Test Score Processing
Colleague Learning Guide
U.I. 5.7
U.I. 5.7
Colleague Learning Guide

Test Score Processing

Revised by
Amy Williams, Admissions Advisor/TSI Coordinator
Beatrice Aponte, Application Information Specialist/Trainer
## Table of Contents

- Entering Test Scores ........................................................................................................... 1
- Entering ACT and SAT Scores ............................................................................................ 5
- Checking Equivalencies ....................................................................................................... 8
  - *CTC Course Equivalencies for Non Course Equivalencies Chart* .................. 10
- Tips and Reminders ............................................................................................................. 12
  - *Quick Tip* ....................................................................................................................... 12
  - *Additional Documents Needed* ..................................................................................... 12
- Appendix 1 – Example Test Results .................................................................................. 13
- Appendix 2 – Dual Credit/Early Admission
  SAT & ACT Test Score Entry Modification ................................................................... 15
- Appendix 3 – Points of Contact ....................................................................................... 16
- Revision History .................................................................................................................. 17

The Family Educational Rights and Privacy Act of 1974 grants to students certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by the College. Central Texas College’s institutional policy is consistent with the intent, guarantees, and safeguards embodied in the legislation.

*Issued June 6, 2005 | May 8, 2016*
Entering Test Scores

**ALERT** DATA ENTRY OF TEST SCORES IS RESERVED FOR AUTHORIZED PERSONNEL ENTRY ONLY!! Usually, Incoming Transcripts, Admissions & Recruitment, Testing, Site Representatives, and Dual Credit personnel are responsible for Test Score Data Entry. If you are unsure of your responsibilities, please consult with your immediate supervisor or contact the TSI Coordinator at 254-526-1180.

A. In the Update Search field, enter TSUM (Test Summary) and hit ENTER or Search.

B. In the Person Lookup prompt, perform one or all of the following lookup methods:
   1. **Partial name**: Enter the partial last name, a comma and the partial first name of the student and hit ENTER or click OK.
   2. **SSN**: Enter the student’s SSN and hit ENTER or click OK.
   3. **ID**: Enter the student’s ID number and hit ENTER or click OK.

C. If the student is found among the choices in the resolution screen, select the student and go to Step D. If the student does not already exist among the choices, STOP HERE and contact the Admissions Office (see Appendix 2 – Points of Contact).

**Note**: If you discover duplicate person records, notify the Systems Registrar Office (see Appendix 2).

D. On the TSUM (Test Summary) screen, select the first blank line and enter the partial name and an ellipsis (...)to narrow the search for a particular test (i.e. “AS...” to pull all Asset tests) (Figure 1) or perform a full lookup by entering an ellipsis (...) and pressing ENTER. The tests include:
1. **Admission Tests** include TSI-relevant tests: ACCUPLACER, ACT, ASSET, COMPASS, MAPS, SAT, TAKS (10\(^{th}\) and 11\(^{th}\) grade), TASP, THEA, TSI Assessment, STARR EOC Algebra II, English III, etc.

2. **Placement Tests** include non-TSI relevant tests: CELT, PTT, STANFORD, TOEFL, ONLINE, ABE, etc.

3. **Other Tests** do not use.

**Note**: For a shortcut for ACT and SAT scores, refer to Entering ACT and SAT Scores on

**Note**: Please view Appendix 1 – Example Test Results if you are unsure of “which scores” to enter from official reports.

**Figure 1**

E. If a lookup was performed, select the test from the resolution screen **(Figure 2)**. The next screen is the **TEST (Test Scores)** screen.
F. On the TEST screen, the Title and Category fields will automatically populate. Enter or verify the following additional information (Figure 3).

1. **Date Taken**: The current date will default in the field. If the current date is the date the test was administered, do nothing. If it is not, replace it with the correct date in **MMDDYY** format. **DO NOT USE MMDDYYYY**.
2. **Score/Pct**: Enter the score earned. Leave the **Pct** field blank!
3. **Score Index**: Leave blank!
4. **Status**: Select **REC Received**.
5. **Status Date**: The current date will automatically populate the field. If incorrect, replace it with the correct date the scores were received in **MMDDYY** format. **DO NOT USE MMDDYYYY**.
6. **Source**: Select from the drop down arrow menu.
   a. **OF – Official Trans/Report** (official transcript)
   b. **CT – CTC Testing** (test was administered at CTC)
c. **IN – Internet Download** (test was downloaded from the internet or we verified test scores from the official THEA website)

7. **Institution:** Enter the institution where the test was taken. If the test was administered at Central Texas College, you will *leave this field blank*. However, if the test scores came from an outside institution, enter that institution.

8. **Comments:** Detail into the *Comments* field. In the **Student Test Comments** section, **Timestamp** and **Save** to note that you were the one responsible for posting these scores (*Figure 4*).

![Figure 4](image-url)

**G. Save** and **Update** on the TEST screen.

**H.** In the **Test LookUp** prompt, enter the next test or choose **Cancel** or **Finish** to return to the TSUM screen and repeat **Steps D** through **H**.

**I.** If finished on the TSUM screen, **Save** and **Update**. The **Person LookUp** prompt will appear to begin the process with another student. Select **Cancel** or **Finish** to close out this section.
Entering ACT and Old SAT Scores (prior to March 5, 2016)

A. On the TSUM screen, select the first blank line in the Admissions Tests section. Enter SAT.CO (Combined) or ACT.CO (Composite) (Figure 6), and hit ENTER. By starting with the ACT Composite or the SAT Combined tests, the subtests for reading, writing and math will default in the appropriate fields. The next screen is the TEST screen.

B. On the TEST screen, enter the following information (Figure 7):
   1. Date Taken: The current date will default in the field. If the current date is the date the test was administered, do nothing. If it is not, replace it with the correct date in MMDDYY format. DO NOT USE MMDDYYYY.
   2. Score/Pct: Enter the score earned. See Appendix 2 – Example SAT & ACT Test Score Entry. Leave the Pct field blank!
   3. Score Index: Leave blank.
C. In the Subtests area, enter the following information for EACH subtest: ORANGE

1. **Score:** Enter score and press ENTER.
   - **ACT.CO** – Enter Writing (ACT.WR), Math (ACT.MA) and Reading (ACT.RE). WRITING AND READING POST MUST MATCH. USE THE “ENGLISH” SCORE FOR THE WRITING AND READING ENTRIES. See Appendix 1 – Example Test Results.
   - **SAT.CO** – Enter Reading (SAT.RE), Math (SAT.MA) and Writing (SAT.WR). WRITING AND READING ENTRIES MUST MATCH. USE THE “CRITICAL READING” SCORE FOR BOTH ENTRIES. See Appendix 1 – Example Test Results.

2. **Pct:** Leave blank!

3. **Ind:** Leave blank!

D. Continue entering data in the following fields: Rose

1. **Status:** Select REC Received.

2. **Status Date:** The current date will automatically populate the field. If incorrect, replace it with the correct date the scores were received in MMDDYY format. **DO NOT USE MMDDYYYY.**

3. **Source:** Select from the drop down arrow menu.
   - **OF** – Official Trans/Report (official transcript)
   - **CT** – CTC Testing (test was administered at CTC)
   - **IN** – Internet Download (test was downloaded from the internet or we verified test scores from the official THEA website)

4. **Institution:** Enter the institution the test was taken. If the test was administered at Central Texas College, you will leave this field blank. However, if the test
scores came from an outside institution, or the College Board enter that into institution.

5. **Comments**: Detail into the *Comments* field. On the **Student Test Comments** section, **Timestamp** and **Save** to note that you were the one responsible for posting these scores.

E. On the **TEST** screen, **Save** and **Update**.

F. In the **Test LookUp** prompt *(see Figure 5)*, enter the next test or choose **Cancel** or **Finish** to return to the **TSUM** screen. Follow the same process for the **SAT.CO (Combined)** test.

G. Once you have entered all test scores, **Save** and **Update**. The **Person LookUp** prompt will appear to begin the process for another student. Select **Cancel** or **Finish** to end the process.
Checking Equivalencies

A. On the TSUM screen (Figure 8), if an equivalency has been established, it will be set to Yes. If an equivalency has not been established, it will be set to No. Detail into the Eq field for any test that is set to Yes. This will open the NEQV (Noncourse Equiv Evaluation) screen.

Figure 7

B. On the NEQV screen, the Equivalent Course section will reveal a non-course that is awarded for Admissions and Placement Test scores (Figure 9). If the non-course appears incorrect, a manual override may be necessary.
C. **Save** and **Update** back to **TSUM**.

D. On the **TSUM** screen, **Save** and **Update**. The **Person LookUp** prompt will appear to begin the process with another student. Select **Cancel** or **Finish** to end the process.
Entering New SAT Scores (after March 5, 2016)

1. Admissions Tests: SAT.MA2, SAT.RW2
2. Date taken
3. Scores
4. Status: received
5. Source: official/unofficial
6. Institution: college board or high school/college transcript test scores are listed
7. Comments: time stamp & save

To be TSI exempt using the new SAT scores: **Math 530, Evidenced Based Reading & Writing: 480, no combined score.**

Lookup:

<table>
<thead>
<tr>
<th>ID: SAT.MA2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT Math Redesigned V2</td>
</tr>
<tr>
<td>Category: A</td>
</tr>
<tr>
<td>Admissions</td>
</tr>
</tbody>
</table>

Details:

Completed and saved:
TC COURSE EQUIVALENCIES FOR NONCOURSE EQUIVALENCIES

Math Placement Courses
MAPL-0300 = DSMA 0300
TSIM-0300 = DSMA 0400
MAPL-0301 = DSMA 0301
TSIM-0301 = DSMA 0401
MAPL-0302 = DSMA 0302
MAPL-0303 = DSMA 0303
TSIM-0303 = DSMA 0303

Reading Placement Courses
TSIR-0300 = DSRE 0300

Writing Placement Courses

Essay Placement Courses
TSIE-0302 = DIRW 0413

Grammar Placement Course
GPL-0315 = DSLA 0315

Listening/Speaking Placement Courses
LSPL-0317 = DSLA 0317
LSPL-0322 = DSLA 0322

Reading/Vocabulary Placement Course
RVPL-0310 = DSLA 0310
Tips and Reminders

Quick Tips

- **DO NOT REPLACE** initial test scores; enter new subsequent test scores. Initial and subsequent test scores cannot be the same date.
- If you make a mistake (i.e. enter the incorrect test name or score) and have already saved the record into Colleague, please contact the TSI Coordinator @ 254-526-1180, the Director of Admissions @ 254-526-1934, or the Admissions Recruiter/Counselor @ 254-526-1409. See Appendix 2 – Points of Contact.
- On the TRCL screen, you can view a history of any non-courses or credit courses that have been awarded to the student based on test scores *(Figure 10).*

![Figure 9](image)

Additional Documents Needed

The following documents can be found on the CTCD website.

- [Test Matrix Reading](#)
- [Test Matrix Writing](#)
- [Test Matrix Math](#)
- [Colleague TSI Code Definitions, Assignment and Documentation](#)
- [TSI Course List for CTC Degree Seeking Transfer Students](#)
APPENDIX 1 – Example Test Results

Admission Tests

B. ACCUPLACER For this example you will enter the following (Figure 12):
   1. ACCU.ES ACCUPLACER Essay – enter the 4 under Written Essay.
   2. ACCU.MA ACCUPLACER Math-Elem Algebra – enter the 29 under Algebra.
   3. ACCU.RE ACCUPLACER Reading – enter the 71 under Reading Comprehension.
   4. ACCU.WR ACCUPLACER Writing-Sentence Sk – enter the 89 under Sentence Skills.

C. Old SAT (prior to March 5, 2016): SAT.CO (Combined) For this example, the scores that you would post are (Figure 13):
   1. Enter 1080 in the Score field. This score is a combined total of the Critical Reading & Math results (560CR+520M).
   2. Enter 560 in the Subtests Score field for SAT.RE.
   3. Enter 520 in the Subtests Score field for SAT.MA.
   4. Enter 560 in the Subtests Score field for SAT.WR (Reading & Writing Entries MUST MATCH. Use the “Critical Reading” score for both entries).
D. **New SAT (after March 5, 2016): NO Combined score**
   1. Enter 590 in the SAT.RW2.
   2. Enter 620 in the SAT.MA2.
   3. Notice if student is ESAT the score report states: “You’ve met the benchmark!”

![Figure 11](image1.png)

E. **ACT.CO (Composite)** For this example, you will enter the following *(Figure 14)*:
   1. Enter 22 from the COMPOSITE score to the Score field.
   2. Enter 22 from the ENGLISH score to the Subtest Score field for ACT.WR.
   3. Enter 23 from the MATHEMATICS score to the Subtest Score field for ACT.MA.
   4. Enter 22 from the ENGLISH score to the Subtest Score field for ACT.RE *(Reading & Writing Entries MUST MATCH. Use the “English” score for both entries)*.

![Figure 12](image2.png)
Appendix 2 - Dual Credit/Early Admission
SAT & ACT Test Score Entry Modification

A. When entering SAT and ACT scores for Dual Credit students, you may not receive the official reports like examples Figures 13 and 14. Instead, they will look like the examples below with these differences:

1. The SAT Score is the combined Verbal and Math scores. So, according to Figure 15, you would enter 910 in the Score field.

   ![Figure 13](image)

   Combine scores for 910

   SAT Scores
   Test Date  | Verbal | Math | Writing
   03/2012   | 440    | 470  | 490

2. The ACT Score is the Comprehension score. So, according to Figure 16, you would enter 20 in the Score field.

   3. Be sure to use the English score for both reading and writing.

   ![Figure 14](image)

   ACT Scores
   Test Date | English | Math | Reading | Science | Comprehension | Sum
   02/2012   | 20      | 20   | 19      | 22      | 20             | 081
# Appendix 3 – Points of Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shannon Bralley</td>
<td>Director of Admissions &amp; Recruiting</td>
<td>Ext. 1934</td>
<td><a href="mailto:Shannon.Bralley@ctcd.edu">Shannon.Bralley@ctcd.edu</a></td>
</tr>
<tr>
<td>Beatrice Aponte</td>
<td>Application Information Specialist/Trainer</td>
<td>Ext. 1643</td>
<td><a href="mailto:Beatrice.Aponte@ctcd.edu">Beatrice.Aponte@ctcd.edu</a></td>
</tr>
<tr>
<td>Stephen O’Donovan</td>
<td>Associate Dean of Admissions, Registration &amp; Records</td>
<td>Ext. 1114</td>
<td>Stephen.O’<a href="mailto:Donovan@ctcd.edu">Donovan@ctcd.edu</a></td>
</tr>
<tr>
<td>Amy Williams</td>
<td>TSI Coordinator/Admissions Counselor</td>
<td>Ext. 1180</td>
<td><a href="mailto:Amy.williams@ctcd.edu">Amy.williams@ctcd.edu</a></td>
</tr>
<tr>
<td></td>
<td>Within TX (800) 223-4760</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Out of State (800) 792-3348</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Page(s)</th>
<th>Added/Updated</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-02-05</td>
<td>All</td>
<td>Issued</td>
<td>Original Issue date of Manual. Issued by: Mary Carr, Admissions Renee Kreun, Evaluations Joann Matthews, Employee Training</td>
</tr>
<tr>
<td>6-11-07</td>
<td>All</td>
<td>Update</td>
<td>Updated entire manual. Revised by: Tonia Blackwell, Application Information Specialist</td>
</tr>
<tr>
<td>08-01-08</td>
<td>10</td>
<td>Update</td>
<td>Updated input of institution into TEST screen.</td>
</tr>
<tr>
<td>04-30-09</td>
<td>All</td>
<td>Update</td>
<td>Updated</td>
</tr>
<tr>
<td>06-15-10</td>
<td>All</td>
<td>Update</td>
<td>Change pictures to UI format</td>
</tr>
<tr>
<td>07-18-11</td>
<td>All</td>
<td>Update</td>
<td>Outline format</td>
</tr>
<tr>
<td>03-09-12</td>
<td>All</td>
<td>Update</td>
<td>Entire manual updated for UI 4.3 Revised by: Antoinette Brooks, Application Information Specialist/Trainer Shannon Bralley, Admissions Counselor/TSI Coordinator</td>
</tr>
<tr>
<td>07-02-12</td>
<td>3, 7, 11, &amp; 16</td>
<td>Update</td>
<td>3 &amp; 7 image correction, 11 editing, 16 email address update</td>
</tr>
<tr>
<td>08-16-12</td>
<td>16</td>
<td>Added</td>
<td>Added Dual Credit/Early Admission SAT &amp; ACT Test Entry Modification</td>
</tr>
<tr>
<td>06-28-13</td>
<td>Cover, Back Cover</td>
<td>Update</td>
<td>New CTC Logo</td>
</tr>
<tr>
<td>05-28-14</td>
<td>1, 12, &amp; 17</td>
<td>Update</td>
<td>Pg. 1, additional personnel allowed to enter test scores; additional admissions tests to enter in TSUM. Pg. 12, Academic Advisement link updated. Pg. 17, Points of Contact.</td>
</tr>
<tr>
<td>02-11-16</td>
<td>All</td>
<td>Update</td>
<td>Updated entire manual Updated by: Amy Williams, TSI Coordinator/Admissions Advisor</td>
</tr>
<tr>
<td>05-05-17</td>
<td>All</td>
<td>Update</td>
<td>Updated entire manual by: Amy Williams, TSI Coordinator/Admissions Advisor Updated by: Beatrice Aponte, Application Information Specialist/Trainer</td>
</tr>
<tr>
<td>05/8/19</td>
<td>All</td>
<td>Update</td>
<td></td>
</tr>
</tbody>
</table>