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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>begins with</td>
</tr>
<tr>
<td></td>
<td>0137397</td>
</tr>
<tr>
<td>Academic Institution:</td>
<td>=</td>
</tr>
<tr>
<td></td>
<td>UMS05</td>
</tr>
<tr>
<td>Academic Career:</td>
<td>=</td>
</tr>
<tr>
<td></td>
<td>UGRD</td>
</tr>
<tr>
<td>Campus ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

- **Case Sensitive**

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.
2.1 Test ID  Select the test you are recording using the Lookup, function. You 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 **Save** 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.

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**Source Documents**

Test Results

**Security Roles**

Maintained by: (update/display)
S_RA_SUPERUSER
S_RAAPPLICATION_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