

03.E.1. Proficiency Tables

There are many variations of assessments that can be created within eDoctrina and many different approaches to grading these assessments. eDoctrina's solution to accommodate for all these variations is a proficiency table. Questions within an assessment are assigned point values, then students earn a score out of the total points on the assessment. This produces a percentage score for each student and it is up to the assessment creator to tell eDoctrina what proficiency level is to be assigned to the earned percentage scores. Grading scales are unique by nature, so linking a proficiency table to an assessment becomes an essential part of creating a quality assessment.

Proficiency Tables have their own section within the assessment editor. Once an assessment has been created and the appropriate point values have been assigned to each question, click on the "Proficiency Table" tab.

The screenshot displays the 'Edit assessment (#1353566) Testing equation editor' interface. The 'Proficiency Table' tab is selected. The 'Type' dropdown is set to 'Standard, percent based'. The table below has columns for 'Min Percent', 'Max Percent', 'Proficiency Level', 'Name', 'Color', 'Font Style', and 'RTI Target'. The table is currently empty, showing 'No records'. Numbered callouts (1-5) highlight key features: 1. '+ Add row' button, 2. 'Type' dropdown, 3. 'Copy proficiency table from' button, 4. 'Generate proficiency table' button, and 5. 'Show/hide additional attributes' button.

1. The  button should be used when creating a new proficiency table. This option should only be used if the proficiency table will ONLY be used on this assessment. Upon selecting this option, a pop-up window will appear prompting the user to enter some basic information about the level.

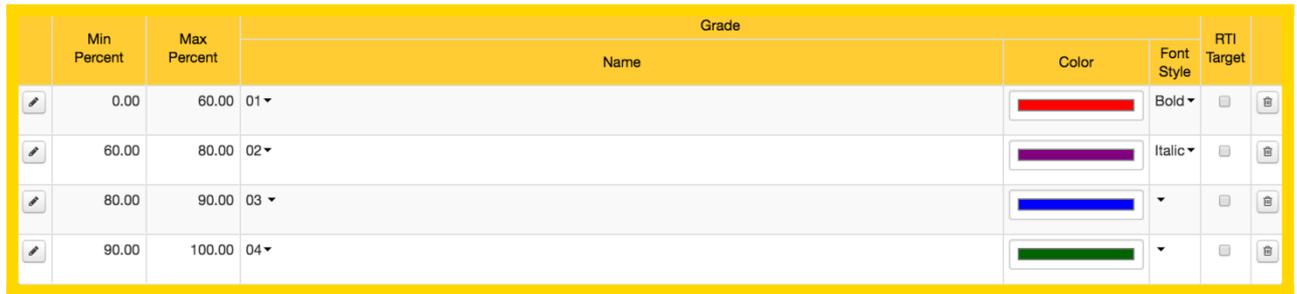
- **Required Fields:** Enter the minimum and maximum percent that will be mapped to the selected level. The Proficiency Level also needs to be selected for the available options in the pull-down menu. Once these aspects have been assigned, the minimum requirements have been met to create a proficiency line.

NOTE: If a desired level does not exist within the options in the pull-down, contact a district administrator at your location to add it. To add levels to the database, please visit our help guide on [Result Proficiency Levels](#)

- **Optional Fields:**
 - **RTI Target:** When using the student goal module, setting an RTI Target is essential to identifying when an intervention may be appropriate for a specific student. The [RTI Progress Monitoring Report](#) will highlight the RTI target on the report. It is a best practice to indicate only one RTI target per assessment to indicate what the target level should be.
 - **Levels 2 through 5:** There are some scenarios where multiple levels should be assigned to a specific earned percentage score. If more than one level has been assigned to a specific range of scores, data reports will display all levels separating them by a comma.
 - **Score:** The score field exists so users can openly define a result level. If entered, data reports will display the entered score. There is no character limitation for this field, but it is recommended to keep the Score concise so the format of the data reports is not jeopardized.

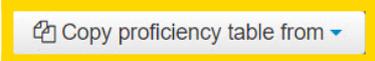
Most districts will have the 4-level proficiency table available by default and this is shown, as

an example, below.



	Min Percent	Max Percent	Grade			
			Name	Color	Font Style	RTI Target
	0.00	60.00	01 ▾		Bold ▾	<input type="checkbox"/>
	60.00	80.00	02 ▾		Italic ▾	<input type="checkbox"/>
	80.00	90.00	03 ▾		▾	<input type="checkbox"/>
	90.00	100.00	04 ▾		▾	<input type="checkbox"/>

2. eDoctrina offers two types of proficiency tables. The default type is the *Standard, percent-based*, which is the most widely used proficiency table type. Some assessments hold grading schemes that are more advanced and require modified calculations to arrive at the result levels. For more information about this, please visit our help guide on [Creating a Two-Dimensional Proficiency Table](#).

3.  allows users to link an existing proficiency table to the assessment. In many occasions, proficiency tables are standard across a district and will already exist in the district database. If a proficiency table like this is necessary, find it in the pull-down and select it.

NOTE: If this option is selected and a proficiency table already exists, the selection will overwrite any previously entered lines.

If there is a proficiency table that will be used on more than one assessment, it is recommended to add it to the available selections by navigating to SETTINGS==>DATABASE SETUP==>ASSESSMENTS==>PROFICIENCY TABLES.



For more information on how to add a proficiency table to the district database, please visit our help guide on [Creating a Custom Proficiency Table](#).

Once the proficiency table is added to the district database, users across the district can easily link the table to any assessment as well as set it as the default table for their profile. By default, eDoctrina will not automatically link a proficiency table unless it has been set as a default with the user's account. For more information on how to do this, please see our help guide on [Customizing Personal Settings](#).

If any assistance is needed after reviewing this guide please feel free to email help@edoctrina.org