



GRE[®] General Test Scores Verification

ETS has worked with the American Bar Association[®] (ABA[®]) to establish a verification program that satisfies the requirements of ABA Standard 509.

**GRE[®] Scores
Verification
Program**

GRE® General Test Scores Verification Program

The GRE® General Test Scores Verification Program, provided by ETS in joint effort with the American Bar Association (ABA), calculates your law school matriculants' percentile rank information for the GRE General Test based on the data provided by each school. This service is referred to in the ABA Annual Questionnaire as First-year Class Verification. The data submitted is used by ETS to create the percentile rank information. To ensure accuracy of the information, it is essential to start each application cycle by collecting your data accurately to ensure accurate matriculant data in all reports. The accuracy of the ETS report starts with the accuracy of your reported data.

Overview of the First-year Class GRE General Test Scores Verification Process

ABA Standard 509 requires that all information reported by a law school must be complete, accurate and not misleading to a reasonable law school student or applicant. The ABA Council of the Section of Legal Education and Admissions to the Bar (Council) and ETS have collaborated to establish a verification program to allow schools to obtain a free certified report of their first-year class credentials for all students that applied with GRE scores. Participation in the verification program is deemed to meet the requirement of Standard 509. The program is voluntary. Law schools that choose not to participate will be asked by the Council to demonstrate the accuracy of the information provided.

For the ABA Annual Questionnaire, law schools will no longer be asked to provide an upload of the GRE scores of their first-year class to the ABA, as was required in prior years. Each law school will now be required to provide to ETS a file containing first-year, JD-degree enrollees for whom the school received GRE score reports from ETS. The file is due to ETS by October 31, 2021 by 11:59 p.m. US ET. ETS will notify the ABA of any law school that fails to provide complete and accurate data by those dates.

ETS will verify the information that is received and will share the results with the law school for their approval. Any and all discrepancies will be resolved by December 20, 2021. Once each law school has verified the information provided by ETS, the information will be shared with the Council.

Description of Data Requested

The 2021 first-year class includes:

- Students who are enrolled in law school during the period, October 6 of the previous year to October 5 of the current year.
- Students who were admitted early (e.g., in their junior year of college) to begin law school during the period, October 6 of the previous year to October 5 of the current year.
- Deferred students — students who were admitted to begin law school in a prior year but deferred admission and are beginning law school during the period, October 6 of the previous year to October 5 of the current year.
- Previously admitted students — students who may have started classes in a previous term or year, transferred with less than 15 credits accepted, withdrew or took a leave of absence before earning any credits, and then enrolled as first-year students during the period, October 6 of the previous year to October 5 of the current year.

The first-year class does not include:

- Students who were readmitted and enrolled after being disqualified from the law school.
- Students admitted and enrolled after disqualification from another law school.
- Transfer students — students admitted and enrolled with 15 or more credits for prior law study from law schools in the United States.
- Students admitted and enrolled with 15 or more credits for prior law study at a law school outside the United States.
- Students who completed a semester in an earlier year and are returning after a leave of absence to complete their 1L year.

Data Format for Verification

Each record in the file should contain the following:

1. Full student name used at the time of registering for the GRE General Test, and any known name changes after registration
2. Student date of birth (month, day, year)
3. Part-time/full-time student status on October 5
4. All GRE scores that your law school has in its records for that student, with corresponding test dates
5. Your school's GRE score reporting code

Submission of Data

Data should be submitted in any of these file formats (.txt, .csv, .xls, .xlsx, .sav or .sas7bdat) with columns for each variable requested. If a student has multiple scores, the data can be submitted in a vertical layout with multiple lines per student or in a horizontal layout with separate variables for each student. If a vertical layout is used, please repeat student information in each line. If a horizontal layout is used, please provide columns for name (including any changes), date of birth, status (full-time [FT] or part-time [PT]), each section score (Verbal Reasoning [VR], Quantitative Reasoning [QR], Analytical Writing [AW]), test date and the school's GRE score reporting code for each set of scores, with the columns for each set of scores presented in the same order. Examples of the two formats are presented below:

Vertical Format:

First Name	Middle Name	Last Name	Any Known Name Changes?	Date of Birth	Student Status	GRE Test Date	GRE DI Code	GRE VR Score	GRE QR Score	GRE AW Score
John	A.	Doe		1/1/85	FT	3/3/19	9999	160	160	3.0
John	A.	Doe		1/1/85	FT	4/3/19	9999	165	155	3.5
Jane	B.	Doe	Jane B. Jones	2/2/85	PT	3/3/19	9999	170	170	4.0

Horizontal Format:

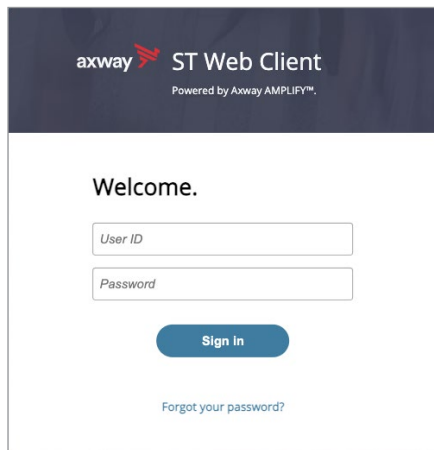
First Name	Middle Name	Last Name	Any Known Name Changes?	Date of Birth	Student Status	GRE Test Date 1	GRE DI Code 1	GRE VR Score 1	GRE QR Score 1	GRE AW Score 1	GRE Test Date 2	GRE DI Code 2	GRE VR Score 2	GRE QR Score 2	GRE AW Score 2
John	A.	Doe		1/1/85	FT	3/3/19	9999	160	160	3.0	4/3/19	9999	165	155	3.5
Jane	B.	Doe	Jane B. Jones	2/2/85	PT	3/3/19	9999	170	170	4.0					

This file should be submitted to ETS via the ETS Secure File Transfer system using the secure FTP site established by ETS located at: <https://nsftp.ets.org>.

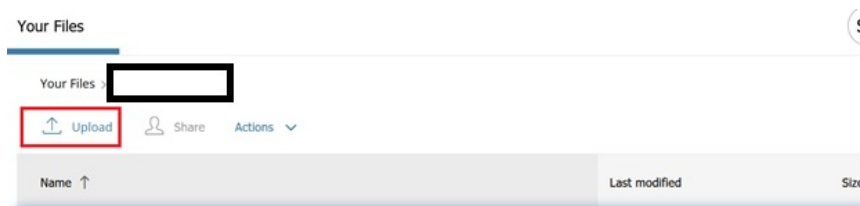
On this site, separate document exchange folders were created for each school, and access to these school-specific exchange folders is limited through the use of school-specific User IDs and Passwords. These User IDs and Passwords have been emailed separately to each school. Schools are prevented from traversing the FTP site above their respective school root folder, (i.e., they cannot access folders from other schools). Access, upload and download to and from the FTP site are secured and encrypted.

Follow these steps to access your FTP folder using a browser application:

1. The first screen will appear as in the below figure. Use the credentials sent by email to log in to your school folder.



2. Once logged in, open your school's folder and then select "Upload" to transfer your data file, as shown in the following figure:



3. A new window will open, allowing you to browse your files and select the file to upload to the folder.

Upon submitting the data, your school should also complete and email the "GRE® General Test Scores Verification Data Submission Form" to **GREVerify@ets.org**. The form will be used to certify that all data submitted on behalf of your school is accurate and to gather data on how your processed applicants that submit multiple sets of GRE scores:

- A. The average score for each section (VR, QR, AW) is considered
- B. The highest score a student has earned for each section is considered
- C. Other methodology. Please explain.

ETS will use whichever option the school uses to ensure the numbers presented reflect how the school uses GRE scores for making law school admission decisions. However, since it is expected that all school data will be verified under method A or method B, if your school chooses method C, the option closest (A or B) to the method used will be applied for the percentile calculations. If the methodology does not resemble method A or method B, method B will be used by default.

The GRE® General Test Scores Verification Data Submission Form, along with your multiple-score policy details should be emailed to **GREVerify@ets.org**. Once this form is received, ETS will download the data and start the score verification process.

ETS Verification of Matriculant Data

Upon receipt of the data, ETS staff will review the file, verify all scores and follow up with the school regarding any issues found.

ETS will verify scores that follow these guidelines:

1. GRE scores for only those who had submitted scores to the law school (either directly to or indirectly through the law school's parent university or joint degree program) and who, according to the law school, were enrolled as full-time or part-time 1L students at the law school on October 5 ("Reportable Students")
2. Only those GRE scores that students had ETS send to the school (i.e., no unverifiable or unofficial score reporting)
3. Only those students' GRE scores which are no more than five years old, as of the date ETS reported the students' GRE scores to the school

Once scores are verified, ETS will calculate percentile rank based on the procedures discussed in the next section.

Calculating Percentile Rank Information for the GRE Verbal Reasoning, Quantitative Reasoning, and Analytical Writing Measures

The methodology for calculating percentile rank information described in this document adheres to the guidelines issued to ETS by the ABA. ETS uses this methodology to calculate percentile rank information for law school first-year class credentials. Note that the results of percentile rank calculations made using other statistical analysis tools may not yield the same results as in this calculation.

To determine the GRE score 25th, 50th and 75th percentiles of your first-year class:

1. Prepare three lists of matriculants, one list by VR, one list by QR and one list by AW measure scores. There should be no zero or blank scores on the list. If they occur on your original matriculant list, delete them for purposes of calculating the percentiles.
2. Sort each list by scores, from low to high.
3. Count the number of scores on each list. Note that the number of scores can be different on each list because of any records you may have deleted. Also note that there may be more than one person with the same VR, QR and AW scores on your lists. The resulting counts can be described as N_VR (for Verbal Reasoning), N_QR (for Quantitative Reasoning) and N_AW (for Analytical Writing).

4. Determine the percentile cut point (Z) by multiplying the percentile value by the number of matriculants (N) on each list.

- $.25 \times N_{VR} = ZVR25$
- $.50 \times N_{VR} = ZVR50$
- $.75 \times N_{VR} = ZVR75$
- $.25 \times N_{QR} = ZQR25$
- $.50 \times N_{QR} = ZQR50$
- $.75 \times N_{QR} = ZQR75$
- $.25 \times N_{AW} = ZAW25$
- $.50 \times N_{AW} = ZAW50$
- $.75 \times N_{AW} = ZAW75$

5. For the Z values that have a decimal after the percentile multiplication:

Round the Z value to the next highest whole number. Note that this is different from standard rounding rules so that *a result with a decimal of less than .5 would still round up to the next highest whole number.*

Examples:

To calculate the location of the 25th percentile of VR (ZVR25) in a list with 103 scores:

- $.25 \times 103 = ZVR25$ (25th percentile of VR) = 25.75
- Since the result has a decimal, round up the result (ZVR25) to 26.

To calculate the location of the 50th percentile of QR score (ZQR50) in a list with 255 scores:

- $.50 \times 255 = ZQR50 = 127.50$
- Since the result has a decimal, round up the result (ZQR50) to 128.

To calculate the location of the 75th percentile of AW score (ZAW75) in a list with 303 scores:

- $.75 \times 303 = ZQR50 = 227.25$
- Since the result has a decimal, round up the result (ZQR50) to 228.

6. For the Z values that yield a whole number, use the whole number.

Examples:

To calculate the location of the 25th percentile of VR (ZVR25) in a list with 160 scores:

- $.25 \times 160 = ZVR25$ (25th percentile of VR) = 40
- Since this is a whole number, the 25th percentile (ZVR) is 40.

To calculate the location of the 50th percentile of QR (ZQR50) in a list with 140 scores:

- $.50 \times 140 = ZQR50$ (50th percentile of QR) = 70
- Since this is a whole number, the 50th percentile (ZQR) is 70.

To calculate the location of the 75th percentile of AW (ZAW75) in a list with 300 scores:

- $.75 \times 300 = ZAW75$ (75th percentile of AW) = 225
- Since this is a whole number, the 75th percentile (ZAW) is 225.

7. For all Z values from Step 5 and 6, count from lowest to highest, and the number of positions calculated in Step 5, then choose the VR, QR, or AW score from that position.

Examples:

- The ordered list of VR scores for the 25th percentile might look like:

Position #	VR
24	145
25	147
26	148
27	150
28	150

In the calculation from the first example in Step 5, the 25th percentile (ZVR25) is in position 26 and the VR score for the 25th percentile is 148.

- The ordered list of QR scores for the 50th percentile might look like:

Position #	QR
126	165
127	166
128	167
129	167
130	167

In the calculation from the second example in Step 5, the 50th percentile (ZQR50) is in position 128 and the QR score for the 50th percentile is 167.

- The ordered list of AW scores for the 75th percentile might look like:

Position #	AW
225	3.0
226	3.0
227	3.0
228	3.5
229	3.5

In the calculation from the second example in Step 5, the 75th percentile (ZAW75) is in position 228 and the AW score for the 75th percentile is 3.5.

8. If the calculation in Step 4 yields a whole number and the VR/QR/AW score is the same for both the Z and Z+1 position, then use that VR/QR/AW score.

Example:

- The ordered list of VR scores for the 25th percentile might look like:

Position #	QR
38	156
39	158
40	170
41	170
42	170

In the calculation from the first example in Step 6, the 25th percentile of the VR (ZVR25) is 40. The 40th and 41st positions have the same VR score — 170. So, the score for the 25th percentile (ZVR25) is 170.

9. If the result of the calculation in Step 4 above yields a whole number and the Z and Z+1 positions are different, then add 1 to the Zth VR score, add 1 to the Zth QR score or add 0.5 to the Zth AW score.

Example:

- The ordered list of VR scores for the 25th percentile (ZVR25) might look like:

Position #	QR
38	156
39	158
40	160
41	161
42	162

In the calculation above, the 25th percentile for VR (ZVR25) is 40. The VR scores in the 40th and 41st positions are different, so add 1 to the 40th VR score, resulting in the score for the 25th percentile for VR (ZVR25) of 161.

- The ordered list of QR scores for the 25th percentile (ZQR25) might look like:

Position #	QR
38	147
39	148
40	150
41	152
42	152

In the calculation above, the 25th percentile for QR (ZQR25) is 40. The 40th and 41st positions have different QR scores, so add 1 to the 40th QR score, resulting in the 25th percentile for QR (ZQR25) of 151.

- The ordered list of AW scores for the 25th percentile (ZAW25) might look like:

Position #	AW
38	3.0
39	3.0
40	3.0
41	4.0
42	4.0

In the calculation above, the 25th percentile for the AW score (ZAW) is 3.5. The 40th and 41st positions have different AW scores, so add 0.5 to the 40th AW score, resulting in the 25th percentile for AW (ZAW25) of 3.5.

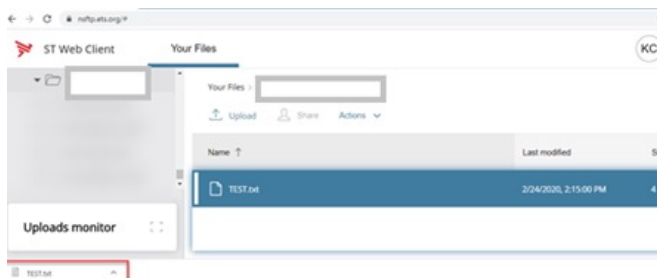
Note that it does not make a difference what the spread might be between the two positions; a value of .5 of the AW and 1 of the VR or QR score is always added.

Review of Percentile Rank Information

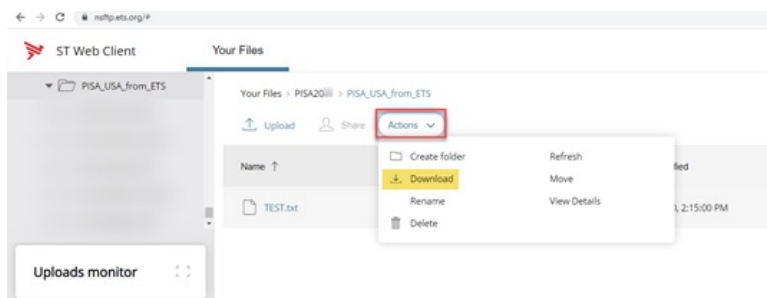
ETS will provide each law school with its respective results for final approval before reporting these to the ABA, via the FTP site.

To download the posted results, follow the following procedure:

1. Log in to the FTP site using the same credentials as when you submitted the data file and open the folder for your school.
2. To download files from ETS, click on the results file. It will be docked in the bottom left corner of the screen and will also be saved to your Downloads folder, as shown in the below figure.



Alternatively, you can click on “Download” from the Actions drop-down menu as shown in the following figure:



Once you have reviewed and verified the data in your file, please send a data approval email to **GREVerify@ets.org**.

Timeline

All dates are based on U.S. ET.

October 5–31, 2021 — Schools submit information to ETS via a secure process for all students who reported GRE scores between October 6, 2020, and October 5, 2021 and are matriculated as first-year JD degree candidates as of this date.

October 15, 2021–December 3, 2021 — ETS calculates percentile rank information and sends files via the secure process to schools for review.

December 20, 2021 — GRE score verification is complete for all schools; all discrepancies are resolved; all unresolved discrepancies are reported to the ABA.

Contact Information

ETS is available to provide support or help with any questions you may have during this process:

Email: **GREVerify@ets.org**

