JOB AID

Admissions: Find and Review Test Scores

07/07/2021

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**.