Pearson

Accessing Results

User guide: viewing, downloading and merging assessment reports

Accessing Results

This guide explains how to find completed assessments, view candidate scores and reports, and download, print or merge assessment reports.

Step 1: Open Completed Assessments

Click **Results > Completed Assessments**.

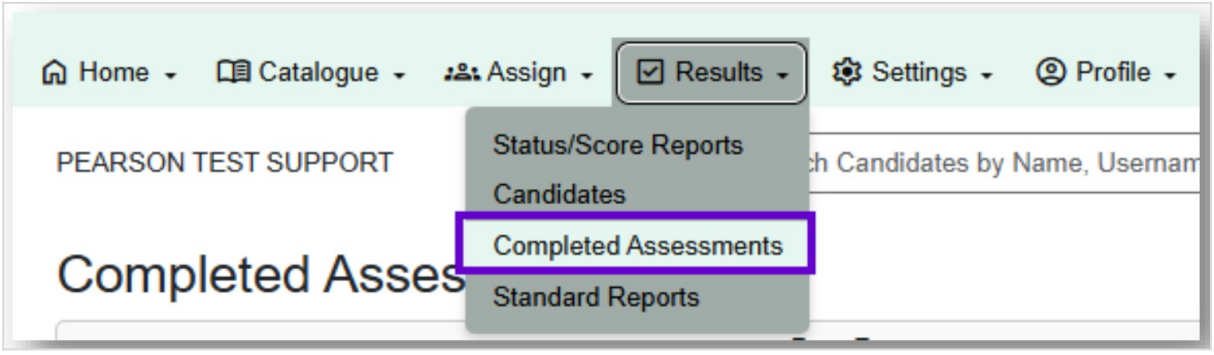


Figure 1: Results menu

Step 2: Filter your search

If required, filter your search and click **Search**. You can filter your search:

- **By date:** Change the date range. By default, it is set to the last 3 months.
- **By name:** Enter the candidate's surname in the Search field.
- **By group:** Select your group from the Group drop-down menu.

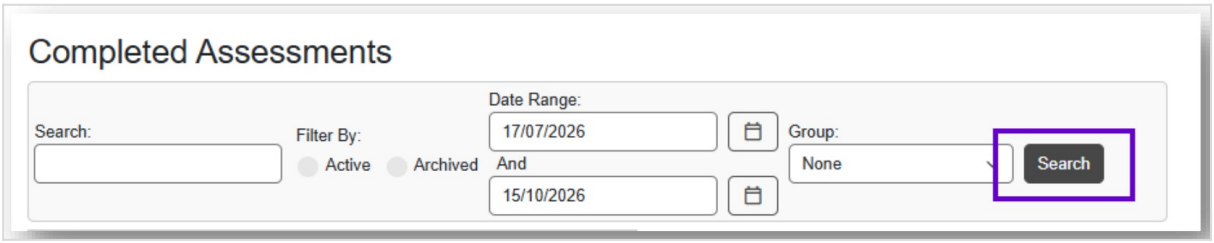


Figure 2: Completed Assessments search filters

Step 3: Review your search results

Your search results will be displayed as shown in the example below.

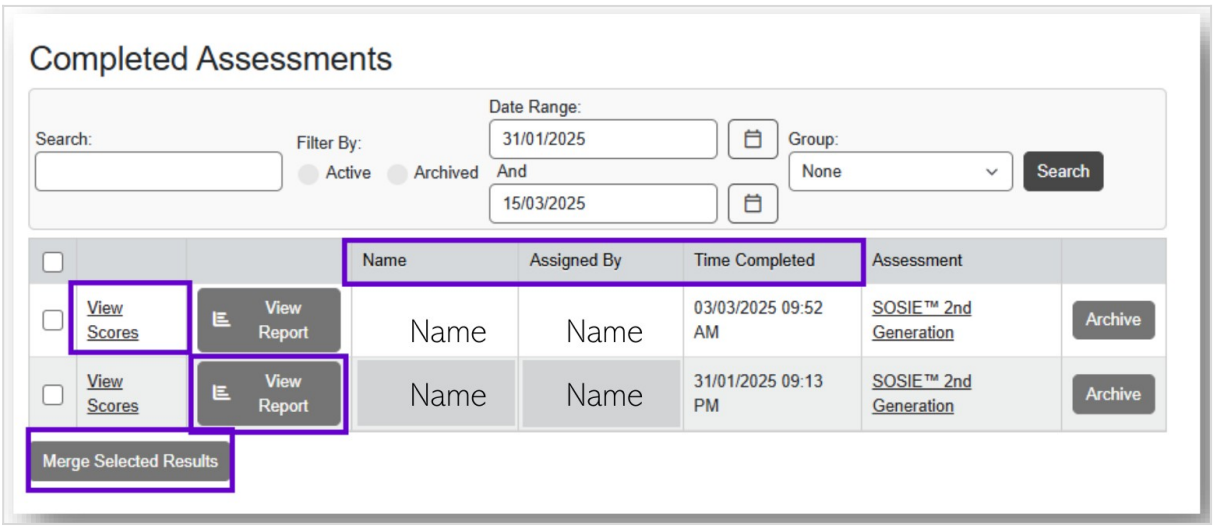


Figure 3: Search results

- **View Scores** allows you to view the candidate's raw test scores.
- **View Report** allows you to access the assessment report and add optional reports.
- **Merge Selected Results** allows you to combine all selected reports into a single PDF file.

You can change the display order by clicking the table column headings to sort your search results by:

- Candidate name, by clicking “Name”
- Name of the person who assigned the assessment, by clicking “Assigned By”
- Date, by clicking “Time Completed”

Step 4: Open the assessment report

To view the assessment report in PDF format, click **View Report**. The report selection page will appear.

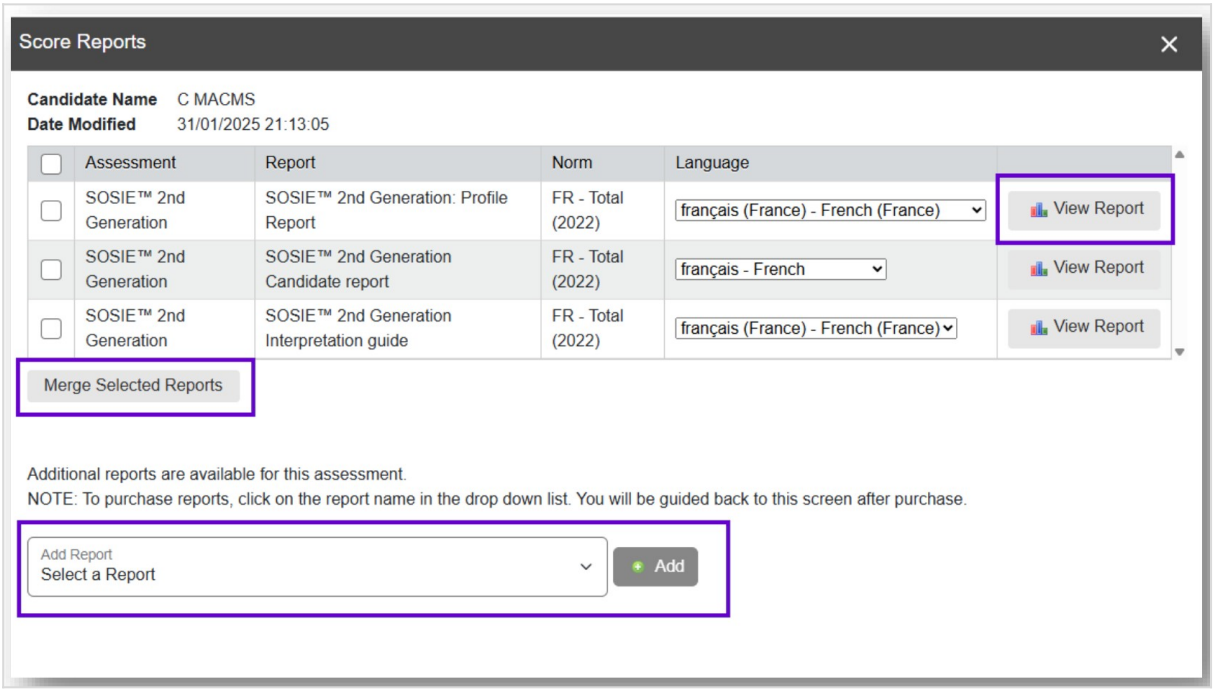


Figure 4: Report selection page

- **View Report** allows you to open the report as a PDF in a new browser tab.
- **Merge Selected Reports** allows you to combine all selected reports into a single PDF file.
- **Add Report** allows you to add optional reports once the assessment has been completed.

Step 5: View, download or print the report

Your report will open in your web browser. The report may take a few moments to load.

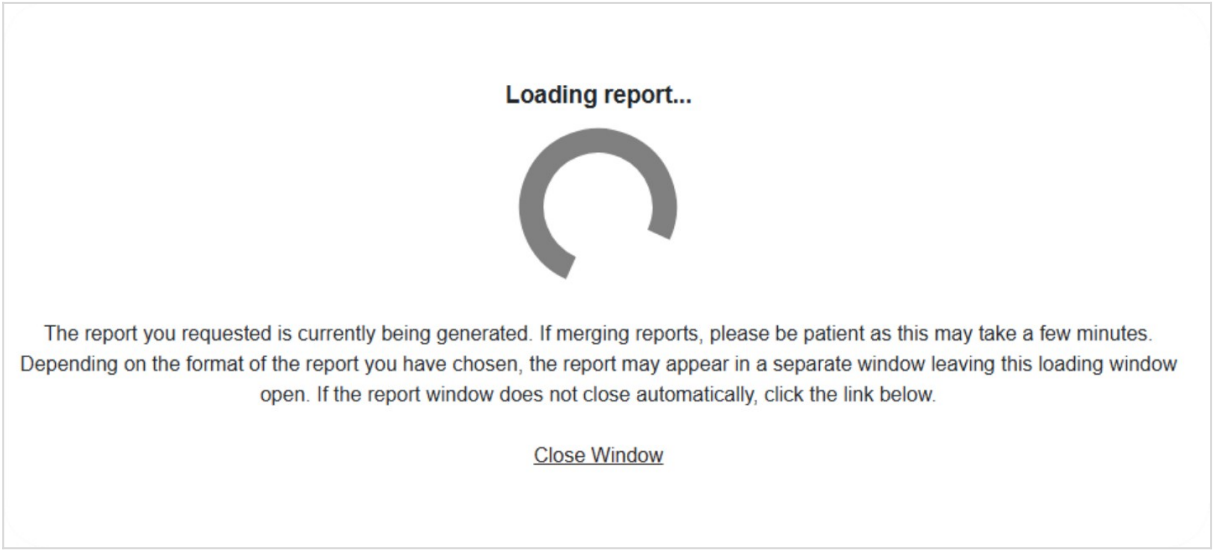


Figure 5: Report loading

Once the report is displayed, you can **download** it to your computer and/or **print** it.

Important: The assessment report is intended for certified users only. Specific reports designed to be provided to candidates are available for purchase.