

## Entering Test Scores

You can enter external test information manually or you can load it through an external test score data load. For the present, UAMS will only be entering the test scores manually. You can link a person's test scores to any application that the person may have in the system.

### Navigation

Main Menu -> Student Admissions -> Application Entry -> Academic Information -> Test Results

Select the Test ID on which you are reporting. Then enter the date the test was taken, the source that provided the test results and the applicant's academic level when he took the test.

The screenshot displays the UAMS Test Results entry interface. At the top, the navigation path is: Main Menu > Student Admissions > Application Entry > Academic Information > Test Results. The user is logged in as Captain Kirk (ID: 3036292). The search criteria are: \*Test ID: ACT, ACT Assessment. The Defaults for Components section shows: Test Date: 10/20/2010, Data Source: Self-Reported, Acad Level: [dropdown]. The Test Components table is highlighted with a red circle and a callout box that says: "You can report more than one test and/or more than one component on a test". The table has the following columns: Component, Score, \*Test Date, \*Data Source, \*Acad Level, Letter Score, Date Loaded, Index, Std Admin. The first row shows: 1, [empty], 09/14/2014, [empty], [empty], [empty], [empty], [empty], [empty]. Below the table is the Additional Test Data section and a Transfer To dropdown set to Prospect Data. Buttons for Save, Return to Search, Notify, and Refresh are at the bottom.

Next report on any pertinent test components. If you use the defaults for the components section, the values will populate when you enter each test score. Thus saving you data entry time for tests with multiple subject areas/components.

Test scores can be numeric or letter scores – each having their own respective fields for data entry.

For numeric scores, score ranges have been configured based on the test and test component to assist in preventing invalid test scores being entered.