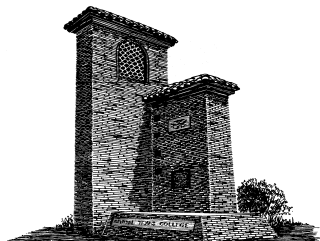


Colleague Learning Guide

Entering Test Scores

CENTRAL
TEXAS
COLLEGE



Education for the Individual

COLLEAGUE TEST SCORE PROCESSING
Central Texas College

Central Texas College
COLLEAGUE LEARNING GUIDE

Entering Test Scores

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TABLE OF CONTENTS

1. Entering Test Scores	5
2. Shortcut for ACT and SAT Scores	9
3. Checking Equivalencies	12
4. Tips and Reminders	14

COLLEAGUE TEST SCORE PROCESSING
Central Texas College

Revision History

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6-02-05	All	Issued	Original Issue date of Manual.
6-11-07	All	Updated	Updated entire manual.

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.

COLLEAGUE TEST SCORE PROCESSING
Central Texas College

Entering Test Scores

A. In the **ST** module, enter **TSUM** (Test Summary) in the **Mnemonic** box and click **Go**.

B. In the **Person LookUp** prompt, perform one of the following lookup methods.

- Partial name: Enter the partial last name, a comma, and the partial first name of the student and enter or **OK**.
- SSN: Enter the student's SSN and enter or **OK**.
- ID: Enter the student's ID number and enter or **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.

~~~ If you discover duplicate person records, notify the System's Registrar's Office. ~~~

**D.** On the **TSUM** screen, select a blank line and enter the full name of the test and press enter **or** enter the partial name and an ellipsis to narrow the search for a particular test (ex., enter "AS..." to pull all Asset tests) (*Figure 1*) **or** perform a lookup by entering an ellipsis (...) and pressing enter. The tests include:

- **Admission Tests** include TSI-relevant tests: ACCUPLACER, ACT, ASSET, COMPASS, MAPS, SAT, TAAS, TAKS (10th and 11th), TASP, THEA, etc.
- **Placement Tests** include non-TSI-relevant tests: CELT, PTT, STANFORD, TOEFL, ONLINE, etc.

~~~ For a shortcut for ACT and SAT scores, refer to section "Shortcut for ACT and SAT." ~~~

The screenshot shows the 'TSUM-Test Summary' window. At the top, a blue header displays student information: 'Kate, Sissy' with ID '0034516' and SSN '990-03-4516', and 'Copperas Cove TX 76522' with Home phone '254-547-6992'. Below this are three tables for entering test scores: 'Admissions Tests', 'Placement Tests', and 'Other Tests'. Each table has three rows and columns for 'Eq', 'Dt Taken', 'Score', 'Pct', 'Source', 'Status', and 'Status Dt'. The first row in the 'Admissions Tests' table contains 'AS...' in the test name field.

Figure 1

COLLEAGUE TEST SCORE PROCESSING

Central Texas College

- F. On the **TEST** screen, the title and category of the test will automatically populate. Enter or verify the following additional information (*Figure 3*).

The screenshot shows the 'TSUM-Test Summary' window. At the top, a blue bar contains the text 'Do Not attempt to change this.' with a callout pointing to the 'Title' field. The form fields are as follows:

- Title:** AsSET Math 2 (Callout 1)
- Category:** A. Admissions
- Date Taken:** 03/10/05 (Callout 2)
- Score/Pct:** 38 (Callout 3)
- Status:** REC Received (Callout 4)
- Status Date:** 05/07/05 (Callout 5)
- Source:** UN Unofficial Tran/Rep (Callout 6)
- Special Cir:** 1 (Callout 7)
- Comments:** 1 5 08:23am Mary Mevender (Callout 8)

At the bottom, there are sections for 'Subtests' and 'Subcomponent' with numbered callouts 1 and 2 respectively. A table at the bottom right has columns for Credit, Credit Type, Acad Lvl, Subject, Course Lvl, Dept, and Status.

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 (MM/DD/YY). -- **DO NOT** use MM/DD/YYYY --
2. **Score/Pct:** Enter the score earned. Leave **Pct** field blank.
3. **Score Index:** Leave blank.

Note: If the **Subtest LookUp** prompt appears (*Figure 4*), click **Cancel** and continue.

The 'Subtest LookUp' dialog box has a search field and five buttons: OK, Cancel, Detail, Finish, and Help.

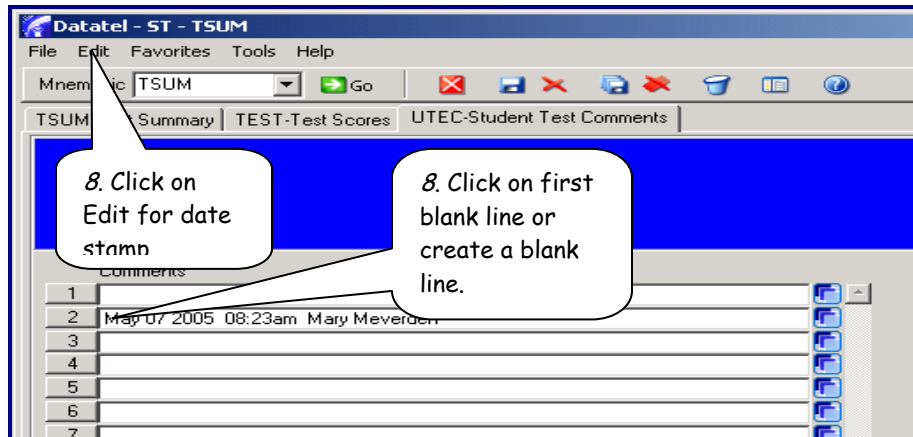
Figure 4

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 (MM/DD/YY). -- **DO NOT** use MM/DD/YYYY --.
6. **Source:** Select from the drop arrow menu.
 - a. **UN** – Unofficial Tran/Report (no transcripts)
 - b. **OF** - Official Tran/Report (transcripts)
 - c. **CT** - CTC Testing (test was administered at CTC)
 - d. **IN** – Internet Download (test downloaded from Internet **or** we verified test scores from official THEA website.)

COLLEAGUE TEST SCORE PROCESSING

Central Texas College

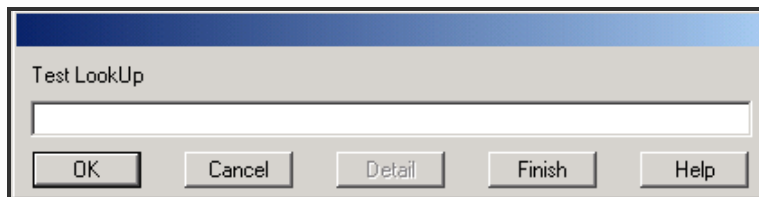
7. **Institution:** Enter the institution the test was taken. If test scores came from Central Texas College you will leave this field blank. However, if the test scores came from an outside institution enter that institution.
8. **Comments:** Click on the detail button. The next screen is the **UTEC** screen (*Figure 5*). On line 1, enter the date and your name by (1) clicking on the Edit key and choosing **Date/Time/Login Stamp** or (2) entering the # symbol and pressing enter (*Figure 5*). Note: If there is already a comment on the first line, click on the first line **1** and insert a blank line.



G. **Save**, and when the **Alert** prompt appears, **Update**.

H. On the **TEST** screen, **Save**, and when the **Alert** prompt appears, **Update**.

I. In the **Test LookUp** prompt (*see Figure 6*), enter the next test or choose **Cancel** or **Finish** to return to **TSUM** and repeat Steps D through H.



J. If finished on the **TSUM** screen, **Save**, and when the **Alert** prompt appears, **Update**. The **Person LookUp** prompt will appear to begin the process with another student or **Cancel** or **Finish**.

COLLEAGUE TEST SCORE PROCESSING
Central Texas College

Shortcut for Entering ACT and SAT Scores

- A.** On the **TSUM** screen, select a blank line in the **Admissions Tests** section, enter **SAT.CO (Combined)** or **ACT.CO (Composite)** (*Figure 7*), and press 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.

TSUM-Test Summary

Kate, Sissy ID: 0034516 SSN: 990-03-4516
Copperas Cove TX 76522 Home: 254-547-6992

| | Admissions Tests | Eq | Dt Taken | Score | Pct | Source | Status | Status Dt |
|---|------------------|----|----------|-------|-----|--------|--------|-----------|
| 1 | ACT.CO | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |

Figure 7

COLLEAGUE TEST SCORE PROCESSING

Central Texas College

B. On the **TEST** screen, enter the following information (*Figure 8*):

1. **Date Taken:** The current date will default in the field. If the current date is not when the test was administered, replace it with the correct date.
2. **Score/Pct:** Enter the score earned. Leave *Pct* field blank.
3. **Score Index:** Leave blank.

In **Subtests** area, enter the following information for *each* subtest:

4. **Score:** Enter score and press enter.
5. **Pct:** Leave blank.
6. **Ind:** Leave blank.

If the **Subtest LookUp** prompt appears (*Figure 4*), click Cancel and continue.

7. **Status:** Select **REC Received**.
8. **Status Date:** The current date will automatically populate the field. If incorrect, replace it with the correct date the scores were received.
9. **Source:** Select from the drop arrow menu.
10. **Institution:** Enter the institution the test was taken. If test scores came from Central Texas College you will leave this field blank. However, if the test scores came from an outside institution enter that institution.
11. **Comments:** Click on the detail button. The next screen is the **UTEC** screen (*Figure 5*). On line 1, enter the date and your name by (1) clicking on the Edit key and choosing **Date/Time/Login Stamp** or (2) entering the # symbol and pressing enter (*Figure 5*).

~~Note: If there is already a comment on the first line, click on the first line 1 and insert a blank line. ~~

The screenshot shows a software interface for entering test scores. At the top, a blue header bar contains the text: "Kate, Sissy ID: 0034516 SSN: 990-03-4516", "Copperas Cove TX 76522 Home: 254-547-6992", "Test: ACT.CO Act Composite", and "Std Test ID:". Below the header, the main form area is divided into several sections. On the left, there are fields for "Title" (Act Composite), "Category" (A Admissions), "Date Taken" (04/01/01), "Score Index", and "Subtests" (ACT.WRIT, ACT.MATH). In the center, there are columns for "Score", "Pct", and "Ind" for each subtest. On the right, there are fields for "Source", "Special Cir" (1), "Institution", "Form Name", "Form Number", "Comments" (1), "Equivalency" (No), and "Type". At the bottom, there are fields for "Subcomponent" (1) and "Status Date". Numbered callouts (1-11) point to specific elements: 1 points to the "Title" field; 2 points to the "Date Taken" field; 3 points to the "Score Index" field; 4 points to the "Score" field in the subtests table; 5 points to the "Pct" field; 6 points to the "Ind" field; 7 points to the "Status Date" field; 8 points to the "Status" dropdown menu; 9 points to the "Source" dropdown menu; 10 points to the "Institution" field; and 11 points to the "Comments" field.

Figure 8

COLLEAGUE TEST SCORE PROCESSING
Central Texas College

- C. **Save**, and when the **Alert** prompt appears, **Update**.
- D. On the **TEST** screen, **Save**, and when the **Alert** prompt appears, Update.
- E. In the **Test LookUp** prompt (*Figure 6*), enter the next test or choose **Cancel** or **Finish** to return to the **TSUM** screen.
- F. If finished on the **TSUM** screen, **Save**, and when the **Alert** prompt appears, **Update**. The **Person LookUp** prompt will appear to begin the process with another student or **Cancel** or **Finish** to end the process. Follow the same process for the **SAT.CO (Combined)** test.

COLLEAGUE TEST SCORE PROCESSING
Central Texas College

Checking Equivalencies

- A. On the **TSUM** screen (*Figure 9*), 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**. Click on the detail button in the **Eq** field for any test that is set to **Yes**. The next screen is the **NEQV** (Noncourse Equiv Evaluation) screen.

The screenshot shows the 'TSUM-Test Summary' window for 'Kate, Sissy' (ID: 0034516 SSN: [redacted]). It displays two tables: 'Admissions Tests' and 'Placement Tests'. The 'Admissions Tests' table has columns: Admissions Tests, Eq, Dt Taken, Score, Pct, Source, Status, and Status Dt. Row 1: ASSET Math 2, Eq: Yes, Dt Taken: 03/10/05, Score: 38, Pct: [empty], Source: UN Unof, Status: REC, Status Dt: 05/07/05. Row 2: ASSET Reading, Eq: No, Dt Taken: 03/10/05, Score: 21, Pct: [empty], Source: UN Unof, Status: REC, Status Dt: 05/07/05. Row 3: [empty]. The 'Placement Tests' table has columns: Placement Tests, Eq, Dt Taken, Score, Pct, Source, Status, and Status Dt. Rows 1, 2, and 3 are all empty. A callout bubble points to the 'Eq' field for ASSET Math 2, containing the text 'Detail to the NEQV screen.'

Figure 9

- B. The **Equivalent Course** field will reveal a noncourse that is awarded for Admissions and Placement Test scores (*Figure 10*). If the noncourse appears incorrect, contact the Texas Success Initiative (TSI) Coordinator (*Figure 11*) for a list of noncourse equivalencies.

The screenshot shows the 'NEQV-Noncourse Equiv Evaluation' window for 'Kate, Sissy' (ID: [redacted]). It displays a table with columns: Noncourse, Title, Score, Gr Scheme/Gr, and Date. Row 1: ASSET.MAT2, ASSET Math 2, 38, [empty], 03/10/05. Below this is another table with columns: Equivalent Course, Title, Course Level, Credit Gr, Scheme, Gr, Status, Credit Type, Acad Level, Equiv, Dt, Term, Notes/Com. Row 1: MAPL-0300, Math Placement, NO Noncour, 0.00000, [empty], [empty], NC, PAT Placement/A, CR Credit, 03/10/05, [empty]. A callout bubble points to the 'Equivalent Course' field, containing the text 'View the Equivalent noncourse awarded.'

Figure 10

COLLEAGUE TEST SCORE PROCESSING
Central Texas College

| NONCOURSE EQUIVALENCIES | |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <u>Math Placement Courses</u>
MAPL-0300
MAPL-0301
MAPL-0302
MAPL-0303 | <u>Reading Placement Courses</u>
REPL-0300
REPL-0301 |
| <u>Writing Placement Courses</u>
WRPL-0301
WRPL-0302 | <u>Essay Placement Courses</u>
ESPL-0301
ESPL-0302 |
| <u>Grammar Placement Course</u>
GRPL-0315 | <u>Listening/Speaking Placement Courses</u>
LSPL-0317
LSPL-0322 |
| <u>Reading/Vocabulary Placement Course</u>
RVPL-0310 | |
| CTC COURSES EQUIVALENCIES FOR NONCOURSE EQUIVALENCIES | |
| <u>Math Placement Courses</u>
MAPL-0300 = DSMA0300
MAPL-0301 = DSMA0301
MAPL-0302 = DSMA0302
MAPL-0303 = DSMA0303 | <u>Reading Placement Courses</u>
REPL-0300 = DSRE0300
REPL-0301 = DSRE0301 |
| <u>Writing Placement Courses</u>
WRPL-0301 = DSWR0301
WRPL-0302 = DSWR0302 | <u>Essay Placement Courses</u>
ESPL-0301 = N/A
ESPL-0302 = N/A |
| <u>Grammar Placement Course</u>
GPL-0315 = DSLA0315 | <u>Listening/Speaking Placement</u>
LSPL-0317= DSLA 0317
LSPL-322 = DSLA 0322 |
| <u>Reading/Vocabulary Placement Course</u>
RVPL-0310 = DSLA0310 | |

Figure 11

C. Save, and when the **Alert** prompt appears, **Update**. The next screen is **TSUM**.

D. On the **TSUM** screen, **Save**, and when the **Alert** prompt appears, **Update**. The **Person LookUp** prompt will appear to begin the process with another student or **Cancel** or **Finish**.

COLLEAGUE TEST SCORE PROCESSING
Central Texas College

Tips and Reminders

Quick Tips:

- If student only tested in one/two areas you must still enter the other proficiency areas with a score of "0". (i.e. THEA.MA (224), THEA.WR(240), then enter THEA.RE as("0"))
- **DO NOT REPLACE** initial test scores, enter new subsequent test scores. Initial and subsequent cannot be the same date.
- **If you make a mistake (i.e. enter the incorrect test) and have already saved the record into Colleague, please contact the TSI Coordinator @ 526-1180, Director of Admissions @ 526-1934, or the Admissions Recruiter/Advisor @ 526-1409.**
- On the TRCL screen you can view a history of any noncourses that have been awarded to the student based on test scores. (*Figure 12*)

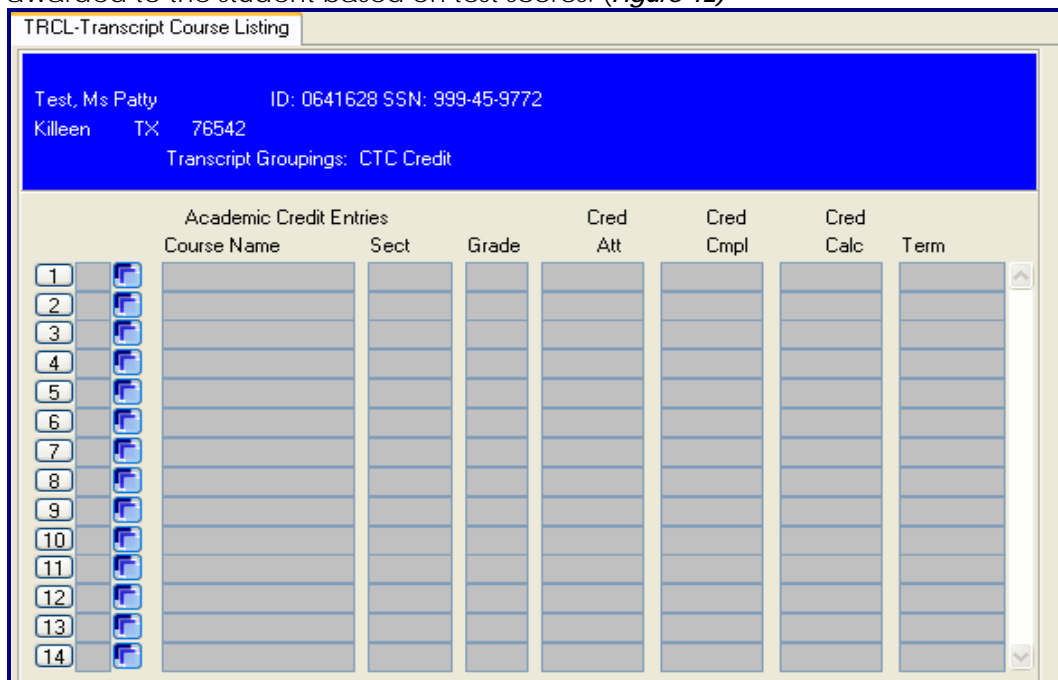


Figure 12

Additional Documents Needed

- Roadmap to Success
- Test Matrix Reading
- Test Matrix Writing
- Test Matrix Math
- Colleague TSI Code Definitions, Assignment, and Documentation
- TASP and THEA Scores Dates
- TSI Course List for CTC Degree Seeking Transfer Students