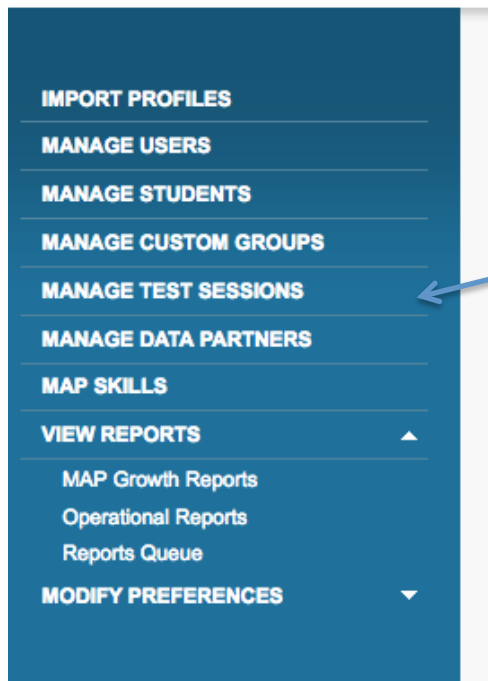
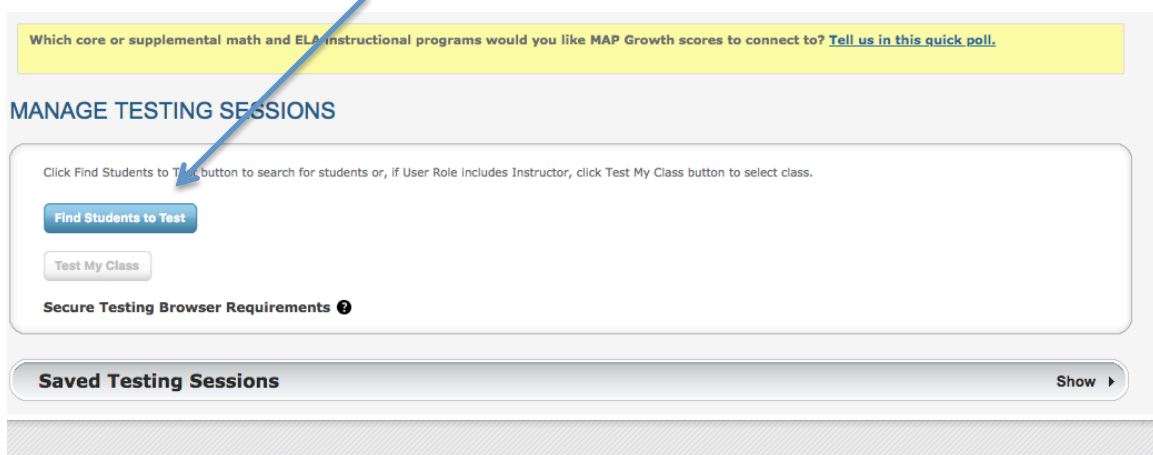


# How to Find Students Without a Valid Test Score

1. Log into NWEA Testing Site
2. Select Manage Students



3. Select Find Students to Test



4. Select Test History then complete the fields: school, instructor, class and test. Then check **both** boxes under testing status

**Find Students**

Search is restricted to the current term. School must be specified first.

Student Search | **Test History Search**

School: All My Schools

Grade: All Grades

Instructor: All Instructors

Class: All Classes

Find students by their testing status. Search is restricted to the current term. Students who have recently taken a test may not yet

Test(s): Growth: Algebra 1 CCSS 2010

**Testing Status**

- Not yet tested
- Suspended Test

**Tests Taken**

- Current Term
- Inside Test Window
- Outside Test Window

Search | Clear All

The screenshot shows a search interface for finding students. It has a title 'Find Students' and a note that search is restricted to the current term and requires a school selection. There are two search tabs: 'Student Search' and 'Test History Search', with the latter being active. Below the tabs are four dropdown menus for 'School', 'Grade', 'Instructor', and 'Class', each with a blue arrow pointing to it. Below these is a section for testing status with a note. It includes a 'Test(s)' dropdown menu with a blue arrow pointing to it, containing the text 'Growth: Algebra 1 CCSS 2010'. To the right are two sections: 'Testing Status' with two radio button options ('Not yet tested' and 'Suspended Test'), and 'Tests Taken' with three radio button options ('Current Term', 'Inside Test Window', and 'Outside Test Window'). A blue arrow points to the 'Current Term' option. At the bottom are 'Search' and 'Clear All' buttons.

5. This will give you a list of students that have not completed the test.