

If a subtest is spoiled, how do you substitute a new subtest?

How To:

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Follow the steps below:

Subtest substitution can be performed within the Results tab that is accessed from the Home screen on the iPad. When viewing composite scores for a test, select the gear icon next to the composite score that contains the spoiled subtest. Within the popover that appears, select "Enable Substitution & Proration" and select the subtests that you would like to use to derive the composite score. It is important to note that subtests cannot be substituted once the test has been transferred to Q-interactive Central. Thus, it is important to make final decisions about substitution and proration before transferring an assessment off of the iPad.

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