Electronic Test Scores

Delivery Instructions
Copyright Information

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.
AP & CLEP Test Loads

The user needs to email ap.esr@ets.org as follows, and attach our PGP encryption key.

On the subject line of the message, include:

*AP Internet Delivery Sign-up

*Institution Name

*College Board Code Number

In the body of the email include:

* Your email address or your group email address for score delivery

* Names, telephone numbers, and email addresses of the primary and secondary contacts

* Attach PGP Encryption Key

A test file will be sent after we receive the email.

PLEASE NOTE: You are not enrolled in Internet Score Delivery until you have completed your testing and informed us you are ready to receive scores through AP Internet Score Delivery. Your current score option will remain in place until then. Internet Score Delivery cannot send scores that have already been reported in a different format.

We appreciate the opportunity to assist you. If replying to ap.esr@ets.org, please include all previous correspondence, or a summary of your inquiry. If you wish to speak with a customer service representative, please call us at 609-771-7091, Monday - Friday, from 8:30 AM - 5:00 PM EST.

TOEFL & GRE Test Loads

The user needs to complete the form at (https://portal.ets.org/instport/public/createuser), and create their role as “Lead Administrator”. They then need to designate Production Control as a “Secondary User”. Our email address for test scores is ndus.prodcontrol@ndus.edu and our PGP public encryption key is attached.
SAT Test Loads

The user needs to email hedreports@collegeboard.org with a request to have SAT scores delivered electronically, and include their school code (ex. UND = 6878, NDSU=6474, BSC = 6041, etc.). They will receive a return message with instructions for creating an account on the Collegeboard website.

Once they have a Collegeboard account, they will need to grant Production Control access to their records via the following process.

Log in and navigate to the following URL: https://dat.collegeboard.org/dat/inviteUser

They should see a page similar to the photo attached. Fill in our user information as follows:

First Name: NDUS
Last Name: Production-Control
Work Email: NDUS.Prodcontrol@ndus.edu

Choose their school from the Organization drop-down, and “Assmt Reporting HE Data Files” as the role. Pick an expiration date (I think you can go out as far as Dec 28th of 2020). Click “Add Role to Invitation”, and click the email button to finish. We'll accept the role invitation and begin processing scores. Notifications go out on ERP-Campuses-Admit when scores have been processed.