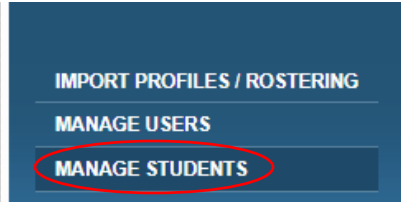


## Excluding a Test Result in Reports

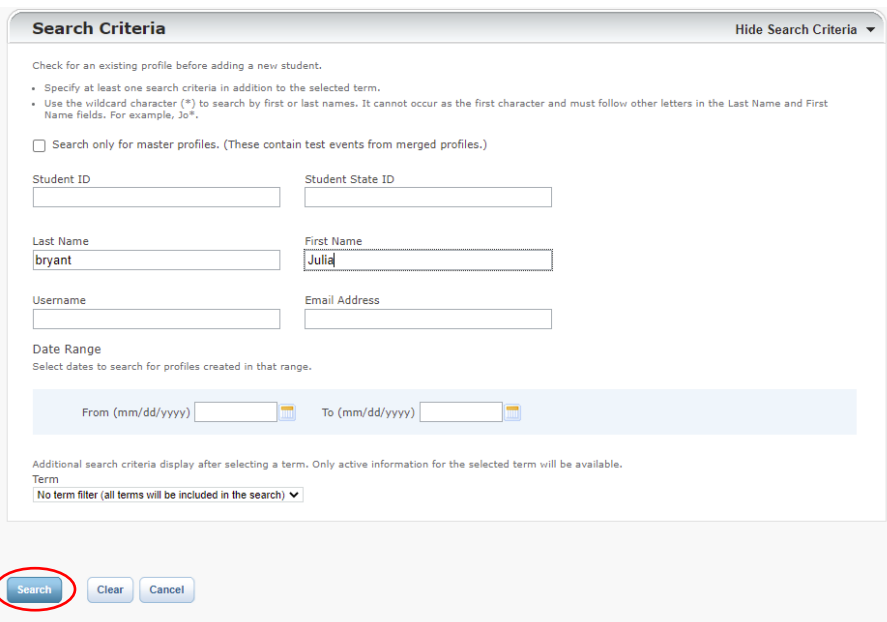
(Technically it remains in the system, but becomes hidden on the reports.)

Required MAP role: **Data Administrator**

1. Log into the [MAP Administration site](#)
2. Click **Manage Students**.

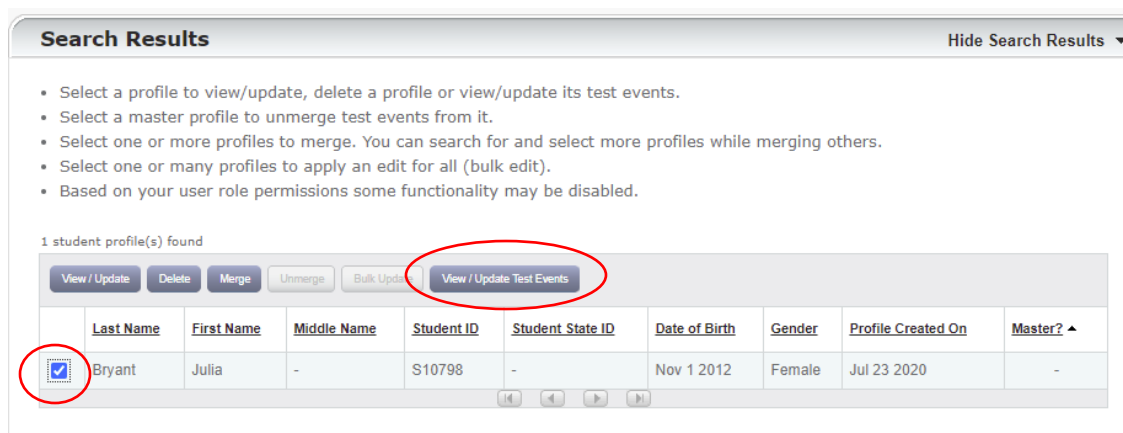


3. Search for a student.



A screenshot of the 'Search Criteria' form. It includes fields for Student ID, Student State ID, Last Name (filled with 'bryant'), First Name (filled with 'Julia'), Username, and Email Address. There is also a 'Date Range' section with 'From' and 'To' date pickers. At the bottom, the 'Search' button is circled in red, along with 'Clear' and 'Cancel' buttons.

4. In the search results, select the student with the incorrect test event.



A screenshot of the 'Search Results' table. The table has columns for Last Name, First Name, Middle Name, Student ID, Student State ID, Date of Birth, Gender, Profile Created On, and Master?. The first row contains the data for a student named Bryant, Julia. The 'View / Update Test Events' button is circled in red, and the checkbox in the first column of the first row is also circled in red.

	Last Name	First Name	Middle Name	Student ID	Student State ID	Date of Birth	Gender	Profile Created On	Master? ^
<input checked="" type="checkbox"/>	Bryant	Julia	-	S10798	-	Nov 1 2012	Female	Jul 23 2020	-

5. Click **View/Update Test Events**.
6. Select the test event

## Test Event History

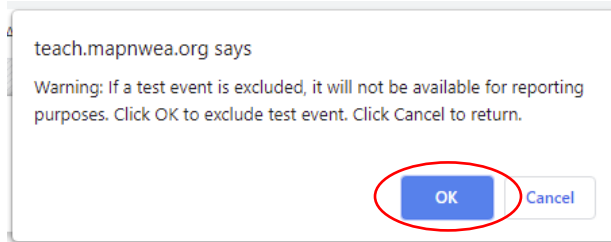
Select a test event to view performance details, exclude it from or include it in reports, or reassign it to a different student.

1 test event found

Row Actions									
<input type="button" value="View Details"/> <input type="button" value="Reassign"/> <input type="button" value="Exclude from Reports"/> <input type="button" value="Include in Reports"/>									
	Test Event ▲	Start Date ▲	Start Time ▲	Duration ▲	End Date ▲	Score ▲	Standard Error ▲	Test Status ▲	Included in Reports? ▲
<input checked="" type="radio"/>	MAP: Language 2-12 CO 2009	Sep 16 2011	10:00 AM	60	Sep 16 2011	218	3.7	Completed	✓

7. Click **Exclude from Reports**.

8. A dialog box will appear with a warning. Click Ok to exclude test event.



9. To confirm:

1. In the **Included in Reports?** column, a dash appears for the excluded test event.

## Test Event History

Select a test event to view performance details, exclude it from or include it in reports, or reassign it to a different student.

1 test event found

Row Actions									
<input type="button" value="View Details"/> <input type="button" value="Reassign"/> <input type="button" value="Exclude from Reports"/> <input type="button" value="Include in Reports"/>									
	Test Event ▲	Start Date ▲	Start Time ▲	Duration ▲	End Date ▲	Score ▲	Standard Error ▲	Test Status ▲	Included in Reports? ▲
<input checked="" type="radio"/>	MAP: Language 2-12 CO 2009	Sep 16 2011	10:00 AM	60	Sep 16 2011	218	3.7	Completed	-

2. Wait for the overnight process and regenerate reports (the test should no longer appear).