

# 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:

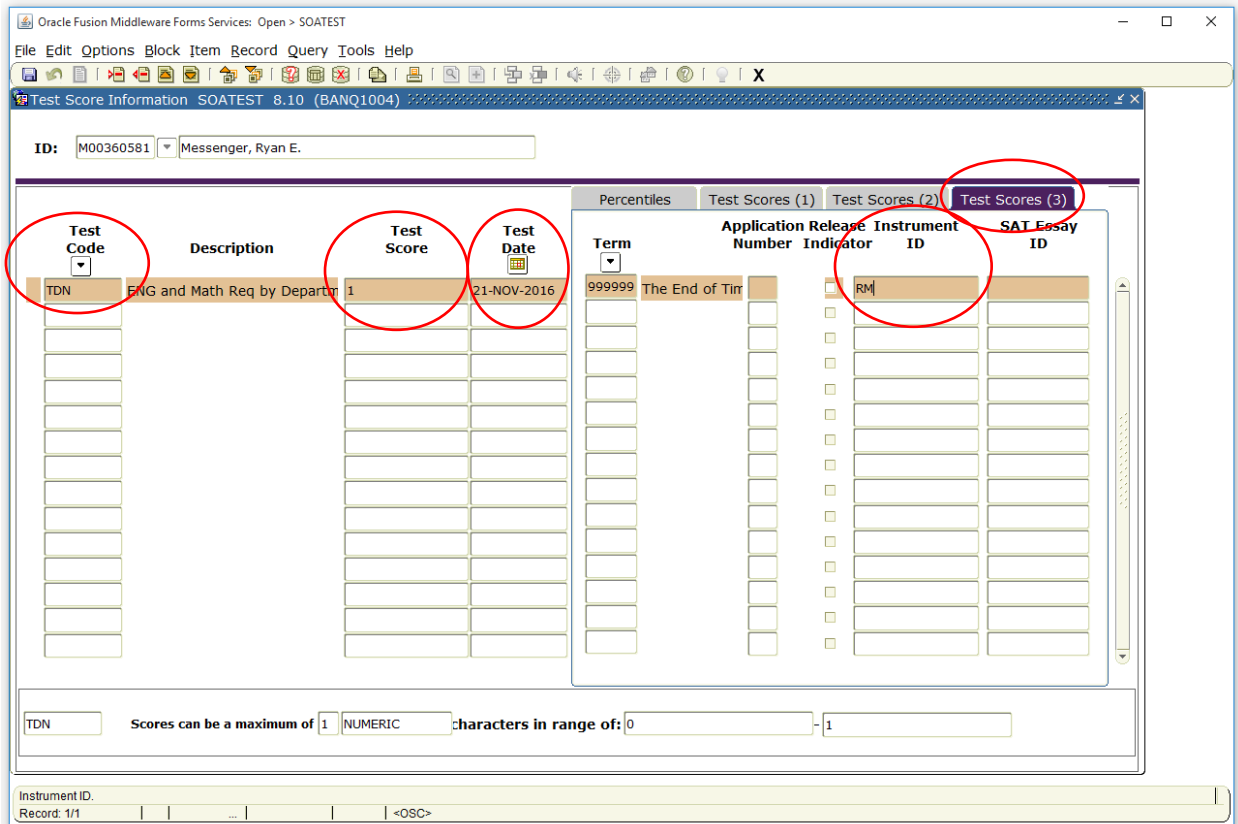
- TDM "Math Testing Required by Department"
- TDE "English Testing Required by Department"
- TDN "English and Math Testing Required by Department"
- TDL "ESOL Testing Required by Department"
- ATBR "ATB Testing Required for State Aid"\*
- ATBN "ATB Testing Needed for Federal Aid"\*

\*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

Oracle Fusion Middleware Forms Services: Open > SOATEST

File Edit Options Block Item Record Query Tools Help

Test Score Information SOATEST 8.10 (BANQ1004)

ID: M00360581 Messenger, Ryan E.

Test Code	Description	Test Score	Test Date	Term	Application Release Number	Release Indicator	Instrument ID	SAT Essay ID
TDN	ENG and Math Req by Departm	0	21-NOV-2016	999999	The End of Tir	<input type="checkbox"/>	RM / AS	
PER	Accuplacer Reading Score	120	21-NOV-2016	999999	The End of Tir	<input type="checkbox"/>		
PES	Accuplacer Sentence Skills	120	21-NOV-2016	999999	The End of Tir	<input type="checkbox"/>		
PM2	Accuplacer Elementary Algebra	120	21-NOV-2016	999999	The End of Tir	<input type="checkbox"/>		
PM3	Accuplacer College Level Math	120	21-NOV-2016	999999	The End of Tir	<input type="checkbox"/>		
PEA5	ENG 200-Placement by Test	1	21-NOV-2016	999999	The End of Tir	<input type="checkbox"/>		
PMAA	Math Level 10Placement by Tes	1	21-NOV-2016	999999	The End of Tir	<input type="checkbox"/>		
						<input type="checkbox"/>		
						<input type="checkbox"/>		
						<input type="checkbox"/>		
						<input type="checkbox"/>		
						<input type="checkbox"/>		
						<input type="checkbox"/>		
						<input type="checkbox"/>		
						<input type="checkbox"/>		

TDN Scores can be a maximum of 1 NUMERIC characters in range of: 0 - 1

Test code; press LIST for valid codes.  
Record: 1/7 | ... | List of Valu... | <OSC>

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