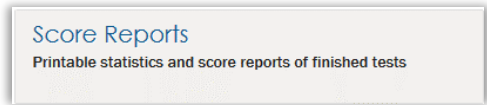




HOW TO VIEW/PRINT SCORE REPORTS & TRAINING PRESCRIPTIONS

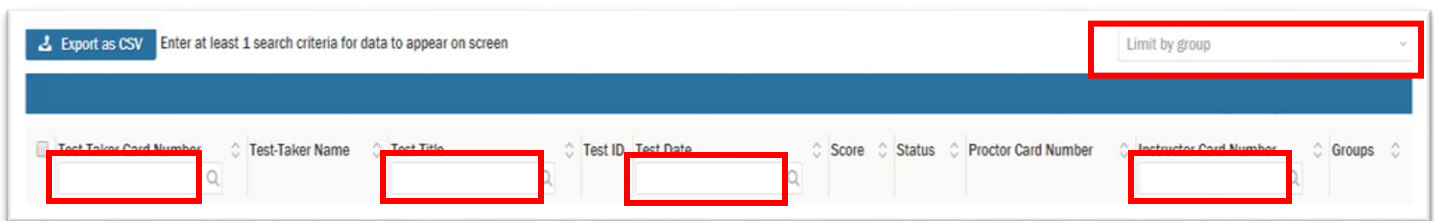
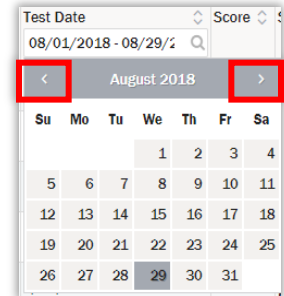
The **Score Reports** menu allows users with the Basic permission to view and print score reports.

1. Log in to the **NCCER Testing System**.
2. Select your **Testing Location**.
3. Select **Score Reports**.



4. Results will not automatically display to preserve load time. One of the following criteria is required for population.

- a. Group
- b. Test taker Card Number
- c. Test Title
- d. Test Date, open calendar and select the start date, then select the end date
 - i. To scroll through months, select the **Previous** or **Next** icons
- e. Instructor Card Number



5. Locate the test(s) of interest and select the **Check Box(es)** on the left.



Tip: Print/View options appear after selecting a test.

6. **Select** which report format you wish to print.

- a. **Print Generalized Report** will print the fields you see displayed minus Instructor and Proctor Card #:



Test taker Card Number, Test taker Name, Test Title, Test Date, Score, Status, & Group.

- b. **Print Detailed Report** will print an individual Score Report for each test taker selected and a **Training Prescription** referring to section(s) of the module where questions were missed



(Missed Items). If the test taker receives a 100, the Training Prescription will be blank.

See the next page for an example.



9/26/2018

TAO 3.3.0-sprint80



Module Score Report and Training Prescription

M03 75104-13 - Work-Zone Safety

Name: Pika Pikachu

Date: 9/22/2018

Card #: ██████████

Score: 80

Testing Location: XYZ Technical School Plus - Training Unit (TU)

Status: Pass

MISSED ITEMS

Topic(s) requiring remediation

Module Number	Module Name	Section
75104-13	Work-Zone Safety	2.3.0
75104-13	Work-Zone Safety	1.1.2

NCCER module tests and/or assessments should not be used as the only criteria to qualify or disqualify an applicant or employee from being hired or from continued employment. While specific references to training content are provided in this Training Prescription, it is recommended that candidates who have received a result of "Training Recommended" re-train on all content in the applicable module in order to achieve minimal competency. While NCCER makes every effort to provide accurate section references in its training prescriptions, up-to-the-minute accuracy cannot be guaranteed.

- c. **Export as CSV** will download an Excel file with all tests listed, showing: Test taker Card Number, Test taker Name, Assessment Title, Test Date, Score, Status, & Instructor Card #.

 **Export as CSV**

7. Select the **Home** icon to return to your Main Menu.