

VOLUME V

SCHOOL TESTING

GUIDE

COMMON ORIGATION AND DISBURSEMENT
2013-2014 TECHNICAL REFERENCE



COD SCHOOL TESTING GUIDE	1
Table of Contents.....	1
Introduction	3
Purpose	3
Scope	4
Test Phase Descriptions.....	5
Phase I - Common Record Manual Verification	5
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 2012-2013.....	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 Receipts	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
First Test Cycle (First Submission).....	14
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	19
Case 4: Unsubsidized, and PLUS Direct Loans and TEACH Grant.....	20
Case 5: Unsubsidized Direct Loan.....	22

Case 6: Subsidized and Unsubsidized Direct Loans	24
Case 7: Parent PLUS Direct Loan and TEACH Grants	25
Case 8: Pell Grant and Subsidized and Unsubsidized Direct Loans	27
Case 9: Pell and TEACH Grants, and Subsidized and Unsubsidized Direct Loans	29
Prepare Document Block and Entity Block for Batch	32
Send Files to COD	32
Receive Receipts and Responses from COD	32
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