Entering Out-of-Range Scores In ADVANSYS

Pre-Tests

If...	Then...
1. A student has one pre-test that is out-of-range (either with a zero or with a score)	Decline the test, give the student a provisional entering EFL, and retest ASAP
2. A student has two or more pre-tests that are all out-of-range with zeroes	Decline the tests, give the student a provisional EFL, and retest ASAP
3. The student has two or more pre-tests that are all out-of-range with scores	Decline the tests, give the student a provisional entering EFL, and retest ASAP
4. A student has two or more pre-test scores; at least one is in-range, the other(s) is/are out-of-range with a zero	Record the in-range score(s) and decline the out-of-range score(s); retest in the out-of-range subject(s) ASAP; no provisional EFL is needed because the in-range score will set the student's entering EFL
5. A student has two or more pre-test scores; at least one is in-range, the other(s) is/are out-of-range with a score	Record the in-range score(s) and decline the out-of-range score(s); retest in the out-of-range subject(s) ASAP; no provisional EFL is needed because the in-range score will set the student's entering EFL

Note: For scenarios #1-3, if a student is unable to obtain a valid score on the lowest-level form of a test series, give the student a provisional EFL score of 1 in that subject area. Please be aware that the student will not be able to make an EFL gain from a provisional score; it will be necessary for them to obtain a valid score before making a gain.

Post-Tests

If...	Then...
1. A student has one post-test that is out-of-range (either with a zero or with a score)	Do not record the score; retest ASAP
2. A student has two or more post-test scores; at least one is in-range, the other(s) is/are out-of-range with a zero	Only record the valid score(s)
3. A student has two or more post-tests that are out-of-range with high scores.	Do not record the scores; retest ASAP
4. A student has two or more post-tests that are out-of-range with zeros.	Do not record the scores; retest ASAP

Note: For all out-of-range scores – pre-tests and post-tests – keep the original assessments in the student's master file so they will be accounted for during federal Title II monitoring. Keeping the out-of-range scores in student files provides documentation of their full record of performance. However, it is not necessary to enter them into ADVANSYS since they cannot be used for placements or post-test gains.