The Banner Admin page SOATEST displays test scores on a student’s record, such as SAT scores, Placement scores, and PRAXIS scores. Test scores may be entered here as well. Advisors may also view scores in the Banner Advisor self-service in the Advisee Student Profile under Prior Education and Testing.

**Open the Page**

Search by page name ‘SOATEST’ or description and select Test Score Information.

**Find the Student**

Enter the Student ID and click ‘Go’.

If you do not know the Student ID, click the ellipsis (…) to open the Person Search.

- Please note: % is still the wildcard
- Enter search info and Click ‘Go’
- Double-click the ID number of the record you want to select and click ‘Go’
View Test Scores

The information entered below will depend on the test score information and parameters required by your department.

Enter the following fields at a minimum:

- Test Code = XXX
- Test Score = XXX
- Test Date = Exam Date
- Source = MANL
Please note: The Test Code (...) look up feature above will also display the following information for each Test Code that has been set up:

- Maximum number of positions for test score (i.e. 3 positions holds 0-999)
- Test score min and max range for applicable test code
- Voice Response Message Number is the minimum passing score, and when achieved will display on the Student’s Banner Web Self-Service Record as ‘Passed’

<table>
<thead>
<tr>
<th>Maximum Number of Positions</th>
<th>Data Type *</th>
<th>Minimum Score</th>
<th>Maximum Score</th>
<th>Admissions Check...</th>
<th>System Required</th>
<th>MIS</th>
<th>Assessment Data</th>
<th>Voice Response Message Number</th>
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<td>100</td>
<td>200</td>
<td>PPX2</td>
<td></td>
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