




SOATEST: Test Score Information Form

General Information

This form is often used by Student Information Departments – it provides a list of each required test or score for a student’s record, as well as a *checklist* of sorts for any outstanding testing requirements. You may link to this form from other Student Module Forms (i.e.: **Admissions Application [SAADMS] Form**) by using the **Related Button**, as with many other student forms within Banner. Human Resources and other various departments also use this form to house scores/results from various tests for staff and faculty including background checks, etc. **If you have any questions about specific test, scores, etc., please contact the ODU Testing Center at 683-3697.** Any other Banner questions may be sent to bannerhotline@odu.edu.

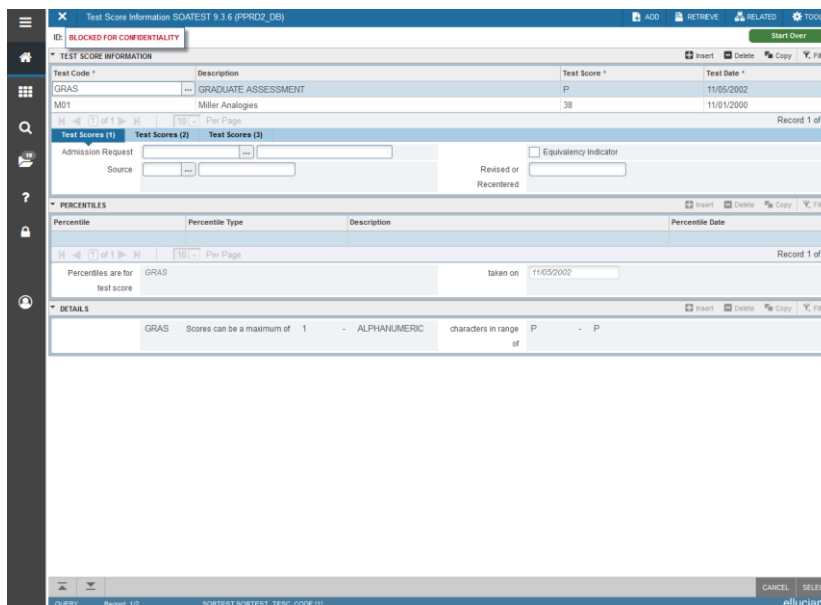
How to Access Test Score Information within Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Test Score Information [SOATEST] Form .	Type SOATEST into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person’s University Identification Number (UIN) . Use the Go Button to load the person’s test score information.	Go Button or Down Arrow 
3. A list of all tracked and retained tests and test scores will be displayed. <ul style="list-style-type: none"> ◆ Test Code and Description ◆ Test Score ◆ Test Date ◆ IF AVAILABLE, the following will also be displayed: <ul style="list-style-type: none"> ➤ Percentile ➤ Notes/Details 	TIPS & TRICKS: For more information about the Test Codes, min-max scores, and for a complete list of all tests we track at ODU, click the Search Button to display the Test Code/Score Key Window . Search Button: 
4. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen.	ODU Home Icon: 

Helpful Tips & Tricks:

- ◆ Please contact the **ODU Testing Center** with any questions about the **SOATEST Form** at 683-3697.
- ◆ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**

SOAPCOL Sample Screenshot:



The screenshot shows the SOATEST form in Banner. The form is titled "Test Score Information SOATEST 9.3.6 (PPRD2_DB)". It has a "Start Over" button in the top right corner. The form is divided into several sections:

- TEST SCORE INFORMATION:** A table with columns: Test Code, Description, Test Score, Test Date. The first row shows: GRAS, GRADUATE ASSESSMENT, P, 11/05/2002. The second row shows: M01, Miller Analogies, 38, 11/01/2000. There are navigation buttons (back, forward, search, etc.) and a "Per Page" dropdown set to 10.
- PERCENTILES:** A table with columns: Percentile, Percentile Type, Description, Percentile Date. The first row shows: GRAS, taken on 11/05/2002. There are navigation buttons and a "Per Page" dropdown set to 10.
- DETAILS:** A table with columns: Test Code, Description, Maximum Score, Test Code, Range. The first row shows: GRAS, Scores can be a maximum of 1, ALPHANUMERIC, characters in range of P - P.

At the bottom of the form, there is a "CANCEL" button and a "SELECT" button. The footer of the form shows "QUERY: Retrieve: 10 SOATEST.SORTTEST_TEST_CODE [1]" and the "ellucian" logo.