Admissions: Find and Review Test Scores

Navigator: Student Admissions > Application Maintenance > Maintain Applications

Step 1. **Search** for student by EMPLID, Last Name, First Name, etc.

Step 2. **Select** the student from the Search Results list at the bottom of the page.

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.

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

Step 4. On the Application Program Data page, **click the Transfer To drop-down** at the bottom of the page.

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

Step 6. **Click Go**.

Step 7. On the **Test Results** page, review **Test ID (ACT, SAT, etc.) and the Test Components** (individual Component, Score, Test Date, etc.)

**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**.

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**.