Viewing Test Scores

Business Process Guide

Updates

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/17/12</td>
<td>Created</td>
<td></td>
</tr>
<tr>
<td>02/07/14</td>
<td>Updated navigation paths for MyCWU.</td>
<td>all</td>
</tr>
<tr>
<td>08/30/17</td>
<td>Added disclaimer note</td>
<td>2</td>
</tr>
</tbody>
</table>

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9.0 Viewing Test Scores

Attention: Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

1.0 Viewing Test Scores

Navigation: Main Menu > Campus Solutions > Records and Enrollment > Transfer Credit Evaluation > Test Results

1. Follow the navigation path listed above to access the search page for Test Results.

Steps for Viewing Test Results:

1. On the search page for Test Results, enter the student’s CWU ID number into the ID field. Or, if the ID of the individual is not known, you may search using the student’s Last Name (or a portion of it). This search will display all students whose last name meets the criteria you entered into the search field.

   Another option is to carry out a search using both the Last Name and First Name fields (may enter just a portion of each). If you wish to use the First Name field to search, you must also enter at least a portion of the last name into the Last Name field.

2. Click the button.

3. To clear the information you entered into the fields on this page, click the button.

   If there happens to be more than one student by the name on which you searched, then you will need to click on the link (that will appear at the bottom of your search page under Search Results) for the student whose information you wish to view. If there is only one student by that name, or if you search by the student’s ID number rather than name, then your search will take you directly into the student’s information.
### 1.1 Viewing Test Results

#### Test Results

<table>
<thead>
<tr>
<th>Wellington Wilson</th>
<th>22745841</th>
</tr>
</thead>
</table>

#### Defaults for Components

**Test ID:** ACT

**ACT Test Name:** ACT Test Tape Load/AcLowes

**Checklist Item Update**

**AI Calculation**

#### Test Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Score</th>
<th>%tile</th>
<th>Test Date</th>
<th>Data Source</th>
<th>Acad Level</th>
<th>Test Date Loaded</th>
<th>Index</th>
<th>Std Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP</td>
<td>18.00</td>
<td></td>
<td>12/01/2005</td>
<td>ACT</td>
<td>12th Grade</td>
<td>01/17/2006</td>
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<td></td>
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<td></td>
<td>12/01/2005</td>
<td>ACT</td>
<td>12th Grade</td>
<td>01/17/2006</td>
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<tr>
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<tr>
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<td></td>
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<td>ACT</td>
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<td>01/17/2006</td>
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<tr>
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<td>19.00</td>
<td></td>
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<td>ACT</td>
<td>12th Grade</td>
<td>01/17/2006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Transfer To:** Prospect Data

**Return to Search**

**Refresh**

#### Tips for Viewing Test Results:

1. If any 🗓 negative service indicator, ⭐ positive service indicator, or ⌘ ERPA icons appear at the top of the Test Results page, you may click on the icon for further information.
2. If there are multiple test results to view, the View All link in the Tests title bar will be active. Click on it to see each test listed vertically down the page, or click on the left and right arrows to move between/among tests.
3. Under the Tests title bar, Test ID identifies the type of test.
4. The ☑ Checklist Item Update checkbox may or may not be checked.
5. ❌ AI Calculation will not apply to users with view only security.
6. Under the Test Components title bar, the Component value will show which components of the specified test the student took [i.e. SAT Components are MATH, VERB, COMP (Composite); ACT Components can be ENGL (English), READ (Reading), SCIRN (Science Reasoning), etc.]
7. If the test has been taken multiple times or there are more than 6 components to the test, click on the View All link in the Test Components title bar to see each component and date listed vertically down the page
8. Score shows the appropriate test score value.
9. %tile indicates the percentile for the test scores.
10. Test Date indicates when the test was taken.
11. **Data Source** indicates where the test ID came from. Possible values include *ACT, ETS,* or *Other.*

12. **Acad Level** is the current grade or class standing of the individual when he/she took the test. The class standing of the individual will be set to *Unknown* if the **Acad Level** is not known.

13. **Letter Score** will not be used by CWU.

14. **Date Loaded** will be the date the test ID was created or last updated.

15. **Index** will not be used by CWU.

16. The **Std Admin** checkbox will be checked.

17. Click the **Return to Search** button to return to the search page for **Test Results,** where you may look up another student’s test scores. Return to the directions at the beginning of section 1.0 above.