SOATEST: Test Score Information Form

<table>
<tr><td colspan="2">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 [SAAADMS] 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. <mark>If you have any questions about specific test, scores, etc., please contact the ODU Testing Center at 683-3697.</mark> Any other Banner questions may be sent to bannerhotline@odu.edu.</td></tr>
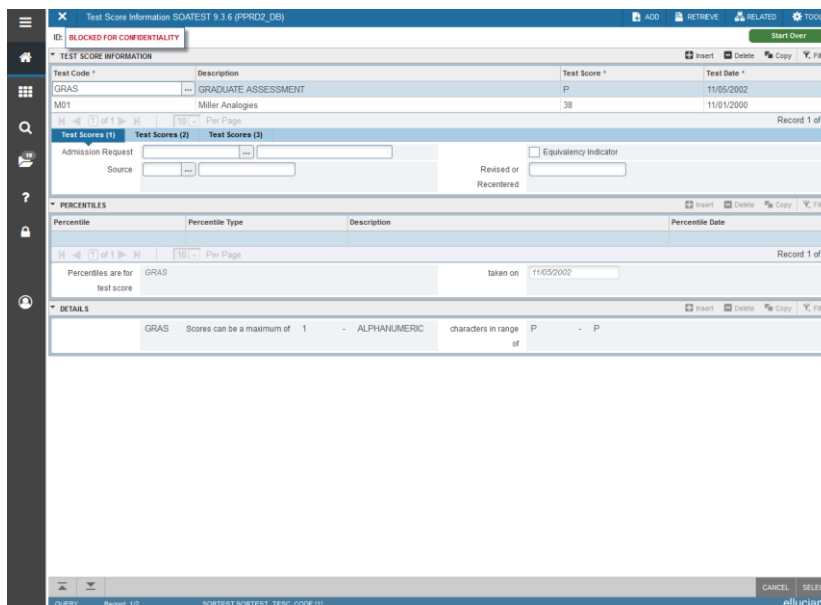</table>

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 <mark>*University Identification Number (UIN)*</mark>. Use the **Go Button** to load the person's test score information.	**Go Button or Down Arrow** Go ▼

3. A list of all tracked and retained tests and test scores will be displayed.
◈ Test Code and Description
◈ Test Score
◈ Test Date
◈ IF AVAILABLE, the following will also be displayed:
   ➢ Percentile
   ➢ Notes/Details
	<u>*TIPS & TRICKS:*</u> *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:

◈ <mark>Please contact the **ODU Testing Center** with any questions about the **SOATEST** Form at 683-3697.</mark>

◈ 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: