


## 9.2 Processing Test Credit - Manual

**Purpose:** Use this document as a reference for processing test credits in ctcLink.

**Audience:** Student Records staff.

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

- ZC SR Transfer Credit Eval
- ZD SR Transfer Credit Eval
- ZZ SR Transfer Credit Eval

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

**Note:** Students needs to be term activated in the term the credits are being posted to.

### Processing Test Credit

**Navigation:** NavBar > Navigator > Records and Enrollment > Transfer Credit Evaluation > Test Credits - Manual

1. The **Test Credits-Manual** search page displays.
2. Select the **Add a New Value** tab.
3. Enter **ID**.
4. Enter **Academic Career**.
5. Enter **Academic Institution**.
6. Select **Add**.

### Test Credits - Manual

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

ID201344761

Academic CareerUndergraduate

Academic InstitutionWA171

Add

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

7. The **Test Credit Entry** tab displays.
8. Enter **Academic Program**.
9. Enter **Academic Plan**. *(Optional)*
10. Enter **Articulation Term**.
11. Select the **Edit Equivalent Course** icon.

A blue circular icon containing a white lowercase letter 'i', typically used to denote a note or important information.

**Note:** Students must be term activated in this career for the term to post credits.

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Page 2

Test Credit Entry | Test Credit by Term

201344761

Academic Career UGRD Undergraduate  
Academic Institution WA171 Spokane CC

\*Model Nbr 2  
\*Transcript Level Print on Q

Target Information

\*Academic Program **ACADM** Academic ☐ Include in GPA  
Academic Plan **LASDTAA** Associate in Arts DTA

\*Articulation Term **2183**

*Group	*Seq#	Status	Test ID	Test Component	Equivalent Subject / Catlg Nbr				
1	1								

Add/View Comments

Save Notify Add Update/Display

Test Credit Entry | Test Credit by Term

12. The **Equivalent Course Information** page displays.
13. Enter **Test ID**.
14. Enter **Component**.
15. Enter **Data Source**.
16. Enter **Test Score**.
17. Enter **Test Date**.
18. Enter **Percentile**.
19. Enter **Course ID**.
20. Change the **Grading Basis-- GRD/SUS/PNP must be used. Use the TRN grading basis if your institution is not awarding the credit but transferring the credit.**
  - a. Please refer to the [SBCTC policy manual](#) for more test credit information and policy guidelines.

**Note:** The remaining fields default based on transfer credit setup and can be changed as needed.

21. Replace **Official Grade** "T" with "S" (Satisfactory) or "P" (Pass) based on local transfer credit business process.
22. Select **OK**.

**Equivalent Course Information**

**Test Credit Input**

Test ID: CLEP  
 Component: PRCAL  
 Data Source: School  
 Test Date: 05/01/2018  
 Test Score: 75.00  
 Percentile:

**Equivalent Course**

Course ID: 020461  
 Offer Nbr: 1  
 Units Transferred: 5.000  
 Grading Scheme: ACA  
 Grading Basis: GRD  
 Official Grade: P  
 Repeat Code:   
 Designation:   
 Include in FA WI Stats: ☐

PRECALC I [CCN]  
 MATH& 141  
 Credit Grading Scheme  
 Graded  
 Pass  
 Valid Attempt  
 Earn Credit  
 Include in GPA  
 Grd Pt/Unt: 2.000  
 Units Att: Yes

OK  
 Cancel  
 Clear  
 Clear

23. The **Equivalent Course Information** page disappears. The updated **Test Credit Entry** tab displays.
24. Select the **Test Credit by Term** tab.

**Test Credit Entry** **Test Credit by Term**

201344761

Academic Career: UGRD Undergraduate  
 Academic Institution: WA171 Spokane CC  
 \*Model Nbr: 2  
 \*Transcript Level: Print on O

**Target Information**

\*Academic Program: ACADM Academic  
 Academic Plan: LASDTAA Associate in Arts DTA  
 Include in GPA: ☐

\*Articulation Term: 2183 SPRING 2018

*Group	*Seq#	Status	Test ID	Test Component	Equivalent Subject / Catig Nbr
1	1	Accepted	CLEP	PRCAL	MATH& 141

Add/View Comments

Save Notify Add Update/Display

Test Credit Entry | Test Credit by Term

25. The **Test Credit by Term** tab displays.
26. Select **Calculate**.

27. Select **Post**.

Test Credit Entry | **Test Credit by Term**

201344761

Transfer Credit Model

Academic Career UGRD Undergraduate  
Academic Institution WA171 Spokane CC  
Model Nbr 2  
Academic Program ACADM Academic  
Admit Term

Transfer Credit Term

Articulation Term 2018 SPRNG Posted Date  
Model Status User

Calculate Post Unpost

Units Transferred 0.000

FA Weeks of Instruction Stats

Units Transferred 0.000

Test Credits Summary

Units Transferred 0.000

Save Notify Add Update/Display

Test Credit Entry | Test Credit by Term

28. The updated **Test Credit by Term** tab displays.

29. Confirm that **Model Status** = "Posted".

**Note:** Verify the credits are **Posted**. Credits in **Completed** status will not calculate as part of the student's statistics.

Test Credit Entry

Test Credit by Term

201344761

Transfer Credit Model

Academic Career

UGRD

Undergraduate

Academic Institution

WA171

Spokane CC

Model Nbr

2

Academic Program

ACADM

Academic

Admit Term

+

-

Transfer Credit Term

Articulation Term

2018 SPRNG

Posted Date

02/12/2021

Model Status

Posted

User

+

-

Calculate

Post

Unpost

Units Transferred

5.000

FA Weeks of Instruction Stats

Units Transferred

0.000

Test Credits Summary

Units Transferred

5.000

Save

Notify

Add

Update/Display

30. Process complete.