FSCJ

Florida State College
at Jacksonville

PeopleSoft Campus Solutions

Entering Test Scores and Test Score Management

(Limited Security Access)

Created 11/08/17

This document is subject to further edits, corrections and/or modifications

Contents

View Test Scores 2

Entering Test Scores 5

Updating Checklist 9

Updating Student Groups 11

Understanding Student Milestones 11

Understanding Test Credit 12

Editing Test Table (Limited Security Access) 14

Editing Test Components (Limited Security Access) 15

Adding Prospects (Non-FSCJ Students) for Testing & Assessment 17

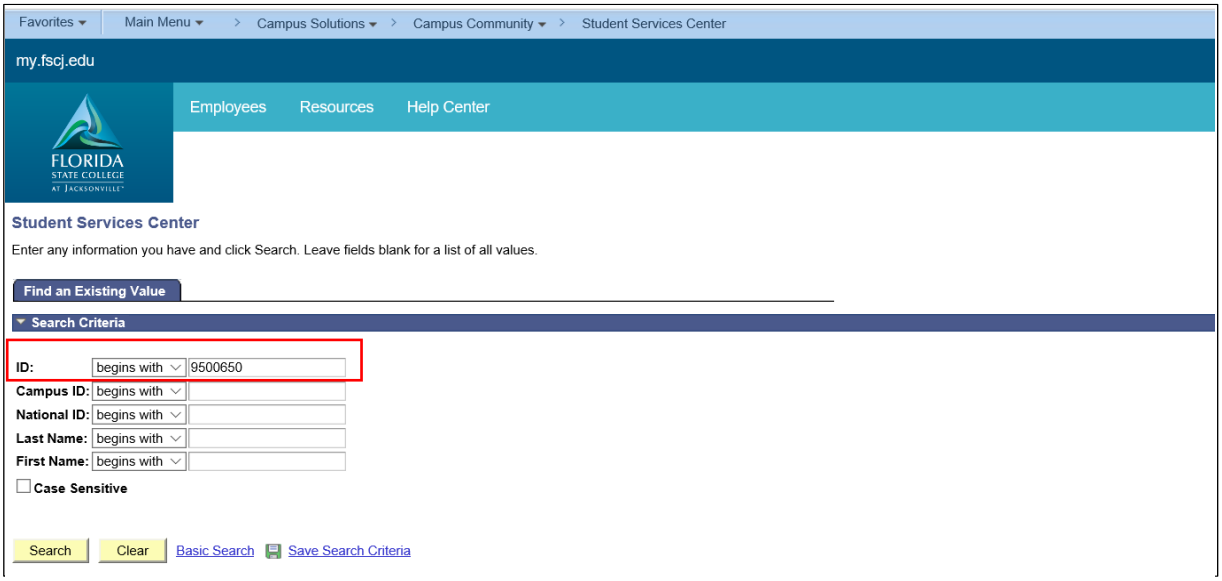
Understanding Test Scores Orion vs. PeopleSoft 19

- Conversion Mapping 19
- ACT 19
- ATBC 19
- CASAS 19
- CPT 20
- CPTL 20
- EAPC 20
- FCAT 21
- FCAT2 21
- PERT 21
- SAT 21
- TABE 21

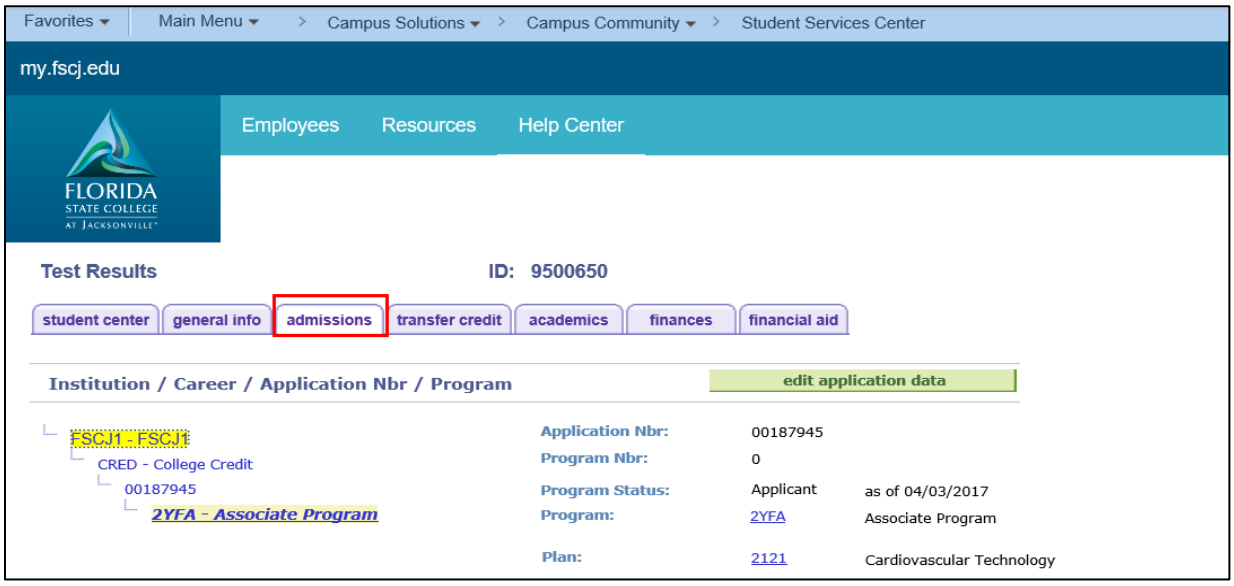
View Test Scores

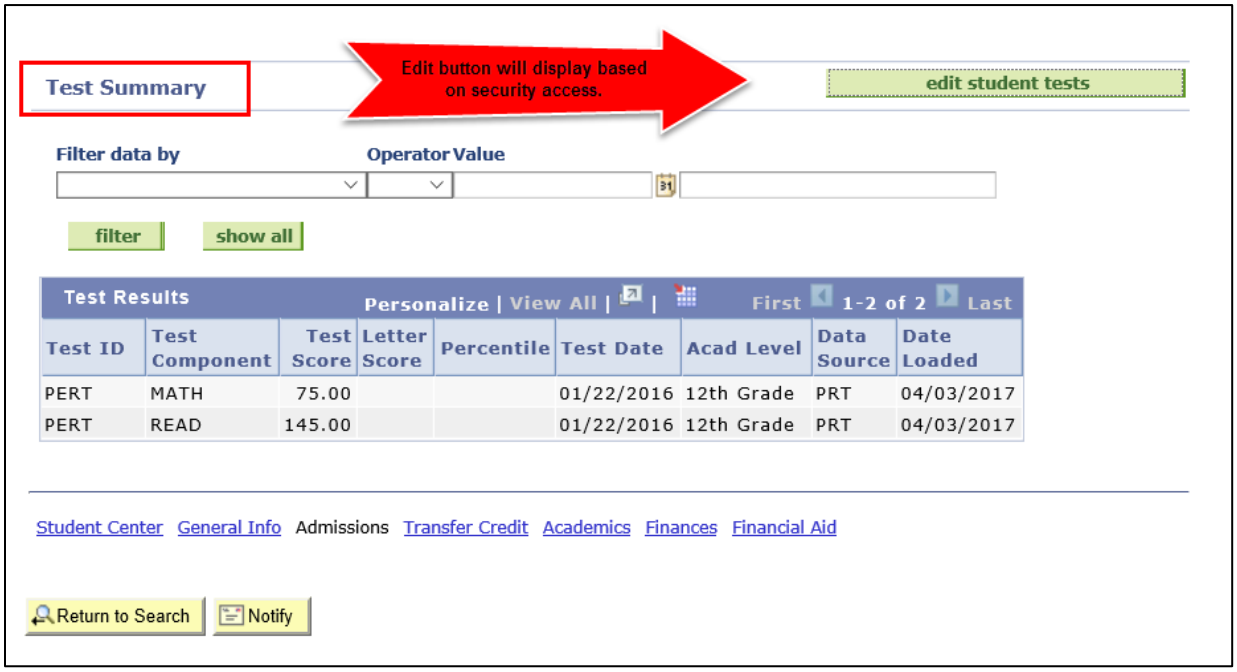
Navigation:

- Log into MyFSCJ.
- Go to **Main Menu >Campus Solutions>Campus Community>Student Services Center**.
- Enter the Student ID in the **ID field**.

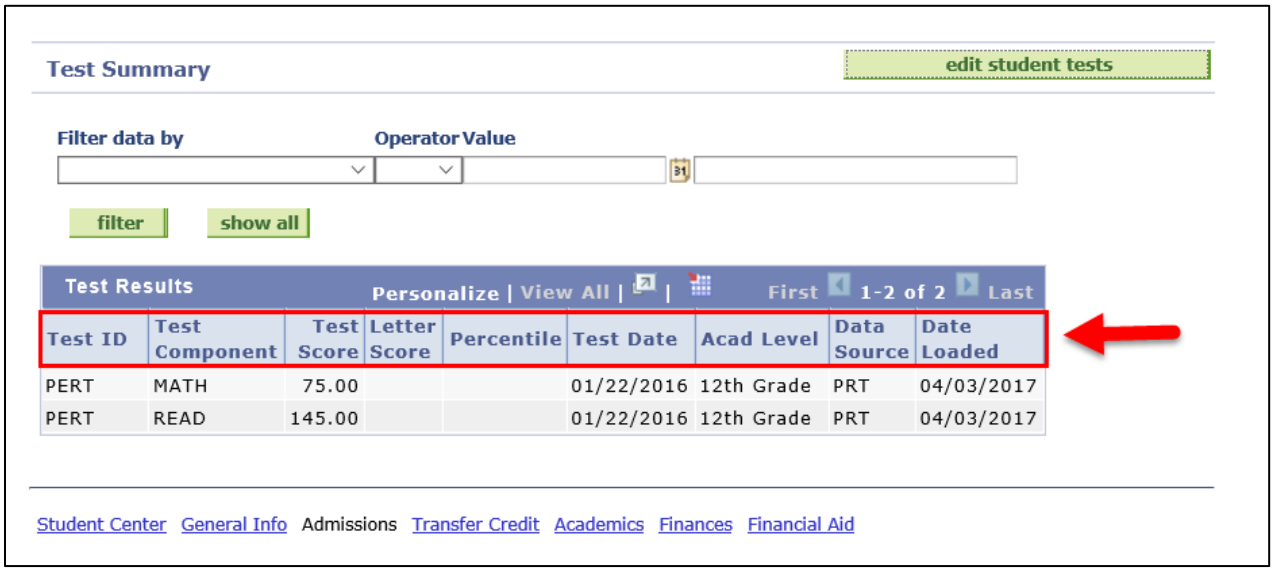


- Choose the **Admissions Tab** and scroll down to the "Test Summary" area to view test scores.

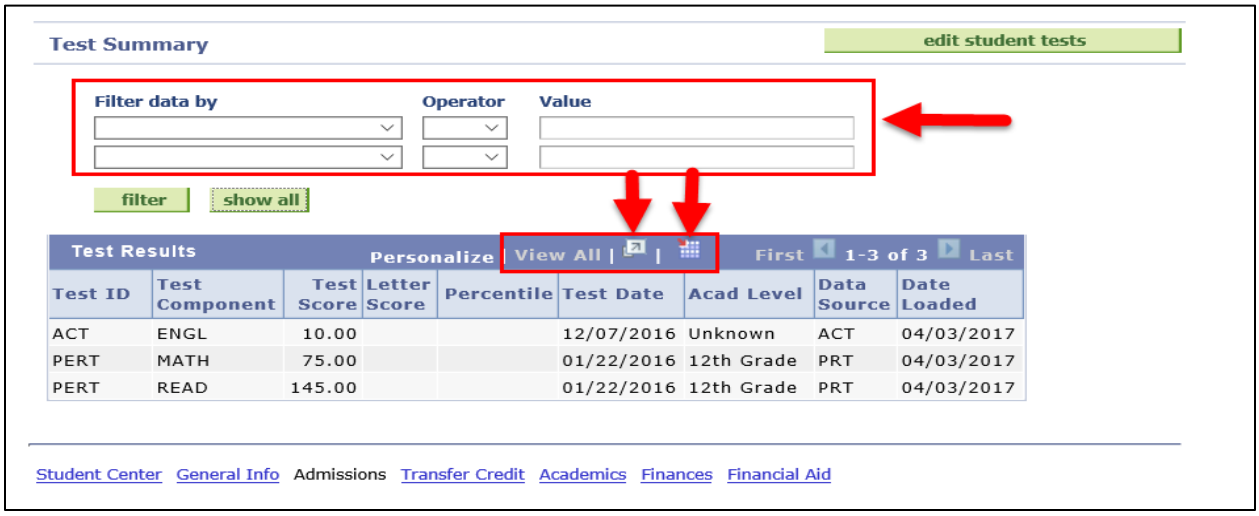




- In the Test Results header, you have the option of sorting the test scores listed by any of the column headers, such as Test ID, Description, Score, Test Date, Data Source, or Date Loaded.



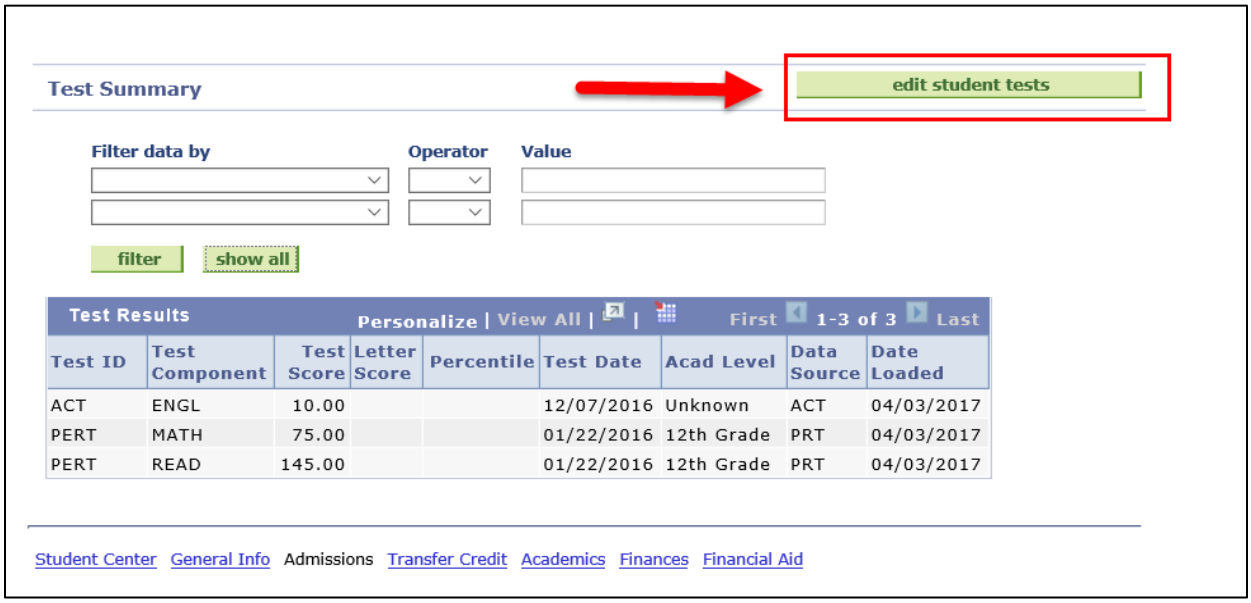
- **Test ID** – Indicates the type of test reported.
- **Description** – Indicates the component of the reported test.
- **Score** – Indicates the individual's score for the test or component of the test taken.
- **Test Date** – Indicates the date that the test was taken.
- **Data Source** – Indicates the source that provided the test results.
- **Date Loaded** –Indicates the date that the test scores were entered into the system.



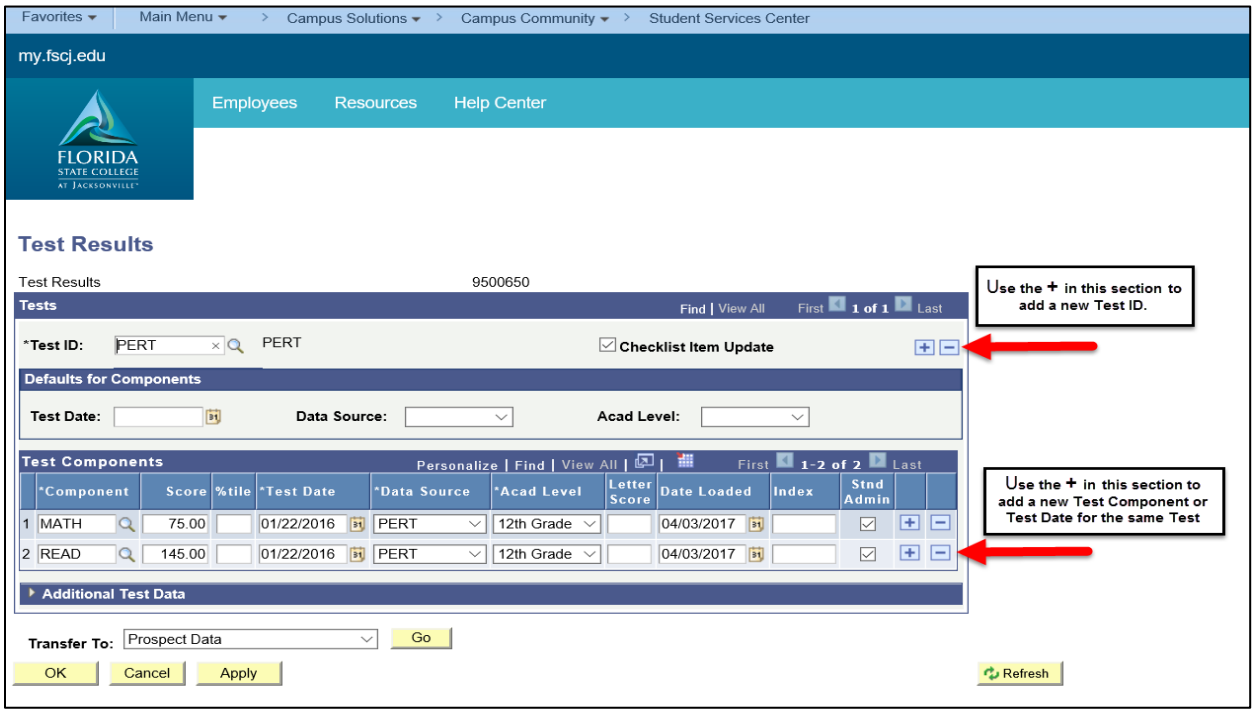
Use the arrow to Zoom Test Results. Use the Datasheet to download test results. Use the **Filter data by** option to view specific Test ID's or Test Dates.

Entering Test Scores

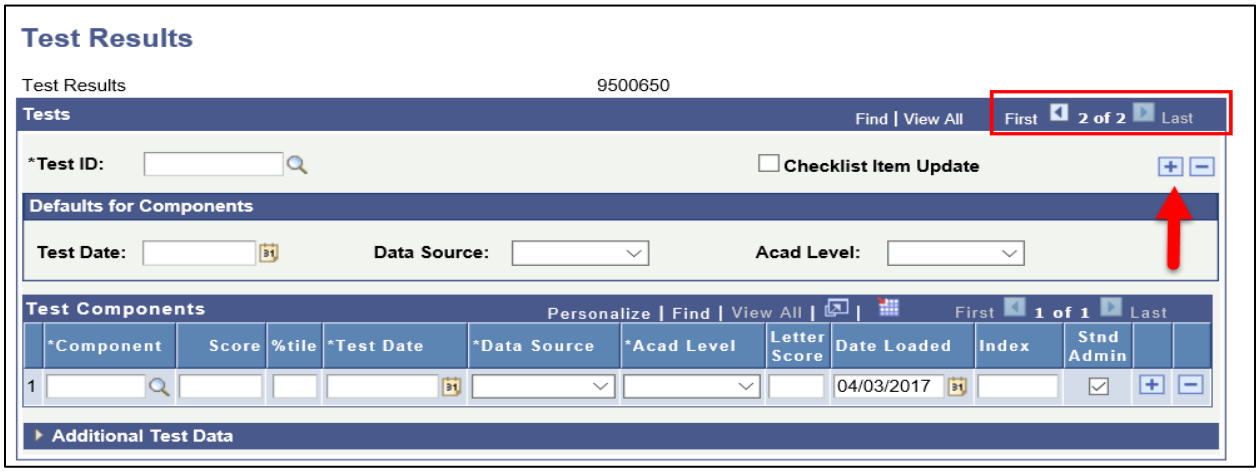
- Select **Edit Student Tests.**



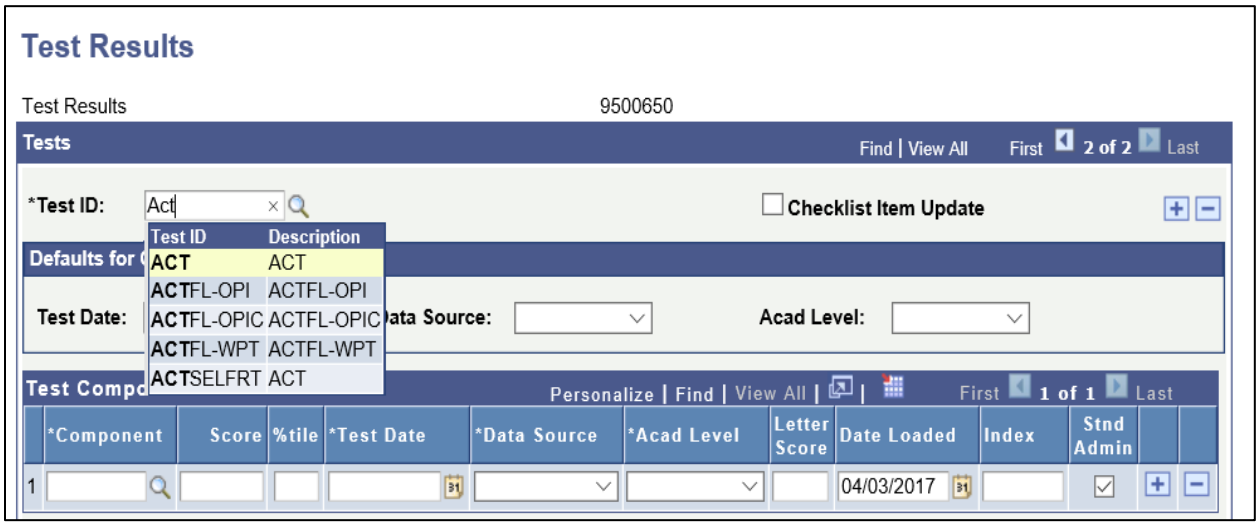
- The Test Results page will display.

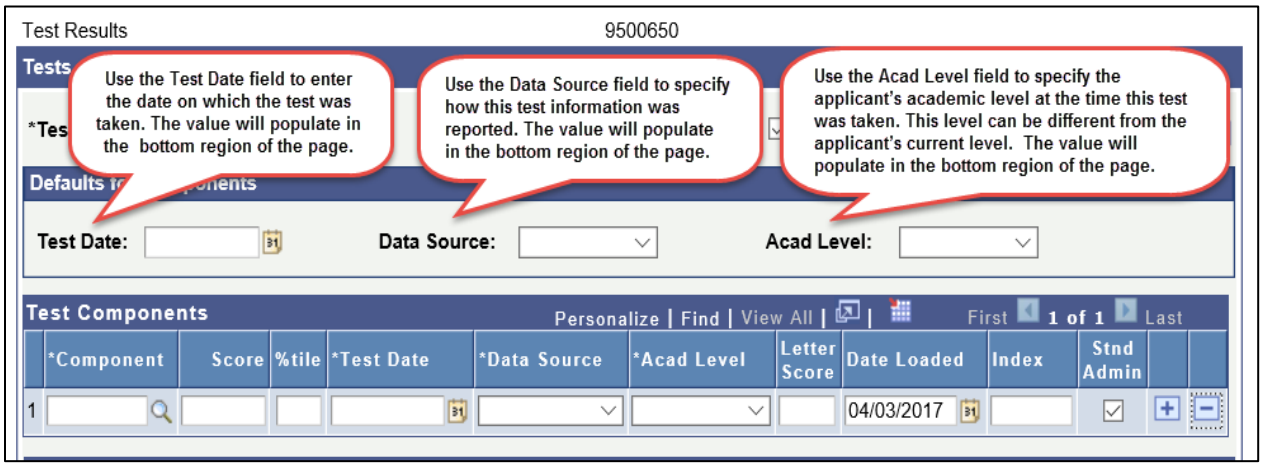


- Click the **Add Row (+)** in the first section to enter a new Test ID.

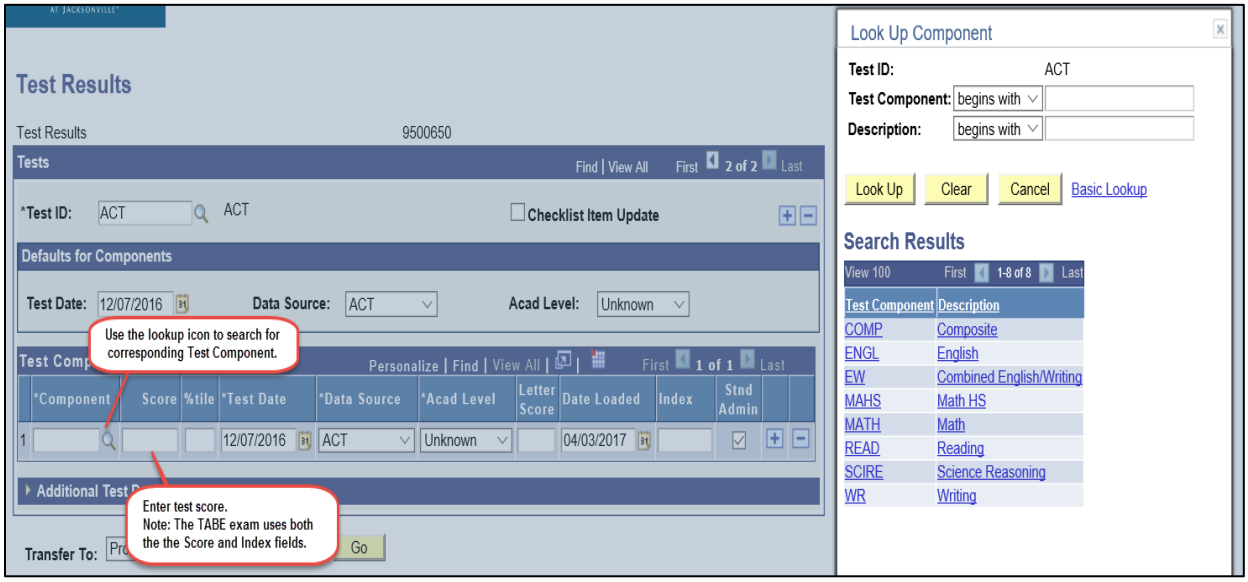


- Click the **Test ID** field and enter the desired ID. A lookup magnifying glass is provided to help you find the correct Test ID. Enter the Test Date, Data Source and Acad Level.

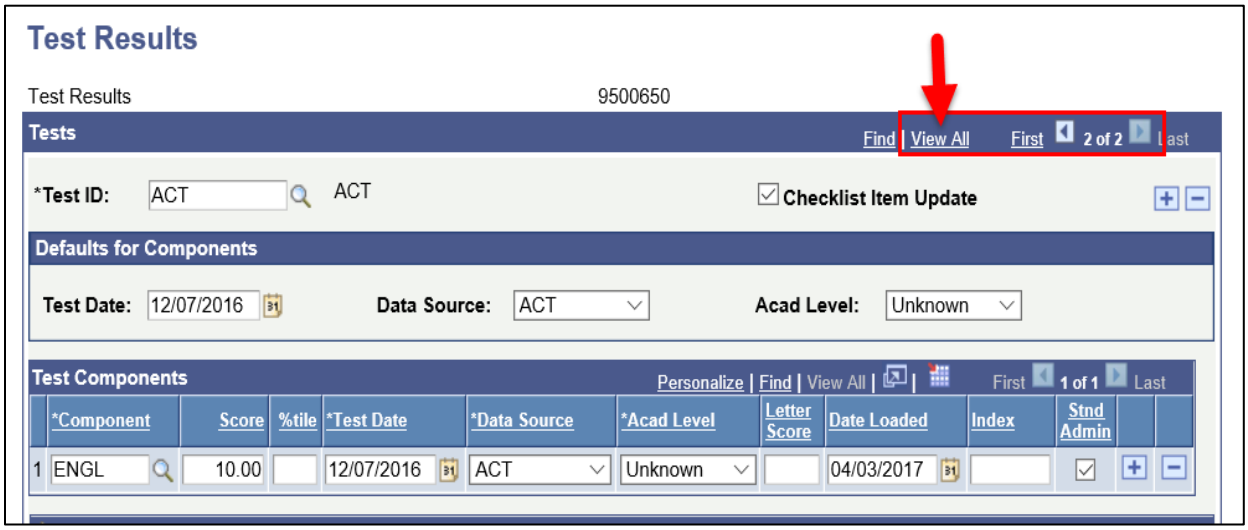




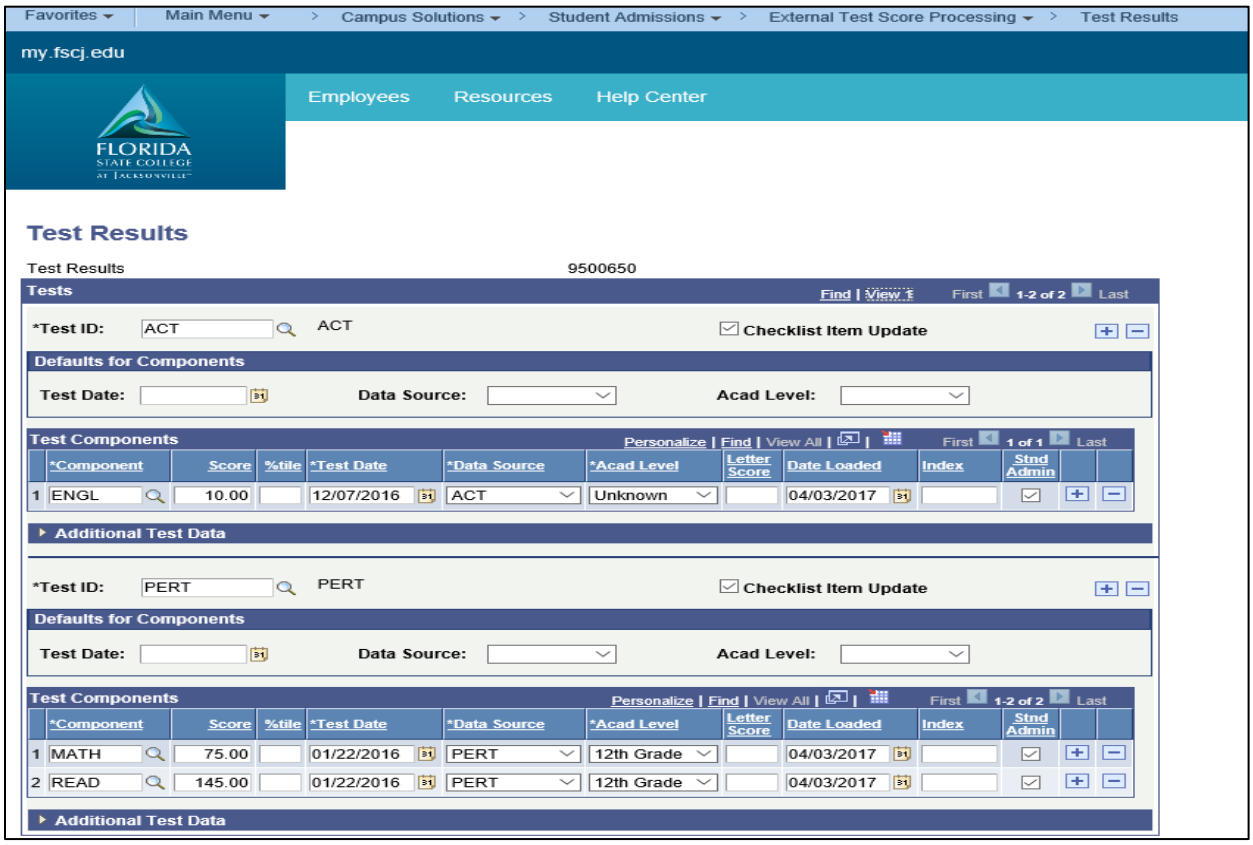
- Enter the T**est Component** and **Test Score**. Use the lookup magnifying glass to search for Test Components that correspond to the selected Test ID. Note: %tile, and index will not be used for entering test scores at FSCJ. The Letter Score filed be used only for entering TABE exams.



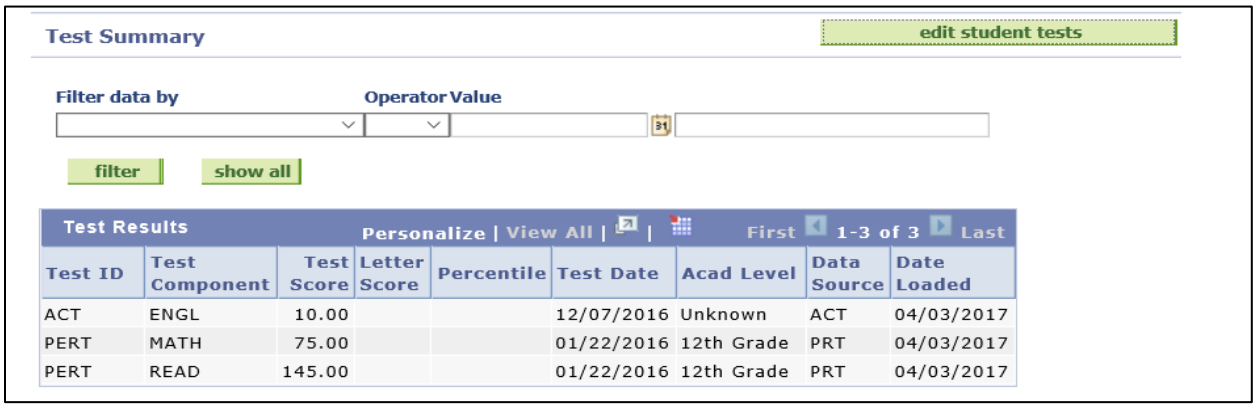
- Click the **Save** button.
- Select **View All** to see all Test ID's and Test Scores.



- Below is an expanded view of **Main Menu>Campus Solutions>Students Admissions>External Test Score Processing>Test Results.**



- Below is a view of Test Summary in the Student Services Center.



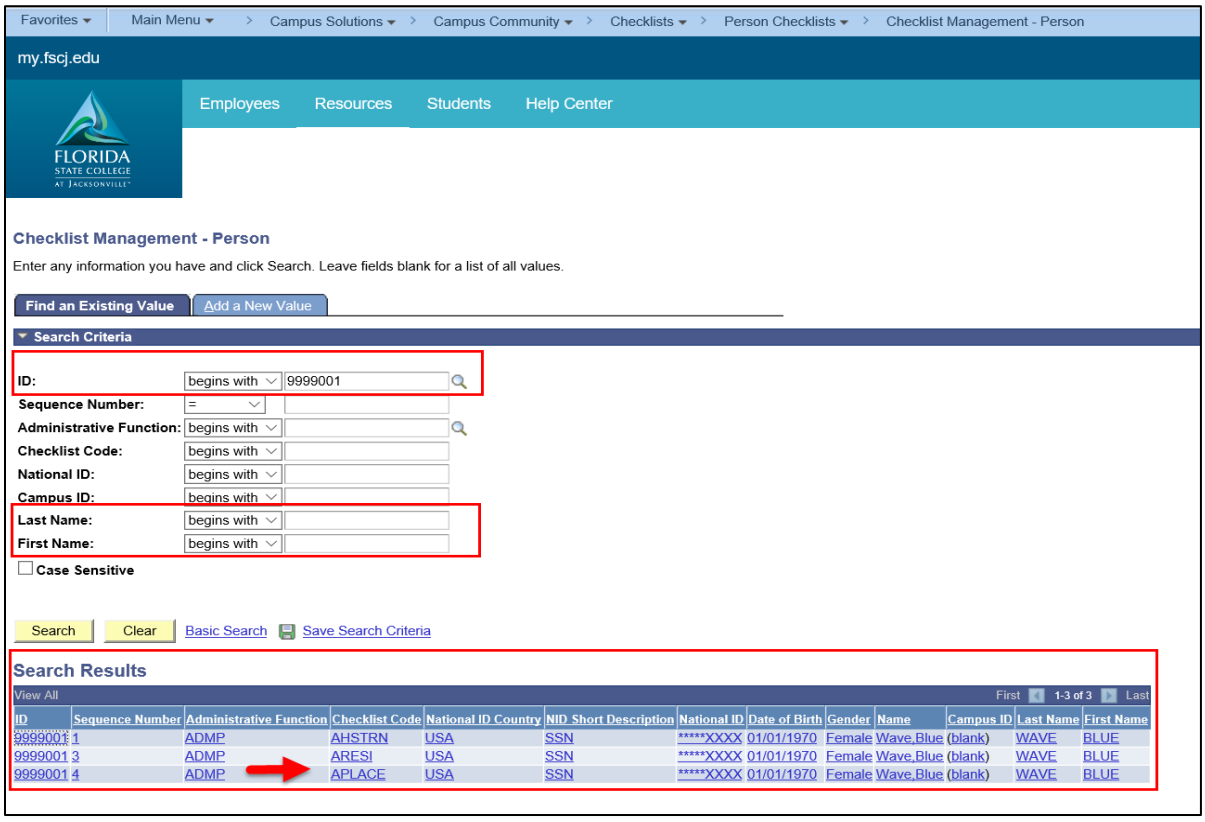
Note: Self-Rpted (Self-Reported) indicates that the results were reported by the student, and therefore, are unofficial until an official testing source validates the test results.

Test Scores Results may also be access by navigating to: **Main Menu>Campus Solutions>Students Admissions>External Test Score Processing>Test Results.**

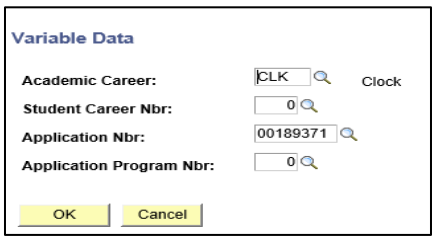
Updating Checklist

Navigation-Option 1:

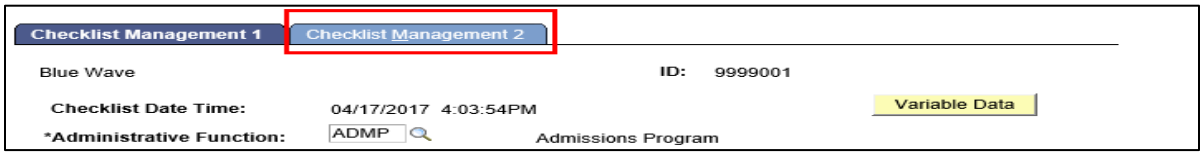
- Click the **Main Menu> Campus Solutions> Campus Community>Checklists>Peron Checklists>Checklist Management-Person**
- Enter the desired information into the **ID** or name fields. Click the **Search** button.
- Select the link of the ***APLACE-Assessment/Placement-Credit or APLAC2-AssessmentPlacement-Workforce*** **checklist item**.



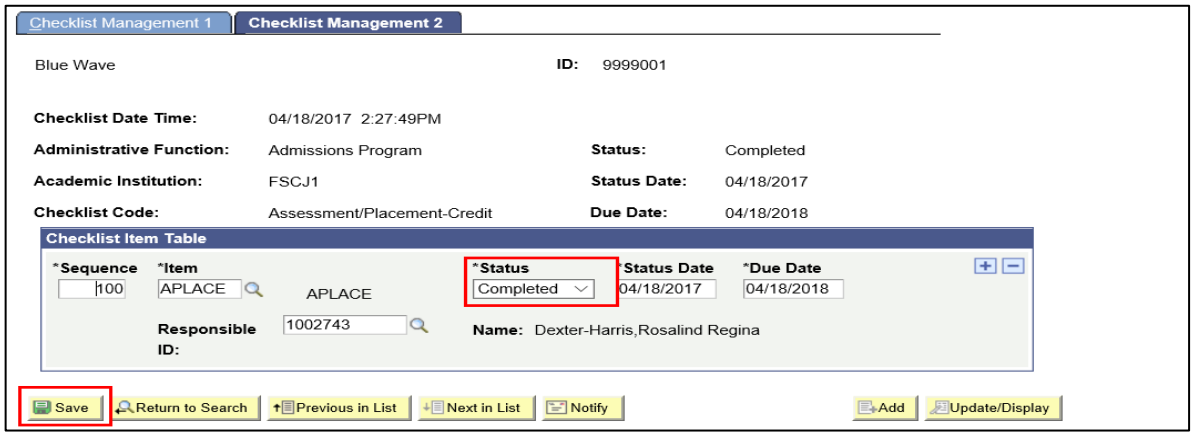
- Click the yellow **Variable Data button** to identify the **Academic Career** and **Application Nbr** associated with this checklist item. Click **OK** to return to the Checklist Management 1 page.



- Select the **Checklist Management 2** page.

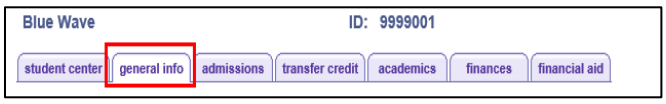


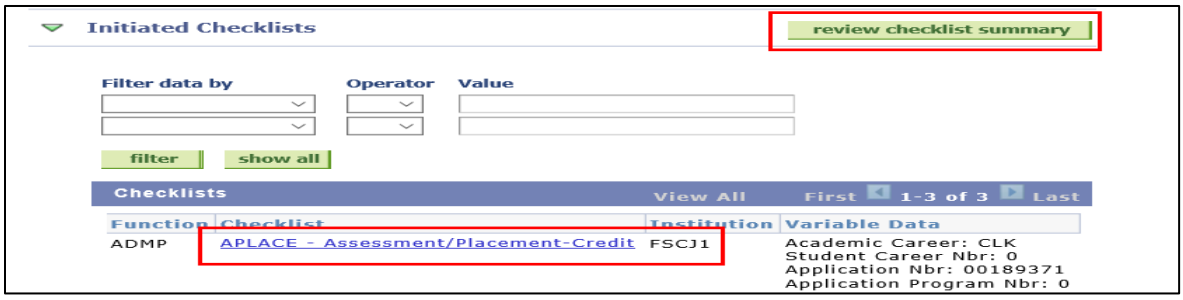
- Locate the status field and update to ***Completed*** **and Save**.



Navigation-Option 2:

- Click the **Main Menu> Campus Solutions> Campus Community>Student Services Center**
- Enter the desired information into the **ID** or name fields. Click the **Search** button.
- Select the **General Info** tab.
- Locate the **Initiate Checklists** section and select the link of the ***APLACE-Assessment/Placement-Credit*** checklist item.





The Checklist Management 1 page will display.

- Follow the same instructions provided in Option 1 navigation.

Updating Student Groups

Student Groups enable you to set up groups (such as Athlete) and assign these groups to individuals. Then you can perform actions (such as run reports and processes) on a group, which affects all of the individuals in the group. Assignment of a student to a particular Student Group can happen manually one student at a time, through population selection for a group of students all at once, and/or through batch assignment based on triggers or otherwise scheduled in the system. Some Student Groups are similar to Orion Special Designators (e.g. Dual Enrollment, Athletes, and Complete Florida). Others represent processes and procedures that are facilitated by identifying students in Groups, such as Transient – Summer and Dev Ed Exempt – Active Duty Military. Additionally, Student Groups can be assigned and released based on effective dates. **Remember:** Student Groups are very similar to Orion Special Designators. See the ***Viewing -Entering Student Groups*** training document on the training website under Student Records for step-by-step instructions.

Student Groups related to Testing and Assessment:

- Students who quality for the SB1720 exemption will be placed into one of the following Student Groups: **DVAD**-Dev Ed Military or **DVHS**-Dev Ed High School.
- When the electronic test load process sends out a request, students are placed in a PERT-Pert Test Score Requested or ATS-ACT/SAT Test Score requested Student Group.

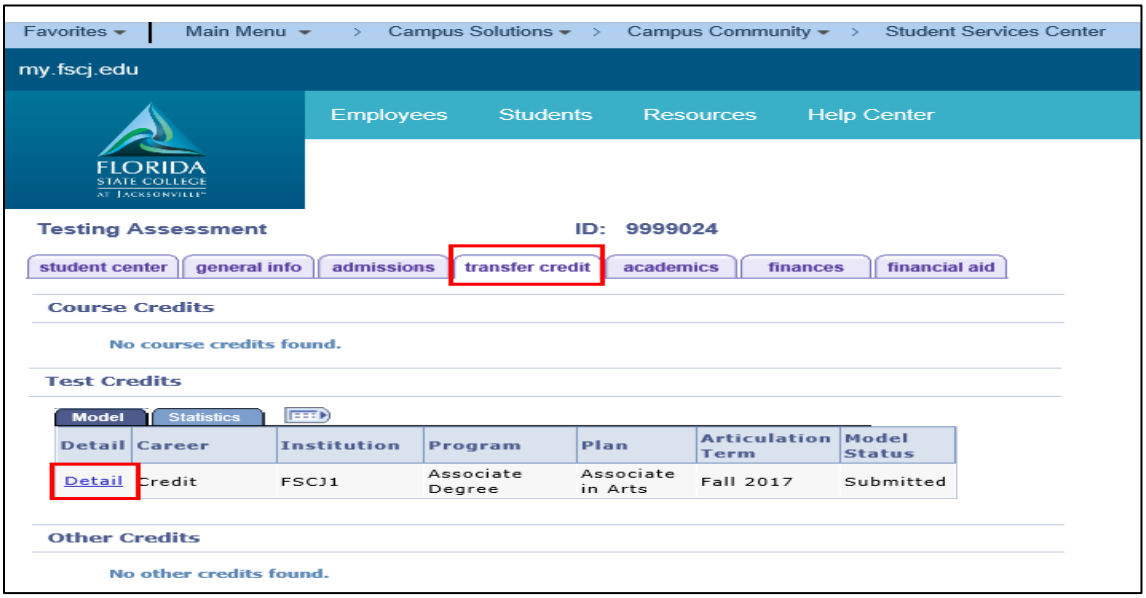
Entering Student Milestones

Milestones are non-course related but vital requirements that a student must complete toward degree progress to graduate. The Assessment staff will use milestones to post TABE waivers. See the ***Viewing-Adding Milestones*** training document under Student Records on the training website for step-by-step instructions.

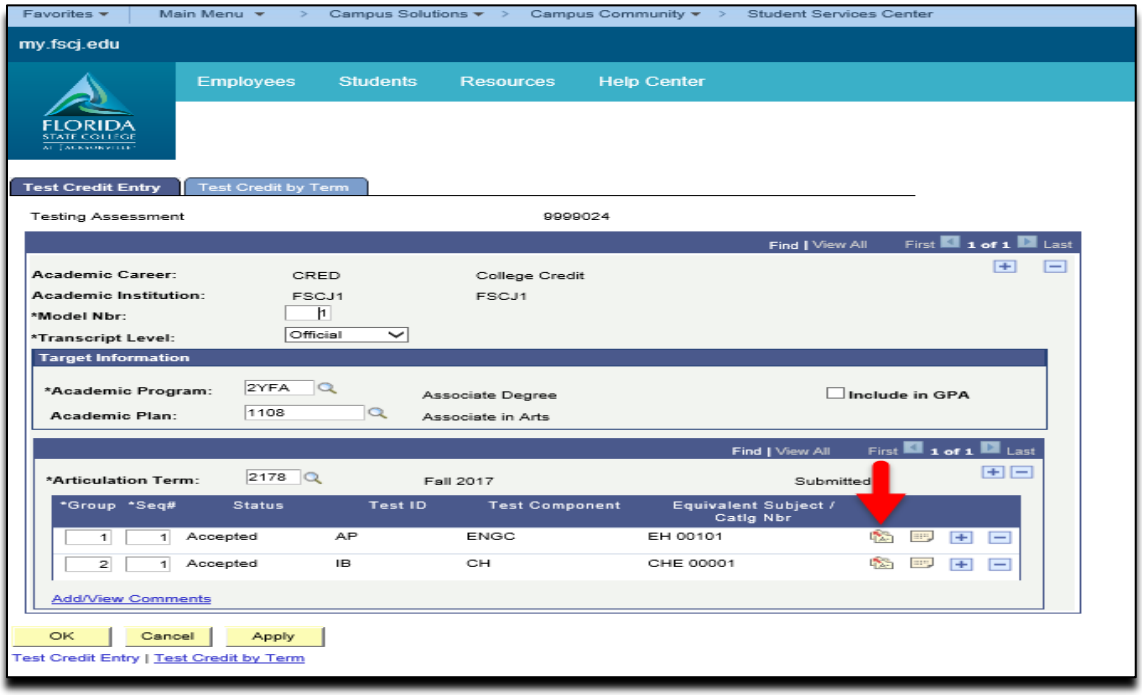
Student Milestones related to Testing and Assessment: Students who quality for a TABE Waiver will be given the milestone TABE WAIVR.

Understanding Test Credit

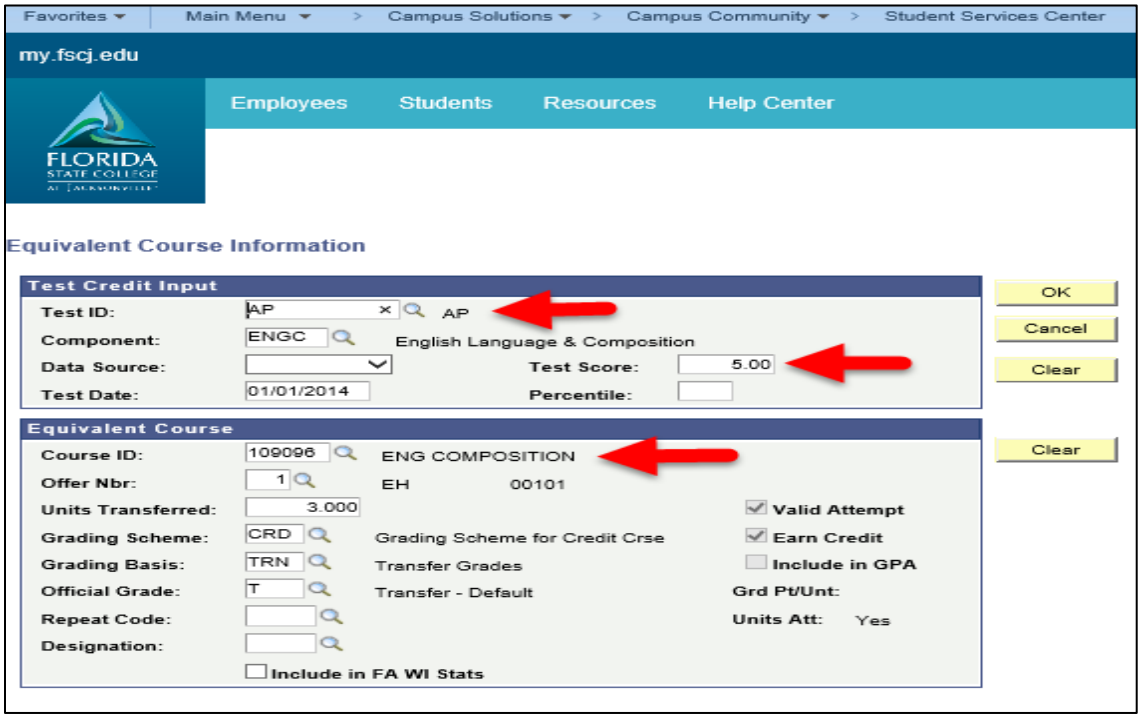
- Log into myFSCJ.
- Go to **Main Menu >Campus Solutions> Campus Community> Student Services Center.**
- Click the **Transfer Credit** tab and click the ***Detail*** link**.**



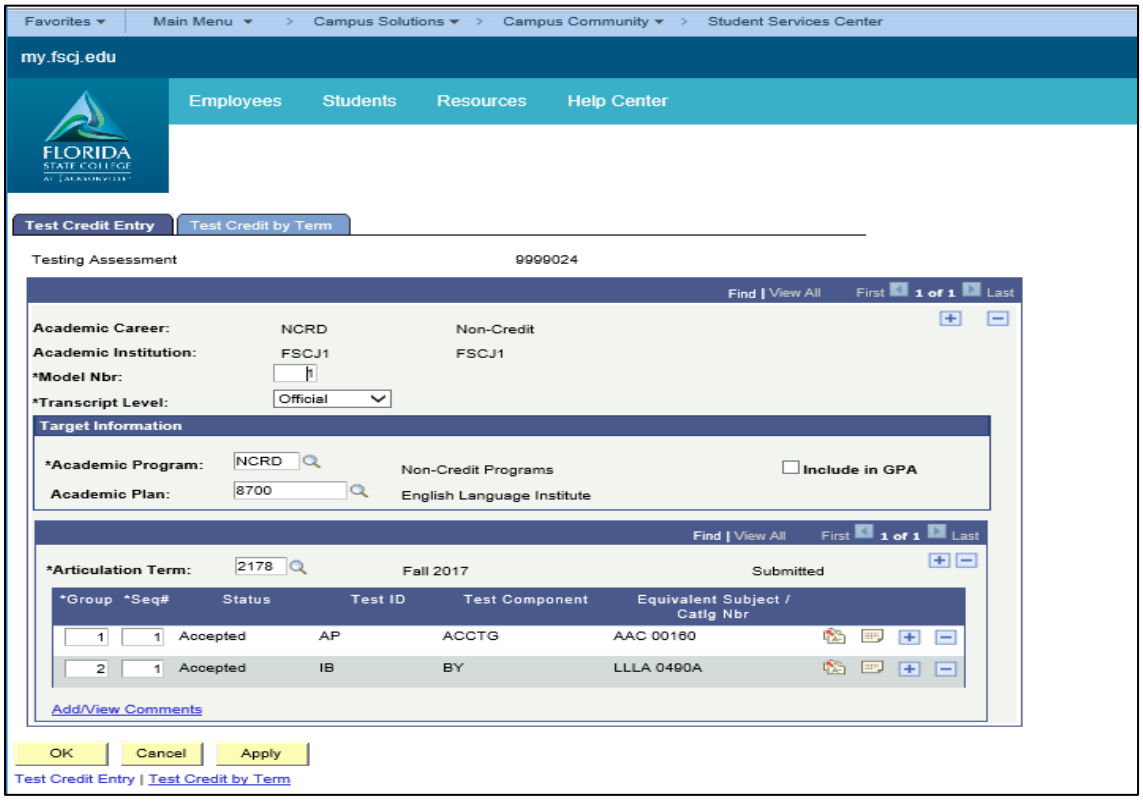
- Click the equivalent course link.



- Enter the required information.

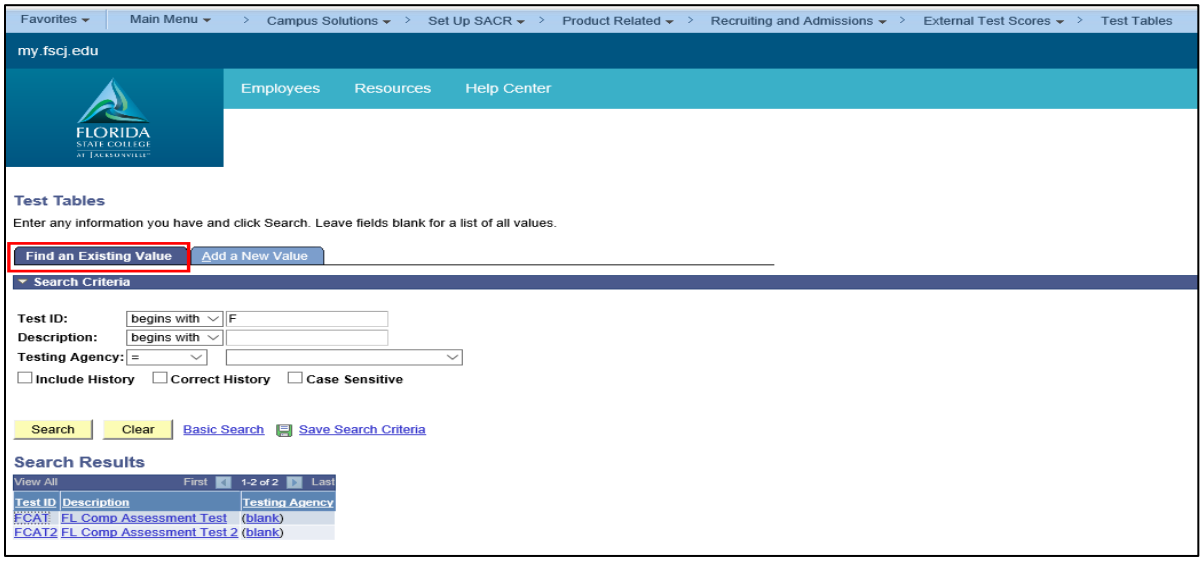


- Click **OK**.

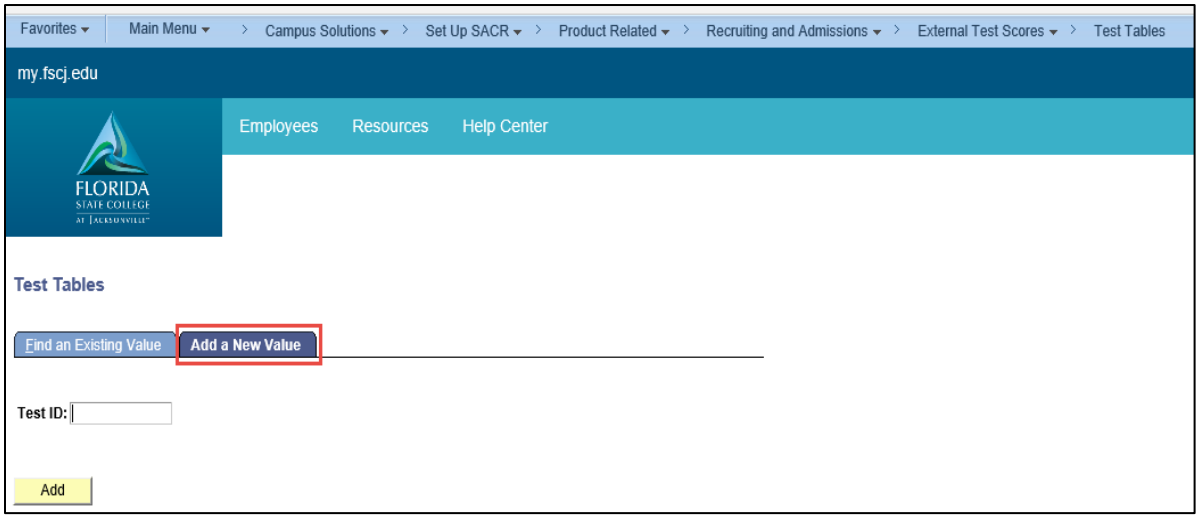


Editing Test Table (Limited Security Access)

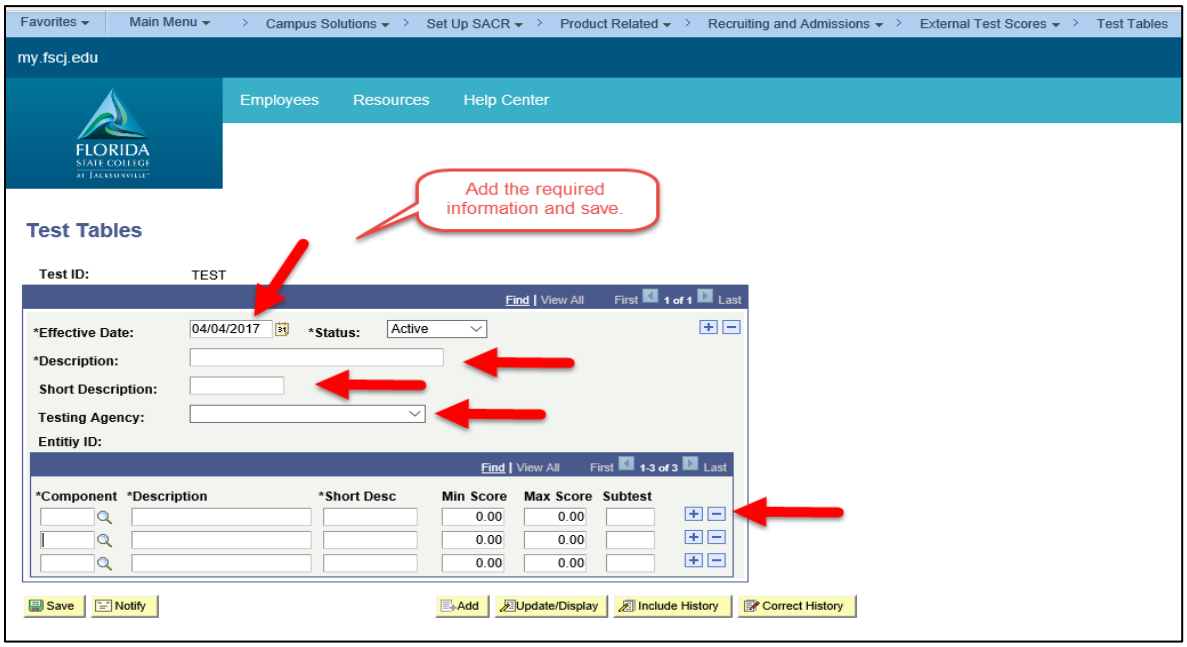
- Navigate to **Campus Solutions>Set Up SACR>Product Related>Recruiting and Admissions>External Test Scores>Test Tables**. To find a specific Test ID enter the ID, Description or Test Agency and click **Search**.



- Select the **Add a New Value** tab to enter a new Test ID.

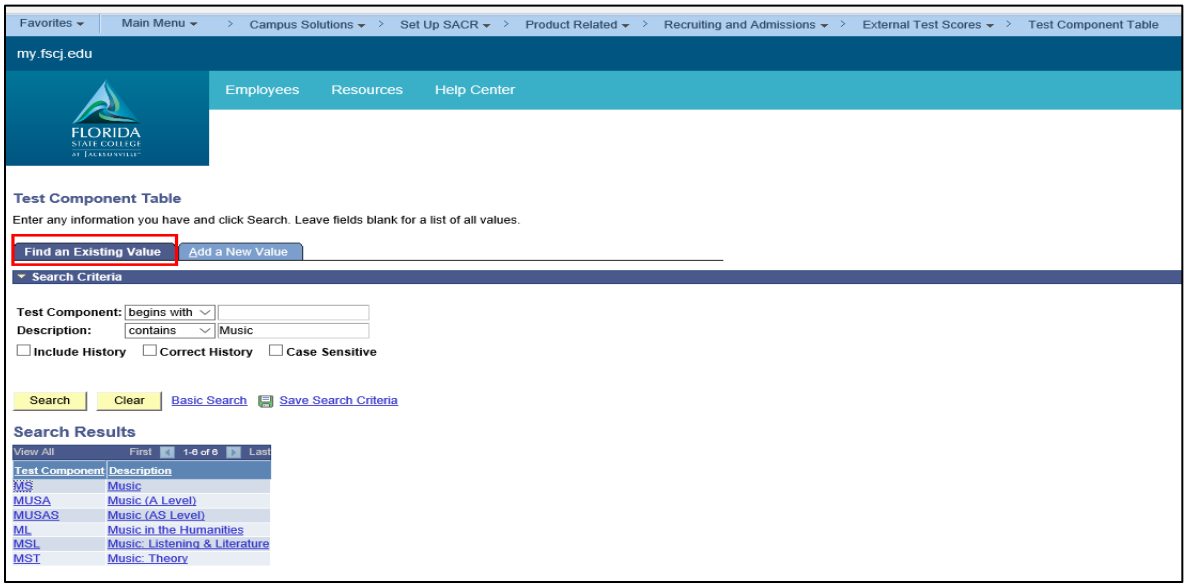


- Enter the required information and click **Save**.



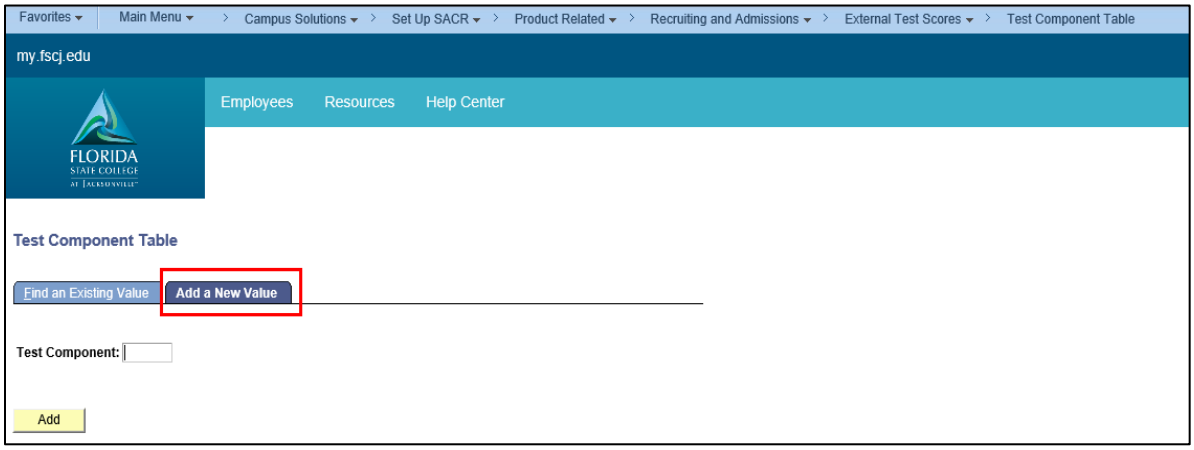
Editing Test Components (Limited Security Access)

- Navigate to **Campus Solutions>Set Up SACR>Product Related>Recruiting and Admissions>External Test Scores>Test Components Tables**. To find a specific Test Component enter the Component or Description and click **Search**.

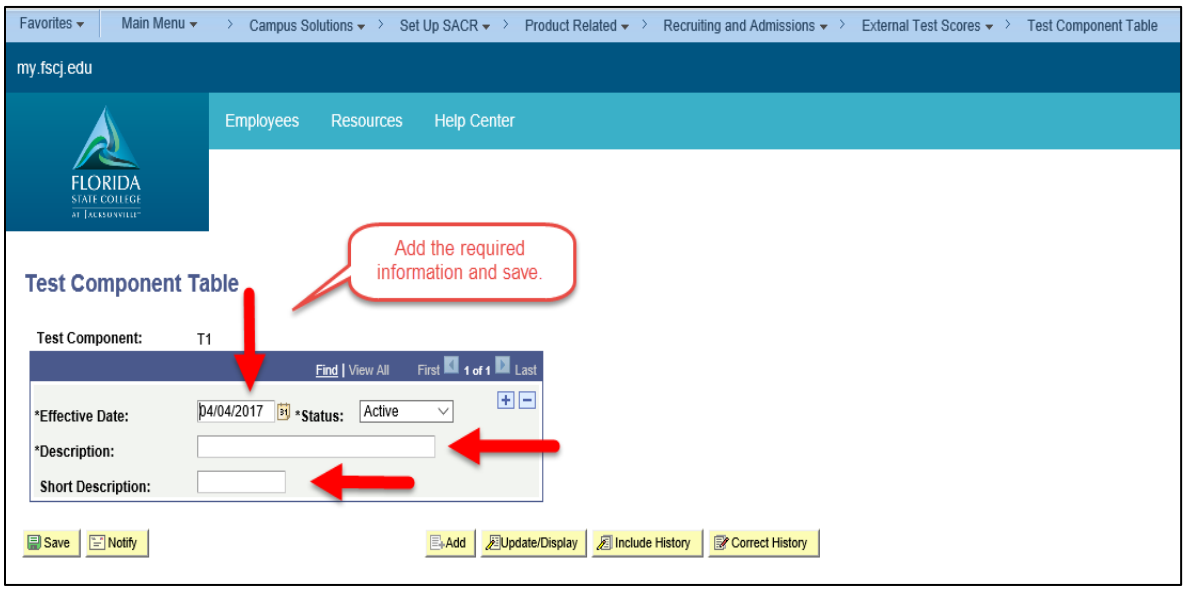


Note: Searching for the Test Component using the description is highly suggested. For example, you could change the description to "contains" music or biology.

- Select the **Add a New Value** tab to enter a new Test ID.



- Enter the required information and click **Save**.



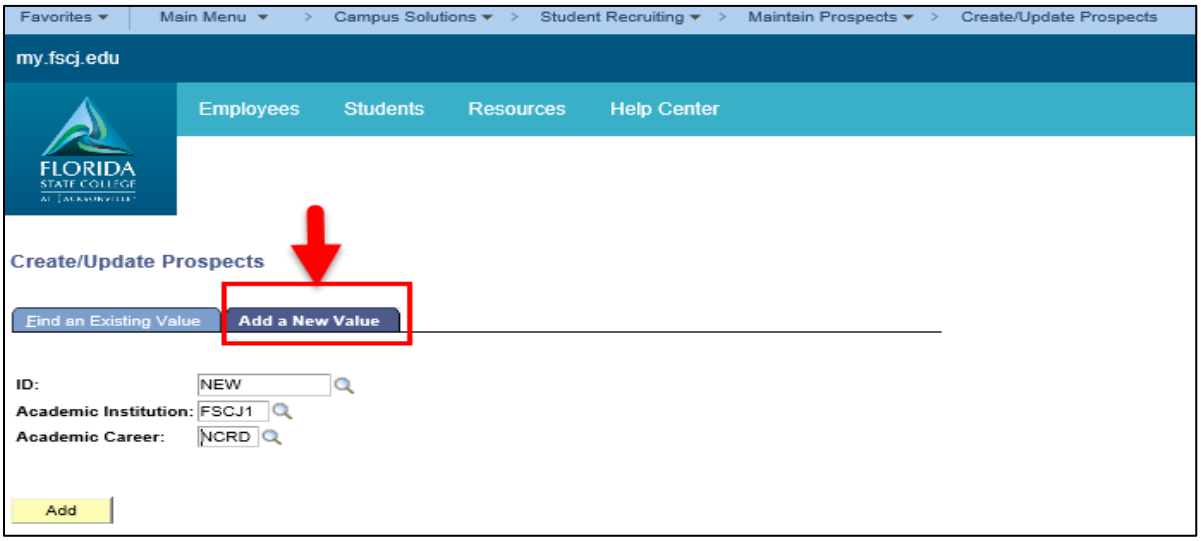
Adding Prospects (Non-FSCJ Students) for Testing & Assessment

In PeopleSoft, a prospect is defined as an individual who has not yet applied. At the point of application, the prospect becomes an applicant.

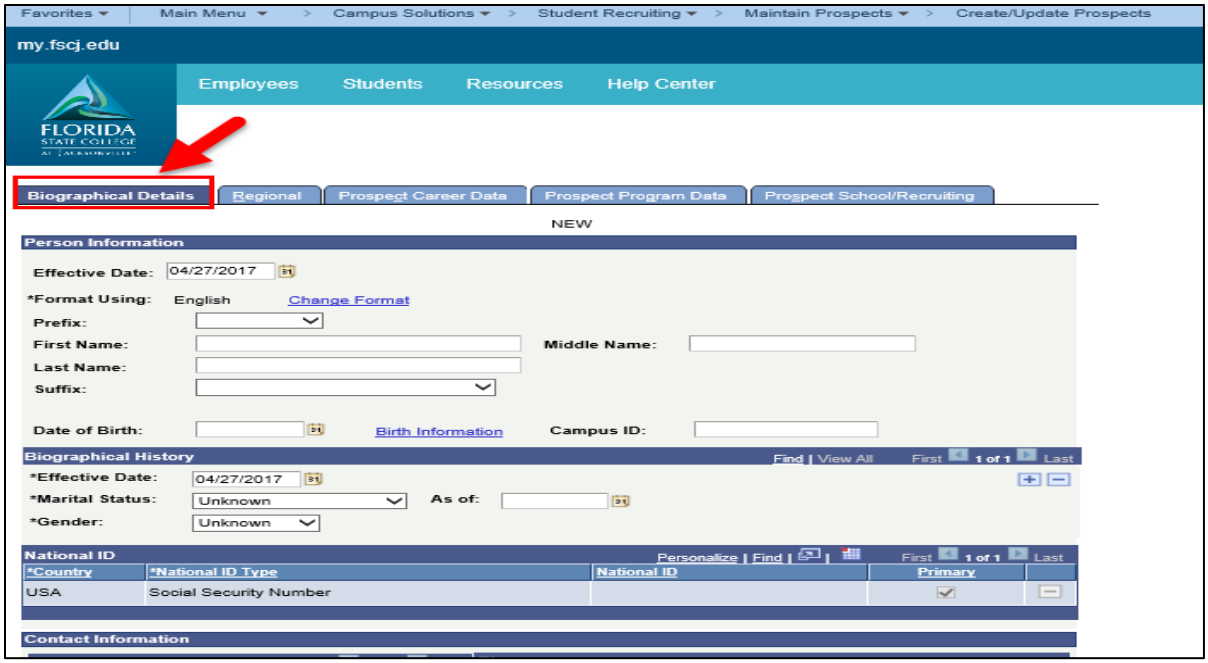
- Log into MyFSCJ.
- Go to **Main Menu >Campus Solutions>Student Recruiting > Maintain Prospects> Create/Update Prospects.**

Note: This step assumes that you have already conducted the Search/Match process. See the ***Search Match*** training document for more details.

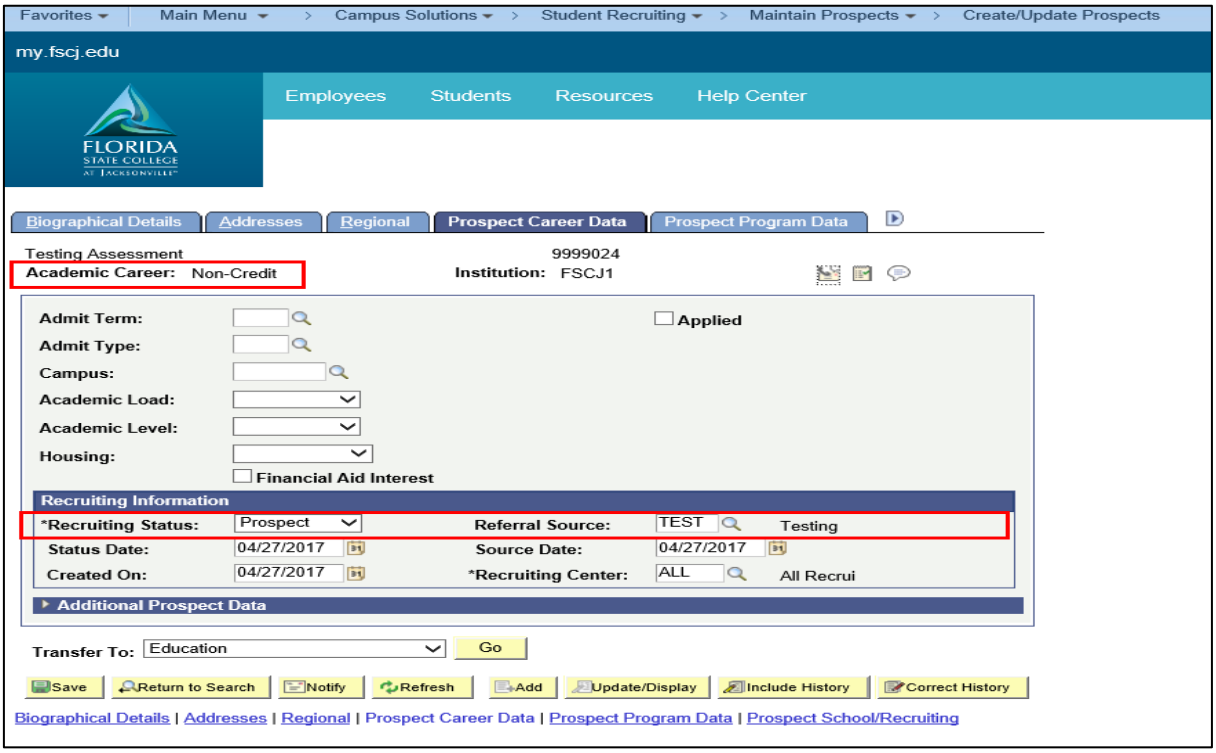
- Click the **Add a New Value** tab and enter the desired information. **Note:** The ID says "NEW" because the system will automatically assign the ID once you enter your data and save. The Academic Institution will default to FSCJ1.



- Enter the appropriate **Academic Career**. And click the **Add** button.



- On the Biographical Details page enter the required information: First and Last Name. Enter additional information if it is available.



- On the Prospect Career Data page enter Prospect as the Recruiting Status and TEST as the Referral Source.
- Click **Save** and then proceed to entering the test information.

Understanding Test Scores in Orion vs. PeopleSoft

Conversion Mapping

Note: Prospects and unpaid applicants were excluded from the Orion to PeopleSoft data conversion.

ACT

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
ACT	None	TC	ACT	COMP
ACT	None	EN	ACT	ENGL
ACT	None	None	ACT	EW
ACT	None	MA	ACT	MATH
ACT	None	RE	ACT	READ
ACT	None	SR	ACT	SCIRE
ACT	None	None	ACT	WR
ACT	None	A1,A2,A3,A4	ACT	MAHS

ATBC

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
ATBC	None	SS	ATBC	ENGL
ATBC	None	AR	ATBC	MAARI
ATBC	None	RC	ATBC	READ

CASAS

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
CASA	27R,027R	95	CASAS	27R
CASA	28R,028R	95	CASAS	28R
CASA	31R,031R	95	CASAS	31R
CASA	32R,032R	95	CASAS	32R
CASA	33R,033R	95	CASAS	33R
CASA	34R,034R	95	CASAS	34R
CASA	35R,035R	95	CASAS	35R
CASA	36R,036R	95	CASAS	36R
CASA	37R,037R	95	CASAS	37R
CASA	38R,038R	95	CASAS	38R
CASA	51L,051L	96	CASAS	51L
CASA	52L,052L	96	CASAS	52L
CASA	53L,053L	96	CASAS	53L
CASA	54L, 054L	96	CASAS	54L
CASA	55L, 055L	96	CASAS	55L
CASA	56L , 056L	96	CASAS	56L
CASA	81L, 081L	96	CASAS	81L
CASA	81R, 081R	95	CASAS	81R
CASA	81RX, 081RX	95	CASAS	81RX
CASA	82L, 082L	96	CASAS	82L
CASA	82R, 082R	95	CASAS	82R
CASA	82RX, 082RX	95	CASAS	82RX
CASA	83L, 083L	96	CASAS	83L

CASA	83R, 083R	95	CASAS	83R
CASA	84L, 084L	96	CASAS	84L
CASA	84R, 084R	95	CASAS	84R
CASA	85L, 085L	96	CASAS	85L
CASA	85R, 085R	95	CASAS	85R
CASA	86L, 086L	96	CASAS	86L
CASA	86R, 086R	95	CASAS	86R
CASA	185R	95	CASAS	185R
CASA	186R	95	CASAS	186R
CASA	187R	95	CASAS	187R
CASA	188R	95	CASAS	188R
CASA	981L	96	CASAS	981L
CASA	982L	96	CASAS	982L
CASA	983L	96	CASAS	983L
CASA	984L	96	CASAS	984L
CASA	985L	96	CASAS	985L
CASA	986L	96	CASAS	986L

Note: Some CASAS test scores could not be mapped because of incorrect test forms in Orion- Example Form A.

CPT

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
CPT	None	SS	CPT	ENGL (<=1/1/2012)=ENGOLD
CPT	None	EA	CPT	MAALG (<=1/1/2012)=ALOLD
CPT	None	AR	CPT	MAARI
CPT	None	CA,CC,CE,CM	CPT	CLM
CPT	None	RC	CPT	READ (<=1/1/2011)=REOLD
CPT	None	Z4	CPT	REZ4
CPT	None	Z5	CPT	REZ5
CPT	None	ND	CPT	DENNY
CPT	None	Z2,Z3	CPT	MAHS

CPTL

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
CPTL	None	L2	CPTL	GMR
CPTL	None	L3	CPTL	LISNG
CPTL	None	L4	CPTL	VIDEO
CPTL	None	L1	CPTL	READ
CPTL	None	L5	CPTL	WR

EAPC

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
EAPC	None	GR	COMPASS	EGMR
EAPC	None	LS	COMPASS	ELIST
EAPC	None	EE	COMPASS	EREAD
EAPC	None	ER	COMPASS	EWRIT
EAPC	None	RE	COMPASS	READ
EAPC	None	WR	COMPASS	WRITE

FCAT

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
FCAT	None	EN	FCAT	ENGL (<=6/10/2009)=ENLOLD
FCAT,FCAD	None	MA	FCAT	MATH (<=6/10/2009)=MAOLD
FCAT,FCAD	None	RE	FCAT	READ (<=6/10/2009)=REOLD
FCAN	None	MA	FCAT	DMATH
FCAN	None	RE	FCAT	DREAD

FCAT2

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
FC2D,FCD2, FCA2	None	EN	FCAT2	ENGL
FC2D,FCD2, FCA2	None	RE	FCAT2	READ

PERT

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
PERT	None	HM	PERT	MAADV
PERT	None	MA	PERT	MATH
PERT	None	RC	PERT	READ
PERT	None	WR	PERT	WR

SAT

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
SAT	None	MA	SAT	MATH
SAT	None	VR	SAT	VERB
SAT	None	VE	SAT	VE
SAT	None	X1,X2	SAT	MAHS
SAT	None	W1	SAT	TSWE
SAT	None	X3	SAT	WC
SAT	None	X4	SAT	WMC
SAT	None	X5	SAT	WE

Note: Additional SAT Component may exist based on conversion errors of older data or changes to test score ranges Example: MA1.

TABE

TABE Examples:

PeopleSoft Test ID= The Type of TABE C or S

PeopleSoft Component (Subtest) = Level + Form + Component

Orion-Test Type	Orion-Test Form	Orion-Sub Tst	PS-Test ID	PS-Test Component
TABE	6A, A6	LA	TABE-C	A6LA
TABE		RE	TABE-C	A6RE
TABE		MA	TABE-C	A6TM
TABE	9A, A9, 9AC, A09C A9C	LA	TABE-C	A9LA
TABE		RE	TABE-C	A9RE
TABE		MA	TABE-C	A9VC

Note: Some TABE test scores could not be mapped because of incorrect test forms in Orion. This does not represent the complete mapping of TABE scores only a small example.