Applicant Summaries

Academic Test Summary

Description

This script will describe how to look up a summary of academic test information for prospects and applicants. Information such as test score and data source is included on this page. **You do not enter information on this page; it is only available for inquiry.**

Process Steps

*Navigation:*
Student Recruiting > Prospect Summaries > Academic Test Summary  
Student Admissions > Applicant Summaries> Academic Test Summary 
Records and Registration > Transfer Credit Evaluation> Academic Test Summary  
Student Recruiting > External Test Score Processing > Academic Test Summary  
Student Admissions > External Test Score Processing > Academic Test Summary

**Step 1: The Academic Test Summary Search Page**

1.1 Entering Search Criteria

1.1.1 **ID:** If you know the student’s EMPLID, enter it here. This is the most efficient way to search for a student.
1.1.2 **Institution:** The institution will always be one of the seven UMS institutions.
1.1.3 **Academic Career:** Enter the academic career for which you wish to record event information for the individual.
1.1.4 **Campus ID:** The University of Maine System is not currently using the Campus ID.
1.1.5 **National ID:** If you know the student’s National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.
1.1.6 **Last Name:** You can enter a portion of the last name as search criteria.
1.1.7 **First Name:** You can enter a portion of the first name as search criteria.

1.1.6 Click **Search** to continue or **Clear** to have the system clear all of the text boxes so you can start again.
Step 2: Viewing Academic Test Summary Data

When you have completed navigation, you will be presented with the Academic Test Summary page. All test information available for this individual will be displayed. You can narrow your view by searching for a particular test or test component.

2.1 Test ID and Test Component  Select the test ID and, if desired, a test component about which you want to view summary information.
2.2 Date, Score, or Test  Select how you want to order the summary information, by date, score or test.
2.3 Search  Click to bring up information matching your search criteria.
2.17 Click [Save] when you have finished viewing this page.

## Security Roles

Accessible by: Admissions Staff, Academic Advising, Placement Staff, Academic Departments, Financial Aid, Registrars, Athletics, Academic Support Services, International Programs

Test ID Security should be ALL for these users.

APPROVED and TESTED by Admissions and Campus Community Team on January 31, 2006