



# ADM Test Scores Tutorial Script 2021-22 Data Collection Cycle

This tutorial explains how to report SAT and ACT test scores when completing the Admissions IPEDS survey component.

The submission of SAT and ACT test scores to IPEDS are required if your institution uses these scores in the admissions decisions for first-time degree- or certificate-seeking students. Institutions that require all applicants to submit SAT or ACT test scores for admissions consideration and institutions that have a “test-optional” policy in which they consider test scores for admissions if submitted by applicants should report the test scores in the ADM component. Test scores should be reported for all enrolled first-time degree- or certificate-seeking students if a test score was used in the decision to grant admission. Institutions will report the number and percentage of enrolled students submitting SAT or ACT scores and the 25th and 75th percentile scores for each test, as applicable.

If students submitted more than one test for admission, institutions may choose to average the scores from the two tests or to look at the highest test scores to make an admissions decision. Institutions should report the scores used to make the admission decision, be that an average or the highest score. If your institution uses both SAT and ACT scores to make a decision, both scores should be included. Partial test scores should not be included; for example, math but not verbal for a particular group of students.

Test scores should never be converted or combined. If your institution accepts both SAT and ACT scores, but converts those scores for admissions decisions, report to IPEDS the original test scores, NOT the converted test scores. Do not convert ACT scores to SAT scores. Do not convert SAT scores to ACT scores. Converting test scores makes it impossible to compare scores to other institutions, since there is not an IPEDS conversion definition. TOEFL scores or other standardized test scores should not be added into test scores.

Misreporting of data to IPEDS can be considered reporting non-compliance. Be honest in reporting and clear and consistent with your methodology. If an error is made, correct in the prior year revision system.

For more information about the material presented in this tutorial, please contact the IPEDS help desk.