



Document Information	
Title	Tracking Test Scores for Prospects
Module	Admission
Subcategory	
Author	
File Reference	
IDP Session	

REVISION CONTROL

Date	By	Action	Pages
5/30/03	TTravis		

Business Process Overview

Use the Test Results page to manually enter test scores and related test information for a prospect. Various test information can also be loaded into this page through an external test score data load. Test results are stored under a prospect and therefore can be used when evaluating an application that the prospect will be submitting later in the future.

Process Prerequisites/Assumptions

Prerequisite/Assumption	Detail
Search / Match	Search / Match process for the prospect has been performed to verify that the prospect is currently in the PeopleSoft system.

1.0 Update Test Scores for an Applicant

The following pages are used to accomplish the process outlined in Box 1.

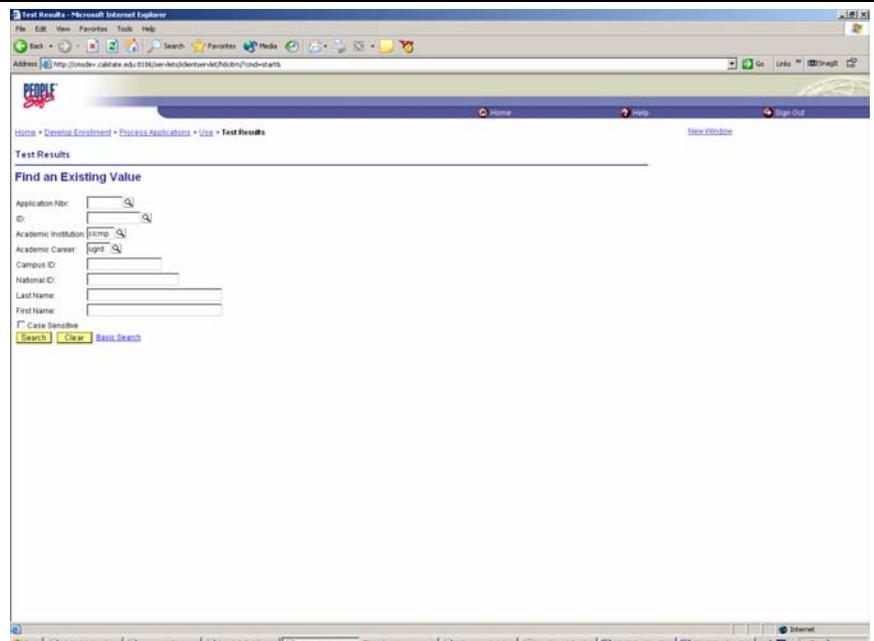
- Test Results Page

1.1 Test Results Page

Navigation

Home > Develop Enrollment > Process Applications> Use > Test Results > Find an Existing Value

Page Description

Find an Existing Value – Test Results	
	<p>Required Fields:</p> <ul style="list-style-type: none"> ID Academic Institution Academic Career <p>Optional Fields:</p> <ul style="list-style-type: none"> Campus ID National ID Last Name First Name

Steps for Processing Data

1. Complete the required fields.
2. If you do not have the ID for the prospect, you can conduct a last name and first name search here.
3. Click “Search” button to bring up the Test Results Page.

Page Field Definition Summary

Field	Field Definition	Valid Values
ID	This is the system assigned ID of the individual	

Academic Institution	The institution's ID	MACMP or SOCMP
Academic Career	Grouping of all academic work for a student	Click on the "Magnifying or Look-up button" for valid values.

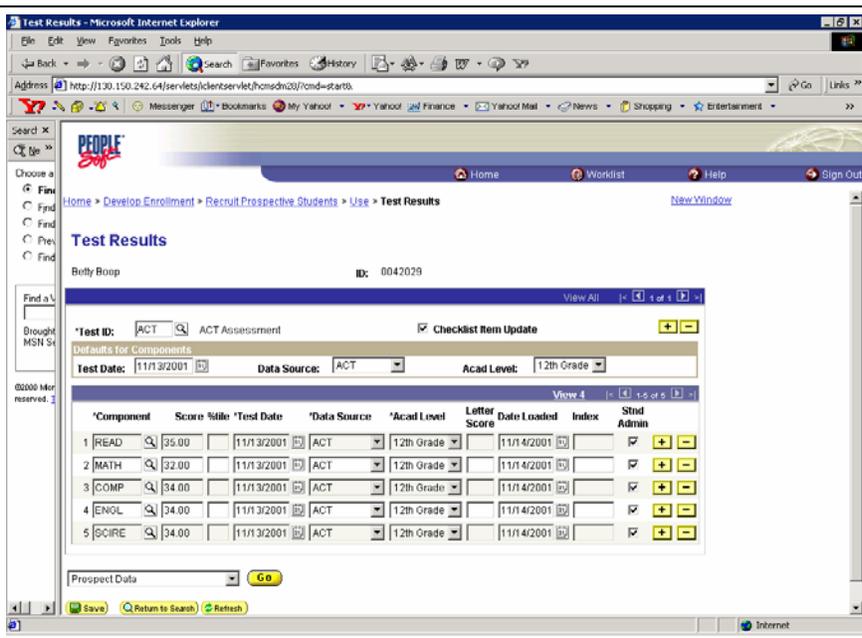
1.2 Test Results Page

Navigation

Home > Develop Enrollment > Process Applications > Use > Test Results > Find an Existing Value

Page Description

Use the Test Results page to enter test scores and related test information for a prospect.



Required Fields:

- Test ID
- Test Date
- Data Source
- Acad Level
- Component
- Score / Percntl

Optional Fields:

Those not required.

Steps for Processing Data

1. Select the test you are recording.
2. 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. When you save the page, the system selects this check box automatically.
3. Enter the date this test was taken. The value you enter here populates the corresponding field in the bottom region of the page.
4. 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 bottom region of the page.
5. 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 defaults to the corresponding field in the bottom region of the page.

6. Select the first test component. Values for this field are determined by the test ID that you selected. Insert rows at the Test Component section if you have several components for a particular test, as shown in the example. In the above example, ACT has four different test components and a composite score.
7. Enter the score, percentile, or both for this test component.
8. The system automatically populates the test date, data source and academic level fields from the value you entered in the **Defaults for Components** group box. Any of these values can be changed.
9. The default for the loaded date is your system date. Edit this field if necessary. If this information is electronically loaded, this field is automatically filled in with your system date the day the data is loaded.
10. The index is related to the LSAT test. The LSAT 3-Year Test Index appears if this information has been loaded.
11. **Insert additional rows at the Test ID section** if you are tracking more than one test type. For example, you may have SAT scores and ACT scores to record for the prospect.
12. **SAVE** when you have completed entering all the test scores.

Page Field Definition Summary

Field	Field Definition	Valid Values
Test ID	Tests that are tracked and have been set-up by the institution.	Click on the "Magnifying or Look-up button" for valid values.
Checklist Item Update	If selected, this check box indicates that the checklist related to this row of data is updated when you run the Checklist Item Update Automated process.	
Default Test Date	The date the test was taken. This date will default into the component test date field.	MM/DD/YYYY
Default Data Source	How this test information was reported. This data source will default into the component data source field. Data source values are delivered with your system as translate values.	Click on drop down arrow to see all valid values.
Default Acad Level	The education academic level of the prospect when the test was taken. This information will default into the component academic level field. Academic level values are delivered with your system as translate values.	Click on drop down arrow to see all valid values.
Component	Parts or sections of a test being tracked for an individual. The component is tied or linked to the Test ID.	Click on the "Magnifying or Look-up button" for valid values.
Score	The test score for the test component. The score is usually a numeric value.	

Percentile	The percentile for the test component. This is an optional field.	
Test Date	The test date defaults from the date entered in the default test date field.	MM/DD/YYYY
Data Source	The data source value defaults from the data source entered in the default data source field.	Select valid values from the drop down arrow.
Acad Level	The academic level value defaults from the academic level entered in the default acad level field.	Select valid values from the drop down arrow.
Letter Score	Letter score for the test component	Letter Score
Date Loaded	Date defaults from the system date.	MM/DD/YYYY
Index	The LSAT 3-Year Test Index appears if this information has been loaded.	
Standard Test Administration	If selected, the test was administered in a standard fashion.	System default is yes. Y = box checked N = box unchecked