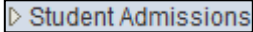




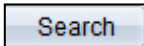
When an applicant has not indicated an English Language Proficiency test result on their application it will be necessary to add this to their list of test results. These steps are outlined as follows:

- Add the ELP Test Score to the Test Results
- Update the Checklist
- View the Test Results on the Department Admission Evaluation Page

### Add the ELP Test Score to the Test Results:

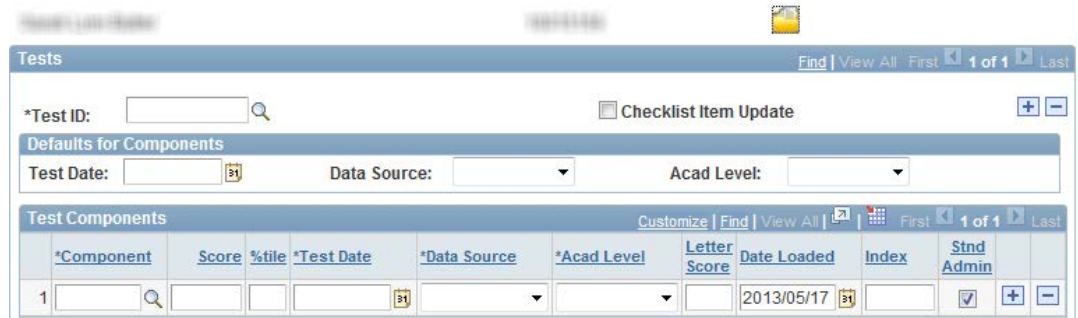
1. Click the **Student Admissions** link.  

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

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

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

Click the **Search** button.



5. The Test Results page will be displayed. Complete the fields as follows.

### Test Results



The screenshot shows the 'Tests' page with the following elements:

- \*Test ID:
- Checklist Item Update:
- Defaults for Components:
  - Test Date:
  - Data Source:
  - Acad Level:
- Test Components table:
 

*Component	Score	%file	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2013/05/17	<input type="text"/>	<input checked="" type="checkbox"/>

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



# Enter English Language Proficiency Test Results

## SA – Processing an Application



- The Search Results for Test ID will be displayed. Scroll down to view the entire list. Click the **UofC-Engl Lang Proficiency** link.

**Search Results**

View 100    First 1-15 of 15    Last

Test ID	Description
<a href="#">ACPL</a>	<a href="#">Accuplacer</a>
<a href="#">ACT</a>	<a href="#">ACT</a>
<a href="#">AP</a>	<a href="#">Advanced Placement</a>
<a href="#">ELP</a>	<a href="#">UofC-Engl Lang Proficiency</a>
<a href="#">GCEA</a>	<a href="#">GCE Advanced Levels</a>
<a href="#">GMAT</a>	<a href="#">Grad Management Admission Test</a>
<a href="#">GRE</a>	<a href="#">Graduate Record Exam</a>
<a href="#">IB</a>	<a href="#">IB Advanced Credit</a>
<a href="#">LSAT</a>	<a href="#">Law School Admission Test</a>
<a href="#">MAT</a>	<a href="#">Miller Analogies Test</a>
<a href="#">MATH-DIAG</a>	<a href="#">UofC MATH Diagnostic Tst</a>
<a href="#">MCAT</a>	<a href="#">Medical College Admission Test</a>
<a href="#">SACU</a>	<a href="#">SACU</a>
<a href="#">SAT I</a>	<a href="#">Scholastic Assessment Test I</a>
<a href="#">SATII</a>	<a href="#">Scholastic Assessment Test II</a>

- Enter the applicable **Test Date** (e.g. 2013/05/01).
- The Data Source must be entered. Click the **Data Source** list.

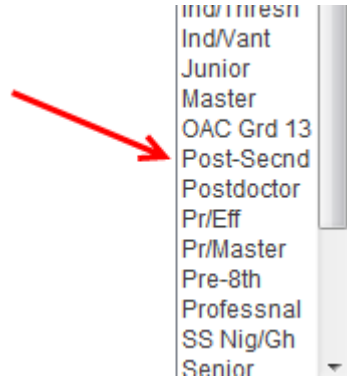
Data Source:

Test Date	*Data Source
<input type="text"/>	<input type="text"/>

**Regular** is selected when the test results are entered by a GPA.  
**Self-Rpted** indicates the applicant has self-reported the test results.  
**Unoff Test** indicates the student has sent a copy to the the department/faculty.

- Click the **Reg** list item.

10. Click the **Acad Level** list. Post-Secondary is **always** the selection for this list item. Click the **Post-Secnd** list item.



11. Click the **Look up Component** button.



12. The Search Results for Component will be displayed. Scroll down to view the entire list.

### Search Results

View 100      First ◀ 1-21 of 21 ▶ Last

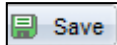
Test Component	Description
<a href="#">APIEL</a>	<a href="#">AP Eng Lang Exam</a>
<a href="#">CAEL</a>	<a href="#">CAEL Score</a>
<a href="#">IELTS</a>	<a href="#">IELTS Band</a>
<a href="#">LISCC</a>	<a href="#">Listening Comprehension CBT</a>
<a href="#">LISCI</a>	<a href="#">Listening Comprehension I</a>
<a href="#">LISCP</a>	<a href="#">Listening Comprehension P/P</a>
<a href="#">MELAB</a>	<a href="#">MELAB Final Score</a>
<a href="#">PTE</a>	<a href="#">Pearson Test of English</a>
<a href="#">READ</a>	<a href="#">Reading</a>
<a href="#">READC</a>	<a href="#">Reading Computer Based Test</a>
<a href="#">READP</a>	<a href="#">Reading Paper &amp; Pencil</a>
<a href="#">SPK</a>	<a href="#">Speaking</a>
<a href="#">TOEFC</a>	<a href="#">TOEFL Computer Based</a>
<a href="#">TOEFF</a>	<a href="#">TOEFL Essay</a>
<a href="#">TOEFI</a>	<a href="#">TOEFL Internet Based</a>
<a href="#">TOEFP</a>	<a href="#">TOEFL Paper Based</a>
<a href="#">TSE</a>	<a href="#">TSE</a>
<a href="#">TWE</a>	<a href="#">Test of Writen Enql</a>
<a href="#">WR</a>	<a href="#">Writing</a>
<a href="#">WRITC</a>	<a href="#">Writing Computer Based Test</a>
<a href="#">WRITP</a>	<a href="#">Writing Paper and Pencil</a>

13. Select TOEFI - TOEFL Internet Based. Click the **TOEFI** link.

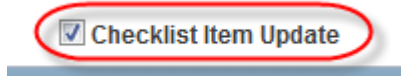


14. The score received should be entered into the Score field (e.g. 80). Enter the desired information into the **Score** field. Note: Once the Score is entered additional fields will autopopulate.

15. Click the **Save** button.



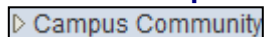
16. When Save is pressed the **Checklist Item Update** will indicate selected.



### Update the Checklist:

The next step will show how to update the Checklist in Checklist Management - Person.

1. Click the **Campus Community** link.



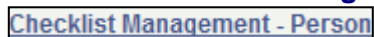
2. Click the **Checklists** link.



3. Click the **Person Checklists** link.

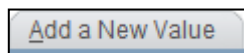


4. Click the **Checklist Management - Person** link.

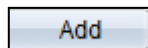


5. The ID should carry over, otherwise you may have to enter the ID.

Click the **Add a New Value** tab. The ID will carry over, otherwise you may enter it here.



6. Click the **Add** button.



7. A new page will display the current date and time and the checklist status will default to Initiated.

Checklist Date Time: 2013/05/17 11:06:36 Variable Data

\*Administrative Function:

\*Academic Institution: University of Calgary

\*Checklist Code:

\*Status: **Initiated** Status Date: 2013/05/17

Due Date:

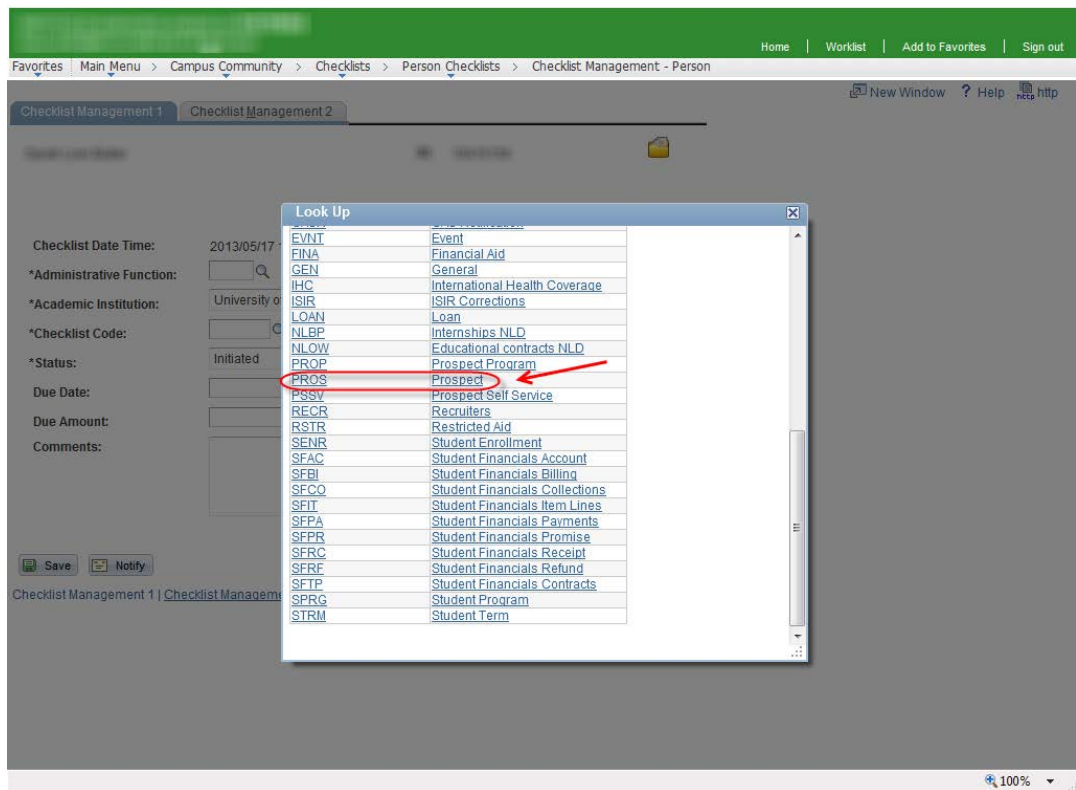
Due Amount:  Currency Code

Comments:

Click the **Look up Administrative Function** button.



8. The Search Results for Administrative Function will be displayed. Scroll down to view the entire list. The Administrative Function should be set to **PROS Prospect**. Click the **PROS** link.



The screenshot shows the 'Look Up' dialog box with the following list of administrative functions:

EVNT	Event
FINA	Financial Aid
GEN	General
IHC	International Health Coverage
ISIR	ISIR Corrections
LOAN	Loan
NLBP	Internships NLD
NLOW	Educational contracts NLD
PROP	Prospect Program
<b>PROS</b>	<b>Prospect</b>
PSSV	Prospect Self Service
RECR	Recruiters
RSTR	Restricted Aid
SENR	Student Enrollment
SFAC	Student Financials Account
SFBI	Student Financials Billing
SFCO	Student Financials Collections
SFIT	Student Financials Item Lines
SFPA	Student Financials Payments
SFPR	Student Financials Promise
SFRF	Student Financials Receipt
SFRF	Student Financials Refund
SETP	Student Financials Contracts
SPRG	Student Program
STRM	Student Term

# Enter English Language Proficiency Test Results

## SA – Processing an Application



9. Click the **Look up Checklist Code** button.



10. The selection **must** be ELPG for English Language Proficiency Condition.

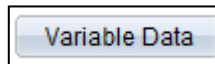
Click the **English Language Proficiency** link.

**Search Results**

View 100 First 1-2 of 2 Last

Checklist Code	Description	Checklist Type
ELP	English Language Proficiency	Req List
ELPG	English Language Proficiency	Condition

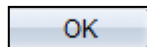
11. Click the **Variable Data** button.



12. Click the **Look up Academic Career** button and click the Graduate link.

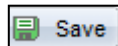


13. Click the **OK** button.



14. When completed the fields for the Checklist, press Save.

Click the **Save** button.

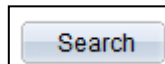


15. To ensure the Checklist has been created follow these next steps.

Click the **Checklist Management - Person** link.

16. The ID will carry over, otherwise enter any search criteria you have.

Click the **Search** button.



17. Any checklists will be displayed in the grid below. Note the ELPG/PROS checklist has been created.

**Search Results**

View All First 1-5 of 5 Last

ID	Sequence Number	Admin Function	Admit Term	Checklist Code	National ID Country	NID Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
10015156	1	ADMA	2087	APFEE	CAN	SIN	*****	12/03/1976			(blank)		
10015156	2	ADMP	2087	GSNEWF	CAN	SIN	*****	12/03/1976			(blank)		
10015156	3	ADMA	2103	APFEE	CAN	SIN	*****	12/03/1976			(blank)		
10015156	4	ADMA	2121	APFEE	CAN	SIN	*****	12/03/1976			(blank)		
10015156	5	PROS	(blank)	ELPG	CAN	SIN	*****	12/03/1976			(blank)		

### View the Test Results on the Department Admissions Evaluation Page:

1. Click the **Student Admissions** link.  
[▶ Student Admissions](#)
2. Click the **Application Evaluation** link.  
[Application Evaluation](#)
3. Click the **Dept Admission Evaluation** link.  
[Dept Admission Evaluation](#)
4. Enter the ID or any search results into the applicable fields and press Enter or Search.

Click the **Search** button.

5. A grid of applications may appear for that student if there are more than 1. Click on the desired application.

Click the **GSMCB** link.

Search Results

View All First 1-3 of 3 Last

ID	Application Nbr	Academic Institution	Academic Career	Application Program Nbr	Admit Term	Academic Program	Degree Stream Plan	Academic Plan	Application Complete	Evaluation Complete	Last Name	First Name	Program Status
	42125293	UCALG	GRAD	0	2121	GSMCB	MENG-DEG	ENCP-AOS	Y	Eval Cmpltd	E		Cancelled
	42088400	UCALG	GRAD	0	2103	GSMCB	MENG-DEG	ENCP-AOS	N	Not Assion	E		Applicant

6. The Application Evaluation window will appear of the applicant. Scroll down to view the test results area to view the test results for English Language Proficiency.

Tests							
Test ID	Test Component	Description	Score	%tile	Test Date	Data Source	Letter Score
1	ELPG	IELTS	IELTS Band	80	2013/05/17	REG	

### End of Procedure.

To view the online learning consult:  
[www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining)