



How to Add Graduate Record Examination (GRE) Scores into ACES²

You can enter GRE General Test scores into ACES² either by updating an applicant record by hand entering the score, or uploading a file into ACES².

The scores are stored in the Standardized Tests section of the CAS tab.

Test Name	Test Date	Test ID	Reg No	Score	Percentile	Validated Date	Validated By	
GRE - Analytical Writing	08/22/2017			6				Edit Delete
GRE - Quantitative Reasoning	08/22/2017			170				Edit Delete
GMAT - Verbal	08/22/2017			170				Edit Delete

[Add](#)

Hand Entering GRE Scores

1. To hand enter the scores, select **Add** in the Standardized Tests section in the CAS tab.
2. From the Test Name field, select a GRE option.

Standardized Tests(3)

Test Name	Test Date
GRE - Analytical Writing	08/22
GRE - Quantitative Reasoning	08/22
GMAT - Verbal	08/22

Test Name:

Registration No:

- ACT - Composite
- ACT - English Total
- ACT - Mathematics Total
- ACT - Reading Total
- ACT - Science
- GMAT - Analytical Writing
- GMAT - Integrated Reasoning
- GMAT - Quantitative
- GMAT - Total Q & V
- GMAT - Verbal
- GRE - Analytical Writing
- GRE - Quantitative Reasoning
- GRE - Total
- GRE - Verbal Reasoning
- SAT - Critical Reading
- SAT - Mathematics
- SAT - Total
- SAT - Writing

Bar Admission(0)

3. Enter the following information. It is not necessary to complete all of these fields.

- Test Date
- Test ID
- Registration No.

- Score
- Percentile

4. Select **Save**.

- When you enter scores by hand and check the Validate checkbox, the Validated Date field will display today's date and the Validated By will display your user ID.

Standardized Tests(0)

Test Name: Test Date: Test ID:

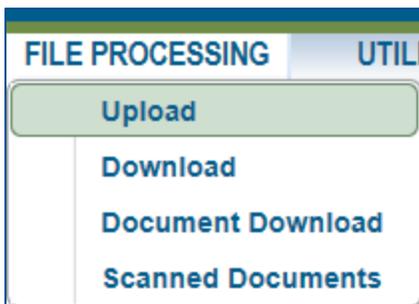
Registration No: Score: Percentile:

Validate Validated Date: Validated By:

Entering GRE Scores using File Upload

1. From the File Processing tab, select **Upload**.

Alternatively, select **Upload** from the File Processing section of the site map.



2. From the Data Type dropdown menu, select GRE.

File Upload

Select the type of file to upload.

Data Type:

- ID Applicant/Report Request
- Decision Data Entry
- Commitment - Replace All
- Commitment - Append
- Other Applicant
- Other Prospect
- CRS
- GRE**
- Other Applicant - Custom

3. Select **Choose File**.

4. Navigate to your file location and select the file of GRE scores you want to upload.

5. Select **Import**.

- Once the file is processed, the data will display in the Standardized Tests section of the CAS tab of the applicant record.
- The Validate checkbox will be checked.
- If an applicant has applied to multiple programs and has multiple records, we will add GRE score data to all current applicant records.
- Any score data that is older than five years will not be uploaded.
- GRE scores will not be added to archived records.
- Import File History will be updated each time a file is uploaded.

Matching Criteria

We use the following information to match the data from your file, to the applicants in your database:

- Last name and email address. If no match is found , then by
- Last name, DOB and zip code. If no match is found, then by
- Last name, first name and the last four digits of the SSN.

If no match is found, we will create a new applicant record in ACES².

- If a new record is created, a comment (Standardized Test Score File) will be displayed in the Notes section of the applicant record.
- We will create an exception to alert you that a new record has been added.
- If your school has both JD and LLM data in one ACES² database, we will create an exception to alert you that a new record has been added *and* bypass your degree type default so you can enter this information and review the record.