

Enter scores for assessment

Enter a new examinee:

- Click the Examinee Data icon from the Examinee Data Slider Bar. The Examinee Data List window appears.
- Click the New button. The Examinee Data tab window appears.
- Enter the appropriate information for the new examinee.
Note: You must enter all required information in order to save the examinee record. An asterisk denotes fields requiring information.
- When finished, click the Save icon.

Enter a new assessment:

- Click the Assessments slider bar.
- Click the appropriate assessment icon. The Assessment List window appears.
- Highlight the appropriate examinee in the examinee list.
- Click the New button. The Administrative and Raw Scores tab pages appear with the Administrative tab selected.
- Enter the appropriate administrative information. An asterisk denotes fields requiring information.
- Click the Raw Scores tab page.
- Enter the raw scores, for certain assessments, such as the WAIS-III, you may have to advance to the second set of items with the appropriately labeled tab.
- When finished, click the Save icon.

Create a report:

- Click the Reports slider bar.
- Click the appropriate report icon. The Report Wizard window appears.
- Highlight the appropriate examinee in the examinee list.
- Highlight the appropriate assessment in the assessment list.
- Click the Next button. If there are no more selections to make, click the Preview button. If you clicked the Next button, the Report Options window appears. If you clicked the Preview button, the Report Preview window appears and you may now view and/or print the report.

Additional Information:

You may save the report for editing with your Windows word processor. Click the Save icon or click File, Save. Type the File Name for this report. Click the arrow for the dropdown box to select the correct type of saved file. The choices are Microsoft Word (*.doc), Rich Text Format (*.rtf), and Text Documents (*.txt). Click Save to save the report.

Article ID: 1162

Last updated: 05 Apr, 2010

Software Support -> — W — -> WAIS-III WMS-III WIAT-II Writer -> Enter scores for assessment

<https://pearsonassessmentssupport.com/support/index.php?View=entry&EntryID=1162>