



# INDIANA UNIVERSITY

## OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR UNIVERSITY ACADEMIC AFFAIRS

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## Test Credit Processes

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Test Credits come in many different forms, from AP to DSST and placement tests. For our current purposes we will focus on external test credits being transferred into IU. The majority of test credit information is brought in electronically from Educational Testing Service (ETS) and is then pulled automatically onto a student's records and test credit rules are applied if they exist. Even though the majority of the parts of the process are done electronically or automatically, it can always be adjusted manually if needed, as is shown in this process manual.

The three main pages in SIS that are used in this process are:

1. Test Results page – houses tests that student has taken.
2. Test Credit-Automated – articulations are applied to the test credit and posted to a student's record.
3. Test Transfer Rules – Test credit rules are created in this page which can then be pulled over into Test Credit-Automated.

All three pages are necessary for the automation, articulation and posting of test credit to a student's record. As we move through this process, each page will be explained in detail and all roles will be described. This walkthrough is primarily intended for transfer specialist but can still benefit anyone working with test credit. While most parts of the process are automated, knowledge of all areas involved in test credit is useful for fixing errors and understanding how they appear on a student's record.

### Part 1: Test Types

This process always starts by a student taking some sort of test or exam. There are many different types that they can take and each IU campus has their own standards when it comes to accepting the credit. Below is a list of the most popular exams transferred into IU.

- Advanced Placement (AP) Examinations
  - [38 exams](#) in six subject areas, offered by College Board.
  - Assess a student's college-level knowledge, skills and abilities.
- College Level Examination Program (CLEP)
  - [33 CLEP Exams](#) in five subject areas, offered by College Board
  - Assess a student's college-level knowledge and designed to correspond to one-semester courses, although some tests correspond to full-year or two-year courses.
- DSST exam
  - More than [30 exams](#) in college subject areas.
  - Helps give college credits for learning acquired outside a traditional classroom.

- SAT Subject Tests
  - [Standardized test](#) widely used for college and are high school-level tests that reflect the high school curricula, offered by College Board.
- International Baccalaureate (IB) exams
  - Measure the extent to which students have mastered advanced academic skills.
  - Six subject groups with many courses in each group
  - IB exams will appear as either IBH or IBS in Test Results. Only IBH is eligible to earn test credit.

## Part 2: Test Results

The Test Results page in SIS is where tests are entered for students. The majority of the information entered on this page is done electronically through ETS, but it is possible to add and adjust is manually. The data entry on this page is managed and controlled by USSS. This is the first stage of awarding test credit to a student as it is reliant on the documents received from ETS and other official testing sources.

### Step 1: Go to Test Results page.

The path is *Main Menu* → *Records and Enrollment* → *Transfer Credit Evaluation* → *Test Results*

Figure 1

### Step 2: Enter Student ID and Search

If test scores have been added they will appear as seen below.

- Each Test ID has their own page. In the example below there are three different types of tests. Make sure you look through all pages when looking for a specific test type.

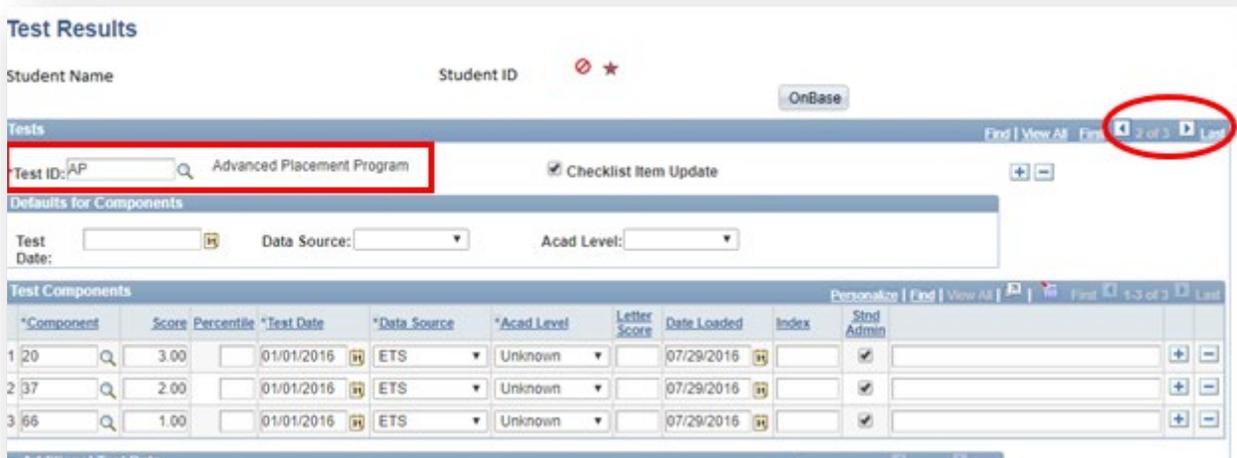


Figure 2

- Credit cannot be given if the Data Source is Self-Rpted.
- If the Data Source is ETS, the test was entered electronically through ETS and is considered official.

**Step 3:** Contact your USSS representative if there are any issues with the data entry of the tests listed, so they can verify what has been entered and be proactive about similar issues in the future.

### Part 3: Test Credits-Automated

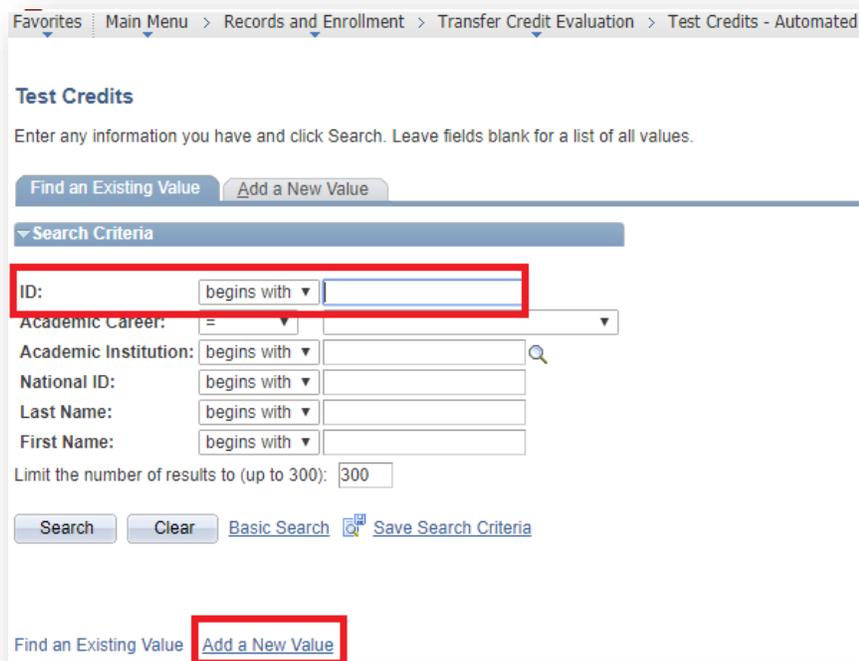
Test Credits-Automated is where the tests listed in Test Results are articulated and posted onto the student records. If test credit rules have been created, these will pull over automatically to the corresponding test. If the automatic process has not had time to run, or you are in a hurry, or there are no test credit rules for particular tests, it can all be fixed and updated on this page.

#### Step 1: Go to Test Credit-Automated

The path is *Main Menu* → *Records and Enrollment* → *Transfer Credit Evaluation* → *Test Credits-Automated*.

#### Step 2: Enter the Student ID and Search.

- If your campus already has a test credit instance created for the student, skip to Step 5.



The screenshot shows a web browser window with the following content:

- Navigation path: Favorites | Main Menu > Records and Enrollment > Transfer Credit Evaluation > Test Credits - Automated
- Section: **Test Credits**
- Instruction: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Buttons: Find an Existing Value (disabled), Add a New Value (disabled)
- Section: Search Criteria
- Fields:
  - ID: [beginning dropdown] [text input] (highlighted with a red box)
  - Academic Career: [=] [dropdown]
  - Academic Institution: [beginning dropdown] [text input] [magnifying glass icon]
  - National ID: [beginning dropdown] [text input]
  - Last Name: [beginning dropdown] [text input]
  - First Name: [beginning dropdown] [text input]
- Limit the number of results to (up to 300): [300]
- Buttons: Search, Clear, Basic Search, Save Search Criteria
- Footer: Find an Existing Value (disabled), Add a New Value (disabled) (highlighted with a red box)

Figure 3

**Step 3:** A new test credit instance will have to be created if no test credit instance is opened, or there is no instance for your campus.

- Click on *Add a New Value* and enter the Student ID, academic career (undergraduate) and academic institution (should populate with your campus).
- Once it is all entered hit *Add*.
- This should bring up a new test credit instance.

The screenshot shows the 'Test Credit Details' page for a student. The student's name and ID are at the top. Below that, academic details are listed: Academic Career (UGRD - Undergraduate), Academic Institution (IUBLA - Bloomington), \*Model Nbr (2), and \*Transcript Level (Print on Off). The 'Target Information' section contains two input fields: '\*Academic Program' and 'Academic Plan', both with search icons. A checkbox for 'Include in GPA' is checked. Below this is another section with '\*Articulation Term' and a 'Fetch' button, both with search icons. At the bottom, there is a table with columns: Status, Test ID, Test Component, and Equivalent Subject / Catlg Nbr. The table is currently empty.

Figure 4

**Step 4:** If the Test Credit Details page is blank, add the academic program and articulation term for the student.

- The academic program and articulation term have to match the student's record in order for the credit to post. You can find that information listed on IU Term Statistics page in SIS.
- Once both are entered hit Fetch. This will bring over the test exams listed on the Test Results page and will add the IU equivalent if there are test credit rules created.

The screenshot shows the 'Test Credit Details' page after data has been entered. The '\*Academic Program' field now contains 'BUS1' and the 'Academic Plan' field contains 'Business Undergraduate'. The '\*Articulation Term' field contains '4148' and the 'Fetch' button is now labeled 'Submitted'. Below this is a table with columns: \*Group, Status, Test ID, Test Component, Equivalent Subject / Catlg Nbr, and Lock. The table contains three rows of data:

*Group	Status	Test ID	Test Component	Equivalent Subject / Catlg Nbr	Lock
3	Accepted	AP	66	MATH-UN 100	[Icons]
14	No Rule	PLTBL	UD185		[Icons]
15	No Rule	PLTBL	UD195		[Icons]

At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Figure 5

**Step 5:** Check articulations and add or update any according to the approved equivalency based on the score received.

- Not all tests will have an equivalency.
- Not all test credit rules created will have an instance for all possible scores received for a test.
- To add/update an equivalency, click on the Edit Equivalency Course , which will open up the Equivalent Course Information page.

Figure 6

- There are two sections on the Equivalent Course Information page: Test Credit and Equivalency Course
  - Test Credit – shows the test that is being evaluated and having an articulation set up. This is where the Test ID, Component, Test Date and Test Score can be found to help in the process.
  - Equivalency Course – is the IU side of the articulation. Use the Magnifying glass to find the correct Course ID. Once it is selected the course defaults will pull over and populate the rest of the necessary fields. Make sure the amount of credits given match what your campus assigns for the Test Score the student received.
- Once all the necessary fields are entered, click OK and it will take you back to the Test Credit Details page.
- If the test equates to two IU Courses, on the Test Credit Details page, click the green plus sign and a new Equivalent Course Information page will open to enter the second course. This is how it will look after the second course is added.

*Group	Status	Test ID	Test Component	Equivalent Subject / Catlg Nbr	Lock
1	Accepted	AP	66	MATH-UN 100	
				MATH-UN 100	

Figure 7

- Both courses are grouped under the same number and the trash can icon can be used to remove the second course if it was added in error.
- **Reminder:** If a student takes a test more than once, they will only receive credit for one.

**Step 6:** Post credit to the student record.

- Once all tests have an articulation, the credit will have to be posted to the student record in order for it to show in AdRx and the unofficial transcript.
- Select the Test Credit by Term tab to go to that page.

The screenshot shows the 'Test Credit by Term' page. At the top, there are tabs for 'Test Credit Details' and 'Test Credit by Term'. Below the tabs, there are fields for 'Student Name' and 'Student ID'. The main content area is divided into sections: 'Transfer Credit Model' and 'Transfer Credit Term'. The 'Transfer Credit Model' section includes fields for 'Academic Career' (UGRD), 'Academic Institution' (IUBLA), 'Model Nbr' (2), 'Academic Program' (BUS1), and 'Admit Term' (4148). The 'Transfer Credit Term' section includes 'Articulation Term' (Fall 2014), 'Posted Date' (06/27/2014), and 'Model Status' (Posted). Below these sections, there are buttons for 'Calculate', 'Post', 'Unpost', and 'Store'. A table shows transfer statistics for GPA and Grade Points. The 'Calculate' button is highlighted with a red box, and the 'Model Status' field is also highlighted with a red box. The table below shows the following data:

Category	Value	Transfer Grade Points	Transfer GPA
Transfer Taken for GPA	0.000		
Transfer Taken Not for GPA	3.000		
Transfer Passed for GPA	0.000	0.000	
Transfer Passed Not for GPA	3.000		0.000

Figure 8

- When on the Test Credit by Term page, the different types and amount of GPA can be seen. Hit *Calculate* to see the total that will be applied and check to make sure it is correct.
- Select *Post* to apply the credit to the student record.
  - In the seconds it takes to post, the credit is run against the repeat codes to see if any posted credit is counted more than once. The duplicate and repeated courses will be labeled and the credit will be taken out of the GPA. If the GPA total changes in that second, it is a good indicator that this happened.
  - If the Model Status does not say *Posted*, it may be for one of two reasons.
    1. The Academic Program and Articulation Term do not match.

- 2. The student is not far enough in the registration process to be able to post credit to the record.
  - The Model Status has to show as posted in order for the credit to appear on a student record.
- No changes can be made to a record when it is posted. To make any changes it will have to be unposted first.

#### Part 4: Test Credit Rules

Test credit rules make it possible for test credits to be processed and posted automatically after they are entered on the Test Results page. If all tests entered have a rule created, all steps under Test Credits-Automated may be skipped.

To create Test credit rules, there is a specific process that has to be followed as only USSS has access in SIS to enter rules.

**Step 1:** Fill out batch load spreadsheet provided by USSS (contact USSS or UTO if you do not have it).

Campus	Test ID	Test Component	Component Description	Score Range	Effective Date	Course ID	Subject/Course #	Credits	Cours
IUBLA	ALAQA	RELG	Religious Studies	2-5	8/1/2013	040468	REL-R 133	3	

Figure 9

- Enter your Academic Institution: IUEAA, IUINA, IUBLA, etc.
- Enter Test ID: AP, CLEP, IB, etc.
- Enter Test Component and Component Description. These are unique for each test.
- Select your score range. It is possible to create more than one rule for a test if each rule has a different score range.
- The default effective date is usually 08/01/2003. This can change if the rules have been updated at any point.
- Enter the IU Course ID, Subject and Course Number, and the amount of credits given for the score range. This information can be found using the course catalog in SIS or can be grabbed in Test Credits-Automated if a student's record is being updated at the same time.
- Columns J through O should only be used if the test articulates to more than one course.

**Step 2:** Send spreadsheet to [USSSHelp@indiana.edu](mailto:USSSHelp@indiana.edu), after complete.

- It will then be routed to central services to be uploaded.
- If you have any questions regarding the spreadsheet use the email listed above.

**Step 3:** Check test credit rules for accuracy. Even though USSS enters the rules, it is still possible to check the rules in SIS. This check should occur after USSS has notified that the rules were created, should be by the next day or sooner.

Go to Test Transfer Rules page.

The path is *Main Menu* → *Records and Enrollment* → *Transfer Credit Rules* → *Test Transfer Rules*  
Enter campus ID and search. This will open the Test Credit Rule/Component page that lists all test credit rules that have been created.

The screenshot shows a web browser window with the following breadcrumb trail: Favorites | Main Menu > Records and Enrollment > Transfer Credit Rules > Test Transfer Rules. The page title is "Test Transfer Rules". Below the title is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". A section titled "Search Criteria" contains three search fields: "Academic Institution:" with a dropdown menu set to "begins with" and an empty text input field; "Test Equivalency Rule:" with a dropdown menu set to "begins with" and an empty text input field; and "Description:" with a dropdown menu set to "begins with" and an empty text input field. Below these fields is a label "Limit the number of results to (up to 300):" followed by a text input field containing the number "300". At the bottom of the search criteria section are four buttons: "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a save icon).

Figure 10

Test Credit Rule/Component

Institution: IUEAA East  
 Test Equivalency Rule IUEAA

Effective Date 05/05/2015 Status Active Term 4155  
 Description IU East Test Equiv. Rule 3

Find | View All First 1 of 5 Last

Find | View 100 First 3 of 108 Last

**1**

Test ID	AP	Advanced Placement Program
Test Component	07	U.S. History
Equiv Component	0001	

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Description	U.S. History	Priority	1
Min / Max Score:	3.00	3.00	Min Percentile:
Begin / End Date:	01/01/1900	12/31/9999	Maximum Age
			99

**2**

Course ID	024364	AMERICAN HISTORY I
Course Offering Nbr	3	HIST-H 105
Units Taken	3.00	

Save Return to Search

Figure 11

Box number 1 shows the test information for this rule. It is for AP US History that has a score of 3. Box number 2 has the IU course information for this rule. This shows that AP US History with a score of 3 receives IU course HIST-H 105 for 3 credits. Box number 3 shows that there are 108 test credit rules created. Viewing 100 at a time can make it easier to sort through and find particular tests.

**Conclusion:** This manual lists the types of tests students transfer into IU, where those tests are entered onto their record, the location of where articulations are created and credit posted to the students record, how to get test credit rules created, and finally how to see what test credit rules are already created. While the majority of these steps are automated, this information is useful for special situations where the automated process either does not work, errors were made, or processing this credit is needed in a timely manner and cannot wait for the automated process to run.

*If there are any questions regarding these instructions or if help is needed for processing test credit, contact the University Transfer Office at [uto@iu.edu](mailto:uto@iu.edu).*