Entering Sub-Test Scores in the Chart

Once you have selected a Test Category, you can enter the subtest scores by creating rows in a table. You can add as many rows as you like. It is easy to add a row and select the subtest.

You should ignore the box that appears near the top with the prompt "Choose a new Test Categories". You should already have selected the test categories before coming to this page.

1. Click on the **Add ReportedTest** link to add a new blank row to the table. The example below shows a newly added row.

2. The first step is to select a test by typing part of the test name in the left-most column (often 2 or three characters hones in on the correct test). For example, for WISC-IV, if I type "dig" in the left column it hones in on "Digit Span" and I can then confirm that selection.

3.

4. The next step is to enter a test score in the second column. In this case I entered 12 in the second column and pressed tab. The system then computed the Percentile as 75.

| ReportedTest (Collection of) | | | | | |
Select name of test or subtest	Test Score	Percentile	Weakness Comment (incl T-Scores & NEPSY ranges)	Strength Comment (incl T-Scores & NEPSY ranges)	Completed By
Digit Span	12	75			

Add ReportedTest...

5. You have the option of entering comments in either of the Weakness or Strength columns.
6. After you have entered the relevant rows for a test category, click on the link near the bottom of the page called "**Confirm**". **(Do not use the option called "Confirm and Next".)**

Use this

Confirm   ~~Confirm and next...~~   Back

7. You will be returned to the interview with the Test Scores tab selected. You can repeat these steps for each additional Category.
   TIP: If you have entered some, but not all, test scores and you are interrupted or need to come back later, we recommend that you click on the **Save Data and Exit** button near the bottom of the page. This will save all answers and close the interview.
8. Here are some notes about entering data in the table:
   a. The first column is a dropdown list. You can select a value either by typing the first few characters of an option or by clicking on the down arrow to the right of the field. *Tip: You can type one or two characters of an option in the list and then use the down arrow key to scroll to the option you want. When typing characters in the search, use all lower case letters. You can enter spaces in the search but not special characters such as dashes.*
   b. Here are some additional keys you can use while selecting choices from dropdown lists:
      i. *ESC key* – will hide the list and not select an item – cancel functionality
      ii. *Up and down arrow keys* - these also allow for navigation within the list – for instance you may type "pic" to hone and then move up or down one or two items to select the exact one you want.
      iii. *Down arrow key* - will also show the list if it is not showing.
      iv. *Enter key -* will do the same as the tab key – select item and hide list.
   c. For **CVLT-C** and **CVLT-II** tests you will enter **Z Score** values that range from -3 to 3. If you enter a fractional value (such as -0.5) you must enter a *zero or other number in front of the decimal point*; otherwise you will get an error message saying that you must enter a number. You should not enter a + sign before positive values, but you still have to enter a zero or other number in front of the decimal place for positive fractional values.

d. **N-DRT** tests do not use the standard or scaled or Z Score conversions so for **N-DRT** tests you will have to enter both the score and percentile values manually based on what the test report shows.

e. Some **NEPSY** tests use a standard or scaled score and in those cases, the Score and Percentile columns are visible (not grayed). Other **NEPSY** tests use ranges for scores and percentiles in which case the Score and Percentile columns will be grayed out and you will have to enter the ranges in the Weakness and/or Strength columns, as the case may be.

f. You can optionally enter (or *dictate* using your dictation software -- it may take a second or two seconds for the cursor to activate if you are dictating) a **Weakness Comment** or **Strength Comment** in the appropriate column. Remember, clients that we see are more than just their numbers! So, this option gives you flexibility to add in qualitative comments. For instance, if your client got a strong score on a writing sample test but his handwriting was terrible, you could qualify that score by augmenting it with a statement about illegibility.

g. For some tests, such as those using T-scores or base rates, you should enter any scoring information as part of the Weakness Comment or Strength Comment rather than in the score or percentile columns. For example, see the screen shot below (in the example below, the user has decided to manually enter the T-Scores in brackets, but that is optional and is a personal preference):

	ATTENTION SPAN	Lowest Extreme	Borderline	Low Average	AVERAGE	High Average	Superior	Very Superior
	General Attention Span							
Connars' 3rd Edition Parent **	This questionnaire, which is completed by a parent, surveys various attentional components. It is discussed in more detail in the report (Mrs. Smith).			Inattention; minor learning problems; executive functioning (T=71/61/64)		Neither hyperactive/impulsive; compliant; peers		
Connars' 3rd Edition Parent **	This questionnaire, which is completed by a parent, surveys various attentional components. It is discussed in more detail in the report (Mrs. Jones).			Inattention; learning; executive functioning; mild defiance; mild peers (T=65/73/73/60/62)		Neither hyperactive/impulsive		

h. For Base Rate differences that are significant (i.e., less than 15% or an even greater split), these can be recorded in the Weakness column as a comment. Base Rates are also available on the Test dropdown menu (e.g., VCI > PRI).

WISC-IV VCI > PRI	Base Rate: The difference between the Verbal Comprehension Index and Perceptual Reasoning Index is measured. Wide discrepancies (i.e., those that occur in less than 10% of the population) make it particularly hard for participants to coordinate their abilities.	Base rate = 0.1%			

i. The software also takes into account observational scores such as commission errors on the **WRAML-2**. However, these, too, should be entered as comments in the Strengths or Weaknesses columns.

j. The **Completed By** column is grayed out except in cases where you are entering tests that have been completed by a parent, teacher or informant. You should enter the name of the person who completed the test.

k. You can select and enter test rows in any order that you wish. They will be sorted into an appropriate order in the Appendix document.

l. You can select the same test more than once (e.g., if the same test was administered to more than one parent or teacher of it was administered to the client more than once)

m. You can enter as many rows in the table as you like.
n. Even for a single test such as **CPT-II**, you still need to select an option from the Test Name dropdown (i.e., don't leave it blank).
o. The system will also plot scores and comments into relevant columns in the output document.
p. If you want more space to enter test information you can click on the detail icon to the right of any row (![icon]). A screen like this will appear showing the row information in a dialog view:

Test Name	Comprehension of Instructions ⌄
NEPSY Score	34-40
Percentile	7%
Weakness Comment	
Strength Comment	

In this view, fields that are not relevant to the type of test you are completing are not displayed. If you use this option you will need to click on the link for the test category to return to the table view.
q. You can delete a row by clicking on the trashcan icon to right of the row (![icon]).