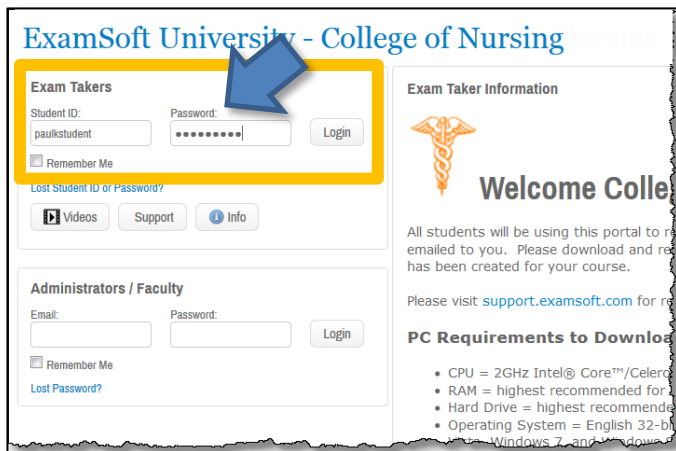


Exam Takers will be able to view all of their assessments sorted by their courses. Exam Takers will be able to see:

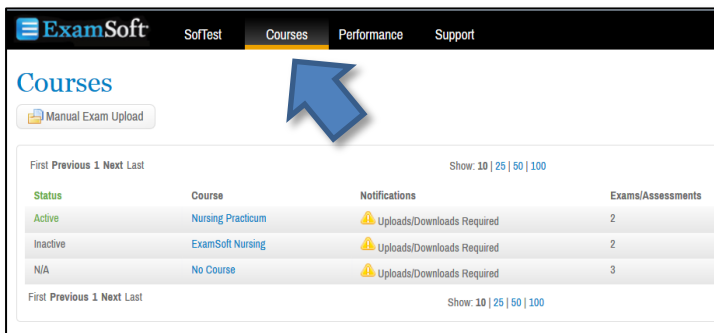
- Assessment download and upload record
- Directions for downloading or uploading files
- Assessment scores (once they are released)
- Assessment Reports provided by professor

Accessing Assessment Information

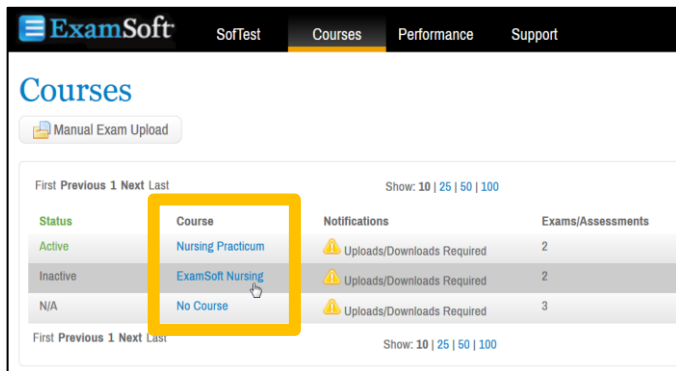
1. Exam Takers will need to login into their institution's homepage with the credentials provided in an email.



2. Select the **Courses** tab to view the assessments organized by each course name.



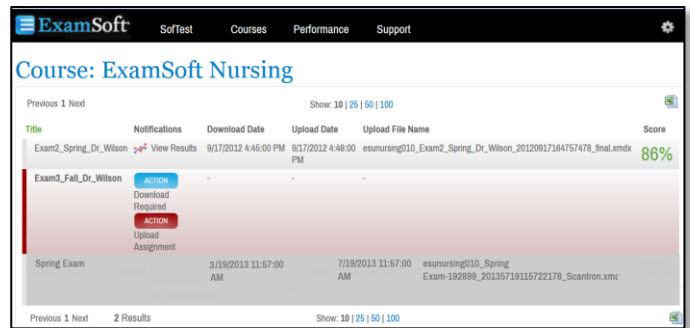
3. Select a **Course** name to view each assessment.



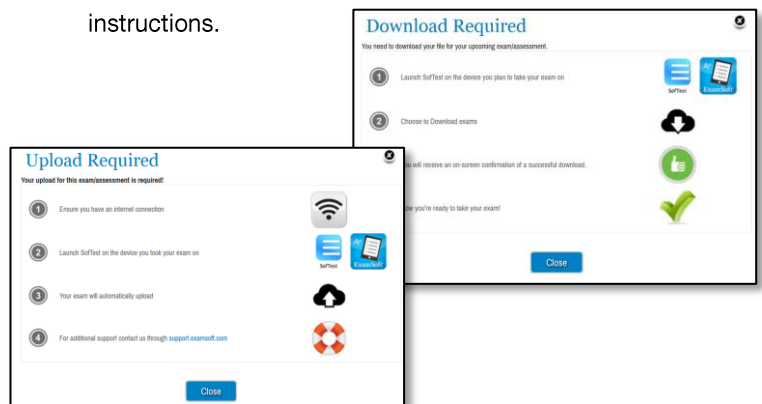
All notifications will appear on the **Courses** page where immediate action is needed.

Reviewing Assessment Information

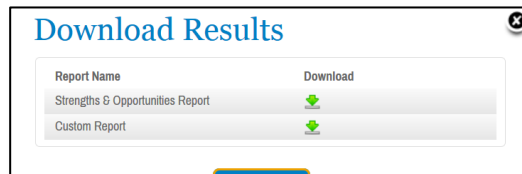
There are three specific notifications that can be displayed for each assessment listed under the course name.



1. Assessments that need to be downloaded or uploaded will be marked with an **Action** button under the notifications column. Select either action to review the instructions.



2. When results have been released by the professor, a score is visible and **View Results** is available under



Two different reports can be provided for each assessment based on the professors' preferences for display assessment results to Exam takers.

3. If there are no notifications available, then the assessment has been uploaded and the results have not been released.

Manual Assessment Upload

A manual exam upload is necessary when Exam Takers have not been successful with uploading their answer file automatically through SoftTest.

Select the button and follow the onscreen directions.