



## TABE Score Manual Entry Request Form

Assessment Coordinator or Program Administrator, submit the completed form to [aes-aaedms@azed.gov](mailto:aes-aaedms@azed.gov).

**IMPORTANT:**

**DO NOT use this form** if there is a suspected error between INSIGHT and AAEDMS that is preventing one or more tests from importing.  
 Instead, submit a support ticket through AAEDMS for further investigation.

<b>Program Name</b>		<b>Request Date</b>	
<b>INSIGHT Testing Location Name</b>			
<b>Assessment Coordinator or Program Administrator</b>			
<b>AAEDMS ID</b>		<b>Test Proctor</b>	

**Only one student per form**

	Manual Entry Request #1	Manual Entry Request #2
<b>Test Name</b>		
<b>Test Date</b>		
<b>Test Subject</b>		
<b>Test Level</b>		
<b>Test Form</b>		
<b>Scale Score</b>		
<b>Proctor Method</b>		

**Reason for Manual Entry – Required**

Request #1      Request #2

**Select one for each manual entry request:**

Paper-based administered to student who has appropriate written documentation requiring paper-based testing accommodations.

Data entry error on the part of the program which prevented import.\*  
 \*Errors must be corrected in AAEDMS and/or INSIGHT prior to submitting the request. A case note must be entered in AAEDMS stating what the error was, who fixed it, and on what date it was fixed. Tests will not be manually entered without this case note added.

Test marked as 'duplicate' by the system (AAEDMS)

TABE Level L results.

TABE results from assessments administered by Title I personnel who are currently certified by ADE-AES. Certified Title I proctor name: