DEPARTMENTAL PERMISSION TO TEST (REPLACEMENT FOR PAPER PERMISSION)

Process for eliminating "paper" permissions for testing when SAAADMS cannot be used. This is not a replacement for SAAADMS codes for Admissions employees.

There are 6 new test codes for SOATEST. These codes will not be displayed on SSB.
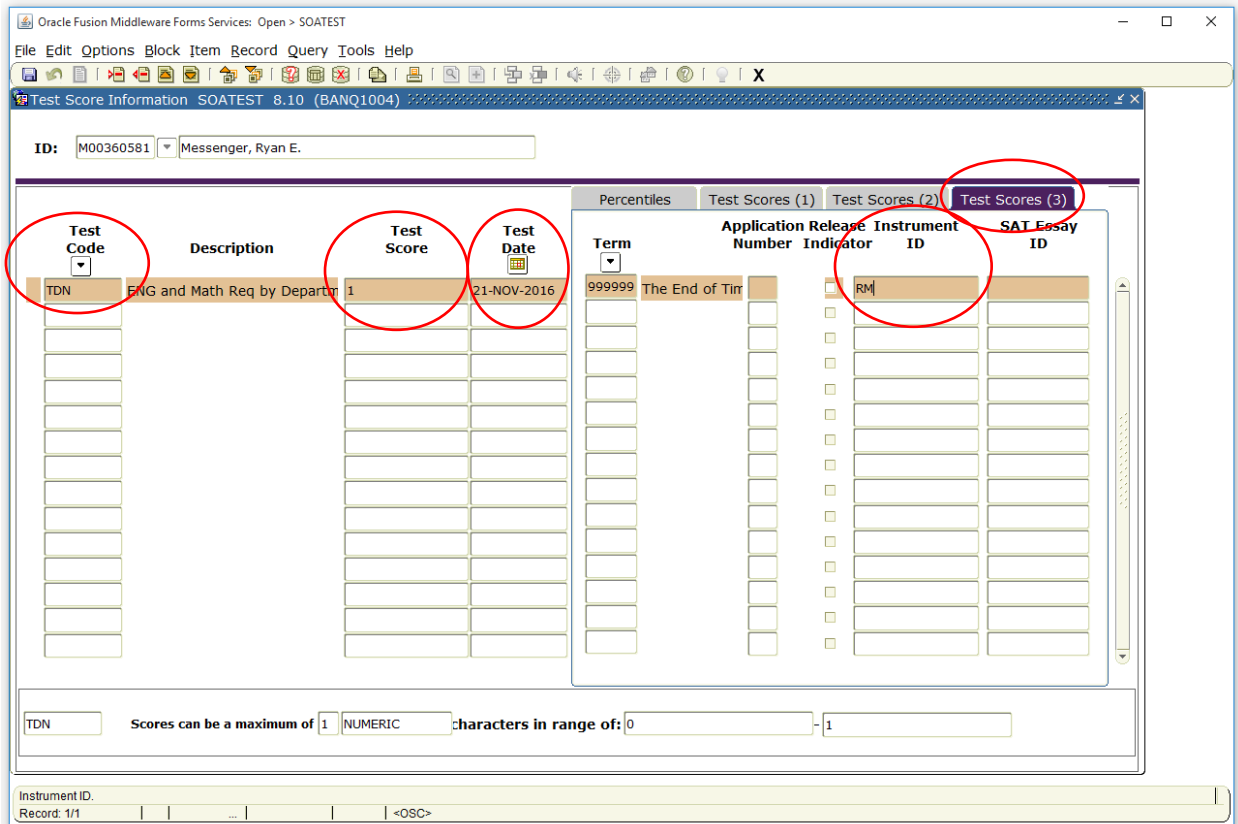
SOATEST codes and descriptions:
TDM "Math Testing Required by Department"
TDE "English Testing Required by Department"
TDN "English and Math Testing Required by Department"
TDL "ESOL Testing Required by Department"
ATBR "ATB Testing Required for State Aid"*
ATBN "ATB Testing Needed for Federal Aid"*

*ATBR/ATBN must be entered in addition to a placement testing code if the student does not have a high school diploma or equivalent from a recognized U.S. institution.

To provide departmental permission to test using SOATEST enter:
1. The Testing by Department code
2. A 1 in Test Score
3. The date that permission is granted in the Test Date
4. Initials in the Test Scores (3) - Instrument ID*

*You must click on Test Scores (3) to display Instrument ID

After testing is complete, testing center staff will:
1. Change the 1 to a 0.
2. Add their initials in Test Scores (3) - Instrument ID, separating their initials from those of the requestor using a forward slash.

*You must click on Test Scores (3) to display Instrument ID

All scores and placements loaded from accuplacer will not change. This is only to replace the "paper" request.