

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
Demo<>Attend	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>
Dup Enroll	Two site program records created for the same enrollment.	Check hard copies at your program and review the two site program records. Delete the record with the incorrect application date.
Bad Exit Date	Exit date entered before application date.	Remove exit date or replace with last date of attendance if student is not currently active in program.
Age	Date of birth is entered as a date that has not yet occurred.	Replace with correct date of birth.
SSN (Numeric)	Invalid SSN	Replace with correct social security number.
Any Other Issue (ex. Education Status, Urban Area, Gender, etc...)	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.

Testing Errors

Error	Cause	Solution
Demo<>Test	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.
Incomplete Test Suite	Failure to take all required assessments for a full TABE test.	Test and enter missing assessment information within 8 days of completed test portions.
Out of Range	Test scores fell outside of valid score range.	Ignore test results with an override and re-test within 30 days until valid in-range scores are achieved.
Post Same Form	The same test form was used on consecutive TABE tests before reaching minimum attendance hours for same form testing.	Ignore test results with an override and re-test with alternate test form.
Post Too Early	Post-test was administered before student reached minimum required attendance hours.	Ignore test results with an override and re-test once student has reached attendance hours requirement. *** Exceptions *** If student was tested early after receiving intensive instruction or before the student's exit date, mark test as OK with an override.
PostTest Without PreTest	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.
PreTest Should Be PostTest	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.
Reverse Gain	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.
Test Level Invalid	Student was tested at a level lower than on previous test.	Ignore test results with an override and re-test student with a level equal to or higher than the level from previous test.

