



ONLINE DATA ENTRY INSTRUCTIONS

Process:

- 1) Student completes test
- 2) Supervisor (Parent / Guardian) enters test information on the website
- 3) If the tests have not been scanned electronically (see below), the supervisor will send in all tests on a term basis for auditing.

CUSTOMER CODE: **CUSTOMER CODE:** The code you have received from our school.

Password: **Password:** This password is to insure that the authorised supervisor is the only one to enter grade results on behalf of the student. Passwords can be requested from the school office.

Date: **Date:** Current date (dd/mm/yy)

Student Name: **Student Name:** First name only (last name provided by the customer code) - please fill out one form per student.

Subject: **Subject:** Maths, English, Creative Writing, Social Studies, Science, Word Building, etc

Test No: **Test No:** Refer to your current PACE number.

% Grade: **% Grade:** Score out of 100. Please do not add a % symbol.

Subject: (this section is repeated six times for multiple test entries).

Test No: **Test Upload:** If you have a scanner, you can scan the tests and send them in electronically. You do not have to send in the tests if you do this option.

% Grade: **Please contact me about the results:** We will call you about these results if you check this box.

Subject: **Please confirm this data:** Please enter the word listed on your form. This stops spamming.

Test No: **Submit / Clear:** Please press the submit button to send the data to the school office. Press the clear button to start the form again.

% Grade:

Subject:

Test No:

% Grade:

Test Upload (optional): no file selected

Please contact me about these results: YES

Please confirm this data: *