



# JOB AID

## Admissions: Find and Review Test Scores

*07/07/2021*





## Admissions: Find and Review Test Scores

**Navigator:** Student Admissions > Application Maintenance > Maintain Applications

1. **Search** for student by EMPLID, Last Name, First Name, etc.
2. **Select** the student from the Search Results list at the bottom of the page.

| Application Nbr | Academic Institution | Academic Career | Application Program Nbr | Academic Program | Admit Term | Application Name | Gender | Date of Birth | Campus National ID | National ID | NID Short | Description | Last Name | First Name |
|-----------------|----------------------|-----------------|-------------------------|------------------|------------|------------------|--------|---------------|--------------------|-------------|-----------|-------------|-----------|------------|
| 00097448        | MSUS55               | UGRD            | 0                       | UN5              | 2208       | UGDM             | Smith  | Male          |                    |             |           |             | SMITH     |            |
| 00110962        | MSUS55               | UGRD            | 0                       | UN5              | 2208       | UGDM             | Smith  | Female        |                    |             |           |             | SMITH     |            |
| 00020311        | MSUS55               | UGRD            | 0                       | UN5              | 2208       | UGDM             | Smith  | Female        |                    |             |           |             | SMITH     |            |
| 00033533        | MSUS55               | GRAD            | 0                       | MCAS             | 2208       | GROM             | Smith  | Female        |                    |             |           |             | SMITH     |            |
| 00033556        | MSUS55               | UGRD            | 0                       | UN5              | 2208       | UGDM             | Smith  | Male          |                    |             |           |             | SMITH     |            |
| 00002667        | MSUS55               | UGRD            | 0                       | UN5              | 2208       | UGDM             | Smith  | Female        |                    |             |           |             | SMITH     |            |
| 00014260        | MSUS55               | UGRD            | 0                       | UN5              | 2208       | UGDM             | Smith  | Female        |                    |             |           |             | SMITH     |            |
| 00033348        | MSUS55               | UGRD            | 0                       | UN5              | 2208       | UGDM             | Smith  | Male          |                    |             |           |             | SMITH     |            |
| 00012893        | MSUS55               | UGRD            | 0                       | UN5              | 2208       | UGDM             | Smith  | Male          |                    |             |           |             | SMITH     |            |

The **Maintain Application** page will appear displaying the student's **Biographical Details**. Additional tabs across the top of the page allow you to easily navigate to other components of the student's application.

Biographical Details | Addresses | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting | Application Student Response

Smith, 16

Person Information  
Date of Birth: 09/12/2007  
Campus ID:

Biographical History  
Effective Date: 01/01/1901  
Marital Status: Unknown  
Gender: Female

National ID  
Country: USA  
National ID Type: Social Security Number  
National ID: XXX-XX-XXXX  
Primary:

Contact Information  
Addresses  
Address Type: Permanent  
Effective Date: 05/01/2019  
Status: Active  
Country: USA  
Address:

Phone  
Type: Home  
Phone:   
Ext:   
Country: Preferred:

Email  
Email Type: Other  
Email Address:   
Preferred:

Save | Return to Search | Previous in List | Next in List | Refresh | Update/Cancel | Include History | Correct History

3. Click the **Application Program Data** tab.



4. Click the **Transfer To** drop-down at the bottom of the page.

The screenshot shows the 'Maintain Applications' page for a student named Smith. The page is divided into several sections: Biographical Details, Addresses, Regional, Personal, Application Program Data, Application Data, and Application School/Recruiting. The 'Application Program Data' section is currently active, showing details for Program Number 0, Admit Term 2298, Academic Program USS, and Expected Graduation Term. Below this, the 'Program Status' section shows the student is Admitted, with an Action Date of 11/15/2019 and an Action Reason of AUTO. The 'Plan Data' section shows the Academic Plan POSCR\_BA1 (Political Science-Prelaw BA1) and Major BA. At the bottom of the page, the 'Transfer To' dropdown menu is highlighted with a red box, and the 'Go' button is also highlighted.

5. Select **Test Results** (you may need to scroll to the bottom of the list).

This screenshot is similar to the previous one, but the 'Transfer To' dropdown menu is open, showing a list of options. The 'Test Results' option is highlighted with a red box. A red arrow points to the 'Go' button at the bottom of the page, which is also highlighted with a red box.

6. Click **Go**.

7. On the **Test Results** page, review the following:
- Test ID (ACT, Converted ACT, SAT, etc.)
  - Test Components (Component, Score, Test Date, etc.)



The screenshot shows the 'Test Results' page in a web application. At the top, there are navigation links for 'Biographical Details' and 'Test Results'. Below this, there's a search bar for 'Tests' with a 'Find | View All' button highlighted in red. A 'Test ID: ACT' is entered, and a 'Checklist Item Update' checkbox is visible. Below the search bar, there are filters for 'Test Date', 'Data Source', and 'Acad Level'. The main section is a table titled 'Test Components' with columns for Component, Score, Percentile, Test Date, Data Source, Acad Level, Letter Score, Date Loaded, and Action. The table lists six components: 1. COMP (Score: 26.00, Date: 02/01/2019), 2. ENGL (Score: 29.00, Date: 02/01/2019), 3. EW (Score: 8.00, Date: 02/01/2019), 4. MATH (Score: 20.00, Date: 02/01/2019), 5. NSCI (Score: 29.00, Date: 02/01/2019), and 6. READ (Score: 32.00, Date: 02/01/2019). The 'Action' column contains navigation arrows and a 'View All' button highlighted in red. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

| *Component | Score | Percentile | *Test Date | *Data Source | *Acad Level | Letter Score | Date Loaded | Action              |
|------------|-------|------------|------------|--------------|-------------|--------------|-------------|---------------------|
| 1. COMP    | 26.00 |            | 02/01/2019 | Conversion   | Unknown     |              | 11/01/2019  | [Arrows] [View All] |
| 2. ENGL    | 29.00 |            | 02/01/2019 | Conversion   | Unknown     |              | 11/01/2019  | [Arrows] [View All] |
| 3. EW      | 8.00  |            | 02/01/2019 | Conversion   | Unknown     |              | 11/01/2019  | [Arrows] [View All] |
| 4. MATH    | 20.00 |            | 02/01/2019 | Conversion   | Unknown     |              | 11/01/2019  | [Arrows] [View All] |
| 5. NSCI    | 29.00 |            | 02/01/2019 | Conversion   | Unknown     |              | 11/01/2019  | [Arrows] [View All] |
| 6. READ    | 32.00 |            | 02/01/2019 | Conversion   | Unknown     |              | 11/01/2019  | [Arrows] [View All] |

**Note:** If the individual has multiple tests, use the navigation arrows in the upper right corner of the **Tests** section to advance to the next test, or click **View All** to display all of the tests for the individual. If all of the **Test Components** are not displayed, use the navigation arrows in the upper right corner of the **Test Components** section to advance to the next component, or click **View All**.