

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 to continue or to have the system clear all of the text boxes so you can start again.

Academic Test Summary

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

Find an Existing Value

Application Nbr:	begins with ▾	<input style="width: 95%;" type="text"/>	
ID:	begins with ▾	<input style="width: 95%;" type="text"/>	
Academic Institution:	= ▾	<input style="width: 95%; border-bottom: 1px solid gray;" type="text" value="UMS05"/>	
Academic Career:	begins with ▾	<input style="width: 95%;" type="text"/>	
Application Program Nbr:	= ▾	<input style="width: 95%;" type="text"/>	
Academic Program:	begins with ▾	<input style="width: 95%;" type="text"/>	
Admit Term:	begins with ▾	<input style="width: 95%;" type="text"/>	
Application Center:	begins with ▾	<input style="width: 95%;" type="text"/>	
Campus ID:	begins with ▾	<input style="width: 95%;" type="text"/>	
National ID:	begins with ▾	<input style="width: 95%;" type="text"/>	
Last Name:	begins with ▾	<input style="width: 95%;" type="text"/>	
First Name:	begins with ▾	<input style="width: 95%;" type="text"/>	

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

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.

Academic Test Summary

Hoshi Sato 0137401


Test Summary by ID/Component

Test ID: Test Component:

Sort By

Date Score Test

Test ID	Description	Score	%ile	Test Dt	Std Admin	Acad Level	Data Srce	Dt Loaded
1 SAT 1	Math	750.00		06/01/2005	<input checked="" type="checkbox"/>	Senior	SCH	12/05/2005
2 SAT 1	Verbal / Critical Reading	750.00		06/01/2005	<input checked="" type="checkbox"/>	Senior	SCH	12/05/2005

2.17 Click  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