

View Test Results

Training Manual

GINA

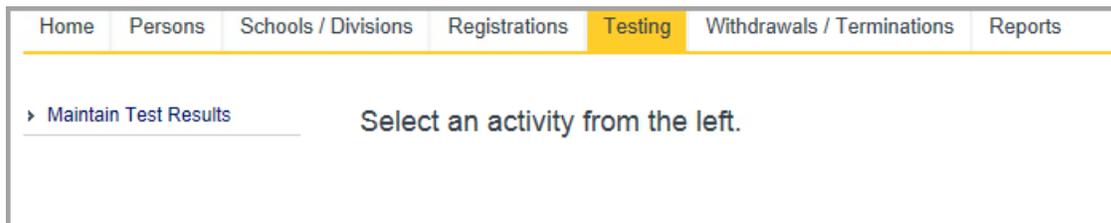
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INTRODUCTION

The **Testing** menu allows you to view test results. School/division coordinators, school/division finance administrators can view test results but cannot update them. Regional coordinators enter and update the test results.



- **Maintain Test Results** allows you to view the test results for a trainee's registration.

MAINTAIN TEST RESULTS

Test results can be viewed using the [Maintain Test Results](#) activity. School/division coordinators, school/division finance administrators can view test results but cannot update them.

1. Click the [Testing](#) menu and the [Maintain Test Results](#) activity. The [Select Registration](#) search form is displayed.

2. Enter search criteria and click [Search](#) to find registrations. Registrations that match the search criteria will be shown. The example below displays registrations in the Northeast region, at the St Paul High School.

School	Specialty	Status	Full Name	Town	Registration Date
St Paul Regional High Sc	Equine	Active	Monica VA . Albertson	St. Paul	2015-05-13
St Paul Regional High Sc	Equine	Complete	Bob VA . Cole	St. Paul	2015-01-05

- Select the appropriate row and it will be highlighted in yellow. Click **Select**.

Select Registration

3 - Northeast St Paul Regional High School Equine

-- Select Status -- First Name Last Name

-- Select Town/City --

School	Specialty	Status	Full Name	Town	Registration Date
St Paul Regional High Sc	Equine	Active	Monica VA . Albertson	St. Paul	2015-05-13
St Paul Regional High Sc	Equine	Complete	Bob VA . Cole	St. Paul	2015-01-05

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Select

- The **Maintain Tests Result** form is displayed. The form displays registration information and a grid of **Test Results**. This grid will show all results for each test the trainee was scheduled for under this registration.

Maintain Test Result

Registration Details

Registration ID 65 **Status** Complete **Registration Date** 2015-01-05

First Name Bob **Last Name** Cole **Town** St. Paul

Specialty / Level Equine - Equine I **Target Date** 2017-01-05 **School** St Paul Regional High School

Test Results

Test Location	Test Date/Time	Unit	No Show	Incomplete	Average	
St. Paul Test Location VA	02:53 PM	Y	No	No	83.80	View
St. Paul Test Location VA	02:55 PM	Z	No	No	83.00	View
St Paul School Test Location	02:50 PM	X	No	No	80.40	View

Close

- Click [View](#) in the Test Results grid to see the detailed test results.

Test Location	Test Date/Time	Unit	No Show	Incomplete	Average	
St. Paul Test Location VA	02:53 PM	Y	No	No	83.80	View
St. Paul Test Location VA	02:55 PM	Z	No	No	83.00	View
St Paul School Test Location	02:50 PM	X	No	No	80.40	View

- The [View Test Results](#) form is displayed. You cannot change information. There is no Save button. Information is displayed about the registration, test schedule, tester and the results.

A test schedule is the definition of the testing dates and location of the test.

View Test Results

Registration Details

Registration ID 65	Status Complete	Registration Date 2015-01-05
First Name Bob	Last Name Cole	Town St. Paul
Specialty / Level Equine - Equine I	Target Date 2017-01-05	School St Paul Regional High School

Test Schedule Details

Region Northeast	Test Schedule Name Northeast Summer 2015	Test Location Name St. Paul Test Location VA	Effective Date 2015-05-01
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Tester

First Name John	Last Name Tester	Town St. Paul
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The results are shown for each skill tested. If the trainee did not complete a skill it will be marked as incomplete. If the trainee did not attend a scheduled test then they will be marked as a No Show.

Results

Test Date/Time 2015-05-05 02:53 pm	Unit Y	Training Doc Version Equine I-Dec-08
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Skill Type Trainee	Skill F12 - Understand and Cor	Incomplete No	Mark 79.00
Skill Type Provincial	Skill C17 - Maintain Facilities	Incomplete No	Mark 90.00
Skill Type Tester	Skill G5 - Perform a Grooming	Incomplete No	Mark 88.00
Skill Type Tester	Skill F4 - Follow Stable Manag	Incomplete No	Mark 85.00
Skill Type Tester	Skill C15 - Understand Fencing	Incomplete No	Mark 77.00

Overall

Incomplete No	Average 83.80	No Show No	Completed Certification No
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Close