5 April 2023

Test Results

Overview

Introduction

This guide provides the procedures for Adding, Updating, Correcting, and Deleting Test Results in Direct Access.

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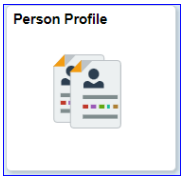
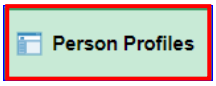
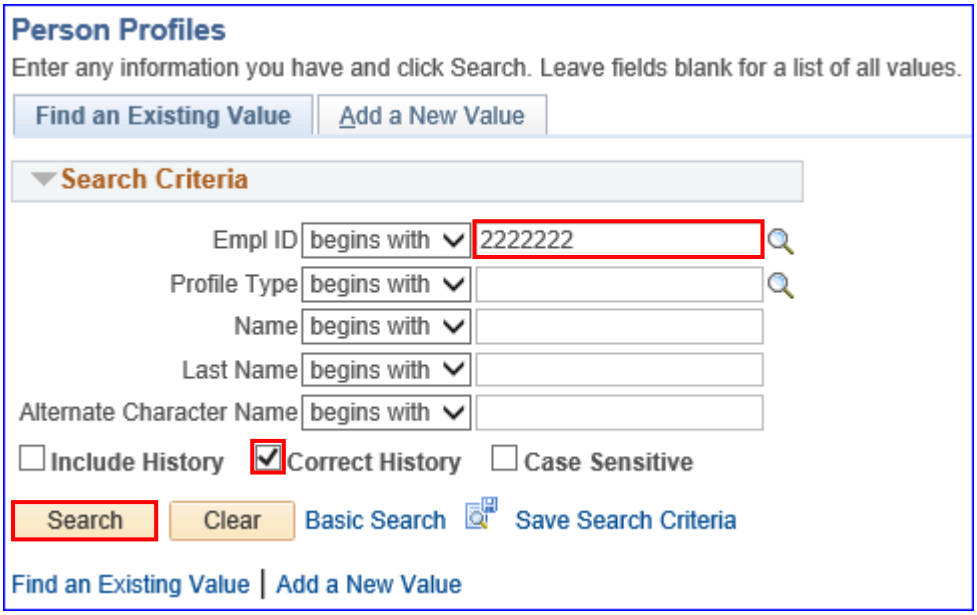
Adding and Updating Test Results

Introduction

This section provides the procedures for adding and updating test results in Direct Access. Admin users can also enter graduate school admission exams (i.e. GRE, GMAT, LSAT, etc.) by following the steps in this guide.

Procedures

See below.

Step	Action
1	Click the **Person Profiles** tile. 
1.5	Select the **Person Profiles** option. 
2	Enter the **Empl ID** and click **Search**. The **Correct History** box is automatically checked. 

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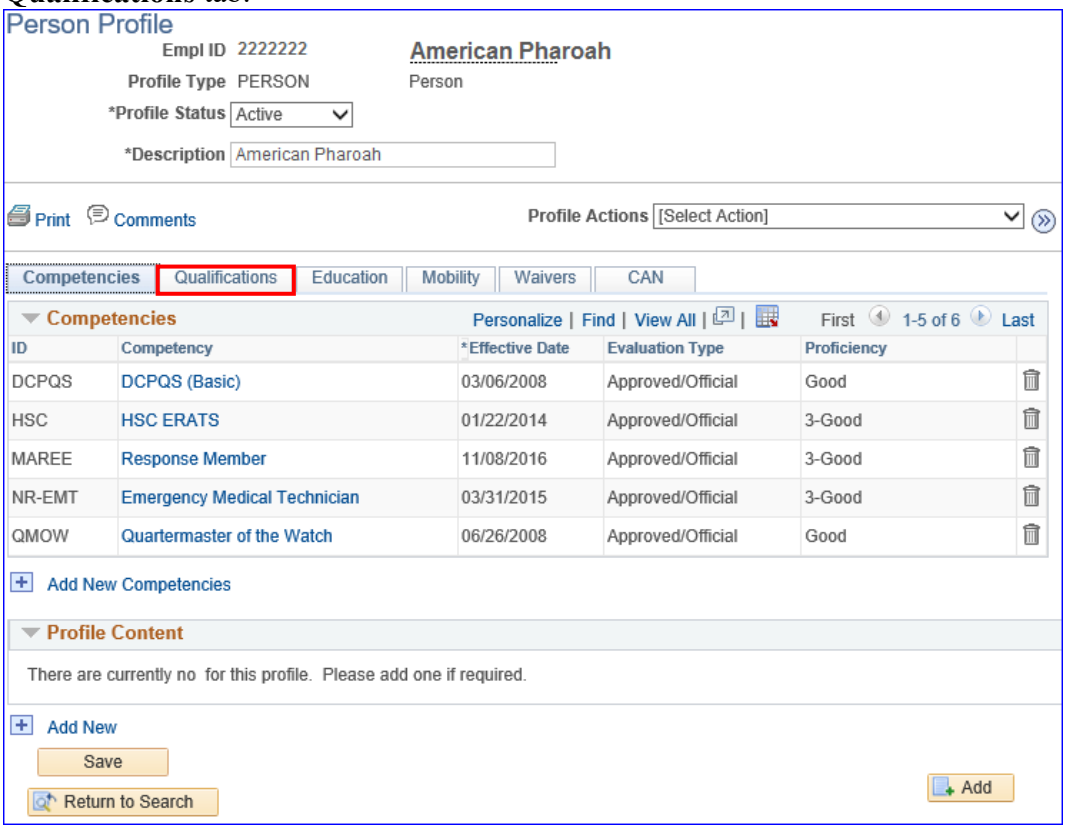
Adding and Updating Test Results, Continued

Procedures, continued

Step	Action
3	The Person Profile page will open on the Competencies tab. Click the **Qualifications** tab.



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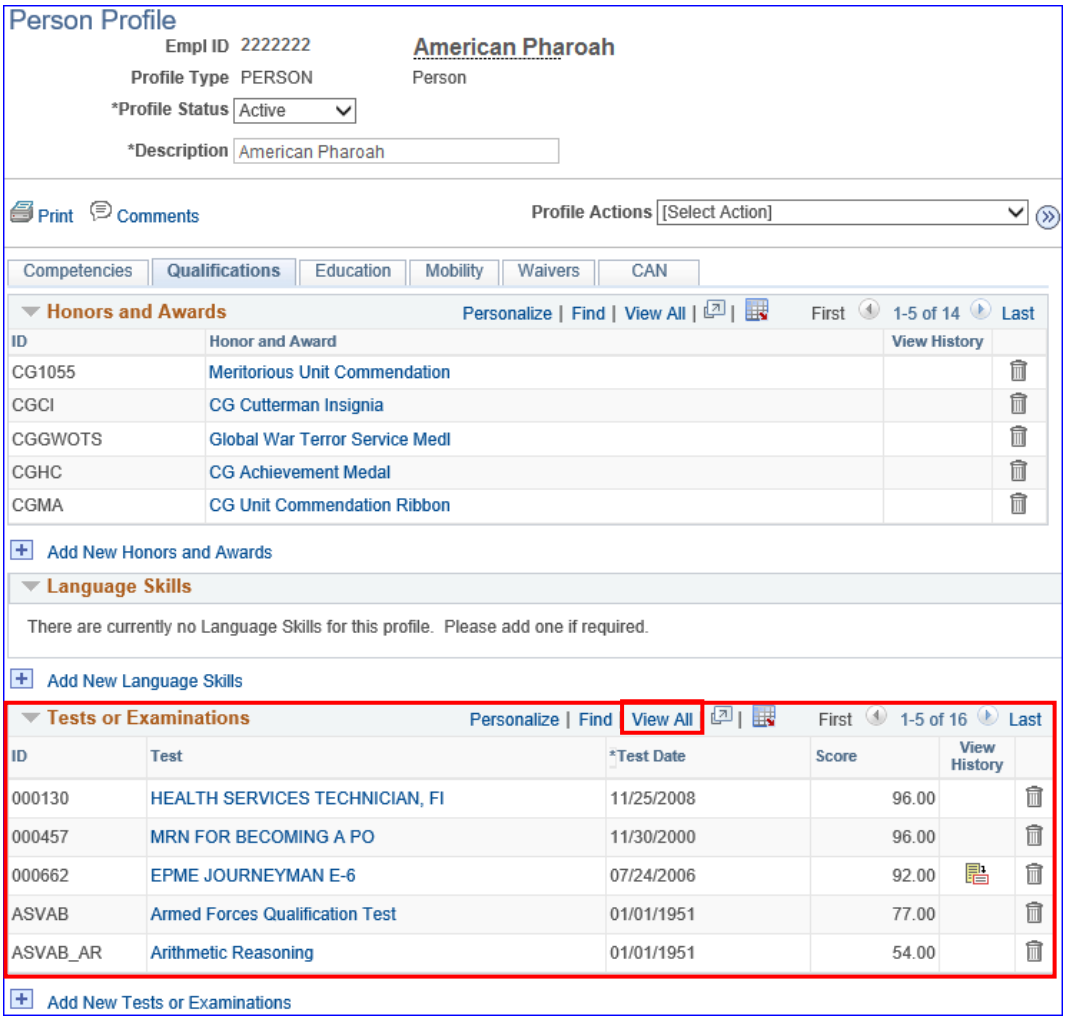
Adding and Updating Test Results, Continued

Procedures, continued

Step	Action
4	The Qualifications tab will display. Scroll down (if necessary) to the **Tests/Examinations** section. Click **View All** to see all tests/exams.



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Adding and Updating Test Results, Continued

Procedures, continued

Step	Action
5	Click the appropriate **Test** link to make changes to the existing Test Results. Click on the **View History** icon to view previous Tests/Exams with the same name. Click the **Trashcan** icon to delete a test/exam (ONLY if erroneously entered). To add a new Test/Examinations, click the **Add New Tests/Examinations** link.

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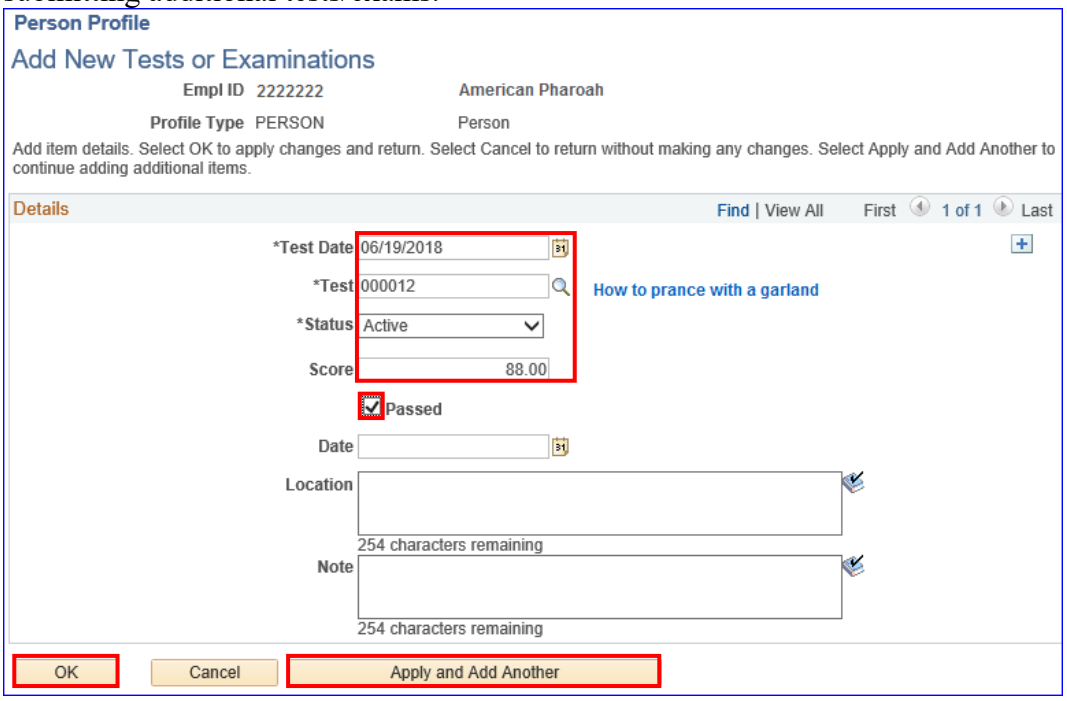
Adding and Updating Test Results, Continued

Procedures,
continued

Step	Action
6	The Add New Tests/Examinations page will display with the following editable fields: • **Test Date** – Enter the date the test/exam was completed. • **Test** – Enter the test/exam number (if known) or use the Lookup icon. • **Status** – Leave as Active. • **Score** – Enter the score of the test/exam. • **Passed** – Check if the member's score was a passing grade. Click **Ok** if entering one test/exam or click **Apply and Add Another** if submitting additional tests/exams. 

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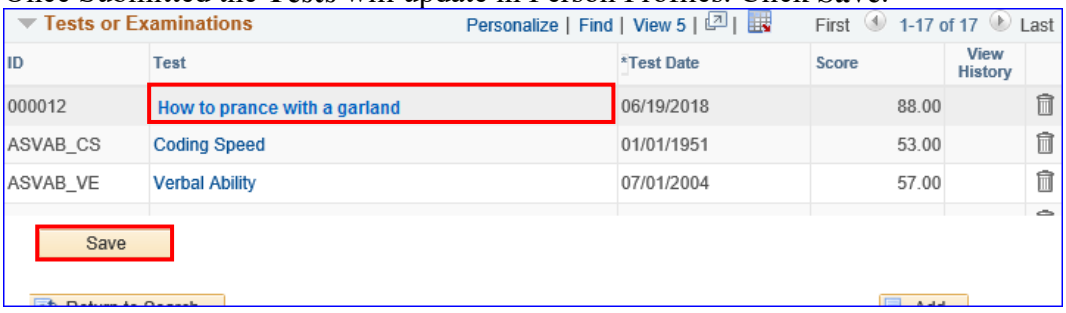
Adding and Updating Test Results, Continued

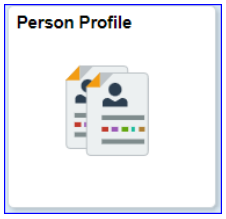
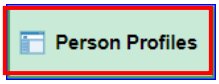
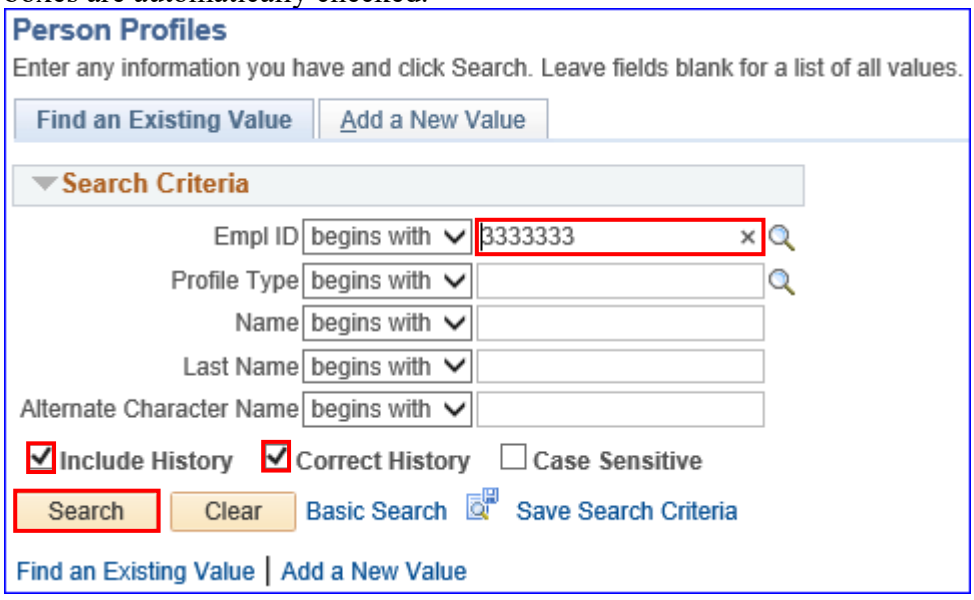
Procedures,
continued

Step	Action
7	Once Submitted the **Tests** will update in Person Profiles. Click **Save**. 

Correcting and Deleting Test Results When Multiple Entries Exist

Introduction This section provides the procedures for correcting and deleting test results when multiple entries exist in Direct Access.

Procedures See below.

Step	Action
1	Click the **Person Profiles** Tile. 
1.5	Select the **Person Profiles** option. 
2	Enter the **Empl ID** and click **Search**. **Include History** and **Correct History** boxes are automatically checked. 

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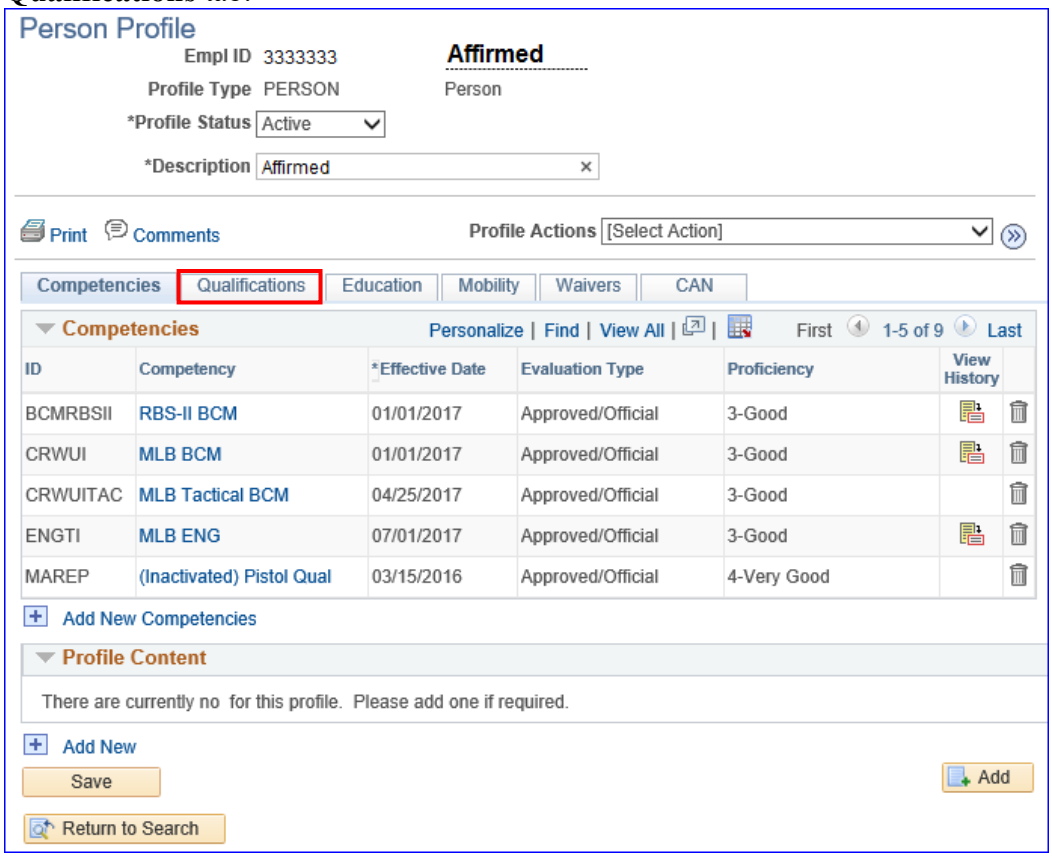
Correcting and Deleting Test Results When Multiple Entries Exist, Continued

Procedures, continued

Step	Action
3	The Person Profile page will open on the Competencies tab. Click the **Qualifications** tab.



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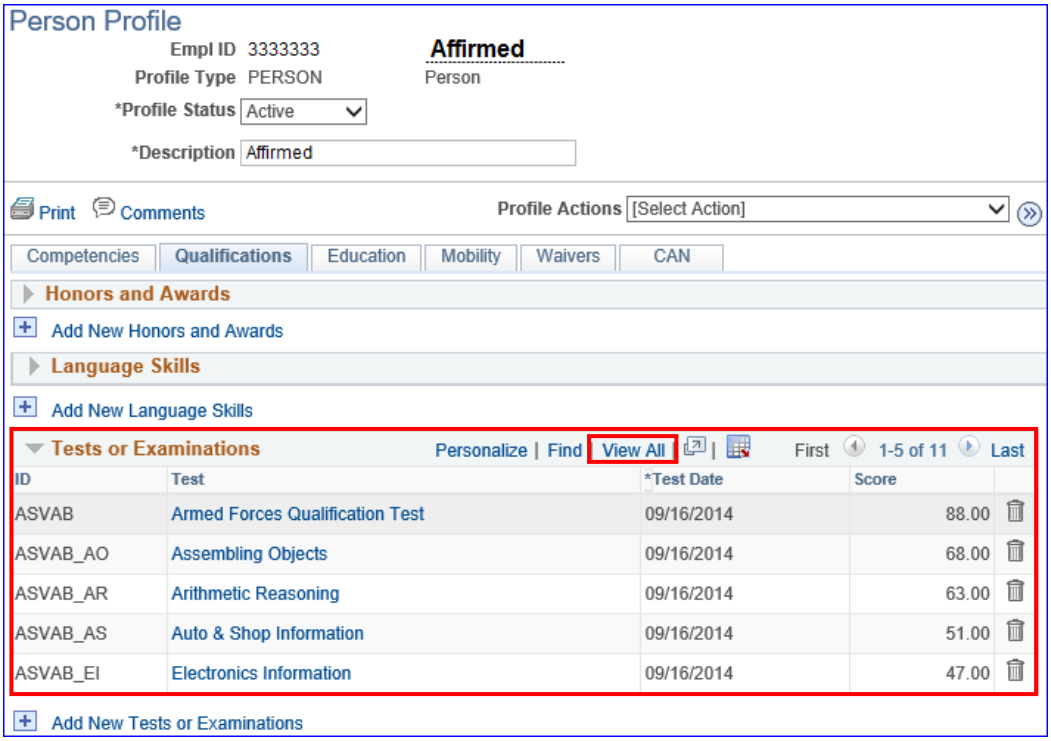
Correcting and Deleting Test Results When Multiple Entries Exist, Continued

Procedures, continued

Step	Action
4	The Qualifications tab will display. Scroll down (if necessary) to the **Tests/Examinations** section. Click **View All** to see all tests/exams.



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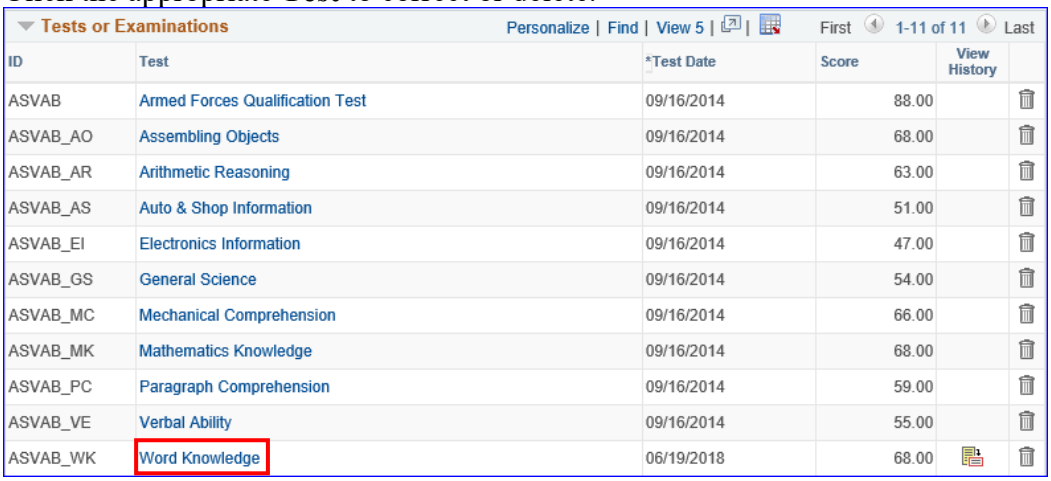
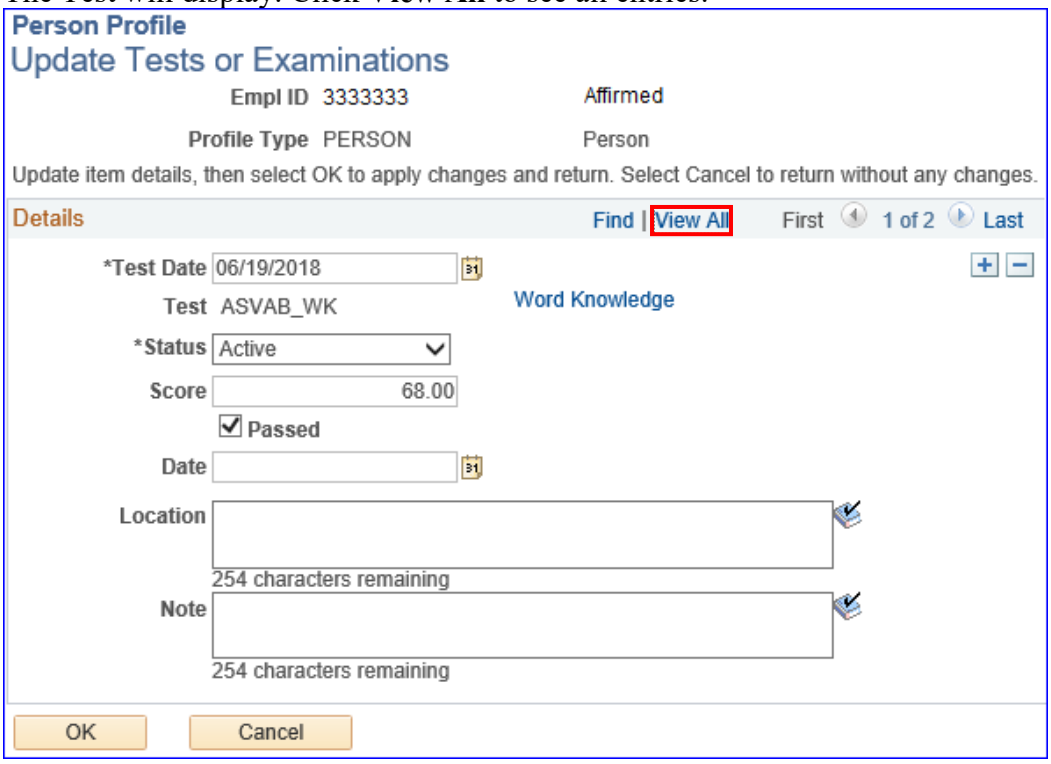
Correcting and Deleting Test Results When Multiple Entries Exist, Continued

Procedures, continued

Step	Action
5	Click the appropriate **Test** to correct or delete. 
6	The Test will display. Click **View All** to see all entries. 

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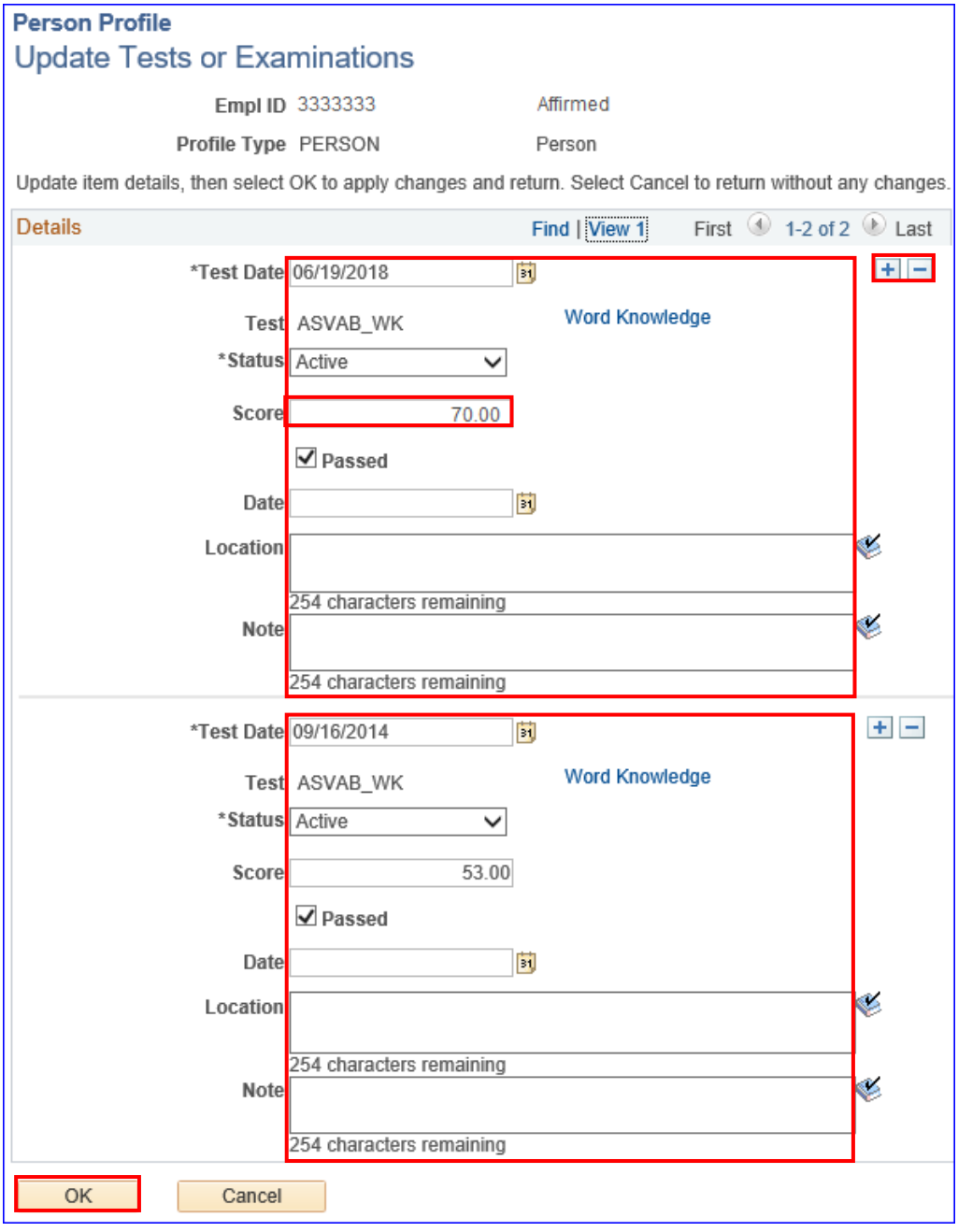
Correcting and Deleting Test Results When Multiple Entries Exist, Continued

Procedures, continued

Step	Action
7	From here you can Add/Delete by using the **Plus/Minus** buttons, or you can correct any of the data **Details**. In this example the **Score** was updated from 68.00 to 70.00. Click **OK**.



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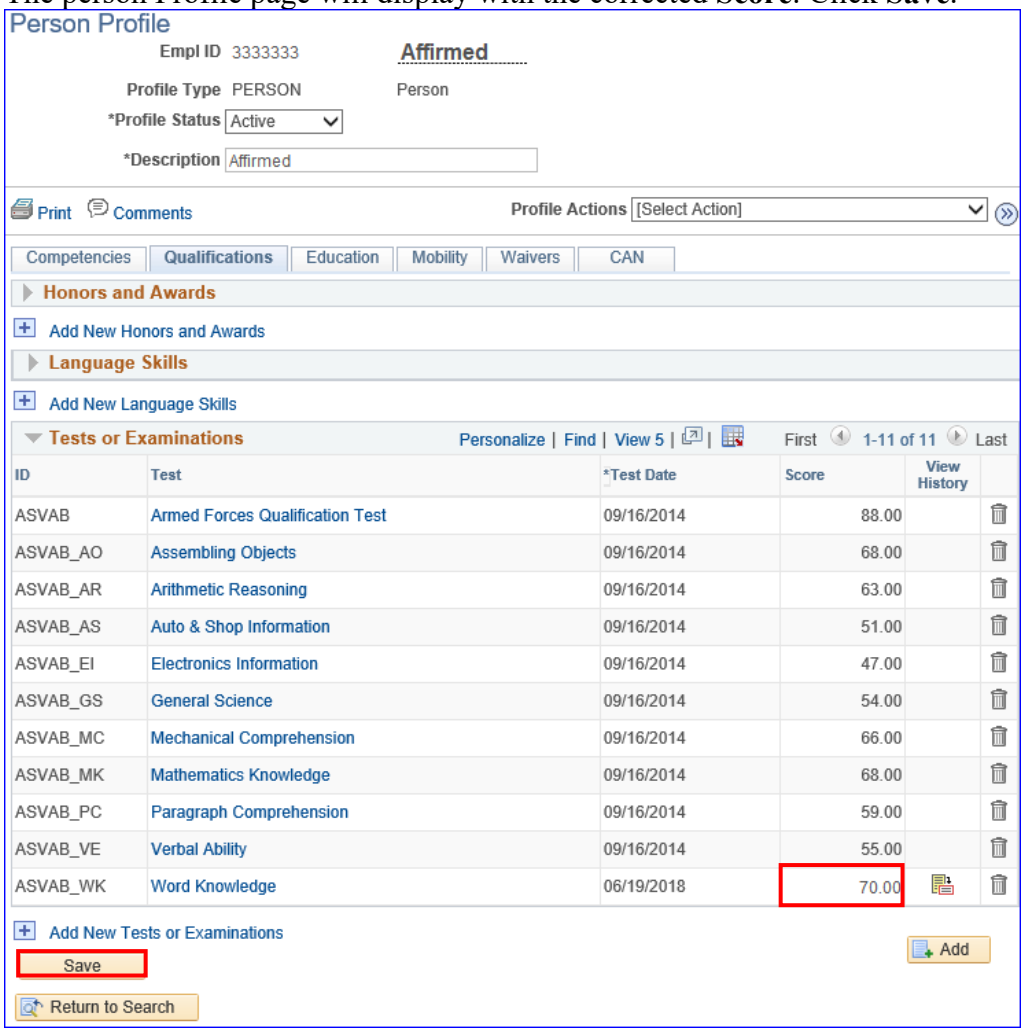
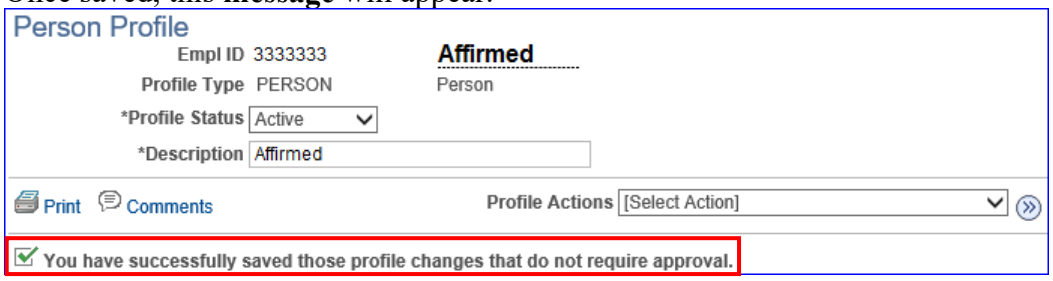
Correcting and Deleting Test Results When Multiple Entries Exist, Continued

Procedures, continued

Step	Action
8	The person Profile page will display with the corrected **Score**. Click **Save**. 
9	Once saved, this **message** will appear.