

## **Score Data Management Tip Sheet**

Prior to test administration, your program should determine which computers will be used for testing and estimate the total number of test administrations you will want to purchase from the Center for Applied Linguistics (CAL). You will purchase those administrations using the CAL Order Form. Each of the testing computers must be activated for a specific number of test administrations (deducted from the total you purchased) before you begin testing. When you are ready to activate a computer for a particular number of tests, call CAL with the Registration Key that appears on your screen when you're running the red test CD. In return, you will receive a Purchase Code to type in.

Your program can choose to activate a number of administrations to different computers using the same CD, because each computer will generate a different Registration Key. At the time of the testing, however, a separate red CD will be needed for each computer if testing is going on simultaneously among the activated computers. Test administrators can use computers activated by different CDs. To illustrate, let's say a particular program has two trained BEST Plus testers. Each tester has loaded 50 administrations on a separate computer. Tester A has used all 50 of her administrations but still has 5 more students to test. She cannot buy more administrations from CAL because it is after 5:00 PM. Tester B still has 10 administrations left on her computer. Tester A can use those administrations but only on that computer, using any red CD. (Because Tester A logs in using her own name, the tests she administers can be distinguished from those of Tester B.)

You might want to consider ordering extra test administration CDs (red), perhaps one for each computer you might use for testing. (Order as "Replacement CDs" for \$10.00 each on the order form). Extra CDs would allow you to label particular CDs for particular computers, or have "traveling" CDs if your program has a number of smaller sites.

Scores and other data on each student tested will be saved to these computers (not to the CDs) in a software-created folder on the hard drive. Though test data is automatically saved to the computer hard drive after each test, test administrators need to also back up their data at the end of a testing session via the Score Management Software on the red CD. This is done by clicking on the Backup Tab on top of the main screen and then choosing a location to save to.

While test data is saved to the computers, not to the CDs, the data can be accessed and downloaded using ANY red CD via the Score Management Software.

Each test administrator receives a Score Management Software (SMS) User Guide in the Test Administrator Guide (TAG) that she or he receives at training. The SMS User Guide provides instructions for how to manage data (importing student names, exporting scores, backing up data, etc.). In addition, there is a Quick Reference Guide in the TAG, which walks administrators through the first time they use the red Test CD and gives step-by-step instructions for using the Registration Key and Purchase Code. For additional information, testers can call CAL at 866-845-2378 or go to the CAL Website at [www.cal.org/aea/resources/index.html](http://www.cal.org/aea/resources/index.html).