Test Score Processing
Colleague Learning Guide
U.I. 4.5
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Test Score Processing

Revised by
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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.
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, TAAS, TAKS (10TH AND 11TH 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, etc.

**Note: For a shortcut for ACT and SAT scores, refer to Entering ACT and SAT Scores on page 6.**
**Note**: Please view Appendix 1 – Example Test Results if you are unsure of “which scores” to enter from official reports.

E. If a lookup was performed, select the test from the resolution screen (Figure 2). The next screen is the TEST (Test Scores) screen.

Select the correct test and hit ENTER.
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 (Figure 5), 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 SAT Scores

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:
   1. Score: Enter score and press ENTER.
      a. 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.
      b. SAT.CO – Enter Reading (SAT.RE), Math (SAT.MA) and Writing (SAT.WR). WRITING AND READING ENTRIES MUST MATCH. USE THE “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:
   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.
   - **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)

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, enter that 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.

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**Figure 7**

**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 8](image_url)
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.

![Figure 9](image.png)

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.
## CTC COURSE EQUIVALENCIES FOR NONCOURSE EQUIVALENCIES

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<td>REPL-0300 = DSRE 0300</td>
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<td>REPL-0301 = DSRE 0301</td>
</tr>
<tr>
<td>MAPL-0302 = DSMA 0302</td>
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<tr>
<td>MAPL-0303 = DSMA 0303</td>
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<th>Essay Placement Courses</th>
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<td>WRPL-0301 = DSWR 0301</td>
<td>ESPL-0301 = N/A</td>
</tr>
<tr>
<td>WRPL-0302 = DSWR 0302</td>
<td>ESPL-0302 = N/A</td>
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<table>
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<tr>
<th>Grammar Placement Course</th>
<th>Listening/Speaking Placement Courses</th>
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<tr>
<td>GPL-0315 = DSLA 0315</td>
<td>LSPL-0317 = DSLA 0317</td>
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<tr>
<td></td>
<td>LSPL-0322 = DSLA 0322</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Reading/Vocabulary Placement Course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RVPL-0310 = DSLA 0310</td>
<td></td>
</tr>
</tbody>
</table>
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 that have been awarded to the student based on test scores (Figure 10).

![Figure 10](image.png)

Additional Documents Needed

The following documents can be found on the CTCD website.

- Roadmap to Success
- Test Matrix Reading
- Test Matrix Writing
- Test Matrix Math
- Colleague TSI Code Definitions, Assignment and Documentation
- TASP and THEA Score Dates
- TSI Course List for CTC Degree Seeking Transfer Students
You can access these form through the direct link below:

http://www.ctcd.edu/faculty-staff/student-services-tools/academic-advisement/

If you are unable to access these documents through the direct link, follow the directions below to the Academic Advisement page:

A. Open the CTCD website http://www.ctcd.edu/index.cfm

B. Select Faculty & Staff from the Header.

C. Select Student Services Tools

D. In the left side sub-subsections, select Academic Advisement.
APPENDIX 1 – Example Test Results

Admission Tests

A. TAKS (10 & 11th grade) For this example you will enter the following (Figure 11):

1. TAKS.Es TAKS Essay (11th Grade) – enter 2 at the end of TAKS-ELA line for 11th Grade.
2. TAKS.MA Math TAKS (11TH Grade) – enter 2166 from the TAKS-M-Math line for 11th Grade.
3. TAKS.RE TAKS Reading (11th Grade) – enter 2160 from the TAKS-ELA line for 11th Grade.
4. TAKS.WR TAKS Writing (11th Grade) – enter 2160 from the TAKS-ELA line for 11th Grade as well. This number is used for both the Reading & Writing scores.

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. **SAT.CO (Combined)** For this example, the scores that you would post are *(Figure 13)*:

1. Enter **910** in the *Score* field. This score is a combined total of the *Reading & Math* results (430R/480M).
2. Enter **430** in the *Subtests Score* field for *SAT.RE*.
3. Enter **480** in the *Subtests Score* field for *SAT.MA*.
4. Enter **430** in the *Subtests Score* field for *SAT.WR* (*Reading & Writing* Entries **MUST MATCH**. Use the “*Reading*” score for both entries).

![Figure 13](image)

D. **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 14

<table>
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<tr>
<th>SUBJECTS AND AREAS</th>
<th>TEST QUESTIONS (Q)</th>
<th>SCORE (S)</th>
<th>RATING (R)</th>
<th>NORMS REPORTED AT OR BELOW NORMS</th>
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</thead>
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<td>22</td>
<td>63</td>
<td>10</td>
<td>71</td>
</tr>
<tr>
<td>English Usage (En)</td>
<td>14</td>
<td>83</td>
<td>11</td>
<td>59</td>
</tr>
<tr>
<td>Physical Sciences (P)</td>
<td>09</td>
<td>36</td>
<td>14</td>
<td>77</td>
</tr>
<tr>
<td>Social Science (S)</td>
<td>23</td>
<td>67</td>
<td>26</td>
<td>62</td>
</tr>
<tr>
<td>Composite</td>
<td>12</td>
<td>66</td>
<td>22</td>
<td>14</td>
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<td>Science Test</td>
<td>13</td>
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<tr>
<td>Math Test</td>
<td>18</td>
<td>52</td>
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Local norms reported only if institution participates.

RESEARCH SERVICES.

PREDICTIVE DATA UNAVAILABLE

Jan 01, 2012

PREDICTIVE DATA UNAVAILABLE

Central Texas College

Incommg Transcripts

Central Texas College

Wartburg, TN 37887

ACT

1119 Knoxville Hwy

Wartburg, TN 37887

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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.

2. The ACT Score is the Comprehension score. So, according to Figure 16, you would enter 20 in the Score field.
### Appendix 3 – Points of Contact

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<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Shannon Bralley</td>
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<td><a href="mailto:Shannon.Bralley@ctcd.edu">Shannon.Bralley@ctcd.edu</a></td>
</tr>
<tr>
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<td>Ext. 1643</td>
<td><a href="mailto:Sheree.Stover@ctcd.edu">Sheree.Stover@ctcd.edu</a></td>
</tr>
<tr>
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</tr>
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</tr>
<tr>
<td>TSI Coordinator</td>
<td>TSI Coordinator/Admissions Counselor</td>
<td>Ext. 1180</td>
<td>TSI Coordinator/Admissions Counselor</td>
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<tr>
<td></td>
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<td></td>
<td>Within TX (800) 223-4760</td>
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<td>Out of State (800) 792-3348</td>
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### Revision History

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