


## 9.2 Add/Update Test Transfer Rules

**Purpose:** Add/update test transfer rules in ctclink.

**Audience:** Campus Solutions Administrator.

 You must have at least one of these local college managed security roles:

- ZC SR Transfer Credit Rules
- ZD SR Transfer Credit Rules
- ZZ SR Transfer Credit Rules

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Note the each institution will have only one Test Equivalency Rule, in which all test rules will be entered and maintained.

### Add/Update Test Transfer Rules

**Navigate:** NavBar > Navigation > Records and Enrollment > Transfer Credit Rules > Test Transfer Rules

The Test Transfer Rules search page will display.


1. On the search page, enter the **Academic Institution**.
2. Select the **Search** button. The Test Transfer Rules page will display.

**Test Transfer Rules**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)


▼ **Search Criteria**

Academic Institution   

Test Equivalency Rule

Description

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. On the Test Transfer Rules page, add an **Effective Dated** row by clicking the **[+]** key at the top. All rules will be copied to this new row.
4. Change the **Effective Date** as needed to match the term in which changes should be effective.
5. Add new a new **Test ID** and component by clicking the **[+]** button next to Test ID.
6. After adding the new Test ID, the following fields will populate:
  - **Test component description**
  - **Min/Max Score**
  - **Begin/End Date**
  - **Priority**
  - **Maximum Age**
7. Edit the **Min/Max Score** as needed to create the equivalency with the course you will select.
8. Enter an equivalent **Course ID**.
9. After entering the Course ID, the **Course Offering Number** will populate.
10. Select the **Save** button.

**Test Credit Rule/Component**

Institution: WA220 Tacoma CC

Test Equivalency Rule AP

Find | View All First 1 of 1 Last

\*Effective Date 04/01/2018 \*Status Active

\*Description AP Test Rules\_WA220

Find | View All First 1 of 80 Last

\*Test ID AP Advanced Placement

Test Component AR2D Art 2D Design

\*Equiv Component 0001

\*Description Art 2D Design Priority 1

Min / Max Score: 3.00 3.00 Min Percentile:

Begin / End Date: 01/01/1900 12/31/9999 Maximum Age 99

\*Course ID 024058 General Elective

\*Course Offering Nbr 1 GEN 100

Units Taken 5.00

Save Return to Search Notify Add Update/Display Include History Correct History

11. The process to add and update the test transfer rules is now complete.
12. End of procedure.