**General Information**

This form is often used by Student Information Departments – it provides a list of each required test or score for a student’s record, as well as a checklist of sorts for any outstanding testing requirements. You may link to this form from other Student Module Forms (i.e.: Admissions Application [SAAADMS] Form) by using the Related Button, as with many other student forms within Banner. Human Resources and other various departments also use this form to house scores/results from various tests for staff and faculty including background checks, etc. *If you have any questions about specific test, scores, etc., please contact the ODU Testing Center at 683-3697.* Any other Banner questions may be sent to bannerhotline@odu.edu.

### How to Access Test Score Information within Banner:

<table>
<thead>
<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access the Test Score Information [SOATEST] Form.</td>
<td>Type SOATEST into the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
</tr>
<tr>
<td>2. In the key information area, type in the person’s <em>University Identification Number (UIN).</em> Use the Go Button to load the person’s test score information.</td>
<td>Go Button or Down Arrow</td>
</tr>
</tbody>
</table>
| 3. A list of all tracked and retained tests and test scores will be displayed.  
  - Test Code and Description  
  - Test Score  
  - Test Date  
  - IF AVAILABLE, the following will also be displayed:  
    - Percentile  
    - Notes/Details | **TIPS & TRICKS:** For more information about the Test Codes, min-max scores, and for a complete list of all tests we track at ODU, click the Search Button to display the Test Code/Score Key Window. Search Button: ![Search Button](https://example.com) |
| 4. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen. | ODU Home Screen Button: ![ODU Home Screen Button](https://example.com) |

**Helpful Tips & Tricks:**

- *Please contact the ODU Testing Center with any questions about the SOATEST Form at 683-3697.*
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter Ctrl-Alt-Del and click Lock this Computer

**SOAPCOL Sample Screenshot:**

![SOAPCOL Sample Screenshot](https://example.com)