

Tracking Supporting Information

Test Results

Description

This script will describe how to manually enter test scores and related test information for a person. Various test information can also be loaded into this page through an external test score data load process. Test results are attached to the person and therefore can be used when evaluating any application the person might have on file, for any career. Test scores are linked to an application on the Application Materials page.

Process Steps

Navigation:

Student Recruiting > Maintain Prospects > Academic Information > Test Results
Student Admissions > Application Entry > Academic Information > Test Results

Student Recruiting > External Test Score Processing > Test Results

(Above navigation restricted to external test score processing staff.)

Student Admissions > External Test Score Processing > Test Results

(Above navigation restricted to external test score processing staff.)

Step 1: The Test Results Search Page

1.1 Entering Search Criteria

Test Results

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

Find an Existing Value

ID:	begins with ▾	<input type="text" value="0137397"/>	
Academic Institution:	= ▾	<input type="text" value="UMS05"/>	
Academic Career:	= ▾	<input type="text" value="UGRD"/>	
Campus ID:	begins with ▾	<input type="text"/>	
National ID:	begins with ▾	<input type="text"/>	
Last Name:	begins with ▾	<input type="text"/>	
First Name:	begins with ▾	<input type="text"/>	

Case Sensitive

Search
Clear
Basic Search [Save 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 populated based on your operator defaults.
- 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.
- 1.1.8 Click Search to continue or Clear to have the system clear all of the text boxes so you can start again.

Step 2: Entering Test Results Data

When you have completed navigation, you will be presented with the Test Results page.

Test Results

Kathryn Janeway 0137397

Tests Find | View 1 First 1-2 of 2 Last

*Test ID: SAT 1 SAT 1 Checklist Item Update

Defaults for Components
 Test Date: 11/25/2005 Data Source: ETS Acad Level: Freshman

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index
1 VERB	650.00		11/25/2005	ETS	Freshman		01/31/2006	
2 MATH	700.00		11/25/2005	ETS	Freshman		01/31/2006	
3 VERB	725.00		01/25/2006	ETS	Freshman		01/31/2006	
4 MATH	750.00		01/25/2006	ETS	Freshman		01/31/2006	

*Test ID: SATII Scholastic Assessment Test II Checklist Item Update

Defaults for Components
 Test Date: Data Source: Acad Level:

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 BY	250.00		01/25/2006	ETS	Freshman		01/31/2006		<input checked="" type="checkbox"/>




- 2.1 **Test ID** Select the test you are recording using the Lookup, will see only those test id's that you have security access to.
- 2.2 **Checklist Item Update** Select this check box to indicate that the checklist related to this row of data is updated when you run the Checklist Item Update Automated process. 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.

Defaults for Components

- 2.3 **Test Date** Enter the date this test was taken. The value you enter here populates the corresponding field in the bottom region of the page. NOTE: If no day is provided, use the 1st of the month (e.g., 06/01/2006).
- 2.4 **Data Source** Select how this test information was reported. For example, the data could have been self-reported or received from a testing agency. The value you enter here populates the corresponding field in the **Component** region of the page
- 2.5 **Acad Level** Select the applicant's academic level at the time this test was taken. This level can be different from the applicant's current level. The value you enter here populates the corresponding field in the bottom region of the page.

Components

- 2.6 **Component** Select the first test Component using the Lookup, , function. Values for this field are determined by the test ID that you enter.
- 2.7 **Score %tile** (score percentile) Enter the score, percentile, or both for this test component.

- 2.8 Test Date** The system automatically populates this field from the value you entered in the Defaults for Components group box. You can edit the date if necessary.
- 2.9 Data Source** The system automatically populates this field from the value you entered in the Defaults for Components group box. You can edit the value if necessary.
- 2.10 Acad Level** The system automatically populates this field from the value you entered in the Defaults for Components group box. You can edit the value if necessary.
- 2.11 Letter Score** Enter a letter score for this test component, if applicable.
- 2.12 Date Loaded** The default is today's date. Edit if necessary. If this test is electronically loaded, this field is automatically filled in with the day the data is loaded.
- 2.13 Index** The LSAT 3-Year Test Index appears if this information has been loaded.
- 2.14 Stnd Admin** (standard administration) The system selects this check box by default. This means that this test was administered in a standard fashion. Clear this check box if the test was administered in a non-standard or non-timed fashion.
- 2.15** Repeat steps 2.1 through 2.14 to enter additional components of the same test (e.g., a second set of SAT scores for a different test date). Insert a new row by using the  on the current row.
- 2.16** To add a different test result to the record, you must insert a new row at the Test ID level by clicking the  button. Proceed with steps 2.1 through 2.14 to load information about the test.
- 2.17** Click  when you have finished entering the test data.
- 2.18 Transfer To** Select the component that you want to go to for this person and click the Go button. The system takes you directly to the component, application, or prospect record.

Source Documents

Test Results

Security Roles

Maintained by: (update/display)

S_RA_SUPERUSER

S_RA_APPLICATION_REVIEWER

S_RA_DATA_ENTRY

Placement Testing Staff

There is row level Test ID security by operator ID. Staff should be able to access all test id's.

Viewable by: (display only)

No additional groups.

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