

Inputting a TABE Waiver on a Student Record in MyFSCJ

This step by step guide only shows how to put in a TABE Waiver for a student. IF the student has taken the actual TABE tests then that test and scores should be entered.

1. Navigate to **Campus Solutions>Records and Enrollment>Transfer Credit Evaluation>Test Results**

Type in Student ID and click Search

OR

Navigate to **Campus Solutions>Campus Community>Student Service Center**

Type in Student ID and click Search.

Click on Admission Tab.

Click on Edit Student Tests.

2. Make sure the student does not already have the TABEWAIVER test in their record. If not, you will need to add a new test table page by clicking on the plus sign in the top right corner or make sure you have a blank page when you enter the student account. (See image below.)

The screenshot shows the 'Tests' interface with the following details:

- Header: Tests | Find | View All | First 1 of 3 Last
- *Test ID: CPT | Checklist Item Update (checked) | **+**
- Defaults for Components: Test Date, Data Source, Acad Level
- Test Components Table:

	*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin		
1	ALOLD	28.00		01/03/1996	Extract	Unknown		01/03/1996		<input checked="" type="checkbox"/>	+	-
2	ENOLD	81.00		01/03/1996	Extract	Unknown		01/03/1996		<input checked="" type="checkbox"/>	+	-
3	MAARI	44.00		01/03/1996	Extract	Unknown		01/03/1996		<input checked="" type="checkbox"/>	+	-
4	REOLD	77.00		01/03/1996	Extract	Unknown		01/03/1996		<input checked="" type="checkbox"/>	+	-

The screenshot shows the 'Tests' interface with the following details:

- Header: Tests | Find | View All | First 2 of 4 Last
- *Test ID: | Checklist Item Update (unchecked) | **+**
- Defaults for Components: Test Date, Data Source, Acad Level
- Test Components Table:

	*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin		
1								07/17/2017		<input checked="" type="checkbox"/>	+	-

Additional Test Data

- Once on new page, click the magnifying glass next to Test ID to find the TABE Waiver ID or type in TABEWAIVR.

Sibyl Bernard 2834571

Tests

*Test ID:

Defaults for Components

Test Date: Data Source: Acad Level:

Test Components

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level
1					

Additional Test Data

Transfer To:

- HOT-MS Health Occupations Test-MS
- HOT-OA Health Occupations Test-OA
- HOT-OTA Health Occupations Test-OTA
- HOT-PTA Health Occupations Test-PTA
- HOT-RT Health Occupations Test-RT
- HOT-RTT Health Occupations Test-RTT
- HSCT HSCT
- IB International Baccalaureate
- IELTS IELTS
- IELTSSELF IELTS
- ILAS ILAS
- LEBP Law Enforcement FBAT
- NAT NAT
- PERT PERT
- PERTSELFRT PERT
- PRAX PRAXIS
- SAT SAT
- SATISLFRPT SAT
- TABE-C TABE-C
- TABE-S TABE-S
- TABEWAIVR TABE Waiver**
- TOEFL TOEFL
- TOELFSELF TOEFL

- Next input Test Date, Data Source, and Acad Level. Test Date should be the day you approve the waiver. Data Source should always be *School* and Academic Level is *Unknown*.

Tests Find | View All First 2 of 4 Last

*Test ID: TABE Waiver Checklist Item Update

Defaults for Components

Test Date: Data Source: Acad Level:

Test Components

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Stnd Admin
1							07/17/2017		<input checked="" type="checkbox"/>

Additional Test Data

- Next in the component area, use the magnifying glass to input the reason for the waiver.

Test Results

Sibyl Bernard 2834571

Tests

*Test ID: TABE Waiver

Defaults for Components

Test Date: Data Source:

Test Components

*Component Score %tile *Test Date *Data Source *Acad Level

1

Additional Test Data

Test ID:

Test Component:

Description:

[Basic Lookup](#)

Search Results

Test Component	Description
APPR	Apprenticeship
CERT	Certification/Licensure
CRSE	Approved Courses
DGR	AA/AS/BACH Degree
DISB	Disability
FCAT	FCAT
SB17	SB-1720
IST	Approved Test Scores

6. Once you have selected your reason for the waiver, click save.

Tests Find | View All First 3 of 3 Last

*Test ID: TABE Waiver Checklist Item Update

Defaults for Components

Test Date: Data Source: Acad Level:

Test Components Personalize | Find | View All | First 1 of 1 Last

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 CRSE			07/17/2017	School	Unknown		07/17/2017		<input checked="" type="checkbox"/>

Additional Test Data

You have successfully input a TABE Waiver.

Staff and students will then be able to see this waiver in Student Center on the Admissions tab under their Test Summary.

Test Summary [edit student tests](#)

Filter data by Operator Value

[filter](#) [show all](#)

Test Results Personalize | View 5 | First 1-6 of 6 Last

Test ID	Test Component	Test Score	Letter Score	Percentile	Test Date	Acad Level	Data Source	Date Loaded
CPT	ALOLD	28.00			01/03/1996	Unknown	E	01/03/1996
CPT	ENOLD	81.00			01/03/1996	Unknown	E	01/03/1996
CPT	MAARI	44.00			01/03/1996	Unknown	E	01/03/1996
CPT	REOLD	77.00			01/03/1996	Unknown	E	01/03/1996
PERT	MATH	90.00			05/22/2013	Unknown	E	05/22/2013
TABEWAIVR	CRSE				07/17/2017	Unknown	SCH	07/17/2017

The test score will fulfill TABE in the AAR as shown below:

Clock Career: TABE Waiver (RQ3226)

Satisfied: Student waived from taking TABE for following exemption.

[TABE WAIVER-Courses](#)