aid, Special Services, etc
- Uploading placements may provide better support for institutional policies such as prerequisite enforcement and other mandates
- Other

# Responsibilities for Implementing Automated Score Upload of ACCUPLACER Results

## ACCUPLACER Fast Reporting Feature

Allows capture of **individual** report immediately upon student completion of ACCUPLACER

## ACCUPLACER Custom Reports Feature

Allows design of **group** report to query information within a specific timeframe for “**batch**” upload to student system **or** to customize specific data that is exported upon each student completion of the assessment

## Testing Staff :

- Sets up placement rules with uploading in mind.
- Sets up ACCUPLACER **Fast Reporting** feature if immediate individual results selected
- Consults with other student services areas to determine **what** information is needed, **when** it is needed, **where** data should go in your institution's student system, and **how** scores will be used within the system (registration, ATB, admission requirements, etc) Customizations?
- Consults with IT staff to determine data report format and timeframe for uploading information to student system (immediate, daily, weekly, etc)
- Designs **custom** ACCUPLACER report to export information desired
- Tests and retests score upload system and provides feedback to IT for problems, corrections, changes
- After implementation reconciles student error report provided by IT so that these results can be entered into your institution's student system

## IT Technical Staff:

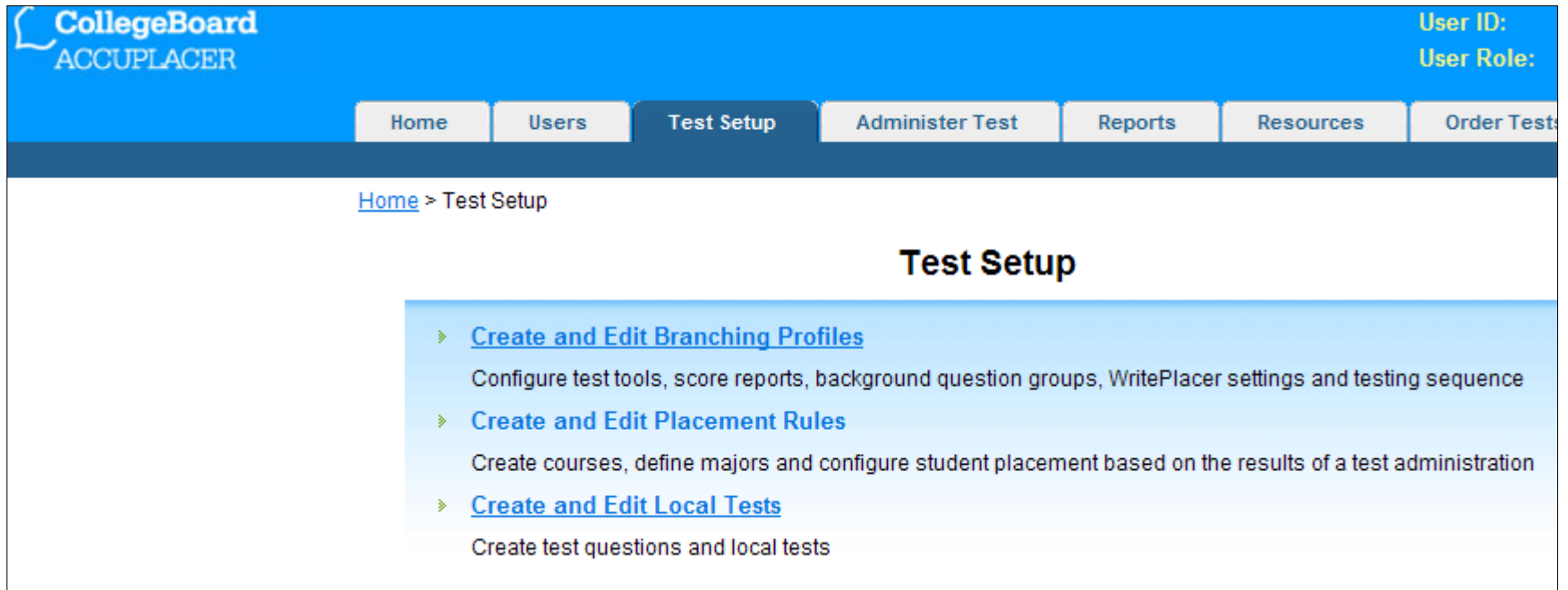
- Determines where data from custom report or Fast Report download resides for uploading
- Sets up central data location and maps drive to **Destination Directory** in Fast Reporting
- Writes programs to upload student ACCUPLACER results to institution's student system either in batch process (custom report) or immediate individual upload process (Fast Reporting)
- Consults with testing staff and other student services areas to determine where ACCUPLACER results are displayed in institution's student system
- Sets up system to identify student ACCUPLACER results that do not upload to student system
- Provides error report for testing staff to reconcile



# Setting up a Plan

- Decide what data will be uploaded
  - Identification, Scores, Placements, Other
- Is ACCUPLACER set up to produce the correct data in the correct format? Is it as simple as possible?
- How will we trap errors?
- Minimize necessary programming
- When it works, people will want more

# Setting Up ACCUPLACER To Get The Data You Need



The screenshot shows the CollegeBoard ACCUPLACER web interface. At the top, there is a blue header bar with the CollegeBoard ACCUPLACER logo on the left and 'User ID:' and 'User Role:' labels on the right. Below the header is a navigation bar with buttons for 'Home', 'Users', 'Test Setup' (which is highlighted), 'Administer Test', 'Reports', 'Resources', and 'Order Tests'. Below the navigation bar, there is a breadcrumb trail showing 'Home > Test Setup'. The main content area is titled 'Test Setup' and contains a list of three links, each preceded by a right-pointing arrow: 'Create and Edit Branching Profiles', 'Create and Edit Placement Rules', and 'Create and Edit Local Tests'. Each link has a descriptive text block below it.

CollegeBoard  
ACCUPLACER

User ID:  
User Role:

Home Users **Test Setup** Administer Test Reports Resources Order Tests

[Home](#) > Test Setup

## Test Setup

- [Create and Edit Branching Profiles](#)  
Configure test tools, score reports, background question groups, WritePlacer settings and testing sequence
- [Create and Edit Placement Rules](#)  
Create courses, define majors and configure student placement based on the results of a test administration
- [Create and Edit Local Tests](#)  
Create test questions and local tests



# Decisions to Prepare for Upload

- Use multiple test scores for placements?
- Use either/or test scores in placements?
- Are these accommodated in the SIS now?
- Advantages of downloading placements:
  - Changes in cut scores don't affect SIS
  - "Multiple Measures" included in upload
  - Less customizing in SIS
  - Most maintenance is done in ACCUPLACER

Level (Course Name)	Course (Course Code)	Test	Lower Bound*	Upper Bound*
2400	Math 121 (EA)	Arithmetic	$\geq 73$	
2400	Math 121 (EA)	Algebra	$\geq 48$	$< 65$
2500	Math 123 (IA)	Algebra	$\geq 65$	
1500	Eng 101	.5RC + .5SS	$\geq 93$	
1450	Eng 090 (ACC) or Eng 090	.5RC + .5SS	$\geq 85$	$< 93$
1400	Eng 090	.5RC + .5SS	$\geq 75$	$< 85$
4400	ESL 155	.3LU+.3RS+ .4SM	$\geq 59$	$< 77$

\* Weighted scores. Placements may deviate from these score brackets on the basis of background information.

[Home](#) > [Test Setup](#) > [Create and Edit Placement Rules](#) > Create and Edit Courses

## Create and Edit Courses

[← Back](#)

[➤ Add](#)

1 to 10 out of 22 items

< Previous | Page: 1 2 3 | Next > [Show All](#)

Course Name	Course Code	Status	Action
1300	ENG 253	Active	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>
1400	Eng 101	Active	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>
1500	Eng 1A	Active	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>
2200	Math 200L	Active	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>
2300	Math 201+	Active	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>
2400	Math 121	Active	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>
2500	Math 122+	Active	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>
2600	Math 10 +	Active	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>
2700	Math 24+	Active	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>
2800	Math 2/25	Active	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>   <a href="#">Inactivate</a>

1 to 10 out of 22 items

< Previous | Page: 1 2 3 | Next > [Show All](#)

[← Back](#)

[➤ Add](#)

[Home](#) > [Test Setup](#) > [Create and Edit Placement Rules](#) > [Create and Edit Courses](#) > Edit Course

## Edit Course

[← Back](#) [Save](#) [Cancel](#)

\* Indicates required fields

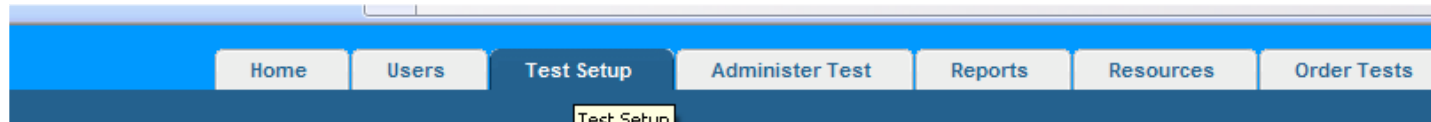
* Course Code	* Course Name	* Course Group
<input type="text" value="Math 121"/>	<input type="text" value="2400"/>	<input type="text" value="Mathematics"/>
Course Comment		
<input type="text" value="Your Math placement is Math 121--Elementary Algebra"/>		

[← Back](#) [Save](#) [Cancel](#)

# Download from ACCUPLACER

- Four Options
  - Automatic at end of test
  - Manual hyperlink at end of test
  - Automatic e-mail at end of test
  - Hand input
- Pre-defined Download File Format/Content
- Use Custom Report for Download Format

# Fast-Reporting Screen - Overview



[Home](#)>[Test Setup](#)>[Create and Edit Branching Profiles](#)>[Create and Edit Test Settings](#)>[Edit Test Settings](#)  
> View/Edit Fast Reporting Settings

### View/Edit Fast Reporting Settings: JCU Test Settings

[← Back](#)[Save](#)[Cancel](#)

\* Indicates required fields

☐ Turn Off

☐ Automatic Email

Format

Semi-colon Delimited

Email Address

jcashon@tampabay.rr.com

Custom Format Options

Default Delimited File Definitions

[Default Delimited File Definitions](#)

☒ Automatic File Download

Format

Pipe Delimited

Mode

Automatic Download

Custom Format Options

IA JCU Score Upload Report

[Default Delimited File Definitions](#)

Destination Directory (for Windows OS)

C:\cpts

Destination Directory (for Macintosh OS)

C:\cpts

[Click here](#) for the Fast Reporting and Data Download Instructions.pdf

[Click here](#) for instructions on setting up your local computer for Automatic Download

[Click here](#) to begin setting up your local computer



# Automatic Email Process

The screenshot shows the 'Automatic Email' configuration window. It includes a 'Format' dropdown set to 'Semi-colon Delimited', a 'Custom Format Options' dropdown set to 'Default Delimited File Definitions', and an 'Email Address' field containing 'jcashon@tampabay.rr.com'. A callout box points to the 'Email Address' field with the text: 'For upload process a secure email address set up by IT, e.g. cpts@your institution.com'. Another callout points to the 'Format' dropdown, showing a list of options: 'Semi-colon Delimited', '- Select One -', 'Comma Delimited', 'Pipe Delimited', 'Semi-colon Delimited' (highlighted), and 'Windows Format'. A third callout points to the 'Custom Format Options' dropdown, showing a list of options: 'Default Delimited File Definitions' (highlighted), '- Select One -', and 'IA JCU Score Upload Report'.

**Automatic Email**

**Format**

Semi-colon Delimited

**Custom Format Options**

Default Delimited File Definitions

**\* Email Address**

jcashon@tampabay.rr.com

[Default Delimited File Definitions](#)

**Automatic Email**

**Format**

Semi-colon Delimited

- Select One -

Comma Delimited

Pipe Delimited

Semi-colon Delimited

Windows Format

**Custom Format Options**

Default Delimited File Definitions

Default Delimited File Definitions

- Select One -

IA JCU Score Upload Report

For upload process a secure email address set up by IT, e.g. cpts@your institution.com

Automatic Email

Format

Pipe Delimited

Custom Format Options

Default Delimited File Definitions

\* Email Address

jcashon@tampabay.rr.com

[Default Delimited File Definitions](#)

Sent: Sat 11/15/2008 11:53 AM

45077777|ESL|Jose|ESL Way|Santa Fe|TX|87645|612-463-5874||01-01-1943|11-15-2008|Male|I choose not to answer|1|2|-3|-3|-3|-3|-3|-3|CAT ESL Listening|CAT|CAT ESL Reading Skills|CAT|CAT ESL Listening|CAT|CAT ESL Reading Skills|CAT|000056|000056-001|jesl@su.com|

# Other Examples of Default Delimited File Formats:

☒ Automatic Email

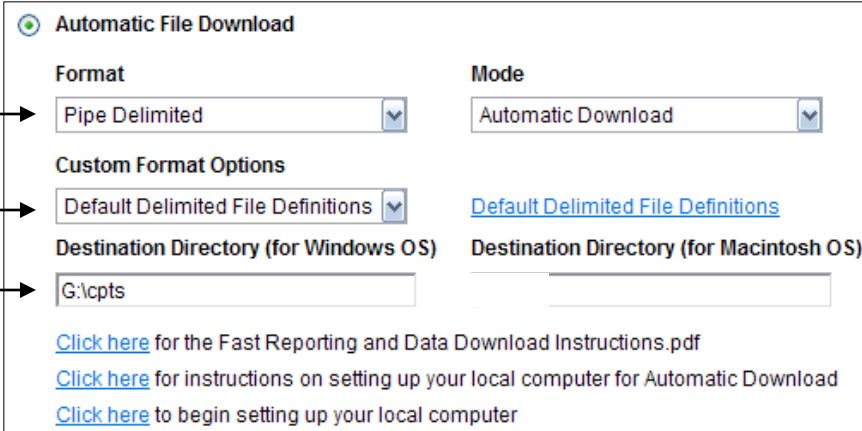
Format

[Default Delimited File Definitions](#)

☐ Windows Format

Pipe delimited	575435 45678 Student Sample A York 23456 4562345678  19580101 20071119 1 7 -3 0 -3 -3 -3 -3 -3 0 1 Reading Comprehension 26.83017 2.43 0.1 Sentence Skills 31.388552 5.76 1.0 Elementary Algebra 21.97339 2.28 3.8962233 Arithmetic 20.377947 4.71 0.818099       102314 99006       69215 69223 Sample.Student@College.edu ENC 0010 REA 0001
Comma delimited	575435,45678,Student,Sample,A,123 Accuplacer Way,,New York,New York,23456,4562345678,,,19580101,20071119,1,7,-3,0,-3,-3,-3,-3,-3,0,1,Reading Comprehension,26.83017,2.43,0.1,Sentence Skills,31.388552,5.76,1.0,Elementary Algebra,21.97339,2.28,3.8962233,Arithmetic,20.377947,4.71,0.818099,,,,,,,,,,,,,,,,,,,,,102314,99006,,,,,,,,,,,,,69215,69223,Sample.Student@College.edu,ENC 0010,REA 0001,,,,,,,,,
Semi-colon delimited	575435;45678;Student;Sample;A;123 Accuplacer Way;;New York;New York;23456;4562345678;;;19580101;20071119;1;7;-3;0;-3;-3;-3;-3;-3;0;1;Reading Comprehension;26.83017;2.43;0.1;Sentence Skills;31.388552;5.76;1.0;Elementary Algebra;21.97339;2.28;3.8962233;Arithmetic;20.377947;4.71;0.818099,,,,,,,,,,,,,,,,,,,,,,,,,102314;99006,,,,,,,,,69215;69223;Sample.Student@College.edu;ENC 0010;REA 0001,,,,,,,,;

# Automatic File Download Settings:



The screenshot shows the 'Automatic File Download' settings window. It has a title bar with a green checkmark icon and the text 'Automatic File Download'. Inside, there are two columns of settings. The first column has 'Format' set to 'Pipe Delimited', 'Custom Format Options' set to 'Default Delimited File Definitions', and 'Destination Directory (for Windows OS)' set to 'G:\cpts'. The second column has 'Mode' set to 'Automatic Download' and 'Destination Directory (for Macintosh OS)' which is empty. Below these fields are three links: 'Click here for the Fast Reporting and Data Download Instructions.pdf', 'Click here for instructions on setting up your local computer for Automatic Download', and 'Click here to begin setting up your local computer'. Three black arrows point to the 'Format', 'Custom Format Options', and 'Destination Directory (for Windows OS)' fields from the left.

Format	Mode
Pipe Delimited	Automatic Download

Custom Format Options

Destination Directory (for Windows OS)	Destination Directory (for Macintosh OS)
G:\cpts	

[Click here](#) for the Fast Reporting and Data Download Instructions.pdf  
[Click here](#) for instructions on setting up your local computer for Automatic Download  
[Click here](#) to begin setting up your local computer

This tells ACCUPLACER that you want to use the “Automatic File Download” feature and you want the file data to be in a pipe delimited format. It also tells the system to use the “Default Delimited File Definition” format for the data that is exported (not a Custom Report Format).

- It indicates that student test results will go to a “Destination Directory” folder on the “G” drive at some predetermined location within your institution’s network (IT).
- The “G” drive must be “mapped” so that individual test results can be placed in a folder at a pre-determined location on your college’s computer network system, Again, you may need the technical support of your IT staff to do this.
- This “mapping” must be done on each of the computers you use for testing.

# Automatic Download Using Custom Reports

## Fast Reporting

☒ **Automatic File Download**

<b>Format</b> Pipe Delimited	<b>Mode</b> Automatic Download
<b>Custom Format Options</b> IA JCU Score Upload Report	<a href="#">Default Delimited File Definitions</a>
<b>Destination Directory (for Windows OS)</b> G:\cpts	<b>Destination Directory (for Macintosh OS)</b> G:\cpts

This selection option becomes available After you follow the four steps to set up your custom report

[Home](#) > [Reports](#) > Custom Reports

### Custom Reports

← Back

\* Indicates required fields

**Saved Query**

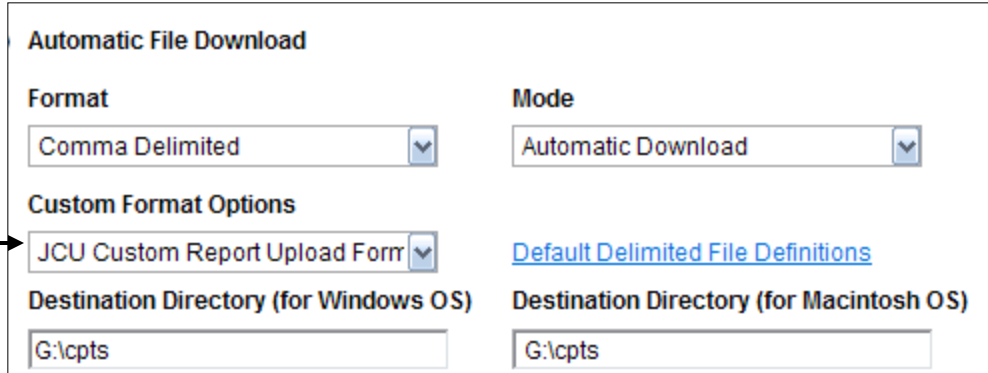
Load a Query  
IA JCU Score Upload Report

Delete Selected Query

Step 1 - Select Fields | Step 2 - Filter by Criteria | Step 3 - Grouping and Sorting | Step 4 - Output Formats

# Example: Custom Report Export

## IA JCU Score Upload Report



Automatic File Download

Format: Comma Delimited

Mode: Automatic Download

Custom Format Options: JCU Custom Report Upload Form

[Default Delimited File Definitions](#)

Destination Directory (for Windows OS): G:\cpts

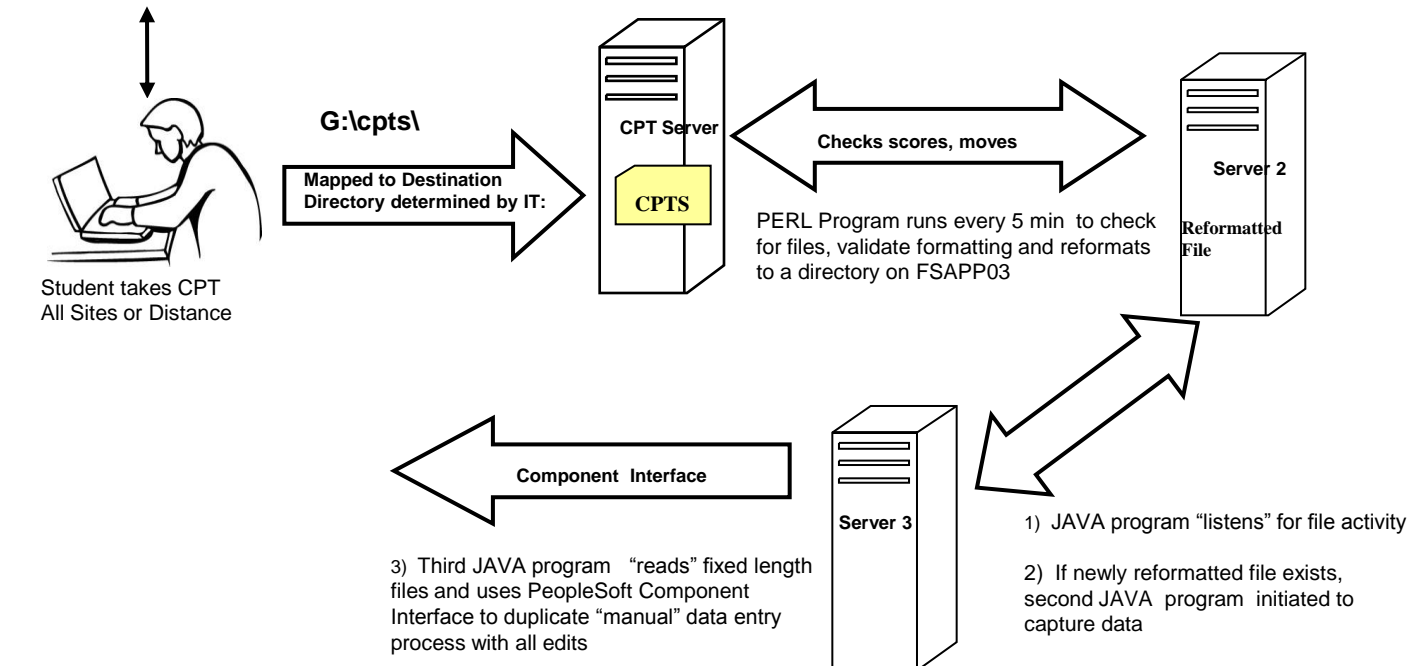
Destination Directory (for Macintosh OS): G:\cpts

## Exported Custom Report Data

```
Testing Lane,1968-01-01,Orlando,mtester@jcu.com,654,Mary,645-234-5432,Tester,,Florida,  
14111,2009-01-27,36512, ,20,24,28,61,
```

# Upload Process at One Institution Using the PeopleSoft System – General Overview

**\*ACCUPLACER Platform:**



# PeopleSoft Test Results Display Screen

## Test Results

ID:

View All First 2 of 2 Last

\*Test ID: CPT Computerized Placement Test ☒ Checklist Item Update + -

Defaults for Components

Test Date: Data Source: Acad Level:

View All First 1-4 of 4 Last

	*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin		
1	200	79.00		06/04/2005	School	Unknown		06/06/2005		<input checked="" type="checkbox"/>	+	-
2	205	60.00		06/04/2005	School	Unknown		06/06/2005		<input checked="" type="checkbox"/>	+	-
3	215	39.00		06/04/2005	School	Unknown		06/06/2005		<input checked="" type="checkbox"/>	+	-
4	225	21.00		06/04/2005	School	Unknown		06/06/2005		<input checked="" type="checkbox"/>	+	-



# Test Scores Can Be Used as Conditions for Defining Course Requisites

Define Requisite Conditions

Copy

Condition Details

Find | View All 1 of 1

Condition Specification:

000000

\*Effective Date:

06/21/2010

\*Status:

Active

\*Description:

Short Description:

Long Description:

\*Academic Institution:

Calculate Test Score

Connector Type:

AND

Condition Lines

Find | View All 1 of 1

\*Condition Line Sequence:

1

\*Condition Process Type:

Standard Condition

Condition Code:

None

Save

Notify

Update/Display

Include History

Correct History

Academic Level

Academic Plan

Academic Plans

Academic Program

Academic Programs

Academic Standing

Academic Sub Plan

Academic Sub Plans

Cumulative Grade Point Avg.

Dynamic Condition

None

Primary Academic Plan

Primary Academic Program

Student Group

Student Groups

Test Score

# Datatel Upload File Layout

## Custom Report Format

STDID|Last|First|DOB|RCScore|SSScore|ArScore|EAScore|  
CLMScore|WPScore|RSScore|LUScore|SMScore|WPESLScore|  
TestDate|PLEngl|PLMath|PLRead|PLESL|EXNUM



# Upload Data to Student Record in Datatel

- Check for Duplicate Upload
  - If STDID Exists AND If Non-course Exists AND If EXNUM = Non-course->EXNUM, Record is duplicate.
- Create New Non-Course Record
- Store Elements in Appropriate Datatel Fields
- Delete Download File from Folder
- Create Error Report if Upload not Successful



Datatel - R18\_Prod - ST

File Edit Favorites Tools Help

Quick Access TSUM Go

TSUM-Test Summary

Admissions Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1								
2								
3								

Placement Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1	Elig. for MAT-3A	Yes	06/03/08				NOTE	06/03/08
2								
3								

Other Tests		Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1								
2								
3								

Controller Placement Tests  
Placement Test LookUp

Adding Value 2

start

2 Datatel Use... Novell GroupWi... Palm Desktop Document2 - Mi...

2:30 PM

# Summary Points

- Testing staff do not have total responsibility for implementing an automated test score upload system---They are part of a team working toward this goal. However, you will probably have to initiate the process and take the lead
- You don't have to be technical to implement a system. You must be able to clearly identify your needs and convey your goals to the technical staff
- As an ACCUPLACER user, you should become familiar with what the system can do and the features that it offers. ACCUPLACER has a wide range of functionalities from simple to more complex. This will improve your ability to communicate your needs. Use the resources in ACCUPLACER Online. Learn the vocabulary!
- An automated score upload process benefits students, testing staff, other student services staff, and institutional efficiency in achieving goals
- Whether your institution uses PeopleSoft, Datatel, Banner or some other student system, the features of ACCUPLACER can provide the exported data in the proper format for uploading