

Guidance on EIS Test Scores and Admission Fields – Released 10/04/2021

Colleagues,

MHEC has fielded a number of questions over the past week regarding the standardized test score fields, the admissions test flag field, and the admissions exemption field, especially in light of institutions' temporary or permanent move to become test optional.

Please see below for guidance.

Test score fields (SAT/ACT)

DD53, DD54, DD55, DD56, DD57, DD58, DD59, DD106, DD147 AND DD148

Only required for students with a first time flag=1, not first time flag of 5

If it is a new **permanent** admission standard, then:

First-time flag (DD37) = 1 for all First-time freshman

Admission Test Flag (DD109) = 0 (No Test Required for Admission)

Admission Exemption (DD38) = blank

If it is an exemption to the admissions standard that was in place at an institution due to COVID, and the institution intends to revert to using test scores in admissions in AY 22-23 OR AY 23-24 (or if the institution is unsure whether test optional is permanent or temporary), then the discontinuation of test scores constitutes an exemption and data should be coded as such:

First-time flag (DD37) = 1 for all First-time freshman

Admission Test Flag (DD109) = 5 (Test Not Required because of Admission Exemption)

Admission Exemption (DD38) = 1

MHEC validation processes assess accordingly: if the Admissions Test Flag (DD109) indicates that test scores are required, then validations are executed accordingly to check if test scores are present. If scores are **temporarily** being waived or are optional, then our guidance is to populate DD109 with "5 - Test not required because of Admission Exemption." (Please note that there are no plans to add another code to this variable.) , Additionally, in the case of **temporary** changes to testing requirements, populate the Admission Exemption variable (DD38) with "1 - indicating an Admission Exempted Student." Submitting these fields this way offers the flexibility needed and does not focus on the requirement of a score. We believe this is an appropriate and defensible use of the fields for capturing and reporting test scores and exemptions under these extraordinary circumstances. Please make good use of the comments section during submission.

If policy to collect test scores has changed for transfer students due to COVID (either temporary or permanent) then the following guidance is offered for coding.

Permanent policy change

First time Flag (DD37) = 5

Admission Test Flag (DD109) = 0 (No Test Required for Admission)

Admission Exemption (DD38) = blank

Temporary policy change

First-time flag (DD37) = 5

Admission Test Flag (DD109) = 5 (Test Not Required because of Admission Exemption)

Admission Exemption (DD38) = 1

If you have questions, contact barbara.schmertz@maryland.gov and ensure you add the mac2help.mhec@maryland.gov email address as well.