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User's Manual



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Introduction

The *Kaufman Test of Educational Achievement, Second Edition* (KTEA-II) is an individually administered measure of academic achievement for ages 4 1/2 through 25. The test is available in two versions: the Brief Form, which assesses the achievement domains of reading, math, and written expression; and the Comprehensive Form, which covers a wider range of achievement domains and provides in addition an analysis of students' errors. This software provides scoring for the Comprehensive Form.

For more information about the use and interpretation of the KTEA-II, refer to the KTEA-II Manual.

KTEA-II ASSIST

The KTEA-II ASSIST software can be used on a Windows® or Macintosh® platform and allows users to complete the following tasks:

- ◆ Add, edit, and delete ASSIST users
- ◆ Add, edit, and delete student information
- ◆ Add, edit, and delete raw scores
- ◆ Preview, print, and save reports for one or more student
- ◆ Import or export a list of student information
- ◆ Export students' test records to a research file
- ◆ Backup and restore your database
- ◆ Import or export records to other copies of the KTEA-II ASSIST

Getting Started

Check that your personal computer meets the computer requirements below for the KTEA-II ASSIST. Then follow the installation instructions.

Minimum Requirements

Platform	Operating System	Processor	RAM	Available hard drive space	Monitor Settings
Windows	98, Me, 2000, XP, or later	Pentium II, 300 MHz	128 MB	100 MB with Java virtual machine; 60 MB without Java virtual machine	24-bit
Macintosh	OSX	Power Mac G3	128 MB		

Recommended Configuration

Platform	Operating System	Processor	RAM	Available hard drive space	Monitor Settings
Windows	2000, XP, or later	Pentium II, 400 MHz	128 MB	100 MB with Java virtual machine; 60 MB without Java virtual machine	24-bit
Macintosh	OSX	Power Mac G3	128 MB		

Note: Faster configurations provide faster installation and enhance software performance.

Installing KTEA-II ASSIST

1. Close all applications.
2. Turn off virus protection for the duration of the install.
3. Insert the KTEA-II ASSIST CD-ROM into the CD-ROM drive.
4. Wait for the auto-launch to appear and go to step 5.

–OR–

Windows Users:

- a. Double-click on **My Computer**.
- b. Double-click on your CD-ROM drive.
- c. Double-click on the **Setup.exe** icon to begin installing.

Macintosh Users:

- a. Double-click on the CD icon that appears on your desktop.
 - b. Double-click on the **Setup** icon.
5. Follow the step-by-step instructions onscreen to install the KTEA-II ASSIST.

Opening KTEA-II ASSIST

Use one of the following methods to open the KTEA-II ASSIST:

Double-click on the KTEA-II ASSIST icon located where you chose to install it.

–OR–

Windows Users: Go to your computer's Start Menu. Select **Programs** → **AGS** → **KTEA-II ASSIST** → **KTEA-II ASSIST**.

Macintosh Users: Go to **Macintosh HD** → **Applications** → **KTEA-II ASSIST** → **KTEA-II ASSIST**

When launching the KTEA-II ASSIST, type in the following username and password:

Username: AGS

Password: safety

Updating KTEA-II ASSIST

Periodically, AGS Publishing may make updates to this product. To automatically download these updates, open the Help menu and select "Check for Updates." Follow the onscreen instructions to complete your update.

Note: Your computer must be connected to the Internet to complete the download.

Uninstalling KTEA-II ASSIST

Complete the following steps to uninstall the KTEA-II ASSIST:

Windows Users:

1. Click on your computer's **Start** button.
2. Select **Programs** → **AGS** → **KTEA-II ASSIST** → **Uninstall KTEA-II ASSIST**. The Uninstall Wizard appears.
3. Follow the onscreen instructions to finish uninstalling.

Macintosh Users:

1. Drag the KTEA-II ASSIST folder and desktop icon to the trash.
2. Empty your trash.

Getting Around

The KTEA-II ASSIST Software can be used on Windows or Macintosh operating systems. Resources for using the Windows operating system are available on the Worldwide Web at www.microsoft.com. Resources for using Macintosh are available at www.apple.com. Bookstores have additional resources for using both operating systems

Basic Navigation

Use any of these methods to move through the program:

- ◆ The mouse
- ◆ The **Tab**, **Enter**, **Home**, **End**, or arrow keys (←↑→↓) on your keyboard
- ◆ Tap the **Space Bar** to select buttons, radio buttons, or check boxes.

Program Overview

Add New Student(s) and/or Test Record(s)

Do any of the following:

- ◆ Enter student information
- ◆ Enter test information to create a test record
- ◆ Enter KTEA-II scores
- ◆ After entering a student's scores, create a report for that student

[See detailed instructions on adding students and test records](#)

Open an Existing Student's Information and/or Test Record

Do any of the following:

- ◆ View a list of students who have been entered into the program
- ◆ Open an existing student's record
- ◆ Choose to add new student information
- ◆ Delete a student's record from the database

[See detailed instructions on opening student and test records](#)

Run Reports for Existing Test Records

Have the computer generate reports for one or more students whose KTEA-II scores have already been entered.

[See detailed instructions on running reports for existing text records](#)

Import or Export Student Information

Import a file that contains a list of student information (name, birth date, and sex, plus other optional items).

Export a list of student information and scores to a research file in a tab-delimited text file that can be viewed and edited by many word-processing, spreadsheet, or database programs, such as Microsoft® Word, Microsoft® Excel or Microsoft® Access.

[See detailed instructions on importing and exporting student data](#)

Select Your Record Creation Preferences




Do either of the following:


- ◆ Set or change your password and choose whether or not to require a password.
- ◆ Choose to make test records you enter **Private** (only you can see them; requires password protection) or **Public** (all users can see the records). You can override this feature for individual test records.

[See detailed instructions on setting your password and privacy preferences](#)

Get Help

To access the electronic help file in PDF format, select the **Help** button  at the top of the ASSIST application window, within the toolbar.

Exit the ASSIST

To exit the KTEA-II ASSIST, select the **Exit** button  in the toolbar, or select the File menu and choose “Exit.”

Adding and Editing Users

Note: Only administrators or single users can add or edit users in the ASSIST.

To ADD a User:

1. Under the File menu, select Edit Users. The Add/Edit Users window will appear (see Figure 1, below).

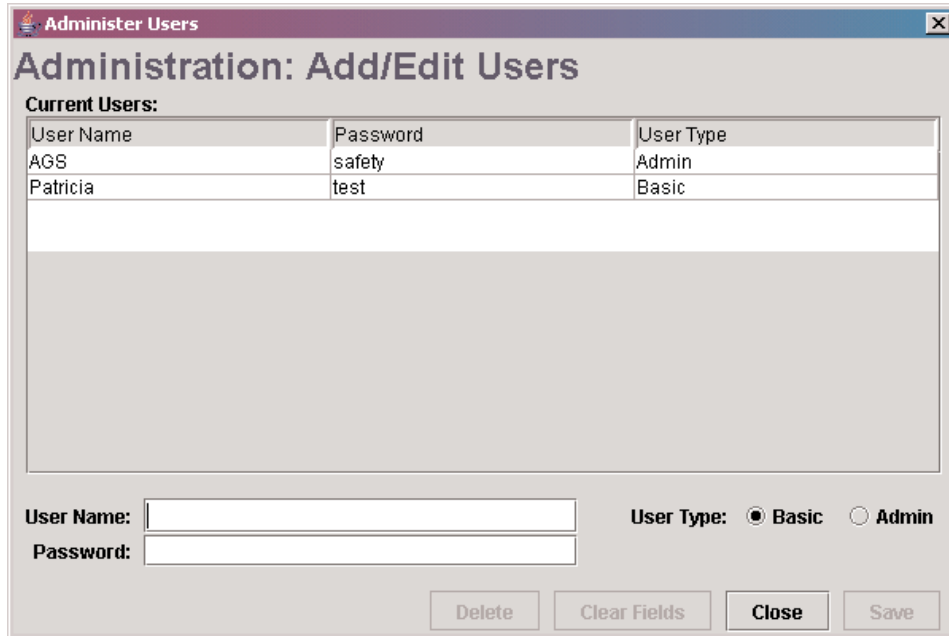


Figure 1: Add/Edit Users window

2. Enter a User Name (default is AGS).
3. Enter a Password (default is safety; users can change their passwords at any time).
4. Select the User Type (Basic or Admin). The table below outlines the capabilities of each:

Basic User	Administrative User
Cannot Delete students	Can Delete students
Cannot Add, Edit, or Delete other users	Can Add, Edit, or Delete other users
Cannot view other user's PRIVATE test records	Can view any test record in the ASSIST, regardless of privacy settings
Cannot delete other users' test records	Can delete other users' test records

5. Click the Save button.

To EDIT a User:

1. Under the **File** menu, select **Edit Users**.
2. Click on the user listing that you want to edit in the table.
3. Edit the information below.
4. Click the **Save** button when finished.


To DELETE a User:

1. Under the **File** menu, select **Edit Users**.
2. Click on the user listing that you want to delete in the table.
3. Click the **Delete** button.
4. You will be notified if the user you delete owns any test records. In the pull-down menu, choose another user to take ownership of these records.
5. Click the **OK** button. The selected user will now be able to view, edit, and report on any private records that were owned by the deleted user.

Setting Password and Privacy Preferences

If you set a password and choose to require it for entry into the program, you will be prompted for it each time you open the program. You may want to set default privacy preferences for your records before you begin entering students. You can change your default preferences at any time.

To Set a Password:

1. Click the **Preferences** button  in the toolbar.
2. Enter a password in the field (see Figure 2, below).
Note: If no value is entered in the password field, a password will not be required.
3. If you want to enter a password each time you open the KTEA-II ASSIST, select “Always Require a Password.” If not, select “Never Require a Password.”
4. Click the **Save** button.

To Set Test Record Privacy Preferences:

Choose one of these options as your default (see Figure 2, below):

Make all my records available to any ASSIST user: Select this option to allow all ASSIST users to view the test records that you have entered. Note that you can change the privacy of an individual record at any time, regardless of the default setting you choose here.

Make all my records private: Select this option to make all of your test records private. Note that an administrator will reassign the records to another user if your username is deleted from the program.

Note: Administrative-level ASSIST Users always have access to all data entered into the ASSIST.

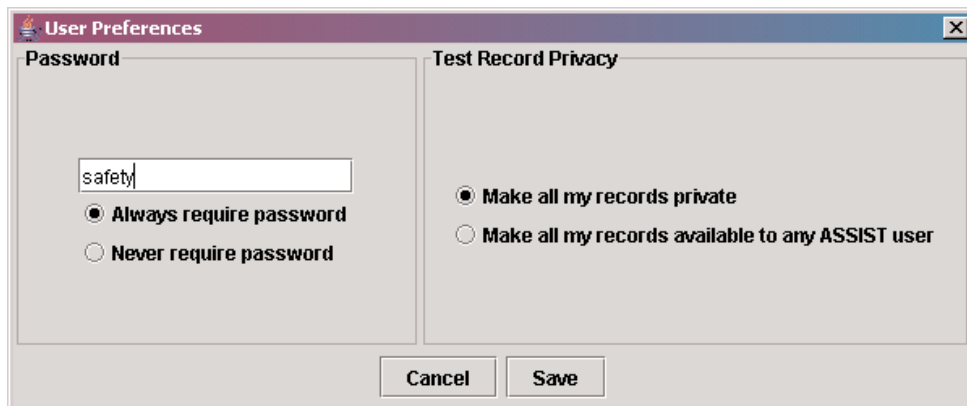



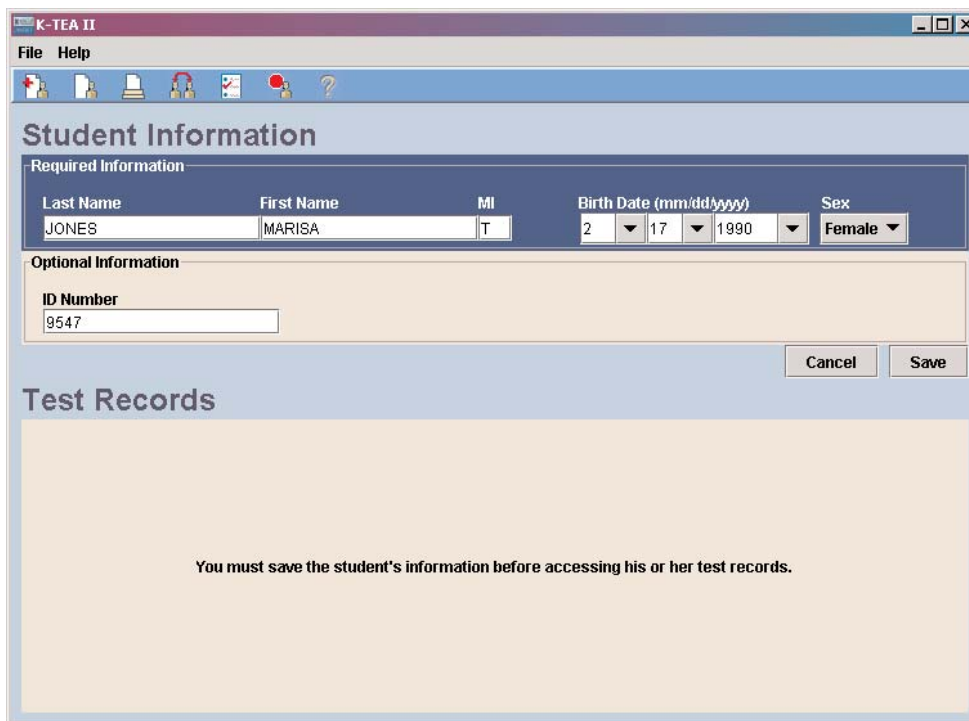
Figure 2: Setting Password and Privacy Preferences

Adding New Student(s) and/or Test Record(s)

The first step when using the KTEA-II ASSIST software is entering student information into the program. To manually enter student information, follow the instructions below. **Note:** To enter student information by importing a list from your data management system, follow the instructions in the [Importing and Exporting Student Information](#) section.

To ADD new student information to the database:

1. Select the Add New Student(s) and/or Test Records button  in the toolbar.
2. Fill in the following fields on the Student Information screen (see Figure 3, below):
 - ◆ Last Name (required)
 - ◆ First Name (required)
 - ◆ Middle Initial
 - ◆ Birth Date (required)
 - ◆ Sex (required)
 - ◆ ID number



K-TEA II

File Help

Student Information

Required Information

Last Name	First Name	MI	Birth Date (mm/dd/yyyy)	Sex
JONES	MARISA	T	2/17/1990	Female

Optional Information

ID Number

9547

Cancel Save

Test Records

You must save the student's information before accessing his or her test records.

Figure 3: Adding Student Information

3. Click Save. You will be notified that the record has been saved, and the Test Records table will appear below (see Figure 4, below).

The screenshot shows the K-TEA II software interface. At the top is a menu bar with 'File' and 'Help'. Below is a toolbar with icons for file operations. The main area is divided into two sections: 'Student Information' and 'Test Records'.

Student Information

Required Information

Last Name	First Name	MI	Birth Date (mm/dd/yyyy)	Sex
SMITH	JON	G	6/6/1992	Male

Optional Information

ID Number: 1056

Buttons: Cancel, Save

Test Records

Test Date	Form	Norms Used	Number of Subtests	
08/27/2004	A	Age norms	9	

Buttons: Add Test Record, Open Test Record, Delete Test Record

Figure 4: Student Information with Test Records

To ADD a new test record:

Once you have entered test scores for this student, the record will be listed in the Test Records table (as shown in Figure 4). Adding a test record requires two steps: entering Test Information and entering Test Scores.

To enter Test Information:

1. Click the Add Test Record button next to the Test Records table.
You will now see the Test Record Information screen (see Figure 5, below).

The screenshot shows the 'Test Record: Information' window in K-TEA II. The window title is 'K-TEA II' and the menu bar contains 'File' and 'Help'. The main title is 'Test Record: Information' and the user name 'MARISA T. JONES' and 'Age: 14:6' are displayed in the top right. The 'Required Information' section includes: 'Test Date' (8/27/2004), 'In School' (Yes), 'Current Grade' (8), 'Form' (Form A), and 'Norms' (Grade: Fall (...)). The 'Examiner' is 'Ms. Janice Smith' and 'Make this record' has radio buttons for 'Private' (selected) and 'Public'. The 'Optional Information' section includes 'Test Site' (School), 'Medication' (empty), and a large text area for 'Reason for referral'. 'Cancel' and 'Next' buttons are at the bottom right.

Figure 5: Test Record Information screen

2. Select the correct Test Date.
3. Select whether the student is CURRENTLY in school or not.
If it is summer and the student is not in school, select “No.”
4. If the student is currently in school, select the current grade. If the student is not in school, select the highest grade completed.
5. Select the form used (Form A or Form B).
6. Select the norms you want to use: Age, Grade: Fall (Aug.-Jan.), or Grade: Spring (Feb.-July). If the student is not yet in kindergarten (Pre-K or no grades completed) or above grade 12, only Age Norms can be used.

7. Select the Examiner.
 - ◆ If the examiner is not listed, select Edit Examiners. A window will appear. To add a new examiner:
 - a. Click the **Add New** button.
 - b. Enter the examiner's name and titles, if applicable.
 - c. Click **Save**.
 - ◆ To delete an examiner from the list, click on the examiner's name to highlight it and click the **Delete** button.
 - ◆ To close the window, click the **Close** button.
8. Choose whether to make the record **Public** or **Private**.
 - ◆ Choosing **Public** will allow all ASSIST users to see the record.
 - ◆ Choosing **Private** will allow only the signed-in user to see the record.
9. Complete any optional fields that you want included on the report (Test Site, Medication, or Reason for Referral).

To enter Test Scores:


1. Click the **Next** button when all required fields are completed. The Test Scores screen will appear (see Figure 6, below).

Subtest Name	Raw Score	Standard Score
Letter & Word Recognition		
Reading Comprehension		
Math Concepts & Applications		
Math Computation		
Written Expression		
Spelling		
Listening Comprehension		
Oral Expression		
Nonsense Word Decoding		
Word Recognition Fluency		
Decoding Fluency		
Associational Fluency		
Naming Facility (RAN)		

Figure 6: Test Scores screen

2. Choose the order in which you want subtests to appear. By default, the subtests will appear in the order that they appear on the front of the record form (“Composite Order”). To change the list to match the order of the subtests within the record form and in the easels, select “Easel Order.”
3. Enter the raw scores for the subtests you administered.
 - ◆ For some subtests, you may instead choose the Sets you administered, and then select the Points that the student obtained. The raw score and standard score will automatically be calculated.
 - ◆ For Phonological Awareness, Associational Fluency, and Naming Facility (RAN), indicate which sections or task pairs you administered before entering the raw score.
4. Click the Save button when you have finished entering your scores.

To create a report for this student:

(*Note:* To create reports for one or more tests that have already been entered, click on the **Multiple Reports** button  in the toolbar and follow the directions in the next section.)

To create a report on the test record you just entered:

1. Click the Report button on the bottom of the screen. The Create Report screen will appear (see Figure 7, below).

Figure 7: Create Report screen

2. Select the **Confidence Level** (85%, 90% or 95%).
3. Click to place a checkmark beside the report components you would like to include in your report. Click again to uncheck the boxes. You can include the following information in your reports:
 - ◆ **Demographics and Test Information:** A cover sheet for your report, providing basic information about the KTEA-II and any information you've entered about the student
 - ◆ **Score Summary Table:** Table includes raw and derived scores (standard scores, confidence intervals, percentile ranks, descriptive categories, grade or age equivalents, and other optional scores) for composites and subtests.
 - ◆ **Graphical Profile of Scores:** Graph presents derived scores and confidence intervals for composites and subtests, and includes a normal curve.
 - ◆ **Ability-Achievement Discrepancy Analysis:** (Only available if age norms were used). Click in the box next to this option to enter the student's score for an ability test. First select the KABC-II, WJ-III COG, SB5, WISC-IV, DAS, or WAIS-III. Then select the score type and enter the score. The table on the report includes the predicted KTEA-II score, the actual score, and the significance and frequency of occurrence of the difference between the actual and predicted scores.
4. If you anticipate using the same report components every time you create a report, click the **Save my Selections** button, and your components will automatically be selected the next time you come to this screen. You can override your selections for a single report, but your default component selections will not change unless you click **Save my Selections** again.
5. Click the **Preview** button to view your report.

In the Preview window, you can now Print or Save your file as a PDF:

- ◆ To Print the report, click the **Print** button.
- ◆ To Save the report to your computer in PDF format:
 - a. Click the **Save** button.
 - b. In the pop-up window, choose where you want to save your file.
 - c. Click **Save**.

Note: You will need Adobe Acrobat Reader to view your saved file, available free from www.adobe.com.

Opening an Existing Student's Information and/or Test Record

To EDIT previously entered student information:

1. Select the **Open Existing Student Information and/or Test Record**



button in the toolbar. You will see the Select or Add Student screen (see Figure 8, below).

Double-click a name in the list below to select it.

Last Name	First Name	ID	Sex	Birth Date
SMITH	JON	1056	Male	06/06/1992

Figure 8: Select or Add Student screen

2. Click once on the student in the list, and then click the **Open Student** button in the bottom right
–OR–
Double-click on the student in the list.
3. Edit the necessary fields on the Student Information screen.
4. Click **Save**

Note: If the student you want to work with is not listed on this screen, click the **Add Student** button in the bottom right to add a new student to the database. Follow the instructions in the [Add New Student\(s\) and Test Record\(s\)](#) section.

To DELETE previously entered student information:

Note: Only administrators may delete students. Use caution when deleting. We recommend that you backup your database before deleting any students. (Select File > Backup/Restore. Click **Backup**. Select a listed backup and click **Restore** to return the database to a previous state).



1. Select the **Open Existing Student Information and/or Test Record** button in the toolbar.
2. Select the student or students you want to delete.
 - ◆ To select one student, click once on the record entry in the list.
 - ◆ To select multiple students, hold down the **Control** key (Windows) or **Command** key (Macintosh) on your keyboard and click once on each record entry to highlight it.
3. Click the **Delete Student** button.

To EDIT a previously entered test record:


1. Open the student information as described above.
 2. In the Test Records table, click once on the test record you want to edit, and then click the **Open Test Record** button
- OR–
- Double-click on the test you want to edit.
3. If necessary, edit the information on the Test Record Information screen.
 4. Click the **Next** button to view or edit the Test Scores.
 5. Click the **Save** button to save the updated Test Record Information and Test Scores.

To DELETE a previously entered test record:

1. Open the student information as described above.
2. In the Test Records table, click once on the test record entry you want to delete.
3. Click the **Delete Test Record** button. You will be asked to confirm that you want to delete the selected test record.

Creating One or More Reports for Previously Entered Test Records

To create one or more reports:

1. Click on the Run Reports for Existing Test Records button  in the toolbar. The Select Administration screen will appear (see Figure 9, below).

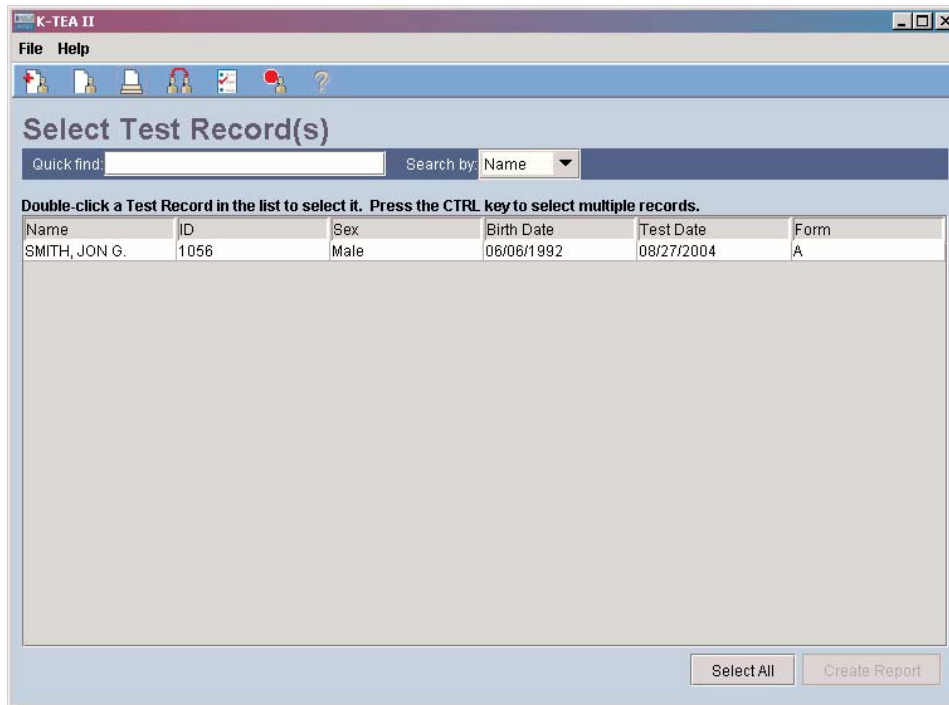


Figure 9: Select Administration screen

2. Find the test record or records that you want to run reports on by scrolling through the list, using the Quick Find option.
 - ◆ To use the Quick Find:
 - a. Type your search criteria in the blank field (e.g. Smith).
 - b. Select what you are searching by in the pull-down menu (e.g. Last Name).
 - c. Records that match your search criteria will appear in the list. To view all records again, delete any search criteria from the Quick Find field.

3. Select the test record or records to report on.
 - ◆ To select one test record, double click on the record entry in the list.
 - ◆ To select multiple records, hold down the **Control** key (Windows) or **Command** key (Macintosh) on your keyboard and click once on each record entry to highlight it.
 - ◆ To select all the records in the list, click the **Select All** button.
4. Click the **Create Report** button on the bottom of the screen. The Create Report screen will appear (see Figure 10, below).

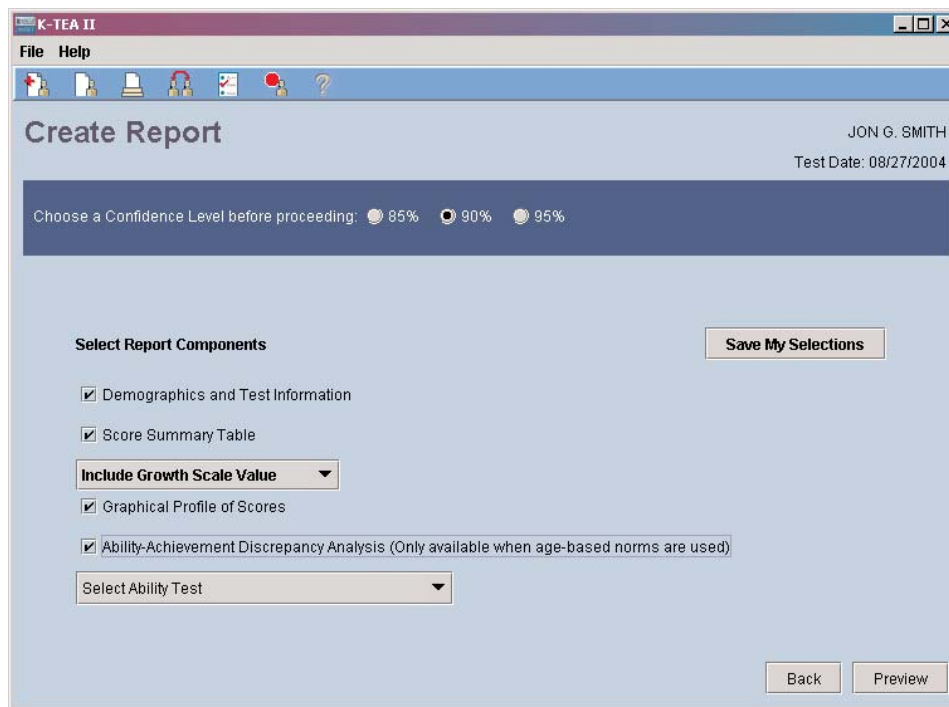


Figure 10: Create Report screen

5. Select the **Confidence Level** (85%, 90% or 95%).
6. Click to place a checkmark beside the report components you would like to include in your report. Click again to uncheck the boxes. You can include the following information in your reports:
 - ◆ **Demographics and Test Information:** A cover sheet for your report, providing basic information about the KTEA-II and any information you've entered about the student
 - ◆ **Summary Table:** Table includes raw and derived scores (standard scores, confidence intervals, percentile ranks, descriptive categories, grade or age equivalents, and other optional scores) for composites and subtests.

- ◆ **Graphical Profile of Scores:** Graph presents derived scores and confidence intervals for composites and subtests, and includes a normal curve.
 - ◆ **Ability-Achievement Discrepancy Analysis:** (Only available if age norms were used). Click in the box next to this option to enter the student's score for an ability test. First select the KABC-II, WJ-III COG, SB5, WISC-IV, DAS, or WAIS-III. Then select the score type and enter the score. The table on the report includes the predicted KTEA-II score, the actual score, and the significance and frequency of occurrence of the difference between the actual and predicted scores.
7. If you anticipate using the same report components every time you create a report, click the **Save my Selections** button, and your components will automatically be selected the next time you come to this screen. You can override your selections for a single report, but your default component selections will not change unless you click **Save my Selections** again.
8. Click the **Preview** button to view your report.

In the Preview window, you can now Print or Save your file as a PDF:

- ◆ To Print the report, click the **Print** button.
- ◆ To Save the report to your computer in PDF format:
 - a. Click the **Save** button.
 - b. In the pop-up window, choose where you want to save your file.
 - c. Click **Save**.

Note: You will need Adobe Acrobat Reader to view your saved file, available free from www.adobe.com.

Importing and Exporting Student Information

If you do not want to manually enter all of your student information, the KTEA-II ASSIST software allows you to import a list of student information.

To Import Student Information into the KTEA-II ASSIST:

There are two steps to importing a data file from another program:

1) preparing the file and 2) importing the file. Both phases are addressed below.

To Prepare Your Import File:

1. Export student data from your source application. If you are unfamiliar with this process, please see your user's manual or local technical support.
2. If possible, save the export file directly in a tab-delimited format.
3. You can either import directly (go to step 7), or you can open the file in a program like Microsoft Excel, where you can easily add to or edit the information in your data file (see Figure 11, below).

Keep the following things in mind when working with your file:

- ◆ The order of the columns in your file is not important; after you import, the KTEA-II ASSIST software will allow you to specify what each column of data represents.
- ◆ The following fields can be used:

Import File Field Requirements (* indicates required fields)		
Field Description	Length	Data Type
*Last Name	20 characters	any letters
*First Name	20 characters	any letters
Middle Initial	1 character	any letters
*Birth Date	10 characters	mm/dd/yyyy, m/d/yy m-d-yy yyyy-m-d yyyy/m/d
*Sex	1 character	M or F, Male or Female
ID number	16 characters	any numbers

Note: If your file has columns that the KTEA-II ASSIST does not need, you do not need to remove this extra information. You will be able to tell the program to ignore selected columns when you import the file.

	A	B	C	D	E	F	G	H	I	J	K
1	Last Name	First Name	Middle	Password	Birth Year	Birth Month	Birth Date	Gender	Grade	At Risk	Title
2	Smith	John	A	chocolate	93	7	11 M		4 Y	Y	
3	Brown	Mary	S	flag	93	4	21 F		4 Y	Y	
4	Juarez	Jessy	R	dog	93	2	23 F		4 Y	Y	
5	King	Martha	D	secret	93	10	9 F		4 Y	Y	
6	Carter	Gordy	F	toad	93	6	2 M		4 Y	Y	
7	Tilman	Jennifer	A	jenkins	93	7	17 M		4 Y	Y	
8											

Figure 11: Import File in Microsoft Excel

5. Select Save as (on the File menu in Microsoft Excel).
6. Select the option to save as “text-only,” “plain text,” or “ASCII text.” In Microsoft Excel, choose “Text (Tab delimited).” (see Figure 12, below)

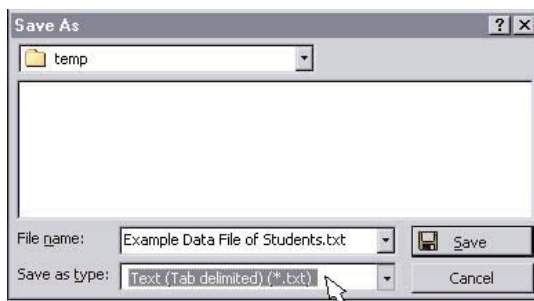



Figure 12: Save as Text (Tab delimited)

7. Type in a file name (e.g. “students.txt”), and save the file in a location on your hard drive that you can easily find again.

To Import Your File:

1. Click the **Import/Export Student Data** button  in the toolbar.
2. On the Import or Export Data screen, click the **Select File** button.
3. A window will pop up that will allow you to browse your hard drive. Find the text file that you just saved and click to select it.
4. Click the **Open** button. The location of your file will appear in the “File Name” field on the Import screen.
5. Click the **Continue** button. You will see the field information from the first record in your import file (see Figure 13, below).

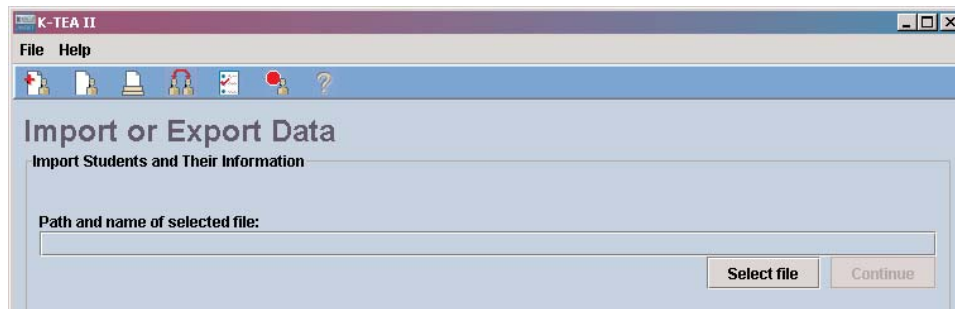


Figure 13: Import Students and Their Information

- Use the pull-down menus to select a label for each field. Do not select a label for the fields that you don't want to use; the software will ignore them (see Figure 14, below).

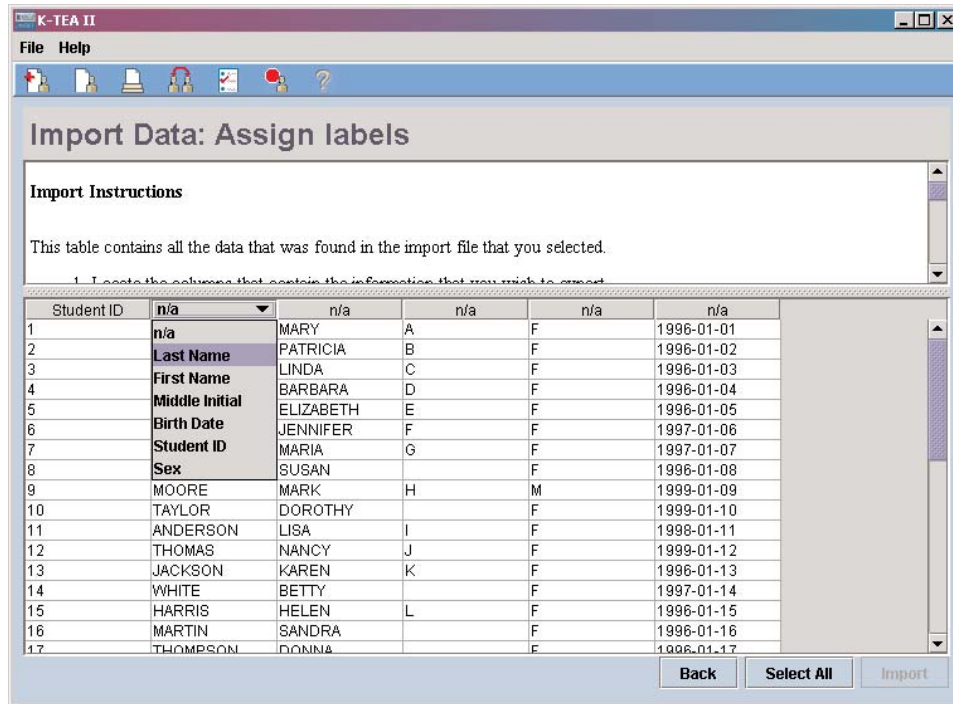



Figure 14: Assigning labels to an import file

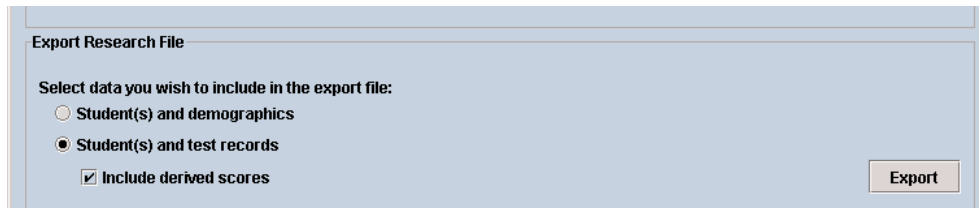
- When you are finished labeling the fields, select the student or students you want to import.
 - ◆ To select one student, double click on the record entry in the list.
 - ◆ To select multiple students, hold down the **Control** key (Windows) or **Command** key (Macintosh) on your keyboard and click once on each record entry to highlight it.
 - ◆ To select all the students in the list, click the **Select All** button.
- Click the **Import** button. You will receive a confirmation telling how many student records were successfully imported, how many duplicates were ignored, and how many errors were encountered.

To Export Student or Test Information from the KTEA-II ASSIST

The KTEA-II ASSIST software allows you to export a list of student information for use in other programs. You can also export student information and test scores into a spreadsheet program (such as Microsoft Excel) for use in research.

To Export Student Information only or Student Information and Test Records:

1. Click the **Import/Export Student Information** button  in the toolbar.
2. In the Export section of the screen, select what you want to export by clicking the radio button (see Figure 15, below). If you choose to export students and test records, select whether you want to include derived scores.



Export Research File

Select data you wish to include in the export file:

Student(s) and demographics

Student(s) and test records

Include derived scores

Export

Figure 15: Export Students and Demographics or Students and Test Records

3. Click the **Continue** button.
4. Find the students or record(s) you want to export (see Figure 16, below).
 - ◆ **To use the Quick Find:**
 - a. Type your search criteria in the blank field (e.g. Smith).
 - b. Select what you are searching by in the pull-down menu (e.g. Last Name).

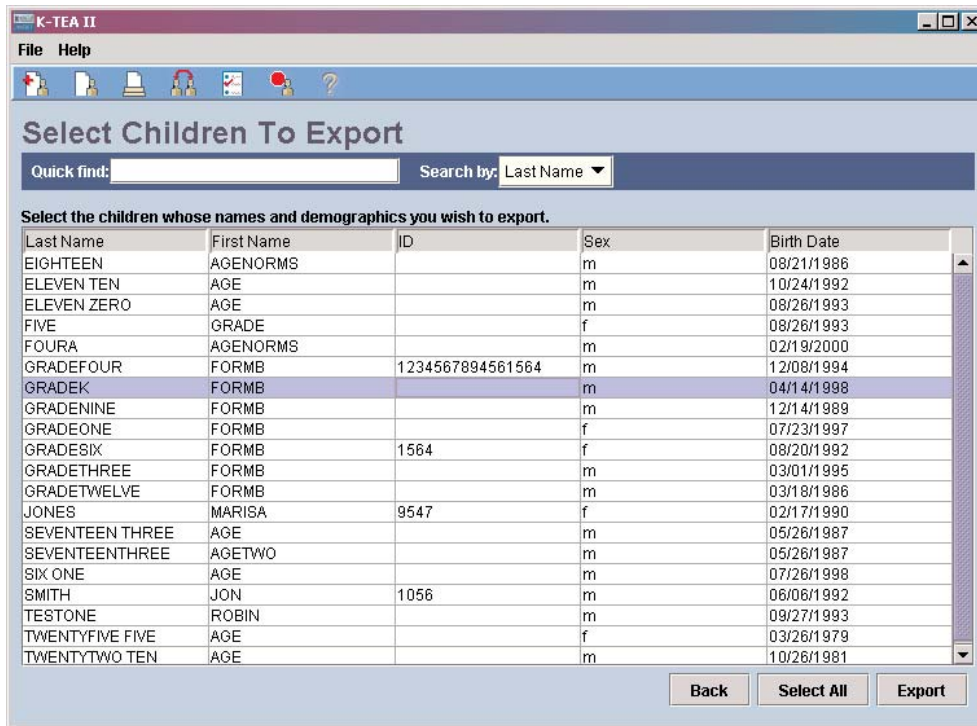



Figure 16: Select Students to Export

5. Select the record or records that you want to export.
 - ◆ To select multiple students, hold down the **Control** key (Windows) or the **Command** key (Macintosh) on your keyboard and click on the records.
 - ◆ To select all the records in the list, click the **Select All** button.
6. Click the **Export** button.
7. Select a location to save the file.
8. Click **Save**.

Merging Test Records

The merging function allows you to share test records across copies of the KTEA-II ASSIST. Using this function, you can create a merge file with all of your test records that you can use in another copy of this program, and you can import a merge file that you have created on another copy of the KTEA-II ASSIST.

To create a merge file:

1. Click the **Import/Export Student Information** button  in the toolbar.
2. In the “Merge Data” section of the window (on the bottom of the screen), select the option to “Create a merge file to be used by another copy of the KTEA-II ASSIST”
3. Click the **Continue** button. You will be taken to the Select Test Record(s) screen (see Figure 17, below).

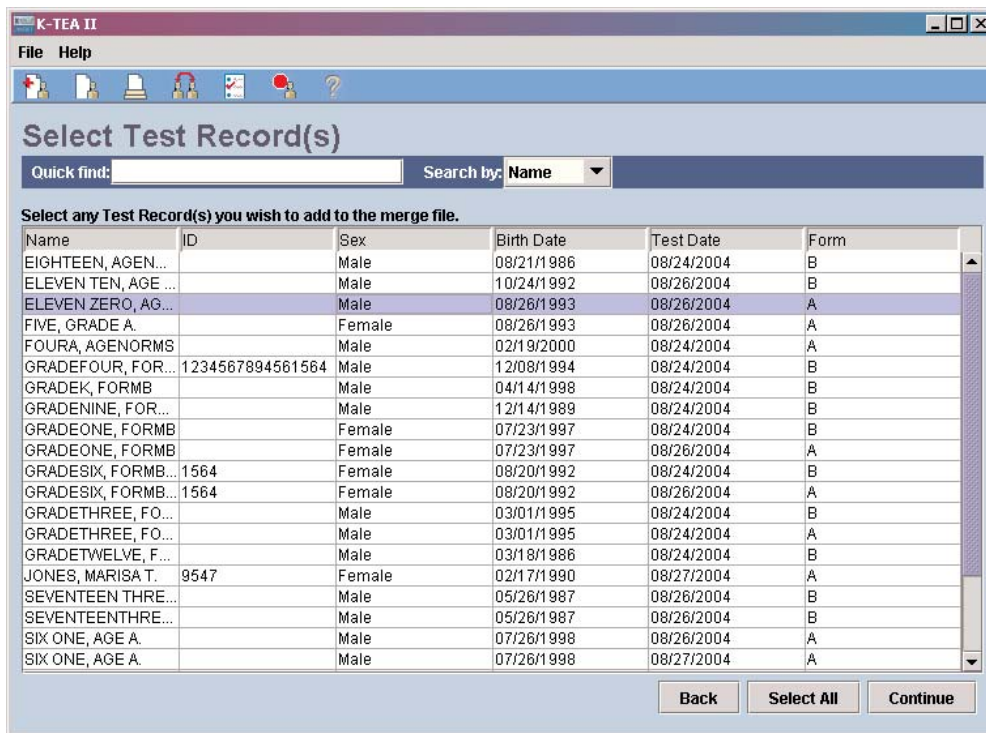



Figure 17. Select Test Record(s)

4. Select the test records you want to include in your merge file.
 - ◆ To select multiple students, hold down the **Control** key (Windows) or the **Command** key (Macintosh) on your keyboard and click on the records.
 - ◆ To select all the records in the list, click the **Select All** button.
5. Click the **Continue** button.

6. In the window that appears, select a location to save your file.
7. Click **Save**.

To import a merge file:

1. Click the **Import/Export Student Information** button  in the toolbar.
2. In the “Merge Data” section of the window (on the bottom of the screen), select the option to “Import a merge file from another copy of the KTEA-II ASSIST.”
3. Click the **Continue** button.
4. In the window that appears, find the location of your merge file.
5. Select the file and click **Open**. Your students and records should now be saved in the program.

Troubleshooting

Problem: Reports and some screens on Macintosh OSX do not honor type styles, such as bold and italics.

Description: Microsoft Office installs fonts into the Library/fonts/ folder in the user's home directory. Once installed, these fonts are used by Java applications instead of those installed with the system, which may cause problems. The installed fonts include:

- ◆ Wingdings
- ◆ Verdana
- ◆ Times New Roman
- ◆ Tahoma
- ◆ Monotype Sorts
- ◆ Lucida Handwriting
- ◆ Copperplate Gothic Light
- ◆ Copperplate Gothic Bold
- ◆ Impact
- ◆ Edwardian Script ITC
- ◆ Curlz MT
- ◆ Century Gothic
- ◆ Arial
- ◆ Comic Sans MS
- ◆ Arial Black

Workaround: Remove the fonts installed by Microsoft Office that are causing problems.

Technical Support

Technical Support is available for the
KTEA-II ASSIST:

- ◆ On the AGS Publishing Web site at www.agsnet.com
- ◆ From the AGS Publishing toll-free number at 800-328-2560
from 8:00 a.m. to 4:30 p.m. Central Time

Appendix A: List of Report Components

[Demographics and Test Information](#)

[Score Summary Table](#)

[Graphical Profile of Scores](#)

[Ability–Achievement Discrepancy Analysis](#)

Report Components

Demographics and Test Information

KTEA-II ASSIST

KAUFMAN TEST of EDUCATIONAL ACHIEVEMENT, Second Edition
Comprehensive Form

Student Information

Name: SMITH, JON G.
ID Number: 1056
Birth Date: 06/06/1992
Sex: Male
Current Grade: 6

Test Information

The Kaufman Test of Educational Achievement, Second Edition (KTEA-II) is an individually administered measure of academic achievement.

Form: A
Test Date: 08/27/2004
Examiner: Ms. Janice Smith

Report Components

Score Summary Table

KTEA-II KAUFMAN TEST of EDUCATIONAL ACHIEVEMENT, Second Edition

Age: 12.2

Name: **SMITH, JON G.**

Current Grade: 6

Sex: Male

Form A

Test Date: 08/27/2004

Examiner: Ms. Janice Smith

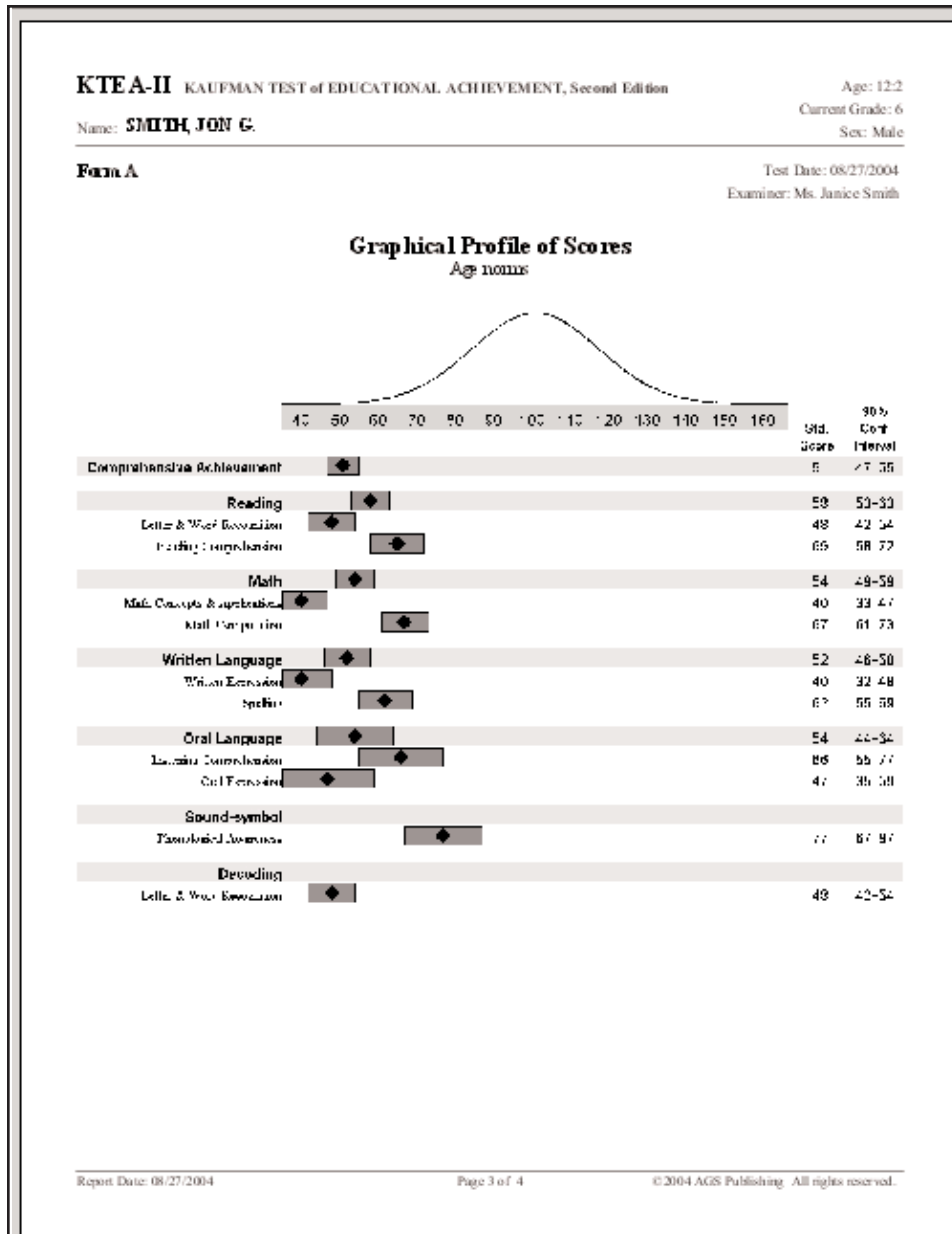
Score Summary Table

Age norms

Subject	Sum of Raw Scores	Sum of Standard Scores	90% Confidence Interval	Percentile Rank	Descriptive Category	Age Equivalent	GSV
Comprehensive Achievement Composite		326	51	47-55	<0.1	Lower extreme	
Reading Composite		113	58	53-63	0.3	Lower extreme	
Letter & Word Recognition	15	48	42-54	<0.1	Lower extreme	5.6	103
Reading Comprehension	15	65	58-72	1	Lower extreme	7.3	159
Math Composite		107	54	49-59	0.1	Lower extreme	
Math Concepts & Applications	15	40	33-47	<0.1	Lower extreme	5.0	139
Math Computation	15	67	61-73	1	Lower extreme	8.3	169
Written Language Composite		102	52	46-58	0.1	Lower extreme	
Written Expression	15	40	32-48	<0.1	Lower extreme	<4.6	15
Spelling	15	62	55-69	1	Lower extreme	6.6	164
Oral Language Composite		113	54	44-64	0.1	Lower extreme	
Listening Comprehension	15	66	55-77	1	Lower extreme	5.8	180
Oral Expression	15	47	35-59	<0.1	Lower extreme	<4.6	157
Sound-symbol Composite							
Phonological Awareness	15	77	67-87	6	Below average	6.9	206

Report Components

Graphical Profile of Scores



Report Components

Ability–Achievement Discrepancy Analysis

KTEA-II KAUFMAN TEST of EDUCATIONAL ACHIEVEMENT, Second Edition

Age: 12:2

Name: **SMITH, JON G.**

Current Grade: 6

Sex: Male

Form A

Test Date: 08/27/2004

Ability Test & Score Type: KABC-II FCI

Examiner: Ms. Janice Smith

Ability Standard Score: 120

Ability-Achievement Discrepancy Analysis

Age norms

	Standard Score		Difference* (Actual - Predicted)	Significance*	Frequency of Occurrence*
	Predicted	Actual			
Reading Composite	115	58	-57	≤.01	≤1%
Letter & Word Recognition	113	48	-65	≤.01	≤1%
Reading Comprehension	114	65	-49	≤.01	≤1%
Math Composite	114	54	-60	≤.01	≤1%
Math Concepts & Applications	114	40	-74	≤.01	≤1%
Math Computation	112	67	-45	≤.01	≤1%
Written Language Composite	113	52	-61	≤.01	≤1%
Written Expression	112	40	-72	≤.01	≤1%
Spelling	112	62	-50	≤.01	≤1%
Oral Language Composite	113	54	-59	≤.01	≤1%
Listening Comprehension	112	66	-46	≤.01	≤1%
Oral Expression	111	47	-64	≤.01	≤1%

* For cases where Actual is less than Predicted.