



How Do I?

View Student's Test Scores

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9 using your **first initial and last name** as your User ID. *Remember to use CAPS when entering your User ID.*
2. Access the Test Results page by selecting Records and Enrollment > Transfer Credit Evaluation > Academic Test Summary.
3. Key the student's University ID in to the ID field and click the **Search** button. *If you do not know the student's ID, you can also search by his or her name and by National ID. The Academic Test Summary page will display.*

Academic Test Summary

Student's Name _____ Student's ID# _____ *

Test Summary by ID/Component

Test ID: _____ Test Component: _____

Sort By: Date Score Test Search

Test ID	Description	Score	%ile	Test Dt	Stud Admin	Acad Level	Data Sts	DL Loaded
1 ACT	Composite	75		10/01/2004		12th Grade	ACT	12/03/2004
2 ACT	Composite	64		05/01/2004		11th Grade	ACT	07/09/2004
3 ACT	Composite	49		04/01/2004		11th Grade	ACT	05/06/2004
4 ACT	English	76		10/01/2004		12th Grade	ACT	12/03/2004
5 ACT	English	81		05/01/2004		11th Grade	ACT	07/09/2004
6 ACT	English	60		04/01/2004		11th Grade	ACT	05/06/2004

Save Return to Search notify

To view all test scores, click the View All link at the top right hand corner of the results.



4. You may view another Student Test scores by clicking the **Return to Search** button.
5. Remember to Sign Out of PeopleSoft when you have finished your session.

Things to Remember

when viewing a Student's Test Scores:

- Do not include "W" when entering a student's University ID.