

Administrative Information

The Administrative Information window allows for the view and edit of an existing assessment or the entry of a new assessment for an examinee. The Administrative Information window is selected by default when the Assessment Window is opened. The Assessment window opens by making one of these selections:

- The New Assessment button is clicked on the Examinee List window (a blank window appears)
- The Open Assessment button is clicked on the Assessment Records window (a window with previously entered data for the selected assessment appears)
- The Administrative Information tab is selected from the navigation panel on the left panel of the Assessment window

The screenshot shows the 'WIAT-III Assessment' window for 'SAMPLE, JANE A'. The window has a blue title bar and a toolbar with 'Save and Close', 'Cancel and Close', and 'Help' buttons. On the left is a navigation panel with three tabs: 'Administrative Information' (selected), 'Raw Scores', and 'Skills Analysis'. The main content area is divided into three sections: 'Examiner' with three text boxes for 'First Name *' (John), 'Middle Name' (D), and 'Last Name *' (Doe); 'Assessment Data' with 'Assessment Date: *' (05/27/2010), 'Age at Testing: 21 years 0 months', 'Current (or Most Recent) Grade Level: *' (12), and a checkbox for 'Is this a retest?'; and 'Comments' with a large text area.

NOTE: For integrated products such as DAS-II, WNV, WPPSI-III, or WISC-IV, please refer to the specific product help file for details about the assessment.

Age Validation

The age of the examinee will be calculated against the entered Assessment Date and validated that it is within the age range for the WIAT-III. When leaving this screen, (by selecting another option from the navigation panel, or by clicking the Save and Close button) the Administrative Information page will validate all required information, and verify that the examinee's age at testing is applicable for this assessment. If the examinee's age is not within a valid age group, a message will appear to notify that the examinee's age is outside of the applicable age range for

the WIAT-III assessment. The age range applicable for the WIAT-III Scoring Assistant is 4:0 - 50:11.

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Software Support -> — W — -> WIAT-III Scoring Assistant -> User's Guide -> Assessment Window -> Administrative Information

<http://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=3977>