

Viewing Test Credit

Purpose: The following instructions describe how to view test credit. Users may view scores for various tests: ACT, SAT, ALEKS, etc.

1. Navigate to the Test Results page. Select Main Menu > Records& Enrollment > Transfer Credit Evaluation > Test Results Test Results Test Results Test Results Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 ID: begins with • Campus ID: begins with • National ID: begins with • Last Name: begins with • Case Sensitive Search Clear Basic Search © Save Search Criteria 2. Enter appropriate search criteria (e.g. Enter the Student's U-ID in the ID field, SSN in the National ID field, or First and Last Names in the respective fields). Click the Search button. Result: The Test Results page for matching record displays. These include Composite (COMP) as well as subscores. Test Results Pam Panhor Test Results Pam Panhor Test Components Customize Find View All First 1 at of 0 Last Test Components Test Components Test Components Test Components Test Components Test Data Source: Acad Level: Acad Level:	Step	Action
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1 COMP O 21.00 09/06/2010 th ACT		1 COMP 21.00 09/06/2010 th ACT
2 COMP Q 21.00 36 04/01/2010 1 ACT V 11th Grade V 09/22/2010 1 II		2 COMP 0 21.00 36 04/01/2010 1 ACT + 11th Grade + 09/22/2010 1 I
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Step	Action						
3.	To view all	tests, click t	he View	y All link a	t the top.		
	Test Results	; ;			1		
	Pam Panther				****		
	Tests					Find View All	t 💶 1 of 3 🕑 Last
		0					E
	^Test ID: ACT	ACI	Assessment		Checkli	st Item Update	
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	Test Components				Customize Fin	I View All I 🖉 I 🔠 First 📢	1 4 of 10
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	2 COMP Q	21.00 36 04/0	1/2010 🛐	ACT 👻	11th Grade 🔫	09/22/2010 🛐	☑ + -
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	4 ENGL Q	19.00 25 04/0	1/2010 🛐	ACT -	11th Grade 🔻	09/22/2010 🛐	☑ + -
	*Test ID: ALEK	ents.	AII TOP T	ement Test	S test disp	ist Item Update	
	Defaults for Comp	ponents					
	Test Date:	31	Data Sourc	e:	• I	Acad Level:	
	Test Components				Customize F	ind View 4 🖾 🔠 🛛 First 🖪	1-9 of 9 🕨 Last
	<u>*Component</u>	Score %tile *Tes	t Date	*Data Source	*Acad Level	Letter ScoreDate LoadedIndex	<u>Stnd</u> Admin
	1 COMP Q	28 08/0	8/2011 🛐	ALEKS -	Unknown -	05/23/2012 🛐	☑ + -
	2 EQUAT 🔍	34 08/0	8/2011 🗒	ALEKS -	Unknown -	05/23/2012	☑ + -
	3 EXPR Q	9 08/0	8/2011 🛐	ALEKS -	Unknown -	05/23/2012	☑ + -
	4 FUNCT Q	22 08/0	8/2011 🛐	ALEKS -	Unknown -	05/23/2012 🛐	
	5 LOG Q	6 08/0	8/2011 🛐	ALEKS -	Unknown -	05/23/2012 🛐	
	6 NUMBR Q	91 08/0	8/2011 🛐	ALEKS -	Unknown -	05/23/2012 🛐	
	7 POLYN Q	31 08/0	8/2011 🛐	ALEKS -	Unknown -	05/23/2012	
	8 RAD Q	19 08/0	8/2011	ALEKS -	Unknown -	05/23/2012	
	9 TRIG	17 08/0	8/2011	ALEKS -	Unknown -	05/23/2012	✓ + -



Step	Action					
5.	The Test Components fields displayed (ALEX COMP Example):					
	Test Components Customize Find View 4 💷 🛅 First 🔍 1-9 of 9 🕨 Last					
	*Component Score %tile *Test Date *Data Source *Acad Level Letter Score Date Loaded Index Stnd Admin					
	1 COMP Q 28 08/08/2011 🛐 ALEKS - Unknown - 05/23/2012 🛐 🗹 🛨 -					
	 *Component – Displays the test component. Most test will have a row for the Composite (COMP) score, plus various sections of the test. Score – Displays the numeric score for the associated Component Percentile – Displays the percent score for the associated Component *Test Date – Displays the date the test was taken *Data Source - Auto-populates from data feed. Example: If we received test scores directly from ALEKS, ALEKS would display. If the student provided scores for a test (ACT for example), SELF-RPTED would display. *Acad Level – Displays the student's grade level if entered or in the data feed Letter Score – NOT USED AT THIS TIME Date Loaded – Displays the date the test was loaded to the system Index – NOT USED AT THIS TIME 					
6.	Use the Test Defaults for Components fields to display specific results. For example, you wish to see ACT scores reported by ACT (not self-reported) and only those the student took while in 12 th grade. Defaults for Components Test Date: Data Source: ACT Acad Level: 12th Grade Click the Refresh button at the bottom of the page.					
7	Click any column header to perform a simple ascending sort					
· ·	Chek any column header to perform a simple ascending sort.					

Test Types/Descriptions:

Test ID	Description	1	Test ID	Description
ACT	ACT Assessment	1	ELTS	Intl Language Testing System
ADV LEVEL	Advance Level Exam Program	1	MLA-COOP	MLA-COOP Foreign Lang Tests
ALEKS	ALEKS Math Placement Test	F	RAI	Regents Admission Index
AP	Advanced Placement	\$	SATI	SAT I Reasoning Test
CLEP	College Level Examination Prog	\$	SATII	Scholastic Assessment Test II
DSST	Dantes Subi Standardized Tests	\$	SATOL	Scholastic Aptitude Test (Old)
DSST2	Dantes Subj Standardized Tests		TOEFL	Test of Engl As A Foreign Lang
CMAT	CMAT		TR AP	Transfer Coll AP
GIVIAI	GWAI		TR CLEP	Transfer Coll CLEP
GRE	Graduate Records Exam		TR COLL EX	Transfer Coll Credit by Exam
		l l	UNIEXAM	UNI Credit by Exam