VOLUME V
SCHOOL TESTING GUIDE

COMMON ORIGINATION AND DISBURSEMENT
2009-2010 TECHNICAL REFERENCE

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COD School Testing Guide

VOLUME V
SECTION 1

COD School testing enables simpler, faster, and less costly issue identification and resolution in a low-volume, controlled test environment. It also allows Schools, Third-party Servicers, and Software Vendors the opportunity to make corrections or enhancements to software applications and processes prior to entering into the "live" production environment. The goal of COD School Testing is to make the transmission of production data smoother and reduce the risk of production problems.

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Introduction

The COD School Testing Guide is intended for all Schools in the COD System.

Purpose

The purpose of COD School testing is to provide Schools, Third-party Servicers, and Software Vendors an opportunity to test Pell, Direct Loan, National Science & Mathematics Access to Retain Talent Grant (SMART), Academic Competitiveness Grant (ACG), and the Teacher Education Assistance for College and Higher Education (TEACH) Grant business processes and system software with the COD System prior to the transmission and processing of actual production data. COD School testing will enable simpler, faster, and less costly issue identification and resolution in a low-volume, controlled test environment. It will also allow Schools, Third-party Servicers, and Software Vendors the opportunity to make corrections or enhancements to software applications and processes prior to entering into the "live" production environment. The goal of COD School Testing is to make the transmission of production data smoother and reduce the risk of production problems.

Throughout this document, the term "Schools" is used to indicate any entity that is participating in COD School Testing and includes Schools as well as entities that process on behalf of Schools (such as third-party servicers).

Scope

COD School Testing is divided into two distinct phases of testing for the upcoming award year. The testing environment will be updated with new code in conjunction with the next major release of COD. The next major release of the 2009-2010 software will be March 2009.

- Phase I – Common Record Manual Verification
- Phase II – Structured Application Testing
- Unstructured Testing

Each phase is described in more detail later in this document.

COD School Testing is available to all entities that participate in the COD process. Schools are not required to test with COD, but are encouraged to participate in Phase I testing. Schools should refer to the *Volume V Section 2: COD School Test Cases* document for more information. The test case document contains descriptions of the test data that Schools will send to and from COD, test execution guidelines, and structured test cases with multiple testing cycles.

Schools that use a Third-party Servicer do not need to with COD. Instead, the Third-party Servicer can complete the test on behalf of their customers.

All entities that wish to participate in COD School Testing must submit a formal sign-up document (located at the end of this section) to the COD School Relations Center.

Test Phase Descriptions

Phase I - Common Record Manual Verification

1. What is the purpose of Phase I testing?

The purpose of the Common Record Manual Verification testing is to ensure that the School's XML Common Record is well formed and properly structured according to the rules of the 3.0b XML Common Record Schema. The 3.0b schema is available on the IFAP web site at: http://ifap.ed.gov/cod/0725CODXMLSchema3pt0b.html. The COD team manually reviews a Common Record document e-mailed to the COD School Relations Center (CODsupport@acs-inc.com) by the School and assists the School in the identification of potential updates to their Common Record submissions. This testing does not validate the data submitted within the Common Record. For this phase of testing, only two student records should be sent in the Common Record.

2. Who should participate?

The Common Record Manual Verification phase of testing is available to all Schools.

3. When does Phase I testing take place?

Phase I testing is available from January 5, 2009 through June 5, 2009. Phase I testing is required for all Schools prior to participating in Phase II testing.

4. How do Schools sign up for Phase I testing?

Schools must complete a sign-up document in order to participate and schedule a testing window with the COD School Relations Center. The sign-up document is located at the end of this guide and on the COD web site, http://www.cod.ed.gov under the "Click here if you are looking for more information on Common Origination and Disbursement" or "Today's Update" links. The completed document must be e-mailed to CODsupport@acs-inc.com, Subject: "COD School Testing Sign-up", or faxed to the COD School Relations Center, 1-877-623-5082.

5. What do Schools need to do when they complete Phase I testing?

Once Schools have completed Phase I and would like to continue on to Phase II testing, they must contact the COD School Relations Center to schedule a Phase II testing start date. A second sign-up document is not required to participate in Phase II testing.

Phase II - Structured Application Testing

1. What is the purpose of Phase II Testing?

The purpose of Phase II-Structured Application Testing is to ensure that Schools can send, receive, and process batches of records using comprehensive input instructions with detailed expected results issued by COD. Schools use a test ISIR file supplied by COD that creates a test data set of students to use with the structured test cases. Schools cannot create their own student data to submit files during Phase II testing.

During this phase, Schools send Common Record documents to, and receive Common Record Receipts and Response documents back from the COD School Testing mailbox. Schools must verify that these files can be loaded and processed correctly in their system.

2. Who should participate?

All Schools that have completed Phase I (Manual Verification) testing.

3. When does Phase II testing take place?

Phase II testing assists Schools in the identification of potential updates to their system before beginning actual processing for 2009-2010. Phase II is ONLY available from April 13, 2009 through June 26, 2009. If Schools complete Phase I prior to April 13, 2009, they must wait until the Phase II testing window opens.

4. How do Schools sign up for Phase II testing?

Schools that want to continue on to Phase II testing after completing Phase I must contact the COD School Relations Center. A second sign-up document is not required to participate in Phase II testing.

5. What do Schools need to do when they complete Phase II testing?

Schools should notify the COD School Relations Center when they have completed testing. This will ensure that other Schools can begin their testing process in a timely fashion. If a School has shown no testing activity over a two week period, COD will assume your School has completed Phase II of testing, unless you have notified COD otherwise.

6. What do Schools need to do when they are ready to submit their first “live” batch?

Schools should notify the COD School Testing team prior to submitting their first “live” batch into the production environment. The School Testing team will ensure the batch processes successfully. Upon a successful submission of a batch, the School Testing team will refer the School to their primary representative

Unstructured Testing

1. What is the purpose of Unstructured Testing?

The purpose of Unstructured Testing is to ensure that Schools can correctly create and submit all possible transactions needed for the future award year. Schools continue to use data supplied within a test ISIR file supplied by COD. Schools cannot create their own student data to submit files during the Unstructured Testing.

2. Who should participate in Unstructured Testing?

Schools that have participated in Phase I and Phase II of testing for the new award year set up, and wish to submit minor variations to the test cases such as adjustments to the person information, award amounts or disbursement amounts.

3. When does Unstructured Testing take place?

Unstructured Testing for 2009-2010 will be available from June 1, 2009 through September 29, 2009. This testing phase is optional.

4. How do Schools sign up for Unstructured Testing?

Schools that want to continue on to Unstructured testing after completing Phase II must contact the COD School Relations Center. A second sign-up document is not required to participate in Unstructured testing.

5. What do Schools need to do when they complete Unstructured Testing?

Schools should notify the COD School Relations Center when they have completed testing. This will ensure that other Schools can begin their testing process in a timely fashion. If a School has shown no testing activity over a two week period, COD will assume your School has completed Unstructured testing, unless you have notified COD otherwise.

Testing Criteria

Test Entry Criteria

In order to begin testing with COD, Schools need to complete the following steps:

- Complete a COD School Testing sign-up document (located at the end of this section). Upon completion, it should be submitted to the COD School Relations Center no later than May 1, 2009.
- Schedule individual testing date(s) specific for your School(s) for each testing phase. COD School Relations will contact you after the sign-up document is received.
- Receive a COD Entity ID for testing purposes. If needed, the COD School Relations Center will provide this information to you.
- Confirm your test plans and COD readiness. Contact COD School Relations when you are ready to submit.
- Install the latest version of the message class table from SAIG.
- Install and implement the 2009-2010 updates to the software applications.
- Develop a means of keeping testing data segregated from production environment.
- Identify individuals at the School responsible for completing the COD School Testing process and exchange names with COD School Testing team.
- Complete Phase I Common Record Manual Verification Testing, prior to beginning Phase II Structure Application Testing.

Vendors can test using a COD Entity ID for one of their Schools, or the COD School Relations Center can provide one for them to use for testing purposes only.

Test Exit Criteria

The School and the COD School Relations Center should jointly determine when the School has successfully completed COD School testing. The School can select which processes to test and should continue testing until expected results are received. Once the expected results are received, the School can consider testing successful. There is no pre-defined "end" of the test, other than the published end dates for each phase of COD School Testing.

A School is considered to have completed testing with COD once any of the following steps are completed:

- It has been determined that the School has been able to satisfactorily complete the desired test scenarios by achieving the expected results.
- School has chosen to discontinue School Testing prior to completing all the desired test scenarios if the expected results have been achieved.
- School has contacted the COD School Relations Center to verify the test results.
- School has successfully sent a "live" batch into the COD Production environment.
- Testing phase window closes prior to test completion by School.

Testing Completion Clean Up

In order to begin the production phase, all test data **MUST** be removed from the participating School's systems. Before submission of production data, Schools should also ensure that files are sent using the proper production message classes and production destination mailbox.

Test Data

The Test Data section explains test data requirements for Phase II-Structure Application Testing. More detail about the test cases can be found in the COD Test Cases document located in *Volume V, Section 2-COD Test Cases* document of the *2009-2010 COD Technical Reference*.

Common Record Test Data

COD provides an actual CPS test data ISIR file to each participating School via e-mail in an attached Zip file. Each School processes the ISIR data that COD provides and generates student award transactions using its normal awarding process. Schools are required to send this file to COD using the normal SAIG processing protocols with the exception of using the COD School Testing message classes and the COD School Testing destination mailbox located in the *Volume V, Section 2: COD Test Cases* document.

Upon receipt of a Common Record in XML format, the COD System performs an immediate check to determine if the Common Record is readable. If the Common Record is readable and complies with the XML schema, the COD System returns a receipt. COD does not return a Receipt for records that are not readable or does not comply with the XML schema. After the COD System confirms the Common Record is readable and complies with the XML schema, the COD System classifies the record to determine how it will be processed. Once the data has been processed, Schools receive a Receipt file, along with a Response file indicating the results of each record submitted. If a record rejects, the response record indicates which data element(s) have rejected. Rejected records can then be corrected and resubmitted.

When processing records within the COD test environment, the anticipated time from record submission to receipt of a Response file is approximately two business days. If a School has not received a Receipt or Response within two days of submitting the test file, they should contact their School Testing Coordinator at the COD School Relations Center.

Testing Message Classes

Common Record message classes are year specific and are to be used from year to year in the production environment. However, different test message classes must be used for testing. During Phase II and Unstructured testing, Schools must use the following message classes when sending in Common Records for testing:

Common Record Test Message Classes

Common Record Documents sent from School to COD	CRTESTIN
Receipts and Responses sent from COD to School	CRTESTOP

School Testing Sign-Up Process

Schools register for COD testing by completing the sign-up document located at the end of this School Testing Guide and submitting it to the COD School Relations Center. Once the COD School Relations Center has received the School's testing sign-up document, a confirmation letter will be sent to the School, via e-mail, verifying that their sign-up document was received. Once the sign-up document has been processed, the COD School Relations Center will send the School a Readiness letter, via e-mail, to provide additional information needed to begin testing such as the testing Entity ID Number to be used by the School, the assigned testing start date, and the name of the School Testing Coordinator assigned to the School. A new Readiness letter will be sent to the School, via e-mail, for each specified phase of testing.

Upon receipt of the sign-up document, the COD team must complete a considerable setup process to establish the School in the COD test environment before testing can begin. Schools should take this setup process into account when planning to participate in COD School Testing and provide enough lead-time in their schedule.

The COD School Relations Center can be contacted by dialing:

- (800) 474-7268, for Grants
- (800) 848-0978, for Direct Loans

When calling, ask for COD School Testing Support, or send e-mail to CODsupport@acs-inc.com with the subject line "COD School Testing Support".

Contact Names

Each School participating in COD testing notifies the COD School Relations Center of their designated contact person on the testing sign-up document. The contact person should be consistent for the period of time before, during, and upon completion of the test. This person should be a technically oriented staff member who is very knowledgeable about the School's financial aid system. This person should be available to assist in problem analysis and to coordinate any follow-up tests that may be required. If a School uses a Third-party Servicer and the Servicer is conducting the test on behalf of the School, the COD School Relations Center needs the name and telephone number of the Servicer contact person.

Scheduling

The School Testing sign-up document must be completed and e-mailed or faxed to the COD School Relations Center by the appropriate deadline shown below:

- The deadline to sign up for COD Testing is May 1, 2009.

When a School submits their School Testing sign-up document, the School is contacted by the COD School Relations Center to schedule testing dates within each phase of testing. The time frame for each phase of testing is shown below:

Testing Phase	Testing Phase Description	Start Date	End Date
Phase I	Common Record Manual Verification Testing	01/05/09	06/5/09
Phase II	Structured Application Testing	04/13/09	06/26/09
Unstructured	Unstructured Testing	06/01/09	09/29/09

Support Services

While a School is going through the testing, there are many support sources available for assistance, as listed below:

School Support Services

Support Service	For Information on the Following:	Contact
School Testing Sign Up	Registering for School Testing	Contact COD School Relations Center
ISIR Data Issues	Problems with ISIR data only	Contact CPS/SAIG Technical Support (800) 330-5947
SAIG	Issues concerning connectivity to SAIG only	Contact CPS/SAIG Technical Support (800) 330-5947
COD Processing	Issues concerning all items related to Pell, Direct Loan, ACG, National SMART, and TEACH processing only.	Contact COD School Relations Center
School Testing Issues	Issues concerning all items related to COD School Testing only.	Contact COD School Relations Center
School Testing Results	To obtain or report School Testing results for COD School Structured Testing only.	Contact COD School Relations Center

Resource Planning

Hardware/Software

Schools should have all hardware and software capabilities ready before testing. Each School should have all upgrades installed from vendors or regulatory releases for 2009-2010.

Roles and Responsibilities

A collaborative effort between participating Schools and the COD School Relations Center is necessary for COD School testing to be completed successfully. The expected roles and responsibilities of each entity are described below:

Schools, Vendors, and Third-Party Servicers

Protecting Personally Identifiable Information

Do not use real student data or production data during any phase of testing. Utilize only the student data provided in the ISIR provided by COD.

Schools are responsible for completing the following steps associated with COD School Testing:

- Review all COD School Testing documentation posted on the IFAP web site.
- Review the COD Implementation Guide and Common Record Layout in the COD Technical Reference.
- Review all documentation that is e-mailed to the participating School (if applicable).
- Schedule testing dates with the COD School Relations Center using the sign-up document (preferably returned via e-mail).
- Prepare a test environment for COD School Testing that uses the test destination mailbox, test message classes, and the test Entity ID.
- Prepare test data to execute the Structured COD School Testing scripts for submissions.
- Send the test data to COD via the SAIG.
- Retrieve Receipts and Responses from COD via the SAIG.
- Process submitted Receipts.
- Process Responses/acknowledgments.
- Communicate results with the COD School Relations Center.
- Once testing is completed, remove all data from the School and/or Vendor environment.

COD School Relations Center

The COD School Relations Center provides the following support during testing:

- Provide and process COD School Testing sign-up documents.
- Schedule specific test dates for Schools.
- Provide Schools/Vendors with their own testing Entity ID to use only during a specific testing phase (if needed).
- Process submitted data.
- Send Receipts and Responses via the SAIG.
- Update Schools/Vendors of their testing status.
- Assist with issue identification and resolution.
- Provide testing technical guidance.

Lessons Learned from 2008-2009

Schools and Vendors that participated in COD School Testing for 2008-2009 provided COD with feedback on their experience. The following sections provide you with insight as to what Schools/Vendors should test, how to prepare and, and how to schedule testing within your institution.

Should I participate in School Testing?

- All Software Vendors and Schools that use a homegrown or mainframe system are encouraged to test their software with the COD System prior to submitting production data.
- FSA ensures that EDExpress is extensively tested each year with COD prior to its annual release(s) to the Schools. Schools using EDExpress software do not need to test with the COD System.
- Schools that use a Software Vendor product do not need to test with the COD System, since most Software Vendors test with COD on their Schools behalf's. This will help minimize the need for Schools to retest with COD.
- New Schools to Title IV Financial Aid, that are not using EDExpress or another Software Vendor product, are also encouraged to test with COD.

How do I prepare for School Testing?

Before you begin testing, Schools should:

- Establish a separate testing environment to keep production data separate from their testing data. Production operations of prior award years and COD School Testing need to be able to occur in parallel without interference.
- Compare test output files against the Common Record Layout and XML Examples published in the 2009-2010 COD Technical Reference.
- Signup for testing in advance to allow for adequate setup time before you are ready to begin testing. COD has considerable setup work to set-up each testing participant to ensure a successful test.
- Identify a strategy for loading the provided fictitious test students several weeks prior to the start of testing. Schools can either manually enter the fictitious test students into their testing environment or accept the simulated CPS ISIR file provided, via email, by COD.
- Review the Implementation Guide in the 2009-2010 COD Technical Reference and understand the COD process for Pell, ACG, National SMART Grant, TEACH Grants and Direct Loans.

What can I expect during School Testing?

- Plan to test and start early in the testing window. **DO NOT** wait till the end of the testing window to sign-up or begin testing. Allow and plan time for retesting with the COD system.
- Plan and allow time to encounter possible issues and errors, and expect time delays during the resolution process.
- Schools should be very careful to send test files to the correct SAIG mailbox and to use the correct SAIG testing message classes to avoid accidentally submitting test data to the COD production environment. Schools that use EDConnect should ensure that they select the correct test message class and not the production message class.
- Proactively contact COD School Relations to help resolve issues, provide testing status, and answer questions during the testing process. Schools may experience delays in the testing process while issues are identified, researched, and resolved.
- Communicate to the COD School Relations Center when the School has satisfactorily completed School Testing or chooses to discontinue School Testing.

COD School Testing Sign-up Document

On the following page you will find the COD School Testing sign-up document. This document should be completed to the best of your ability upon submission. The completed document should be sent to the COD School Relations Center.

Send the completed document to COD School Relations at:

- E-mail: CODSupport@acs-inc.com, subject of "COD School Testing Sign-up"
- Fax: (877) 623-5082

Definitions of terms in the sign-up document and what information should be contained in them are listed below.

Field Name	Description
Organization	If you are a Third-party Servicer, or Software Vendor, list your name here.
School Name	If you are a School, list your name here.
COD Entity ID	Enter your Entity ID here. If you are unaware of your Entity ID, you can find this information on the COD web site, www.cod.ed.gov, or contact the COD School Relations Center.
Desired Test Phase	Select the phase(s) of testing that you want to complete, Phase I and/or Phase II.
Mainframe or Vendor Product Used	If you are a School, indicate if you use a mainframe system or vendor product/software to submit records to COD.
Name of Vendor Product Used (if applicable)	If you are a School, indicate the vendor product/software type you use to submit records to COD.
Organization Type	Indicate if you are a School, Software Vendor, or Third-party Servicer.
Testing TG Mailbox #	Enter the TG mailbox number of the mailbox you will be transmitting your test files to and from.
Contact Info (Name, Phone, E-mail)	Enter the contact information of the person who will be working with the COD School Testing personnel.
Reporting School Entity ID	Enter the COD Entity ID of the School that will be submitting the records to COD.
Attended School Entity ID	If it is different from the reporting School, enter the COD Entity ID of the School where student attends class.
OPE ID	Enter the OPE ID of the School where student attends class.
Pell ID (if applicable)	Enter the Pell ID of the School where student attends class.
Direct Loan ID (if applicable)	Enter the Direct Loan ID of the School where student attends class.
Funding Type	If you are a School, enter the funding type here. This would be Advanced, Pushed Cash, Cash Monitoring I, Cash Monitoring II, or Reimbursement. Note: *ACG, National SMART, and TEACH will only be Advanced, Cash Monitoring I, Cash Monitoring II, or Reimbursement.*
Expected Testing Readiness Date	The date when you will be ready to begin the COD School Testing process.

COD School Testing 2009-2010 Sign-Up Document

Please complete and send to **CODSupport@acs-inc.com** or Fax to (877) 623-5082

Please allow 7-10 business days for the sign-up and set-up processes prior to testing.

Please allow sufficient time for re-testing to meet your specific testing needs.

Date Submitted: _____

Organization: _____

School Name (If Applicable): _____

COD Entity ID _____

Aid Programs (Check all applicable for your test)	**Pell**	**ACG/National SMART**	**TEACH**	**Direct Loan**
Desired Test Phase	( ) Phase I ( ) Phase I, II	( ) Phase I ( ) Phase I, II	( ) Phase I ( ) Phase I, II	( ) Phase I ( ) Phase I, II
Mainframe or Vendor Product Used	( ) Mainframe ( ) Vendor	( ) Mainframe ( ) Vendor	( ) Mainframe ( ) Vendor	( ) Mainframe ( ) Vendor
Name of Vendor Product Used (if applicable):				
Organization Type (check all applicable)	( ) School ( ) Vendor ( ) Servicer	( ) School ( ) Vendor ( ) Servicer	( ) School ( ) Vendor ( ) Servicer	( ) School ( ) Vendor ( ) Servicer
Testing TG Mailbox #				
Contact Person (Last, First):				
Contact Phone Number:				
Contact E-mail Address:				
Additional Contact Person (Last, First):				
Additional Contact Phone Number:				
Additional Contact E-mail Address:				

Reporting School ID:				
Attended School ID:				
School OPE ID:				
School Pell ID (if applicable):				
School Direct Loan ID (if applicable):				
Funding Type				
Expected Testing Readiness Date:				

COD Test Cases

VOLUME V
SECTION 2

All schools must now use the Common Record in XML format to submit Pell, ACG, National SMART, and TEACH Grants and/or Direct Loan origination and disbursement data to the COD System over the Student Aid Internet Gateway (SAIG).

Schools should refer to Volume II of this technical reference for record layouts and processes.

Schools that participate in School Testing can test with the structured test cases described in this guide and will receive Receipt and Response files from COD.

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Test Data Sent from the Schools to the COD System

This section provides an overview of the records schools send to COD during the School Testing process. Each type of record and its general functionality are described. General test conditions are also discussed.

Common Record

The Common Origination and Disbursement Process utilizes one single record across programs for both originations and disbursements. Schools use the Common Record, which uses common data elements, definitions, edits, and structure for Pell, ACG, National SMART, and TEACH Grants and Direct Loans. Although the record has the same layout for all programs, not all data elements are required for each transmission or for each program. This record layout relies on a technology called XML.

For School Testing, the Common Record is submitted using the message class `CRTESTIN`.

Upon receipt of a Common Record in XML format, the COD System performs an immediate check to determine if the Common Record is readable. If the Common Record is readable and complies with the XML schema, the COD System returns a Receipt. COD will not return a Receipt or Response for records that are not readable nor comply with the XML schema.

School Testing for 2009-2010 will only involve the 3.0b schema. During the testing process, schools can submit data for 2009-2010 awards. Testing concurrent award year processing in the 2009-2010 schemas will not be possible.

For School Testing, the Receipt is returned using the message class `CRTESTOP`.

After the COD System confirms the Common Record is readable and complies with the XML schema, the COD System classifies the record to determine how it will be processed. The record is classified as either a new record or an update record.

Establishing a New Record

A new record establishes a new student, award or disbursement on the COD System. There are three types of new records:

- New Student with a New Award - If the student identifier does not match any previously submitted to the COD System the record is considered a new student. A student cannot be established on the COD database until an award is accepted for the student.
- New Award - If the student identifier matches a person already established on the COD System, the system checks to determine if the award is already on file. If not, then the record is considered a new award.
- New Disbursement – If the person and award already exist on the COD System, the system checks the disbursement number submitted for the award. If it is not already on file, the system logs the

disbursement as a new disbursement. There are two types of disbursement records:

- Actual Disbursement – Actual disbursement records contain a `Disbursement Release Indicator = true`
- Anticipated Disbursement - Anticipated disbursement contain a `Disbursement Release Indicator = false` or omitted. These disbursements are not considered actual disbursements; therefore, they do not substantiate drawdowns or cause funds to be pushed to the school.

Establishing a Change Record

A change record performs an update to information or elements that were previously established on the COD System. There are two types of update records:

- Change Record – A change record performs an update to an award or disbursement data element that was previously established by a new record OR is used to change disbursement amounts and dates.
- Actual Disbursement Record - An Actual Disbursement record is submitted with a `Disbursement Release Indicator = true` for a disbursement record previously submitted as an anticipated disbursement. An actual disbursement signals to the COD System that the disbursement information is an actual disbursement. It either releases funds available to a school via drawdown, or substantiates cash already made available to the school.

After the Common Record is processed, the COD System returns a Receipt and Response to the school.

For School Testing, the Response is returned using the message class `CRTESTOP`.

Testing with the predefined test data covers scenarios for nine students including:

- New Students with a New Award
- New Disbursements – Actual Disbursements
- New Disbursements – Anticipated Disbursements
- Change Records
- Actual Disbursement Records

The Common Record layout is provided in the *Volume II, Section 3 – Common Record Layout* of this technical reference.

Test Data Received by the Schools from COD

This section provides an overview of the different record types that are received by a school from COD during the test process.

Common Record Receipts

The COD System returns a Receipt after it performs an XML schema check against valid schema. The Receipt is sent to the School after the Common Record is processed by the COD System. This Receipt is sent using the message class `CRTESTOP`.

Common Record Response

The Common Record Response is sent back to the school after processing is complete. Schools have the option of selecting either a standard or full Common Record Response. A full Response contains all the data elements that were in the original Common Record sent by the school and the rejected data elements and reason codes. A standard Response contains only the rejected data elements and error reason codes. It is recommended that full Responses be requested during this testing process. Test Responses are sent using the message classes `CRTESTOP`.

Test Execution

In this section, record profiles are provided for each test case. Use these test scripts in conjunction with the *Volume II, Section 3 – Common Record Layout*. Specific data are defined, and step-by-step instructions for executing the test are provided. Below is a checklist of the major steps in the testing process:

Common Record Manual Verification

Please note that Common Record Manual Verification is a required test phase for all schools that participate in School Testing.

The purpose of the Common Record Manual Verification testing is to ensure that the school's XML Common Record is well formed and properly structured according to the rules of the XML Common Record Schema. The COD team manually reviews a Common Record document sent by the school and assists the school in the identification of potential updates to their Common Record submissions. This testing does not validate the data submitted within the Common Record. For this phase of testing, only two student records should be sent in the Common Record.

Common Record Manual Verification Checklist

Step	Task	Task Completed
1	Schedule test dates with the COD School Relations Center for XML Common Record Manual Verification Testing (Phase I).	
2	Schools should use the test cases included in this document for the XML Common Record Manual Verification testing. This test data, after it has passed the XML structure verification, can be used in system testing and eliminate the need for the school to create more test data. DO NOT send real SSN, name, and/or address combinations. This is in respect to the Privacy act of 1974.	
3	Schools should e-mail Common Record data to COD School Relations Center. (E-mail address to be provided upon sign-up for testing).	
4	Schools will receive the results of the XML Common Record Manual Verification via e-mail. The results will include a list of errors and actions that need to be taken by the school to correct the data. It may also include a corrected file for the school to use as a reference for making corrections. Some potential errors are file size errors, missing tags and unused tags.	
5	Repeat steps 2-4 until test data passes XML Common Record Manual Verification.	

Structured Application Testing

Please note that Structured Application Testing can begin only after successful completion of the Common Record Manual Verification Testing.

The purpose of the Structured Application Testing is to ensure that schools can send, receive, and process batches of records using detailed input instructions with detailed expected results issued by COD. Schools use a test ISIR file supplied by COD that creates a test data set of students to use with the structured test cases. During this phase, Schools send Common Record documents to COD and receive Common Record Receipts and Response documents back from COD. This phase of testing is not all-inclusive; it is meant only to ensure schools can send, receive and process records with detailed expected results.

The submission of all test cases is not required in order to participate in Structured Testing. Schools are encouraged to use the test cases which

are supported by their software. The test cases are meant as a guide to submit records. Not all fields in test cases are required for processing and schools may submit several records during a given test cycle due to software limitations.

Structured Application Testing Checklist

Step	Task	Task Completed
1	Prepare a test environment using a Test Destination Mailbox, Test message classes (CRTESTIN), School Entity ID, and specified COD forward system date.	
2	Schedule test dates with the COD School Relations Center for Structured Application Testing (Phase II).	
3	Prepare the test data (received from COD) for Test Cycle 1 using the School Test Entity ID.	
4	Send the test document to COD school testing SAIG test mailbox (TG75891).	
5	If Response is not received within two (2) days, contact COD School Relations Center for an update.	
6	Once file has been sent, verify that the file has been received via SAIG portal and notify COD School Relations Center that the file has been sent.	
7	If the file was not received by SAIG, contact SAIG customer service at either (800) 330-5947 or CPSSAIG@ed.gov.	
8	Receive notification from the COD School Relations Center that the Receipt and Response are on the SAIG. Pull the Receipt and Response into the school COD system.	
9	Validate Response documents against the published expected	
10	Call the COD School Relations Center to confirm results before proceeding.	
11	Repeat steps 4 through 8 for Test Cycle 2.	
12	Receive notification from the COD School Relations Center that the testing cycle is complete.	
13	If a test environment is not used, reset the school's system defaults for production, and verify that the test data is deleted or all test grants/loans are adjusted to $0. **Note:** If system is not reset to the defaults, it may cause errors in the production data. Remember to change the school test environment system date back to the correct current date.	

Test Student Profiles

Case #1: Student 1 applies for ACG and TEACH Grants

It may be assumed the student has an ATS already on file at COD.

The student is a second year undergraduate eligible for both ACG and TEACH. The first submission contains the Common Record person, award, and disbursement with incorrect student date of birth data for both awards. The school receives a Response indicating that both awards rejected due to no eligible SSN, DOB and last name combination match on CPS. The second submission contains an updated record for the correct student DOB which will allow both awards to be accepted.

Case #2: Student 2 applies for a Federal Pell Grant and an ACG

This student is a second-year student (`Student Level Code = 2`) and is eligible for a Pell Grant (EFC = $3,400) and an ACG. The first submission contains the Common Record person, award, and disbursement data with a `Disbursement Release Indicator = true` for both awards. The student is awarded a Pell Grant of $2000 and an ACG of $1300. The second submission contains an adjustment to the disbursement amount.

Case #3: Student 3 applies for a Federal Pell Grant and an ACG

This student is an incoming first-year student (`Student Level Code = 0`), and is eligible for a Pell Grant (EFC = $2600) and an ACG. The first submission contains the Common Record person, award, and disbursement data with a `Disbursement Release Indicator = false` for both awards. The student is awarded a Pell Grant of $2800 and an ACG of $750. Warning edit 54 is expected and acceptable. The second Common Record contains a Release Record with a Disbursement Release Indicator = true for an actual disbursement.

Case #4: Student 4 applies for a PLUS Loan and a TEACH Grant

The borrower is the student and it is assumed that a valid PLUS Master Promissory Note is on file at COD. It may also be assumed that the ATS is also already on file at COD.

This student is a first-year graduate professional (`Student Level Code = 6`). The student is awarded a PLUS loan of $4500 and a TEACH Grant of $4000. The first submission contains disbursement information and a `Disbursement Release Indicator = false`. Warning edit 54 is expected and acceptable. The second Common Record contains a Release Record with a `Disbursement Release Indicator = true` for actual disbursements.

Case #5: Student 5 applies for a Direct Unsubsidized Loan and a National SMART Grant

It is assumed that a valid Master Promissory Note is on file at COD.

This student is an undergraduate student (`Student Level Code = 5`), and is an eligible non-citizen for a National SMART Grant and Direct Unsubsidized Loan. The student is awarded a National SMART Grant for $4000 and Direct Unsubsidized Loan for $3,500. The first submission contains disbursement information and a `Disbursement Release Indicator = false` for both awards.

Warning edit 54 is expected and acceptable. The second submission for National SMART Grant contains a Release Record with a `Disbursement Release Indicator = true` for an actual disbursement and the second submission for DL Unsubsidized Loan includes a decrease in the award amount and disbursement amounts and a Release Record with a `Disbursement Release Indicator = true` for the first actual disbursement.

Case #6: Student 6 applies for a Direct Subsidized Loan and Direct Unsubsidized Loan

It is assumed that a valid Master Promissory Note is on file at COD.

This student is a second-year student (`Student Level Code = 2`). The first submission contains the Common Record person, award, disbursement data with a `Disbursement Release Indicator = true` for both awards. The student is awarded a Direct Subsidized Loan for $2000 and a Direct Unsubsidized Loan for $1500.

Warning edit 54 is expected and acceptable. The second submission includes a Release Record with a `Disbursement Release Indicator = true` for the second actual disbursement for both loan awards.

Case #7: Student 7 applies for a PLUS Loan

It is assumed that a valid PLUS Master Promissory Note is on file at COD.

This student is a second-year student (`Student Level Code = 2`), and the loan is for $1000. The first submission contains a Common Record with disbursement information and a `Disbursement Release Indicator = true`. This case is not included in the second submission.

Case #8: Student 8 applies for a Pell Grant, ACG, Direct Subsidized loan, and a Direct Unsubsidized Loan

It is assumed that a valid Master Promissory Note is on file at COD.

This student is a second-year student (`Student Level Code = 2`). The first submission contains the Common Record person, award, disbursement data with a `Disbursement Release Indicator = false` for all four awards. The student is awarded a Pell Grant of $5350, an ACG award of $1000, a Direct Subsidized Loan for $3500, and a Direct Unsubsidized loan for $1000.

Warning Edit 54 is expected and acceptable. The second submission includes a Release Record with a Disbursement Release Indicator = true for the actual disbursements for all four awards.

Case #9: Student 9 applies for a Pell Grant, a National SMART Grant, a TEACH Grant, a Direct Subsidized Loan, and a Direct Unsubsidized loan

It is assumed that the student has an ATS and a valid Master Promissory Note already on file at COD.

This student is a fourth-year student (`Student Level Code = 4`). The first submission contains the person, award and actual disbursements with a `Disbursement Release Indicator = true` for all four awards except disbursement number 2 of the Direct Subsidized/Unsubsidized Loans. The student is awarded a Pell Grant of $5350, a National SMART Grant of $3000, a TEACH Grant of $4000, a Direct Subsidized Loan for $5500, and a Direct Unsubsidized Loan for

$5000. The second submission includes the adjustment to $0 of the Direct Unsubsidized award amount and first disbursement.

Warning Edit 119 may occur for the Direct Unsubsidized Loan's second submission and is acceptable.

Creating Unique Social Security Numbers

These students will already be created for you and sent via e-mail. The last four digits of the SSNs may vary from the below matrix, but the COD School Relations Center will provide this information prior to testing.

Students intended for Test Case 1 (###-##-0001) will be loaded incorrectly by COD for testing purposes.

Because there are a large number of schools participating in this test, it is desirable to have unique Social Security numbers (SSNs) submitted for test records. The following formula is recommended to generate the SSNs for the school test data. The ISIRs the COD System provides for test data contain the last five characters of the school TG mailbox number as the first five numbers of each SSN. For example, if a school TG mailbox number is `TG77778` and the test data defines a SSN of `###-##-0001`, use `777-78-0001`.

Within the last year, TG Mailbox codes with letters in the last 5 characters have started to be issued. Since SSNs cannot contain letters we will be substituting numbers for the letters. Therefore, when assigning SSNs, "A" will be replaced by the number "1," "B" by the number "2". Any conflicts will be dealt with on an ad hoc basis.

Student Profile Matrix

Student Number	Award Type	Student SSN	First Submission	Second Submission
1 (Send)	ACG and TEACH	###-##-0001	Common Record	Common Record
1 (Receive)	ACG and TEACH	###-##-0001	Receipt Response—Reject	Receipt Response
2 (Send)	Pell and ACG	###-##-0002	Common Record with Disbursement Release Indicator = true	Adjustment to disbursement amounts.
2 (Receive)	Pell and ACG	###-##-0002	Receipt Response	Receipt Response
3 (Send)	Pell and ACG	###-##-0003	Common Record with Disbursement Release Indicator = false	Actual Disbursements with Disbursement Release Indicator = true
3 (Receive)	Pell and ACG	###-##-0003	Receipt Response	Receipt Response
4 (Send)	PLUS and TEACH	###-##-0004	Common Record with Disbursement Release Indicator = false	Actual Disbursement with Disbursement Release Indicator = true
4 (Receive)	PLUS and TEACH	###-##-0004	Receipt Response	Receipt Response
5 (Send)	Direct Loan (Unsubsidized) and National SMART Grant	###-##-0005	Common Record with Disbursement Release Indicator = false	Actual Disbursement with Disbursement Release Indicator = true for National SMART Grant and Update award amount and disbursement amounts for Unsubsidized Loan.
5 (Receive)	Direct Loan (Unsubsidized) and National SMART Grant	###-##-0005	Receipt Response	Receipt Response
6 (Send)	Direct Loans (Subsidized & Unsubsidized)	###-##-0006	Common Record with Disbursement Release Indicator = true	2nd Actual Disbursements with Disbursement Release Indicator = true
6 (Receive)	Direct Loan (Subsidized & Unsubsidized)	###-##-0006	Receipt Response	Receipt Response
7 (Send)	PLUS	###-##-0007	Common Record with Disbursement Release Indicator = true	N/A
7 (Receive)	PLUS	###-##-0007	Receipt Response	N/A
8 (Send)	Pell & ACG & Direct Loans (Subsidized & Unsubsidized)	###-##-0008	Common Record with Disbursement Release Indicator = false	Actual disbursements with Disbursement Release Indicator = true
8 (Receive)	Pell & ACG & Direct Loans Subsidized & Unsubsidized)	###-##-0008	Receipt Response	Receipt Response
9 (Send)	Pell & National SMART Grant & TEACH & Direct Loans (Subsidized & Unsubsidized)	###-##-0009	Common Record with Disbursement Release Indicator = true	Adjust Unsubsidized award amount and 1st Actual Disbursement to $0

9 (Receive)	Pell & National SMART Grant & TEACH & Direct Loans (Subsidized & Unsubsidized)	###-##-0009	Receipt Response	Receipt Response

Preparing the Test Environment

It is necessary to define separate, independent regions for the school test and production data. Before proceeding with testing, verify that the method defined is valid and that any test data created does not mix with live production data within the school's environment. The school test environment must have the ability to modify the system processing date.

Setting System Defaults

For the Testing Process, any defaults in a school's system should be set as follows:

Entity ID

- (Contact the COD School Relations Center for this information prior to testing)

For Pell

- Cost of Attendance = 9000
- Disbursement Date #1 = 2009-09-28
- Disbursement Date #2 = 2009-10-06

For ACG

- Student Level Code = 0, 1 or 2
- Disbursement Date #1 = 2009-09-28
- Disbursement Date #2 = 2009-10-06

For National SMART Grant

- Student Level Code = 3 or 4
- Disbursement Date #1 = 2009-09-28
- Disbursement Date #2 = 2009-10-06

For TEACH Grant

- Student Level Code = 0-7
- Disbursement Date #1 = 2009-09-28
- Disbursement Date #2 = 2009-10-06

For Direct Loan

- Promissory Note Print Options = Promissory note prints on-site at school
- Disclosure Statement Print Option = COD prints and sends to borrower

If a loan is submitted with an earliest Disbursement Date on or after July 1, 2009 and before July 1, 2010, the corresponding Origination Fee Percent must be 1.5 %.

If a subsidized or unsubsidized loan is submitted with an earliest Disbursement Date on or after July 1, 2009 and before July 1, 2010, the corresponding Interest Rebate Percent must be 1.0 %.

The loan period start and end dates must be equal to or within the student's academic year start and end dates.

- Subsidized/Unsubsidized Fee Percentage = 1.5
- PLUS Fee Percentage = 4.0
- Subsidized/Unsubsidized Interest Rebate Percentage = 1.0
- PLUS Interest Rebate Percentage = 1.5
- Disbursement Date #1 = 2009-09-28
- Disbursement Date #2 = 2009-10-06
    - Note: For Test Case #6, Disbursement Date #2 = 2009-09-26
- Loan Period Start Date = 2009-07-02
- Loan Period End Date = 2010-07-01
- Student's Academic Year Start Date = 2009-07-02
- Student's Academic Year End Date = 2010-07-01

First Test Cycle

In the first test cycle, a school submits Common Records in XML format for up to nine students.

- One student with ACG and TEACH
- Two students with Pell Grant and ACG
- One student with PLUS loan and TEACH
- One student with DL Unsubsidized Loan and National SMART Grant
- One student with DL Unsubsidized Loan and Subsidized Loan
- One student with PLUS Loan
- One student with Pell Grant, ACG, Unsubsidized Loan and Subsidized Loan
- One student with Pell Grant, National SMART Grant, TEACH Grant, Unsubsidized Loan and Subsidized Loan

Once the awards are in XML Common Record format, create one file (batch) to be sent to COD:

First Test Cycle to COD in XML Format

File Description	Message Class	Maximum Number of Students in Batch
Common Record Documents	CRTESTIN	9

COD processes the files, and the school receives two files from COD in return:

First Test Cycle Receipts and Responses from COD

File Description	Message Class	Maximum Number of Students in Batch
Common Record Receipts	CRTESTOP	9
Common Record Responses	CRTESTOP	9

Helpful Hints for Preparing Test Case Input Files and Receiving COD Responses

When XML errors and rejection edits occur after an input file is entered into the COD system, these errors typically result because the input file contains errors. Many of these errors can be avoided before an input file is submitted. Common input errors are (but not limited to):

- Extra spaces (blanks) contained anywhere in the XML file. Each space, or position, counts as a value when the file processes through the COD system. As a result, the system does not accept the file as having the correct XML format and rejects the file.
- Personal Information of the Student and/or Borrower – Examples: Switching the SSN of Borrower and Student, incorrect SSN of Student/Borrower, Student/Borrower's DOB, Student/Borrower's Last Name, Student/Borrower's Address Information (Address, City, State Province, and Postal Code lines), CPS Transaction Number, Student Level Code, and Citizenship Status Code.
- Award Information – Examples: Disbursement Amount (common error for this is Duplicate Adjustment Information), Disbursement Number, Disbursement Sequence Number, Interest Rebate Amount, Attendance Cost, Financial Award Amount, Award Year, Promissory Note Print Code, Payment Period Start Date, and Payment Period End Date.
- School Information – Examples: Attending/Reporting Routing ID.
- ACG and SMART use Pell code, Direct Loans use DL code, and TEACH uses first six digits of OPE ID to construct the financial award ID for school.
- Remember that Test Cases are intended as a guide to submitting accurate records. Include only the test cases which are supported by your software. Keep as close to test cases as possible but include only eligible programs. For example, Test Case 8 includes a Pell Grant, ACG, DL Sub and DL Unsub. If the school is setup only for Pell, ACG and National SMART Grant, include only those programs. Schools may submit several submissions with only one program due to software limitations.

An XML error will result in the input file not being processed at all by the COD system. The system will process an input file with incorrect information (some examples of which are provided, above) and generate a variety of edits (depending on the number and degree of input errors) in its Response. Because an input file can contain a variety and combination of errors, it is not possible to list all possible edits occurring under all possible conditions.

The following are the most common edits and/or combination of edits that can result from a Response if the above information is not correct in the input file:

> Edits: 011, 015, 024, 034, 039, 056, 058, 059, 077, 078, 100, 114, 117, 120, 121, 996 and 998

It should also be noted that some edits also have companion edits. This means that if an edit is generated, it can be followed by a second edit because it is directly related to the first edit. When the first edit is resolved, this will typically also resolve the companion edit. Because of the variety and combination of errors that can be processed from an input file, not all possible edits and its companion edits can be listed.

Edits can be triggered for more than one type of error. For instance, an Edit 996 can be triggered by a variety of input errors, for instance an incorrect Student SSN, a school having an incorrect or incomplete Award Year Setup, or an incorrect Financial Award Amount entered for a student. A single edit like this can occur under such varied conditions due to the nature of the errors contained in that particular XML file. Also, depending on the award year, a particular edit or combination of edits can also be generated, based on incorrect information being submitted in that input file.

Even when an input file is in the correct XML format and contains correct information, it is still possible for the file to generate edits. In many of these cases, these are expected edits. In some cases, these edits can also have companion edits generated. Examples of the most common edits are (but not limited to):

- Disbursement Release Indicator
- Disbursement Date
- Award Year Setup
- Document ID

For more detailed information on specific edits, Schools should refer to *Volume II, Section 4* of this technical reference for Common Record Edits. This reference guide specifically defines the edits and the edit types. The reference also identifies conditions under which the edit occurs and provides solutions/actions for preventing these edits from reoccurring in the future.

NOTE: COD manages the test environment and the processing of input records. Any concerns regarding the environment or input record processing should be discussed with COD. CPS is responsible for the ISIR layout and COD manages ISIR generation. Any concerns about the ISIR layout should be discussed with CPS and any concerns about ISIR generation should be discussed with COD. School Setup Information is managed by COD. If you generate an edit for your School Information, and you have verified that your School Information is correct, you should contact COD.

Test Cases: Step by Step

The following steps assist the schools in completing these submission tasks:

Case 1: ACG and TEACH

If you have loaded the provided Test ISIR file, some of the following data for this transmission may already be available in your system.

Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.

Step	Action/Input
1	Originate and disburse an ACG and two TEACH awards for Student #1 with an SSN = `###-##-0001`, where `###-##` represents the 5 characters of the specified test mailbox (TG Number). **For example:** If the specified test mailbox (TG Number) is `77778`, the SSN for this student is `777-78-0001`.
2	Submit a Common Record containing the following information: **Student**: Person Information: Student's Current SSN = `###-##-0001` Student's Date of Birth = 1989-01-01 Student's First Name = Student Student's Middle Initial = P Student's Last Name = Test1 No eligible SSN, DOB and last name combination match on CPS
3	**Award Information:** Academic Competitiveness Grant Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 1300.00 Student Level Code = 2 Eligibility Payment Reason Code = 01 Rigorous High School Program Code = DD0001 *Financial Award ID = 777780001A10xxxxxx001, where xxxxxx represents the Pell ID *Note: The financial award id is only an example
4	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 1300.00 Disbursement Date = 2009-09-28 Disbursement Release Indicator = true Disbursement Sequence Number = 01
5	**Award Information:** TEACH Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 4000.00 Student Level Code = 2 *Financial Award ID = 777780001H10xxxxxx001, where xxxxxx represents the OPE ID *Note: The financial award id is only an example
6	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 4000.00 Disbursement Date = 2009-09-28 Disbursement Release Indicator = true Disbursement Sequence Number = 01
7	**Award Information:**

	TEACH Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 4000.00 Student Level Code = 2 *Financial Award ID = 777780001H10xxxxxx002, where xxxxxx represents the OPE ID *Note: The financial award id is only an example
8	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 4000.00 Disbursement Date = 2009-09-28 Disbursement Release Indicator = true Disbursement Sequence Number = 01
9	Save the record.

Case 2: Pell and ACG

Step	Action/Input
10	Originate and disburse a Pell Grant and an ACG for Student #2 with an SSN = ###-##-0002, where ###-## represents the 5 characters of the specified test mailbox (TG Number). **For example:** If the specified test mailbox (TG Number) is 77778, the SSN for this student is 777-78-0002.
11	Submit a Common Record containing the following information: **Student:** Person Information: Student's Current SSN = ###-##-0002 Student's Date of Birth = 1989-02-02 Student's First Name = Student Student's Middle Initial = P Student's Last Name = Test2
12	**Award Information:** Pell Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 2000.00 Cost of Attendance = 9000.00 Enrollment Date = 2009-07-01 **Note:** Expected Family Contribution (EFC) is not submitted to COD as COD receives this data through an interface with CPS. This test case does NOT use the Secondary EFC.
13	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 451.00 Disbursement Date = 2009-09-28 Disbursement Release Indicator = true Disbursement Sequence Number = 01
14	**Academic Competitiveness Grant Complex Element:** Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 1300.00 Student Level Code = 2 Eligibility Payment Reason Code = 01 Rigorous High School Program Code = DD0001 *Financial Award ID = 777780002A09xxxxxx001, where xxxxxx represents the Pell ID

If you have loaded the provided Test ISIR file, some of the following data for this transmission may already be available in your system.

Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.

	*Note: The financial award id is only an example
15	Disbursement Information: Disbursement Number = 01 Disbursement Amount = 1300.00 Disbursement Date = 2009-09-28 Disbursement Release Indicator = true Disbursement Sequence Number = 01
16	Save the record.

Case 3: Pell and ACG

If you have loaded the provided Test ISIR file, some of the following data for this transmission may already be available in your system.

Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.

Step	Action/Input
17	Originate and disburse a Pell Grant and an ACG for Student #3 with an SSN = ###-##-0003, where ###-## represents the 5 characters of the specified test mailbox (TG number). **For example:** If the specified test mailbox (TG Number) is 77778, the SSN for this student is 777-78-0003.
18	Submit a Common Record containing the following information: **Student**: Person Information: Student's Current SSN = ###-##-0003 Student's Date of Birth = 1991-03-03 Student's First Name = Student Student's Middle Initial = P Student's Last Name = Test3
19	**Award Information:** Pell Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 2800.00 Cost of Attendance = 9000.00 Enrollment Date = 2009-07-01 **Note:** Expected Family Contribution (EFC) is not submitted to COD as COD receives this data through an interface with CPS. This test case does NOT use the Secondary EFC.
20	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 1400 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 Disbursement Number = 02 Disbursement Amount = 1400 Disbursement Date = 2009-10-06 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01
21	**Academic Competitiveness Grant Complex Element** Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 750.00 Student Level Code = 0 Eligibility Payment Reason Code = 02 *Financial Award ID = 777780003A10xxxxxx001, where xxxxxx represents the Pell ID *Note: The financial award id is only an example

22	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 375 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 Disbursement Number = 02 Disbursement Amount = 375 Disbursement Date = 2009-10-06 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01
23	Save the record.

Case 4: PLUS Loan and TEACH

Step	Action/Input
24	Originate and disburse a PLUS Loan and a TEACH Grant for Student #4 with an SSN = ###-##-0004, where ###-## represents the 5 characters of the specified test mailbox (TG number). **For example:** If the specified test mailbox (TG Number) is 77778, the SSN for this student is 777-78-0004.
25	Submit a Common Record containing the following information: **Student**: Person Information: Student's Current SSN = ###-##-0004 Student's Date of Birth = 1982-04-04 Student's First Name = Student Student's Middle Initial = S Student's Last Name = Test4 Address = 4 Main Street City = Newark State = NJ Zip or Postal Code = 07112 Citizenship Status Code = 1
26	**Borrower**: Borrower SSN = ###-##-0004 Borrower Date of Birth = 1982-04-04 Borrower First Name = Student Borrower Middle Initial = S Borrower Last Name = Test4 Address = 4 Main Street City = Newark State = NJ Zip or Postal Code = 07112 Citizenship Status Code = 1 Default Overpay Code = N (No)
27	**Award Information:** Direct Loan Information: Award Key = 1 Origination Fee Percentage = 4.0 Interest Rebate Percentage = 1.5 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 6 Award Begin Date = 2009-07-02 Award End Date = 2010-07-01 Academic Year Begin Date = 2009-07-02 Academic Year End Date = 2010-07-01

If you have loaded the provided Test ISIR file, some of the following data for this transmission may already be available in your system.

Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.

	DL PLUS Complex Element FinancialAwardYear=2010 CPSTransactionNumber=01 FinancialAwardAmount=4500.00 DependencyStatusCode=I Default Overpay Code = N (No) *Financial Award ID=777780004P10xxxxxx001, where xxxxxx represents the DL ID FinancialAwardAmountRequested=4500.00 Award Create Date = 2009-01-01 *Note: The financial award id is only an example **Student #4 is independent.**
28	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 4500.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 First Disbursement Flag = true Disbursement Net Amount = 4388.00 Disbursement Fee Amount = 180.00 Interest Rebate Amount = 68.00
29	**Award Information:** TEACH Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 4000.00 Student Level Code = 6 *Financial Award ID = 777780004H10xxxxxx001, where xxxxxx represents the OPE ID *Note: The financial award id is only an example
30	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 4000.00 Disbursement Date = 2009-09-28 Disbursement Release Indicator = false Disbursement Sequence Number = 01
31	Save the record.

If you have loaded the provided Test ISIR file, some of the following data for this transmission may already be available in your system.

Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.

Case 5: Unsubsidized Loan and National SMART Grant

Step	Action/Input
32	Originate and disburse an Unsubsidized Loan and National SMART Grant for Student #5 with an SSN = ###-##-0005, where ###-## represents the 5 characters of the specified test mailbox (TG Number). **For example:** If the specified test mailbox (TG Number) is 77778, the SSN for this student is 777-78-0005.
33	Submit a Common Record containing the following information: **Student**: Person Information: Student's Current SSN = ###-##-0005 Student's Date of Birth = 1987-05-05 Student's First Name = Student Student's Middle Initial = S Student's Last Name = Test5 Citizenship Status Code = 2 Address = 5 Main Street City = Newark

	State = NJ Zip or Postal Code = 07112
34	**Award Information:** Direct Loan Information: Award Key = 1 Origination Fee Percentage = 1.5 Interest Rebate Percentage = 1.0 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 5 Award Begin Date = 2009-07-02 Award End Date = 2010-07-01 Academic Year Begin Date = 2009-07-02 Academic Year End Date = 2010-07-01 Direct Loan Unsubsidized Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 3500.00 Award Number = 001 (maps to the loan sequence #) Dependency Status Code = I Default Overpay Code = N (No) *Financial Award ID = 777780005U10xxxxxx001, where xxxxxx represents the DL ID Award Create Date = 2009-01-01 Additional Unsubsidized Eligibility Indicator= **false** *Note: The financial award id is only an example
35	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 1750.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 First Disbursement Flag = true Disbursement Net Amount = 1742.00 Disbursement Fee Amount = 26.00 Interest Rebate Amount = 18.00 Disbursement Number = 02 Disbursement Amount = 1750.00 Disbursement Date = 2009-10-06 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 Disbursement Net Amount = 1742.00 Disbursement Fee Amount = 26.00 Interest Rebate Amount = 18.00
36	**National SMART Grant Complex Element** Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 4000.00 Student Level Code = 5 *Financial Award ID = 777780005T10xxxxxx001, where xxxxxx represents the Pell ID ProgramCIPCode = 14.0101 *Note: The financial award id is only an example
37	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 2000 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01

	Disbursement Number = 02 Disbursement Amount = 2000 Disbursement Date = 2009-10-06 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01
38	Save the record.

Case 6: Subsidized and Unsubsidized Loan

If you have loaded the provided Test ISIR file, some of the following data for this transmission may already be available in your system.

Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.

Step	Action/Input
39	Originate and disburse a Subsidized Loan and an Unsubsidized Loan for Student #6 with an SSN = ###-##-0006, where ###-## represents the 5 characters of the specified test mailbox (TG Number). **For example:** If the specified test mailbox (TG Number) is 77778, the SSN for this student is 777-78-0006.
40	Submit a Common Record containing the following information: **Student:** Person Information: Student's Current SSN = ###-##-0006 Student's Date of Birth = 1988-06-06 Student's First Name = Student Student's Middle Initial = S Student's Last Name = Test6 Address = 6 Main Street City = Fort Lauderdale State = FL Zip or Postal Code = 33301
41	**Award Information:** **Direct Loan Information:** Award Key = 1 Origination Fee Percentage = 1.5 Interest Rebate Percentage = 1.0 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 2 Award Begin Date = 2009-07-02 Award End Date = 2010-07-01 Academic Year Begin Date = 2009-07-02 Academic Year End Date = 2010-07-01 Direct Loan Subsidized Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 2000.00 Financial Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D Default Overpay Code = N (No) *Financial Award ID = 777780006S10xxxxxx001, where xxxxxx represents the DL ID Award Create Date = 2009-01-01 *Note: The financial award id is only an example
42	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 1000.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = true** Disbursement Sequence Number = 01 First Disbursement Flag = true Disbursement Net Amount = 995.00 Disbursement Fee Amount = 15.00

	Interest Rebate Amount = 10.00 Disbursement Number = 02 Disbursement Amount = 1000.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 Disbursement Net Amount = 995.00 Disbursement Fee Amount = 15.00 Interest Rebate Amount = 10.00
43	**Direct Loan Unsubsidized Complex Element** Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 1500.00 Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D Default Overpay Code = N (No) *Financial Award ID = 777780006U10xxxxxx001, where xxxxxx represents the DL ID Award Create Date = 2009-01-01 Additional Unsubsidized Eligibility Indicator= **false** *Note: The financial award id is only an example
44	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 750.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = true** Disbursement Sequence Number = 01 First Disbursement Flag = true Disbursement Net Amount = 747.00 Disbursement Fee Amount = 11.00 Interest Rebate Amount = 8.00 Disbursement Number = 02 Disbursement Amount = 750.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 Disbursement Net Amount = 747.00 Disbursement Fee Amount = 11.00 Interest Rebate Amount = 8.00
45	Save the record.

Case 7: PLUS Loan

Step	Action/Input
46	Originate and disburse a PLUS Loan for Student #7 with an SSN = ###-##-0007, where ###-## represents the 5 characters of the specified test mailbox (TG number). The Student #7's Parent Borrower SSN = ###-##-0707. **For example:** If the specified test mailbox (TG Number) is 77778, the SSN for this student is 777-78-0007.
47	Submit a Common Record containing the following information: **Student**: Person Information: Student's Current SSN = ###-##-0007 Student's Date of Birth = 1989-07-07 Student's First Name = Student

If you have loaded the provided Test ISIR file, some of the following data for this transmission may already be available in your system.

Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.

	Student's Middle Initial = S Student's Last Name = Test7 Address = 7 Main Street City = Fort Lauderdale State = FL Zip or Postal Code = 33301 Citizenship Status Code = 1
48	**Borrower**: Borrower SSN = ###-##-0707 Borrower Date of Birth = 1953-07-07 Borrower First Name = Parent Borrower Middle Initial = P Borrower Last Name = Test7 Address = 7 Main Street City = Fort Lauderdale State = FL Zip or Postal Code = 33301 Citizenship Status Code = 1 Default Overpay Code = N (No)
49	**Award Information:** Direct Loan Information: Award Key = 1 Origination Fee Percentage = 4.0 Interest Rebate Percentage = 1.5 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 2 Award Begin Date = 2009-07-02 Award End Date = 2010-07-01 Academic Year Begin Date = 2009-07-02 Academic Year End Date = 2010-07-01 DL PLUS Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 1000.00 Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D Default Overpay Code = N (No) *Financial Award ID = 777780007P10xxxxxx001, where xxxxxx represents the DL ID Award Create Date = 2009-01-01 *Note: The financial award id is only an example
50	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 1000.00 Disbursement Date = 2009-09-28 Disbursement Release Indicator = true Disbursement Sequence Number = 01 First Disbursement Flag = true Disbursement Net Amount = 975.00 Disbursement Fee Amount = 40.00 Interest Rebate Amount = 15.00
51	Save the record.

Case 8: Pell, ACG, Subsidized Loan and Unsubsidized Loan

Step	Action/Input
52	Originate and disburse a Pell Grant, an ACG, a Subsidized Loan and an Unsubsidized Loan for Student #8 with an SSN = ###-##-0008, where ###-## represents the 5 characters of the specified test mailbox (TG number). **For example:** If the specified test mailbox (TG Number) is 77778, the SSN for this student is 777-78-0008.
53	Submit a Common Record containing the following information: **Student**: Person Information: Student's Current SSN = ###-##-0008 Student's Date of Birth = 1988-08-08 Student's First Name = Student Student's Middle Initial = C Student's Last Name = Test8 Address = 8 Main Street City = San Francisco State = CA Zip or Postal Code = 94109
54	**Award Information:** Pell Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 5350.00 Cost of Attendance = 9000.00 Enrollment Date = 2009-07-01 **Note:** Expected Family Contribution (EFC) is not submitted to COD as COD receives this data through an interface with CPS. This test case does NOT use the Secondary EFC.
55	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 5350.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01
56	**Award Information:** Academic Competitiveness Grant Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 1000.00 Student Level Code = 2 Eligibility Payment Reason Code = 03 *Financial Award ID = 777780008A10xxxxxx001, where xxxxxx represents the Pell ID *Note: The financial award id is only an example
57	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 1000.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01
58	**Award Information:** Direct Loan Information: Award Key = 1

If you have loaded the provided Test ISIR file, some of the following data for this transmission may already be available in your system.

Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.

	Origination Fee Percentage = 1.5 Interest Rebate Percentage = 1.0 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 2 Award Begin Date = 2009-07-02 Award End Date = 2010-07-01 Academic Year Begin Date = 2009-07-02 Academic Year End Date = 2010-07-01 Direct Loan Subsidized Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 3500.00 Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D Default Overpay Code = N (No) *Financial Award ID = 777780008S10xxxxxx001, where xxxxxx represents the DL ID Award Create Date = 2009-01-01 *Note: The financial award id is only an example
59	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 1750.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 First Disbursement Flag = true Disbursement Net Amount = 1742.00 Disbursement Fee Amount = 26.00 Interest Rebate Amount = 18.00 Disbursement Number = 02 Disbursement Amount = 1750.00 Disbursement Date = 2009-10-06 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 Disbursement Net Amount = 1742.00 Disbursement Fee Amount = 26.00 Interest Rebate Amount = 18.00
60	**Direct Loan Unsubsidized Complex Element** Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 1000.00 Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D Default Overpay Code = N (No) *Financial Award ID = 777780008U10xxxxxx001, where xxxxxx represents the DL ID Award Create Date = 2009-01-01 Additional Unsubsidized Eligibility Indicator= **false** *Note: The financial award id is only an example
61	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 500.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 First Disbursement Flag = true Disbursement Net Amount = 498.00 Disbursement Fee Amount = 7.00 Interest Rebate Amount = 5.00

	Disbursement Number = 02 Disbursement Amount = 500.00 Disbursement Date = 2009-10-06 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 Disbursement Net Amount = 498.00 Disbursement Fee Amount = 7.00 Interest Rebate Amount = 5.00
62	Save the record.

Case 9: Pell, National SMART Grant, TEACH Grant, Subsidized and Unsubsidized Loan

Step	Action/Input
63	Originate and disburse a Pell Grant, a National SMART Grant, a TEACH Grant, a Subsidized Loan and an Unsubsidized Loan for Student #9 with an SSN = ###-##-0009, where ###-## represents the 5 characters of the specified test mailbox (TG Number). **For example:** If the specified test mailbox (TG Number) is 77778, the SSN for this student is 777-78-0009.
64	Submit a Common Record containing the following information: **Student**: Person Information: Student's Current SSN = ###-##-0009 Student's Date of Birth = 1986-09-09 Student's First Name = Student Student's Middle Initial = C Student's Last Name = Test9 Address = 9 Main Street City = San Francisco State = CA Zip or Postal Code = 94109
65	**Award Information:** Pell Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 5350.00 Cost of Attendance = 9000.00 Enrollment Date = 2009-07-01 **Note:** Expected Family Contribution (EFC) is not submitted to COD as COD receives this data through an interface with CPS. This test case does NOT use the Secondary EFC.
66	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 5350.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = true** Disbursement Sequence Number = 01
67	**Award Information:** National SMART Grant Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 3000.00 Student Level Code = 4

If you have loaded the provided Test ISIR file, some of the following data for this transmission may already be available in your system.

Verify the data in your system agrees with the test data outlined below adding or updating data to your system whenever necessary.

	*Financial Award ID = 777780009T10xxxxxx001, where xxxxxx represents the Pell ID ProgramCIPCode = 16.0303 *Note: The financial award id is only an example
68	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 3000.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = true** Disbursement Sequence Number = 01
69	**Award Information:** Direct Loan Information: Award Key = 1 Origination Fee Percentage = 1.5 Interest Rebate Percentage = 1.0 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 4 Award Begin Date = 2009-07-02 Award End Date = 2010-07-01 Academic Year Begin Date = 2009-07-02 Academic Year End Date = 2010-07-01 Direct Loan Subsidized Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 5500.00 Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D Default Overpay Code = N (No) *Financial Award ID = 777780009S10xxxxxx001, where xxxxxx represents the DL ID Award Create Date = 2009-01-01 *Note: The financial award id is only an example
70	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 2750.00 Disbursement Date = 2009-09-28 Disbursement Release Indicator = true Disbursement Sequence Number = 01 First Disbursement Flag = true Disbursement Net Amount = 2737.00 Disbursement Fee Amount = 41.00 Interest Rebate Amount = 28.00 Disbursement Number = 02 Disbursement Amount = 2750.00 Disbursement Date = 2009-10-06 Disbursement Release Indicator = false Disbursement Sequence Number = 01 Disbursement Net Amount = 2737.00 Disbursement Fee Amount = 41.00 Interest Rebate Amount = 28.00
71	**Direct Loan Unsubsidized Complex Element** Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 5000.00 Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D Default Overpay Code = N (No) *Financial Award ID = 777780009U10xxxxxx001, where xxxxxx represents the DL ID

	Award Create Date = 2009-01-01 Additional Unsubsidized Eligibility Indicator = **false** *Note: The financial award id is only an example
72	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 2500.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = true** Disbursement Sequence Number = 01 First Disbursement Flag = true Disbursement Net Amount = 2488.00 Disbursement Fee Amount = 37.00 Interest Rebate Amount = 25.00 Disbursement Number = 02 Disbursement Amount = 2500.00 Disbursement Date = 2009-10-06 **Disbursement Release Indicator = false** Disbursement Sequence Number = 01 Disbursement Net Amount = 2488.00 Disbursement Fee Amount = 37.00 Interest Rebate Amount = 25.00
73	**Award Information:** TEACH Complex Element Award Year = 2010 (2009-2010) CPS Transaction Number = 01 Award Amount = 4000.00 Student Level Code = 4 *Financial Award ID = 777780009H10xxxxxx001, where xxxxxx represents the OPE ID *Note: The financial award id is only an example
74	**Disbursement Information:** Disbursement Number = 01 Disbursement Amount = 4000.00 Disbursement Date = 2009-09-28 Disbursement Release Indicator = true Disbursement Sequence Number = 01
75	Save the record.

Prepare Document Block and Entity Block for Batch

Step	Action/Input

76	Transmit the following Document tags with this batch to COD:
	`<CommonRecord xmlns=http://www.ed.gov/FSA/COD/2008/v3.0b>`
	`(Root element for the document)`
	`<TransmissionData>`
	`<DocumentID>>(Date/Time stamp with Source Routing ID)</DocumentID>`
	`<CreatedDateTime>>(CCYY-MM-DDTHH:mm:ss.ff)</CreatedDateTime>`
	`<Source>`
	`<School>`
	`<RoutingID>99999999</RoutingID>`
	`</School>`
	`or`
	`<ThirdPartyServicer>`
	`<RoutingID>99999999</RoutingID>`

	`</ThirdPartyServicer>`
	`</Source>`
	`<Destination>`
	`<COD>`
	`<RoutingID>00000001</RoutingID>`
	`</COD>`
	`</Destination`
	`<FullResponseCode>F</FullResponseCode>`
	`</TransmissionData>`

77	Transmit the following Entity tags with this batch to COD:
	`<ReportingSchool>`
	`<RoutingID>`
	`<ReportedFinancialSummary> (one for each type of award in the record)`
	`<FinancialAwardType>`
	`<FinancialAwardYear>`
	`<TotalCount>`
	`<TotalReportedAward>`
	`<TotalReportedDisbursement>`
	`</ReportedFinancialSummary>`
	`<AttendedSchool>`
	`<RoutingID>`

Send Files to COD

Step	Action/Input
78	Prepare the Common Record in XML.
79	Transmit the batch to COD via the SAIG using the message class `CRTESTIN` and your Test Destination Mailbox.
80	COD processes the batch and the Receipts and Response records are then placed on the SAIG to be retrieved.

Receive Receipts and Responses from COD

Step	Action/Input
81	1. Import the Receipts into the school's system. The message class is `CRTESTOP`.
82	2. Import the Response into the school's system. The message class is `CRTESTOP`.
83	3. Contact the COD School Relations Center to verify the results and the successful completion of the second test cycle.

Second Test Cycle

In the second test cycle, a school performs the following steps:

- Submit updates to Student demographic data
- Submit updates and adjustments to award and disbursement amounts
- Submit Release Records for actual disbursements

Second Test Cycle to COD in XML Format

File Description	Message Class	Maximum Number of Students in Batch
Common Record Documents	CRTESTIN	8

COD processes the files, and the school receives two files from COD in return:

Second Test Cycle Receipts and Responses from COD

File Description	Message Class	Maximum Number of Students in Batch
Common Record Receipts	CRTESTOP	8
Common Record Responses	CRTESTOP	8

Agreement to Serve, Promissory Notes

For the purpose of this test, ATS, Direct Loan promissory notes and promissory note Responses are not generated. COD simulated in Cycle 1 that valid MPNs and ATS was already on file for these students and the loan records were linked to the MPNs/ATS. The MPN/ATS status was returned in Cycle 1 on the Response.

Case 7

Please note that Case #7 is not in the Second Cycle.

Test Cases: Step by Step

The following steps assist the schools in completing these submission tasks:

Case 1: ACG and TEACH

Step	Action/Input
1	Retrieve Student #1 (###-##-0001).
2	Re-submit all three awards with the correct Person Information: Student's Current SSN = ###-##-0001 Student's Date of Birth = 1988-01-01 Student's Last Name = Test1
3	Before proceeding, make sure the record is saved.

Case 2: Pell and ACG

Step	Action/Input
4	Retrieve Student #2 (###-##-0002).
5	Submit the Person Information: Student's Current SSN = ###-##-0002 Student's Date of Birth = 1989-02-02 Student's Last Name = Test2
6	Pell Disbursement Information to adjust the first disbursement amount: Disbursement Number = 01 Disbursement Amount = 401.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = true** Disbursement Sequence Number = 02
7	ACG Disbursement Information to adjust the first disbursement amount: Disbursement Number = 01 Disbursement Amount = 800.00 Disbursement Date = 2009-09-28 **Disbursement Release Indicator = true** Disbursement Sequence Number = 02
8	Before proceeding, make sure the record is saved.

Case 3: Pell and ACG

Step	Action/Input
9	Retrieve Student #3 (###-##-0003).
10	Submit the Person Information: Student's Current SSN = ###-##-0003 Student's Date of Birth = 1991-03-03 Student's Last Name = Test3
11	Update the **Disbursement Information** for Pell and ACG: Disbursement Number = 01 Disbursement Sequence Number = 01 **Disbursement Release Indicator = true**
12	Save the record.

Case 4: PLUS Loan and TEACH

Step	Action/Input
13	Retrieve Student #4 (###-##-0004).
14	Submit the Person Information: Student's Current SSN = ###-##-0004 Student's Date of Birth = 1982-04-04 Student's Last Name = Test4
15	Update the **Disbursement Information** for the PLUS Loan and the TEACH Grant: Disbursement Number = 01 Disbursement Sequence Number = 01 **Disbursement Release Indicator = true**
16	Save the record.

Case 5: Unsubsidized Loan and National SMART Grant

Step	Action/Input
17	Retrieve the Common Record for student ###-##-0005.
18	Submit the Person Information: Student's Current SSN = ###-##-0005 Student's Date of Birth = 1987-05-05 Student's Last Name = Test5
19	Update the **Disbursement Information** for National SMART Grant: Disbursement Number = 01 Disbursement Sequence Number = 01 **Disbursement Release Indicator = true**
20	Update the **Unsubsidized Award** Amount: **From:** 3500.00 **To:** 2800.00
21	Update the **Disbursement Information** for Unsubsidized Loan: Disbursement Number = 01 Disbursement Sequence Number = 01 Update Disbursement Amounts: Disbursement Amount: **From:** 1750.00 **To:** 1400.00 Disbursement Fee Amount: **From:** 26.00 **To:** 21.00 Interest Rebate Amount: **From:** 18.00 **To:** 14.00 Disbursement Net Amount: **From:** 1742.00 **To:** 1393.00 **Disbursement Release Indicator = true**
22	Update the **Disbursement Information** for Unsubsidized Loan: Disbursement Number = 02 Disbursement Sequence Number = 01 Update Disbursement Amounts: Disbursement Amount: **From:** 1750.00 **To:** 1400.00 Disbursement Fee Amount: **From:** 26.00 **To:** 21.00 Interest Rebate Amount: **From:** 18.00 **To:** 14.00 Disbursement Net Amount: **From:** 1742.00 **To:** 1393.00 **Disbursement Release Indicator = false**
23	Save the record.

Case 6: Subsidized Loan and Unsubsidized Loan

Step	Action/Input

24	Retrieve Student ###-##-0006.
25	Submit the Person Information: Student's Current SSN = ###-##-0006 Student's Date of Birth = 1988-06-06 Student's Last Name = Test6
26	Update the **Disbursement Information** for **Subsidized and Unsubsidized Loans:** Disbursement Number = 02 Disbursement Sequence Number = 01 **Disbursement Release Indicator = true**
27	Save the record.

Case 8: Pell Grant, ACG, Subsidized Loan and Unsubsidized Loan

Step	Action/Input
28	Retrieve Student ###-##-0008.
29	Submit the Person Information: Student's Current SSN = ###-##-0008 Student's Date of Birth = 1988-08-08 Student's Last Name = Test8
30	Update the **Disbursement Information** for Pell, ACG, Direct Loan **Subsidized and Unsubsidized Loans:** Disbursement Number = 01 Disbursement Sequence Number = 01 **Disbursement Release Indicator = true**
31	Save the record.

Case 9: Pell, National SMART GRANT, TEACH Grants, Subsidized and Unsubsidized Loans

Step	Action/Input
32	Retrieve Student #9 (###-##-0009).
33	Submit the Person Information: Student's Current SSN = ###-##-0009 Student's Date of Birth = 1986-09-09 Student's Last Name = Test9
34	Update the Award Amount for the Unsubsidized Loan: From: 2000.00 To: 0.00
35	Submit **Disbursement Information** for an Adjustment to Disbursement Number 01: Disbursement Number = 01 Disbursement Sequence Number = 02 Disbursement Date = 2009-09-28 Disbursement Amount: **From:** 2500.00 **To:** 0.00 Disbursement Net Amount: **From:** 2488.00 **To:** 0.00 Disbursement Fee Amount: **From:** 37.00 **To:** 0.00 Interest Rebate Amount: **From:** 25.00 **To:** 0.00
36	Update the **Disbursement Information** for: Disbursement Number = 02 Disbursement Sequence Number = 02 Disbursement Date = 2009-10-06

	Disbursement Amount: **From:** 2500.00 **To:** 0.00 Disbursement Net Amount: **From:** 2488.00 **To:** 0.00 Disbursement Fee Amount: **From:** 37.00 **To:** 0.00 Interest Rebate Amount: **From:** 25.00 **To:** 0.00
37	Save the record.

Prepare Document Block and Entity Block for Batch

Step	Action/Input

38	Transmit the following Document tags with this batch to COD:
	`<CommonRecord xmlns=http://www.ed.gov/FSA/COD/2008/v3.0b>` (Root element for the document)
	`<TransmissionData>`
	`<DocumentID>`(Date/Time stamp with Source Routing ID)`</DocumentID>`
	`<CreatedDateTime>`(CCYY-MM-DDTHH:mm:ss.ff)`</CreatedDateTime>`
	`<Source>`
	`<School>`
	`<RoutingID>99999999</RoutingID>`
	`</School>`
	
	or
	
	`<ThirdPartyServicer>`
	`<RoutingID>99999999</RoutingID>`
	`</ThirdPartyServicer>`
	`</Source>`
	`<Destination>`
	`<COD>`
	`<RoutingID>00000001</RoutingID>`
	`</COD>`
	`</Destination`
	`<FullResponseCode>F</FullResponseCode>`
	`</TransmissionData>`

39	Transmit the following Entity tags with this batch to COD:
	`<ReportingSchool>`
	`<RoutingID>`
	`<ReportedFinancialSummary>`(one for each type of award in the record)
	`<FinancialAwardType>`
	`<FinancialAwardYear>`
	`<TotalCount>`
	`<TotalReportedAward>`
	`<TotalReportedDisbursement>`
	`</ReportedFinancialSummary>`
	`<AttendedSchool>`
	`<RoutingID>`

Send Files to COD

Step	Action/Input
40	Prepare the Common Record in XML.
41	Transmit the batch to COD via the SAIG using the message class `CRTESTIN` and your Test Destination Mailbox.
42	COD processes the batch and the Receipts and Response records are then placed on the SAIG to be retrieved.

Receive Receipts and Responses from COD

Step	Action/Input
43	Import the Receipts into the school's system. The message class is `CRTESTOP`.
44	Import the Response into the school's system. The message class is `CRTESTOP`.
45	Contact the COD School Relations Center to verify the results and the successful completion of the second test cycle.

Wrap-Up

This section describes the final steps associated with the testing process and provides some suggestions for the school during the conversion to a production status.

Notification of Results

The COD School Relations Center notifies the contact person at the participating school of the results of each test cycle. If problems are discovered, a retest is scheduled. The contact person should be available during the testing period to analyze problems, assist with, and coordinate any follow-up tests that may be required. Schools should contact the COD School Relations Center if test results are not received or communicated when expected.

Preparing School Database for Production

The school should clean out their system (remove all test data) before sending production data.

- Warning: Ensure that the system date is changed back to the current date and that message classes and destinations have been changed from 'test' to 'production.'
- Warning: All test data MUST be removed from a school's system prior to beginning actual processing and before sending production (live) data to COD.
- Warning: Test Message Classes and the Test Destination Mailbox CANNOT be used to process production data.

Production data is processed using the production message classes outlined in *Volume II, Section 2* of this technical reference.

Addendum

This section describes an update to the School Testing capabilities.

Any students for Stuctured Test Cases 2 and 3 (Student SSNs ending with either a 2 or a 3) will have an EFC greater than zero, which will impact the maximum award amount they may receive for the Two Pell Award option. This also applies to any Unstructured Student SSN ending with either a 2 or a 3.

Two Pell Grants in one Award Year

Pell Eligible students will be able to receive obne Pell Grant that is double the student's SFPG in a single award year starting June 29th, 2009. As stated in previous communications, this is only available for Award Year 2009-2010 and forward Pell awards.

The School Testing environment will also be upgraded to allow Two Pell Awards option shortly after June 29, 2009. Schools will be able to submit records so they may test their ability to submit the new Pell Additional Eligibility Indicator. Any student the schools have been provided for either Stuctured or Unstructured testing phases may be used for this purpose.

Schools are advised to contact the COD School Testing Coordinator before submitting their records.