

## SOATEST – Test Score Information

Test Code	Description	Test Score	Test Date	Admission Request	Source	Equivalency Indicator	Revised or Recentered
A01B	ACT Best English	17	31-JAN-2007				
A03B	ACT Best Reading	20	31-JAN-2007				
A04B	ACT Best Science Reasoning	24	31-JAN-2007				
A05B	ACT Best Composite	20	31-JAN-2007				
DSPR	Developmental Studies Reading	4	31-JAN-2007				
A01	ACT English	17	26-JAN-2007				
A02	ACT Math	18	26-JAN-2007				
A03	ACT Reading	20	26-JAN-2007				
A04	ACT Science Reasoning	24	26-JAN-2007				
A05	ACT Composite	21	26-JAN-2007	TSTS			
A02B	ACT Best Math	18	25-JAN-2007				
DSPM	Developmental Studies Math	3	25-JAN-2007				
DSPS	Study Skills	1	25-JAN-2007				
DSPW	Developmental Studies Writing	2	25-JAN-2007				
A01	ACT English	16	07-JAN-2007				

Test code; press LIST for valid codes.

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.