There are two components to evaluate test transfer credit, the Test Credits component for predefined rules and the Test Credits - Manual component for creating test credit models manually. Each component is discussed in this document. After you have set up your test codes and test components, and you have read the Processing Course Transfer Credit section, the pages for processing test credit will be familiar.

1. Using Predefined Rules:

Use the Test Credits component if you want to use predefined test transfer equivalency rules to articulate test transfer credit. You can attach predefined rules to academic programs and academic plans. You will create models of articulation based on the individual's academic program or academic plan. You can create as many models as necessary.

To process test transfer credit using predefined equivalency rules:

1. Set up the target information for the transfer credit model on the Test Credit Details page.
2. Select the articulation term for the model and command the system to evaluate the test credit according to the predefined rules on the Test Credit Details page.
3. Calculate transfer credit statistics for the model, post and unpost transfer credit, and view a summary of transfer credit statistics on the Test Credits By Term page.
4. View summary student statistics, once you have saved a posted or unposted model, in the Total Units - Posted Model field on the Test Credits By Term page.

Test Credit Details page:

Use the Test Credit Details page to create test transfer credit models and run the Transfer Credit process to evaluate the models. For each model, specify a target academic program, the academic plan if applicable, and the articulation term. Then run the Transfer Credit process. You can make revisions to the results as necessary.

**Navigation:** Manage Student Records, Process Transfer Credit, Use, Test Credits, Test Credit Details
Submit

After you have selected an articulation term for this row of the course transfer credit model, click this button to run the Transfer Credit process. The Transfer Credit process COBOL program evaluates the individual's test transfer credit according to the valid test transfer equivalency rules. The process determines valid course transfer equivalency rules, based on whether the rule is active previous to the begin date of the articulation term and based on whether the rule has been attached to the individual's academic program or academic plan. The process then compares the individual's external test information to the valid rules and calculates the results. The tests that the process evaluates appear in the grid at the bottom of the page. Define test transfer equivalency rules on the Test Credit Rule / Component page and attached to academic programs and academic plans for the source on the Test Credit Equivalency page. An individual's external test information is entered on the Test Results component.

Test ID

After you run the Transfer Credit process for this row of the model, the process displays the identification code of each test that it evaluated. The process determines the individual's tests according to the value entered for the test in the corresponding fields on the Test Results component.

Test Component

After you run the Transfer Credit process for this row of the model, the process displays the component of each test that it evaluated. The process determines the individual's test components according to the value entered for the test in the corresponding fields on the Test Results component.
Posting and Unposting Test Transfer Credit:

Use the Test Credit by Term page to calculate an individual’s transfer credit statistics for a model based on the accepted internal equivalent courses of a transfer credit model. After you view the statistics for the transfer credit model, you can post the transfer credit to an individual’s record. You can also use this page to unpost transfer credit.

Navigation:

- **Manage Student Records, Process Transfer Credit, Use, Test Credits, Test Credit by Term**
- **Manage Student Records, Process Transfer Credit, Use, Test Credits - Manual, Test Credit by Term**

### 2. Creating Manual Test Transfer Credit Models

Use the Test Credits - Manual component to input transfer credit manually with equivalencies that you enter as you go along. This component is designed for test transfer credit from sources from which you rarely receive test results. This saves you from having to go through the rule defining procedure for a few students.

To process test transfer credit manually:

1. Set up the target information for the transfer credit model on the Test Credit Entry page.
2. Select the articulation term for the model and enter the incoming test and internal equivalent course information on the Test Credit Entry page. Save the page to run the Transfer Credit process and articulate the test credit.
3. Calculate transfer credit statistics for the model, post and unpost transfer credit, and view a summary of transfer credit statistics on the Test Credits By Term page.
4. View summary student statistics, once you have posted a model, in the Total Units - Posted Model field on the Test Credits By Term page.
Using Manual Equivalency Rules:

Use the Test Credit Entry page to set up test transfer credit models and articulate transfer credit by creating test transfer models manually rather than by using predefined equivalency rules. This page is essentially the same as the Test Credit Details page of the Test Credits component, with a few exceptions that are described in this section.

Navigation: Manage Student Records, Process Transfer Credit, Use, Test Credits - Manual, Test Credit Entry

Posting and Unposting Manual Test Transfer Credit Models

The Test Credit By Term page in the Test Credits - Manual component is exactly the same page as the Test Credits By Term page in the Test Credits Component.
Use the Transfer Rule Applied page to view the test transfer equivalency rule that the Transfer Credit process applied to the corresponding external course. If the test is rejected, the Reject Reason page displays the reject reason. The Transfer Rule Applied page applies only to transfer credit processing with predefined test equivalency rules.

Navigation: Click the Transfer Status Detail button on the Test Credit Details page.

Transfer Rule Applied

<table>
<thead>
<tr>
<th>Institution</th>
<th>PSUNV</th>
<th>PeopleSoft University</th>
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<tbody>
<tr>
<td>Test Equiv Rule</td>
<td>SATI</td>
<td>SAT Test Rules - LAU</td>
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<td>Effective Date</td>
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Test Information

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<thead>
<tr>
<th>Test ID</th>
<th>SATI</th>
<th>Scholastic Assessment Test I</th>
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<tbody>
<tr>
<td>Component</td>
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<td>Reading</td>
</tr>
<tr>
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<td>800.00</td>
</tr>
<tr>
<td>Max Score</td>
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</table>

Internal Course Equivalent

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</thead>
<tbody>
<tr>
<td>Offer Nbr</td>
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<td>ENGLCOMP10</td>
</tr>
<tr>
<td>Units Taken</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

Return