

VOLUME V

SCHOOL TESTING

GUIDE

COMMON ORIENTATION AND DISBURSEMENT
2017-2018 TECHNICAL REFERENCE



COD School Testing Guide	1
TABLE OF CONTENTS	1
INTRODUCTION	2
PURPOSE	2
SCOPE	3
TEST PHASE DESCRIPTIONS	4
Phase I - Common Record Manual Verification	4
Phase III - Unstructured Testing	7
TESTING CRITERIA	8
Test Entry Criteria	8
Test Exit Criteria	9
Testing Completion Clean Up	9
TEST DATA	10
Common Record Test Data	10
TESTING MESSAGE CLASSES	11
SCHOOL TESTING SIGN-UP PROCESS	12
Contact Names	12
Scheduling	13
Support Services	13
RESOURCE PLANNING	14
Hardware/Software	14
Roles and Responsibilities	14
Schools, Vendors, and Third-Party Servicers	14
COD School Relations Center	15
LESSONS LEARNED FROM 2016-2017	16
Should I participate in School Testing?	16
How do I prepare for School Testing?	16
What can I expect during School Testing?	17
COD School Testing Sign-up Document	18

COD TEST CASES	1
TABLE OF CONTENTS	1
TEST DATA SENT FROM THE SCHOOLS TO THE COD SYSTEM	3
Common Record	3
TEST DATA RECEIVED BY THE SCHOOLS FROM COD	5
Common Record Response	5
TEST EXECUTION	6
Common Record Manual Verification	6
Structured Application Testing	6
Test Student Profiles	8
Creating Unique Social Security Numbers	10
PREPARING THE TEST ENVIRONMENT	13
Setting System Defaults	13
Helpful Hints for Preparing Test Case Input Files and Receiving COD Responses	15
TEST CASES: STEP BY STEP	17
Case 1: Pell and TEACH Grants	17
Case 2: Parent PLUS Direct Loan and Pell Grant	18
Case 3: Pell Grant	20
Case 4: Unsubsidized, and PLUS Direct Loans and TEACH Grant	20

Table of Contents

Case 5: Unsubsidized Direct Loan23
Case 6: Subsidized and Unsubsidized Direct Loans24
Case 7: Parent PLUS Direct Loan and TEACH Grants26
Case 8: Pell Grant and Subsidized and Unsubsidized Direct Loans28
Case 9: Pell and TEACH Grants, and Subsidized and Unsubsidized Direct Loans..30
Prepare Document Block and Entity Block for Batch.....32
Send Files to COD.....33
Receive Responses from COD33
SECOND TEST CYCLE (SECOND SUBMISSION) 34
TEST CASES: STEP BY STEP 35
Case 1: Pell and TEACH Grants.....35
Case 2: Pell Grant and Parent PLUS Loan35
Case 3: Pell Grant.....35
Case 4: TEACH Grant36
Case 5: Unsubsidized Direct Loan36
Case 7: TEACH Grants36
Case 8: Subsidized and Unsubsidized Direct Loans37
Case 9: Pell Grant and Unsubsidized Loan37
Prepare Document Block and Entity Block for Batch.....38
Send Files to COD.....39
Receive Responses from COD39
WRAP-UP 40
Notification of Results40
Preparing School Database for Production40
ADDENDUM..... 41