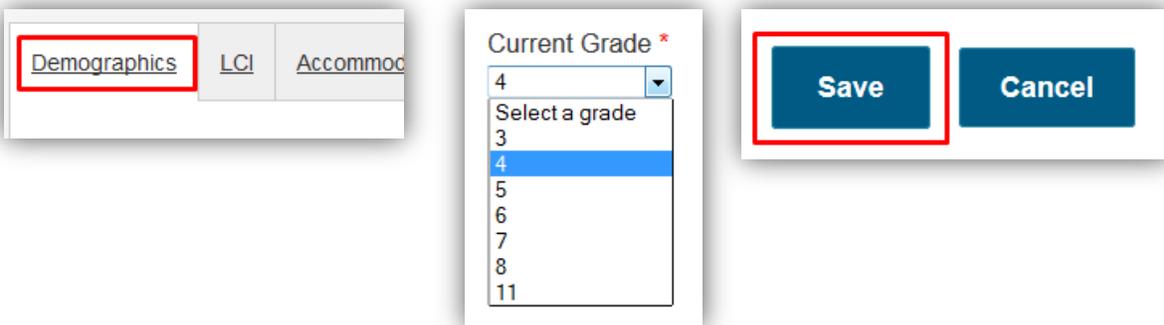


NCSC Assessment System

How to update student grade assignment

On occasion it may be necessary to update a student's grade assignment. Although this may occur at any time during the testing window, it should be done as early as possible and preferably before administering the assessment to the student in question. To do so, follow the two-step process outlined below.

1. First, the TA/TC must update the grade information in student profile as shown below.



The screenshot displays three components of the user interface. On the left, a tabbed menu has 'Demographics' selected and highlighted with a red box. In the center, a 'Current Grade' dropdown menu is open, showing a list of grade options (4, 3, 4, 5, 6, 7, 8, 11) with '4' selected and highlighted in blue. On the right, a 'Save' button is highlighted with a red box, next to a 'Cancel' button.

2. After completing step 1, the TA/TC must call the NCSC Service Desk (**1-866-239-0708**), confirm your identity, and request a form reassignment to the new grade. The Service Desk agent will prompt for the necessary information.



Please do not send student-identifiable information via email. TAs/TCs must phone this information in.

Measured Progress will notify the appropriate state contact of all reported grade changes.

Requests received by 2:00 PM ET will be processed within 24 hours. The new form assignment will be visible in the NCSC Assessment System.