ETS® Data Manager

User Manual

September 2023

www.ets.org/myportal

What's New

GRE General Test

Beginning on September 22, 2023, the testing time for the GRE General Test will be reduced to just under 2 hours. The number of questions in the Verbal Reasoning and Quantitative Reasoning sections will be reduced, the number of writing tasks in the Analytical Writing section will be reduced from two to one, and the unscored section will also be removed.

The test will continue to measure the same skills and constructs, and the score scales will remain the same. Care has been taken to maintain the technical properties of the score scales so that you can continue to use the scores the same way for those who test before September 22, 2023, and those who test on or after September 22, 2023. The score report and record layout of electronic data files will not change.

Learn more.

GRE Subject Tests

Beginning in September 2023, the GRE Subject Tests will be administered on computer. The tests will be offered more often in more locations, including in test centers worldwide and at home in most countries.

The testing time for the Physics Test and Psychology Test will be reduced from 2 hours and 50 minutes to 2 hours. The testing time for the Mathematics Test will continue to be 2 hours and 50 minutes. (Note: The Chemistry Test was discontinued in May 2023.)

The score scales will remain the same. Care has been taken to maintain the technical properties of the score scales so that you can continue to use the scores the same way for those who test before September 2023 and those who test beginning in September 2023.

Learn more.

TOEFL IBT Test

Beginning on July 26, 2023, the testing time for the TOEFL iBT Test administered in a test center and the TOEFL iBT Home Edition will be reduced to just under two hours. In the Writing section, the Writing for an Academic Discussion Task replaced the Independent Writing Task. One Reading passage and its associated questions and the unscored items have been removed from the test and all test instructions have been streamlined.

As we implemented these enhancements to improve the test taker experience, we have also ensured that the TOEFL iBT test is still the rigorous, academically focused test you trust, with secure, valid and reliable scores for confident decision making.

The TOEFL iBT score scale remains the same, and there is no need to change your score requirements. You will continue to receive scores the same way you receive them now and view them in the ETS Data Manager, without interruptions or changes.

As of April 28, institutions using Slate software to view score are now able to integrate our new, enhanced TOEFL iBT® score automation into your platform. The process is simple, and involves a one-time, server-to-server configuration between the ETS® Data Manager and Slate.

Learn More.

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Customer Support

If you have questions about the ETS Data Manager, please contact ETS Code Control:

Phone: 1-855-242-6478 (toll-free in the United States, U.S. Territories and Canada)
1-609-310-3252 (all other locations)
Monday–Friday 8:30 a.m. – 5 p.m. U.S. Eastern Time

Email: **institutionportal@ets.org**

Overview of the ETS® Data Manager

The ETS Data Manager, available through a secure online portal, is exclusively for official GRE® and TOEFL® score users. Institutions and organizations that have a GRE or TOEFL score reporting code can use the ETS Data Manager for easy, on-demand access to score information, test-taker data and more, free of charge.

The ETS Data Manager makes it easy for approved users to view either GRE or TOEFL score information currently being sent to them by ETS. It allows for fast and convenient viewing capabilities, quick lookup of test-taker information, and easy sorting and filtering of data. This service does not affect how you are currently receiving GRE and TOEFL scores. Rather, it is designed to be a complementary service to further enhance your current admissions, approval, or other processes, and support the existing GRE and TOEFL score reporting services.

It is important to note that a test taker's score information appears in your Data Manager account only if they directed ETS to send scores to your institution or organization. For TOEFL scores, you can also verify scores through the TOEFL Online Score Verification Service (OSVS) using identifying information from a test taker's score report.

System Requirements

- Web browsers that support HTML 5
- Browsers: Internet Explorer 9+, Firefox 29.0+, Google Chrome 34.0+, Safari (OSX) 5.0+, Opera 15.0+
- File exports to PDF can be read with Adobe Acrobat Reader®
- Office 2007 or higher is required to download Excel® and Word® documents
- Enable JavaScript®, cookies and pop-ups in your browser
- Oracle Access Manager WebGate Plug-In
- "ActiveX controls and plug-ins" must be enabled in Microsoft Internet Explorer
- Browsers in beta stage are not supported
- Quirks mode is not supported
- Internet Explorer compatibility modes are **not** supported

Note: If you encounter a problem, please send the details to **institutionportal@ets.org**. Include your browser version, operating system version and as many other relevant details as possible.

User Roles

There are two types of user roles in the ETS Data Manager: Lead Administrators and Secondary Users.

Overview of the ETS® Data Manager (continued)

Lead Administrators

Each institution needs to have at least one designated Lead Administrator, and institutions can designate multiple Lead Administrators. Lead Administrators are institutional representatives who are responsible for approving and managing access to online score data at their institution.

Lead administrators can:
- access score data for their institution
- approve access for other Lead Administrators
- approve access to score data and other services for Secondary Users
- create new users directly in the portal to allow immediate access to score data
- share a link with their staff or faculty to complete a Request Form to access score data online
- modify users' profiles and deactivate users' access when users leave the institution or change positions
- reset passwords on behalf of users

Additionally, Lead Administrators can use the Permissions feature to customize viewing privileges based on the institutions' unique needs or policies. With this feature, Lead Administrators can control Secondary Users' access by assessment type (GRE tests and/or TOEFL tests) and data type (score data, photos, etc.). This process allows for ease of use and data availability throughout the institution but leaves the institution completely in control of who in their organization sees what data.

Institutions can have as many Lead Administrators as needed to manage the access of all score users and to ensure appropriate access to GRE and TOEFL scores across the institution. Based on feedback we have received, we expect that the number of Lead Administrators at each institution will be relatively small.

Secondary Users

Each institution needs to decide whether to also designate Secondary Users to use the ETS Data Manager in addition to the Lead Administrator(s). Secondary Users are institutional representatives who need to access score data online but aren't responsible for approving and managing who has access to score data for their institution.

Secondary Users can access score data and other services that their Lead Administrator approves for them. Institutions can designate as many Secondary Users as needed to ensure appropriate access to GRE and TOEFL scores across the institution. Based on feedback we have received, we expect that the number of secondary users will vary across institutions. Your institution is not required to have any Secondary Users.

ETS Portal Home Page

When you have successfully signed in to the ETS Portal, the ETS Portal Home page will display.
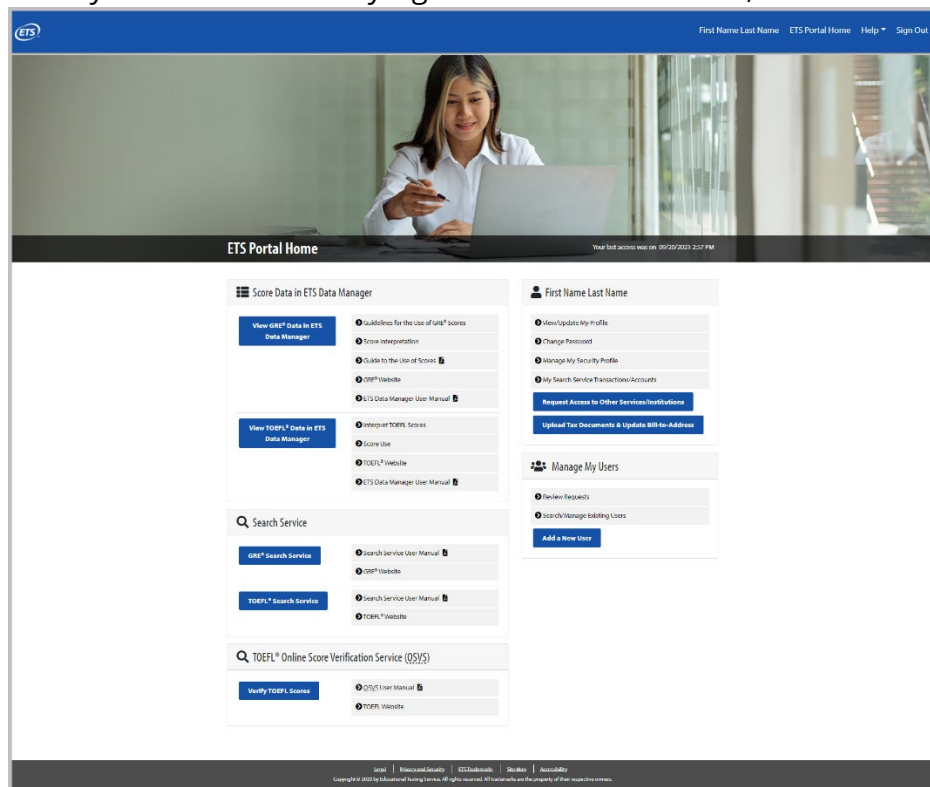
ETS Portal Home Page

On the ETS Portal Home page, the **View GRE Data in ETS Data Manager** section will display if you have access to GRE score information, the **View TOEFL Data in ETS Data Manager** section and the **TOEFL Online Score Verification Service (OSVS)** sections will display if you have access to TOEFL score information, and both sections will display if you have access to both GRE and TOEFL score information.

You will be able to select from the following functions:
- Access GRE and/or TOEFL score data in the ETS Data Manager
- View links on the GRE and/or TOEFL websites
- View or update your profile
- Manage your security profile
- View the ETS Data Manager User Manual

The **Manage My Users** section will display if you have been approved as a Lead Administrator. This section includes the following functions:
- Review and approve requests to access the ETS Data Manager
- Customize viewing privileges for Secondary Users (e.g., score data, GRE essay responses)
- Manage existing users
- Add new users

Viewing Score Data

Approved Lead Administrators and Secondary Users can view test-taker score information for their institution or organization. Score reporting runs occur twice a week for GRE and daily for TOEFL, and scores appear in the ETS Data Manager within 24 hours of each score reporting run.

A test taker's score information will only appear in the Data Manager if the test taker specifically directed ETS to send scores to your institution.

All approved users of the ETS Data Manager can do all the following without encryption software:
- view and print individual score reports
- view and download rosters of test takers, including score data
- download score reports or score report data in multiple formats, including Microsoft® Excel, PDF and the Scorelink® service
- receive scores via automated server-to-server data feeds.

GRE score users can also:
- view predefined quick summary data reports
- view color test-taker photos (available to users who have been given permission)
- view and print GRE Analytical Writing essay responses (available to users who have been given permission)

TOEFL score users can also:
- verify the scores of any test taker
- view color test-taker photos
- listen to 1-minute Speaking samples
- view Writing samples
- view MyBest® scores
- view test takers' Personal Video Statements (TOEFL Essentials only)
- view measures of foundational skills (TOEFL Essentials only)

A test taker's score information appears in your ETS Data Manager account only if they directed ETS to send scores to your institution. For TOEFL scores, you can also verify scores through the Online Score Verification Service using identifying information from a test taker's score report.

GRE General Test and GRE Subject Test scores are reportable for five years following the test date. Reported scores (and Analytical Writing essay responses) remain in a GRE score user's account for up to six and one-half years following the test taker's test date. TOEFL scores are reportable for up to two years following the test date.

Viewing Score Data (continued)

Selecting GRE or TOEFL Score Data

To view GRE score data, select **View GRE Score Data** on the ETS Portal Home page. To view TOEFL score data in TOEFL *Showcase*™ system, select **View TOEFL Score Data** or **Verify TOEFL Scores** on the ETS Portal Home page.

The initial login to the TOEFL OSVS application requires all users to accept the Terms and Conditions of use and indicate their OSVS Contact Preference whether to receive quarterly newsletters and other information from the TOEFL Program.

Selecting Search Criteria for Score Data

Lead Administrators and Secondary Users can choose to search for score data by test type (TOEFL tests only), test date, report date, test date range, test-taker name, date of birth, appointment number, test name, score report download status, and department code (GRE tests only). The GRE department code is the department where the test taker asked ETS to send scores and is based on the GRE Major Field Code List in Appendix A.

Multiple Institution Search Criteria

Lead Administrators and Secondary Users who have access to more than one institution can choose to search for score data using the **Multiple Institution/Org** feature.

The screen that follows shows the Search page and search criteria.

GRE Scores Search Page

Viewing Score Data (continued)

Viewing Search Results

The following screen shows an example of search results that meet the search criteria selected.

GRE Test-taker Score Report Results Page

Viewed Date and **Download Date** columns allow you to filter based upon previous session activity.

The new **Show & Hide** option allows you to filter select column from the results page view. Available options are shown on the following screen.

Viewing Score Data (continued)
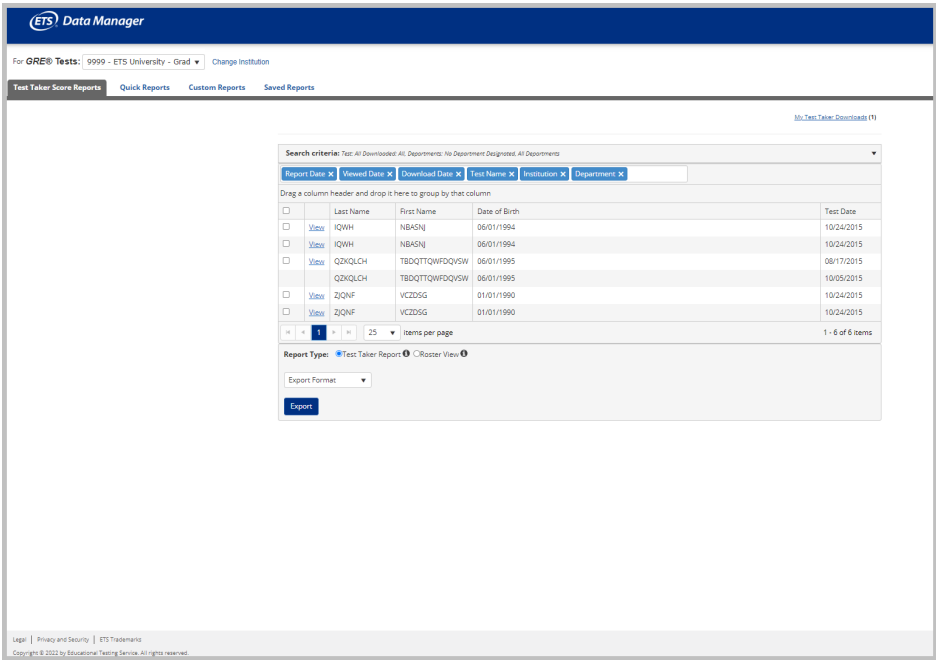
GRE Test-taker Score Report Results Page with Filter Options

Viewing a Score Report

To view a particular score report for a test taker, on the Score Report results page (shown above), select **View** next to the appropriate score report record.

The following screens show examples of a GRE General Test score report and GRE Subject Test score report.
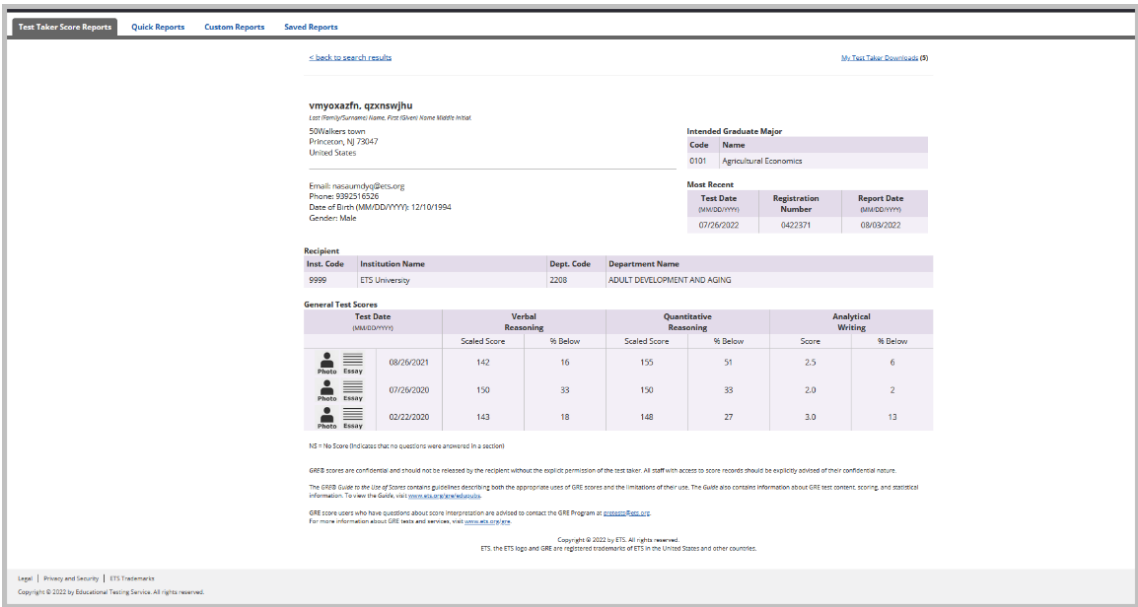
GRE General Test Score Report

Viewing Score Data (continued)

GRE Subject Test Score Report

Score reports should not be printed from this screen as the information may not display properly when printed from the browser. To print score reports, see the **Exporting Score Data to Excel files, PDFs and *SCORELINK* Files** section on page 16.

The TOEFL Showcase system is an expanded view of a test taker's performance on the TOEFL iBT and TOEFL Essentials tests within the ETS Data Manager. The following screen shows an example of a TOEFL iBT® score report when the Show Student Details (teal section) has been activated expanded.

Viewing Score Data (continued)

TOEFL iBT Score Report

TOEFL iBT Home Edition score reports can be distinguished by a test center code of STNRP, where "RP" in the code indicates this was a remote proctored test, followed by the test center's three-digit International Organization for Standardization (ISO) country code.

In the example below, STNRPIND indicates the test was taken at home in India. The Test Center Name will be "Home Edition."

Viewing Score Data (continued)

MyBest® scores — sometimes generically called superscores — are the combination of an applicant's best scores for each test section from all of their valid TOEFL iBT scores in the last two years. All TOEFL iBT score reports include both the scores from a single test date selected by the test taker and the MyBest scores.

The following screen shows an example of a TOEFL iBT Paper Edition score report.

TOEFL iBT Paper Edition Score Report

TOEFL iBT Paper Edition score reports have the phrase "Paper Edition" called out on the same line as the scores from the single test date and the writing samples will be handwritten.

Viewing Score Data (continued)

The following screen shows an example of a *TOEFL Essentials*^{TM} score report, which also includes MyBest scores.
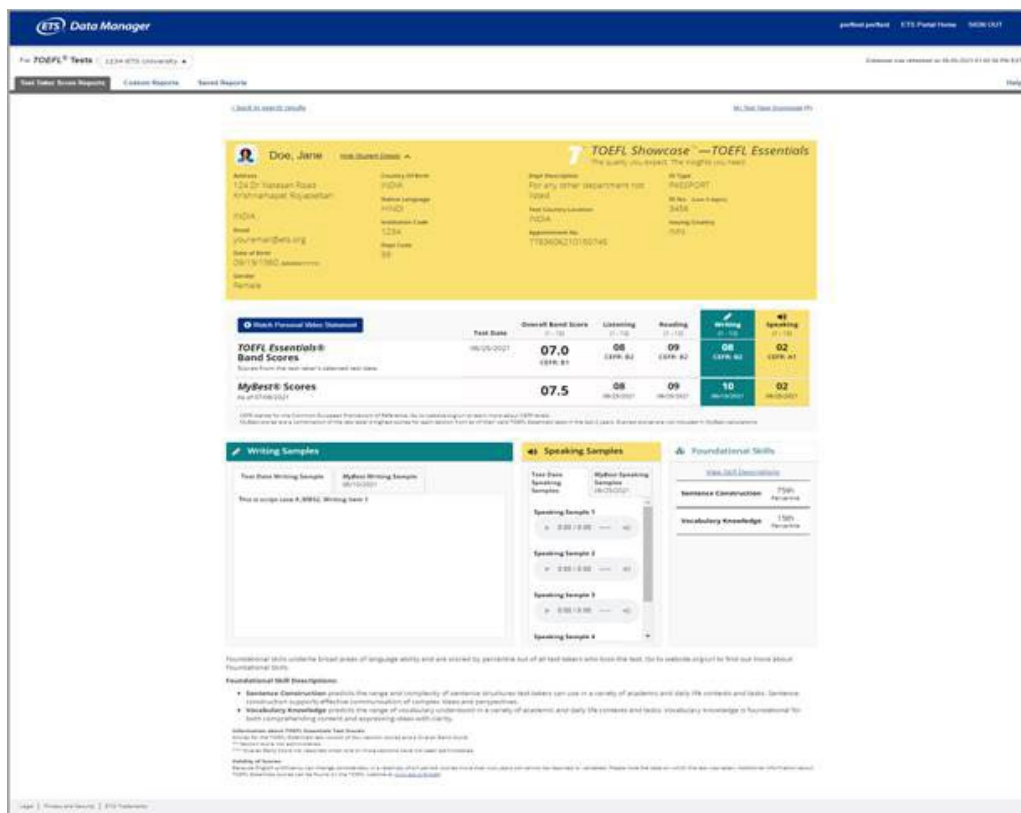
TOEFL Essentials Score Report

Viewing Test-Taker Photos

GRE Test-Taker Photos

Photos are provided for test takers who have taken the computer-delivered General Test or a computer-delivered Subject Test. Photos are not provided for test takers who have taken a paper-delivered General Test or a paper-delivered Subject Test.

If you have permission to view test-taker photos and a photo is available, you will see a photo icon on each GRE score report. Click on the photo icon to view the test taker's photo(s).

Viewing Score Data (continued)

TOEFL Test-Taker Photos

Photos are provided for test takers who have taken a TOEFL test. Photos appear on the first page of the score report. To expand the photo for better viewing, click on the circle and the photo will expand to a larger rectangle in the center of the screen. Clicking on it again will close the expanded image.

Viewing GRE Analytical Writing Essay Responses

If you have permission to view GRE Analytical Writing responses and essay responses are available, you will see an **Analytical Writing** icon on each GRE score report. Select the **Analytical Writing** icon to view the test taker's GRE Analytical Writing essay responses.

Analytical Writing essay responses are confidential. In order to protect privacy and to ensure the security of the Analytical Writing measure for future test administrations, Analytical Writing essay responses should not be shared with test takers or others.

Note that tests taken on or after September 22, 2023, will contain one essay task. Tests taken prior to September 22, 2023, will contain two essay tasks.

Listening to TOEFL Speaking Samples

The speaking samples enable you to listen to a test taker's actual scored spoken response for a TOEFL iBT integrated speaking task and for the TOEFL Essentials interview task. The speaking samples for both the MyBest scores and the single test date are made available.

Note: For TOEFL iBT, sample you will hear represents the median performance of the test taker. Some of the test taker's spoken responses may have been stronger than the one you will hear, while others may have been weaker. In addition, please remember the sample represents extemporaneous speaking and is not a prepared speech.

Viewing TOEFL Writing Samples

The writing samples represent a test taker's actual scored responses for the TOEFL iBT independent writing task and for the TOEFL Essentials email task. As a paper administered four-skills test, the writing samples of the TOEFL iBT Paper Edition are handwritten. The writing samples for both the MyBest scores and the single test date are made available.

Viewing Score Data (continued)
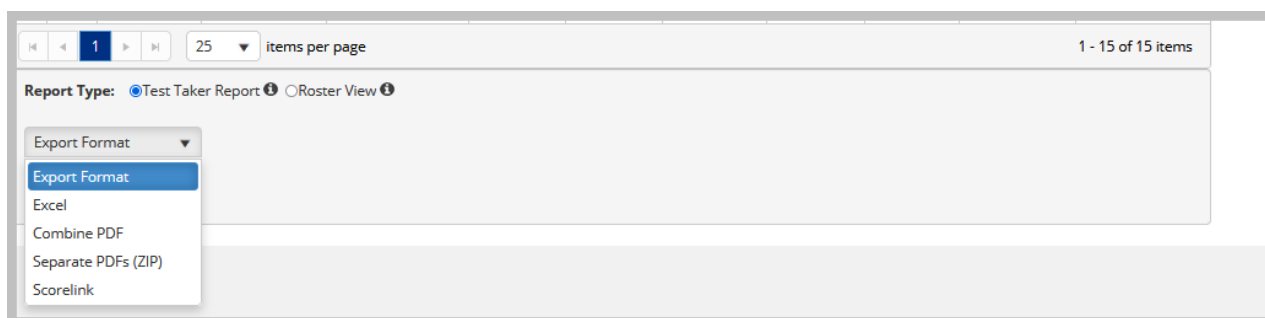
Viewing the TOEFL Essentials Personal Video Statement

The 5-minute, unscored video recorded at the end of the TOEFL Essentials test allows you to directly view test-taker responses to two general questions. Select the **Watch Personal Video Statement** button to play the video.
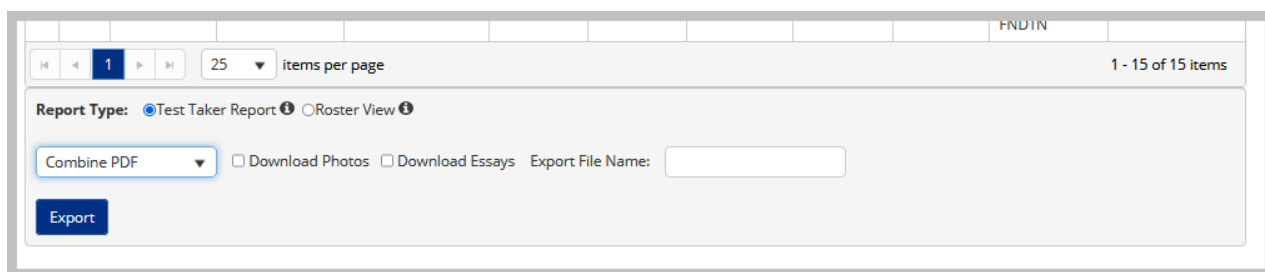
The TOEFL Program offers this service to help score users get a clearer picture of a test-taker's ability to communicate in English.

Exporting Score Data to Microsoft Excel, PDF or Scorelink Files

To download one or multiple score report records to a Microsoft Excel, PDF or Scorelink file, on the Score Report Results page, first select the test takers whose score report records you would like to download by checking the boxes in the first column. You can check the box in the header to select all of the test takers on the results page. Next, select **Test Taker Report** or **Roster View**, then choose your desired export format (shown below), and select **Export**.

Export formats section of Score Report Results page

Export formats section of GRE Score Report Results page – Photos and Essays and Export File Name

Viewing Score Data (continued)
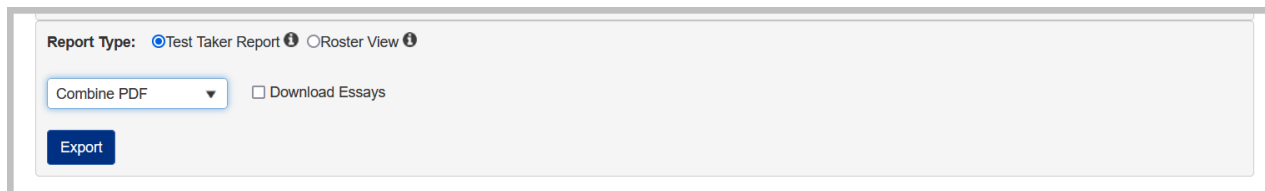
Export formats section of GRE Score Report Results page – Test Taker Report and Roster View - Export File Name

Export formats section of TOEFL Score Report Results page – Essays

Photos and essay responses are not included in Microsoft Excel or *SCORELINK* files. Note that for GRE score report PDFs, you can choose to exclude the photo and Analytical Writing essay responses in order to reduce the size of the output file. Also, you have the option to name your export using the **Export File Name** feature. If you choose not to name it the system will use the current default name. The GRE record layout for the electronic files is available in Appendix B.

For TOEFL score report PDFs, you can choose to exclude the Writing samples from the output file. The TOEFL record layout for the electronic files is available in Appendix C.

Both GRE and TOEFL PDF exports have the option to export the score reports in **Combined** (_all_ scores reports in one file) and **Zip** (_individual_ scores reports in one file) formats.

Microsoft Excel and *SCORELINK* files are available to you immediately. PDFs are created and stored in **My Test Taker Downloads**. To access a PDF once it has been created, on the Test Taker Score Report Results screen, choose "My PDF Downloads" to retrieve the PDF for viewing, printing or saving to another location.

All PDFs in **My Test Taker Downloads** will be available for seven days from their creation date. If you need access to a file beyond seven days, you should save the file to another location to avoid having to recreate it at a later time.

Verifying TOEFL Scores

In the ETS Data Manager, users can also verify TOEFL scores via the TOEFL® Online Score Verification System (OSVS). OSVS is a database that houses all TOEFL test taker score data allowing users to view and verify any currently valid scores for all three TOEFL iBT delivery models – test center administration, Home Edition (HE) and Paper Edition (PE) and TOEFL Essentials tests. A score report can be accessed by entering the test taker's appointment number and date of birth. Verification does not require that the test taker sent their scores to an institution directly from ETS.
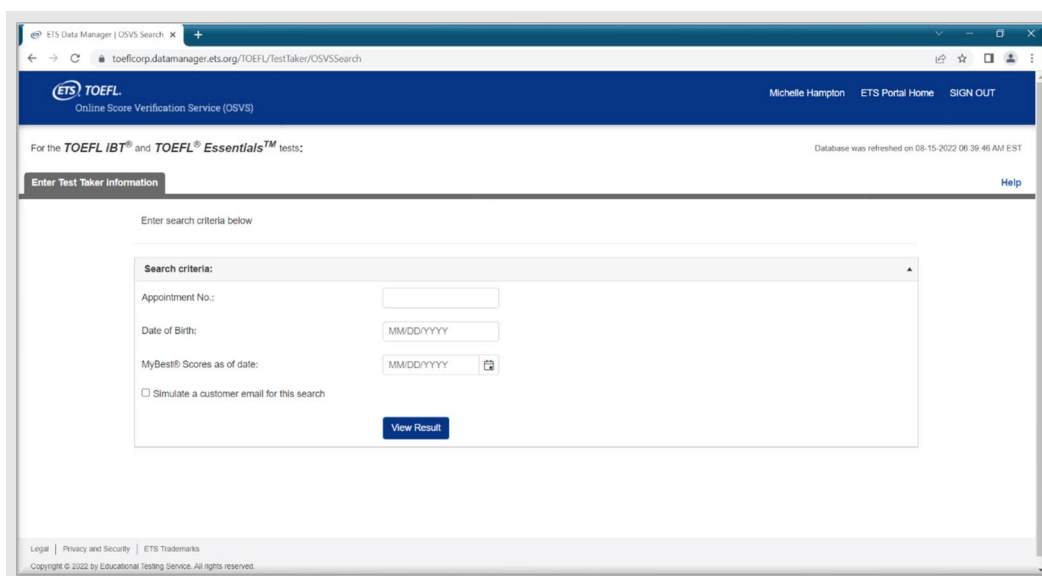
To verify a particular score report for a test taker, on the ETS Data Manager Home screen (shown below), select **Verify TOEFL Scores**.
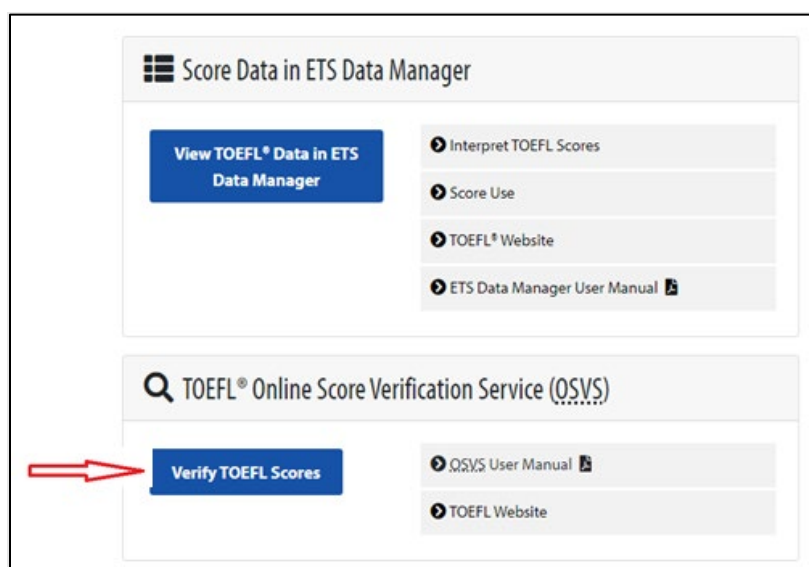
TOEFL Section of the ETS Data Manager Home screen

On the Scores Search page, enter the Appointment Number for the specific test administration and the test taker's Date of Birth in the MM/DD/YYYY format. For example, for 30 March 2000, enter 03/30/2000. Then click View Result and compare the onscreen score report data with what was provided by the test taker.

TOEFL iBT and TOEFL Essentials Scores Search Page

MyBest Scores as of date

When verifying scores from a particular test date, the currently valid MyBest Scores earned up to that test date will automatically appear as on the test taker's TOEFL record.

If you have any additional questions regarding access, the use of the TOEFL OSVS or TOEFL iBT score verifications, please don't hesitate to write directly to your country's verify mailbox or to OSVS@ets.org for assistance. We will provide a response within one business day.

- Australia: **TOEFLVerifyAustralia@ets.org**
- Ireland: **ToeflVerifyIreland@ets.org**
- New Zealand: **TOEFLVerifyNZ@ets.org**
- United Arab Emirates: **TOEFLVerifyUAE@ets.org**
- United Kingdom: **TOEFLVerifyUK@ets.org**
- All other countries: **TOEFLVerifySpecial@ets.org** or **OSVS@ets.org**

Accessing and Creating Summary Data Reports

The data reporting functionality of the ETS Data Manager allows designated score users to access data and create reports free of charge. Users who would like access to the data report functionality can request access on the ETS Portal Home page after they have logged in to the system by following these steps: Select **View/Update My Profile**, and then **Edit User Access** on the following screen. A popup box will appear indicating a list of available functions. Select GRE and/or TOEFL **Summary Data Reports** and then **Submit for Approval**. Your request will be sent to your institution's Lead Administrator(s) for approval.

GRE Reports

Two types of summary data reports are available to GRE users: Quick Reports and Custom Reports. GRE General Test score data and GRE Subject Test score data for the past five years are available for inclusion in the data reports. Score data are updated twice a week, and the oldest year of data is purged from the system annually in July.

GRE users should note the following information:
- Statistics are not reported for distributions based on fewer than 30 scores for the total test population or on fewer than five scores for the institution data.
- Statistics are based on test takers' most recent GRE scores.
- On the General Test, only test takers with valid scores on all three measures are included in the statistics for the total test population.
- Institution data includes all test takers regardless of whether they received valid scores on all three measures; therefore, the total number of scores may differ for each measure.
- For Multiple Institution selection, the default will be the Institution code used to sign in. Should the user decide to switch Institutions using the header drop-down for Summary Reports, the system will automatically clear any previous selections made, and compare the "Institution/Org" list against what was selected in the header.

TOEFL Reports

Custom Reports are available for TOEFL users. TOEFL data for the past 24 months are available for inclusion in the summary data reports. Score data are updated twice a week.

TOEFL users should note the following information:
- The total number of test takers worldwide for TOEFL population data are proprietary and not provided in the reports.
- Statistics are not provided for institutional data for groups where the number of test takers is less than 30.

- For Multiple Institution selection, the default will be the Institution code used to sign in. Should the user decide to switch Institutions using the header drop-down for Summary Reports, the system will automatically clear any previous selections made, and compare the "Institution/Org" list against what was selected in the header.

Quick Reports (GRE Data Only)

Quick Reports are predefined data reports that provide GRE summary data in a given testing year for the total GRE test-taking population and for individual institutions based on scores reported to that institution. Currently, there are two types of Quick Reports available:

- A one-year report that provides institutions with GRE performance data about their applicants and the total GRE population
- A five-year report that provides institutions with GRE performance data about their applicants

Quick Reports include volumes, means, standard deviations and medians for the GRE tests. Users can select to create a report for the GRE General Test, for specific Subject Tests, or for all GRE tests (General and Subject). Data are presented by testing year (e.g., July 1, 2018 – June 30, 2019).

Summary data are based on all test takers who designated the institution to receive their scores, and separately by department for test takers who indicated a department code at the time of score reporting. Department codes are based on the GRE Major Field Code list in Appendix A.

Sample Quick Report: 1 Year

Search criteria: *1 Year Institution, General Test, JUL-2022 TO JUN-2023* ▼

GENERAL TEST	Distribution of Scores									Total Institution			Total Test Population		
	130 - 134	135 - 139	140 - 144	145 - 149	150 - 154	155 - 159	160 - 164	165 - 169	170	N	MEAN	SD	N	MEAN	SD
Verbal Reasoning	1	15	43	96	110	57	17	2	0	341	150.1	6.0	318,835	151.2	8.0
Quantitative Reasoning	3	13	46	106	107	40	23	2	1	341	149.6	6.2	318,835	158.1	9.8

GENERAL TEST	Distribution of Scores							Total Institution			Total Test Population		
	0	0.5 - 1.0	1.5 - 2.0	2.5 - 3.0	3.5 - 4.0	4.5 - 5.0	5.5 - 6.0	N	MEAN	SD	N	MEAN	SD
Analytical Writing	0	1	5	68	189	71	7	341	3.8	0.7	318,835	3.4	0.8

NOTES:
*Statistics are not reported for distributions based on fewer than 30 scores for the total test population or on fewer than five scores for the institution data.
Statistics are based on test takers' most recent GRE® scores.
On the General Test, only test takers with valid scores on all three measures are included in the statistics for the total test population. Institution data includes all test takers regardless of whether they received valid scores on all three measures; therefore, the total number of scores may differ for each measure.

Sample GRE Quick Report

Custom Reports

Custom Reports allow users to build their own summary data reports for different test-taker groups.

Creating, Saving and Exporting GRE Reports

To create a GRE custom report, select the Custom Report tab. Select the data you want to appear in the report:

- Test Name
- Scores (e.g., for the GRE General Test you can select data for the Verbal Reasoning Score, Quantitative Reasoning Score, or Analytical Writing Score).
- Institution/Group
  - Total Test Population
  - Institution
  - All Departments (within your institution). **Note:** Departments are sorted numerically by Department Code, and not by Department Name. Refer to the GRE Department Code List in Appendix A for a list of department codes.
- Test Date Range or Testing Year (July–June)
- Variables (you can include up to three variables in one report)
  - Gender
  - Age
  - Racial/Ethnic Group (U.S. citizens only)
  - U.S. Citizenship Status
  - Country of Citizenship
  - Current Educational Level
  - Graduate Degree Objective (e.g., Master's)
  - Intended Graduate Major Field
  - Program Format (e.g., on campus or online)
  - Undergraduate Major Field
  - Years of Post-graduate Full-time Work Experience
  - Enrollment Preference (e.g., part-time or full-time study)
- Statistics
  - Volume
  - Mean
  - Percent
  - Standard Deviation
  - Percentile
  - Median
  - Performance Range
  - Frequency Distribution

Accessing and Creating Summary Data Reports (continued)

Once you have selected the data you want to include in the report, select **View Results**. The **Report Progress** box will display while the report is being created. Once created, the report will display on the screen. You can export the results to either an Excel file or a PDF. To do so, click on **Export Format** and indicate Excel or PDF, and then click **Export**.

Changing Data in a Report

If you would like to change the data in a report you have created, select the down symbol "▼" in the Search Criteria area to display the search criteria and your selections. Make the necessary changes to the criteria and select **View Results**.

Changing How Variables are Presented in a Report

If you would like to change how the variables are presented in the rows and columns of a report, select the **Edit** button above the table. Next, drag and drop variables from rows to columns or from columns to rows. Then preview your changes by selecting **Preview**. If you would like to reset the table to the original format, select **Reset**. Once you have the variables in the desired rows and columns, select **Done** to view the report.

Saving a Table

If you would like to save the report, select **Save As**. You will be prompted to enter a report name. To create a new Custom Report, select the **Custom Report** tab at the top of the page.

Creating, Saving and Exporting TOEFL Reports

To create a TOEFL custom report, select the **Custom Report** tab. Select the variables you want to appear in the report:
- Test Name (TOEFL iBT Test, TOEFL iBT Paper Edition, TOEFL Essentials, TOEFL rPdT Test)
- Scores
- Institution
- Test Date Range
- Variables (you can include up to three variables in one report)
  - Institution Total
  - Gender
  - Native Language
  - Country of Birth
  - Test Center Country
  - Country Hoping to Study, Work or Settle in
  - Intended Date of Enrollment
  - Desired Field of Study
  - Main Reason for Taking the TOEFL Test

- o Time Spent Studying English in a Middle/High School or a College/University
- o Next Level of Study
- o Time Spent Studying English in a Secondary or Post-secondary School
- o Age Range
- Variables (you can include up to three variables in one report) **only** for "revised TOEFL Paper-delivered Test"
  - o Institution Total
  - o Gender
  - o Native Language
  - o Country of Birth
  - o Main Reason for Taking the TOEFL Test
- Statistics
  - o Mean
  - o Standard Deviation
  - o Percentile

Once you have selected the data you want to include in the report, select **View Results**. The **Report Progress** box will display while the report is being created. Once created, the report will display on the screen. You can export the results to either an Excel file or a PDF. To do so, click on **Export Format** and indicate Excel or PDF, and then click **Export**.

Changing Data in a Report

If you would like to change the data in a report you have created, select the down symbol " ▼ " in the Search Criteria area to display the search criteria and your selections. Make the necessary changes to the criteria and select **View Results**.

Changing How Variables are Presented in a Report

If you would like to change how the variables are presented in the rows and columns of a report, select the **Edit** button above the table. Next, drag and drop variables from rows to columns or from columns to rows. Then preview your changes by selecting **Preview**. If you would like to reset the table to the original format, select **Reset**. Once you have the variables in the desired rows and columns, select **Done** to view the report.

Saving a Table

If you would like to save the report, select **Save As**. You will be prompted to enter a report name.

Accessing and Creating Summary Data Reports (continued)

Charts

If you select only one score to be included in a report, the system will provide chart functionality that allows you to view the data in either a bar chart or a line graph. You can export the results to either an Excel file or a PDF. To do so, select **Export Format** and indicate Excel or PDF, and then select **Export**.

Using the drop-down boxes in the Chart section, select the data you wish to view and the type of chart, and then select **Go**.
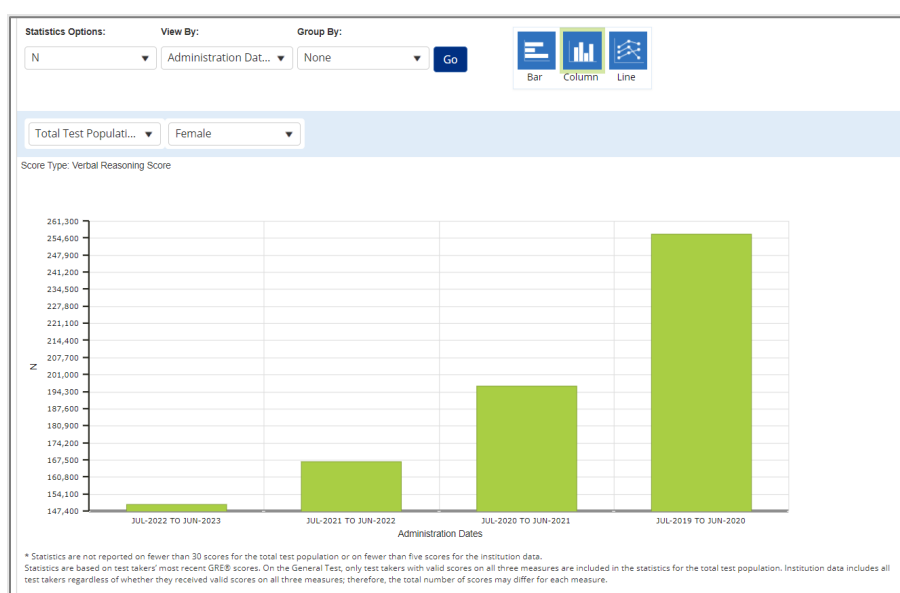
Sample GRE Chart

Saved Reports

To view your saved reports, select the **Saved Reports** tab at the top of the screen. For each report you have saved, you will see a report name, details regarding the content of the report and the date the report was created or last modified.

Reports are listed in order of the date they were created, from earliest to latest. You can reorder the list alphabetically by report name by selecting the **Report** header.

To rerun a report you have saved or to edit the search criteria in the report, select the magnifying lens icon next to the report name. This icon will open the Search criteria screen, allowing you to edit the criteria and/or rerun the report.

Select the pencil icon next to the report name to edit the name of a specific report. You will be prompted to enter a new name for the report.

Managing User Access (Lead Administrators Only)

You can delete a report by clicking the trash icon next to the report name. You will be prompted to select **OK** to delete the report.

Lead Administrators are responsible for approving and managing user access to online score data at their institution.

Adding New Users

Lead Administrators can create new users directly within the ETS Portal to allow immediate access to score data in the ETS Data Manager. From the ETS Portal Home page (shown below), select **Add New User** under **Manage My Users**.
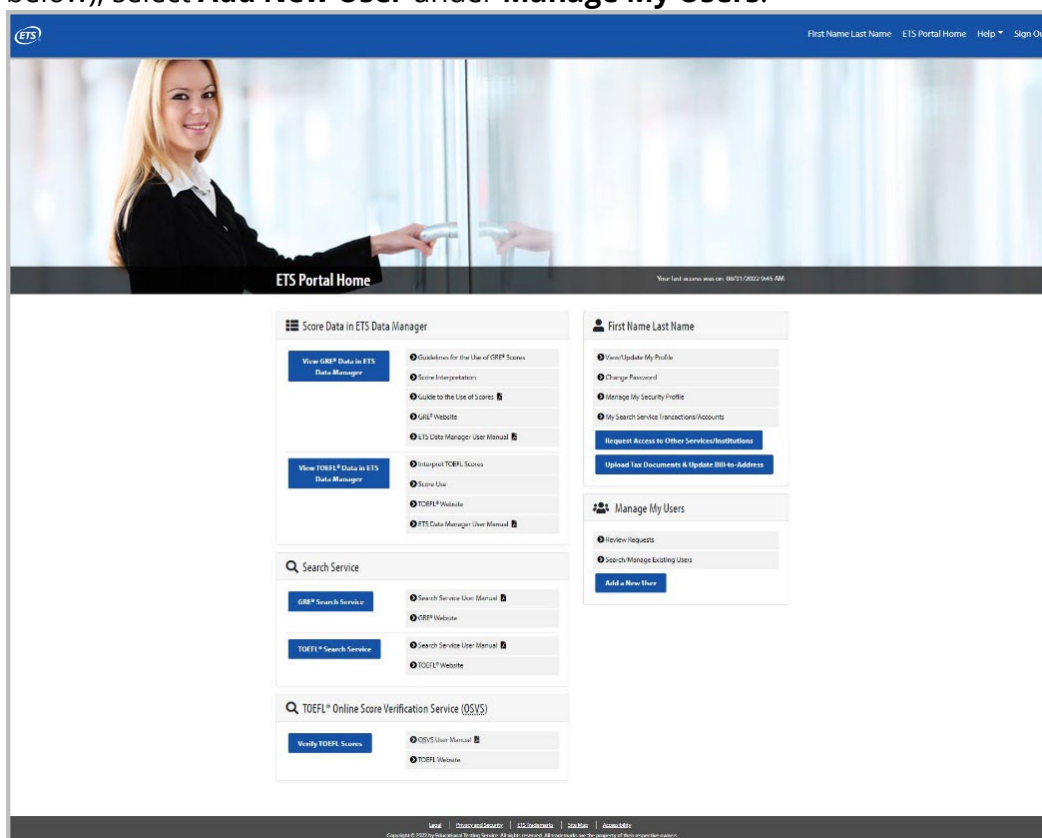
ETS Portal Home page

Managing User Access (Lead Administrators Only) (continued)

Complete the **Add New User** form (shown below) to add institutional representatives who need access to the ETS Data Manager.

Add New User page

If you prefer that prospective users at the institution complete the access request form themselves, you can send the link to the online form (**portal.ets.org/instport/public/createuser**) directly to those individuals.

Reviewing Requests for Access

Prospective users can request access to test-taker score reports and/or summary data reports. Prospective users who are requesting access to GRE scores can also request access to photos and GRE Analytical Writing essay responses.

From the ETS Portal Home page, select **Review Requests** under **Manage My Users** to view pending requests for access from other individuals at your institution. You can filter the requests by selecting from the search criteria in the collapsible Search box at the top of the page.

Managing User Access (Lead Administrators Only) (continued)

The Review Requests page is shown below.

Review Requests page

On the **Review Requests** page, select each request number individually to view request details before making approval decisions.

Note: You are not able to take action on requests that indicate **ETS** in the **Request Status** column. Action must be taken by ETS Code Control in these instances.

Managing User Access (Lead Administrators Only) (continued)

The Request details page is shown below.

Request Details page

You can use the Permissions feature to customize viewing privileges based on your institution's unique needs or policies. With this feature, you can control Secondary Users' access by assessment type (GRE tests and/or TOEFL test) and data type (score data, photos, etc.).

What Each Action Means

- **Approve Access:** You may approve a request as is or make modifications to the user's selections before approval.
- **Reject Access:** You can deny the request as is. The user will not be given access to the scores and services for that testing program/institution.
- **Keep in Pending Status:** If you cannot make a decision at the moment, you can choose this option and come back to the request later.

The entire review process allows for ease of use and data availability throughout the institution but leaves the institution completely in control of who in their organization sees what data.

Each institution can decide the access to provide to its Secondary Users. Access to GRE photos can be blocked by the Lead Administrator(s) when setting up Secondary User accounts.

Requests to Update Access

Lead Administrators may also receive requests to update access from Secondary Users whose roles evolve over time. The Request to Update Access screen appears below:

Request to Update Access page

Managing Existing User Access

From the ETS Portal Home page, select **Manage Existing Users** under **Manage My Users** to view individuals who have access to score data at your institution. Select **Edit User's Access** to change or suspend access options for representatives at your institution.

If you would like to designate one or more additional Lead Administrators, select **Manage Existing Users** and select the user you want to designate as a Lead. Select **Edit User's Access** and choose the Lead Administrator role, and then select **Save**.

Frequently Asked Questions

Login/Access

My staff member left to go to another institution. Can he/she use his or her login credentials to continue to see our data?
If a staff member is no longer in a position to view scores for your institution, you should ask the Lead Administrator to disable the staff member's account. If access is not removed, the individual will continue to be able to view your institution's data regardless of employment status.

Can my staff share login credentials?
Login credentials should not be shared among staff. The Lead Administrator can add as many Secondary Users as your institution needs.

My student staff changes over each admissions cycle. How do I discontinue access for these individuals?
The Lead Administrator is responsible for adding and removing Secondary Users at your institution. You should send the names of the student staff members who no longer need access to the Lead Administrator so these accounts can be disabled.

How do I request access to Data Reports in EDM?
If you already have access to the ETS Data Manager but you did not initially request access to this feature, you can request access on the ETS Portal Home page after you have logged in to the system by following these steps: Select **View/Update My Profile**, and then **Edit User Access** on the following screen. A popup box will appear indicating a list of available functions. Select GRE and/or TOEFL **Summary Data Reports** and then the **Submit for Approval** button. Your request will be sent to your institution's Lead Administrator(s) for approval.

How can others at my institution get access to Data Reports, including those who do not have access to score report data?
There are two ways for others to see the Data Reports. The first way is to view the Data Reports through the ETS Data Manager. The Lead Administrator can grant access to portions of the ETS Data Manager based on an individual's role at the institution. The second way for others to see the Data Reports is for an authorized user to create summary reports and save them in Excel or PDF format for sharing with others.

Frequently Asked Questions (continued)

Viewing Score Data

How can I tell if a test taker took the shorter GRE test?
The test date indicates which test was taken. The current GRE test will be available until September 20, 2023. Students who schedule a test appointment on or after September 22, 2023, will take the shorter GRE test.

Are the GRE score scales changing?
No, the GRE score scales will remain the same to ensure there is no interruption for institutions in their admissions processes.

Should schools use scores from the shorter GRE any differently?
No. Graduate and professional programs should continue to use GRE General Test scores as they always have. The test provides three scores that help schools assess candidate readiness for their programs. Schools may also use scores in consideration of a candidate's overall strength compared to other candidates applying to their programs and for scholarship and fellowship purposes.

If a test taker took the GRE or TOEFL test more than once, can I see all of those scores?
GRE test takers can choose which scores to send to designated institutions with the *SCORESELECT* option. Institutions will only see the scores that test takers designate them to see. TOEFL test takers can also choose which scores to send to institutions.

A student took both a TOEFL test and the GRE General Test and showed me a test-taker copy of the score reports. Why do I only see TOEFL data in the ETS Data Manager?
The reason is either because the student did not designate your institution to receive the GRE scores, or your institution is not approved by ETS to receive GRE scores. If the test taker did not designate your institution to receive the scores, the test taker needs to order an additional GRE score report to have an official score report sent directly to your institution. If your institution is currently not accepting GRE scores and wishes to become an official score user, visit the **GRE website** to learn more.

Why can't I look up data for all test takers who took the GRE General Test?
GRE policy is that score reports will be released to institutions only upon the request of the test taker. Therefore, a test taker's score information will only appear in an institution's ETS Data Manager account if the test taker specifically directed ETS to send scores to that institution.

Frequently Asked Questions (continued)

Where are the individual scores for each of the test taker's GRE Analytical Writing essays?

The GRE Program does not report individual scores for each of the essays. The final reported GRE Analytical Writing score is an average of the two essay scores, rounded up to the nearest half point.

How valid are the GRE Analytical Writing scores for applicants whose best language is not English?

The GRE Program has conducted validity studies to ensure that the GRE Analytical Writing measure is an accurate assessment of a test taker's ability to write analytically in English at the graduate level, whatever the test taker's background. To ensure fairness and objectivity in scoring, readers are not presented with a test taker's demographic information, e.g., country of origin, native language, ethnicity, etc. Also, GRE readers are trained on numerous responses at each score point that, although highly diverse in content and form, display similar levels of critical thinking and analytical writing. Thus, they are trained to weigh writing and examples that grow out of many different traditions, disciplines and experiences. View more detailed information about the Analytical Writing section at **www.ets.org/gre/revised_general/prepare/analytical_writing**.

Does the GRE Analytical Writing measure assess the same skills as the TOEFL Writing measure?

Score users should be aware that the Writing measure on the TOEFL test and the GRE Analytical Writing measure are very different. The TOEFL Writing section is not designed to measure higher levels of thinking and analytical writing. Therefore, the scores on the two tests are not comparable. However, because the TOEFL test emphasizes both fundamental writing skills and the ability to organize and convey in writing information that has been understood from spoken and written text, TOEFL scores can supplement the GRE Analytical Writing score by helping faculty determine whether a low score on the GRE Analytical Writing measure is due to lack of familiarity with English or lack of ability to produce and analyze logical arguments.

Additional information regarding TOEFL test scores is available at **www.ets.org/toefl**.

Verifying TOEFL Scores

Am I able to verify all TOEFL scores?

All currently valid TOEFL iBT (all three delivery models) and TOEFL Essentials score reports are accessible to be verified in the TOEFL Online Score Verification Service. TOEFL scores are valid for two years after the test date.

Can I only verify scores that ETS has sent to my institution?
No, you can search for any test taker's scores by searching with their appointment number and date of birth using the Verify TOEFL Scores portion of the TOEFL Online Score Verification Service.

What sort of information can be verified on a score report?
The test taker's full name; birthdate; test date: Month/Day/Year; scores for each section of the test: Reading, Listening, Speaking, Writing; total score.; test delivery type; MyBest scores; test taker photo.

Why did I receive this error message "Please enter a valid Date of Birth (MM/DD/YYYY) to continue?"
The Date of Birth must be entered in the Month/Date/Year format to locate a test taker record. For example, a birthdate of 30 March 2000, must be entered as 03/30/2000.

Data Reports

What kinds of summary data reports can I get from the ETS Data Manager?
The ETS Data Manager allows you to create summary data reports that provide information about the total test-taking population and about individuals who have sent scores to your institution. Note that the summary data reports do not provide information about individual test takers.

Why should I use the data reporting functionality?
The data reporting functionality allows you to look at applicant data in numerous ways that can support your recruitment, outreach and institutional research efforts.

How often is the score data updated in the system?
GRE score data in the ETS Data Manager are updated twice weekly, typically Wednesday and Friday. TOEFL score data are updated daily. The date the score data were last refreshed appears in the top right-side corner of the ETS Data Manager screens.

GRE data for the total test population are refreshed annually in July. At that time data from the oldest testing year (July 1–June 30) are removed and data for the newest testing year are added. Old GRE institution data are removed daily.

Old TOEFL institution data are removed weekly.

Is there a cost associated with access to Data Report functionality?
No, there is no charge. The Quick and Custom Reporting functionality is offered free of charge to approved ETS Data Manager users.

Can I share reports that I have created with others at my institution?

Each institution decides which staff should have access to data reports.

How can I get help creating GRE or TOEFL reports?

Individuals with questions about data reports may contact **ETS Code Control** (see page 3).

Appendix A: GRE Major Field Code List

LIFE SCIENCES

01   Agriculture, Natural Resources and Conservation
0116 Agricultural and Domestic Animal Services
0117 Agricultural and Food Products Processing
0118 Agricultural Business and Mgmt.
0101 Agricultural Economics
0119 Agricultural Mechanization
0102 Agricultural Production
0103 Agricultural Public Services
0120 Agriculture, General
0104 Agronomy
0105 Animal Sciences
0121 Applied Horticulture
0106 Fishing and Fisheries Sciences and Mgmt.
0107 Food Science and Technology
0108 Forestry
0109 Horticulture Business Services
0122 International Agriculture
0111 Parks, Recreation, and Leisure Facilities Mgmt
0123 Parks, Recreation, and Leisure Studies
0112 Plant Sciences (Except Agronomy, see 0104)
0113 Natural Resources and Conservation
0110 Natural Resources Management and Policy
0114 Soil Sciences
0115 Wildlife and Wildlands Science and Management
0199 Agriculture, Nat Resources, and Conservation-Other

02   Biological and Biomedical Sciences
0201 Anatomical Sciences
0223 Animal Biology
0221 Bacteriology
0202 Biochemistry
0224 Bioinformatics
0203 Biology, General
0225 Biomathematics
0204 Biometry
0222 Biophysics
0226 Biotechnology
0205 Botany/Plant Biology
0206 Cell/Cellular Biology
0227 Computational Biology
0208 Developmental Biology
0207 Ecology
0209 Entomology
0228 Evolution

0210 Genetics
0211 Marine Biology
0212 Microbiological Sciences
0229 Molecular Biology
0230 Molecular Medicine
0213 Neurosciences
0214 Nutrition
0231 Parasitology
0215 Pathology
0216 Pharmacology
0217 Physiology
0218 Radiobiology
0232 Population Biology
0233 Systematics
0219 Toxicology
0220 Zoology
0299 Biological and Biomedical Sciences-Other

06   Health and Medical Sciences
0601 Allied Health
0624 Alternative and Complementary Medicine
0636 Athletic Training
0602 Audiology
0625 Bioethics/Medical Ethics
0603 Chiropractic
0626 Clinical/Medical Laboratory Science/ Research
0627 Communication Disorders Sciences and Services
0604 Dentistry and Oral Sciences
0628 Dietetics and Clinical Nutrition Services
0605 Environmental Health
0606 Epidemiology
0629 Exercise Science
0607 Health and Medical Administrative Services
0608 Immunology
0630 Health Sciences
0631 Health/Medical Preparatory Programs
0623 Kinesiology
0609 Medical Sciences
0621 Medicinal Chemistry
0632 Mental and Social Health Services
0610 Nursing
0618 Occupational Therapy
0611 Optometry
0612 Osteopathic Medicine
0613 Pharmaceutical Sciences
0619 Physical Therapy
0634 Physician Assistant
0614 Podiatry
0615 Pre-Medicine
0616 Public Health
0635 Rehabilitation and Therapy
0620 Speech-Language Pathology
0617 Veterinary Medicine
0622 Veterinary Science

0699 Health and Medical Sciences-Other

PHYSICAL SCIENCES

03   Chemistry
0302 Analytical Chemistry
0307 Chemical Plastics
0301 Chemistry, General
0308 Environmental Chemistry
0309 Forensic Chemistry
0303 Inorganic Chemistry
0304 Organic Chemistry
0305 Medicinal and Pharmaceutical Chemistry
0306 Physical Chemistry
0310 Polymer Chemistry
0311 Theoretical Chemistry
0399 Chemistry-Other

04   Computer and Information Sciences
0407 Computer and Information Sciences, General
0401 Computer Programming
0402 Computer Science
0408 Computer Software and Media Applications
0409 Computer Systems Analysis
0410 Computer Systems Networking and Telecommunications
0411 Computer/Information Technology Admin and Mgmt
0403 Data Processing
0404 Information Sciences/Studies
0405 Microcomputer Applications
0406 Systems Analysis
0499 Computer and Information Sciences- Other

05   Earth, Atmospheric, and Marine Sciences
0509 Aquatic Biology/Limnology
0501 Atmospheric Sciences
0510 Biological Oceanography
0502 Environmental Sciences
0503 Geochemistry
0504 Geological Sciences
0505 Geophysics and Seismology
0511 Geosciences
0512 Hydrology
0513 Marine Sciences
0507 Meteorology
0508 Oceanography
0506 Paleontology
0599 Earth, Atmospheric, and Marine Sciences-Other

07   Mathematical Sciences
0701 Actuarial Science
0702 Applied Mathematics
0703 Mathematics
0704 Probability
0705 Statistics
0799 Mathematical Sciences-Other

08   Physics and Astronomy
0809 Acoustics
0801 Astronomy
0802 Astrophysics
0803 Atomic/Molecular Physics
0810 Condensed Matter and Materials
     Physics
0811 Elementary Particle Physics
0804 Nuclear Physics
0805 Optics/Optical Sciences
0808 Physics
0806 Planetary Astronomy and Science
0812 Plasma and High-Temperature
     Physics
0807 Solid State Physics
0813 Theoretical and Mathematical
     Physics
0899 Physics and Astronomy-Other

09   Natural Sciences-Other
0901 Natural Sciences, General
0902 Physical Sciences, General
0903 Science Technologies
0999 Natural Sciences-Other

ENGINEERING

10   Engineering-Chemical
1004 Chemical and Biomolecular
     Engineering
1001 Chemical Engineering
1002 Pulp and Paper Production
1003 Wood Science
1099 Chemical Engineering-Other

11   Engineering-Civil
1101 Architectural Engineering
1102 Civil Engineering
1104 Construction Engineering
1103 Environmental/Environmental Health
     Engineering
1105 Geotechnical and Geoenvironmental
     Engineering
1106 Structural Engineering
1107 Surveying Engineering
1108 Transportation and Highway
     Engineering
1109 Water Resources Engineering
1199 Civil Engineering-Other

12   Engineering-Electrical and Electronics
1202 Communications Engineering
1201 Computer Engineering

1205 Computer Hardware Engineering
1206 Computer Software Engineering
1203 Electrical Engineering
1204 Electronics Engineering
1207 Laser and Optical Engineering
1208 Telecommunications Engineering
1299 Electrical & Electronics Engineering-
     Other

13   Engineering-Industrial
1301 Industrial Engineering
1303 Manufacturing Engineering
1302 Operations Research
1399 Industrial Engineering-Other

14   Engineering-Materials
1401 Ceramic Sciences and Engineering
1402 Materials Engineering
1403 Materials Science
1404 Metallurgical Engineering
1405 Polymer/Plastics Engineering
1499 Materials Engineering-Other

15   Engineering-Mechanical
1501 Engineering Mechanics
1502 Mechanical Engineering
1599 Mechanical Engineering-Other

16   Engineering-Other
1614 Aeronautical Engineering
1601 Aerospace Engineering
1602 Agricultural Engineering
1615 Biochemical Engineering
1603 Biomedical/Medical Engineering
1616 Electromechanical Engineering
1617 Engineering Chemistry
1604 Engineering Physics
1605 Engineering Science
1618 Forest Engineering
1606 Geological/Geophysical Engineering
1607 Mining and Mineral Engineering
1608 Naval Architecture and Marine
     Engineering
1609 Nuclear Engineering
1610 Ocean Engineering
1619 Paper Science and Engineering
1611 Petroleum Engineering
1612 Systems Engineering
1613 Textile Sciences and Engineering
1699 Engineering-Other

SOCIAL AND BEHAVIORAL SCIENCES

17   Anthropology & Archaeology
1701 Anthropology
1702 Archaeology
1799 Anthropology and Archaeology, Other

18   Economics
1803 Applied Economics
1802 Econometrics
1801 Economics

1804 International Economics
1899 Economics, Other

19   Political Science
1901 International Relations
1902 Political Science and Government
1903 Public Policy Analysis
1999 Political Science-Other

20   Psychology
2017 Applied Psychology
2001 Clinical Psychology
2002 Cognitive Psychology
2003 Community Psychology
2004 Comparative Psychology
2005 Counseling Psychology
2006 Developmental and Child Psychology
2007 Experimental Psychology
2018 Forensic Psychology
2008 Industrial and Organizational Psychology
2009 Personality Psychology
2010 Physiological Psychology
2011 Psycholinguistics
2016 Psychology, General
2012 Psychometrics
2013 Psychopharmacology
2014 Quantitative Psychology
2019 Research and Experimental Psychology
2015 Social Psychology
2099 Psychology-Other

21   Sociology
2101 Demography
2103 Rural Sociology
2102 Sociology

22   Social and Behavioral Sciences-Other
2206 American Studies
2208 Adult Development and Aging
2201 Area, Ethnic, Cultural, Gender, and
     Group Studies
2202 Criminal Justice/Criminology
2203 Geography and Cartography
2207 Gerontology
2204 Public Affairs
2209 Social Sciences, General
2205 Urban Studies/Affairs
2299 Social and Behavioral Sciences-
     Other

ARTS AND HUMANITIES

23   Arts-History, Theory, and Criticism
2301 Art History, Criticism, and
     Conservation
2302 Music History, Literature, and
     Theory
2303 Musicology
2304 Theatre Literature, History and
     Criticism

2399 Arts-History, Theory, and Criticism-Other

24 Arts-Performance and Studio
2401 Arts, Entertainment, and Media Mgmt.
2408 Crafts/Craft Design
2402 Dance
2405 Design and Applied Arts
2403 Drama/Theatre Arts
2409 Film/Video and Photographic Arts
2406 Fine and Studio Arts
2407 Industrial Design
2404 Music
2499 Arts-Performance and Studio-Other

25 English Language and Literature
2502 American Literature
2503 Creative Writing
2501 English Language and Literature
2504 English Literature
2505 Rhetoric and Composition/Writing Studies
2599 English Language and Literatures - Other

26 Foreign Languages and Literatures
2610 African Languages and Literatures
2611 American Sign Language
2601 Asiatic Languages and Literatures
2612 Celtic Languages and Literatures
2609 Classics and Classical Languages and Literatures
2602 Foreign Literature
2603 French
2604 Germanic Languages and Literatures
2605 Italian
2606 Russian
2607 Semitic Languages
2608 Spanish
2613 Iranian/Persian Languages and Literatures
2614 Modern Greek Language and Literature
2615 Romance Languages and Literatures
2616 Slavic, Baltic, and Albanian Languages and Lit
2699 Foreign Languages and Literatures-Other

27 History
2701 American History
2702 European History
2703 History and Philosophy of Science and Technology
2704 History, General
2799 History-Other

28 Philosophy

2802 Ethics
2803 Logic
2804 Philosophy
2801 All Philosophy Fields
2899 Philosophy-Other

29 Arts and Humanities-Other
2901 Classics
2902 Linguistic, Comparative and Related Lang Studies
2903 Linguistics
2904 Religious Studies
2905 Humanities/Humanistic Studies
2906 Liberal Arts and Sciences/ Liberal Arts
2999 Arts and Humanities-Other

EDUCATION

30 Education-Administration
3001 Educational Administration
3003 Educational Leadership
3002 Educational Supervision

31 Education-Curriculum and Instruction
3101 Curriculum and Instruction

32 Education-Early Childhood
3201 Early Childhood Education and Teaching
3203 Kindergarten/Preschool Education and Teaching

33 Education-Elementary
3301 Elementary Education and Teaching
3302 Elementary Level Teaching Fields

34 Education-Evaluation and Research
3407 Educational Evaluation and Research
3403 Educational Psychology
3401 Educational Statistics and Research Methods
3402 Educational Assessment, Testing, and Measurement
3404 Elementary and Secondary Research
3405 Higher Education Research
3408 Learning Sciences
3406 School Psychology

35 Education-Higher
3501 Educational Policy
3502 Higher Education
3503 Higher Education Administration

36 Education-Secondary
3601 Secondary Education and Teaching
3602 Secondary Level Teaching Fields

37 Education-Special
3701 Education of the Gifted and Talented
3702 Education of Students with Specific Disabilities
3703 Education of Students with Specific Learning Disabilities
3704 Remedial Education
3705 Special Education and Teaching
3799 Special Education-Other

38 Education-Student Counseling and Personnel Services
3801 College Student Counseling and Personnel Services
3802 Counselor Education
3803 School Counseling and Guidance Services
3899 Student Counseling and Personnel Services-Other

39 Education-Other
3901 Adult and Continuing Education
3908 Agricultural Education
3902 Bilingual, Multilingual, and Multicultural Education
3903 Educational Media
3911 Education, General
3904 Junior High/Middle School Education and Teaching
3912 Outdoor Education
3909 Physical Education
3905 Pre-Elementary Education
3906 Social and Philosophical Foundations of Education
3907 Teaching English as a Second or Foreign Language
3910 Vocational/Technical Education
3999 Education-Other

BUSINESS

40 Accounting
4001 Accounting
4002 Taxation
4003 Auditing

41 Banking and Finance
4101 Banking and Financial Support Services
4104 Credit Management
4102 Finance
4105 Financial Planning and Services
4106 International Finance
4103 Investments and Securities

42 Business Administration and Management
4201 Business Administration and Mgmt.
4214 Business Operations
4215 Construction Management
4209 E-Commerce
4210 Entrepreneurship
4211 Health Care Administration

4208 Hospitality Administration/ Mgmt.
4202 Human Resource Development
4203 Human Resources Management
4204 Labor and Industrial Relations
4205 Logistics and Supply Chain Mgmt.
4212 Manufacturing and Technology Mgmt.

4213 Operations Management
4206 Organizational Leadership
4207 Organizational Management
4216 Project Management
4217 Small Business Operations
4218 Sport and Fitness Administration/ Mgmt.
4219 Telecommunications Management
4299 Business Administration and
     Management-Other

43   Business-Other
4306 Actuarial Science-Business
4318 Business/Corporate Communications
4301 Business/Managerial Economics
4319 Business Statistics
4307 Consulting
4323 Data Analytics
4308 Insurance
4302 International Business
4309 Leadership
4303 Management Information Systems
4320 Management Science
4304 Marketing
4305 Marketing Management and
     Research
4310 Public Policy-Business
4321 Merchandizing
4311 Real Estate
4312 Risk Management
4313 Supply Chain Management
4314 Sports Management
4315 Strategy
4316 Statistics and Operational Research
4317 Transportation
4322 Sales
4399 Business-Other

OTHER FIELDS

44   Architecture and
         Environmental Design
4407 Architectural History and Criticism
4408 Architectural Sciences and
     Technology
4401 Architecture
4402 City, Urban, Community, and Regional
     Planning
4403 Environmental Design
4404 Interior Architecture
4405 Landscape Architecture
4406 Urban Design
4409 Real Estate Development
4499 Architecture and Environmental
     Design-Other

45   Communications and
         Journalism
4501 Advertising
4507 Communications and Media Studies
4502 Communications Technologies
4503 Journalism
4508 Mass Communications
4504 Public Relations
4509 Publishing
4505 Radio, Television, and Digital
     Communication
4506 Speech Communication
4599 Communications and Journalism-
     Other

46   Family and Consumer Sciences
4604 Apparel and Textiles
4601 Family and Consumer Economics
4603 Family and Consumer Sciences
4602 Family Studies
4605 Foods, Nutrition, and Wellness Studies
4606 Housing and Human Environments
4607 Human Development
4608 Human Sciences
4609 Work and Family Studies
4699 Family and Consumer Sciences-Other

52   Law
5201 Law

47   Library and Archival Studies
4702 Archives/Archival Administration
4701 Library and Information Science
4799 Library and Archival Studies-Other

48   Public Administration
4802 Community Organization and
     Advocacy
4801 Public Administration

49   Religion and Theology
4903 Ordained Ministry/Rabbinate
4904 Philosophy and Religious Studies,
     General
4901 Religion/Religious Studies
4902 Theology and Religious Vocations
4999 Religion and Theology-Other

50   Social Work
5001 Social Work
5002 Youth Services/Administration
5099 Social Work-Other

51   Other Fields
5103 Fire Protection
5108 Historical Preservation
5104 Homeland Security
5101 Interdisciplinary Studies
5105 Legal Research and Professional Studies
5106 Military Technologies
5107 Multidisciplinary Studies

5199 Any Department Not Listed

0000 Undecided

Appendix B: GRE Score Reporting Record Layout (Effective October 1, 2023)

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
001	004	4	CH		X	Institution Code	
005	034	30	CH	X		Institution Name	
035	036	2	CH	X		Institution Type	UI (Undergraduate Institution) or GI (Graduate Institution)
037	040	4	CH		X	Department Code	0101–5299 Blank if no department indicated.
041	070	30	CH	X		Department Name	
071	074	4	CH		X	Intended Graduate Major Field Code	0101–5299 Blank if no department indicated.
075	104	30	CH	X		Intended Graduate Major Field Name	
105	136	32	CH	X		Examinee Last Name	
137	160	24	CH	X		First Name	
161	161	1	CH	X		Middle Initial	
162	193	32	CH	X	X	Address Line 1	
194	225	32	CH	X	X	Address Line 2	
226	257	32	CH	X	X	Address Line 3	
258	287	30	CH	X		City	
288	289	2	CH	X		State/Province	
290	298	9	CH	X	X	ZIP/Postal Code	
299	328	30	CH	X		Country	
329	331	3	CH	X	X	ISO Country Code	
332	339	8	CH		X	Date of Birth	MMDDCCYY
340	340	1	CH	X		Gender	F=Female, M=Male, X=Non-Binary, S=Prefer to Self-Describe, N=Prefer Not to Answer, Blank=Blank
341	344	4	CH		X	Social Security Number – Last 4 Digits	
345	364	20	CH	X	X	Telephone Number	
365	409	45	CH	X	X	E-mail Address	
410	416	7	CH		X	Registration Number	
417	424	8	CH		X	Test Date	MMDDCCYY
425	426	2	CH		X	Test Code	03, 24, 27, 64, 68, 75, 76, 77, 82, or 83 See test code information on page 42.
427	446	20	CH	X		Test Name	
447	447	1	CH	X	X	Score Type (1)	V=Verbal, Q=Quantitative, W=Writing, S=Subject, 1=First Subject subscore, 2=Second Subject subscore, 3=Third Subject subscore, 4=Fourth Subject subscore, 5=Fifth Subject subscore, 6=Sixth Subject subscore
448	450	3	CH	X	X	Scaled Score (1)	See score range information on page 42.
451	452	2	CH		X	Percentile rank (1)	See percentile rank information on page 42.
453	455	3	CH	X	X	Filler	Blank
456	460	5	CH			Filler	Blank

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
461	461	1	CH	X	X	Score Type (2)	V=Verbal, Q=Quantitative, W=Writing, S=Subject, 1=First Subject subscore, 2=Second Subject subscore, 3=Third Subject subscore, 4=Fourth Subject subscore, 5=Fifth Subject subscore, 6=Sixth Subject subscore
462	464	3	CH	X	X	Scaled Score (2)	See score range information on page 42.
465	466	2	CH		X	Percentile rank (2)	See percentile rank information on page 42.
467	469	3	CH	X	X	Filler	Blank
470	474	5	CH			Filler	Blank
475	475	1	CH	X	X	Score Type (3)	V=Verbal, Q=Quantitative, W=Writing, S=Subject, 1=First Subject subscore, 2=Second Subject subscore, 3=Third Subject subscore, 4=Fourth Subject subscore, 5=Fifth Subject subscore, 6=Sixth Subject subscore
476	478	3	CH	X	X	Scaled Score (3)	See score range information on page 42.
479	480	2	CH		X	Percentile rank (3)	See percentile rank information on page 42.
481	488	8	CH			Filler	Blank
489	489	1	CH	X	X	Score Type (4)	V=Verbal, Q=Quantitative, W=Writing, S=Subject, 1=First Subject subscore, 2=Second Subject subscore, 3=Third Subject subscore, 4=Fourth Subject subscore, 5=Fifth Subject subscore, 6=Sixth Subject subscore
490	492	3	CH	X	X	Scaled Score (4)	See score range information on page 42.
493	494	2	CH		X	Percentile rank (4)	See percentile rank information on page 42.
495	496	2	CH			Filler	Blank
497	497	1	CH	X	X	Score Type (5)	V=Verbal, Q=Quantitative, W=Writing, S=Subject, 1=First Subject subscore, 2=Second Subject subscore, 3=Third Subject subscore, 4=Fourth Subject subscore, 5=Fifth Subject subscore, 6=Sixth Subject subscore
498	500	3	CH	X	X	Scaled Score (5)	See score range information on page 42.
501	502	2	CH		X	Percentile rank (5)	See percentile rank information on page 42.
503	504	2	CH			Filler	Blank
505	505	1	CH	X	X	Score Type (6)	V=Verbal, Q=Quantitative, W=Writing, S=Subject, 1=First Subject subscore, 2=Second Subject subscore, 3=Third Subject subscore, 4=Fourth Subject subscore, 5=Fifth Subject subscore, 6=Sixth Subject subscore
506	508	3	CH	X	X	Scaled Score (6)	See score range information on page 42.
509	510	2	CH		X	Percentile rank (6)	See percentile rank information on page 42.
511	512	2	CH			Filler	Blank
513	513	1	CH	X	X	Score Type (7)	V=Verbal, Q=Quantitative, W=Writing, S=Subject, 1=First Subject subscore, 2=Second Subject subscore, 3=Third Subject subscore, 4=Fourth Subject subscore, 5=Fifth Subject subscore, 6=Sixth Subject subscore
514	516	3	CH	X	X	Scaled Score (7)	See score range information on page 42.
517	518	2	CH		X	Percentile rank (7)	See percentile rank information on page 42.
519	526	8	CH			Filler	Blank
527	530	4	CH		X	Examinee Sequence No.	Number is unique to this reporting. See note on page 42.

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
531	532	2	CH		X	Record Serial Number	Number increases with each test administration and department. See note on page 42.
533	536	4	CH	X	X	Cycle Number	
537	544	8	CH		X	Process Date	MMDDCCYY
545	548	4	CH			Filler	Blank
549	549	1	CH	X		Cancelled status	C=ETS has cancelled this test taker's scores that were previously reported; Blank=scores reported
550	600	50	CH			Filler	Blank

*Classification: A=Alpha; N=Numeric

Test Code Information
03 – General Test (V = Verbal Reasoning, Q = Quantitative Reasoning, and W = Analytical Writing).
24 – Biology Test (discontinued in May 2021)   Subscore 1 = Cellular and Molecular Biology; Subscore 2 = Organismal Biology; Subscore 3 = Ecology and Evolution
27 – Chemistry Test (discontinued in May 2023)
64 – Literature in English Test (discontinued in May 2021)
68 – Mathematics Test
75 – Physics Test (administered beginning in September 2023)   Subscore 1 = Classical Mechanics; Subscore 2 = Electromagnetism; Subscore 3 = Quantum Mechanics and Atomic Physics)
76 – Physics Test (administered between April 2021 and April 2023)   Subscore 1 = Classical Mechanics; Subscore 2 = Electromagnetism; Subscore 3 = Quantum Mechanics and Atomic Physics
77 – Physics Test (administered prior to April 2021)   No subscores reported
82 – Psychology Test (administered between September 2017 and April 2023)   Subscore 1 = Biological; Subscore 2 = Cognitive; Subscore 3 = Social; Subscore 4 = Developmental; Subscore 5 = Clinical;   Subscore 6 = Measurement/Methodological/Other)
83 – Psychology Test (administered beginning in September 2023)   Subscore 1 = Biological; Subscore 2 = Cognitive; Subscore 3 = Social; Subscore 4 = Developmental; Subscore 5 = Clinical;   Subscore 6 = Measurement/Methodological/Other)

Score Ranges:
- **General Test**
  - For Verbal Reasoning and Quantitative Reasoning scores, the scaled score range is 130 to 170, in 1-point increments.
  - For Analytical Writing scores, the score range is 0 to 6, in half-point increments.
- **Subject Tests**
  - The scaled score range for total scores is 200 to 990, in 10-point increments.
  - The scaled score range for equated subscores earned prior to September 22, 2023, is 20 to 99, in 1-point increments.
  - The score range for percent correct subscores earned on or after September 22, 2023, is 0 to 100, in 1-point increments.
- An **"NS" (No Score)** is reported if no questions were answered or there is no response for a measure. For the Verbal Reasoning measure, Quantitative Reasoning measure and the Subject Tests, the score field will contain "000" in the electronic file. For the Analytical Writing measure, the score field will contain "NS".

Percentile Rank: Percentile ranks for the General Test and Subject Tests are based on the performance of all individuals who tested in a recent time period. See the GRE website for additional information.

Examinee Sequence Number and Record Serial Number: If a test taker has tested more than once or if the test taker lists more than one department at your institution to receive scores, the test taker will have the same sequence number for each record. However, the record serial number will increase: e.g., 01, 02, 03, etc. If two or more score report records are identical (e.g., if a test taker sends multiple score reports to the same institution/department), then those records will contain the same sequence number and record serial number for each record.

Cancelled Status: A "C" in this field indicates that ETS has cancelled this test taker's scores that were previously reported.

Appendix C: TOEFL Score Reporting Record Layout (Effective August 19, 2022)

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
1	4	4	CH	X	X	Institution Code	
5	9	5	CH	X	X	Filler	For future expansion of DI Code
10	11	2	CH	X	X	Department Code	
12	26	15	CH	X	X	Filler	For future use as Test Taker ID
27	42	16	CH		X	Registration or Appointment Number	If rPDT***, 7 characters, left justified
43	72	30	CH	X	X	Last (Family) Name	If rPDT, the entire name will be in this field (LAST FIRST MIDDLE)
73	102	30	CH	X	X	First (Given) Name	Blank if rPDT
103	132	30	CH	X	X	Middle Name	Blank if rPDT
133	187	55	CH	X	X	Address Line 1	
188	242	55	CH	X	X	Address Line 2	
243	297	55	CH	X	X	Address Line 3	
298	352	55	CH	X	X	Address Line 4	
353	382	30	CH	X	X	Address City	
383	388	6	CH	X	X	Address State/Province	
389	391	3	CH	X		Address Country Code	ISO Country Code
392	431	40	CH	X	X	Address Country Name	
432	443	12	CH	X	X	Address Zip/Postal Code	
444	446	3	CH	X		Native Country Code	ISO Country Code
447	486	40	CH	X	X	Native Country Name	
487	489	3	CH	X		Native Language Code	ISO Language Code
490	529	40	CH	X	X	Native Language Name	
530	537	8	CH		X	Date of Birth	YYYYMMDD

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
538	538	1	CH		X	Gender	1=Male, 2=Female, 3= Non-binary, 4=Prefer to self-describe, 5=Prefer not to answer, 0= No Response
539	546	8	CH		X	Test Date	YYYYMMDD
547	551	5	CH	X	X	Test Center Code	rPDT = 4 characters; Essentials and IBT** = Blank
552	555	4	CH	X	X	Filler	For future expansion of Test Center Code
556	556	1	CH	X		Test Type	I = iBT; R = rPDT; E= Essentials; C=Paper Edition
557	557	1	CH	X		Listening Indicator	Blank L = No Listening Score; Listening Section not administered (IBT, ESS)
558	558	1	CH	X		Speaking Indicator	Blank S = No Speaking Score; Speaking Section not administered (IBT, ESS)

The following fields are used for IBT only. Fields will be blank for all other test types

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
559	560	2	CH	X	X	IBT Listening	00 to 30 ** If IBT Listening not administered
561	562	2	CH		X	IBT Reading	00 to 30
563	564	2	CH	X	X	IBT Speaking	00 to 30 ** If IBT Speaking not administered
565	566	2	CH		X	IBT Writing	00 to 30
567	569	3	CH	X	X	IBT Total Score	000 to 120 *** If IBT Listening or IBT Speaking not administered
570	590	21	CH	X	X	Filler	Blank

The following fields are used for IBT, Essentials and rPDT.

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
591	665	75	CH	X	X	Email Address	IBT, Essentials and rPDT
666	680	15	CH	X	X	Test Center Code	IBT and Essentials only
681	716	36	CH	X	X	Test Country Location	IBT and Essentials only
717	731	15	CH	X	X	Identification Type	Passport or National ID, IBT and Essentials only
732	756	25	CH	X		ID Number	Last 4 digits displayed, IBT and Essentials only
757	766	10	CH	X	X	Issuing Country	IBT and Essentials only

> **If you are using the Scorelink® service that requires PGP encryption, use this layout**
>
> **The following fields are used for rPDT only. Fields will be blank for all other test types**

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
767	768	2	CH		X	rPDT Listening Section	00 to 30
769	770	2	CH		X	rPDT Reading Section	00 to 30
771	772	2	CH		X	rPDT Writing Section	00 to 30

The following fields are used for IBT *MyBest™* Scores

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
773	774	2	CH		X	*MyBest* IBT Listening	00 to 30
775	782	8	CH		X	*MyBest* IBT Listening Test Date	YYYYMMDD
783	784	2	CH		X	*MyBest* IBT Reading	00 to 30
785	792	8	CH		X	*MyBest* IBT Reading Test Date	YYYYMMDD
793	794	2	CH		X	*MyBest* IBT Writing	00 to 30
795	802	8	CH		X	*MyBest* IBT Writing Test Date	YYYYMMDD
803	804	2	CH		X	*MyBest* IBT Speaking	00 to 30
805	812	8	CH		X	*MyBest* IBT Speaking Test Date	YYYYMMDD
813	815	3	CH		X	*MyBest* IBT Total Score	000 to 120
816	823	8	CH		X	*MyBest* IBT Total As of Date	YYYYMMDD
824	**1200**	**377**				**FILLER**	**FOR FUTURE USE**

The following fields are used for *TOEFL Essentials™* Scores only. Fields will be blank for all other test types.

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
1201	1202	2	CH	X	X	Essentials Listening	1 to 12 ** If Essentials Listening not administered
1203	1204	2	CH		X	Essentials Reading	1 to 12
1205	1206	2	CH	X	X	Essentials Writing	1 to 12
1207	1208	2	CH		X	Essentials Speaking	1 to 12 ** If Essentials Speaking not administered
1209	1212	4	CH	X	X	Essentials Total Band Score	1 to 12.0 (increments of .5) *** If Essentials Listening or Essentials Speaking not administered

The following fields are used for Essentials *MyBest™* Scores.

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
1213	1214	2	CH		X	*MyBest* Essentials Listening	1 to 12
1215	1222	8	CH		X	*MyBest* Essentials Listening Test Date	YYYYMMDD
1223	1224	2	CH		X	*MyBest* Essentials Reading	1 to 12
1225	1232	8	CH		X	*MyBest* Essentials Reading Test Date	YYYYMMDD
1233	1234	2	CH		X	*MyBest* Essentials Writing	1 to 12
1235	1242	8	CH		X	*MyBest* Essentials Writing Test Date	YYYYMMDD
1243	1244	2	CH		X	*MyBest* Essentials Speaking	1 to 12
1245	1252	8	CH		X	*MyBest* Essentials Speaking Test Date	YYYYMMDD
1253	1256	4	CH		X	*MyBest* Essentials Total Band Score	1 to 12.0 (increments of .5)
1257	1264	8	CH		X	*MyBest* Essentials As of Date	YYYYMMDD

The following fields are used for *TOEFL Essentials™* CEFR Levels. Fields will be blank for all other test types.

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
1265	1266	2	CH	X	X	Essentials Listening	A0 to C2 ** If Essentials Listening not administered
1267	1268	2	CH		X	Essentials Reading	A0 to C2
1269	1270	2	CH	X	X	Essentials Writing	A0 to C2
1271	1272	2	CH		X	Essentials Speaking	A0 to C2 ** If Essentials Speaking not administered
1273	1274	2	CH	X	X	Essentials Total Band Score	A0 to C2 ** If Essentials Listening or Essentials Speaking not administered

The following fields are used for *TOEFL Essentials™* Foundational Skills. Fields will be blank for all other test types.

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
1275	1276	2	CH		X	Essentials Sentence Construction	05 to 95 Percentile, (increments of 10)
1277	1278	2	CH		X	Essentials Vocabulary Knowledge	05 to 95 Percentile, (increments of 10)
1279	1279	1	CH	X		Score Status	C= Cancelled; R= Reported
1280	1600	321				FILLER	FOR FUTURE USE

If you are using the Scorelink report format in ETS Data Manager (EDM), use this layout

Start	End	Size	Data Format	CL* A	CL* N	Field Name	Comments
767	774	8	CH		X	Report Date	YYYYMMDD
775	776	2	CH		X	rPDT Listening section	00 to 30
777	778	2	CH		X	rPDT Reading Section	00 to 30
779	780	2	CH		X	rPDT Writing Section	00 to 30

The following fields are used for IBT *MyBest™* Scores.

Start	End	Size	Data Format	CL A	CL N	Field Name	Comments
781	782	2	CH		X	*MyBest* IBT Listening	00 to 30
783	790	8	CH		X	*MyBest* IBT Listening Test Date	YYYYMMDD
791	792	2	CH		X	*MyBest* IBT Reading	00 to 30
793	800	8	CH		X	*MyBest* IBT Reading Test Date	YYYYMMDD
801	802	2	CH		X	*MyBest* IBT Writing	00 to 30
803	810	8	CH		X	*MyBest* IBT Writing Test Date	YYYYMMDD
811	812	2	CH		X	*MyBest* IBT Speaking	00 to 30
813	820	8	CH		X	*MyBest* Speaking Test Date	YYYYMMDD
821	823	3	CH		X	*MyBest* IBT Total Score	000 to 120
824	831	8	CH		X	*MyBest* IBT Total As of Date	YYYYMMDD
832	**1200**	**369**				**FILLER**	**FOR FUTURE USE**

The following fields are used for *TOEFL Essentials™* Scores only. Fields will be blank for all other test types.

Start	End	Size	Data Format	CL A	CL N	Field Name	Comments
1201	1202	2	CH	X	X	Essentials Listening	1 to 12 ** If Essentials Listening not administered
1203	1204	2	CH		X	Essentials Reading	1 to 12
1205	1206	2	CH	X	X	Essentials Writing	1 to 12
1207	1208	2	CH		X	Essentials Speaking	1 to 12 ** If Essentials Speaking not administered
1209	1212	4	CH	X	X	Essentials Total Band Score	1 to 12.0 (increments of .5) *** If Essentials Listening or Essentials Speaking not administered

The following fields are used for Essentials *MyBest™* Scores.

Start	End	Size	Data Format	CL A	CL N	Field Name	Comments
1213	1214	2	CH		X	*MyBest* Essentials Listening	1 to 12
1215	1222	8	CH		X	*MyBest* Essentials Listening Test Date	YYYYMMDD
1223	1224	2	CH		X	*MyBest* Essentials Reading	1 to 12
1225	1232	8	CH		X	*MyBest* Essentials Reading Test Date	YYYYMMDD
1233	1234	2	CH		X	*MyBest* Essentials Writing	1 to 12
1235	1242	8	CH		X	*MyBest* Essentials Writing Test Date	YYYYMMDD
1243	1244	2	CH		X	*MyBest* Essentials Speaking	1 to 12
1245	1252	8	CH		X	*MyBest* Essentials Speaking Test Date	YYYYMMDD
1253	1256	4	CH		X	*MyBest* Essentials Total Band Score	1 to 12.0 (increments of .5)
1257	1264	8	CH		X	*MyBest* Essentials As of Date	YYYYMMDD

The following fields are used for *TOEFL Essentials™* CEFR Levels. Fields will be blank for all other test types.

Start	End	Size	Data Format	CL A	CL N	Field Name	Comments
1265	1266	2	CH	X	X	Essentials Listening	A0 to C2 ** If Essentials Listening not administered
1267	1268	2	CH		X	Essentials Reading	A0 to C2
1269	1270	2	CH	X	X	Essentials Writing	A0 to C2
1271	1272	2	CH		X	Essentials Speaking	A0 to C2 ** If Essentials Speaking not administered
1273	1274	2	CH	X	X	Essentials Total Band Score	A0 to C2 ** If Essentials Listening or Essentials Speaking not administered

The following fields are used for *TOEFL Essentials™* **Foundational Skills will be blank for all other test types.**

Start	End	Size	Data Format	CL A	CL N	Field Name	Comments
1275	1276	2	CH		X	Essentials Sentence Construction	05 to 95 Percentile, (increments of 10)
1277	1278	2	CH		X	Essentials Vocabulary Knowledge	05 to 95 Percentile, (increments of 10)
1279	1279	1	CH	X		Score Status	C= Cancelled; R= Reported
1280	1600	321				FILLER	FOR FUTURE USE