ITA Test Score Reporting

Reporting International Teaching Assistant Scores

Graduate programs may require new international students to achieve higher English language proficiency exam scores or pass the International Teaching Assistant (ITA) exam only if they do not meet any of the options described on the Application Requirements for International Students page. International Programs has developed a tool to help graduate programs determine where a student is required to take the ITA exam. If students require an ITA exam, the graduate program is responsible for administering it and entering the score in myWSU using the directions below. If a graduate program requires higher English language proficiency exam scores, they are encouraged to update their Fact Sheets.

Recorded Training

• July 10, 2023

Evaluation Rubric

Programs will use the following evaluation rubric to assess spoken English in a teaching situation. The resulting scores will be entered into myWSU as described below.

ITA Evaluation Form

Requesting Access

• Submit a myWSU Security Role request through Crimson Service Desk.
  o Request the WSU CS AR 06 Staff role
  o Specify Campus
  o Specify Graduate Career
  o Specify row-level access for ITA exam
• Please verify security access with the Crimson Service Desk before proceeding.

Adding ITA Scores to myWSU

• Access https://my.wsu.edu and log in with your WSU NetID.
• From your home screen, select "Main Menu."
• From the Main Menu dropdown, navigate to Student Admissions > External Test Score Processing > Test results.
You will be directed to a profile search page. From here, enter identifying student information. The most efficient way to search is by ID number, but you may also search by last and first name.
Test Results

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>0999999999</td>
</tr>
<tr>
<td>Campus ID</td>
<td></td>
</tr>
<tr>
<td>National ID</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>COUGAR</td>
</tr>
<tr>
<td>First Name</td>
<td>BUTCH</td>
</tr>
</tbody>
</table>

☑ Include History ☐ Correct History ☐ Case Sensitive

myWSU will direct you to a page showing test results from all tests taken by a student. This will include all submitted scores including, but not limited to, GRE, ELP SAT scores, etc.

Entering First ITA Exam Score

If this is the first time this student takes an ITA exam, you must add it to their test record. You do this by clicking the "+" button just under the navigation arrows on the page header. (Note: Be sure to use the top-most "+" button to do this; otherwise, you will add an additional field to the test currently displayed on your screen.)
This will generate a blank test record page in the student's record. You will need to fill out the fields as follows:

- **Test ID** = “ITA” (This will populate the blank space next to the box with “Int’l Teaching Eval.”)

In the “Test Components” Section:

- **Component** = ITA
- **Score** = The assigned score between 1-5 (1 being a student approved to be the sole instructor of a course and 5 being a student approved for grading only. See the exam evaluation sheet for specific information about each score.)
- **Percentile** = Percentiles are determined according to the chart on the back side of the evaluation form. This helps determine the “letter score” section
- **Date** = The date the test was administered
- **Data Source** = “School”
- **Acad Level** = “Unknown”
- **Letter Score** = LOW, MID or HIGH (based on the percentile)
- **Date Loaded** = date loaded
- **Index** = Same as percentile

Click “Save” before leaving the screen.

Updating Existing ITA Score
If the student has taken an ITA exam in the past, you update the score by navigating to the ITA test score page using the topmost left and right buttons. The scores are organized in alphabetical order.

Add an additional ITA row by clicking the "+" button to the right of the first entry.

Update the "Test Components" Section:

- **Component** = ITA
- **Score** = The assigned score between 1-5 (1 being a student approved to be the sole instructor of a course and 5 being a student approved for grading only. See the exam evaluation sheet for specific information about each score.)
- **Percentile** = Percentiles are determined according to the chart on the back side of the evaluation form. This helps determine the "letter score" section
- **Date** = The date the test was administered
- **Data Source** = "School"
- **Acad Level** = "Unknown"
- **Letter Score** = LOW, MID or HIGH (based on the percentile)
- **Date Loaded** = date loaded
- **Index** = Same as percentile
Save before navigating away from the page.