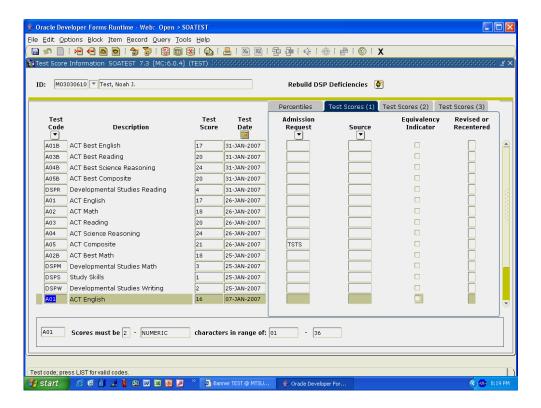**SOATEST – Test Score Information**

Access SOATEST (Test Score Information Form) from the General Menu.   This is the form where codes display for honors eligibility, admission to teacher education, admission to candidacy, ACT/SAT scores, and prescribed course placement.

1. In the ID field, enter the student's ID.   If you do not have the ID or name of the student, click the search icon (inverted triangle) to search for the student's name and ID.

2. Perform a Next Block (Control/Page Down).   Test scores for the student will display.
    - d. Test Code – displays the test
    - e. Test Score –displays the test score or value (example, Y for Yes)
    - f. Test Date –displays the date the student took the test or met the condition
    - g. Use the scroll bar to the right (or down arrow) to view additional information

3. To view the Test Codes that may be entered, arrow down to a blank line and click on the drop down box (inverted triangle) under Test Code.

4. To add a test score, arrow down to a blank line and insert test code, test score, and test date then SAVE.

5. Rollback (or Shift F7) and repeat steps. Click the Exit icon (or Ctrl Q) to return to the General Menu.