Agriculture and Forestry

## 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.

Home	Persons	Schools / Divisions	Registrations	Testing	Withdrawals / Terminations	Reports
➤ Mainta	iin Test Result	s Selec	t an activity t	from the	left.	

• 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.

Home Persons Schools	/ Divisions Registrations Testing Withdrawals / Term	nations Reports	
Maintain Test Results	Select Registration		
	Select Region Sel	ect School -	Select Specialty 🔽
	Select Status First Name	Last Name	
	Select Town/City		
	School Specialty	Status Full Name	Town Registration Date
	ው Refresh		No records to view
		Select	
		Sheet	

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.

3 - Northeast	V	St Paul Regional Hig	h School	Equine	
o monanouor		orradintogionaring		Edanio	
- Select Status -	First Na	me	Last	lame	
- Select Town/City -					
Select Town/City School	Specialty	Status	Full Name	Town	Registration Date
Select Town/City School St Paul Regional High S	Specialty Equine	Status	Full Name Monica VA , Albe	Town rtson St. Paul	Registration Date 2015-05-13



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

3 - Northeast	~	St Paul Regional High	School	Equine	✓	
- Select Status -	First Nar	ne	Last Name			
Select Town/City	]					
School	Specialty	Status	Full Name	Town	Registration Date	
St Paul Regional High Sc Equi	ne	Active	Monica VA . Albertson	St. Paul	2015-05-13	
St Paul Regional High Sc Equi	ne	Consolato		St Paul	2015-01-05	
		Complete	Bob VA . Cole	St. Paul	2015-01-05	
		Complete	Bob VA . Cole	St. Paul	2015-01-05	

4. 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.

Registration ID	Status			Regis	tration Date		
65	Complete	Complete			2015-01-05		
First Name	Last Name	Last Name			Town		
Bob	Cole			St. P	aul		
Specialty / Level			Target Date		School		
Equine - Equine I			2017-01-05		St Paul F	Regional High School	
Test Results							
Test Results	Test Date/Time	Unit	No Show	Incomplete	Average		
Test Results Test Location St. Paul Test Location VA	Test Date/Time 02:53 PM	Unit Y	No Show	<b>Incomplete</b> No	Average 83.80	View	
Test Results Test Location St. Paul Test Location VA St. Paul Test Location VA	<b>Test Date/Time</b> 02:53 PM 02:55 PM	Unit Y Z	No Show No No	Incomplete No No	Average 83.80 83.00	View	
Test Results Test Location St. Paul Test Location VA St. Paul Test Location VA St Paul School Test Location	Test Date/Time           02:53 PM           02:55 PM           02:50 PM	Unit Y Z X	No Show No No No	Incomplete       No       No       No	Average 83.80 83.00 80.40	View View View	



5. 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	х	No	No	80.40	View

6. 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.

Status		Registration Da	te	
65 Complete		2015-01-05	01-05	
Last Name		Town		
Cole		St. Paul		
	Target Date	Scho	ool	
Equine - Equine I		St P	aul Regional High School	
Test Schedule Name	Test	t Location Name	Effective Date	
Northeast Summer 2015	St.	Paul Test Location VA	2015-05-01	
	Status Complete Last Name Cole Test Schedule Name Northeast Summer 2015	Status Complete Last Name Cole Target Date 2017-01-05 Test Schedule Name Northeast Summer 2015 St.	Status       Registration Date         Complete       2015-01-05         Last Name       Town         Cole       St. Paul         Target Date       Schot         2017-01-05       St F         Test Schedule Name       Test Location Name         Northeast Summer 2015       St. Paul Test Location VA	

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



in the

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.

Y 2 - Understand and Cor	Incomplete	Equine	I-Dec-08 Mark	~
2 - Understand and Cor	Incomplete No		Mark	
2 - Understand and Cor 🔽	No		Mark	
	No		79.00	
Ĺ.	Incomplete		Mark	
7 - Maintain Facilities	No		90.00	
6	Incomplete		Mark	
- Perform a Grooming 🔽	No	No		
ſ.	Incomplete		Mark	
- Follow Stable Manag	No		85.00	
(	Incomplete		Mark	
5 - Understand Fencing	No	~	77.00	
erage	No Show		Completed Cer	tification
3.80	No	×	No	
	- Perform a Grooming  - Follow Stable Manage  5 - Understand Fencing  erage 3.80		Incomplete     Incomplete	Incomplete Mark - Perform a Grooming ♥ No ♥ 88.00 Incomplete Mark - Follow Stable Manag ♥ No ♥ 85.00 Incomplete Mark 5 - Understand Fencing ♥ No No ♥ 77.00 erage No Show Completed Cer 3.80 No ♥ No