

*All schools must use the Common Record in XML format to submit Pell and TEACH Grants and/or Direct Loan (DL) 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.*

---

## Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>1</b>
<b>TEST DATA SENT FROM THE SCHOOLS TO THE COD SYSTEM</b> .....	<b>3</b>
Common Record .....	3
<b>TEST DATA RECEIVED BY THE SCHOOLS FROM COD</b> .....	<b>5</b>
Common Record Receipts.....	5
Common Record Response .....	5
<b>TEST EXECUTION</b> .....	<b>6</b>
Common Record Manual Verification .....	6
Structured Application Testing .....	6
Test Student Profiles .....	8
Creating Unique Social Security Numbers.....	10
<b>PREPARING THE TEST ENVIRONMENT</b> .....	<b>13</b>
Setting System Defaults .....	13
Helpful Hints for Preparing Test Case Input Files and Receiving COD Responses.....	15
<b>TEST CASES: STEP BY STEP</b> .....	<b>17</b>
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
Case 5: Unsubsidized Direct Loan .....	23
Case 6: Subsidized and Unsubsidized Direct Loans.....	24
Case 7: Parent PLUS Direct Loan and TEACH Grants .....	26
Case 8: Pell Grant and Subsidized and Unsubsidized Direct Loans.....	28
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 Receipts and Responses from COD.....33

**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 Loan .....35

Case 3: Pell Grant.....35

Case 4: TEACH Grant .....36

Case 5: Unsubsidized Direct Loan .....36

Case 7: TEACH Grants .....36

Case 8: Subsidized and Unsubsidized Direct Loans .....37

Case 9: Pell Grant and Unsubsidized Loan .....37

Prepare Document Block and Entity Block for Batch.....38

Send Files to COD .....39

Receive Receipts and Responses from COD.....39

**WRAP-UP ..... 40**

Notification of Results .....40

Preparing School Database for Production .....40

**ADDENDUM ..... 41**

## 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 this Common Record, which is comprised of common data elements, definitions, edits, and structure for Pell and TEACH grants and Direct Loan awards. 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 Extensible Markup Language (XML), to encode documents into machine-readable code.

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.

For School Testing, the Receipt is returned using the message class `CRTESTOP` and will only be sent on the request of the school.

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

School Testing for 2013-2014 will only involve the Common Record 3.0e schema. During the testing process, schools can submit data for 2013-2014 awards. Testing concurrent award year processing in the 2012-2013 and earlier schemas will not be possible.

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`. These disbursements are not considered actual disbursements; therefore, they do not substantiate drawdowns 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 or dates of an existing award or grant.
- 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 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 schemas. 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 used 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 Institutional Student Information Record (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 test case fields are required for processing. Schools may submit programs within individual or combined batches. This is to allow schools the option of submitting several batches in a given test cycle due to software limitations or organizational setup.

### 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 <a href="mailto:CPSSAIG@ed.gov">CPSSAIG@ed.gov</a> .	
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's 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 was 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. <b>Note:</b> 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

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

### Case #1: Student 1 applies for Pell & TEACH Grants

The student is a second year student (Student Level Code = 2) eligible for Pell and two TEACH Grant awards. The first submission contains the Common Record person, award, and disbursement with incorrect student date of birth data. The school receives a Response indicating that the awards rejected with edits 011 and 996 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 all awards to be accepted.

### Case #2: Student 2 applies for a Federal Pell Grant and a Parent PLUS Direct Loan

This student is a second-year student (Student Level Code = 2) and is eligible for a Pell Grant (EFC = \$3,400) and a PLUS loan. The first submission contains the Common Record person, awards and disbursements. Disbursement data shall be established with a Disbursement Release Indicator = false for the Pell Grant, and Disbursement Release Indicator = true for the PLUS award. The student is awarded a Pell Grant of \$2,200 and a PLUS loan of \$6,600.

The second submission contains an adjustment to the award and disbursement amounts of each award/grant and changes the Disbursement Release Indicator to true for the Pell Grant.

### Case #3: Student 3 applies for a Federal Pell Grant

This student is an incoming first-year student (Student Level Code = 0) and is eligible for a Pell Grant (EFC = \$0). The first submission contains the Common Record person, award, and disbursement data with a Disbursement Release Indicator = false. The student is awarded a Pell Grant of \$5550.

The second submission contains a Release Record with a Disbursement Release Indicator = true for an actual disbursement.

### Case #4: Student 4 applies for Unsubsidized and Grad PLUS Direct Loans and a TEACH Grant

This student is a first-year graduate professional (Student Level Code = 6). The student is awarded -- an Unsubsidized Loan of \$12,000, a Grad PLUS loan of \$4,500, and a TEACH Grant of \$4,000. The first submission contains disbursement information with a Disbursement Release Indicator = true, for the Unsubsidized and Grad PLUS awards, and Disbursement Release Indicator = false for the TEACH Grant.

The second submission contains a Release Record with a Disbursement Release Indicator = true for an actual disbursement for the TEACH Grant.

The borrower is the student. It may be assumed that an ATS and an MPN is already on file at COD.



### Case #5: Student 5 applies for an Unsubsidized Direct Loan

This student is an undergraduate student (Student Level Code = 5), and is an eligible non-citizen for a Direct Unsubsidized Loan. The student is awarded a Direct Unsubsidized Loan for \$3,500. The first submission contains disbursement information with a Disbursement Release Indicator = true.

The second submission for Unsubsidized DL includes a decrease in the award and disbursement amounts.

### Case #6: Student 6 applies for Subsidized and Unsubsidized Direct Loans

This student is a first-year student (Student Level Code = 1). The first and only submission contains the Common Record person, award, and disbursement data with a Disbursement Release Indicator = true for each award. The student is awarded a Direct Subsidized Loan for \$2,000 and a Direct Unsubsidized Loan for \$1,500.

### Case #7: Student 7 applies for a Parent PLUS Direct Loan and TEACH Grants

This student is a third-year student (Student Level Code = 3) with a Parent PLUS loan for \$10,000 and two TEACH awards totaling \$8,000. The first submission contains a Common Record with disbursement information and a Disbursement Release Indicator = true for the Parent PLUS loan, and a Disbursement Release Indicator = false for the TEACH grants.

The second submission includes a Release Record with a Disbursement Release Indicator = true for only the disbursements of each TEACH grant.

### Case #8: Student 8 applies for a Pell Grant, and Subsidized and Unsubsidized Direct Loans

This student is a second-year student (Student Level Code = 2) with an EFC of \$2000 and a DoD Match Flag of “Y” on CPS (nullifying the EFC and permitting the student the maximum annual award limit). The first submission contains the Common Record person, awards, and disbursement data with a Disbursement Release Indicator = false for the Subsidized and Unsubsidized awards, and a Disbursement Release Indicator = true for the Pell Grant. The student is awarded a Pell Grant of \$3,600, a Direct Subsidized Loan for \$3,500, and a Direct Unsubsidized loan for \$3,000. Warning Edit 168 will be drawn for the Pell award.

The second submission includes a Release Record with a Disbursement Release Indicator = true for all Pell disbursements.

It is assumed that the student has an ATS already on file at COD.

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.

## Case #9: Student 9 applies for Pell and TEACH Grants, and Subsidized and Unsubsidized Direct Loans

This student is a fourth-year student (`Student Level Code = 4`). The first submission contains the person, award and disbursements with a `Disbursement Release Indicator = false` for the Pell and a `Disbursement Release Indicator = true` for the Subsidized and Unsubsidized Direct Loans and TEACH Grant. The student is awarded -- a Pell Grant of \$5,550, a TEACH Grant of \$4,000, a Direct Subsidized Loan for \$5,500, and a Direct Unsubsidized Loan for \$5,000.

The second submission includes the adjustment of changing the Pell Grant disbursements to `Disbursement Release Indicator = true`. It also includes the adjustment to \$0 of the Direct Unsubsidized award amount and disbursements. Warning Edit 119 may occur for this submission and is acceptable.

### Note

As all awards 2013-2014 and forward must now be submitted with the appropriate Ability to Benefit codes we have included them for all of the awards in the Step by Step guide. These are only suggested codes however. Feel free to use any valid ATB code for each award during testing.

## Creating Unique Social Security Numbers

Because there are a large number of schools participating in Schools Test, COD provides test data that aids in the identification of its' school and test case. To do this the following two point formula is used to generate a Social Security Number (SSN) for the school test data.

**First Point:** Five digits from the school's OPE ID (positions 2 through 6) are used as the first five numbers of each SSN. For example, if a school OPE ID is 07777800 and the test data defines an SSN of ###-##-0001, the SSN would translate to 777-78-0001. In prior Award Year testings, SSNs have contained a school's TG mailbox information.

**Second Point:** The last digit of each student and borrower SSN indicates which Test Case that individual belongs to during Structured Testing. So going by the example above, Student 777-78-0001 belongs to Test Case 1.

Furthermore, other than the SSN, the data (Name, Date of Birth, Address, etc) for each Student within each Test Case is the same. The 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> digits of the SSN are merely used to differentiate one Student/Borrower from another. So continuing with the above example, Students 777-78-0001, 777-78-0011, 777-78-0021, 777-78-0031, and 777-78-0041 belong to Test Case 1 and their Names, Dates of Birth, Address, etc are all the same. Only the SSN differentiates them.

## Student Profile Matrix

Student Number	Award Type	Student SSN	First Submission	Second Submission
1 (Send)	TEACH and PELL	###-##-0001	Common Record	Common Record with Disbursement Release Indicator = false
1 (Receive)	TEACH and PELL	###-##-0001	Receipt Response—Reject with Edits 011 and 996	Receipt Response
2 (Send)	Pell and PLUS	###-##-0002	Pell Common Record with Disbursement Release Indicator = false  PLUS Common Record with Actual Disbursements, Disbursement Release Indicator = true	Pell Actual Disbursements, Disbursement Release Indicator = true  Adjustments to award and disbursement amounts
2 (Receive)	Pell and PLUS	###-##-0002	Receipt Response	Receipt Response
3 (Send)	Pell	###-##-0003	Common Record with Disbursement Release Indicator = false	Common Record with Disbursement Release Indicator = true
3 (Receive)	Pell	###-##-0003	Receipt Response	Receipt Response
4 (Send)	TEACH, and Direct Loans ( PLUS & Unsubsidized)	###-##-0004	Direct Loans ( PLUS& Unsubsidized) Common Record with Actual Disbursements, Disbursement Release Indicator = true  TEACH Common Record with Disbursement Release Indicator = false	TEACH Actual Disbursement with Disbursement Release Indicator = true
4 (Receive)	TEACH, and Direct Loans ( PLUS& Unsubsidized)	###-##-0004	Receipt Response	Receipt Response
5 (Send)	Direct Loan (Unsubsidized)	###-##-0005	Common Record with Disbursement Release Indicator = true	Update award amount and disbursement amounts
5 (Receive)	Direct Loan (Unsubsidized)	###-##-0005	Receipt Response	Receipt Response
6 (Send)	Direct Loans (Subsidized & Unsubsidized)	###-##-0006	Common Record with Actual Disbursements, Disbursement Release Indicator = true	N/A
6 (Receive)	Direct Loan (Subsidized & Unsubsidized)	###-##-0006	Receipt Response	N/A Response

7 (Send)	PLUS and TEACH	###-##-0007	PLUS Common Record with Disbursement Release Indicator = true  TEACH Common Record with Actual Disbursements, Disbursement Release Indicator = false	TEACH Actual Disbursement with Disbursement Release Indicator = true
7 (Receive)	PLUS and TEACH	###-##-0007	Receipt Response	Receipt Response
8 (Send)	Pell & Direct Loans (Subsidized & Unsubsidized)	###-##-0008	Pell Common Record with Disbursement Release Indicator = true  Direct Loans (Subsidized & Unsubsidized) Common Record with Actual Disbursements, Disbursement Release Indicator = false	Direct Loans (Subsidized & Unsubsidized) Common Record with Actual Disbursements, Disbursement Release Indicator = true
8 (Receive)	Pell & Direct Loans Subsidized & Unsubsidized)	###-##-0008	Receipt Response	Receipt Response
9 (Send)	Pell & TEACH & Direct Loans (Subsidized & Unsubsidized)	###-##-0009	TEACH Grant and Direct Loans (Subsidized & Unsubsidized) Common Record with Actual Disbursements, Disbursement Release Indicator = true  Pell Common Record with Disbursement Release Indicator = false	Adjust Unsubsidized award amount and each Actual Disbursement to \$0  Pell Actual Disbursements, Disbursement Release Indicator = true
9 (Receive)	Pell & 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

#### For TEACH Grant

- Student Level Code = 0-7

#### For Direct Loan

- Promissory note prints on-site at school (PromissoryNoteCode = O)
- COD prints and sends disclosure statement to borrower (DisclosureStatementPrintCode = Y)

If a loan is submitted with an earliest Disbursement Date on or after July 1, 2012 the corresponding Origination Fee Percent and Interest Rebate Percent must respectively be 1.0 % and 0%.

- Subsidized/Unsubsidized Fee Percentage = 1.0
- PLUS Fee Percentage = 4.0
- Subsidized/Unsubsidized Interest Rebate Percentage = 0
- PLUS Interest Rebate Percentage = 0
- Loan Period Start Date = 2012-07-02
- Loan Period End Date = 2013-07-01
- Student's Academic Year Start Date = 2012-07-02
- Student's Academic Year End Date = 2013-07-01

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

#### For All Programs

- Ability To Benefit is Mandatory on all origination records starting in 2013-2014. They are optional on maintenance records.

- Schools may use whatever Ability To Benefit codes they wish to use in testing. The Ability To Benefit Codes listed in the Test Cases are valid examples.

**First Test Cycle (First Submission)**

In the first test cycle, a school submits Common Records in XML format for up to nine students, as well as Release Records for all Direct Loan (i.e., PLUS, Unsubsidized and Subsidized) disbursements.

- One student with Pell and TEACH
- One student with Pell Grant and PLUS
- One student with Pell Grant
- One student with Direct Loan Unsubsidized and PLUS and TEACH
- One student with Direct Loan Unsubsidized
- One student with Direct Loan Unsubsidized and Subsidized
- One student with PLUS Loan and TEACH
- One student with Pell Grant, Direct Loan Unsubsidized and Subsidized
- One student with Pell Grant, TEACH Grant, Direct Loan Unsubsidized and Subsidized

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 include (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.
- 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, DL Sub and DL Unsub. If the school is setup only for Pell, include only that program. 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 their 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 (e.g., 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. Depending on the award year, a particular edit or combination of edits can also be generated, based on incorrect information being submitted in the 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 include (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 for School Test only. 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: Pell and TEACH Grants

Step	Action/Input
1	<p>Originate and disburse a Pell and two TEACH awards for Student #1 with an SSN = ###-##-0001, where ###-## represents the second through sixth digits of the specified OPE ID.</p> <p><b>For example:</b> If the specified OPE ID is 07777800, the SSN for this student is 777-78-0001.</p>
2	<p>Submit a Common Record containing the following information:</p> <p><b>Student:</b></p> <p>Person Information:            Student's Current SSN = ###-##-0001            Student's Date of Birth = 1992-01-01            Student's First Name = Student            Student's Middle Initial = P            Student's Last Name = TESTONE            No eligible SSN, DOB and last name combination match on CPS</p>
3	<p><b>Award Information:</b></p> <p>TEACH Complex Element            Award Year = 2014 (2013-2014)            CPS Transaction Number = 01            Award Amount = 4000            Student Level Code = 2            *Financial Award ID = 777780001H14#####001 (where ##### represents the first six digits of the OPE ID)            Ability To Benefit Code = 06  <b>*Note:</b> The Financial Award ID is only an example</p>
4	<p><b>Disbursement Information:</b></p> <p>Disbursement Number = 01            Disbursement Amount = 4000            Disbursement Date = 2013-08-02  <b>Disbursement Release Indicator = false</b>            Disbursement Sequence Number = 01            Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)</p>
5	<p><b>Award Information:</b></p> <p>TEACH Complex Element            Award Year = 2014 (2013-2014)            CPS Transaction Number = 01            Award Amount = 4000            Student Level Code = 2            *Financial Award ID = 777780001H14#####002 (where ##### represents the first six digits of the OPE ID)            Ability To Benefit Code = 06  <b>*Note:</b> The Financial Award ID is only an example.</p>
6	<p><b>Disbursement Information:</b></p> <p>Disbursement Number = 01            Disbursement Amount = 4000            Disbursement Date = 2013-08-02  <b>Disbursement Release Indicator = false</b>            Disbursement Sequence Number = 01</p>

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.

	Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)
7	<p><b>Award Information:</b>                  Pell Complex Element                  Award Year = 2014 (2013-2014)                  CPS Transaction Number = 01                  Award Amount = 4700                  Cost of Attendance = 9000                  Enrollment Date = 2013-07-01                  Ability To Benefit Code = 06  <b>Note:</b> 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.</p>
8	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 4251                  Disbursement Date = 2013-08-02  <b>Disbursement Release Indicator = false</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)</p>
9	Save the record.

**Case 2: Parent PLUS Direct Loan and Pell Grant**

Step	Action/Input
10	<p>Originate and disburse a PLUS loan and a Pell Grant for Student #2 with an SSN = ##-##-0002, where ##-## represents the second through six digit of the specified OPE ID.  <b>For example:</b> If the specified OPE ID is 07777800, the SSN for this student is 777-78-0002.</p>
11	<p>Submit a Common Record containing the following information:  <b>Student:</b>                  Person Information:                  Student's Current SSN = ##-##-0002                  Student's Date of Birth = 1991-02-02                  Student's First Name = Student                  Student's Middle Initial = P                  Student's Last Name = TESTTWO</p>
12	<p><b>Award Information:</b>                  Pell Complex Element                  Award Year = 2014 (2013-2014)                  CPS Transaction Number = 01                  Award Amount = 2200                  Cost of Attendance = 9000                  Enrollment Date = 2013-07-01                  Ability To Benefit Code = 02  <b>Note:</b> 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.</p>
13	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 451                  Disbursement Date = 2013-08-02  <b>Disbursement Release Indicator = false</b>                  Disbursement Sequence Number = 01</p>

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.

	<p>Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)</p>
14	<p><b>Borrower:</b>                  Borrower SSN = ###-##-2002                  Borrower Date of Birth = 1972-02-02                  Borrower First Name = Parent                  Borrower Middle Initial = S                  Borrower Last Name = TESTTWO                  Address = 2 Main Street                  City = Newark                  State = NJ                  Zip or Postal Code = 07112                  Citizenship Status Code = 1                  Default Overpay Code = N (No)</p>
15	<p><b>Award Information:</b>                  Direct Loan Information:                  Award Key = 1                  Origination Fee Percentage = 4.0                  Interest Rebate Percentage = 0                  Disclosure Statement Print Indicator = S (School Prints)                  Student Level Code = 2                  Award Begin Date = 2013-07-02                  Award End Date = 2014-07-01                  Academic Year Begin Date = 2013-07-02                  Academic Year End Date = 2014-07-01  <b>DL PLUS Complex Element</b>                  FinancialAwardYear=2014                  CPSTransactionNumber=01                  FinancialAwardAmount=6000                  DependencyStatusCode=D                  Default Overpay Code = N (No)                  *Financial Award ID = 777780002P14#####001                  (where ##### represents the Direct Loan ID)                  FinancialAwardAmountRequested=6000                  Award Create Date = 2013-07-02                  Ability To Benefit Code = 02                  *<b>Note:</b> The Financial Award ID is only an example  <b>Student #2 is dependent.</b></p>
16	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 6000                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  First Disbursement Flag = true                  Disbursement Net Amount = 5860                  Disbursement Fee Amount = 240                  Interest Rebate Amount = 0</p>

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.

17 Save the record.

### Case 3: Pell Grant

Step	Action/Input
18	<p>Originate and disburse a Pell Grant for Student #3 with an SSN = ###-##-0003, where ###-## represents the second through sixth digits of the specified OPE ID.  <b>For example:</b> If the specified OPE ID is 07777800, the SSN for this student is 777-78-0003.</p>
19	<p>Submit a Common Record containing the following information:  <b>Student:</b>                      Person Information:                      Student's Current SSN = ###-##-0003                      Student's Date of Birth = 1993-03-03                      Student's First Name = Student                      Student's Middle Initial = P                      Student's Last Name = TESTTHREE</p>
20	<p><b>Award Information:</b>                      Pell Complex Element                      Award Year = 2014 (2013-2014)                      CPS Transaction Number = 01                      Award Amount = 5550                      Cost of Attendance = 9000                      Enrollment Date = 2013-07-01                      Ability To Benefit Code = 07  <b>Note:</b> 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.</p>
21	<p><b>Disbursement Information:</b>                      Disbursement Number = 01                      Disbursement Amount = 2775                      Disbursement Date = 2013-08-02  <b>Disbursement Release Indicator = false</b>                      Disbursement Sequence Number = 01                      Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)</p> <p>Disbursement Number = 02                      Disbursement Amount = 2775                      Disbursement Date = 2013-08-03  <b>Disbursement Release Indicator = false</b>                      Disbursement Sequence Number = 01                      Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)</p>
22	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 4: Unsubsidized, and PLUS Direct Loans and TEACH Grant

Step	Action/Input
23	<p>Originate and disburse Unsubsidized and PLUS Direct Loans and a TEACH Grant for Student #4 with an SSN = ###-##-0004, where ###-## represents the second through sixth digits of the specified OPE ID.  <b>For example:</b> If the specified OPE ID is 07777800, the SSN for</p>

	this student is 777-78-0004.
24	<p>Submit a Common Record containing the following information:</p> <p><b>Student:</b>            Person Information:            Student's Current SSN = ###-##-0004            Student's Date of Birth = 1984-04-04            Student's First Name = Student            Student's Middle Initial = S            Student's Last Name = TESTFOUR            Address = 4 Main Street            City = Newark            State = NJ            Zip or Postal Code = 07112            Citizenship Status Code = 1</p>
25	<p><b>Borrower:</b>            Borrower SSN = ###-##-0004            Borrower Date of Birth = 1984-04-04            Borrower First Name = Student            Borrower Middle Initial = S            Borrower Last Name = TESTFOUR            Address = 4 Main Street            City = Newark            State = NJ            Zip or Postal Code = 07112            Citizenship Status Code = 1            Default Overpay Code = N (No)</p>
26	<p><b>Award Information:</b>            Direct Loan Information:            Award Key = 1            Origination Fee Percentage = 4.0            Interest Rebate Percentage = 0            Disclosure Statement Print Indicator = S (School Prints)            Student Level Code = 6            Award Begin Date = 2013-07-02            Award End Date = 2014-07-01            Academic Year Begin Date = 2013-07-02            Academic Year End Date = 2014-07-01            DL PLUS Complex Element            FinancialAwardYear=2014            CPSTransactionNumber=01            FinancialAwardAmount=4500            DependencyStatusCode=I            Default Overpay Code = N (No)            *Financial Award ID=777780004P14#####001 (where ##### represents the Direct Loan ID)            FinancialAwardAmountRequested=4500            Award Create Date = 2013-07-02            Ability To Benefit Code = 01            Ability To Benefit Test Administrator Code = 01            Ability To Benefit Test Code = 01            Ability To Benefit Completion Date = mm-dd-yyyy, where the date value is CPD  <b>*Note:</b> The Financial Award ID is only an example  <b>Student #4 is independent.</b></p>
27	<p><b>Disbursement Information:</b>            Disbursement Number = 01            Disbursement Amount = 4500            Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>            Disbursement Sequence Number = 01</p>

	<p>Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  First Disbursement Flag = true                  Disbursement Net Amount = 4320                  Disbursement Fee Amount = 180                  Interest Rebate Amount = 0</p>
28	<p><b>Direct Loan Unsubsidized Complex Element</b>                  Award Year = 2014 (2013-2014)                  CPS Transaction Number = 01                  Award Amount = 12000                  Award Number = 001 (maps to the loan sequence #)                  Dependency Status Code = I                  Default Overpay Code = N (No)                  *Financial Award ID = 777780004U14#####001 (where xxxxx represents the Direct Loan ID)                  Award Create Date = 2013-07-02                  Additional Unsubsidized Eligibility Indicator= false                  Ability To Benefit Code = 01                  Ability To Benefit Test Administrator Code = 01                  Ability To Benefit Test Code = 01                  Ability To Benefit Completion Date = mm-dd-yyyy, where the date value is CPD  <b>*Note:</b> The Financial Award ID is only an example</p>
29	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 6000                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  First Disbursement Flag = true                  Disbursement Net Amount = 5940                  Disbursement Fee Amount = 60                  Interest Rebate Amount = 0</p> <p>Disbursement Number = 02                  Disbursement Amount = 6000                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  Disbursement Net Amount = 5940                  Disbursement Fee Amount = 60                  Interest Rebate Amount = 0</p>
30	<p><b>Award Information:</b>                  TEACH Complex Element                  Award Year = 2014 (2013-2014)                  CPS Transaction Number = 01                  Award Amount = 4000                  Student Level Code = 6                  *Financial Award ID = 777780004H14#####001 (where ##### represents the first six digits of the OPE ID)                  Ability To Benefit Code = 01                  Ability To Benefit Test Administrator Code = 01                  Ability To Benefit Test Code = 01                  Ability To Benefit Completion Date = mm-dd-yyyy, where the date value CPD  <b>*Note:</b> The Financial Award ID is only an example</p>

31	<b>Disbursement Information:</b> Disbursement Number = 01 Disbursement Amount = 4000 Disbursement Date = 2013-08-02 <b>Disbursement Release Indicator = false</b> Disbursement Sequence Number = 01 Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)
23	Save the record.

### Case 5: Unsubsidized Direct Loan

Step	Action/Input
33	Originate and disburse an Unsubsidized Loan for Student #5 with an SSN = ###-##-0005, where ###-## represents the second through sixth digits of the specified OPE ID. <b>For example:</b> If the specified OPE ID is 07777800, the SSN for this student is 777-78-0005.
34	Submit a Common Record containing the following information: <b>Student:</b> Person Information: Student's Current SSN = ###-##-0005 Student's Date of Birth = 1989-05-05 Student's First Name = Student Student's Middle Initial = S Student's Last Name = TESTFIVE Citizenship Status Code = 2 Address = 5 Main Street City = Newark State = NJ Zip or Postal Code = 07112
35	<b>Award Information:</b> Direct Loan Information: Award Key = 1 Origination Fee Percentage = 1.0 Interest Rebate Percentage = 0 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 5 Award Begin Date = 2013-07-02 Award End Date = 2014-07-01 Academic Year Begin Date = 2013-07-02 Academic Year End Date = 2014-07-01 Direct Loan Unsubsidized Complex Element Award Year = 2014 (2013-2014) CPS Transaction Number = 01 Award Amount = 3500 Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D Default Overpay Code = N (No) *Financial Award ID = 777780005U14#####001 (where ##### represents the Direct Loan ID) Award Create Date = 2013-07-02 Additional Unsubsidized Eligibility Indicator= <b>false</b> Ability To Benefit Code = 04 <b>*Note:</b> The Financial Award ID is only an example
36	<b>Disbursement Information:</b> Disbursement Number = 01 Disbursement Amount = 1750

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.

	Disbursement Date = 2013-07-03 <b>Disbursement Release Indicator = true</b> Disbursement Sequence Number = 01 Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at) First Disbursement Flag = true Disbursement Net Amount = 1733 Disbursement Fee Amount = 17 Interest Rebate Amount = 0  Disbursement Number = 02 Disbursement Amount = 1750 Disbursement Date = 2013-07-03 <b>Disbursement Release Indicator = true</b> Disbursement Sequence Number = 01 Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at) Disbursement Net Amount = 1733 Disbursement Fee Amount = 17 Interest Rebate Amount = 0
37	Save the record.

### Case 6: Subsidized and Unsubsidized Direct Loans

Step	Action/Input
38	Originate and disburse a Subsidized Loan and an Unsubsidized Loan for Student #6 with an SSN = ###-##-0006, where ###-## represents the second and sixth digits of the specified OPE ID. <b>For example:</b> If the specified OPE ID is 07777800, the SSN for this student is 777-78-0006.
39	Submit a Common Record containing the following information: <b>Student:</b> Person Information: Student's Current SSN = ###-##-0006 Student's Date of Birth = 1991-06-06 Student's First Name = Student Student's Middle Initial = S Student's Last Name = TESTSIX Address = 6 Main Street City = Fort Lauderdale State = FL Zip or Postal Code = 33301
40	<b>Award Information:</b> <b>Direct Loan Information:</b> Award Key = 1 Origination Fee Percentage = 1.0 Interest Rebate Percentage = 0 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 1 Award Begin Date = 2013-07-02 Award End Date = 2014-07-01 Academic Year Begin Date = 2013-07-02 Academic Year End Date = 2014-07-01 Direct Loan Subsidized Complex Element Award Year = 2014 (2013-2014) CPS Transaction Number = 01 Award Amount = 2000 Financial Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D

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.



	<p>Default Overpay Code = N (No)                  *Financial Award ID = 777780006S14#####001 (where ##### represents the Direct Loan ID)                  Award Create Date = 2013-07-02                  Ability To Benefit Code = 02                  *Note: The Financial Award ID is only an example</p>
<p>41</p>	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 1000                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  First Disbursement Flag = true                  Disbursement Net Amount = 990                  Disbursement Fee Amount = 10                  Interest Rebate Amount = 0</p> <p>Disbursement Number = 02                  Disbursement Amount = 1000                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  Disbursement Net Amount = 990                  Disbursement Fee Amount = 10                  Interest Rebate Amount = 0</p>
<p>42</p>	<p><b>Direct Loan Unsubsidized Complex Element:</b>                  Award Year = 2014 (2013-2014)                  CPS Transaction Number = 01                  Award Amount = 1500                  Award Number = 001 (maps to the loan sequence #)                  Dependency Status Code = D                  Default Overpay Code = N (No)                  *Financial Award ID = 777780006U14#####001 (where ##### represents the Direct Loan ID)                  Award Create Date = 2013-07-02                  Additional Unsubsidized Eligibility Indicator= <b>false</b>                  Ability To Benefit Code = 02                  *Note: The financial award id is only an example.</p>
<p>43</p>	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 750                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  First Disbursement Flag = true                  Disbursement Net Amount = 743                  Disbursement Fee Amount = 7                  Interest Rebate Amount = 0</p> <p>Disbursement Number = 02                  Disbursement Amount = 750                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>                  Disbursement Sequence Number = 01</p>

	Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at) Disbursement Net Amount = 743 Disbursement Fee Amount = 7 Interest Rebate Amount = 0
44	Save the record.

### Case 7: Parent PLUS Direct Loan and TEACH Grants

Step	Action/Input
45	Originate and disburse a PLUS Loan and two TEACH Grants for Student #7 with an SSN = ###-##-0007, where ###-## represents the second and sixth digits of the specified OPE ID. The Student #7's Parent Borrower SSN = ###-##-0707. <b>For example:</b> If the specified OPE ID is 07777800, the SSN for this student is 777-78-0007.
46	Submit a Common Record containing the following information: <b>Student:</b> Person Information: Student's Current SSN = ###-##-0007 Student's Date of Birth = 1991-07-07 Student's First Name = Student Student's Middle Initial = S Student's Last Name = TESTSEVEN Address = 7 Main Street City = Fort Lauderdale State = FL Zip or Postal Code = 33301 Citizenship Status Code = 1
47	<b>Borrower:</b> Borrower SSN = ###-##-7007 Borrower Date of Birth = 1967-07-07 Borrower First Name = Parent Borrower Middle Initial = P Borrower Last Name = TESTSEVEN Address = 7 Main Street City = Fort Lauderdale State = FL Zip or Postal Code = 33301 Citizenship Status Code = 1 Default Overpay Code = N (No)
48	<b>Award Information:</b> Direct Loan Information: Award Key = 1 Origination Fee Percentage = 4.0 Interest Rebate Percentage = 0 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 3 Award Begin Date = 2013-07-02 Award End Date = 2014-07-01 Academic Year Begin Date = 2013-07-02 Academic Year End Date = 2014-07-01 DL PLUS Complex Element Award Year = 2014 (2013-2014) CPS Transaction Number = 01 Award Amount = 10000 Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D

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.

	<p>Default Overpay Code = N (No)                  *Financial Award ID = 777780007P14#####001 (where ##### represents the Direct Loan ID)                  Award Create Date = 2013-07-02                  Ability To Benefit Code = 06                  *Note: The financial award id is only an example.</p>
49	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 10000                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  First Disbursement Flag = true                  Disbursement Net Amount = 960                  Disbursement Fee Amount = 400                  Interest Rebate Amount = 0</p>
50	<p><b>Award Information:</b>                  TEACH Complex Element                  Award Year = 2014 (2013-2014)                  CPS Transaction Number = 01                  Award Amount = 4000                  Student Level Code = 3                  *Financial Award ID = 777780009H14#####001 (where ##### represents the first six digits of the OPE ID)                  Ability To Benefit Code = 06                  *Note: The financial award id is only an example.</p>
51	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 4000                  Disbursement Date = 2013-08-02  <b>Disbursement Release Indicator = false</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)</p>
52	<p><b>Award Information:</b>                  TEACH Complex Element                  Award Year = 2014 (2013-2014)                  CPS Transaction Number = 01                  Award Amount = 4000                  Student Level Code = 3                  *Financial Award ID = 777780009H14#####002 (where ##### represents the first six digits of the OPE ID)                  Ability To Benefit Code = 06                  *Note: The financial award id is only an example.</p>
53	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 4000                  Disbursement Date = 2013-08-02  <b>Disbursement Release Indicator = false</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)</p>
54	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 8: Pell Grant and Subsidized and Unsubsidized Direct Loans

Step	Action/Input
55	Originate and disburse a Pell Grant, a Subsidized Loan and an Unsubsidized Loan for Student #8 with an SSN = ###-##-0008, where ##-## represents the second and sixth digits of the specified OPE ID. <b>For example:</b> If the specified OPE ID is 07777800, the SSN for this student is 777-78-0008.
56	Submit a Common Record containing the following information: <b>Student:</b> Person Information: Student's Current SSN = ###-##-0008 Student's Date of Birth = 1991-08-08 Student's First Name = Student Student's Middle Initial = C Student's Last Name = TESTEIGHT Address = 8 Main Street City = San Francisco State = CA Zip or Postal Code = 94109
57	<b>Award Information:</b> Pell Complex Element Award Year = 2014 (2013-2014) CPS Transaction Number = 01 Award Amount = 3600 Cost of Attendance = 9000 Enrollment Date = 2013-07-01 Ability To Benefit Code = 02 <b>Note:</b> 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. Student has a DOD value of 'Y', which provides for the equivalent of a zero EFC.
5	<b>Disbursement Information:</b> Disbursement Number = 01 Disbursement Amount = 3600 Disbursement Date = 2013-07-03 <b>Disbursement Release Indicator = true</b> Disbursement Sequence Number = 01 Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)
59	<b>Award Information:</b> Direct Loan Information: Award Key = 1 Origination Fee Percentage = 1.0 Interest Rebate Percentage = 0 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 2 Award Begin Date = 2013-07-02 Award End Date = 2014-07-01 Academic Year Begin Date = 2013-07-02 Academic Year End Date = 2014-07-01 Direct Loan Subsidized Complex Element Award Year = 2014 (2013-2014) CPS Transaction Number = 01 Award Amount = 3500 Award Number = 001 (maps to the loan sequence #) Dependency Status Code = D

	<p>Default Overpay Code = N (No)                  *Financial Award ID = 777780008S14#####001 (where ##### represents the Direct Loan ID)                  Award Create Date = 2013-07-02                  Ability To Benefit Code = 02                  *Note: The financial award id is only an example</p>
60	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 1750                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = false</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  First Disbursement Flag = true                  Disbursement Net Amount = 1725                  Disbursement Fee Amount = 17                  Interest Rebate Amount = 0</p> <p>Disbursement Number = 02                  Disbursement Amount = 1750                  Disbursement Date = 2013-08-03  <b>Disbursement Release Indicator = false</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  Disbursement Net Amount = 1725                  Disbursement Fee Amount = 17                  Interest Rebate Amount = 0</p>
61	<p><b>Direct Loan Unsubsidized Complex Element</b>                  Award Year = 2014 (2013-2014)                  CPS Transaction Number = 01                  Award Amount = 3000                  Award Number = 001 (maps to the loan sequence #)                  Dependency Status Code = D                  Default Overpay Code = N (No)                  *Financial Award ID = 777780008U14#####001 (where ##### represents the Direct Loan ID)                  Award Create Date = 2013-07-02                  Additional Unsubsidized Eligibility Indicator= <b>true</b>                  Ability To Benefit Code = 02                  *Note: The financial award id is only an example.</p>
62	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 1500                  Disbursement Date = 2013-08-02  <b>Disbursement Release Indicator = false</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  First Disbursement Flag = true                  Disbursement Net Amount = 1485                  Disbursement Fee Amount = 15                  Interest Rebate Amount = 0</p> <p>Disbursement Number = 02                  Disbursement Amount = 1500                  Disbursement Date = 2013-08-03  <b>Disbursement Release Indicator = false</b>                  Disbursement Sequence Number = 01</p>

	Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at) Disbursement Net Amount = 1485 Disbursement Fee Amount = 15 Interest Rebate Amount = 0
63	Save the record.

### Case 9: Pell and TEACH Grants, and Subsidized and Unsubsidized Direct Loans

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
64	Originate and disburse a Pell Grant, a TEACH Grant, a Subsidized Loan and an Unsubsidized Loan for Student #9 with an SSN = ###-##-0009, where ###-## represents the second and sixth digits of the specified OPE ID. <b>For example:</b> If the specified OPE ID is 07777800, the SSN for this student is 777-78-0009.
65	Submit a Common Record containing the following information: <b>Student:</b> Person Information: Student's Current SSN = ###-##-0009 Student's Date of Birth = 1989-09-09 Student's First Name = Student Student's Middle Initial = C Student's Last Name = TESTNINE Address = 9 Main Street City = San Francisco State = CA Zip or Postal Code = 94109
66	<b>Award Information:</b> Pell Complex Element Award Year = 2014 (2013-2014) CPS Transaction Number = 01 Award Amount = 5550 Cost of Attendance = 9000 Enrollment Date = 2013-07-01 Ability To Benefit Code = 04 <b>Note:</b> 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.
67	<b>Disbursement Information:</b> Disbursement Number = 01 Disbursement Amount = 5550 Disbursement Date = 2013-08-02 <b>Disbursement Release Indicator = false</b> Disbursement Sequence Number = 01 Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)
68	<b>Award Information:</b> Direct Loan Information: Award Key = 1 Origination Fee Percentage = 1.0 Interest Rebate Percentage = 0 Disclosure Statement Print Indicator = S (School Prints) Student Level Code = 4

	<p>Award Begin Date = 2013-07-02  Award End Date = 2014-07-01  Academic Year Begin Date = 2013-07-02  Academic Year End Date = 2014-07-01  Direct Loan Subsidized Complex Element  Award Year = 2014 (2013-2014)  CPS Transaction Number = 01  Award Amount = 5500  Award Number = 001 (maps to the loan sequence #)  Dependency Status Code = D  Default Overpay Code = N (No)  *Financial Award ID = 777780009S14#####001 (where ##### represents the Direct Loan ID)  Award Create Date = 2013-07-02  Ability To Benefit Code = 04  <b>*Note:</b> The financial award id is only an example.</p>
69	<p><b>Disbursement Information:</b>  Disbursement Number = 01  Disbursement Amount = 2750  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>  Disbursement Sequence Number = 01  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)  First Disbursement Flag = true  Disbursement Net Amount = 2723  Disbursement Fee Amount = 27  Interest Rebate Amount = 0</p> <p>Disbursement Number = 02  Disbursement Amount = 2750  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>  Disbursement Sequence Number = 01  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)  Disbursement Net Amount = 2723  Disbursement Fee Amount = 27  Interest Rebate Amount = 0</p>
70	<p><b>Direct Loan Unsubsidized Complex Element</b>  Award Year = 2014 (2013-2014)  CPS Transaction Number = 01  Award Amount = 5000  Award Number = 001 (maps to the loan sequence #)  Dependency Status Code = D  Default Overpay Code = N (No)  *Financial Award ID = 777780009U14#####001 (where ##### represents the Direct Loan ID)  Award Create Date = 2013-07-02  Additional Unsubsidized Eligibility Indicator = <b>true</b>  Ability To Benefit Code = 04  <b>*Note:</b> The financial award id is only an example</p>
71	<p><b>Disbursement Information:</b>  Disbursement Number = 01  Disbursement Amount = 2500  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>  Disbursement Sequence Number = 01  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)</p>

	<p>First Disbursement Flag = true                  Disbursement Net Amount = 2475                  Disbursement Fee Amount = 25                  Interest Rebate Amount = 0</p> <p>Disbursement Number = 02                  Disbursement Amount = 2500                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)                  Disbursement Net Amount = 2475                  Disbursement Fee Amount = 25                  Interest Rebate Amount = 0</p>
72	<p><b>Award Information:</b>                  TEACH Complex Element                  Award Year = 2014 (2013-2014)                  CPS Transaction Number = 01                  Award Amount = 4000                  Student Level Code = 4                  *Financial Award ID = 777780009H14#####001 (where ##### represents the first six digits of the OPE ID)                  Ability To Benefit Code = 04                  *<b>Note:</b> The financial award id is only an example</p>
73	<p><b>Disbursement Information:</b>                  Disbursement Number = 01                  Disbursement Amount = 4000                  Disbursement Date = 2013-07-03  <b>Disbursement Release Indicator = true</b>                  Disbursement Sequence Number = 01                  Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at)</p>
74	Save the record.

### Prepare Document Block and Entity Block for Batch

Step	Action/Input
75	<p>Transmit the following Document tags with this batch to COD:</p> <pre> &lt;CommonRecord xmlns=http://www.ed.gov/FSA/COD/2008/v3.0e&gt; (Root element for the document) &lt;TransmissionData&gt; &lt;DocumentID&gt;&gt;(Date/Time stamp with Source Routing ID)&lt;/DocumentID&gt; &lt;CreatedDateTime&gt;&gt;(CCYY-MM- DDTHH:mm:ss.ff)&lt;/CreatedDateTime&gt; &lt;Source&gt; &lt;School&gt; &lt;RoutingID&gt;99999999&lt;/RoutingID&gt; &lt;/School&gt; or &lt;ThirdPartyServicer&gt; &lt;RoutingID&gt;99999999&lt;/RoutingID&gt; &lt;/ThirdPartyServicer&gt; &lt;/Source&gt; &lt;Destination&gt; &lt;COD&gt;                     </pre>



	<pre>&lt;RoutingID&gt;00000001&lt;/RoutingID&gt; &lt;/COD&gt; &lt;/Destination &lt;FullResponseCode&gt;F&lt;/FullResponseCode&gt; &lt;/TransmissionData&gt;</pre>
76	<p>Transmit the following Entity tags with this batch to COD:</p> <pre>&lt;ReportingSchool&gt; &lt;RoutingID&gt; &lt;ReportedFinancialSummary&gt; (one for each type of award in the record) &lt;FinancialAwardType&gt; &lt;FinancialAwardYear&gt; &lt;TotalCount&gt; &lt;TotalReportedAward&gt; &lt;TotalReportedDisbursement&gt; &lt;/ReportedFinancialSummary&gt; &lt;AttendedSchool&gt; &lt;RoutingID&gt;</pre>

### Send Files to COD

Step	Action/Input
77	Prepare the Common Record in XML.
78	Transmit the batch to COD via the SAIG using the message class CRTESTIN and your Test Destination Mailbox.
79	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
80	1. Import the Receipts into the school's system. The message class is CRTESTOP.
81	2. Import the Response into the school's system. The message class is CRTESTOP.
82	3. Contact the COD School Relations Center to verify the results and the successful completion of the second test cycle.

## Second Test Cycle (Second Submission)

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	9

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	9
Common Record Responses	CRTESTOP	9

## Test Cases: Step by Step

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

### Case 1: Pell and TEACH Grants

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 = 1991-01-01 Student's Last Name = TESTONE
3	Before proceeding, make sure the record is saved.

### 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 2: Pell Grant and Parent PLUS Loan

Step	Action/Input
4	Retrieve Student #2 (###-##-0002).
5	Submit the Person Information: Student's Current SSN = ###-##-0002 Student's Date of Birth = 1991-02-02 Student's Last Name = TESTTWO
6	Pell <b>Disbursement Information</b> to adjust the first disbursement: Disbursement Number = 01 Disbursement Amount = 451 Disbursement Date = 2013-07-03 <b>Disbursement Release Indicator = true</b> Disbursement Sequence Number = 01
7	PLUS Loan <b>Disbursement Information</b> to adjust the award amount and first disbursement: FinancialAwardAmount = 5500 Disbursement Number = 01 Disbursement Sequence Number = 02 Disbursement Date = 2013-07-03 Disbursement Amount = 5500 <b>Disbursement Release Indicator = true</b>
8	Before proceeding, make sure the record is saved.

### Case 3: Pell Grant

Step	Action/Input
9	Retrieve Student #3 (###-##-0003).
10	Submit the Person Information: Student's Current SSN = ###-##-0003 Student's Date of Birth = 1993-03-03 Student's Last Name = TESTTHREE
11	Update the <b>Disbursement Information</b> for Pell: Disbursement Number = 01 Disbursement Sequence Number = 01 Disbursement Date = 2013-07-03

	<b>Disbursement Release Indicator = true</b>
12	Before proceeding, make sure the record is saved.

### Case 4: TEACH Grant

Step	Action/Input
13	Retrieve Student #4 (###-##-0004).
14	Submit the Person Information: Student's Current SSN = ###-##-0004 Student's Date of Birth = 1984-04-04 Student's Last Name = TESTFOUR
15	Update the <b>Disbursement Information</b> for the TEACH Grant: Disbursement Number = 01 Disbursement Sequence Number = 01 Disbursement Date = 2013-07-03 <b>Disbursement Release Indicator = true</b>
16	Before proceeding, make sure the record is saved.

### Case 5: Unsubsidized Direct Loan

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 = 1989-05-05 Student's Last Name = TESTFIVE
19	Update the <b>Unsubsidized Award</b> Amount: <b>From:</b> 3500 <b>To:</b> 2800
20	Update the <b>Disbursement Information</b> for Unsubsidized Loan: Disbursement Number = 01 Disbursement Sequence Number = 02 Update Disbursement Amounts: Disbursement Amount: <b>From:</b> 1750 <b>To:</b> 1400 Disbursement Fee Amount: <b>From:</b> 17 <b>To:</b> 14 Interest Rebate Amount: 0 Disbursement Net Amount: <b>From:</b> 1733 <b>To:</b> 1386 <b>Disbursement Release Indicator = true</b>
21	Update the <b>Disbursement Information</b> for Unsubsidized Loan: Disbursement Number = 02 Disbursement Sequence Number = 02 Update Disbursement Amounts: Disbursement Amount: <b>From:</b> 1750 <b>To:</b> 1400 Disbursement Fee Amount: <b>From:</b> 17 <b>To:</b> 14 Interest Rebate Amount: <b>From:</b> 9 <b>To:</b> 7 Disbursement Net Amount: <b>From:</b> 1733 <b>To:</b> 1386 <b>Disbursement Release Indicator = true</b>
22	Before proceeding, make sure the record is saved.

### Case 7: TEACH Grants

Step	Action/Input
23	Retrieve Student #7 (###-##-0007).

24	Submit the Person Information: Student's Current SSN = ###-##-0007 Student's Date of Birth = 1991-07-07 Student's Last Name = TESTSEVEN
25	Update the <b>Disbursement Information</b> for the two TEACH Grants: Disbursement Number = 01 Disbursement Sequence Number = 01 Disbursement Date = 2013-07-03 <b>Disbursement Release Indicator = true</b>
26	Save the record.

### Case 8: Subsidized and Unsubsidized Direct Loans

Step	Action/Input
27	Retrieve Student ###-##-0008.
28	Submit the Person Information: Student's Current SSN = ###-##-0008 Student's Date of Birth = 1991-08-08 Student's Last Name = TESTEIGHT
29	Update the <b>Disbursement Information</b> for Direct Loan Subsidized and Unsubsidized Loans: Disbursement Number = 01 Disbursement Sequence Number = 01 Disbursement Date = 2013-07-03 <b>Disbursement Release Indicator = true</b>  Disbursement Number = 02 Disbursement Sequence Number = 01 Enrollment School Code = ##### (denoting the 8 digit OPE ID of the school the student is enrolled at) Disbursement Date = 2013-07-03 <b>Disbursement Release Indicator = true</b>
30	Save the record.

### Case 9: Pell Grant and Unsubsidized Loan

Step	Action/Input
31	Retrieve Student #9 (###-##-0009).
32	Submit the Person Information: Student's Current SSN = ###-##-0009 Student's Date of Birth = 1989-09-09 Student's Last Name = TESTNINE
33	Update the <b>Disbursement Information</b> for Pell Grant: Disbursement Number = 01 Disbursement Sequence Number = 01 Disbursement Date = 2013-07-03 <b>Disbursement Release Indicator = true</b>
34	Update Award Amount for Unsubsidized Loan: From 5000 To 0
35	Update the <b>Disbursement Information</b> for Unsubsidized Loan: Disbursement Number = 01

	<p>Disbursement Sequence Number = 02                  Disbursement Amount: From 2500 To 0                  Disbursement Net Amount: From 2488 To 0                  Disbursement Fee Amount: From 25 To 0                  Interest Rebate Amount: 0</p> <p>Disbursement Number = 02                  Disbursement Sequence Number = 02                  Disbursement Amount: From 2500 TO 0                  Disbursement Net Amount: From 2488 To 0                  Disbursement Fee Amount: From 25 To 0                  Interest Rebate Amount: 0</p>
36	Save the record.

**Prepare Document Block and Entity Block for Batch**

Step	Action/Input
37	<p>Transmit the following Document tags with this batch to COD:</p> <pre>&lt;CommonRecord xmlns=http://www.ed.gov/FSA/COD/2008/v3.0e&gt; (Root element for the document) &lt;TransmissionData&gt; &lt;DocumentID&gt;(Date/Time stamp with Source Routing ID)&lt;/DocumentID&gt; &lt;CreatedDateTime&gt;(CCYY-MM- DDTHH:mm:ss.ff)&lt;/CreatedDateTime&gt; &lt;Source&gt; &lt;School&gt; &lt;RoutingID&gt;99999999&lt;/RoutingID&gt; &lt;/School&gt;</pre> <p>or</p> <pre>&lt;ThirdPartyServicer&gt; &lt;RoutingID&gt;99999999&lt;/RoutingID&gt; &lt;/ThirdPartyServicer&gt; &lt;/Source&gt; &lt;Destination&gt; &lt;COD&gt; &lt;RoutingID&gt;00000001&lt;/RoutingID&gt; &lt;/COD&gt; &lt;/Destination&gt; &lt;FullResponseCode&gt;F&lt;/FullResponseCode&gt; &lt;/TransmissionData&gt;</pre>
38	<p>Transmit the following Entity tags with this batch to COD:</p> <pre>&lt;ReportingSchool&gt; &lt;RoutingID&gt; &lt;ReportedFinancialSummary&gt;(one for each type of award in the record) &lt;FinancialAwardType&gt; &lt;FinancialAwardYear&gt; &lt;TotalCount&gt; &lt;TotalReportedAward&gt; &lt;TotalReportedDisbursement&gt; &lt;/ReportedFinancialSummary&gt; &lt;AttendedSchool&gt; &lt;RoutingID&gt;</pre>

### *Send Files to COD*

Step	Action/Input
39	Prepare the Common Record in XML.
40	Transmit the batch to COD via the SAIG using the message class CRTESTIN and your Test Destination Mailbox.
41	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
42	Import the Receipts into the school's system. The message class is CRTESTOP.
43	Import the Response into the school's system. The message class is CRTESTOP.
44	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, by removing all test data, before sending production data.

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

- **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 live production data to COD.
- **Warning:** Test Message Classes and the Test Destination Mailbox **MAY NOT** be used to process production data.



---

## Addendum

This section describes an update to the School Testing capabilities.

**Environment:** The School Test environment has been upgraded since the AY 2009-2010 School Testing period. It is a full test environment, rather than just a Common Record processing environment. This means the test environment may roll the date forward as is done in Production. This will not impact Phase I Manual Verification. Upon official commencement of Phase II testing COD Schools Test, Current Processing Date (CPD), will be set to July 3<sup>rd</sup>, 2013. This CPD may be rolled forward at any time thereafter and may affect school's award and/or disbursement posting dates. For this reason, checking the COD Schools Test CPD (at URL <https://cod.v2247.tsysecom.com/cod/LoginPage>) may be helpful when establishing Common Record dates. (Note when navigating to the site, you may receive a warning concerning the security certificate. Select the "Continue to this website (not recommended)." link, to display the COD Schools Test home page.)

**Program Related:** Prior to award processing, the COD Test Team submits an MPN for each Direct Loan award and an ATS for each TEACH grant. This circumvents any edits from the system requiring a linked note to allow actual disbursements. In order to submit these notes, each test student and borrower must be made known to COD. This is accomplished by the Test Team submitting prior award year Pells to COD on behalf of the School. COD will then send a Response file to the School for the prior award year Pells.

COD began processing Ability to Benefit elements beginning with Award Year 2011-2012. From then until the end of Award Year 2012-2013 Ability to Benefit elements were optional fields. Starting in Award Year 2013-2014 and going forward Ability to Benefit elements become mandatory in award submissions. The Test Cases have been updated to reflect this requirement.

Beginning with Award Year 2012-2013 COD will require the Enrollment School Code element for sequence number 01 disbursements of all Direct Loan, Pell, and TEACH program originations. The value assigned to this element will indicate the OPE identifier of the school where the student is currently enrolled (i.e., attending school). For this reason the Enrollment School Code has been incorporated into Disbursement Sequence Number 01 blocks of each Origination (Test Cycle 1) record profile. (This element may also be specified in maintenance records of accepted awards and grants, when desiring to change the Enrollment School Code.)

In addition, the COD System will begin accepting all Direct Loan (i.e., Subsidized, Unsubsidized, Parent PLUS, Grad PLUS) Interest Rebate Percentages of zero (0) for Award Year 2012-2013, with actual disbursement dates of July 1, 2013 and forward. Test Case Step by Step scenario values have been updated to reflect the application of 0% rebates in Interest Rebate Percentage and corresponding Disbursement Net Amount elements.

Starting with Release 11.1 graduate and professional students will no longer be allowed to receive DL Subsidized awards with an Award Begin Date on or after 7/1/2012. DL Subsidized award originations have been removed from Case 4, Step by Step scenarios.