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Entering Test Results-092807

Concept

You can enter external test information manually or you can load it through an external test score data load. Test scores are tied to the person, not the location. Therefore, you can link a person's test scores to any application that the person may have in the system.

Test scores are used by admissions and also by student records to process transfer credit.

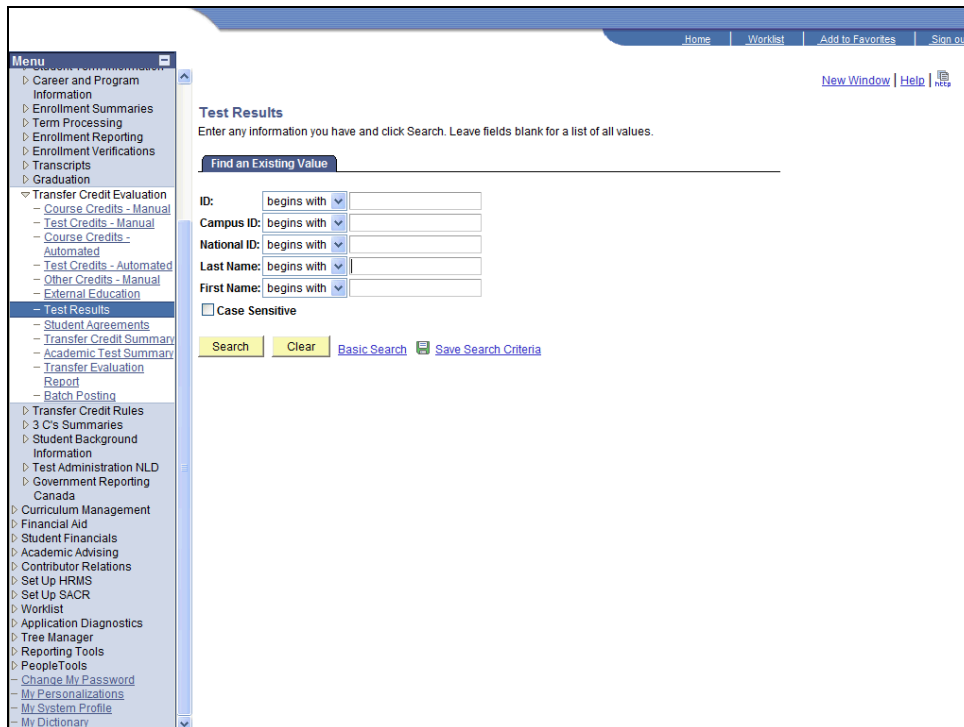
Procedure

To view the online Process Document and Quick Guide for this process, click the links below.

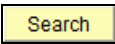
PD Please refer to: <http://www.maine.edu/pdf/TestResults.pdf>

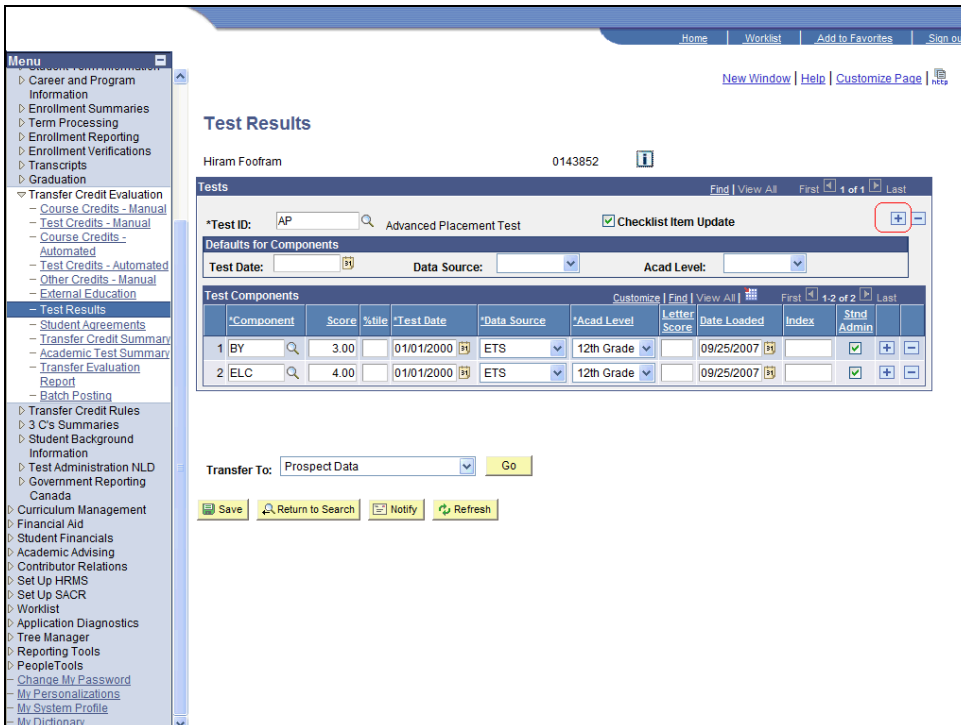
QG Please refer to: http://www.maine.edu/pdf/EnteringTestResults-092807_QG.pdf



Step	Action
1.	Navigate: Records and Enrollment > Transfer Credit Evaluation > Test Results. Or Student Admissions > Application Entry > Academic Information > Test Results.



Step	Action
2.	Enter search criteria to find the correct student.

Step	Action
3.	Click the Search button. 

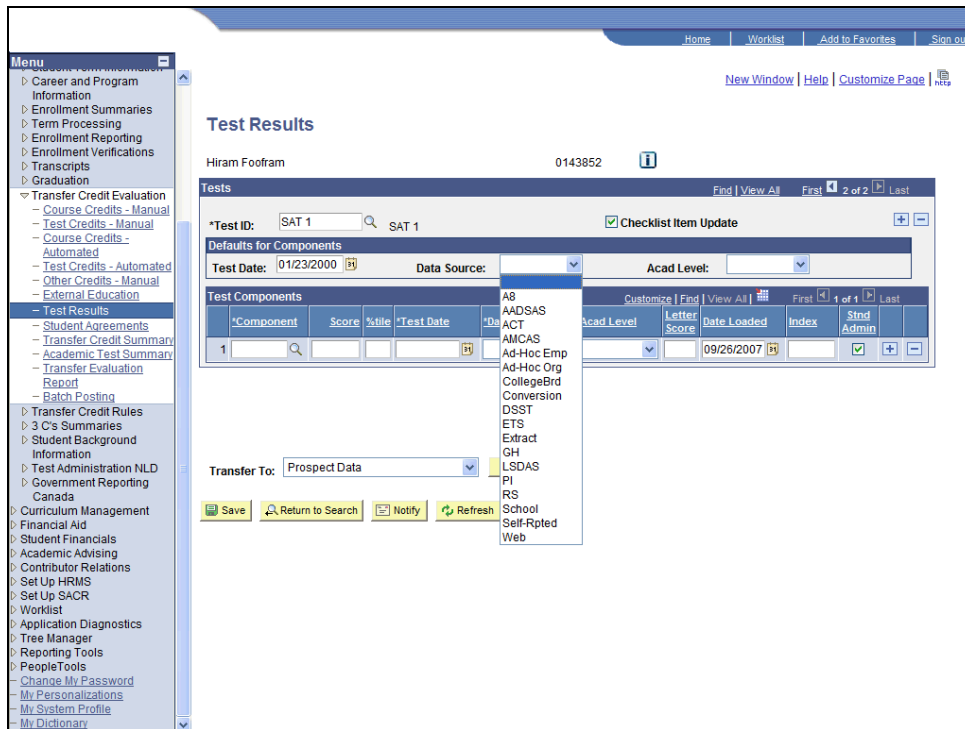


Step	Action
4.	<p>The student shown in the example above already has some test data entered. Data from a different test must be entered.</p> <p>Because the new test data is for a test with a different Test ID, add a new row. Each different Test ID requires its own row.</p> <p>Click the Add a new row button. </p>
5.	<p>Click the Look up Test ID button. Select a test from the list. </p>

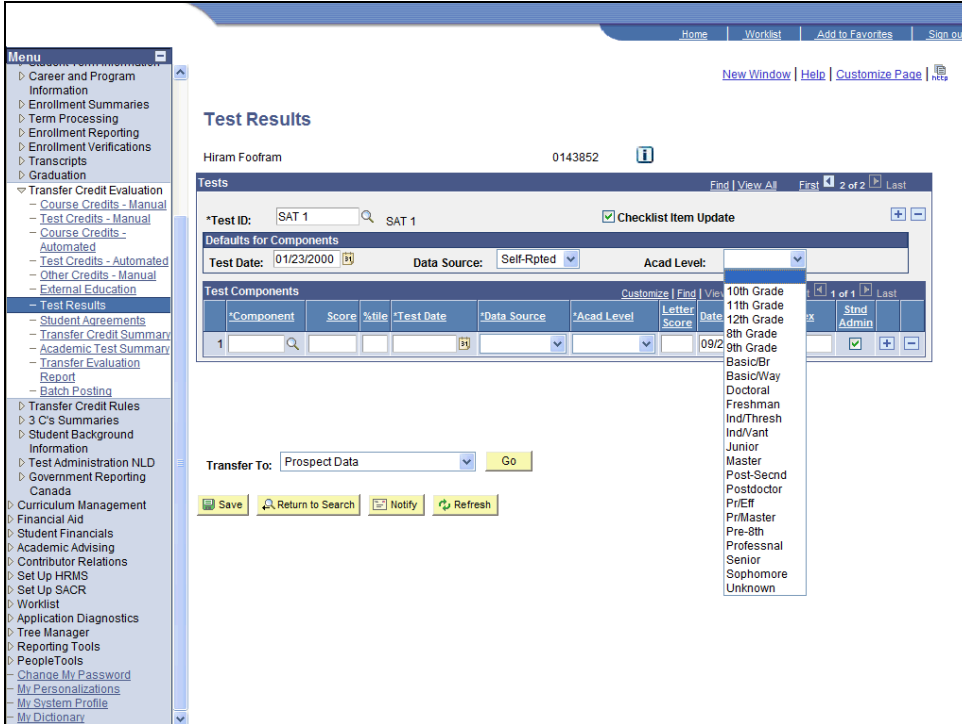
Process Document

Student Records: Entering Test Results-092807

Step	Action
6.	<p>Select the Checklist Item Update check box to indicate that the checklist related to this row of data is updated when you run the Checklist Item Update Automated process.</p> <p>When you save the page, the system selects this check box automatically. To clear this check box, save the page, clear the check box, then save the page again.</p> <input type="checkbox"/> Checklist Item Update
7.	Enter the date when the test was taken into the Test Date field.
8.	Click the Data Source list.



Step	Action
9.	Select the source for the test data.
10.	Click the Acad Level list.

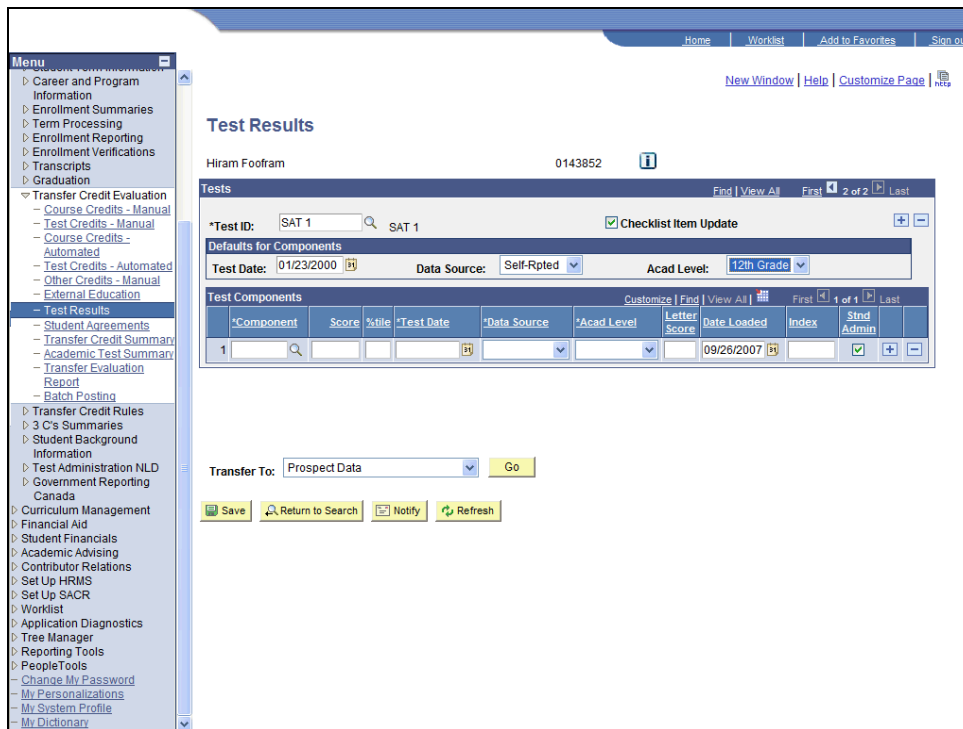






The screenshot shows the 'Test Results' page in a web browser. The user is logged in as Hiram Footram (0143852). The page title is 'Test Results'. There are navigation links for Home, Worklist, Add to Favorites, and Sign out. A search bar contains 'SAT 1'. Below the search bar, there are filters for 'Test Date' (01/23/2000), 'Data Source' (Self-Reported), and 'Acad Level'. A table titled 'Test Components' is displayed with columns for Component, Score, Title, Test Date, Data Source, Acad Level, Letter Score, and Date. A dropdown menu is open over the 'Acad Level' column, showing a list of academic levels: 10th Grade, 11th Grade, 12th Grade, 8th Grade, 9th Grade, BasicGr, BasicWay, Doctoral, Freshman, Ind/Thresh, Ind/Vant, Junior, Master, Post-Secnd, Postdoctor, Pr/Eff, Pr/Master, Pre-8th, Professnal, Senior, Sophomore, and Unknown. At the bottom of the page, there are buttons for Save, Return to Search, Notify, and Refresh.

Step	Action
11.	Select the student's academic level when the test was taken.

Process Document

Student Records: Entering Test Results-092807



Step	Action
12.	<p>Many of the tests have multiple components. You must add rows to record all the components taken by the student.</p> <p>Click the Component button.</p> 
13.	<p>Select a component.</p> 
14.	<p>Enter the test score into the Score field.</p>
15.	<p>Add a second component.</p> <p>Click the Add a new row button.</p> 
16.	<p>Select another component and fill in the score.</p>
17.	<p>Click the Save button.</p> 
18.	<p>End of Procedure.</p>