

Test Level Loader Directions: Saint Landry

Goal: Review and verify the upper classmen from last year students who did not qualify for a Covid Exemption last year.

- Students did not earn a Carnegie Unit in the course
- Students were previous test takers of the course

1. Go to “**Grades > Loaders > Test Level Loader**”

2. Setup:

- Year = “1920”
- Test Name = “LEAP 2025”
- Grade = “11, 12” (For first review.
- We’ll do 9, 10 a little later)
- Test Date = “May 19, 2020”
- Courses = Pick one course at a time.
- Start with “English I”, then “English II”, ...
- You will do this for each course
- Term = “Spring”
- Show Prior Tester = “Yes”.

3. Click the “OK” button

4. A list of last year’s 11/12th graders who were in the course at the end of the year will appear.

5. Focus on students who have one or both of the following:

- CUE (Carnegie Unit Earned = “0”
- Tested = “Yes”

Test Level Loader Setup 11.13.20

Year : 1920

District : 049

School : 053

Test Name : LEAP 2025

Grade : 11,12

Test Date to Use : May 19, 2020

Omit LAA1 students

Courses : ENGLISH II

Term : Fall Spring

Show Prior Tester : Yes No

Filters

OK

	Sch	Student Name	Grade	SIDNO	SASID	Course	<input type="checkbox"/> Achievement	CUE	Tested
1	053		11			ENGLISH II		1	Yes
2	053		11			ENGLISH II		0	Yes
3	053		11			ENGLISH II		1	Yes
4	053		11					1	Yes
5	053		11						Yes

Review students with either of these conditions

6. If either, or both conditions exist, review the iGear of the student to verify the student does not qualify for an exception:
 - a. **CUE = "0"**: Go to "Gear / Transcript" and / or "Gear / Grades" to verify student did not earn a Carnegie unit in the course.
 - i. If no Carnegie Unit was earned, **NO ACTION NEEDED**.

Sch	Student Name	Grade	SIDNO	SASID	Course	Achievement	CUE	Tested
1	053	11			ENGLISH II	<input type="checkbox"/>	1	Yes
2	053	11			ENGLISH II	<input checked="" type="checkbox"/>	0	Yes

Group	Course	Yr	Sem 1	Sem 2	Final	CP	CE	H	G	S-Code	Grade Source	DS
English	ENGLISH I 1C	18	39	F	71	D	67	D	1.0	1.0	120331	049053Northwest High
	ENGLISH II 1C	19	28	F	37	F	37	F	1.0	0.0	120332	049053Northwest High
	BUS ENG (E)	20	100	A	100	A	100	A	1.0	1.0	120336	049053Northwest High
	ENGLISH II 1C	20	25	F	11	F	20	F	1.0	0.0	120332	049053Northwest High
	TECHNICAL WRITIN	20	84	C	60	F	76	C	1.0	1.0	120350	049053Northwest High

- b. **Tested = "Yes"**: Go to "Gear / Test Scores" and verify student has previous test results for the course.
 - i. If test score is previous to spring 1920 exists, **NO ACTION NEEDED**.

Sch	Student Name	Grade	SIDNO	SASID	Course	Achievement	CUE	Tested
053		11			ENGLISH II	<input type="checkbox"/>	1	Yes

Certificate Data:

ACT Scores						
DATE	Grade	English	Math	Reading	Science	Composite
10/2020	12	11	15	10	10	12

ACT WORKKEYS Scores							
DATE	Overall Level	W-AM	W-GL Score	W-WD	AM Score	RFI Score	LI Score
11/2020	None	<3	3	3			

LEAP 2025 Scores								
DATE	Grade	Course	Scale	Level	Dist Score	Dist Grade	Section	
12/2019	11	U.S. HISTORY	665	UNSATISFACTORY			RETESTER	
12/2019	11	ENGLISH II	679	UNSATISFACTORY			RETESTER	
12/2019	11	ENGLISH I	675	UNSATISFACTORY			RETESTER	
12/2019	11	BIOLOGY	681	UNSATISFACTORY			RETESTER	
12/2019	11	ALGEBRA I	677	UNSATISFACTORY			RETESTER	
06/2019	10	U.S. HISTORY (LEAP 2	689	UNSATISFACTORY			RETESTER	
06/2019	10	ENGLISH II	652	UNSATISFACTORY			RETESTER	
06/2019	10	ALGEBRA I	698	UNSATISFACTORY			RETESTER	
05/2019	10	U.S. HISTORY (LEAP 2	650	UNSATISFACTORY	0	F	053183	
05/2019	10	ENGLISH II	679	UNSATISFACTORY	39	F	053044	
05/2019	10	BIOLOGY (LEAP 2025)	691	UNSATISFACTORY	48	F	053188	
05/2019	10	ALGEBRA I	677	UNSATISFACTORY	36	F	053340	
12/2018	09	ENGLISH I	666	UNSATISFACTORY			RETESTER	
05/2018	09	ENGLISH I	650	UNSATISFACTORY	0	F	053176	

7. **What action is needed if I find data that may qualify the student for an exception?**
 - a. To qualify for a “Not Tested” exception, the student must meet BOTH conditions below:
 - i. The student did earn a Carnegie Unit in the course for spring 1920.
 - ii. The student did not take the test in the past.
 - b. If you find that the report in JCampus is wrong, and there is data to support both conditions, the student would be assigned a “Not Tested” level.
 - i. Click in the cell in the “Achievement” column. This will put an asterisk in the cell.
 - ii. Pick “Not Tested” on the right.
8. Repeat for each LEAP 2025 course.
9. When done, **print the report for each subject for Mrs. Cassimere / Mr. Arnaud to review.**
 - a. If any student was found to have data to qualify for an exception (students as in #7), highlight these students on the printout.
 - b. Date and submit to Mrs. Cassimere / Mr. Arnaud’s office.
10. All other students who qualified for the exception will have “Not Tested” loaded by Central Office Data Processing (Tricia!)
11. Last year 9th and 10th graders will be processed in the same way a little later.