JOB AID

Admissions: Find and Review Test Scores

07/07/2021
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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.