

The Test Results component is used to track test results for Graduate school applicants to the University of Calgary. This information is automatically loaded from the Graduate Studies Online Application form, as self-reported by the student. Authorized staff members will modify and/or add information as necessary about an applicant's test result information upon receipt of relevant documentation.

The following lesson is for the Graduate Career only.

1. Click the **Student Admissions** link.



2. Click the **External Test Score Processing** link.

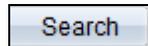


3. Click the **Test Results** link.



4. Enter the ID, Last Name and/or First Name and press Search or Enter.

Click the **Search** button.



5. An existing test result will be displayed. To enter an additional test result you will have to add an additional row. A new section will allow you to enter a new test result.

Click the **Add a new row** button.



6. Click the **Look up Test ID** button.



7. A list of Test Descriptions will display. For example select GRE for Graduate Record Exam.

Click the **GRE** link.



8. Enter the Test Date if desired. The applicable data source should be entered. Click the **Data Source** list.

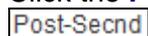
9. A list of Data Sources will appear. Select the applicable Data Source. For example select ETS (Electronic Testing System). **Note:** If you have received an unofficial test score, select Unofficial from the drop-down menu.

Click the **ETS** list item.



10. Click the **Acad Level** list. Select Post-Secondary for the Academic Level.

Click the **Post-Secnd** list item.



11. Note the Date Loaded defaults to the current date. Click the **Look up Component** button.



12. A list of Components will appear. For example select ANLY (Analytical).

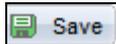
Click the **Analytical** link.

Analytical

13. Enter the desired information into the **Score** field (e.g. 6).

14. When all test results information has been entered press the Save button.

Click the **Save** button.



15. Once Saved is pressed the Checklist Item Update will be checked.

Checklist Item Update

End of Procedure.

To view the corresponding online learning
consult: www.ucalgary.ca/ittraining