

To create a list of all errors at your program, go to the **Students** page on the **Views** tab. In the **Student Search Criteria** box, type in errors. Click on the **Search** button.

### Student Record Errors

Error	Cause	Solution
<b>Demo&lt;&gt;Attend</b>	A date of attendance entered that falls out of the range of the application and exit dates.	<p>If the date in question is before the application date, verify with application date and attendance history. Fix the attendance date or backdate the application date to the earliest attendance date to match hard copy documents at your program.</p> <p>If the date in question is after the exit date, change the exit date to the last day of attendance entered.</p> <p>If it appears the student is still attending, then remove the exit date.</p>
<b>Dup Enroll</b>	Two site program records created for the same program year.	Delete one of the site programs records before the 10 <sup>th</sup> of the month to correct this error. If it is not done before then it will be locked and must be sent to DWD for correction.
<b>Bad Exit Date</b>	Exit date entered before application date.	Remove the exit date and let the system recalculate the new exit date at midnight. Users are not allowed to enter exit dates. The system will generate an exit date after 90 days of no attendance.
<b>Age</b>	Date of birth is entered as a date that has not yet occurred.	Replace with correct date of birth.
<b>SSN (Numeric)</b>	Invalid SSN	Replace with correct social security number.

# InTERS102–Errors



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<b>Any Other Issue (ex. Education Status, Urban Area, Gender, etc...)</b>	Missing required information on General and/or Demographic screens.	Get correct answers to missing fields from student and input into InTERS through the student record.
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## Testing Notes

<b>Error</b>	<b>Cause</b>	<b>Solution</b>
<b>Demo↔Test</b>	Test information was entered for a date either before the application date or after the exit date.	Investigate the cause for the error and adjust the dates to capture the test information.
<b>Incomplete Test Suite</b>	Failure to take all required assessments for a full TABE test (Math, Reading and Language)	Test and enter missing assessment information within 8 days of completed test portions.
<b>Out of Range</b>	Test scores fell outside of valid score range.	Ignore the test results with an override and re-test within 8 days.
<b>Post Same Form</b>	The same test form was used on consecutive TABE tests before reaching minimum attendance hours for same form testing.	Override with action 'Mark Test as Ok' and give a valid reason.
<b>Post Too Early</b>	Post-test was administered before student reached minimum required attendance hours.	Override with action 'Mark Test as Ok' and give a valid reason as to why the test was early.
<b>PostTest Without PreTest</b>	Post-Test was entered without a Pre-Test for the enrollment period.	Edit test results to switch Test Code from Post-Test to Pre-Test for entire battery or survey.
<b>PreTest Should Be PostTest</b>	Pre-Test is entered when a Pre-Test already exists for current enrollment period.	Edit test results to switch Test Code from Pre-Test to Post-Test for entire battery or survey.
<b>Reverse Gain</b>	Student has gone down an EFL since last testing.	This is not technically an error but appears in the "Test Notes" column of the test history screen. This cannot be changed.
<b>Test Level Invalid</b>	Student was tested at a level lower than on previous test.	This test is valid, but TABE is indicating that the student could have been tested on a higher or lower level based on scores.