Entering Test Score Data in Radius

This guide will cover:

- Manually adding test score data in Radius.

**Step One**

To begin, use the global search to locate the contact record of the applicant.

(REMEMBER: You can search for a contact by using one of the following fields:
  - Email (recommended)
  - First and last name
  - Date of birth
  - Mobile number
  - Contact street

TIP: Adding an asterisk to the end of a value in the search bar can expand your search if you are unsure of what name a student may have in the system. For example, searching for Matt* will find all records that contain the word “Matt,” including Matthew or Matthews.

**Step Two**

Once found, click the **Action** button then click **View**.

**Step Three**

Click the **Related Information** drop-down then select **Test Scores**.
Step Four

Click the button.

Step Five

Enter the required fields of the test score information:

- **Test Date:** Select a date.
- **Test Score Owner:** Check with the Subject Matter Expert (SME) of your area if you’re unsure of which user the Test Score Owner should be per business process.
- **Contact Name:** Auto-populated when you access the test score tab from the contact’s record. Leave as the default contact name.
- **Test Type:** The test type that is selected will indicate which test score values should be entered.
- **Test Source Type:** Select the appropriate test source type.
- **Test Source:** Select the appropriate test source.
- **Test Center ID:** Enter the Test Center ID if available.
- **Total Score:** Enter the composite (total) score.

Step Six

Add Test Score Values for each required field. These fields will be determined by the Test Type that is selected.

*Example: Screenshot below shows the fields associated with SAT scores.*

<table>
<thead>
<tr>
<th>Test Score Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Math: 500</td>
</tr>
<tr>
<td>* Verbal: 500</td>
</tr>
<tr>
<td>* Writing: 500</td>
</tr>
</tbody>
</table>

Step Seven

Once all fields have been completed, click Save.

Step Eight

When entering Test Score data, the requirements are not automatically updated for an associated application and therefore would have to be updated manually. To update the requirement, follow the full instructions outlined for Updating Requirements for an Application.