

9.2 Processing Test Credits - Automated

Purpose: Use this document as a reference for processing test credits with pre-defined rules in ctcLink. To create pre-defined rules, refer to the [9.2 Add/ Update Test Transfer Rules QRG](#).

Audience: Transfer credit evaluators

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

- ZD CS Test Processing
- ZZ CS Test Processing

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

Entering Test Results

Navigation: NavBar > Navigator > Records and Enrollment > Transfer Credit Evaluation > Test Results

 **Note:** Test scores need to be entered on the Test Results page first.

1. The **Test Results** search page displays.
2. Enter **Search Criteria** to identify your student.
3. Select **Search**.

[Student Homepage](#)

Test Results

Test Results

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

Find an Existing Value

Search Criteria

ID begins with 201344761

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

- The **Test Results** page displays.
- Enter **Test ID**.
- Enter **Test Date**.
- Enter **Data Source**.
- Enter **Component**. **Test Date** and **Data Source** populate automatically.
- Enter **Score**.
- Enter **Acad Level**.
- Select **Save**.

[Student Homepage](#)

Test Results

New W

Test Results

Francis Ren 201344761

Tests

Find | View All First 1 of 1 Last

*Test ID AP Advanced Placement ☐ Checklist Item Update

Defaults for Components

Test Date 04/16/2018

Data Source School

Acad Level

Test Components

Personalize | Find | View All First 1 of 1 Last

*Component	Score	Percentile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
ES	4.00		04/16/2018	School	Twelfth Grade		12/26/2018		<input checked="" type="checkbox"/>

Additional Test Data

Transfer To Prospect Data Go

Save

Return to Search

Notify

Refresh

Processing Test Credits with Pre-defined Rules

! 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.

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

1. The **Test Credits** 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**.

The screenshot shows the 'Test Credits' search page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there are three input fields: 'ID' with the value '201344761', 'Academic Career' with the value 'Undergraduate', and 'Academic Institution' with the value 'WA171'. Each field has a magnifying glass icon to its right. Below these fields is an 'Add' button, which is highlighted with a red box. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

7. The **Test Credit Details** tab displays.
8. Enter **Model Nbr**, if the default value is unacceptable.

9. Enter **Transcript Level**.
10. Enter **Academic Program**.
11. Enter **Articulation Term**.
12. Select **Fetch**.

Test Results
Test Credits - Automated

Test Credit Details
Test Credit by Term

Francis Ren
201344761
Find | View All
First
1 of 1
Last

Academic Career UGRD Undergraduate
Academic Institution WA171 Spokane CC
*Model Nbr 1
*Transcript Level Print on Off

Target Information
*Academic Program ACADM
Academic
Include in GPA
Academic Plan

*Articulation Term 2183
SPRING 2018
Fetch

Status	Test ID	Test Component	Equivalent Subject / Catlg Nbr

Add/View Comments

Save
Notify
Add
Update/Display

Test Credit Details | Test Credit by Term

13. The student's tests display at the bottom of the page.
14. Select the **Edit Equivalent Course** icon.

Test Credit Details
Test Credits - Automated

Test Credit Details
Test Credit by Term

Francis Ren
201344761
Find | View All
First
1 of 1
Last

Academic Career UGRD Undergraduate
Academic Institution WA171 Spokane CC
*Model Nbr 1
*Transcript Level Print on Offi

Target Information
*Academic Program ACADM Academic
Include in GPA
Academic Plan

Find | View All
First
1 of 1
Last

*Articulation Term 2183 SPRING 2018
Fetch Submitted

* Group	Status	Test ID	Test Component	Equivalent Subject / Catlg Nbr	Lock
1	No Rule	AP	ES		

Add/View Comments

Save
Return to Search
Notify
Add
Update/Display

Test Credit Details | Test Credit by Term

15. The **Equivalent Course Information** displays.
16. Enter **Course ID**. Offer Nbr, Grading Scheme, Grading Basis and Units Transferred are populated automatically.
17. Enter **Official Grade**. "S" (Satisfactory) or "P" (Pass) based on local transfer credit business process.
18. Select **Include in FA WI Stats**.
19. Select **OK**.

Test Credit Details
Test Credits - Automated

Equivalent Course Information

Test Credit

Test ID

AP

Advanced Placement

Component

ES

English Composition with Essay

Test Date

04/16/2018

Test Score

4.00

Data Source

SCH

Percentile

OK

Cancel

Equivalent Course

Course ID

014753

English Comp I [CCN]

Offer Nbr

1

ENGL& 101

Grading Scheme

ACA

Credit Grading Scheme

Grading Basis

TRN

Transfer Grading Basis

Official Grade

P

Pass

Units Transferred

5.000

Grd Pt/Unt

Repeat Code

Designation

Valid Attempt

Earn Credit

Include in GPA

Units Att

Yes

Include in FA WI Stats

Clear

20. The **Equivalent Course Information** page disappears. The updated **Test Credit Details** tab displays.
21. **Status** updates automatically to "Accepted".
22. Select the **Test Credit by Term** tab.

Test Credit Details
Test Credits - Automated

Test Credit Details

Test Credit by Term

Francis Ren
201344761

Find | View All

First

1 of 1

Last

Academic Career

UGRD

Undergraduate

Academic Institution

WA171

Spokane CC

*Model Nbr

1

*Transcript Level

Print on Offi

Target Information

*Academic Program

ACADM

Academic

Academic Plan

Include in GPA

Find | View All

First

1 of 1

Last

*Articulation Term

2183

SPRING 2018

Fetch

Submitted

* Group	Status	Test ID	Test Component	Equivalent Subject / Catlg Nbr	Lock
1	Accepted	AP	ES	ENGL& 101	

Add/View Comments

Save

Return to Search

Notify

Add

Update/Display

Test Credit Details | Test Credit by Term

23. The **Test Credit by Term** tab displays. **Model Status** = "Submitted".

- 24. Select **Calculate**.
- 25. Select **Post**.
- 26. Select **Save**.

Test Credit Details

Test Credits - Automated

Test Credit Details

Test Credit by Term

Francis Ren

201344761

Transfer Credit Model

Find | View All

First

1 of 1

Last

Academic Career

UGRD

Undergraduate

Academic Institution

WA171

Spokane CC

Model Nbr

1

Academic Program

ACADM

Academic

Admit Term

Transfer Credit Term

Find | View All

First

1 of 1

Last

Articulation Term

2018 SPRNG

Posted Date

Model Status

Submitted

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

Return to Search

Notify

Add

Update/Display

Test Credit Details

Test Credit by Term

- 27. The updated **Test Credit by Term** tab displays. **Model Status** = "Posted".

Test Credit by Term

Test Credits - Automated

Test Credit Details

Test Credit by Term

Francis Ren

201344761

Transfer Credit Model

Find | View All

First

1 of 1

Last

Academic Career

UGRD

Undergraduate

Academic Institution

WA171

Spokane CC

Model Nbr

1

Academic Program

ACADM

Academic

Admit Term

Transfer Credit Term

Find | View All

First

1 of 1

Last

Articulation Term

2018 SPRNG

Posted Date

Model Status

Posted

User

Calculate

Post

Unpost

Units Transferred

5.000

FA Weeks of Instruction Stats

Units Transferred

5.000

Test Credits Summary

Units Transferred

5.000

Save

Return to Search

Notify

Add

Update/Display

Test Credit Details

Test Credit by Term

- 28. Process complete.