**Departmental Test-Out Process**

*August 7, 2017*

**Overview**

University policy allows departments to offer test-outs for students who feel they have the background/knowledge for an ISU course. Departments have the flexibility in determining whether a test-out is available for a particular course, the content of the test-out, and what test score/performance is required to earn credit. Students are charged a $100 fee for any test-out they register to take, whether they receive credit or not.

**Set-up Process**

To be able to charge student fees for test-outs, the department must set up a selling agency with the Accounts Receivable office. For most departments, a single selling agency can be used to collect the fees for any test-outs administered. However, departments that administer numerous test-outs that want to track the revenue for various tests separately can do so by establishing different selling agencies. (For example, English may choose to establish one selling agency for use with Engl 150/250 and a separate selling agency for other test-outs.)

Departments will need to identify the individuals who will have access to upload billing information to accounts receivable. These individuals will need to be granted access to particular screens in AccessPlus and also receive training on how to upload the documentation.

Departments should contact Crystal Johnson (crystalj@iastate.edu, 294-1466) in Accounts Receivable for information on establishing their selling agency and getting staff members set up with access to accounts receivable screens.

**Test-out Administration**

* Departments need to share basic information about the test-out with students. (E.g. where, when, what test covers, etc.) A document outlining recommended information to share with students is attached at the end of this document.
* Students submit an application to take the test-out and authorize the fee to their university bill. This can be done using a Qualtrics survey (template available by contacting Karen Zunkel, kzunkel@iastate.edu) or via a paper application signature form (attached to this document document). Note – since this is a financial authorization record, departments must maintain copies of the application documentation for 10 years.
* Department administers the test-out and evaluates the student performance to determine whether the student earns credit or not

**Billing Students**

All students who sign up to take a test-out will be billed $100 by the department; this includes students who do not score high enough to earn credit and students who fail to show up for the test-out. These fees are deposited into an account designated by the department with Accounts Receivable (see Set-up Process above) and are available for the department to offset the costs of administering the test-out.

Accounts receivable has developed a manual to assist departments in uploading the necessary information into AccessPlus to bill the student. Contact Crystal Johnson (crystalj@iastate.edu) to obtain a copy of the manual and for training/questions about uploading documents. Departments will upload an excel file from a template. There nine columns/fields in the excel file for each student:

|  |  |  |
| --- | --- | --- |
| Excel Column  | Content and Format | Sample |
| A | Student ID – 9 digits | 112233445 |
| B | Customer Name = last first middle (no comma or punctuation) | Smith Sally Sue |
| C | Customer Type  = S (S for Student) | S |
| D | Ticket Date = Date of charge in MM/DD/YYYY format | 09/06/2017 |
| E | Agency ID =  XXXX – Provided to department by Accounts Receivable from the “Set-up Process” above. | 1001 |
| F | Ticket Number = 6 digit reference number for each charge billed : First three digit should be term and last three digits can be counter for each student. | F17001 |
| G | Ticket Amount – no $ in column = 100.00 | 100.00 |
| H | Ticket Description can be blank and display the selling agency title or can be modified individually per student.  | (left blank) |
| I | ID Indicator = Y since we are using student id #’s | Y |

Note 1: As a recommended best practice, departments should bill the students within a week of the test-out date. (Departments do not need to wait until test-outs are graded to bill students.)

Note 2: If a department has not yet established/trained someone to upload files to Accounts Receivable, an excel file with the fields identified above should be emailed to Crystal Johnson (crystalj@iastate.edu).

Note 3: Colleges that do not administer very many test-outs may choose to establish one selling agency with Accounts Receivables and manage the paperwork with Accounts Receivables and the Registrar’s Office centrally.

**Recording Credit on Student Transcript**

After the department has determined that a student earned credit, the department must provide information to the Office of the Registrar to record the credit on transcripts. The Office of the Registrar needs the following information to be able to record credit earned by test-out

1. Legal Student Name: Last First
2. University ID # middle 9
3. Designator [e.g. ENGL]
4. Course # [e.g. 250]
5. Credits earned [e.g. 3]

Departments can use the same Excel file they used for accounts receivable, but add the following three columns for each student: Designator, Course and Number of Credits. If a department uses the same file that includes all students billed, the department should enter “0” for credits earned for those students who did not pass the test-out/earn credit. The file should be emailed to: registrar@iastate.edu with a subject line of “Departmental Test-Out”. The credit will appear on the student transcript at the end of the semester in which the test-out was given.

*Note – if a department administers an exam and no students earn credit, there is no need to send a file to the Registrar’s office.*

**DEPARTMENTAL TEST-OUT**

 **INFORMATION DEPARTMENTS NEED TO PROVIDE TO STUDENTS**

**Either on a website and/or in a handout given to students, departments need to share the following information for any test-out they offer.**

**APPLICATION DEADLINES/DETAILS:** Application deadline, where to submit application, and any cancelation deadlines to avoid being charge fee (if applicable).

**ELIGIBILITY:** Any eligibility requirements to take the exam – if department has set any restrictions.

*(e.g.) To be eligible for the English 314 test-out exam, you*

* *must not currently be enrolled in 314 when taking the 314 test-out exam*
* *must have at least a junior classification*
* *must have completed English 150 and 250*
* *must be taking the test-out exam for the first time (university policy prevents repeats)*

**TEST FORMAT:** Brief description of the exam format and content, including length of time allowed to complete the exam.

**TESTING DATE, LOCATION, AND TIME**

**WHAT TO BRING TO THE EXAM**

**ACCOMMODATION NOTE:** If you are asking for accommodated testing arrangements, please contact Student Disability Resources (1076 Student Services Building). Phone 515-294-7220 to schedule a meeting and request a SAAR (Student Academic Accommodation Request form). **The completed SAAR and registration forms must be returned at least ten days prior to the testing date.**

**EVALUATION:** Brief description of how the exam will be evaluated and/or passing score for exam. When and how students can expect to learn exam results.

# DEPARTMENTAL TEST-OUT/CREDIT-BY-EXAM APPLICATION

**Name (legal name as shown in AccessPlus):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Last)** **(First) (Middle)**

**University ID (middle 9 digits):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University E-mail:**

**Test-out application for the following course:**

**Course Department (e.g. Engl) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Number (e.g. 250) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester/Term of the Exam** (e.g. Fall 2017) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My signature below verifies that I have given correct information on this form. I have read and understand the Credit-By-Exam/Test-Out information as written in the *Iowa State Catalog* and provided by the Department. I understand that the fee of $100 for this exam will be placed on my university bill and that **I will be billed for this test even if I elect not to take it or do not pass.** If I do not report for the scheduled examination, I must initiate a new request, including the examination fee payment in order to take a future examination.

**Signature:** **Date:**

Return this completed form to the Department offering the exam. Bring your student ID to the test.

If you receive credit, a ***T*** grade will be posted at the end of the semester in which you took the exam.