

# 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](#)

ID

Academic Career

Academic Institution

[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.

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

Test Credit Entry | Test Credit by Term

201344761

2 of 2 | View All

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

1 of 1 | View All

\*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:   
 PRECALC I [CCN]  
 MATH& 141  
 Credit Grading Scheme  
 Graded  
 Pass  
 Include in FA WI Stats

Valid Attempt  
 Earn Credit  
 Include in GPA  
 Grd Pt/Unt: 2.000  
 Units Att: Yes

Buttons: OK, Cancel, 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

Buttons: 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**.

The screenshot shows a web interface for 'Test Credit by Term'. At the top, there are two tabs: 'Test Credit Entry' and 'Test Credit by Term', with the latter being active. Below the tabs, the user ID '201344761' is displayed. The main content area is divided into two sections: 'Transfer Credit Model' and 'Transfer Credit Term'. The 'Transfer Credit Model' section shows details for an Undergraduate student at Spokane CC, with Model Nbr 2 and Academic Program ACADM. The 'Transfer Credit Term' section shows the Articulation Term as '2018 SPRNG' and Model Status as 'User'. Below this, there are three buttons: 'Calculate', 'Post', and 'Unpost'. The 'Post' button is highlighted with a red box. Below the buttons, there are two summary sections: 'FA Weeks of Instruction Stats' and 'Test Credits Summary', both showing 'Units Transferred' as 0.000. At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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** | 2 of 2 | View All

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

**Transfer Credit Term** | 1 of 1 | View All

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
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**Test Credits Summary**

Units Transferred	5.000
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Save | Notify | Add | Update/Display

30. Process complete.