Admissions Finalization – Exams

Path: Student Admissions > Application Entry > Academic Information > Test Results

OUA Business Process

Admissions Finalization is the process to confirm that incoming students have met their Conditions of Admission. As part of this process, OUA staff verifies a student's Test Results, or on occasion, they may need to manually add a test result.

In order to meet admission requirements, incoming freshmen are required to have completed either the SAT or ACT (for finalization, scores do not matter, just that they exist). If all scores are there and Data Source=School then the student has met the admission requirement. (Note: SAT Subject exams are not required).

An additional admission requirement for international freshmen is to pass the TOEFL or IELTS exams (Minimum passing score for TOEFL is 80 and minimum passing score for IELTS is 6.5.)

Incoming transfers may use exams to meet admission requirements (units and/or Essential Skills). Look for credit-bearing scores in Test Components for AP, IB, and A-Levels to fulfill units and/or Essential Skills. Look for specific scores in SAT I or SAT II to satisfy Essential Skills.

In some cases, OUA staff may work in a Worklist query that leads directly to a specific student's Test Results page. In other cases, a user may need to navigate to the Test Results page and look up a student. To navigate to the page, go to **Student Admissions > Application Entry > Academic Information >Test Results**.
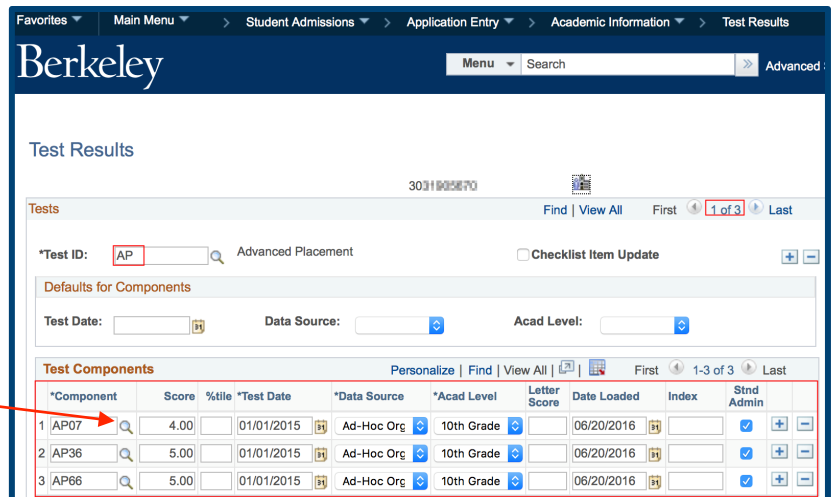
Viewing Exam Information

SAT I, SAT II, ACT, AP, IB, TOEFL, IELTS, and A-Level exams will all appear if UC Berkeley has received the official scores.

In this first example, we have already run a query to get our Finalization Worklist and have found an incoming freshman whose tests we need to review to ensure they took the SAT. We have clicked on the student's name and been taken directly to the Test Results page for that student.

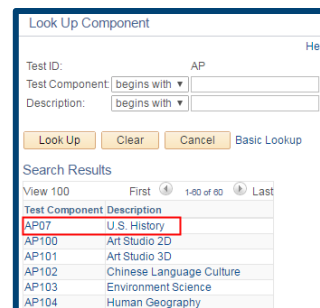Notice the system is showing 3 rows for this student, one for each kind of test.

Currently we see the **AP test** results for this student. The specific AP tests and scores will display below in the **Test Components** section.

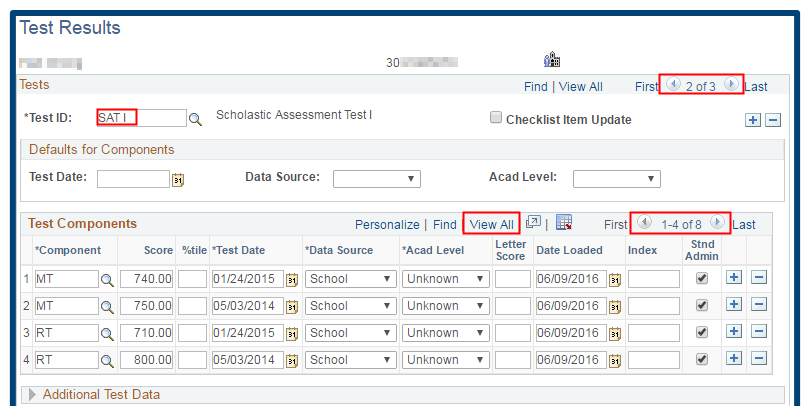To view the exam name, click on the lookup icon 🔍 to view the description of the component codes.

The name of the exam will show. If needed, you could search by using the **Test Component** code or the **Description** if you were looking for a particular test.

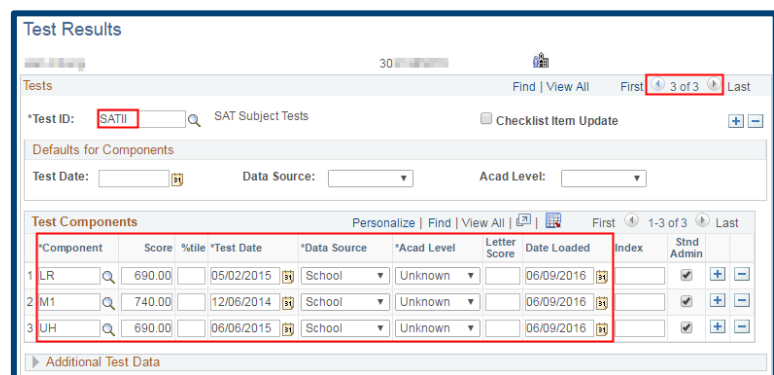Click the arrow keys at the top of the page to scroll to other tests.

On the second page we can see **SAT I** scores. The system is only showing us 4 of the 8 scores, so we need to click either the arrow keys or the **View All** link to see all 8 scores.

We have verified that this freshman admit has taken the SAT.

The third row of tests shows the 3 SAT subject tests the student has taken.

Adding a Test Result Manually

In most cases, test results will be loaded into the system, but occasionally some exams may need to be added manually. In this example, we will add IB test scores to a student that we lookup ourselves, but in other cases you may be clicking through to this page from a Worklist query.

Navigate to **Student Admissions > Application Entry > Academic Information >Test Results**

Look up the student who needs to be updated. Click the Search button.

Enter the **Test ID** (e.g. IB), or click the Lookup Icon to see the available choices.

In the Test Component sections, enter the **Component, Score, Test Date, Data Source, Academic Level** and **Date Loaded**.

Click the **Save** button when updates are complete.

Checklists related to Exams:

The checklist item for the corresponding exam automatically updated to **Completed** when OUA received the official results.

If we are manually adding new checklist items for required exams, then we may need to update the status to **Completed** after we have received the official scores.

Additional Required AP exams:

If our student has submitted their exam scores, but we did not receive all of the exams, we can add a new checklist item notifying the student that they still need to submit additional AP scores. We will add this checklist item if the student needs the additional AP exam to fulfill admission requirements (Essential Skills, units).

See the job aid on Adding a New Checklist Item for more information on checklists.

Support:

For questions or assistance, please contact Campus Shared Services IT.:

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: **sishelp@berkeley.edu**
- Submit a ticket: **https://berkeley.service-now.com/ess/create_incident**