

Viewing Test Scores for a Student Using SOATEST

Test Score Information Form:

The Test Score Information form (SOATEST) allows you to view a student's test score information. Only the **official** test scores will be recorded in Banner. **Unofficial** test scores will be scanned and indexed in the imaging system, WebXtender, and may be queried and viewed there.

1. Open the Test Score Information form by typing **SOATEST** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.

Test Field:
Indicates what test this score is for. In Banner, these test scores display the most recent test score on top (chronological order).
Also, in Banner each component of a test is listed as a separate entry.

Test Code	Description	Test Score	Test Date	Admission Request	Source	Equivalency Indicator	Revised or Recentered
VTP1	HS Biology Completed	1	18-MAR-2004			<input type="checkbox"/>	<input type="checkbox"/>
A01	ACT English	20	01-DEC-2003		HSTR	<input type="checkbox"/>	<input type="checkbox"/>
A02	ACT Math	22	01-DEC-2003		HSTR	<input type="checkbox"/>	<input type="checkbox"/>
A03	ACT Reading	30	01-DEC-2003		HSTR	<input type="checkbox"/>	<input type="checkbox"/>
A04	ACT Science Reasoning	21	01-DEC-2003		HSTR	<input type="checkbox"/>	<input type="checkbox"/>
A05	ACT Composite	23	01-DEC-2003	TSTS	HSTR	<input type="checkbox"/>	<input type="checkbox"/>
A01	ACT English	22	01-APR-2003		HSTR	<input type="checkbox"/>	<input type="checkbox"/>
A02	ACT Math	22	01-APR-2003		HSTR	<input type="checkbox"/>	<input type="checkbox"/>
A03	ACT Reading	25	01-APR-2003		HSTR	<input type="checkbox"/>	<input type="checkbox"/>
A04	ACT Science Reasoning	21	01-APR-2003		HSTR	<input type="checkbox"/>	<input type="checkbox"/>
A05	ACT Composite	23	01-APR-2003	TSTS	HSTR	<input type="checkbox"/>	<input type="checkbox"/>

VTP1 Scores must be 1 - NUMERIC characters in range of: 0 - 1

Test code; press LIST for valid codes.
Record: 1/11 | ... | <OSC>

2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form. See the Basic Student Information workshop for more information on searching for students.
4. Click the **Next Block** icon on the toolbar to populate the first information block with the student's test scores. See the next page for more information.
5. When you are finished, click the **Exit** icon on the toolbar. The Banner Main menu displays.

Viewing Test Scores for a Student Using SOATEST (cont.)

Test Score Information Form – Information Block:

Field	Description
Test	Test score component code.
Score	Test component score.
Rcrv	SAT recentered/revised flag.
Taken	Date test was taken.
Request	Checklist request code.
Source	Source of test score.
Term	This field is 999999 by default.
App	This field is 0 by default.
Rel	Release Indicator.
Instr ID	This field is not being utilized by EMU.